

Form 16 - Certificate under Section 203 of the Income-tax Act, 1961

Part A: Details of Tax Deducted at Source

PAN of Deductor	XXXXXXX	PAN of Employee	XXXXXXX
TAN of Deductor	XXXXXXX	Assessment Year	2023-24
Name & Address of Employer	ABC Pvt Ltd, 123 Sample Street, City, State, PIN		
Name & Address of Employee	John Doe, 456 Example Avenue, City, State, PIN		

Summary of Tax Deducted & Deposited

Quarter	Receipt Numbers of Original Quarterly Statements	Total Amount Paid / Credited	Total Tax Deducted	Total Tax Deposited
Q1	1234567890	₹ X,XX,XXX	₹ X,XXX	₹ X,XXX
Q2	1234567891	₹ X,XX,XXX	₹ X,XXX	₹ X,XXX
Q3	1234567892	₹ X,XX,XXX	₹ X,XXX	₹ X,XXX
Q4	1234567893	₹ X,XX,XXX	₹ X,XXX	₹ X,XXX

Part B: Details of Salary Paid and Other Income

Description	Amount (₹)
Gross Salary	X,XX,XXX
Less: Exemptions	X,XXX
Net Salary	X,XX,XXX
Other Income (if declared)	X,XXX
Total (A)	X,XX,XXX
Deductions under Chapter VI-A	X,XXX
Total Taxable Income	X,XX,XXX
Total Tax on Income	X,XXX
Tax Rebate/Cess	X,XXX
Net Tax Payable	X,XXX
Total TDS	X,XXX

Important Notes:

- Form 16 is a certificate provided by the employer showing details of salary paid and tax deducted during the financial year.
- This document is essential for filing Income Tax Returns by salaried employees.
- Employees should verify the PAN, salary details, and TDS amounts mentioned in this form.
- Form 16 is issued annually, after the end of the financial year.
- If the employee worked with more than one employer, each employer will issue separate Form 16.

