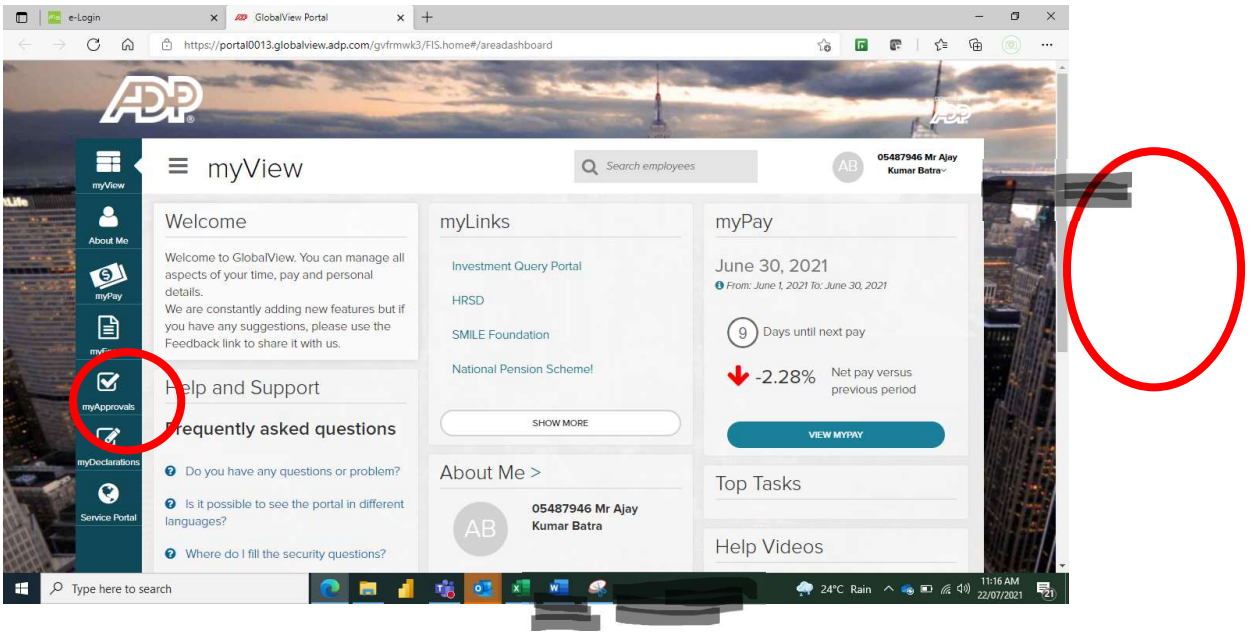
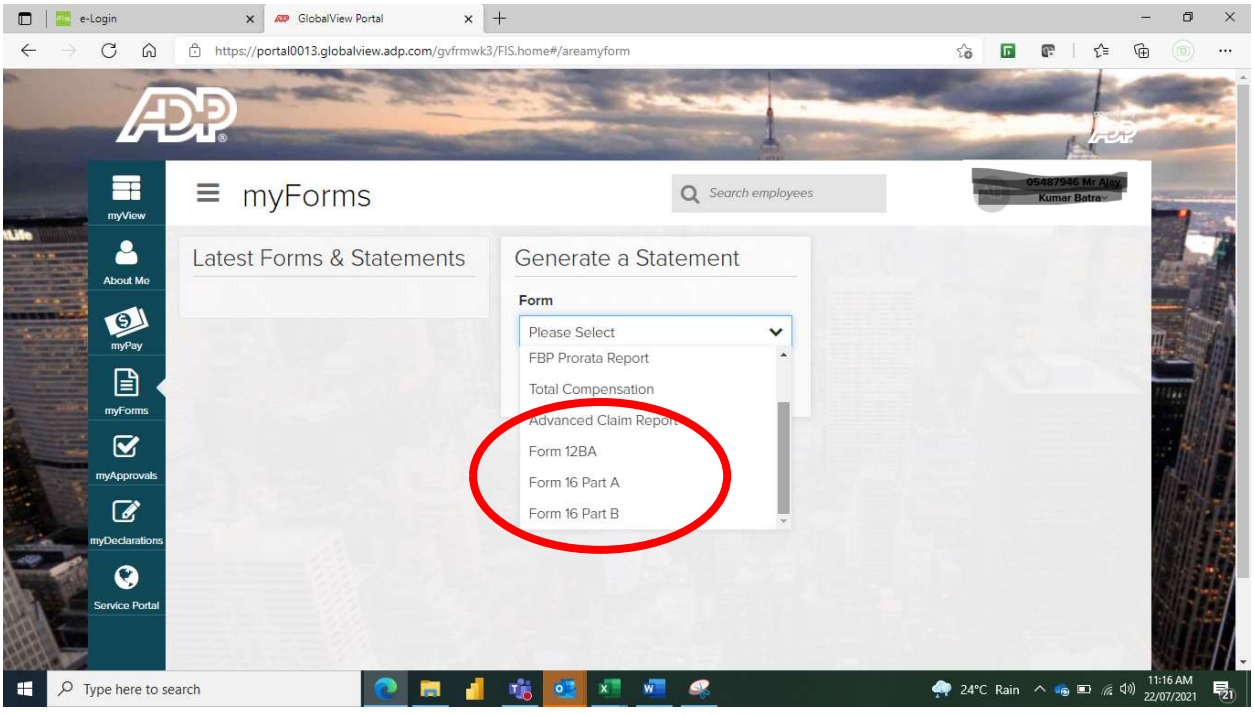
Form 16 Generation Steps

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

