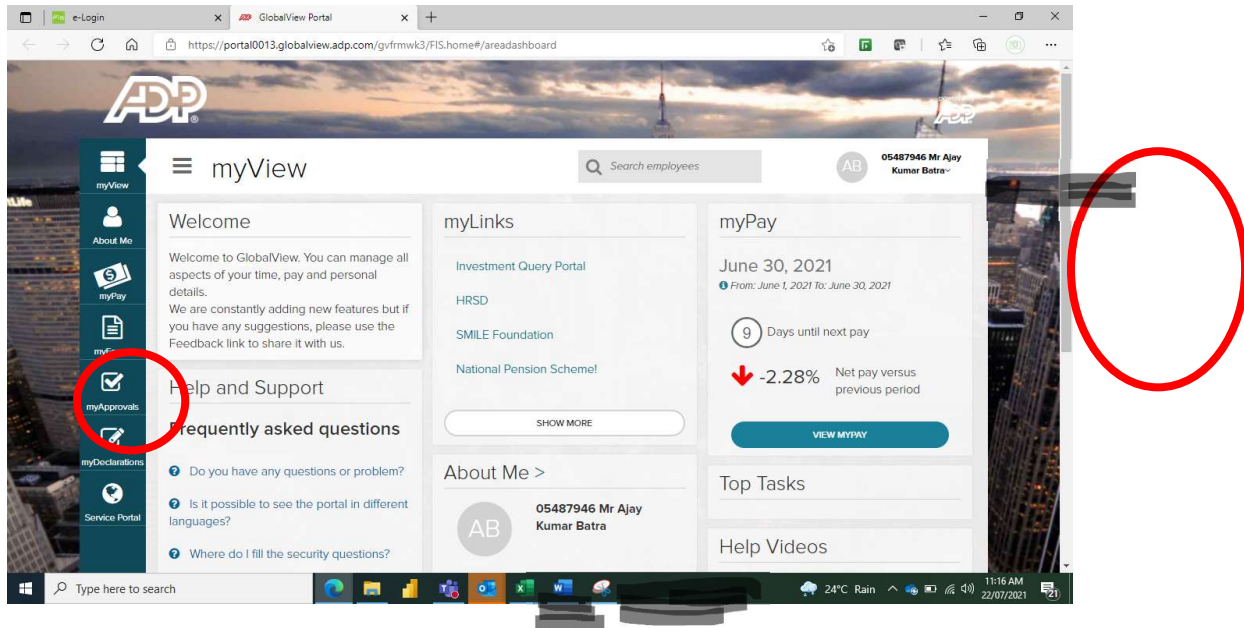


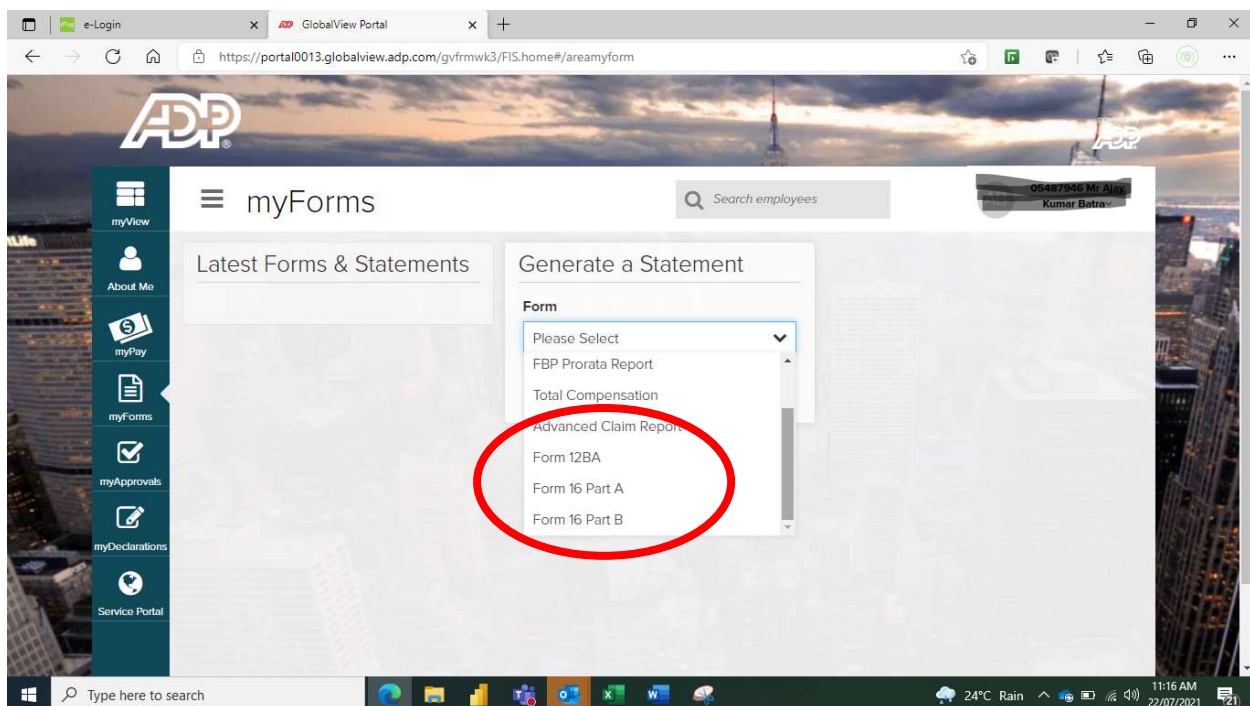
Form 16 Generation Steps

- Log-in to [My Apps \(microsoft.com\)](https://myapps.microsoft.com) using your system credentials
- Click on 'ADP Global View' icon.

1. Click on My Forms



2. Select Form 16 Part A, Part B and form 12BA one by one from 'Generate a Statement' drop down



1. Update year as **2022** and click on Display Form

The screenshot shows the ADP myForms portal interface. On the left is a sidebar with navigation links: myView, About Me, myPay, myForms (highlighted), myApprovals, myDeclarations, and Service Portal. The main content area is titled 'myForms' and includes a search bar for employees. Below this, there are two sections: 'Latest Forms & Statements' and 'Generate a Statement'. The 'Generate a Statement' section contains a dropdown menu for 'Form' set to 'Form 16 Part A' and a text input field for 'Year' with '2020' entered. A 'DISPLAY FORM' button is located below the year field. The browser's address bar shows the URL: https://portal0013.globalview.adp.com/gvfrmwk3/FIS.home#/areamyform. The Windows taskbar at the bottom shows the time as 11:16 AM on 22/07/2021.

2. Save it on your machine by clicking on save option.

The screenshot shows a PDF document titled 'TDS FORM NO. 16 (PART A)' displayed in a PDF viewer. The form is a TDS Reconciliation Analysis and Correction Enabling System (TRACES) form. It includes the following information:

- Form No. 16
- [See rule 31(1)(ka)]
- PART A
- Certificate under Section 203 of the Income-tax Act, 1961 for tax deducted at source on salary
- Certificate No. SRRHMBHA
- Last updated on 25-Jun-2021
- Name and address of the Employer: FIS GLOBAL BUSINESS SOLUTIONS INDIA PRIVATE LIMITED
- Name and address of the Employee

The PDF viewer's toolbar at the top right has a red circle around the 'Save' icon (a floppy disk). The browser's address bar shows the URL: https://portal0013.globalview.adp.com/gvfrmwk3/FIS.home#/areamyform.

3. You might find digital signature is showing as not validated. To validate the signature, open the file saved on the machine (please open with Adobe PDF) and follow the steps mentioned below.

Browser tabs: e-Login, GlobalView Portal

Address bar: <https://portal0013.globalview.adp.com/gvfrmwk3/FIS.home#/areamyform>

Notes:

1. Part B (Annexure) of the certificate in Form No. 16 shall be issued by the employer.
2. If an assessee is employed under one employer during the year, Part 'A' of the 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.
3. 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.
4. To update PAN details in Income Tax Department database, apply for 'PAN change request' through NSDL or UTITSL.

