

## Form 16 FAQ

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### 1. I want to know the donation details which I have done u/s 80G?

Ans: Details as below:

- Name : HOPE Foundation
- Address: H-6/B, Hauz Khas, Ground floor, New Delhi-110016, INDIA.
- PAN : AAATH0376C
- Approved under 80G section

### 2. What are Part A and Part B?

Ans: Part A & B is the form downloaded from Income Tax website (Traces).

Part A contains Gross salary and income tax deducted and paid details.

Part B is break up of your salary and income tax.

### 3. Am not able to validate digital signature, how do I proceed?

Ans: Refer the file name “Form 16 Digital Signature Validation”. System will prompt validation for the first time. Otherwise it will validate automatically if you have validate in the same system last year.

4. Part A and Par B are not matching with the Tax amount?

Ans: Difference up to Rs. 10 are below materiality, which can be ignored.

5. There is an amount shown as Per diem in annexure why this is huge and I have not received such per diem at all?

Ans: As per the new changes by Income tax authorities we have disclosed all related travel and reimbursement claimed through Concur for FY 2018-19.

6. Since the per diem / travel cost is added as part of my salary, my income shows huge so do I need to file ITR2 ?

Ans: Yes, irrespective of any case, all employee at SAP who are part of OWN SAP shares need to be filed under ITR2.

7. Could see that exemptions submitted are not considered during tax computation, can this have corrected now?

Ans: No changes are entertained now, hence request you to take any corrections at the time of filing your returns.

8. I did not receive my Form 16; how can I get that?

Ans: It is placed on the portal under compensation, kindly check on the link which is communicated through email. (Portal path – SAP Portal> Employee Services > Me@SAP > Payroll > Form 16).

9. My address in Part A showing wrong / different, how can I get this corrected?

Ans: The address on Part A is maintained as per your PAN card address, this address is from your PAN application. Kindly reach out to Income Tax department / understand process to make changes in the address on Income Tax website. SAP does not have control on the records which is maintained by IT department.

10.I noticed my HRA/ LTA/ Housing Loan interest is not considered in Form 16, please make changes and share correct form 16 to file my IT return?

Ans: As you are aware no more correction accepted by IT on the tax deducted part, hence employees to take any changes during filing your IT return with help of your tax consultants.

11.I had submitted all proofs right time but still notice it is not considered on my form 16, can have this be corrected and share revised form 16?

Ans: As you must be aware that, there was an e mail communication rolled out for employees to inform payroll on corrections during March 2019. Hence you need to take care of any such changes at the time of filing your IT return.

12. My designation is incorrect on Form 16, how do I get correct one?

Ans: You need to raise HRdirect ticket by mentioning “designation correction” on subject line, once your designation is changed, we will issue a fresh document with corrected designation.

13. I am not able to download or view Form 16 in the provided link.

Ans: Access the link in virtual desktop (WTS). If you still facing problem then you need to have your system checked with local IT, as this problem must be specific to your system.

14. Am not able to get my form 16 digitally signed?

Ans: Follow the process to activate digital signature at first level, and ensure you have opened the document in PDF only to activate digital signed.

15. I did not prompt for DSC validation but my form 16 in PDF got automatically signed and could notice green sign, is that ok?

Ans: Yes, System will prompt only for first to validate DSC.

16. My form 16 does not have previous employee details, I had provided information while joining itself.

Ans: As you must be aware that, there was an e mail communication rolled out for employees to inform payroll on corrections during March 2019. Hence you need to take care of any such changes at the time of filing your IT return.

17. My housing loan interest is not considered, how do we handle this?

Ans: As you must be aware that, there was an e mail communication rolled out for employees to inform payroll on corrections during March 2019. Hence you need to take care of any such changes at the time of filing your IT return.

18. My HRA not considered, how do we handle this?

Ans: As you must be aware that, there was an e mail communication rolled out for employees to inform payroll on corrections during March 2019. Hence you need to take care of any such changes at the time of filing your IT return.

19. My 80c investments are not considered, what to do?

Ans: As you must be aware that, there was an e mail communication rolled out for employees to inform payroll on corrections during March 2019. Hence you need to take care of any such changes at the time of filing your IT return.

20. My gross salary is showing higher than in the March'19 payslip?

Ans: Income Tax Department has notified changes in the Form No 16 to disclose additional information on exempt allowance reimbursement. Hence Travel and Reimbursement is disclosed in form 16.

21. Do I need to pay additional tax due to the disclosure of travel and reimbursement in form 16?

Ans: No, there is no tax impact on the disclosed amount.

22. What if I receive notice from Income tax department for more details on the disclosed amount?

Ans: You can get in touch with payroll to support on the notice.

23. Am facing some issue while filing return on Income tax website?

Ans: It would be a technical problem on the website, you may have to call customer care for support.

