

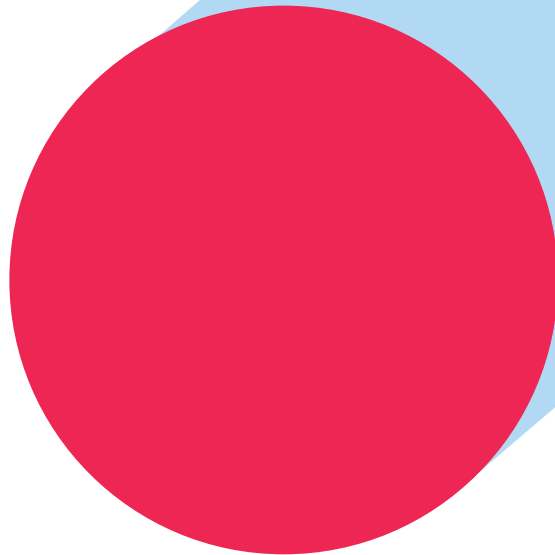
Standard operating procedure (SOP)

Form 16 (**Tax withholding certificate**)
forwarding on your email id through
Enterprise Portal (EP)

05 / 27 / 2022

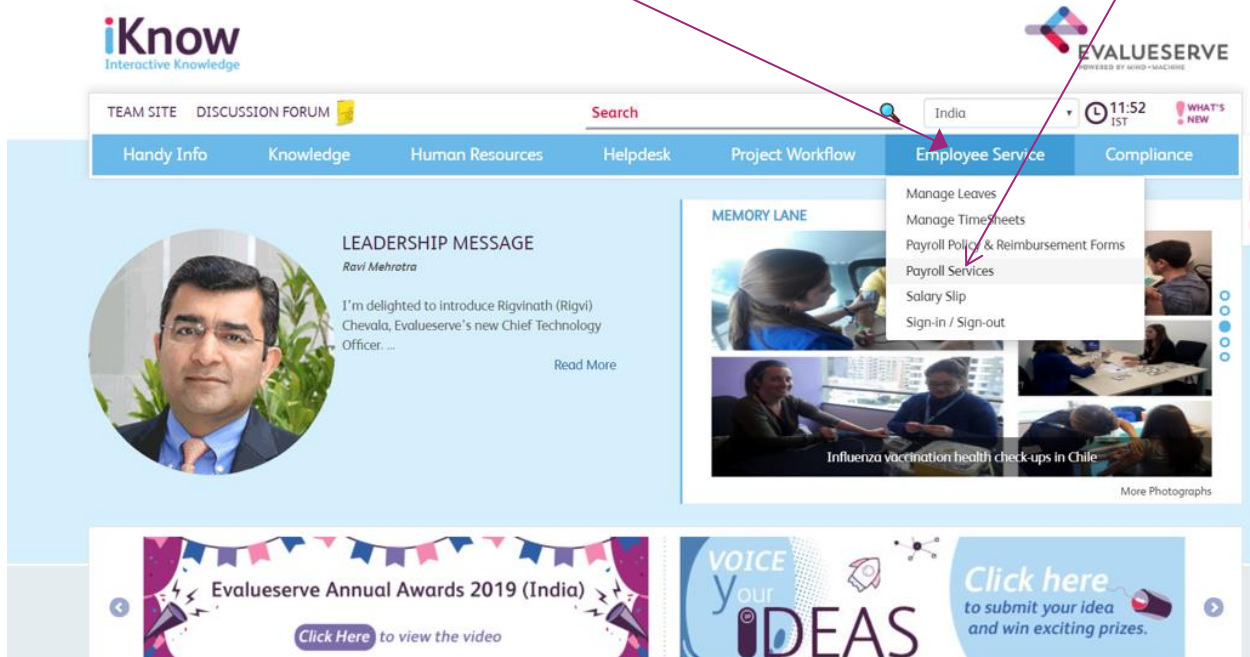
Introduction

This document explains how employees can forward Form 16 to their email ID (personal/official).

