

FORM 16 - FY 2016-17

Frequently Asked Questions

Cognizant Finance

Frequently Asked Questions (FAQ) on Form-16 for FY 2016-17

What is Part-A & Part-B? Why am I seeing two different formats in Form 16?

Part-A of Form 16 is generated from Income Tax department website (TRACES). It contains the details of tax deducted from your salary/perquisite income and remitted to Central Government during the financial year 2016-17. A unique certificate number is allotted to your Part-A when the same is generated from the TRACES.

Employee reference no. field appears blank and does not carry my Associate ID. Is that a problem?

This is not a problem. You may please ignore this, as your PAN is clearly mentioned on each and every page of Form 16.

Name as mentioned in Part-A and Part-B are different.

This is because Part-A picks up your personal information from your PAN card, whereas, Part-B is prepared based on the details available in HCM/MyPay.

Address as mentioned in Part-A does not match with my present address.

This is also because Part-A picks up your personal information from the details that you would have provided at the time of applying for the PAN card, which may be different from your present address.

I am unable to see the remittance details for a particular quarter/(s) under “Amount of tax deposited/remitted” field. What could be the reason?

There could be one or more reasons for this:

1. You have not updated your PAN in HCM on time.
2. Your PAN is invalid as per Income-Tax database.
3. You have updated a wrong PAN number initially and later corrected the same in HCM.

I can see only Part-B in the Form 16 link of MyPay. What happened to the Part-A?

In case you have not updated your PAN in HCM, or the number updated is Invalid, then your Part-A would not have got generated. Please note that Part-A is generated and clubbed with Part-B only when you have taxable income exceeding the threshold, and taxes have been deducted and remitted against your salary/perquisite income during the financial year 2016 - 17.

What is the remedial action for the above?

In case you have not updated your PAN, please update the same immediately in HCM and raise a **GSD** under India Payroll (**Category – Payroll/MyPay; Type – Form 16; Item – “Part A not available”**). All such requests raised through GSD's will be tracked and considered for re-filing of returns, timing of which will be decided by the company as appropriate.

After the re-filing is done, will I be issued a revised Form-16 with PAN updated?

No. Form-16 once generated cannot be re-generated once the re-filing is done. However, your Form 26AS will reflect the TDS amounts after the re-filing is done. This will help you to file your returns or respond to queries if any, from the department.

Page 2 in Part-A of my Form 16 is not signed by the authorized signatory.

Since Part-A is already digitally signed by the authorized signatory it need not be signed manually again.

I find that the date given below “Verification” section in Part-A differs from the “Last updated on” date. I also find that the date field adjacent to the signature in Part-A and Part-B differs. Please clarify.

“Last updated on” date refers to the date on which Part-A data was downloaded by Finance from TRACES website (txt file), whereas the date given below the “Verification” portion is the date on which the Part-A is generated as PDF. Also dates in Part-A and Part-B are different as Part-B is generated in-house on a particular date whereas Part-A is downloaded from TRACES on the date it was made available by the department. This is not a cause for concern.

I could see there are two different Form 16s issued by Cognizant for me. How will I file my IT returns in such cases?

You are able to see two different Form 16s because you have gone through an Inter-company transfer during the financial year 2016-17. You are required to club the income from both these companies while filing your returns.

Under the Income & TDS summary in Part-A, the amount mentioned under “Amount paid/credited” field does not match with my tax computation sheet or Annual Payslip. What is the reason?

The following could be one or more reasons for this difference:

- a) Your contribution to NPS, if any
- b) Gift vouchers received during the financial year, if any
- c) Car running expenses over and above the prescribed Income tax limit
- d) Amount included as taxable perquisite towards Chennai flood relief emergency loan (if availed)
- e) No eligible income during any quarter(s) for deduction of Tax

Do I really require Form 16 to file my IT returns?

No. You can file your returns even without the Form 16.

How do I know that the tax deducted from my income has been properly remitted to the government?

You may verify Form 26AS statement which entirely reflects the tax deducted from your income and remitted to the government. To know, how to view your Form 26AS, please [click this link](#).

What is the last date for me to file my annual IT returns?

The last date for filing Income tax returns for the financial year 2016 - 17 is 31st July 2017 (as applicable to an individual assessee).

Does Cognizant Finance have any arrangement for online filing of IT returns? Is this free of cost?

As in the previous years, we are working with a couple of service providers for facilitating online IT returns filing. Please await further information from us on this topic.

I want to make some changes to my PAN details as available in Income Tax Department's database (like name or address etc.) Where can I do that?

