**Income Tax / Taxation Salary Certificate Form**

**[Company Name]  
[Company Address]  
[Contact Number]**

**Employee Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Employee Name | John Doe | Employee ID | 10234 |
| Department | Finance | Designation | Accountant |
| PAN / Tax ID | ABCDE1234F | Date of Joining | 01-Jan-2020 |
| Date of Leaving (if applicable) | N/A |  |  |

**Salary Details (For Income Tax Purpose)**

|  |  |  |
| --- | --- | --- |
| **Component** | **Monthly Amount (₹)** | **Annual Amount (₹)** |
| Basic Salary | 50,000 | 600,000 |
| House Rent Allowance (HRA) | 20,000 | 240,000 |
| Conveyance Allowance | 5,000 | 60,000 |
| Special Allowance | 10,000 | 120,000 |
| Other Allowances | 2,000 | 24,000 |
| **Gross Salary** | 87,000 | 1,044,000 |
| Income Tax Deducted (TDS) | - | 50,000 |
| Net Salary | - | 994,000 |

**Declaration**

This is to certify that the above-mentioned employee has been employed with our organization and the details of salary mentioned above are true and correct for **Income Tax purposes**.

|  |  |
| --- | --- |
| **Authorized Signatory:** |  |
| **Designation:** |  |
| **Date:** |  |

**Company Seal / Stamp**