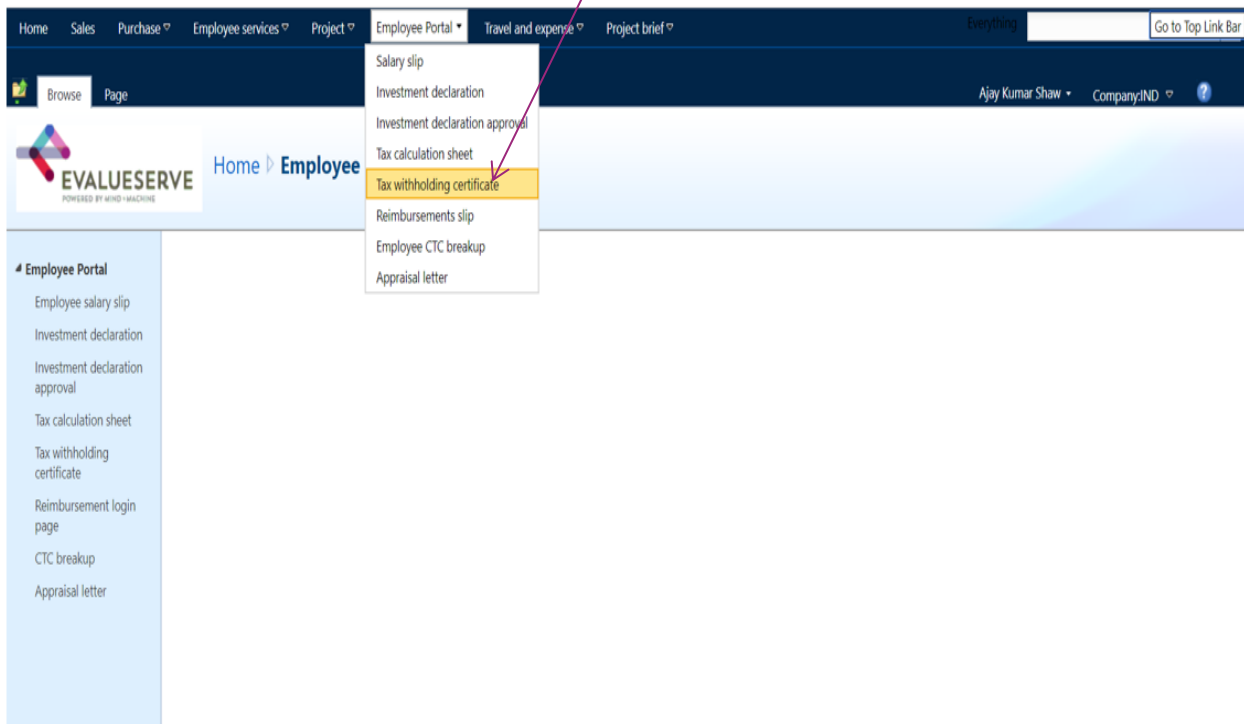


Form 16 (Tax withholding certificate) forwarding on your email id through Enterprise Portal (EP)

Go to iknow (<http://iknow/Home.aspx>) Employee service → select on Payroll Services



Click on Employee Portal → Select Tax Withholding Certificate



Enter your system login password.

The screenshot shows the 'Employee login' page. At the top, there is a breadcrumb trail: 'Home > Employee Portal > Tax withholding certificate'. Below this, the 'Employee login' form is displayed. It includes a 'User name' field with the text 'Ajay.Shaw' and a 'Password' field. There are 'Ok' and 'Cancel' buttons at the bottom of the form. On the left side, there is a sidebar menu with the following items: 'Employee salary slip', 'Investment declaration', 'Investment declaration approval', 'Tax calculation sheet', 'Tax withholding certificate', 'Reimbursement login page', 'CTC breakup', and 'Appraisal letter'.

Fill the required detail.

Tax withholding certificate

The screenshot shows the 'Tax withholding certificate Details' form. At the top, there is a header bar with the following information: 'Worker: SEZ-04598', 'LOB (Horizontal): CC_FIN', 'Vertical Industry: CORP', and 'Name: Ajay Kumar Shaw'. Below this, the 'Tax withholding certificate Details' section is displayed. It includes the following fields: 'PAN number:', 'Financial Year:', and 'Email Address:'. There are 'OK' and 'Cancel' buttons at the bottom of the form. Three callout boxes provide instructions: 'Enter your PAN in Caps' points to the PAN number field, 'Select Financial Year 2020-21' points to the Financial Year dropdown, and 'Enter your email id and click on ok' points to the Email Address field.

The system will send the Form 16 (Tax withholding certificate) on the email address with a copy to your Evalueserve email address.

Page

Tax withholding certificate

Worker : SEZ-04598	LOB (Horizontal):	CC_FIN
Name: Ajay Kumar Shaw	Vertical (Industry):	CORP

Tax withholding certificate Details

PAN number:

Financial Year:

Email Address:

OK

Cancel

Email Sample

Form 16 for Financial Year 2021-22

EP

evs.payroll@evalueserve.com

To: Ajay Kumar Shaw

Cc: Ajay Kumar Shaw

You forwarded this message on 5/27/2022 6:09 PM.

SEZ-04598.PDF

150 KB

Reply

Reply All

Forward

...

Fri 5/27/2022 4:44 PM

Dear Ajay Kumar Shaw,

As per your request, please find attached your Form 16 for Financial Year 2021-22.

Please note that due to confidentiality attached Form 16 is password protected, to ensure it is accessed by the appropriate user. Password is your PAN in capital.

Attached Form 16 has been signed and certified using a "Digital Signature Certificate" as specified under section 119 of the Income Tax Act, 1961. The same can be used to file your Income Tax Return.

You can validate the digital signature by following below steps:

1. Right click on "Digital Signature" and select > "Validate Signature" > "Signature Properties".
2. Then click on the "Show Certificate" > "Trust" > "Add to Trusted Identities" > "Ok".
3. Then close and reopen, you will see on the top of the Form 16 "Signed and all signature are valid".

In case of any query please mail at evs.payroll@evalueserve.com

Regards,
Payroll Team

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