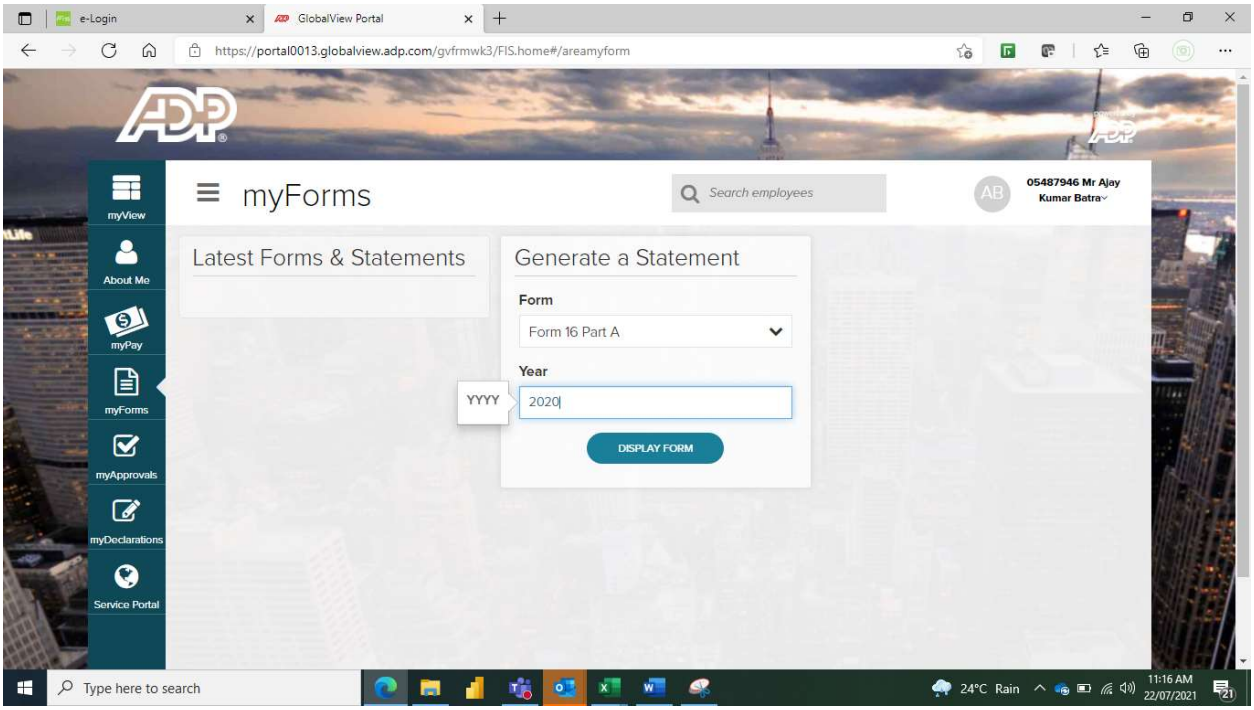
1. Click on My Forms



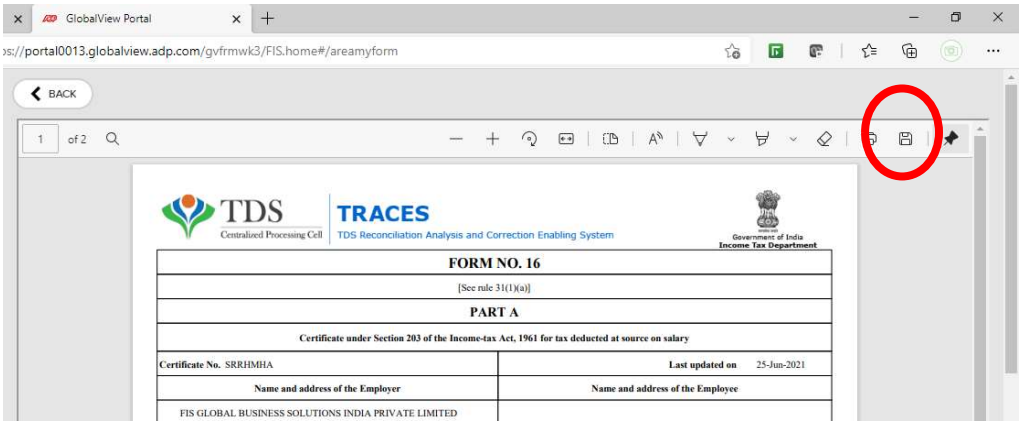
2. Select Form 16 Part A, Part B and form 