

INCOME TAX – SALARIED EMPLOYEES:

Salaried Employees furnish a declaration to their employer in respect of Income Tax Deduction they are eligible under various provisions of Income Tax along with Supporting. Employers consider these declaration and supporting while calculating TDS to be deducted on Salary of their employees. Although practice of taking such declaration is in existence from long time but there was no standard format for the same till 31.05.2016. CBDT has vide notification No. 30/2016 prescribed **Form No.12BB** for the purpose of estimating his income or computing the tax deduction at source wef 01.06.2016.

Income Tax Rule 26C. Furnishing of evidence of claims by employee for deduction of tax under section 192.- (1) The assessee shall furnish to the person responsible for making payment under sub-section (1) of section 192, the evidence or the particulars of the claims referred to in sub-rule (2), in Form No.12BB for the purpose of estimating his income or computing the tax deduction at source.

(2) The Assessee shall furnish the evidence or the particulars specified in column (3) of the claim specified in the corresponding entry in column (2) of the attached FORM no. 12BB.

The employee can fill Form 12BB, need to submit an investment and expense declaration (such as house rent, leave travel, interest on housing loan, tuition fees, etc) with your employer at the beginning of the year if required, which will be used by the employer to deduct TDS from your salary.

FORM NO. 12BB

(See rule 26C)

Statement showing particulars of claims by an employee for deduction of tax under section 192

1. Name of the employee:
2. Employee/PF Number:
3. Billunit:
4. Permanent Account Number of the employee:
5. Financial year:

Details of claims and evidence thereof

SI No.	Nature of claim	Amount (Rs.)	Evidence / particulars
1	House Rent Allowance: (i) Rent paid to the landlord (ii) Name of the landlord (iii) Address of the landlord (iv) Permanent Account Number of the landlord Note: Permanent Account Number shall be furnished if the aggregate rent paid during the previous year exceeds one lakh rupees		
2	Leave travel concessions or assistance		
3	Deduction of interest on borrowing: (i) Interest payable/paid to the lender (ii) Name of the lender (iii) Address of the lender (iv) Permanent Account Number of the lender (a) Financial Institutions(if available) (b) Employer(if available) (c) Others		

Sl No.	Nature of claim	Amount (Rs.)	Evidence / particulars
4	Deduction under Chapter VI-A (A) Section 80C,80CCC and 80C (i) Section 80C (a) (b) (c) (d) (e) (f) (g) (ii) Section 80CCC (iii) Section 80CCD (B) Other sections (e.g. 80E, 80G, 80TTA, etc.) under Chapter VI-A. (i) section..... (ii) section..... (iii) section..... (iv) section..... (v) section.....	-	

Verification

I, _____, son/daughter of _____ do hereby certify that the information given above is complete and correct.

Place:

Date:

Designation:

Signature of the Employee

Full Name: