

TDS & Form 16 Guide

Staffing & Recruitment

Document type: Plan / SOP / strategy / guide · Generated 27 Aug 2026

This guide explains what the tool produces, how to use the output, and what to watch for. The actual output (draft/report) is generated on the tool page.

Background

Explains salary TDS and Form 16 for staff payroll — computing TDS, regime choice, deposit and returns, and issuing Form 16 — for deployed and internal staff or as a service. Use it to run salary tax correctly. For payroll use the Payroll Processing SOP.

Purpose of this tool & output

Deduct TDS and issue Form 16 correctly

How the output is used

Use it to deduct TDS and issue Form 16 correctly — a TDS and Form 16 guide across deduction, deposit and returns.

Important cautions

Salary TDS depends on the employee regime choice and declared investments — estimate carefully, deposit on time, file 24Q correctly and issue accurate Form 16. Errors cause employee grievances and notices. Tax rules and slabs change yearly; confirm current provisions or use a qualified professional.

Companion documents

- Payroll Processing SOP
- Statutory Compliance Management
- Labour Compliance Calendar
- Minimum Wage & Wage Code Guide
- Full & Final Settlement Guide
- Labour Compliance Audit

This is AI-assisted guidance. Verify with a qualified professional before any binding decision. Fees, authorities and processes vary by state and change over time — confirm with your state authority.