

# SALARY CERTIFICATE / INCOME TAX RECEIPT

[Company Name]  
[Company Address]  
Contact: [Phone Number] | [Email Address]

Date: [DD/MM/YYYY]

## Employee Details

Employee Name: [Employee Full Name]  
Employee ID: [Employee Code]  
Designation: [Designation]  
PAN Number: [Employee PAN Number]  
Department: [Department Name]  
Period of Employment: [Start Date] to [End Date]

## Salary Details for the Financial Year [YYYY-YY]

Earnings	Amount (INR)
Basic Salary	[Amount]
House Rent Allowance (HRA)	[Amount]
Conveyance Allowance	[Amount]
Special Allowance	[Amount]
Other Allowances	[Amount]
<b>Total Gross Salary</b>	<b>[Total Gross Amount]</b>

Deductions	Amount (INR)
Provident Fund	[Amount]
Professional Tax	[Amount]
Income Tax (TDS)	[Amount]
Other Deductions	[Amount]
<b>Total Deductions</b>	<b>[Total Deduction Amount]</b>

Net Salary Paid (in words):

[Net Salary Amount in Words]

## Declaration

This is to certify that the above details reflect the salary paid to [Employee Name] as per our records for the mentioned period. This certificate is being issued at the request of the employee for the purpose of Income Tax return filing or as required.

Authorized Signatory  
[Name & Designation]  
[Company Seal, if required]

**Important Notes:**

- This certificate is valid only for Income Tax filing and official purposes.
- All figures mentioned above are as per company salary records for the specified period.
- Alteration or misuse of this document is a legal offence.
- For any verification, please contact the HR/Accounts department of [Company Name].
- This certificate does not constitute an employment contract.