

Section-wise Breakdown of Form 16 Contents

Section A: Employer & Employee Details

Item	Description
Name & Address of Employer	Legal name and registered office address
PAN / TAN of Employer	Permanent Account Number / Tax Deduction Account Number
Name & Designation of Employee	Full name and job title as per records
PAN of Employee	Permanent Account Number of the individual

Section B: Salary Details

Component	Amount
Gross Salary	â, 'XXX,XXX
Allowances (Exempt)	â, 'XX,XXX
Taxable Salary	â, 'XXX,XXX
Deductions under Section 16	â, 'X,XXX
Income Chargeable under Head 'Salaries'	â, 'XXX,XXX

Section C: Details of Exemptions & Deductions

Section	Description	Amount
80C	Provident Fund, LIC Premium, etc.	â, 'XX,XXX
80D	Medical Insurance Premium	â, 'X,XXX
80TTA/80TTB	Interest on Savings Account	â, 'X,XXX
Other Deductions	Donations, NPS, etc.	â, 'X,XXX

Section D: Tax Deducted at Source (TDS) Details

Month	Salary Paid	TDS Deducted	TDS Deposited	Challan Number
April	â, 'XX,XXX	â, 'X,XXX	â, 'X,XXX	123456
May	â, 'XX,XXX	â, 'X,XXX	â, 'X,XXX	234567

Section E: Verification

Details	Information
Place	City Name
Date	DD/MM/YYYY
Name & Designation	Signing Authority

Important Notes:

- Form 16 is issued annually by employers to salaried employees as a certificate of TDS.
- This document is essential for accurate filing of income tax returns.
- Form 16 must be verified for correctness of PAN and amounts.
- Discrepancies should be reported to the employer immediately.
- Keep Form 16 safely for any future tax queries or audits.