12BA one by one from 'Generate a Statement' drop down



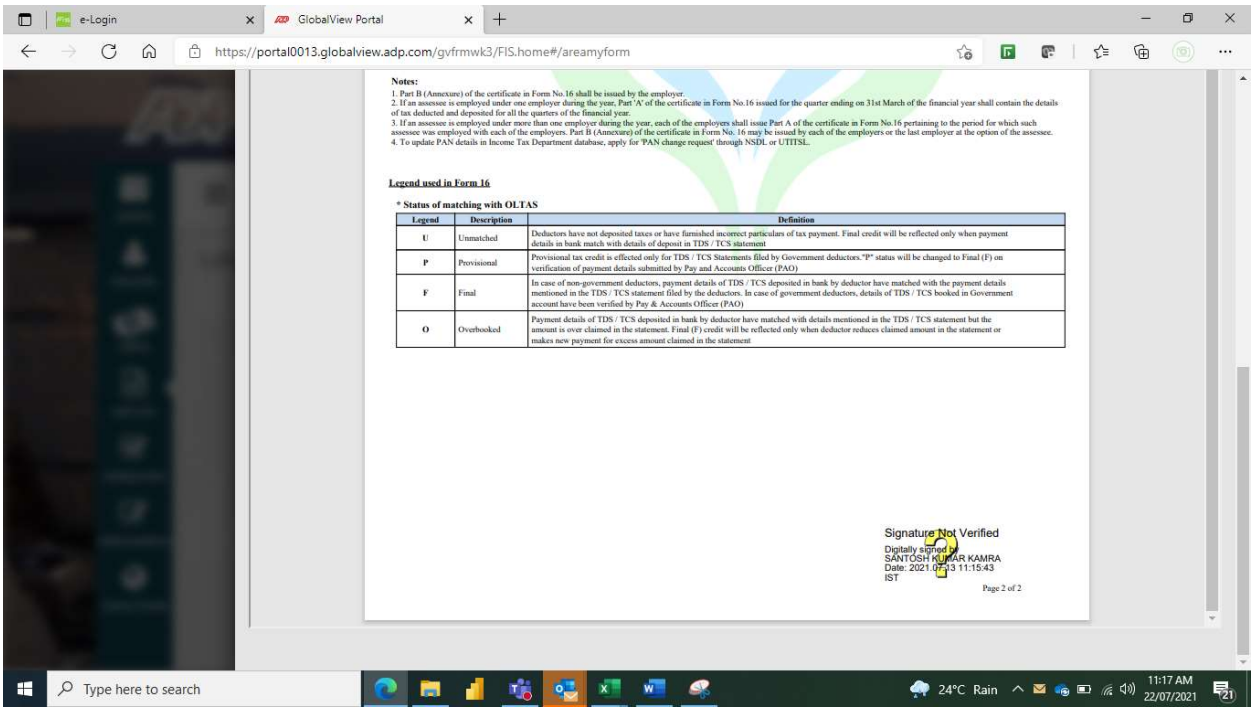
1. Update year as **2022** and click on Display Form



