

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 employer		Name and designation of the employee		
PAN No. of the Deductor	TAN of the Deductor	PAN No. of the Employee		
CIT (TDS) Address: City: Pin Code:		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				
Total				
PART B (Refer Note 1)				
Details of Salary paid and any other income and tax deducted				
1. Gross Salary (a) Salary as per provisions contained in section 17(1) (b) Value of perquisites under section 17(2) (as per Form No. 12BA, wherever applicable) (c) Profits in lieu of salary under section 17(3) (as per Form No. 12BA, wherever applicable) (d) Total 2. Less: Allowance to the extent exempt under section 10				
Allowance	Rs.			
3. Balance (1-2)				
4. Deductions:				
Entertainment Allowance				
Tax on employment				
5. Aggregate of 4(a) to (b)				
6. Income chargeable under the head "Salaries(3-5)				
7. Add: Any other income reported by the employee				
Income	Rs.			
8. Gross total income(6+7)				
9. Deduction under Chapter VIA				
(A) Section 80C, 80CCC AND 80CCD		Gross Amount	Deductible Amount	
(a) Section 80C				
(b) Section 80CCC				
(c) Section 80CCD(1)				
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(for e.g., 80E, 80G etc.) under Chapter VIA		Gross amount	Qualifying amount	Deductible amount
80CCF				
80CCD(2)				

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. Relief under section 89(attach details)			
16. Tax payable(14-15)			

Verification

I, _____, son/daughter of _____ working in the capacity of _____ (designation) do hereby certify that a sum of RS. _____ 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 the 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 1st 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)
TOTAL				

Notes:

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
TOTAL				

Notes:

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