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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 payslip 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 2016-17word 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.comlatest by June 15th2017.**    For any queries related to Form 16, please send a mail to [helpdeskemployeetax@hcl.com](mailto:helpdeskemployeetax@hcl.com).  For separated employees, we will sendForm 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.  **Continued…..**  **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 2016-17 (AY 2017-18),applicable to Employees:-**   1. The last date for filing of IT return is 31st July 2017 as per the information available at the time of sending this document. 2. Quoting of Aadhaar Number/Aadhaar Enrolment ID is mandatory. 3. ITR-1 is to be filed by an asseessee having total income below Rs 50 lakh. ITR-2 needs to be e-filed in case total income is greater than that or equal to Rs 50 lakh. 4. ITR-2A and ITR-3 (to be filed by partner) is removed. 5. Specific column has been given for “Long term capital gain from Equity Share” and “Dividend income from Indian Company” under “Exempt Income” Schedule in ITR-1. This is apart from “Agricultural Income” 6. Additional column for “Cash deposited during 09.11.2016 to 30.12.2016”. The same is applicable in case where aggregate cash deposits during the period >= Rs 2 lakh. 7. Need to report separately where dividend income from Indian Company exceeds Rs 10 lakh under “Other Income” Schedule. (Applicable from ITR-2 onwards). Same is the case with “Exempt Income “Schedule. 8. Changes have been made in “Schedule AL” with regard to the following:-   Immovable Property: - Need to mention description along with address of the property.  Additional field added :- Insurance Policies – Amount (Rs)  Interest held in assets of a Firm or Association – Name, Address and PAN of the Firm or Association.  Note :- “Schedule AL” is applicable in case where total income exceeds Rs 50 lakh)   1. Need to mention the amount on which TDS deduction has been made by the deductor along with TDS amount. This is applicable for ITR-1 and ITR-4 ( Presumptive Income)   **Tax Amendments applicable for FY 2016-17 (AY 2017-18):-**   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. **Rebate u/s 87A:**- Amount of rebate is increased from Rs 2000 to Rs 5000 (Applicable to resident individual having total income upto Rs 5 lakh). 3. **Introduction of deduction with respect to Interest on loan taken for Residential Property ( Section 80EE)**:- Deduction upto Rs 50000 on fulfillment of below conditions:- 4. Loan from Bank/Housing Finance Company is taken for acquisition of residential house property. 5. Loan has been sanctioned by the bank/ Housing finance company during 1st April, 2016 to 31st March, 2017. 6. The amount of loan sanctioned for residential house property does not exceed Rs 35 Lakh. 7. The value of the residential house property does not exceed Rs 50 lakh. 8. The assessee does not own any residential house property on the date of sanction of loan. 9. **Withdrawal of amount from New Pension Scheme**:- The amount, standing to the credit of the assessee for which a deduction has already been claimed, received by an assessee on closure of account or his opting out of NPS Scheme is taxable to the extent of 60%. Further provided that, if an amount received by a nominee on the death of the assessee then whole amount will be exempt from tax. 10. **Holding period in case of Unlisted Shares**: - Holding period of unlisted shares (equity or preference share) has been reduced from 36 month to 24 month to qualify for short term capital asset. 11. **Belated return u/s 139(4)**:- The assessee can furnish the return of any previous year till the end of relevant assessment year. Earlier it was before the expiry of one year from the relevant assessment year. For e.g. return for financial year 2016-17 can be filed till 31st March, 2018. 12. **Advance tax installment**: - The assessee is required to pay advance tax in four installments i.e. 15 %( on and before 15th June), 45% (on and before 15 September), 75% (on and before 15 December) and 100% (on and before 15 March). For assessee having presumptive income u/s 44AD or 44ADA (1) is required to pay 100% advance tax till 15 March. 13. **TDS on “Payment of accumulated balance due to an employee” u/s 192A**:- Threshold limit is increased from Rs 30,000 to Rs 50,000 with effect from 1st June, 2016. 14. **Deduction in respect of rent paid (Section 80GG):-** Threshold limit is increased from Rs 24,000 to Rs 60,000.   Warm Regards,  **FSS - ES Team** |