

SMART FORM16 SOFTWARE FY 2012-13

**Skorydov Systems Private Limited
410, Tulsiani Chambers,
Nariman Point,
Mumbai-400021
E-mail: helpdesk@skorydov.com**

Toll Free: 1800 345 6162 / 1800 266 6162



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About the software

- This Excel software is based on the latest format issued by the Income-tax Department. Sections like Certificate Number, Last updated date and Status OLTAS are included in it.
- Compatible with MS Excel 2010 and above.
- Built in view of the latest [CIRCULAR NO. 04/2013](#)
- Skorydov Smart Form16 utility can merge Part-A and Part-B pdfs together to generate Form 16. It can also digitally sign the Form 16.



Legal Validity of Digital Form 16 Skorydov

Option to certify TDS certificates by way of Digital Signatures – Circular under section 119 of the Income-tax Act, 1961

- CIRCULAR NO. 2/2007, dated 21-5-2007
- The provisions of section 203 of the Income-tax Act, 1961 lay down that every person responsible for deduction of tax at source shall furnish a certificate of deduction of tax at source to the deductee specifying therein the amount of the tax deducted and the rate at which the tax has been deducted and other particulars prescribed under rule 31 of the Income-tax Rules, 1962. The relevant Form for such certificate in respect of tax deducted at source from income chargeable under the head “Salaries” is Form No.16.
- 2. Representations have been received in Board to the effect that some companies have a large number of employees and the issuance of certificates of deduction of tax at source with manual signatures is becoming very time consuming. The request, therefore, is that the Department should allow the employers to use their digital signatures to authenticate TDS certificates instead of signing the certificates manually. As the field formations are aware, the requirement of annexing TDS certificates with the return of income has been dispensed with. The TDS certificates are now issued only for the purpose of personal record of the deductees subject to the condition that they may be required to produce the same on demand before the Assessing Officer in terms of section 139C, inserted by the Finance Act, 2007. The TDS claim made in the return of income is also required to be matched with the e-TDS returns furnished by the deductors. Assessing Officers may, if considered necessary, also write to the deductors for verification of the correctness of the taxes deducted or other particulars mentioned in the certificate.
- 3. Digital signatures are being used to authenticate most of the e-commerce transactions on the internet. The transmission of information using digital signatures is failsafe. The Central Board of Direct Taxes have, therefore, in exercise of powers under section 119 of the Income-tax Act, 1961, decided for the proper administration of this Act to allow the deductors, at their option, in respect of the tax to be deducted at source from income chargeable under the head “Salaries” to use their digital signatures to authenticate the certificates of deduction of tax at source in Form No.16. The deductors will have to ensure that TDS certificates in Form No.16 bearing digital signatures have a control No. with log to be maintained by the employer (deductor). The deductor will ensure that its TAN and the PAN of the employee are correctly mentioned in such Form No.16 issued with digital signatures. The deductors will also ensure that once the certificates are digitally signed, the contents of the certificates are not amenable to change by anyone. The income-tax authorities shall treat such certificate with digital signatures as a certificate issued in accordance with rule 31 of the Income-tax Rules, 1962.
- [F. No.142/6/2007-TPL]



Process Flow

Make Data entry (for PART-B) in our Smart Form 16 excel template.

Right click to generate Part B of the Form 16.

Download Form 16 text file from **TRACES** and generate Form 16 (PART-A) without digitally signing it.

Merge TRACES Form16 Part-A pdf with PART-B pdf generated from our excel template into a Single Form 16 pdf file and Digitally sign using Smart Form 16 utility.


Login to TAN Account

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Search In ▾ Keyword 🔍

A A A


English ▾

 **TDS**
Centralized Processing Cell

TRACES
TDS Reconciliation Analysis and Correction Enabling System


सत्यमेव जयते
Government of India
Income Tax Department

Home Deductor Tax Payer



Login

User Id*

Password*

[Forgot User Id?](#)

[Forgot Password?](#)

[Register as New User](#)

Users have to provide User Id, Password and TAN. Click Go to login


Request for Form 16 file

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English


TDS
 Centralized Processing Cell

TRACES
 TDS Reconciliation Analysis and Correction Enabling System


 सत्यमेव जयते
 Government of India
 Income Tax Department

[Dashboard](#)
[Statements / Payments](#)
[Defaults](#)
[Communications](#)
[Downloads](#)
[Profile](#)

Welcome Prachi Jain, you have logged in on 01-Oct-2012 at 12:30 PM

Click to request text file on Form 16

Quick Links




- [View Default Summary](#)
- [Request for TRACES Offline Correction File](#)
- [Upload Correction Statement](#)

Welcome to TRACES!

