

**FORM NO. 16**

[See rule 31(1)(a)]

**PART A**

Certificate under section 203 of the Income-tax Act, 1961 for tax deducted at source on salary					
Certificate No.		Last updated on			
Name and address of the Employer		Name and address of the Employee			
PAN of the Deductor	TAN of the Deductor	PAN of the Employee	Employee Reference No. provided by the Employer (If available)		
CIT (TDS)		Assessment Year	Period with the Employer		
Address.....			From	To	
.....					
City.....					
Pin code.....					
Summary of amount paid/credited and tax deducted at source thereon in respect of the employee					
Quarter(s)	Receipt Numbers of original quarterly statements of TDS under sub-section (3) of section 200	Amount paid/credited	Amount of tax deducted (Rs. )	Amount of tax deposited/remitted (Rs. )	
<b>Total (Rs.)</b>					
I. DETAILS OF TAX DEDUCTED AND DEPOSITED IN THE CENTRAL GOVERNMENT ACCOUNT THROUGH BOOK ADJUSTMENT (The deductor to provide payment wise details of tax deducted and deposited with respect to the deductee)					
Sl. No.	Tax Deposited in respect of the deductee (Rs. )	Book Identification Number (BIN)			
		Receipt numbers of Form No. 24G	DDO serial number in Form No. 24G	Date of transfer voucher dd/mm/yyyy	Status of matching with Form No. 24G
<b>Total ( Rs. )</b>					

<b>II. DETAILS OF TAX DEDUCTED AND DEPOSITED IN THE CENTRAL GOVERNMENT ACCOUNT THROUGH CHALLAN</b> (The deductor to provide payment wise details of tax deducted and deposited with respect to the deductee)					
Sl. No.	Tax Deposited in respect of the deductee (Rs. )	Challan Identification Number (CIN)			
		BSR Code of the Bank Branch	Date on which tax deposited (dd/mm/yyyy)	Challan Serial Number	Status of matching with OLTAS
<b>Total ( Rs.)</b>					
<i>Verification</i>					
I,....., son/daughter of .....working in the capacity of ..... (designation) do hereby certify that a sum of Rs. .... [Rs. ....(in words)] has been deducted and deposited to the credit of the Central Government. I further certify that the information given above is true, complete and correct and is based on the books of account, documents, TDS statements, TDS deposited and other available records.					
Place.....		(Signature of person responsible for deduction of tax)			
Date.....					
Designation: .....					
		Full Name: .....			

**Notes:**

1. Government deductors to fill information in item **I** if tax is paid without production of an income-tax challan and in item **II** if tax is paid accompanied by an income-tax challan.
2. Non-Government deductors to fill information in item **II**.
3. The deductor shall furnish the address of the Commissioner of Income-tax (TDS) having jurisdiction as regards TDS statements of the assessee.
4. If an assessee is employed under one employer only during the year, certificate in Form No. 16 issued for the quarter ending on 31<sup>st</sup> March of the financial year shall contain the details of tax deducted and deposited for all the quarters of the financial year.
5. If an assessee is employed under more than one employer during the year, each of the employers shall issue Part A of the certificate in Form No. 16 pertaining to the period for which such assessee was employed with each of the employers. Part B (Annexure) of the certificate in Form No.16 may be issued by each of the employers or the last employer at the option of the assessee.
6. In items **I** and **II**, in column for tax deposited in respect of deductee, furnish total amount of TDS and education cess.

**PART B (Annexure)**

<b>Details of Salary paid and any other income and tax deducted</b>									
1 Gross Salary		Rs. ....							
(a) Salary as per provisions contained in sec. 17(1)		Rs. ....							
(b) Value of perquisites u/s 17(2) (as per Form No.12BA, wherever applicable)		Rs. ....							
(c) Profits in lieu of salary under section 17(3)(as per Form No.12BA, wherever applicable)		Rs. ....							
(d) Total			Rs. ....						
2 Less: Allowance to the extent exempt u/s 10									
<table border="1" style="width:100%; border-collapse: collapse; margin-left: 20px;"> <tr> <th style="width:50%; text-align: center;">Allowance</th> <th style="width:50%; text-align: center;">Rs.</th> </tr> <tr> <td style="height: 15px;"></td> <td></td> </tr> <tr> <td style="height: 15px;"></td> <td></td> </tr> </table>	Allowance	Rs.						Rs. ....	
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Allowance	Rs.								
3 Balance (1-2)		Rs. ....							
4 Deductions :									
(a) Entertainment allowance		Rs. ....							
(b) Tax on employment		Rs. ....							
5 Aggregate of 4(a) and (b)		Rs. ....							
6 Income chargeable under the head 'Salaries' (3-5)			Rs. ....						
7 Add: Any other income reported by the employee									
<table border="1" style="width:100%; border-collapse: collapse; margin-left: 20px;"> <tr> <th style="width:50%; text-align: center;">Income</th> <th style="width:50%; text-align: center;">Rs.</th> </tr> <tr> <td style="height: 15px;"></td> <td></td> </tr> <tr> <td style="height: 15px;"></td> <td></td> </tr> </table>	Income	Rs.							Rs. ....
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Income	Rs.								
8 Gross total income (6+7)			Rs. ....						
9 Deductions under Chapter VI-A									
(A) sections 80C, 80CCC and 80CCD									
(a) section 80C			Gross amount						
(i) .....		Rs. ....	Deductible amount						
(ii) .....		Rs. ....							
(iii) .....		Rs. ....							
(iv) .....		Rs. ....							
(v) .....		Rs. ....							
(vi) .....		Rs. ....							
(vii) .....		Rs. ....	Rs. ....						

(b) section 80CCC		Rs. ....	Rs. ....
(c) section 80CCD			
<i>Note : I. Aggregate amount deductible under sections 80C, 80CCC and 80CCD(1) shall not exceed one lakh rupees.</i>			
<i>(B) Other sections (e.g. 80E, 80G, 80TTA, etc.) under Chapter VI-A.</i>			
	Gross amount	Qualifying amount	Deductible amount
(i) section .....	Rs. ....	Rs. ....	Rs. ....
(ii) section .....	Rs. ....	Rs. ....	Rs. ....
(iii) section .....	Rs. ....	Rs. ....	Rs. ....
(iv) section .....	Rs. ....	Rs. ....	Rs. ....
(v) section .....	Rs. ....	Rs. ....	Rs. ....
10 Aggregate of deductible amount under Chapter VI-A		Rs. ....	
11 Total Income (8-10)		Rs. ....	
12 Tax on total income		Rs. ....	
13 Education cess @ 3% (on tax computed at S. No. 12)		Rs. ....	
14 Tax Payable (12+13)		Rs. ....	
15 Less: Relief under section 89 (attach details)		Rs. ....	
16 Tax payable (14-15)		Rs. ....	

**Verification**

I, ....., son/daughter of .....working in the capacity of ..... (designation) do hereby certify that the information given above is true, complete and correct and is based on the books of account, documents, TDS statements, and other available records.

Place.....	
Date.....	(Signature of person responsible for deduction of tax)
Designation: .....	Full Name : .....