Legend used in Form 16

*** Status of matching with OLTAS**

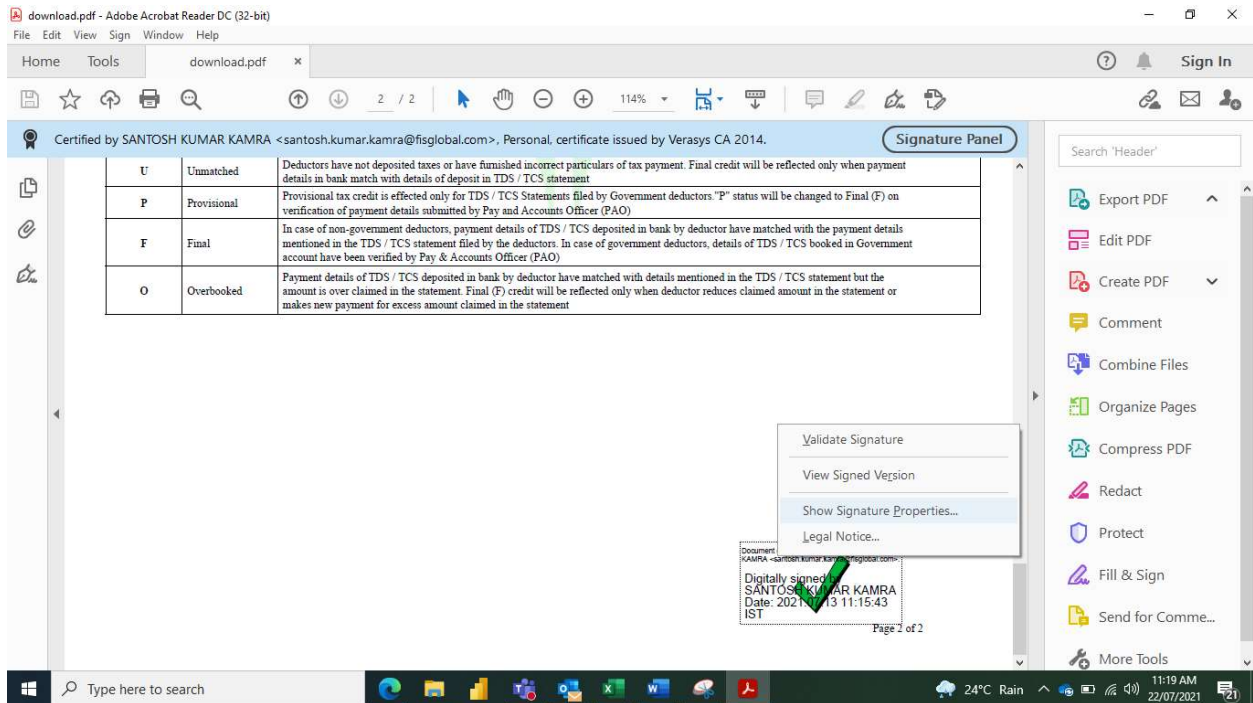
| Legend | Description | Definition |
|--------|-------------|--|
| U | Unmatched | Deductors have not deposited taxes or have furnished incorrect particulars of tax payment. Final credit will be reflected only when payment details in bank match with details of deposit in TDS / TCS statement |
| P | Provisional | Provisional tax credit is effected only for TDS / TCS Statements filed by Government deductors. "P" status will be changed to Final (F) on verification of payment details submitted by Pay and Accounts Officer (PAO) |
| F | Final | In case of non-government deductors, payment details of TDS / TCS deposited in bank by deductor have matched with the payment details mentioned in the TDS / TCS statement filed by the deductors. In case of government deductors, details of TDS / TCS booked in Government account have been verified by Pay & Accounts Officer (PAO) |
| O | Overbooked | Payment details of TDS / TCS deposited in bank by deductor have matched with details mentioned in the TDS / TCS statement but the amount is over claimed in the statement. Final (F) credit will be reflected only when deductor reduces claimed amount in the statement or makes new payment for excess amount claimed in the statement |

Signature Not Verified
Digitally signed by
SANTOSH KUMAR KAMRA
Date: 2021.07.23 11:15:43
IST

