

FORM NO. 16

[See rule 31(1)(a)]

Certificate under section 203 of the Income-tax Act, 1961 for tax deducted at source from income chargeable under the head 'Salaries'

Name and address of the employer		Name and designation of the employee	
PAN/GIR No.	TAN	PAN/GIR No.	
TDS Circle where annual return/statement under section 206 is to be filed -		Period From	Assessment year
		To	

Details of salary paid and any other income and tax deducted

1. Gross Salary			
(a) Salary as per provisions contained in section 17(1)	Rs.		
(b) Value of perquisites under section 17(2) (as per Form No. 12BA, wherever applicable)	Rs.		
(c) Profits in lieu of salary under section 17(3) (as per Form No. 12BA, wherever applicable)	Rs.		
(d) Total		Rs.	
2. Less: Allowance to the extent exempt under section 10	Rs.		
3. Balance (1-2)		Rs.	
4. Deductions:			
(a) Entertainment allowance	Rs.		
(b) Tax on employment	Rs.		
5. Aggregate of 4(a) to (b)		Rs.	
6. Income chargeable under the head 'salaries' (3-5)			Rs.
7. Add: Any other income reported by the employee			
(a)	Rs.		
(b)	Rs.		Rs.
8. Gross total income (6 + 7)			Rs.
9. Deductions under Chapter VIA			
(A) Sections 80C, 80CCC and 80CCD	Gross Amount	Deductible Amount	
(a) SECTION 80C			
(1)			
(2)			
(3)			
(b) SECTION 80CCC			
(c) SECTION 80CCD			
(B) Other Sections under Chapter VIA	Gross Amount	Deductible Amount	
(a)			
(b)			
(c)			
10. Aggregate of deductible amount under Chapter VIA			Rs.
11. Total income (8 - 10)			Rs.
12. Tax on total income			Rs.
13. Surcharge (on tax computed at S. No. 12)			Rs.
14. Education Cess (on tax at S. No. 12 and surcharge at S. No.13)			Rs.
15. Tax payable (12+13+14)			Rs.
16. Relief under section 89 (attach details)			Rs.
17. Tax payable (15-16)			Rs.
18. Less: (a) Tax deducted at source under section 192(1)		Rs.	
(b) Tax paid by the employer on behalf of the employee under section 192(1) on perquisites under section 17(2)		Rs.	Rs.
19. Tax payable / refundable (17 - [18(a)+18(b)])			Rs.

Details of tax deducted and deposited into Central Government Account

Sr. No.	TDS	Surcharge	Education Cess	Total Tax Deposited	Cheque/DD No.	BSR Code of Bank Branch	Date on which tax deposited	Transfer voucher/Challan Identification No.

I son of working in the capacity of (designation) do hereby certify that a sum of Rs. [Rupees (in words)] has been deducted at source and paid to the credit of the Central Government. I further certify that the information given above is true and correct based on the book of accounts, documents and other available records.

Place :
Date :

Signature of the person responsible for deduction of tax
Full Name
Designation