

FORM NO. 16
[See Rule 31(1)(a)]

Certificate under section 203 of the Income Tax Act, 1961, for tax deducted at source on salary
For the Financial Year: YYYY-YY

Part A:

Details of the Employer		Details of the Employee	
Name:		Name:	
Address:		Address:	
PAN of Employer:		PAN of Employee:	
TAN of Employer:		Employee Reference Number (if any):	

Summary of Salary Paid and Tax Deducted

Month	Salary Paid	Tax Deducted	Tax Deposited	Challan No./Book Entry
April				
May				
Total				

Part B (Annexure): Details of Salary Paid, Other Income and Deductions

Description	Amount (â,¹)
Gross Salary	
Less: Allowances exempt under Section 10	
Net Salary	
Deductions under Section 16	
Income chargeable under the head "Salaries"	
Income (Other Sources)	
Gross Total Income	
Deductions under Chapter VI-A	
Total Taxable Income	
Tax on Total Income	
Rebate under Section 87A	
Surcharge (if any)	
Health & Education Cess	
Total Tax Payable	

Total Tax Deducted	
--------------------	--

Verification

I, _____, hereby certify that a sum of Rs. _____ was deducted and deposited to the credit of the Central Government.

Date:		Signature of the person responsible for deduction of tax
Place:		Full Name & Designation

Important Notes:

- Form 16 is a certificate provided by employers for tax deducted at source (TDS) from salary.
- It is used as proof of salary income and tax deduction for filing income tax returns.
- The form consists of two parts: Part A (details of TDS) and Part B (salary details and deductions).
- Verify all personal, salary, and tax details before filing your tax return.
- Retain Form 16 for your records; it is required for various financial and compliance purposes.