

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			
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
Address.....			
City..... Pin Code.....			
		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			
<b>Total</b>			
PART B (Refer Note 1)			
Details of Salary paid and any other income and tax deducted			
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.12BB, wherever applicable)	Rs.	
	(c) Profits in lieu of salary under section 17(3) (as per Form No.12BB, wherever applicable)	Rs.	
	(d) Total		Rs.
2.	Less: Allowance to the extent exempt u/s 10		
	Allowance	Rs.	
		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		
	Income	Rs.	
			Rs.
8	Gross total income (6+7)		Rs.
9	Deductions under Chapter VIA		
	(A) Sections 80C, 80CCC and 80CCD		
	(a) Section 80C		
	(i) .....		Gross Amount
	(ii) .....	Rs.	Deductible Amount

(iii)		Rs.		
(iv)		Rs.		
(v)			Rs.	Rs.
(vi)			Rs.	Rs.
(vii)				
(b)	Section 80CCC			
(c)	Section 80CCD			
Note: 1. Aggregate amount deductible under section 80C shall not exceed one lakh rupees.				
2. Aggregate amount deductible under the three sections, i.e., 80C, 80CCC and 80CCD shall not exceed one lakh rupees				
(B) Other sections (e.g. 80E, 80G etc.) under Chapter VI-A				
		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 VIA			
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.
<b>Verification</b>				
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 about is true, complete and correct and is based on the books of account, documents, TDS statement, TDS deposited and other available records.				
Place				
Date		Signature of person responsible for deduction of tax		
Designation		Full Name: _____		

**Notes:**

1. 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.
2. 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.
3. Non-Government deductors to enclose Annexure-B.
4. The deductor shall furnish the address of the Commissioner of Income-tax (TDS) having jurisdiction as regards TDS statements of the assessee.
5. This Form shall be applicable only in respect of tax deducted on or after 1<sup>st</sup> day of April, 2010.

**ANNEXURE-A**

**DETAILS OF TAX DEDUCTED AND DEPOSITED IN THE CENTRAL GOVERNMENT ACCOUNT THROUGH BOOK ENTRY**

**(The Employer to provide payment wise details of tax deducted and deposited with respect to the employee)**

S. No.	Tax Deposited in respect on of the employee (Rs.)	Book identification number (BIN)																				
		Receipt numbers of form No. 24G					DDO Sequence Number in the Book Adjustment Mini Statement					Date on which tax deposited (dd/mm/yyyy)										
<b>Total</b>																						

**Note:**

**1. In the column for TDS, give total amount for TDS, Surcharge (if applicable) and education cess.**

**ANNEXURE-B**

**DETAILS OF TAX DEDUCTED AND DEPOSITED IN THE CENTRAL GOVERNMENT ACCOUNT THROUGH CHALLAN**

**(The Employer to provide payment wise details of tax deducted and deposited with respect to the employee)**

S. No.	Tax Deposited in respect on of the employee (Rs.)	Challan identification number (CIN)																				
		BSR Code of the Bank Branch					Date on which tax deposited (dd/mm/yyyy)					Challan Serial Number										
<b>Total</b>																						

**Note:**

**1. In the column for TDS, give total amount for TDS, Surcharge (if applicable) and education cess.**