

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					
Certificate No.		Last updated on			
1234567890		05-Apr-2025			
Name and address of the Employer		Name and address of the Employee			
XYZ Pvt. Lmt., 12th Floor, ABC Tower, Mumbai - 400001		John Doe, 23, Green Street, New Delhi - 110001			
Permanent Account Number or Aadhaar Number of the Deductor	TAN of the Deductor	Permanent Account Number or Aadhaar Number of the Employee	Employee Reference No. provided by the Employer (If available)		
ABCD1234E	MUMX14383I	XYZP5678Q			
CIT (TDS)		Assessment Year	Period with the Employer		
Address.....		2024-25	From	To	
.....			01-Apr-2023	31-Mar-2024	
City.....					
Pin code					
Summary of amount paid/credited and tax deducted at source thereon in respect of the employee					
Quarter(s)	Receipt Numbers of original quarterly statements of TDS under sub-section (3) of section 200	Amount paid/credited	Amount of tax deducted (Rs.)	Amount of tax deposited/remitted (Rs.)	
Q1	A1B2C3D4	2,00,000	15,000	15,000	
Q2	B2C3D4E5	2,20,000	2,000	2,000	
Q3	C3D4E5F6	2,50,000	12,000	12,000	
Q4	W1X2Y3Z4	2,80,000	11,000	11,000	
Total (Rs.)		9,50,000	30,000	30,000	
I. DETAILS OF TAX DEDUCTED AND DEPOSITED IN THE CENTRAL GOVERNMENT ACCOUNT THROUGH BOOK ADJUSTMENT (The deductor to provide payment wise details of tax deducted and deposited with respect to the deductee)					
Sl. No.	Tax Deposited in respect of the deductee (Rs.)	Book Identification Number (BIN)			
		Receipt numbers of Form No. 24G	DDO serial number in Form No. 24G	Date of transfer voucher dd/mm/yyyy	Status of matching with Form No. 24G

	15,000	11111	12345	05-Jul-2023	Final
	2,000	22222	23456	08-Oct-2024	Final
	12,000	33333	34567	23-Jan-2024	Final
	11,000	44444	45678	12-May-2023	Final
Total (Rs.)	30,000				

II. DETAILS OF TAX DEDUCTED AND DEPOSITED IN THE CENTRAL GOVERNMENT ACCOUNT THROUGH CHALLAN (The deductor to provide payment wise details of tax deducted and deposited with respect to the deductee)					
Sl. No.	Tax Deposited in respect of the deductee (Rs.)	Challan Identification Number (CIN)			
		BSR Code of the Bank Branch	Date on which tax deposited (dd/mm/yyyy)	Challan Serial Number	Status of matching with OLTAS
1					
2					
3					
4					
Total (Rs.)					
Verification					
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 above is true, complete and correct and is based on the books of account, documents, TDS statements, TDS deposited and other available records.					
Place.....		(Signature of person responsible for deduction of tax)			
Date.....					
Designation:					
		Full Name:			

Notes:

1. Government deductors to fill information in item **I** if tax is paid without production of an income-tax challan and in item **II** if tax is paid accompanied by an income-tax challan.
2. Non-Government deductors to fill information in item **II**.
3. The deductor shall furnish the address of the Commissioner of Income-tax (TDS) having jurisdiction as regards TDS statements of the assessee.
4. If an assessee is employed under one employer only during the year, certificate in Form No. 16 issued for the quarter ending on 31st March of the financial year shall contain the details of tax deducted and deposited for all the quarters of the financial year.
5. 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 (Annexure) of the certificate in Form No.16 may be issued by each of the employers or the last employer at the option of the assessee.
6. In items **I** and **II**, in column for tax deposited in respect of deductee, furnish total amount of TDS and education cess.

PART B (Annexure)

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. 7,00,000													
(b)	Value of perquisites u/s 17(2) (as per Form No.12BA, wherever applicable)	Rs.													
(c)	Profits in lieu of salary under section 17(3)(as per Form No.12BA, wherever applicable)	Rs.													
(d)	Total		Rs. 7,00,000												
2	Less: Allowance to the extent exempt u/s 10														
	<table border="1"> <thead> <tr> <th>Allowance</th> <th>Rs.</th> </tr> </thead> <tbody> <tr> <td>Conveyance Allowance</td> <td>20,000</td> </tr> <tr> <td>Medical Allowance</td> <td>15,000</td> </tr> <tr> <td>House Rent Allowance</td> <td>1,50,000</td> </tr> <tr> <td>Other Perks</td> <td>65,000</td> </tr> <tr> <td>Other Exemptions (LTA, special allowances, etc.)</td> <td>40,000</td> </tr> </tbody> </table>	Allowance	Rs.	Conveyance Allowance	20,000	Medical Allowance	15,000	House Rent Allowance	1,50,000	Other Perks	65,000	Other Exemptions (LTA, special allowances, etc.)	40,000	Rs.	Rs.
Allowance	Rs.														
Conveyance Allowance	20,000														
Medical Allowance	15,000														
House Rent Allowance	1,50,000														
Other Perks	65,000														
Other Exemptions (LTA, special allowances, etc.)	40,000														
8	Gross total income (6+7)	Rs.	Rs. 9,50,000												
9	Final taxable income		Rs. 7,60,000												
10	Deductions under Chapter VI-A														
	(A) sections 80C, 80CCC and 80CCD														
	(a) section 80C		Gross amount												
	(i) Section 80C (PF, LIC, ELSS, etc.)		Rs. 1,50,000												
	(ii) Section 80D (Health Insurance)		Rs. 25,000												
	(iii) Section 80TTA (Savings Interest)		Rs. 10,000												
	(iv) Total Deductions		Rs. 1,85,000												
	(v)		Rs.												
	(vi)														
	(vii)														
			Deductible amount												
			Rs.												

(b) section 80CCC		Rs.	Rs.
(c) section 80CCD			
<i>Note : 1. Aggregate amount deductible under sections 80C, 80CCC and 80CCD(1) shall not exceed one lakh rupees.</i>			
<i>(B) Other sections (e.g. 80E, 80G, 80TTA, etc.) under Chapter VI-A.</i>			
	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 Total TDS deducted		Rs. 30,000	
11 Total taxable income after deductions		Rs. 5,75,000	
12 Tax on total income above		Rs. 27,500	
13 Education cess @ 4% (on tax computed at S. No. 12)		Rs. 1,100	
14 Tax Payable (12+13)		Rs. 28,600	
15 Less: Relief under section 89 (attach details)		Rs.	
16 Refund Due		Rs. 1,400	
Verification			
I,, son/daughter of..... working in the capacity of(designation) do hereby certify that the information given above is true, complete and correct and is based on the books of account, documents, TDS statements, and other available records.			
Place.....			
Date.....	(Signature of person responsible for deduction of tax)		
Designation:	Full Name :		