

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
Total Tax Payable	5,200
Tax Deducted at Source (as per Part A)	5,200
Net Tax Payable/Refund	0

- 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.