

FORM NO. 16

[See rule 31(1)(a)]

PART A

Certificate under Section 203 of the Income-tax Act, 1961 for tax deducted at source on salary

Certificate No. AAQAMBE		Last updated on 16-Dec-2018	
Name and address of the Employer		Name and address of the Employee	
SAMPLE COMPANY LIMITED 410, TULSAINY CHAMBERS, SMAPLE, NEW DELHI - 110058 Delhi +(91)124-4635XXX Sample@Sample.COM		DILEEP SINGH RAJOURI GARDEN, NEW DELHI - 110027 Delhi	
PAN of the Deductor TAN of the Deductor provided by the Employer (If available)	PAN of the Employee	Employee Reference No.	
AAEZS1122Z	MUMI1122Z	SAMPL1111E	

CIT (TDS)	Assessment Year	Period with the Employer	
The Commissioner of Income Tax (TDS) Aayakar Bhawan, District Centre, 6th Floor Room no 610, Hall no. 4, Luxmi Nagar, Delhi - 110092	2019-20	From 01-Apr-2018	To 31-Mar-2019

Summary of amount paid/credited and tax deducted at source thereon in respect of the employee

Quarter(s)	Receipt Numbers of original quarterly statements of TDS under sub-section (3) of Section 200	Amount paid/credited	Amount of tax deducted (Rs.)	Amount of tax deposited / remitted (Rs.)
Q1		291034.68	53666.00	53666.00
Q2	INYXXEFC	451275.00	51020.00	51020.00
Q3	INYXBRTA	217823.34	28182.00	28182.00
Q4	INYXEKZC	47010.98	14526.00	14526.00
Total (Rs.)		1007144.00	147394.00	147394.00

I. DETAILS OF TAX DEDUCTED AND DEPOSITED IN THE CENTRAL GOVERNMENT ACCOUNT THROUGH BOOK ADJUSTMENT

(The deductor to provide payment wise details of tax deducted and deposited with respect to the deductee)

Sl. No.	Tax Deposited in respect of the deductee (Rs.)	Book Identification Number (BIN)			
		Receipt Numbers of Form No. 24G	DDO serial number in Form no. 24G	Date of transfer voucher (dd/mm/yyyy)	Status of matching with Form no. 24G
Total (Rs.)					

II. DETAILS OF TAX DEDUCTED AND DEPOSITED IN THE CENTRAL GOVERNMENT ACCOUNT THROUGH CHALLAN

(The deductor to provide payment wise details of tax deducted and deposited with respect to the deductee)

Sl. No.	Tax Deposited in respect of the deductee (Rs.)	Challan Identification Number (CIN)			
		BSR Code of the Bank Branch	Date on which Tax deposited (dd/mm/yyyy)	Challan Serial Number	Status of matching with OLTAS*
1	36601.00	0510308	04-06-2010	05637	F
2	17065.00	0510308	06-07-2010	03438	F
3	17064.00	0510308	05-08-2010	04636	F
4	16863.00	0510308	06-09-2010	03272	F

Sl. No.	Tax Deposited in respect of the deductee (Rs.)	Challan Identification Number (CIN)			
		BSR Code of the Bank Branch	Date on which Tax deposited (dd/mm/yyyy)	Challan Serial Number	Status of matching with OLTAS*
5	17093.00	0510308	06-10-2010	05250	F
6	17093.00	0510308	03-11-2010	05642	F
7	11089.00	0510308	06-12-2010	05797	F
8	9733.00	0510308	05-02-2011	05506	F
9	4793.00	0510308	04-03-2011	07645	F
Total (Rs.)	147394.00				

Verification

I, RAM KUMAR, son / daughter of D KUMAR working in the capacity of MANAGER (designation) do hereby certify that a sum of Rs. 147394.00 [Rs. One Lakh Fourty Seven Thousand Three Hundred and Ninety Four Only (in words)] has been deducted and a sum of Rs. 147394.00 [Rs. One Lakh Fourty Seven Thousand Three Hundred and Ninety Four Only] has been deposited to the credit of the Central Government. I further certify that the information given above is true, complete and correct and is based on the books of account, documents, TDS statements, TDS deposited and other available records.

Place	NEW DELHI	(Signature of person responsible for deduction of Tax)
Date	09-Jan-202019	
Designation MANAGER		Full Name:RAM KUMAR

Notes:

- Part B (Annexure) of the certificate in Form No.16 shall be issued by the employer.
- If an assessee is employed under one employer during the year, Part 'A' of the certificate in Form No.16 issued for the quarter ending on 31st March of the financial year shall contain the details of tax deducted and deposited for all the quarters of the financial year.
- If an assessee is employed under more than one employer during the year, each of the employers shall issue Part A of the certificate in Form No.16 pertaining to the period for which such assessee was employed with each of the employers. Part B (Annexure) of the certificate in Form No. 16 may be issued by each of the employers or the last employer at the option of the assessee.
- To update PAN details in Income Tax Department database, apply for 'PAN change request' through NSDL or UTITSL.

Legend used in Form 16

* Status of matching with OLTAS

Legend	Description	Definition
U	Unmatched	Deductors have not deposited taxes or have furnished incorrect particulars of tax payment. Final credit will be reflected only when payment details in bank match with details of deposit in TDS / TCS statement
P	Provisional	Provisional tax credit is effected only for TDS / TCS Statements filed by Government deductors."P" status will be changed to Final (F) on verification of payment details submitted by Pay and Accounts Officer (PAO)
F	Final	In case of non-government deductors, payment details of TDS / TCS deposited in bank by deductor have matched with the payment details mentioned in the TDS / TCS statement filed by the deductors. In case of government deductors, details of TDS / TCS booked in Government account have been verified by Pay & Accounts Officer (PAO)
O	Overbooked	Payment details of TDS / TCS deposited in bank by deductor have matched with details mentioned in the TDS / TCS statement but the amount is over claimed in the statement. Final (F) credit will be reflected only when deductor reduces claimed amount in the statement or makes new payment for excess amount claimed in the statement