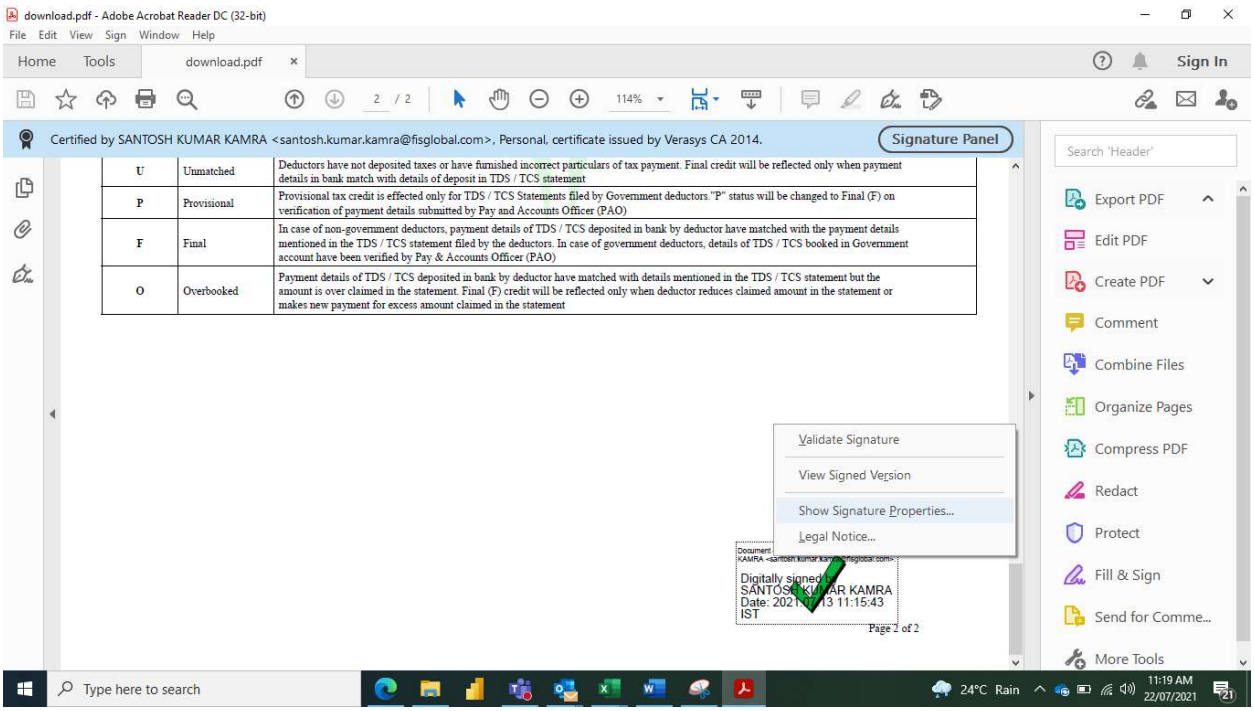
2. Save it on your machine by clicking on save option.



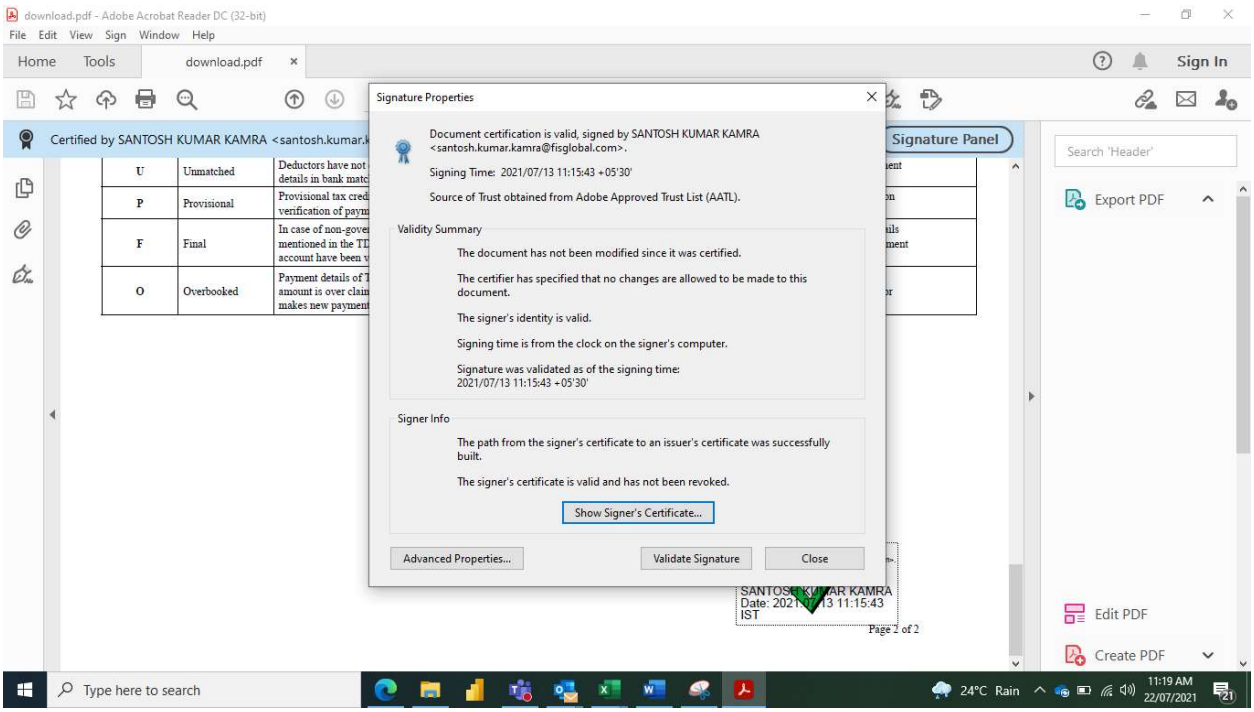
3. You might find digital signature is showing as not validated. To validate the signature, open the file saved on the machine (please open with Adobe PDF) and follow the steps mentioned below.



