

FORM NO.16

(See Rule 31 (1) (a)

Certificate under section 206 of the Income Tax 1961 for tax deduction 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.

TDC Circle where Annual Return/Statement
under section 206 is to be filed

 Period

 Assessment Year

FROM

TO

**DETAILS OF SALARY PAID AND ANY OTHER INCOME
AND TAX DEDUCTED**

01. Gross Salary		Rs.	
02 Less: Allowance to the extent exempt under section 10	Rs.		
03. Balance (1-2)		Rs.	
04. Deductions :			
a) Standard Deduction Rs.20,000/-			
b) Entertainment allowance Rs.			
c) Tax on employment Rs.2,220/-			
05. Aggregate of 4 (a to c)		Rs.	
06. Income chargeable under the head “Salaries” (3-5)			Rs.
07. Add: Any other income reported by the employee			Rs.
08. Gross total income (6-7)			Rs.

9. Deduction under Chapter VI-A	<u>Gross Amount</u>	<u>Qualifying Amount</u>	<u>Deductable Amount</u>	
(a)	Rs.	<u>Rs.</u>	<u>Rs.</u>	
(b)	Rs.	Rs.	Rs.	
©	Rs.	Rs.	Rs.	
(d)	Rs.	Rs.	Rs.	
10. Aggregate of deductible amount under chapter VI-A				Rs
11. Total income (8-10)				Rs.
12. Tax on total income				Rs

13. Rebate and relief under Chapter VIII

(i) Under section 88	Gross Amount	Qualifying Amount	Tax Rebate/ Relief
(Please specify)			
a) G.P.F.	Rs.	Rs.....	
b) G.I.S.	Rs.	Rs.....	
c) Accrued Interest	Rs.....	Rs.....	
d) on NSC	Rs.	Rs.....	
e)	Rs.....	Rs.....	
f) Total (a) to (e)	Rs	Rs.....	Rs.
(ii) Under Section 88A	<u>Gross Amount</u>	<u>Qualifying Amount</u>	
(Please specify)			
a)	Rs.....	Rs.....	
b)	Rs.....	Rs.....	
c) Total (a + b)	Rs.....	Rs.....	Rs.....
(iii) Under Section 89			
(attach details)			
14. Aggregate of tax rebates and relief at 13 above (I(f) + ii© + iii)			Rs.
15. Tax payable (12-14) and surcharge thereon			Rs.
16. Less: Advance Tax paid under section 210			Rs.
17. Tax payable/refundable (15-16)			Rs.

DETAILS OF TAX DEDUCTED AND DEPOSITED INTO CENTRAL GOVT. ACCOUNT

AMOUNT	DATE OF PAYMENT	NAME OF BANK AND BRANCH WHERE TAX DEPOSITED
1.,	By book transfer, under the head of A/c.'0021'
3.	By Income Tax Challan deposited into
	Advance Tax paid.

Certified that a sum of Rs. _____ (in words). only has been deducted at source and paid to the Central Government. Further certified that the above information is true and correct as per records.

Place :- .

Signature of the person responsible for deduction of tax

Date :-

Full Name---

Designation—

ACTION POINTS

1. This certificate should be obtained even from an employer whose service the assessee has left. It should preferably be obtained even where no tax has been deducted at source from the assessee's salary.
2. The certificate should be filed along with the return of income for the relevant.
3. The certificate can be issued by the employee on his letterhead or an ordinary paper.
4. The certificate is to be issued within one month from the close of the financial year.