TRACES is a user-friendly application that will help you to manage your TDS / TCS account. Some of the functionalities available through TRACES are listed below.

- Dashboard view presenting summary of your account
- Statements / Payments
 - View status of statements, challan status and challan consumption details

Customer Care


-  011 123 456 7890
-  011 123 456 7891
-  contactus@tdscpc.gov.in

Requested Downloads

- Form 16**
- Form 16A

Select Financial Year

Dashboard Statements / Payments Defaults Communications **Downloads** Profile

Welcome Prachi Jain, Logged in on 01-Oct-2012 at 12:30 PM 

Download Form 16

i Select Financial Year and enter PAN and click on 'Add'. Download request can be submitted for maximum of 10 PANs

Search PAN

Financial Year* PAN*

ABCE1234F
ABCE2234F
ABCE3234F
ABCE4234F
ABCE5234F
ABCE6234F
ABCE7234F
ABCE8234F
ABCE9234F
ABCE1334F

Bulk PAN Download

Financial Year*

To Download max 10 PANs, details add valid PANs to the list. click Go

For individual PANs, select Financial Year for which Form 16 is required and enter PAN and click on 'Add'

For bulk downloading Form 16 for all PANs , select Financial Year for which Form 16 is required and click on 'Go'


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 **TDS**
Centralized Processing Cell

TRACES
TDS Reconciliation Analysis and Correction Enabling System



Dashboard **Statements / Payments** **Defaults** **Communications** **Downloads** **Profile**

Welcome Prachi Jain, Logged in on 12-Jan-2012 at 12:30 PM

Token Number Details of Latest Accepted Statement (Regular Or Correction) For The Respective Statement

Authentication Code

Proceed with Authentication Code

Financial Year 2009-10

Quarter Q2

Form Type 26Q

Token Number *

Challan Identification Number (CIN) Details

BSR Code

Date on which Tax Deposited (dd-mmm-yyyy)

Challan Serial Number

Challan Amount (₹)


If Authentication Code is available, enter here and proceed



Token Number to be entered for the FY, Quarter and Form Type displayed on the screen


Enter the required details.

Guidelines for requesting Form 16 file - 2


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A A A   English ▾


TDS
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 सत्यमेव जयते
 Government of India
 Income Tax Department

Dashboard Statements / Payments Defaults Communications Downloads Profile

Welcome Prachi Jain, Logged in on 01-Oct-2012 at 12:30 PM 

Details To Be Printed On Form 16

 Details are populated as per your profile information. Admin User can update details in Profile section

Name of Authorised Person	Bruce Wayne
Father's Name of Authorised Person	Tyler Durdan
Designation of Authorised Person	Finance Officer
Place	Bangalore
Date	17-Aug-2012

Submit Cancel

Click on 'Submit' to submit download request for Form 16


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Government of India
Income Tax Department

Dashboard | **Statements / Payments** | Defaults | Communications | **Downloads** | Profile

Welcome PRAKASH SHAMLAL DEWANI, You have logged in on 03-Oct-2012 at 10:29 PM

Request for NSDL Consolidated File

Requested Downloads






- Form 16
- Form 16A


Financial Year* --Select-- ▾ Quarter* --Select-- ▾ Form Type* --Select-- ▾ Go

Click on 'Requested Downloads' under 'Downloads' menu to download Form 16 text file


Guidelines for downloading Form 16 file - 1

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Search In ▾ Keyword      English ▾