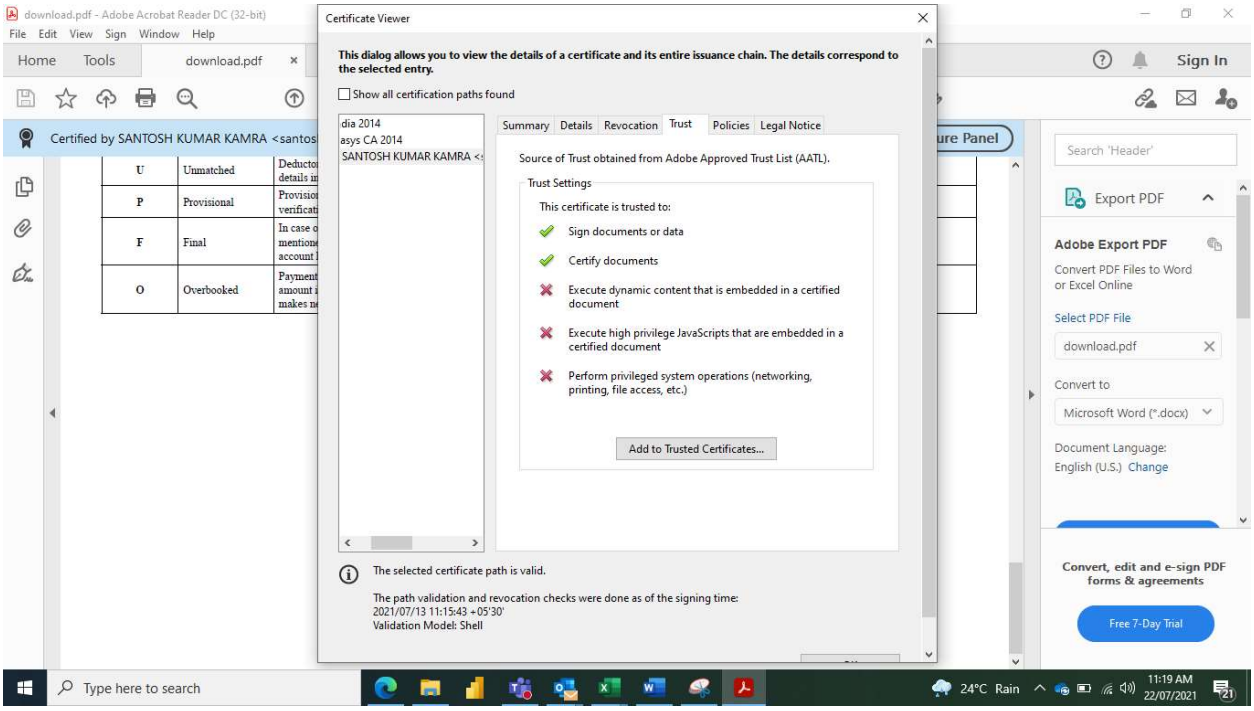
4. Right click on the signature and click on show signature properties.



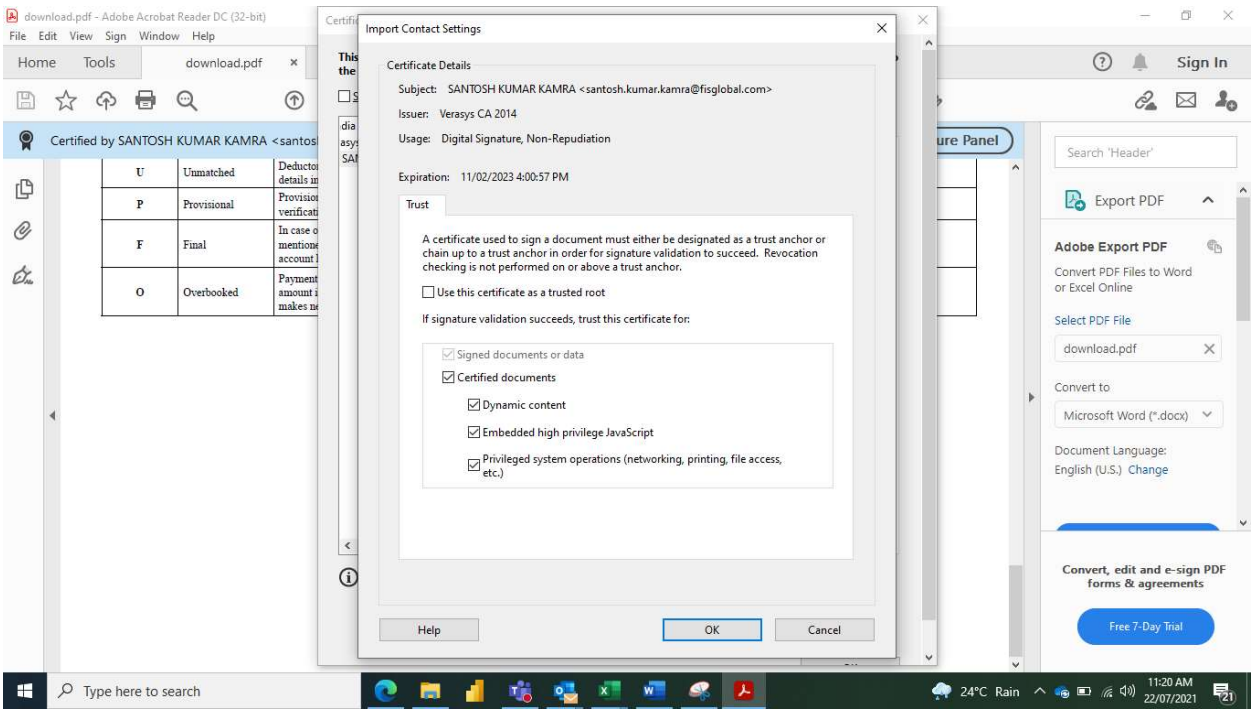