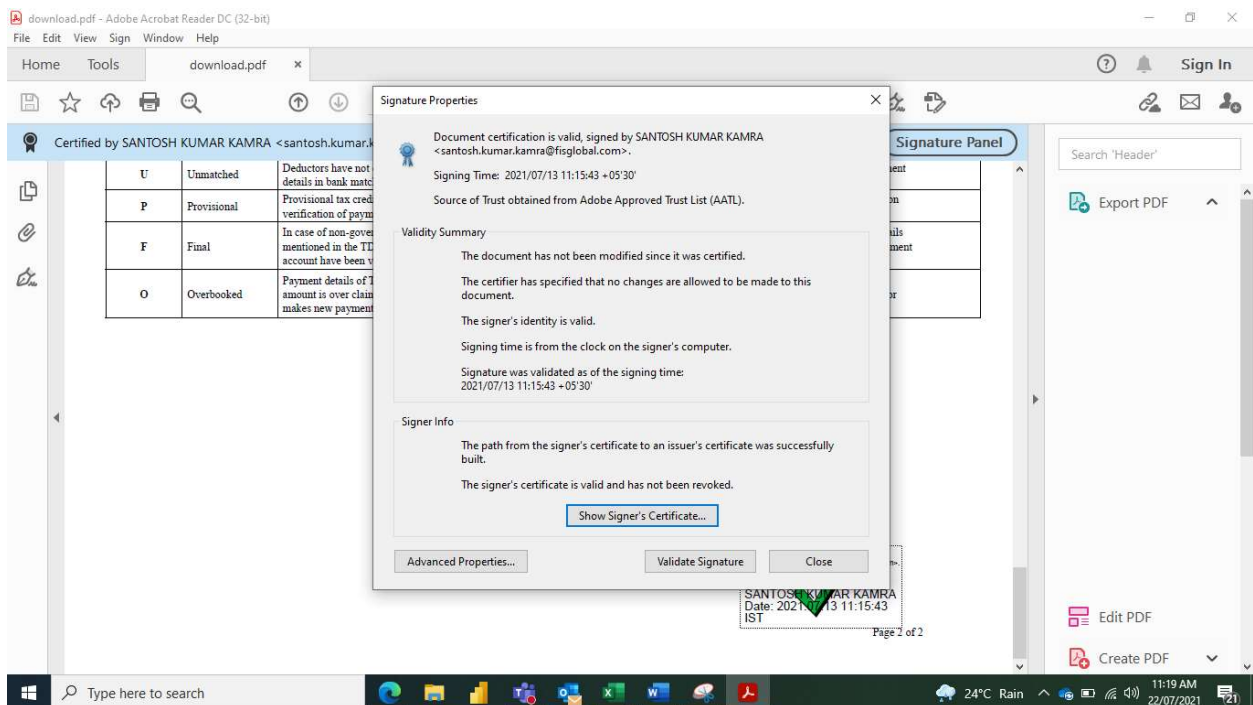
Page 2 of 2

Windows taskbar: Type here to search, 24°C Rain, 11:17 AM 22/07/2021

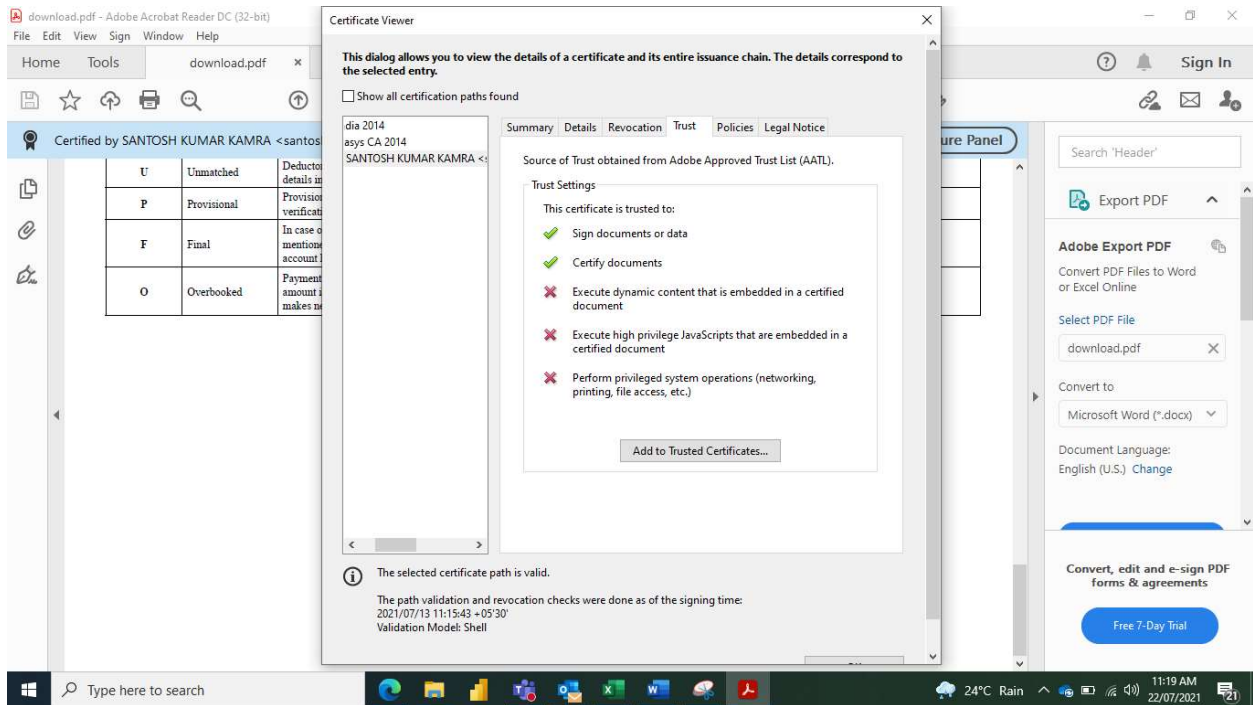
4. Right click on the signature and click on show signature properties.