TDS
 Centralized Processing Cell


TRACES
 TDS Reconciliation Analysis and Correction Enabling System


 Government of India
 Income Tax Department

Dashboard Statements / Payments Defaults Communications **Downloads** Profile

Welcome PRAKASH SHAMLAL DEWANI, You have logged in on 03-Oct-2012 at 10:29 PM 

Files Requested For Download

 Filter requests by entering search criteria

Search Option 1

Request Number

Search Option 2

Request Date (dd-mmm-yyyy) From To

Click on 'View All' to view all download requests

Click HTTP Download to Download small Text file

Click Download Manager to Download large Text file

Generate Form16 PART-A without Digital Signature

The screenshot shows the TRACES PDF Generation Utility V1.2L window. The interface includes the TDS logo and the text 'Centralized Processing Cell' and 'TRACES TDS Reconciliation Analysis and Correction Enabling System'. The 'File / Folder Selection' section has three fields: 'Select Form 16 / 16A ZIP file' with a file path, 'Password for input file' with a masked password, and 'Save to folder' with a folder path. The 'Soft Token (Digital Signature details)' section has a 'Select P12 file' field and a 'Browse' button, followed by the text 'OR Select from Certificate Store below'. The 'Certificate Store' section contains a table with columns 'Subject', 'Serial No.', 'Issuer', and 'Expiration Date'. At the bottom, there is a 'View Certificate' button and 'Proceed' and 'Cancel' buttons. Annotations with callouts provide instructions: 'Select Form 16 Zip Files, enter Password as your TAN' points to the first field; 'select destination folder to save PDF files.' points to the 'Browse' button next to the 'Save to folder' field; 'Don't use the Digital Signature for Signing' points to the 'Browse' button next to the 'Select P12 file' field; and 'Click on 'Proceed' to continue with generation of PDF files' points to the 'Proceed' button.

TRACES PDF Generation Utility V1.2L

TDS Centralized Processing Cell | **TRACES** TDS Reconciliation Analysis and Correction Enabling System

File / Folder Selection

Select Form 16 / 16A ZIP file:

Password for input file:

Save to folder:

Soft Token (Digital Signature details)

Select P12 file: OR Select from Certificate Store below

Don't use the Digital Signature for Signing

Certificate Store

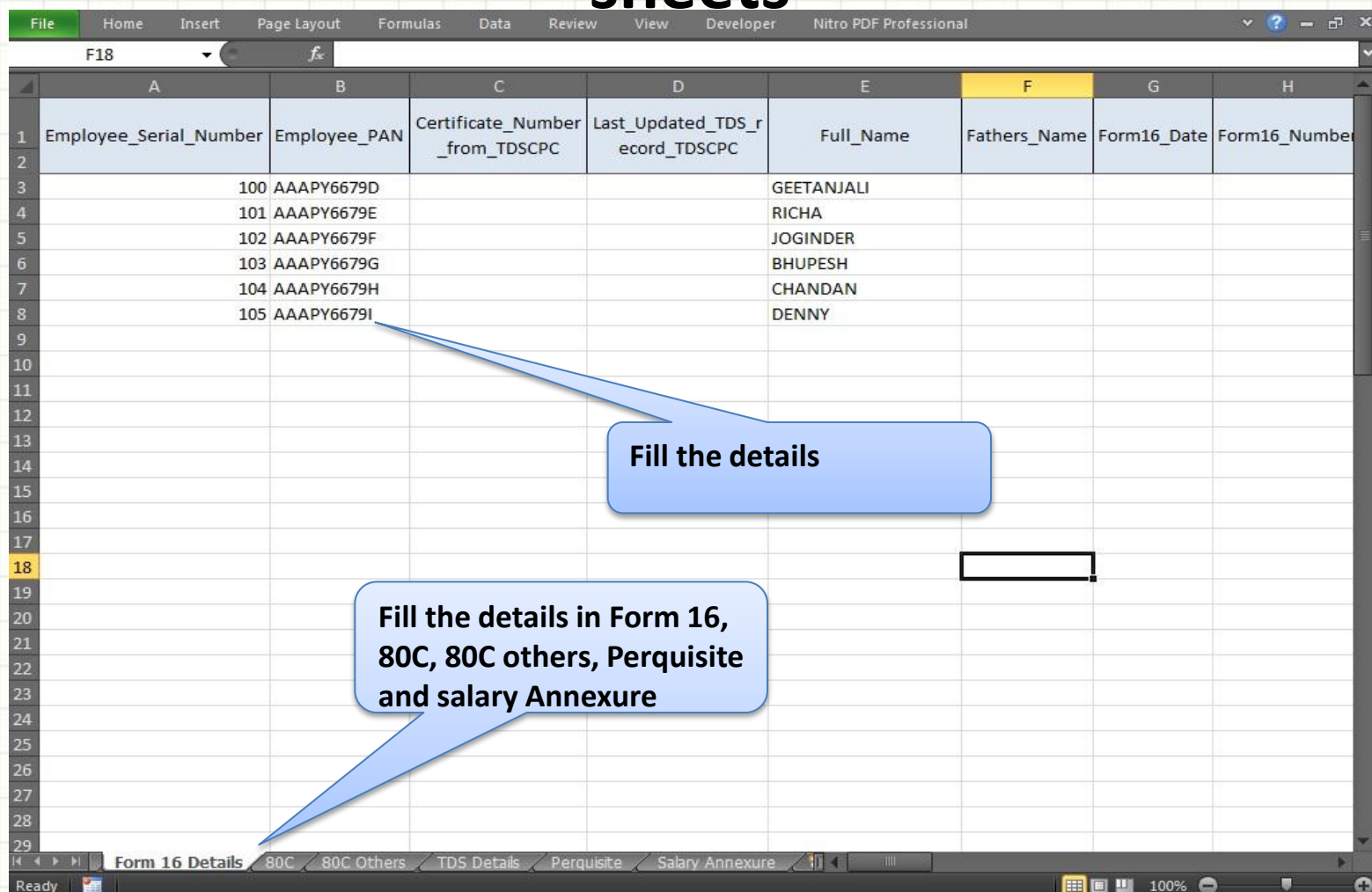
Subject	Serial No.	Issuer	Expiration Date
---------	------------	--------	-----------------