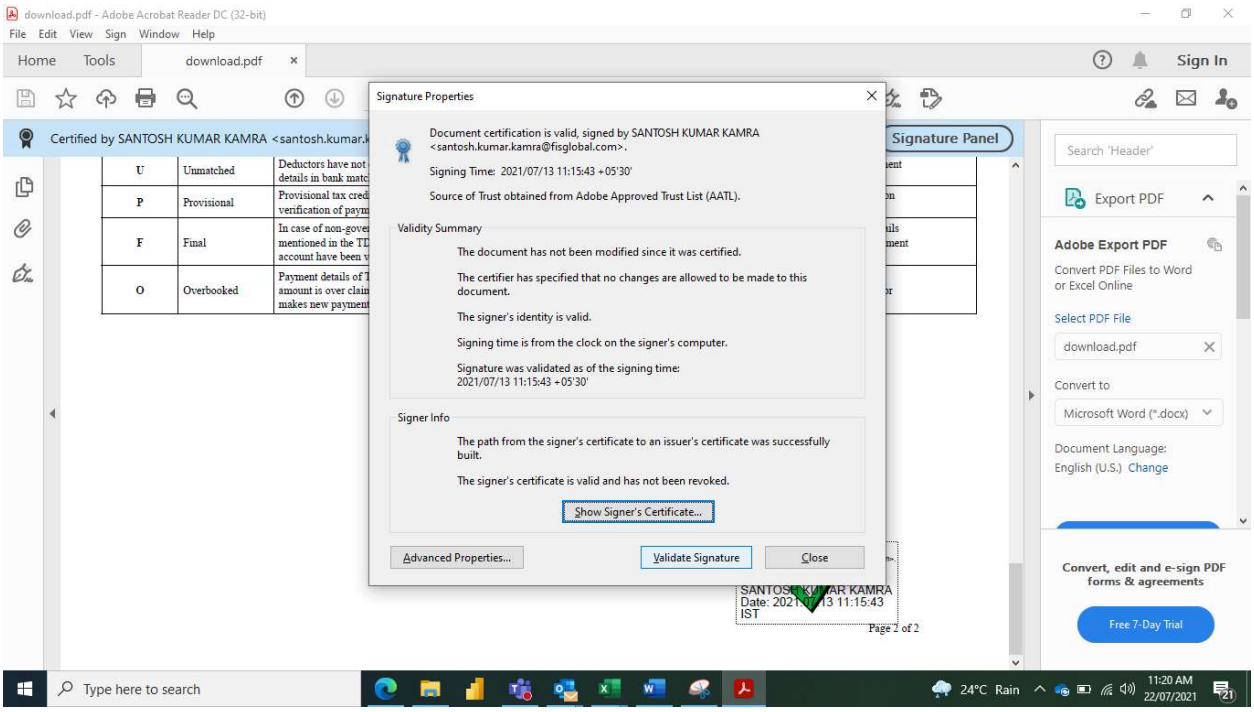
5. Click on ‘Show signer’s certificate’



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