

# Sample Organizational Format of Part A and Part B in Form 16

## Part A: Details of Tax Deducted and Deposited

### 1. Employer and Employee Details

PAN of the Deductor	XXXXXXX	TAN of Deductor	XXXXXXX
Name and Address of Employer	ABC Pvt Ltd 123 Business Street, City, State - 123456		
PAN of the Employee	YYYYYYY	Name of Employee	John Doe
Period of Employment	01-Apr-2023 to 31-Mar-2024		

### 2. Summary of Amount Paid / Credited and Tax Deducted & Deposited

Month	Amount Paid / Credited	Tax Deducted	Tax Deposited	Challan/Receipt Number
April 2023	50,000	2,000	2,000	123456
...	...	...	...	...
Total	6,00,000	24,000	24,000	-

### 3. Verification

Name & Designation of person responsible for deduction of tax	Jane Smith, Finance Manager
Place	City Name
Date	15-May-2024

## Part B: Details of Salary Paid and Any Other Income and Tax Deducted

### 1. Salary Details

Particulars	Amount (INR)
Gross Salary (including allowances)	6,00,000
Less: Exemptions under Section 10	75,000
Less: Deductions under Section 16	50,000
Net Salary	4,75,000

### 2. Deductions Under Chapter VI-A

Section	Particulars	Amount (INR)
80C	Life Insurance Premium, PPF, etc.	1,00,000
80D	Medical Insurance	25,000
Total Deductions		1,25,000

### 3. Tax Computation

Particulars	Amount (INR)
Total Income (After Deductions)	3,50,000
Tax on Total Income	5,000
Education Cess (4%)	200
<b>Total Tax Payable</b>	<b>5,200</b>
Tax Deducted at Source (as per Part A)	5,200
<b>Net Tax Payable/Refund</b>	<b>0</b>

- Form 16 is issued by employers to employees as a certificate for TDS on salary income.
- Part A contains details of tax deducted and deposited with the government.
- Part B provides the detailed computation of salary and deductions, including tax calculation.
- This document is essential for filing the individual's income tax return.
- Ensure all details (e.g., PAN, amounts, and deductions) are accurately mentioned.
- Inconsistencies should be reported promptly to the employer for correction.