Select Form 16 Zip Files, enter Password as your TAN

select destination folder to save PDF files.

Click on 'Proceed' to continue with generation of PDF files

Open Excel utility and fill the details in all the sheets



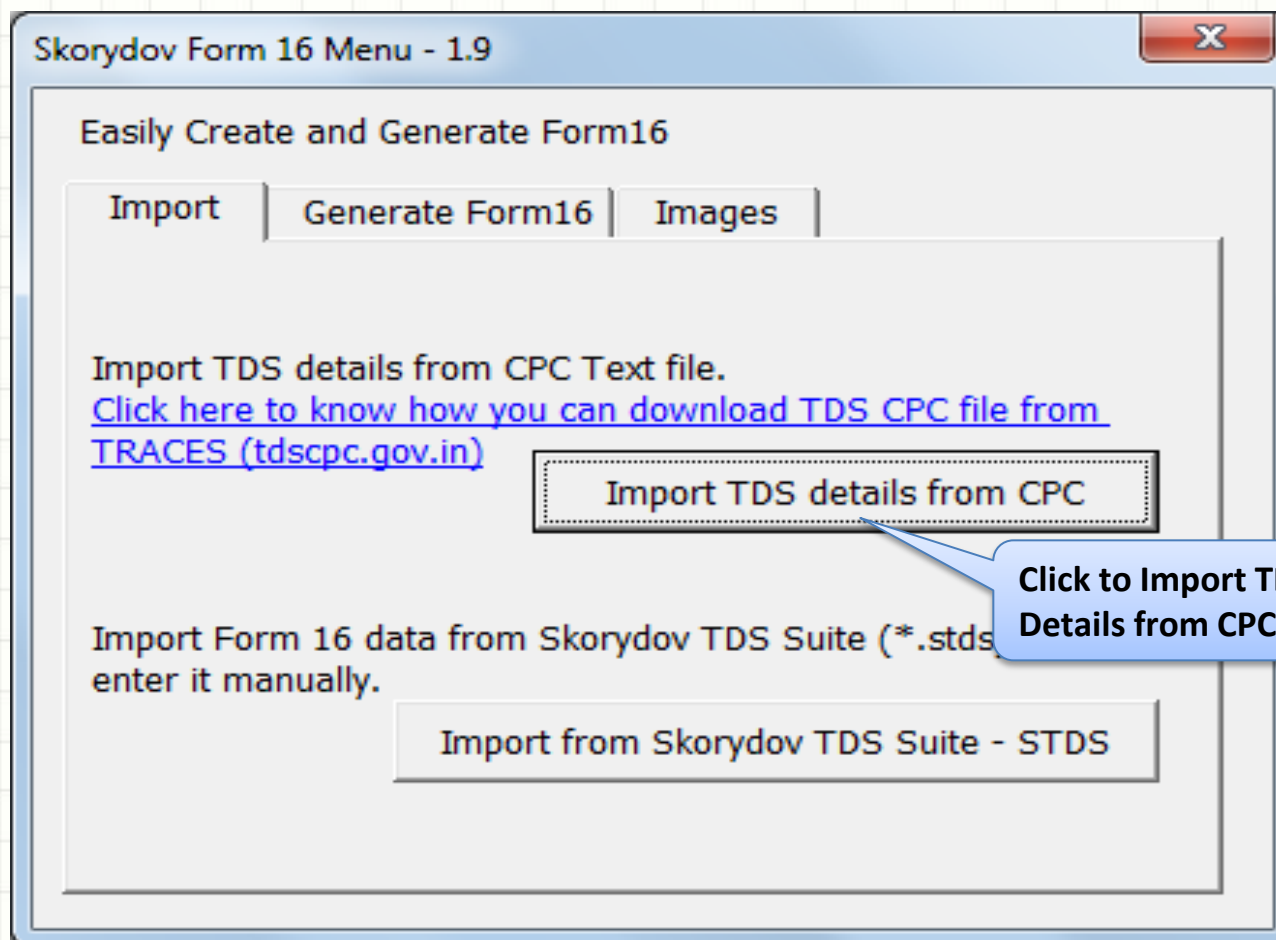
	A	B	C	D	E	F	G	H
1	Employee_Serial_Number	Employee_PAN	Certificate_Number _from_TDSCPC	Last_Updated_TDS_r ecord_TDSCPC	Full_Name	Fathers_Name	Form16_Date	Form16_Number
2								
3		100 AAAPY6679D			GEETANJALI			
4		101 AAAPY6679E			RICHA			
5		102 AAAPY6679F			JOGINDER			
6		103 AAAPY6679G			BHUPESH			
7		104 AAAPY6679H			CHANDAN			
8		105 AAAPY6679I			DENNY			
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Fill the details

