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Hence, for any discrepancy you need to get it rectified directly from IT Department and not by EHS.**  **Part-B**: is issued by employer containing details of taxable income paid to the employee, investments made by employee, income tax thereon as per payroll system records, PAN declared by the employee (which also appears on your pay slip every month).  The below mentioned attachments will be sent to you in email.   1. Form 16 Part-A (downloaded from TRACES Portal and digitally signed) provided tax has been deducted from your salary, 2. Form 16 Part-B (digitally signed), Form 12BA (digitally signed), andAnnexure to Part-B. 3. Form 16 Instructions 2015-16 word document.   **The Form16 Part-A and Part-B, along with Form12BA and the Annexure to Part-B will also be uploaded in ESS page of myhcl.com latest by June 15th2016.**    For any queries related to Form 16, please send a mail to [helpdeskemployeetax@hcl.com](mailto:helpdeskemployeetax@hcl.com).  For separated employees, we will send Form 16 (Part-A and Part-B) to their personal mail id’s directly (mail id which have been updated by the employees at the time of leaving the Company). The Form 16 of separated employees will also be available at the Separation portal.  **FAQ’s for Digitally Signed Form 16 are provided below:-**  **Q1: What is the meaning of digital signature?**  A1: A digital signature is an electronic signature that can be used to authenticate the identity of the sender of a message or the signer of a document, and to ensure that the original content of the message or document that has been sent is unchanged. Digital signatures take the concept of traditional paper-based signing and turn it into an electronic "fingerprint.”  This "fingerprint,” or coded message, is unique to both the document and the signer and binds both of them together.  “Digital Signature" means authentication of any electronic record by a subscriber by means of an electronic method or procedure in accordance with the provisions of Information Technology Act 2000.  *Annexure to Form 16 in Part-B will not carry the digital signature.*    **Q2: Are physical signatures not required in Form 16?**  A2: Both handwritten and digital signatures (standard electronic signatures) are legally-binding, Digital signatures ensure non-repudiation of documents. For example, any changes made to an electronically signed document are clearly indicated and will immediately invalidate the signature, thereby protecting against forgery/ unauthorized modification.  **Q3: In case I need duplicate copies, how will I get them?**  A3: The Form16 will be available in myhcl.com, you can print copies anytime.  **Q4: If the Form 16 is required by banks, what should I do?**  A4:  Form 16’s could be forwarded to the banks electronically in emails.  **Q5. Does HCL facilitate filing my tax return?**  A5. Yes; the details will be communicated by HCLTODAY mailers in due course of  time.    **Q6.Should I attach my Form 16 with income tax return**.              A6. For the filing of Income Tax Return it is not required to submit the Form 16  physical copies. If the assessing officer asks for a copy you can submit Form 16  Part-A and Part-B and Form12BA.  Form 16 Annexure  is for your information  only.  **Q7: How do I check the authenticity of digital signature?**  A7:  Please see below the steps for digital signature validation  **Continued…..**  **Procedure for validating digital signature**:   1. Click on digital signature in your Form 16 (Part-A and Part-B). Please note the validation process **required to be done only once**. Next time when you open form 16 on top of the screen you can see the header certified by Sunil Idnani…in signature panel indicating it is already validated.   Right click on the signature appearing in your form 16 as below and choose validate signature     1. Click on the tab "Signature Properties" as below:       Contd…     1. Click on the tab “Show signers Certificate”     Depending on Adobe version screenshots 2 and 3 may vary .Click on the boxes in your screen  with names similar to the screenshot here to proceed further.  Contd..   1. Click on the tab “Trust”      1. Click on “Add to Trusted Identities”-   Please note that the button Add to Trusted entities will be enabled only during the first time you validate the signature. Thereafter it will be disabled   1. Click “OK”   In some Adobe versions this step/screen is not available     1. Click “OK”       Contd……  8) Click  on the tab “Validate Signature”      See the Note on top of screenshot above (Signature Properties) where blue icon is appearing in signature panel showing that the signature is valid  Continued…..  **General Information:**    **Income Tax Return changes for FY 2015-16 (AY 2016-17):-**  The last date for filing of IT return is 31st July 2016 as per the information available at the time of sending this document.  **Tax Amendments applicable for FY 2015-16 (AY 2016-17):-**   1. **Basic Exemption Limit**: - No change in Basic Exemption limit. Basic Exemption Limit for individual is Rs 2.5 Lakh, for Senior Citizen is Rs 3 Lakh and for Super Senior Citizen is Rs 5 Lakh. 2. **Introduction of Sukanya Samridhhi Account (SSA) u/s 80C: -**The contribution to SSA account upto Rs 1.5 Lakh qualifies for deduction u/s 80C. The entire maturity amount and the interest earned is non taxable, subject to the provision made in this regard. 3. **Deduction under chapter VI-A: -** Below mentioned are the changes:- 4. **Deduction u/s 80CCC:**- Limit with respect to contribution to certain pension fund is increased from Rs 100000 to Rs 150000 whereas aggregate deduction u/s 80C, 80CCC and 80CCD (1) remains at Rs 150000. 5. **Additional deduction towards contribution to New Pension Scheme (Section 80CCD (1B):** - Additional deduction of Rs 50000 u/s 80CCD (1B) on account of employee’s contribution to New Pension Scheme. This is apart from overall deduction of Rs 150000 Lakh. 6. **Deduction towards Medical Insurance Premium:-** Limit u/s 80D is increased from Rs 15000 to Rs 25000 for Individual (Other than Senior Citizen), from Rs 20000 to Rs 30000 for Senior Citizen and introduction of deduction of Rs 30000 in case of Super Senior Citizen on the basis of medical expenditure. 7. **Deduction with respect to Medical Treatment of a person suffering from specified Disease**: - Limit u/s 80DDB is increased from Rs 60000 to Rs 80000 in case of medical treatment of Super Senior Citizen. 8. **Deduction towards Medical expenditure of disabled dependent:-** Limit u/s 80DD is increased from Rs 50000 to Rs 75000 for person with disability and from Rs 100000 to Rs 125000 for person with severe disability. Same amendment is made applicable for Section 80U. 9. **Transport Allowance: -** Exemption with respect to Transport Allowance is increased from Rs 800 per month to Rs 1600 per month. 10. **Surcharge:** - Surcharge @ 12% on the amount of income tax is applicable where net income exceeds Rs 1 crore. Earlier it was 10%.   Warm Regards,  **FSS - EHS Team** |