

FORM 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

Name and address of the Employer		Name and Designation of the Employee	
PAN of the Deductor	TAN of the Deductor	PAN of the Employee	
CIT (TDS)		Assessment Year	Period
			From To

Summary of tax deducted at source

Quarter	Receipt Numbers of original statements of TDS under sub-section (3) of section 200	Amount of tax deducted in respect of the employee	Amount of tax deposited/remitted in respect of the employee
Quarter 1			
Quarter 2			
Quarter 3			
Quarter 4			

PART B (Refer Note 1)

Details of Salary paid and any other income and tax deducted

<p>1. Gross Salary</p> <p>(a) Salary as per provisions contained in sec.17(1)</p> <p>(b) Value of perquisites u/s 17(2) (as per Form No.12BA, wherever applicable)</p> <p>(c) Profits in lieu of salary under section 17(3) (as per Form No.12BB, wherever applicable)</p> <p>(d) Total</p> <p>2. Less: Allowance to the extent exempt u/s 10</p> <table border="1"><thead><tr><th>Allowance</th><th>Amount</th></tr></thead><tbody><tr><td><i>House Rent Allowance</i></td><td> </td></tr><tr><td><i>Loss on House Property</i></td><td> </td></tr><tr><td> </td><td> </td></tr></tbody></table> <p>3. Balance (1-2)</p> <p>4. Deductions</p> <p>(a) Entertainment allowance</p> <p>(b) Tax on employment</p> <p>5. Aggregate of 4 (a) and (b)</p> <p>6. Income chargeable under the head 'salaries' (3-5)</p> <p>7. Add: Any other income reported by the employee</p> <table border="1"><thead><tr><th>Income</th><th>Amount</th></tr></thead><tbody><tr><td> </td><td> </td></tr><tr><td> </td><td> </td></tr><tr><td> </td><td>Nil</td></tr></tbody></table> <p>8. GROSS TOTAL INCOME (6+7)</p> <p>9. Deductions under Chapter VI-A</p> <p>(A) Sections 80C, 80CCC and 80CCD</p>	Allowance	Amount	<i>House Rent Allowance</i>		<i>Loss on House Property</i>				Income	Amount						Nil			
Allowance	Amount																		
<i>House Rent Allowance</i>																			
<i>Loss on House Property</i>																			
Income	Amount																		
	Nil																		

(a) Section 80C		Gross Amount	Gross Amount	Deductible Amount
(i)	LIC, PF, GIS, SLI, FBS etc.			
(ii)	Tuition Fees of any 2 children			
(iii)	Housing Loan Repayment & Stamp duty etc.			
(iv)	Purchase of NSC/annuity plan- LIC/Mutual Fund etc			
(v)	Unit Linked/pension fund etc.			
(vi)	Infrastructure Bonds of ICICI, IDBI, etc			
(vii)	Others			
(b) Section 80CCC				
(c) Section 80CCD				
<p><i>Note: 1. Aggregate amount deductible under section 80C shall not exceed one lakh rupees.</i></p> <p><i>2. Aggregate amount deductible under the three sections, i.e., 80C, 80CCC and 80CCD shall not exceed one lakh rupees</i></p>				
(B) Other sections (e.g. 80E, 80G etc.) under Chapter VI-A		Gross Amount	Qualifying Amount	Deductible Amount
(i)	u/s 80G - Donation to certain funds , charitable institutions, etc.			
(ii)	u/s 80D - Medical Insurance Premia			
(iii)	u/s 80DD - Medical treatment of Handicapped Dependant			
(iv)	u/s 80DDB - Medical Treatment for certian diseases			
(v)	Others			
10. Aggregate of deductible amount under Chapter VIA				
11. TOTAL INCOME (8-10)				
12. TAX ON TOTAL INCOME				
13. Education cess @ 3% (on tax computed at S. No. 12)				
14. Tax Payable (12+13)				
15. Less: Relief under section 89 (attach details)				
16. Tax Payable (14-15)				
Verification				
<p>I, son/daughter of working in the capacity of (designation) do hereby certify that a sum of ` (in words) has been deducted and deposited to the credit of the Central Government. I further certify that the information given about is true, complete and correct and is based on the books of account, documents, TDS statement, TDS deposited and other available records.</p>				
Place		Signature		
Date				
Desination				

Notes:

- 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 may be issued by each of the employers or the last employer at the option of the assessee.*
- Government deductors to enclose Annexure-A if tax is paid without production of an income-tax challan and Annexure-B if tax is paid accompanied by an income-tax challan.*
- Non-Government deductors to enclose Annexure-B.*
- The deductor shall furnish the address of the Commissioner of Income-tax (TDS) having jurisdiction as regards TDS statements of the assessee.*
- This Form shall be applicable only in respect of tax deducted on or after 1st day April, 2010.*