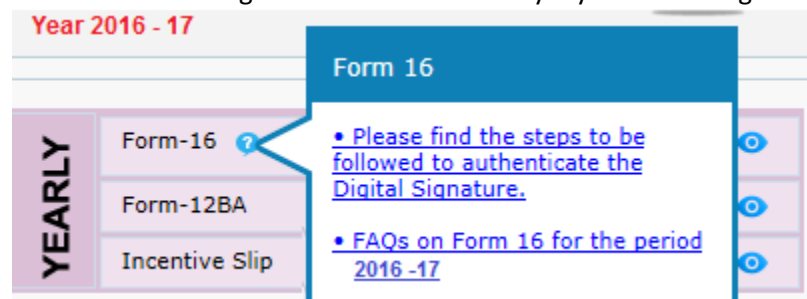
You may update your PAN details using the link <https://tin.tin.nsdl.com/pan/correctiondsc.html>

I am facing technical challenges in downloading my Form 16. What should I do?

Should you face any issues in downloading your Form 16, please check your browser settings to ensure that the protection mode is disabled in your browser security settings. [Click here](#) to see a detailed guide.

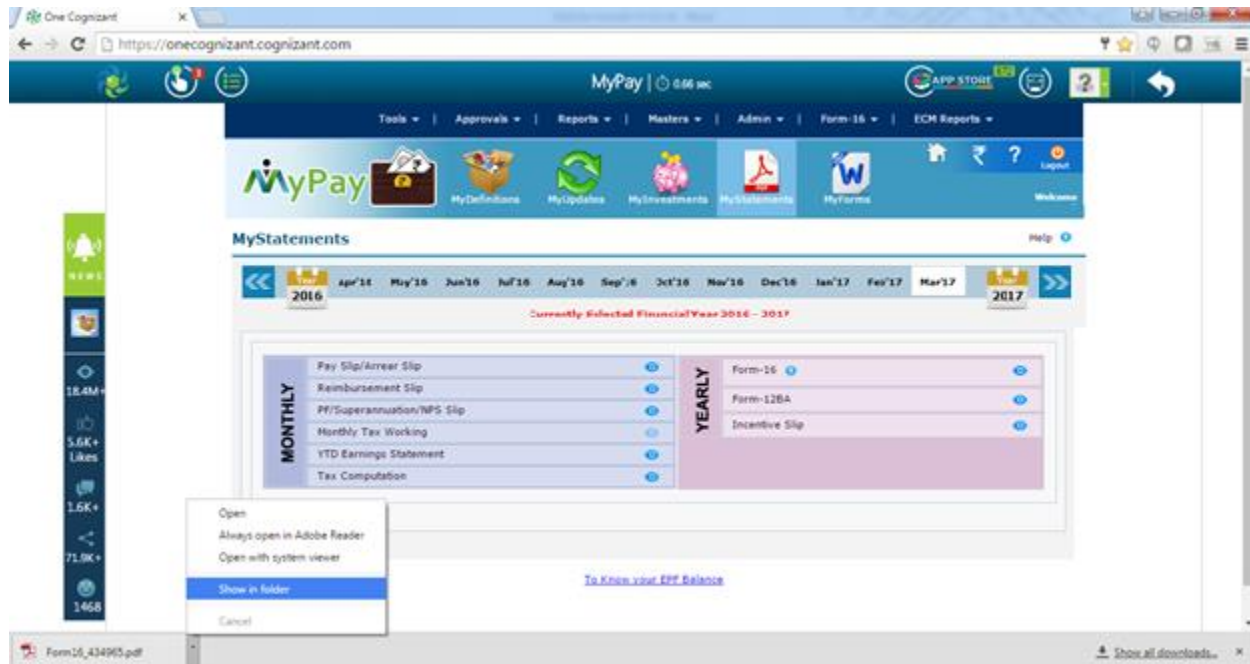
My Form 16 shows an alert "digital signature validity unknown". How do I validate this?

Please refer to the guidelines available in MyPay for validating the digital signature.



I'm using chrome and I'm unable to view validate signature option when I right link on the digital signature. How do I proceed?

Save your Form 16 PDF in folder and then try validating. For more information please refer to the guidelines available in MyPay.



What are the consequences of not validating the digital signature on time?

The validity of digital signature is time bound and is subject to expiry. Hence, you are requested to download Form 16 and validate it as soon as it is made available to you in MyPay. **In case you fail to do so, you may not be able to validate the signature in Form 16 after the validity of the signature has expired.** This would result in administrative hassles/delays for any of your requirements.

I still have some more queries to be resolved. Whom should I approach?

For all queries related to Form 16, you may please reach out to Payroll support team via VNet No.56666 extension 3-2. Alternatively, you can raise a [GSD](#) under India Payroll (Grouped under “Human Resources”).