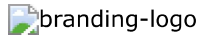# Form-16 for Financial year 2019-2020

in, payrollhelpdesk <payrollhelpdesk.in@capgemini.com>
Thu 23-07-2020 11:12

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**TL; DR: Form-16 for Financial year 2019-2020 is Available on the Excelity Portal**

**Dear Colleagues**

We wish to inform you that Form 16 for Financial Year 2019-2020 (Assessment Year 2020-2021) is now hosted on the <u>Payroll Excelity</u> portal (ESS Portal).

**You can download Form-16 by accessing the following path:**
Path:  India Talent **->** <u>Payroll Excelity</u>  **->** Year End **->** My Signed Form 16.

You can also login directly to the portal. Please access Excelity website <u>https://esscg.excelityglobal.com</u> and login through Pin and Password.

Instructions to download the Form 16:

1. **Password:** The Form-16 is password protected. The password to open the Form-16 is your 10 digits PAN followed by date of birth (DDMMYYYY). For example: if your PAN is ABCDE1234F and date of birth is 17-September-1983, then the password is ABCDE1234F17091983. If you do not have the PAN, then the password to open Form-16 is your date of birth in DDMMYYYY format.

2. **Validation of Digital Signature:** It is important to validate the digital signature of the Form-16. To check the validity / authenticity of the digital signature, please download the Form 16 and save on to your hard disk & follow the signature validation process (view Trusting Digital Signature docs documents available on Payroll Excelity/ ESS Portal), depending on the adobe version installed in your system. The Process Flow for "Trusting the Digital Signature" is also available on the portal on path: ESS Portal -> My Reports ->Trusting Digital Signature docs.

**You can now view/download the Form 16 on Mobile App too. Please find attached detailed instructions on how to register and use ESS Mobile App.**

If you have any queries, please write to <u>info@excelityglobal.com</u>.

For any escalation, you can raise a ticket on   <u>ServiceCentral</u> on India Talent. Please find attached detailed instructions on how to raise ticket on ServiceCentral.

Regards
**Payroll Team**

**People matter, results count**

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