

TDS Centralized Processing Cell		TRACES TDS Reconciliation Analysis and Correction Enabling System			Income Tax Department Government of India	
<b>FORM NO. 16</b>						
[See rule 31(1)(a)]						
<b>Part A</b>						
<b>Certificate under Section 203 of the Income-tax Act, 1961 for tax deducted at source on salary</b>						
Certificate No.		XXXXXXX		Last updated on 26-May-2014		
Name and address of the Employer				Name and address of the Employee		
ZZZ & Co. Mumbai Maharashtra				EMPLOYEE A Mumbai Maharashtra		
PAN of the Deductor		TAN of the Deductor		PAN of the Employee		Employee Reference No.
AADCZ1234Z		MUMZ2345Z		AAAPP3456Q		EMP3
CIT (TDS)			Assessment Year		Period with the Employer	
The Commissioner of Income Tax Mumbai Maharashtra			2014-15		From	
					To	
					01-Apr-13	
					31-Mar-14	
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		XXXXQ1		250,000	33,475	33,475
Q2		XXXXQ2		250,000	33,475	33,475
Q3		XXXXQ3		250,000	33,475	33,475
Q4		XXXXQ4		250,000	33,475	33,475
<b>Total (Rs.)</b>				1,000,000	133,900	133,900
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)
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
1		11158		0290000	07-May-13	12345
2		11158		0290000	07-Jun-13	12345
3		11159		0290000	07-Jul-13	12345
4		11158		0290000	07-Aug-13	12345
5		11158		0290000	07-Sep-13	12345
6		11159		0290000	07-Oct-13	12345
7		11158		0290000	07-Nov-13	12345
8		11158		0290000	07-Dec-13	12345
9		11159		0290000	07-Jan-14	12345
10		11158		0290000	07-Feb-14	12345
11		11158		0290000	07-Mar-14	12345
12		11159		0290000	31-Mar-14	12345
Total (Rs.)		133900				
Verification						
I, MANITA VERMA, son / daughter of R. C. Verma working in the capacity of Manager - Taxation (designation) do hereby certify that a sum of Rs. 133900.00 [Rs. One Lakh Thirty Three Thousand Nine Hundred Only (in words)] has been deducted and a sum of Rs. 133900.00 [Rs. One Lakh Thirty Three Thousand Nine Hundred Only (in words)] 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	Mumbai	(Signature of person responsible for deduction of Tax)
Date	26-May-14	
Designation: Manager Taxation		Full Name: Manita Verma

## Notes:

1. Part B (Annexure) of the certificate in Form No.16 shall be issued by the employer.
2. 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.
3. 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.
4. 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
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
G	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

Document Certified by Manita Verma  
[<mannitaa@gmail.com>](mailto:mannitaa@gmail.com)



Digitally signed by Manita Verma  
Date: 2014:05:26 09:00:00  
IST