

Dear Colleague,

Form 16 for the Financial Year 2023-2024 is available now on Payroll portal.

You can log on to the Payroll portal to view and download the Form 16, under 'Year End' Tab → 'My Signed Form-16'.

Form 16 is digitally signed & is in PDF format. Do save your Form 16 copy for records and future reference without fail.

Important Notes –

Form 16 has two parts. Part A and Part B

- It is downloaded from TRACES (web-based portal of Income Tax Department) which has the details of your TDS deducted and salary income.
- While Part A reflect 'Gross Salary' pertaining to the quarters where there has been a tax deduction, Part B of the Form 16 will reflect the total 'Gross Salary for the year'. For e.g. if an employee has tax deduction in one of the months, only that relevant quarter's income details will reflect in Part A, while Part B of Form 16 will capture the Gross Salary for all the months.
- As Part B is downloaded from TRACES, no modifications can be done in that PDF file. Hence, a separate 'Annexure to Form 16' has been provided containing the breakup of Other Sec 10 and Other Chapter VIA deductions to guide while filing the ITR
- Those who have joined during the financial year 2023-24 with previous employment history, our Form-16 will display Salary income and Income tax deduction of IQVIA employment only. Previous employment details will not be displayed in Form-16. While filing your (ITR) return of income, you must consider details from both IQVIA Form 16 and Previous employer Form 16's
- Your name & address in the Form-16 is as per the address available in PAN database which cannot be changed either by employer or payroll vendor. For any changes / corrections in PAN you may log on to PAN database <https://tin.tin.nsdl.com/pan/correction.html>
- Link your Aadhaar with PAN if not done earlier.
- Tax refunds if any, will not reflect as a separate line item. The difference between 'Tax Deducted' and 'Tax Payable' (Row no.17, of the third page of Part B) will be your refund amount if any.
- Form 16 will not get generated on TRACES where there has been no income reported and no income tax deduction in this financial year, or, if there is no valid PAN for an individual.

Please send your Form-16 related queries if any to info@ceridian.com mentioning your employee id

Regards,

On behalf of IQVIA Payroll