

Key Elements to Include in Form 16 Salary Format

1. Employer & Employee Details

Detail	Sample Data
Name and Address of Employer	ABC Pvt. Ltd., 123 Main Street, City, State
Employer's TAN & PAN	TAN: ABCD12345E PAN: AAAAA1234A
Employee's Name & Address	John Doe, 456 Elm Street, City, State
Employee's PAN	AABPC1234E

2. Salary & Income Details

Description	Amount (INR)
Gross Salary	8,00,000
Allowances exempt under Section 10	75,000
Deductions (PF, Professional Tax, etc.)	60,000
Net Taxable Salary	6,65,000
Other income reported by employee	10,000
Gross Total Income	6,75,000

3. Deductions Under Chapter VI-A

Section	Description	Amount (INR)
80C	Life Insurance, PPF, etc.	1,50,000
80D	Mediclaim Policy	25,000
80E	Interest on Education Loan	20,000
Total Deductions		1,95,000

4. Tax Computation & TDS

Description	Amount (INR)
Taxable Income	4,80,000
Tax on Total Income	22,500
Rebate and Relief Allowed	2,500
Net Tax Payable	20,000

Total TDS Deducted & Deposited	20,000
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5. Verification & Declaration

Place:	City Name
Date:	31/05/2024
Name & Signature of Employer/Authorized Person:	ABC Pvt. Ltd. (Authorised Signatory)

Important Notes

- Form 16 is a certificate of TDS issued by an employer to employee under Section 203 of the Income Tax Act.
- It is an essential document for income tax return filing by salaried individuals.
- All figures should be cross-verified with salary slips and tax deductions made during the financial year.
- Discrepancies, if any, should be brought to the employer's notice immediately for rectification.
- Form 16 is generally issued annually, after the end of the financial year.