

FORM NO. 16

[See rule 31(1)(a)]

Certificate under section 203 of the Income-tax Act, 1961 for Tax deducted at source on Salary									
Financial year				TDS Certificate number#					
Whether Original / Duplicate / Amended			If Amended give Previous TDS Certificate number						
TAN of Deductor				Name of Deductor					
PAN of Deductee				Name of Deductee					
TDS Unique Transaction Number (UTN) as provided by Income Tax Department			Whether PAN uploaded was validated by Income Tax Department? (Y/N)		Gross Amount Paid/ Collected		TDS/TCS Amount		
Gross amount of TDS / TCS									
Total TDS amount where PAN was found valid by Income Tax Department*									
Details of Salary paid and any other income and tax deducted									
1.	Gross Salary								
	(a)	Salary as per provisions contained in sec.17(1)			Rs				
	(b)	Value of perquisites u/s 17(2) (as per Form No.12BB, wherever applicable)			Rs				
	(c)	Profits in lieu of salary under section 17(3) (as per Form No.12BB, wherever applicable)			Rs				
	(d)	Total				Rs			
2.	Less: Allowance to the extent exempt u/s 10				Rs				
					Rs				
					Rs	Rs			
3	Balance (1-2)					Rs			
4	Deductions :								
	(a)	Standard deduction		Rs					
	(b)	Entertainment allowance		Rs					
	(c)	Tax on employment		Rs					
5	Aggregate of 4(a) to (c)				Rs				
6.	Income chargeable under the head 'salaries' (3-5)							Rs	
7.	Add: Any other income reported by the employee				Rs				
					Rs				
					Rs			Rs	
8	Gross total income (6+7)							Rs	
9	Deductions under Chapter VIA								
				Gross Amountz		Qualifying amount	Deductible Amount		
	(a)		Rs		Rs		Rs		
	(b)		Rs		Rs		Rs		
	(c)		Rs		Rs		Rs		
	(d)		Rs		Rs		Rs	Rs	
10	Aggregate of deductible amount under Chapter VIA							Rs	
11	Total Income (8-10)							Rs	
12	Tax on total income							Rs	
13	Rebate and relief under Chapter VIII								
	I. Under section 88 (please specify)								

		Gross Amount		Qualifying Amount		Tax rebate/relief	
		(a)	Rs		Rs		
		(b)	Rs		Rs		
		(c)	Rs		Rs		
		(d)	Rs		Rs		
		(e)	Rs		Rs		
		(f) Total [(a) to (e)]	Rs		Rs		
	II	(a)	Under section 88B			Rs	
		(b)	Under section 88C			Rs	
	III	Under section 89 (attach details)				Rs	
14	Aggregate of tax rebates and relief at 13 above [I(f) + II(a)+ II(b)+ III]					Rs	
15	Tax payable (12- 14) and surcharge thereon					Rs	
16	Less: Tax deducted at source					Rs	
17	Tax payable/refundable (15-16)					Rs	
<p>I _____, son/daughter 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 books of account, documents and other available records.</p>							
Place							
Date	Signature of person responsible for deduction of tax						
Designation	Full Name						

TDS certificate number is an internal reference number to be given by the Deductor (optional)