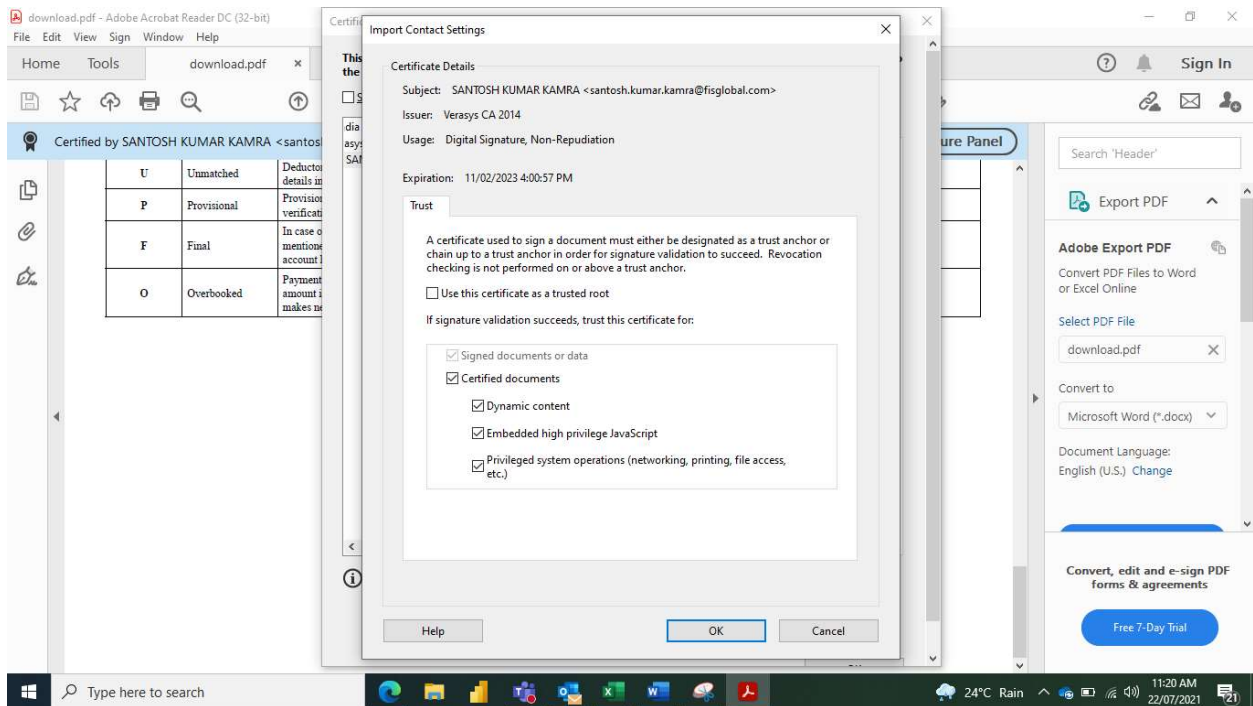
5. Click on 'Show signer's certificate'



6. Click on 'Add to trusted certificates'



7. Check all the check boxes and click on ok



8. Click on validate signature and close it. Digital signature must be validated.
In case you are still not able to validate the signature, this might be due to different version of PDF. To get this corrected please contact Local IT department

