

NAME _____

EMP.NO _____

LOCATION _____

PHONE NO. _____

FORM NO. 12 C [See rule 26B]

Form for sending particulars of Income under Section 192(2B) for the year ending 31st March 2011

1. Name and address of the employee _____
2. Permanent Account Number _____
3. Residential status _____
4. Particulars of income under any head other than "Salaries" (not being a loss under any such head other than the loss under the head "Income from house property") received in the financial year
 - (i) income from house property Rs. _____
 - (ii) profits and gains of business or profession Rs. _____
 - (iii) capital gains Rs. _____
 - (iv) Income from other sources
 - (a) Dividends Rs. _____
 - (b) Interest Rs. _____
 - © Other incomes (specify) Rs. _____

TOTAL Rs. _____
5. Aggregate of sub-items (i) to (iv) of item 4
6. Tax deducted at source [enclose certificate(s) issued under section 203]

Place _____

Date _____

Signature of the employee

Verification

I, _____ do hereby declare that what is stated above is true to the best of my knowledge and belief.

Verified today, the _____ day of _____ 20 ____.

Place _____

Date _____

Signature of the employee

Action Points

1. This Form is to be used by an assessee-employee when he desires that his income from sources other than "salaries" may also be taken into account by the employer for purposes of deduction of tax at source. This Form may be submitted by the assessee employee to his employer.
2. Once the Form is submitted by the assessee employee, the employer has to take into account the other income disclosed by the assessee and the tax deducted at source thereon while computing the tax deductible at source from the assessee's salary.
3. From the assessment year 1999-2000, the assessee is permitted to furnish particulars in respect of any loss under the head 'Income from house property' to his employer. The Form has consequently been enlarged, so as to enable the assessee-employee to furnish particulars of such loss. Employees having loss under the head 'Income from house property' will find it to their advantage to furnish such loss (if any) to the employer, since the tax deductible at source will get correspondingly reduced. This apart, such employees will also be saved from the botheration of filing a return of income just for the purpose of obtaining tax refund.
4. The assessee employee cannot however furnish particulars of loss (if any) under any head of income other than 'Income from house property'.

ANNEXURE TO FORM NO.12C

DECLARATION FORM FOR HOUSE PROPERTY

Sr Finance Manager
IOCL,(MD),NR

Dear Sir,

I hereby declare my income from House Property for the financial year 2010-11. The same may be included in my Total Salary Income, for the purpose of deduction of tax at source from thereon.

Details of Property income are as under:

**STATEMENT OF INCOME/ LOSS FROM HOUSE PROPERTY
FOR THE FINANCIAL YEAR 2010-11**

SR.N O.	PARTICULARS	
1.	Address of the Property	
2.	Whether Self occupied	
3.	Whether on Self lease	
4.	Annual rental value	
5.	Less : Municipal taxes	
6.	Net Annual value (4-5)	
7.	Less : Deductions U/S 24	
	Repairs (30% of NAV)	
	Interest on borrowed capital	
	Date of loan sanctioned	
	Total [(I) to (viii)]	
8.	Income /Loss from House Property (6-7)	
9	TDS (ON SELF LEASE	

Place : _____

Date : _____

SIGNATURE_____

EMP. NAME_____

EMPLOYEE NO. _____