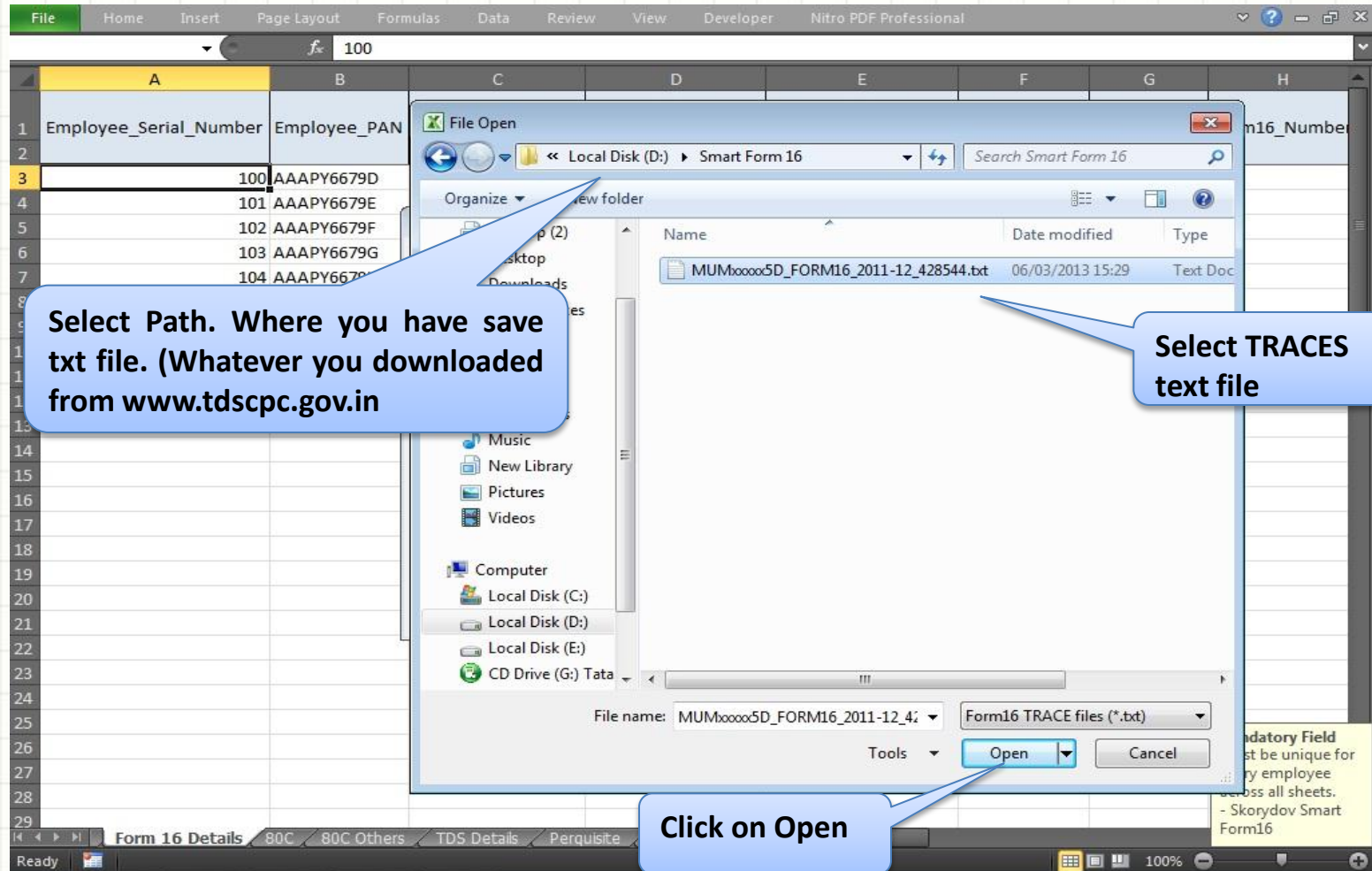
Fill the details in Form 16, 80C, 80C others, Perquisite and salary Annexure

Form 16 Details 80C 80C Others TDS Details Perquisite Salary Annexure

Import TRACE text file for TDS details



Import TRACE text file for TDS details



TDS details, Certificate number and Last updated date gets auto filled

The screenshot shows a Microsoft Excel spreadsheet with the following data:

Employee_Serial_Number	Employee_PAN	Certificate_Number_from_TDSCPC	Last_Updated_TDS_record_TDSCPC	Full_Name	Fathers_Name	Form16_Date	Form16_Number
100	AAAPY6679D	NJBHVG	31/03/2013	GEETANJALI			
101	AAAPY6679E	MKNJBHV	31/03/2013	RICHA			
102	AAAPY6679F	NHBGVFC	31/03/2013	JOGINDER			
103	AAAPY6679G	KIJUHYGJ	31/03/2013	BHUPESH			
104	AAAPY6679H	JUHYGTF	31/03/2013	CHANDAN			
105	AAAPY6679I	HYGTFRD	31/03/2013	DENNY			

A 'Microsoft Excel' dialog box with the text 'Completed' and an 'OK' button is displayed. A blue callout bubble points to the 'OK' button with the text 'Click on OK'.

The Excel window title is 'Form 16 Details'. The status bar at the bottom shows 'Ready Calculate'.

Generate Form16

Skorydov Form 16 Menu - 1.9

Easily Create and Generate Form16

Import Generate Form16 Images

Choose whether you wish to generate Form 12BA and Salary Annexure:

☒ Generate 12 BA and Salary Annexure

☒ I will digitally sign Form16

Select the Rows that you wish to generate:

From To

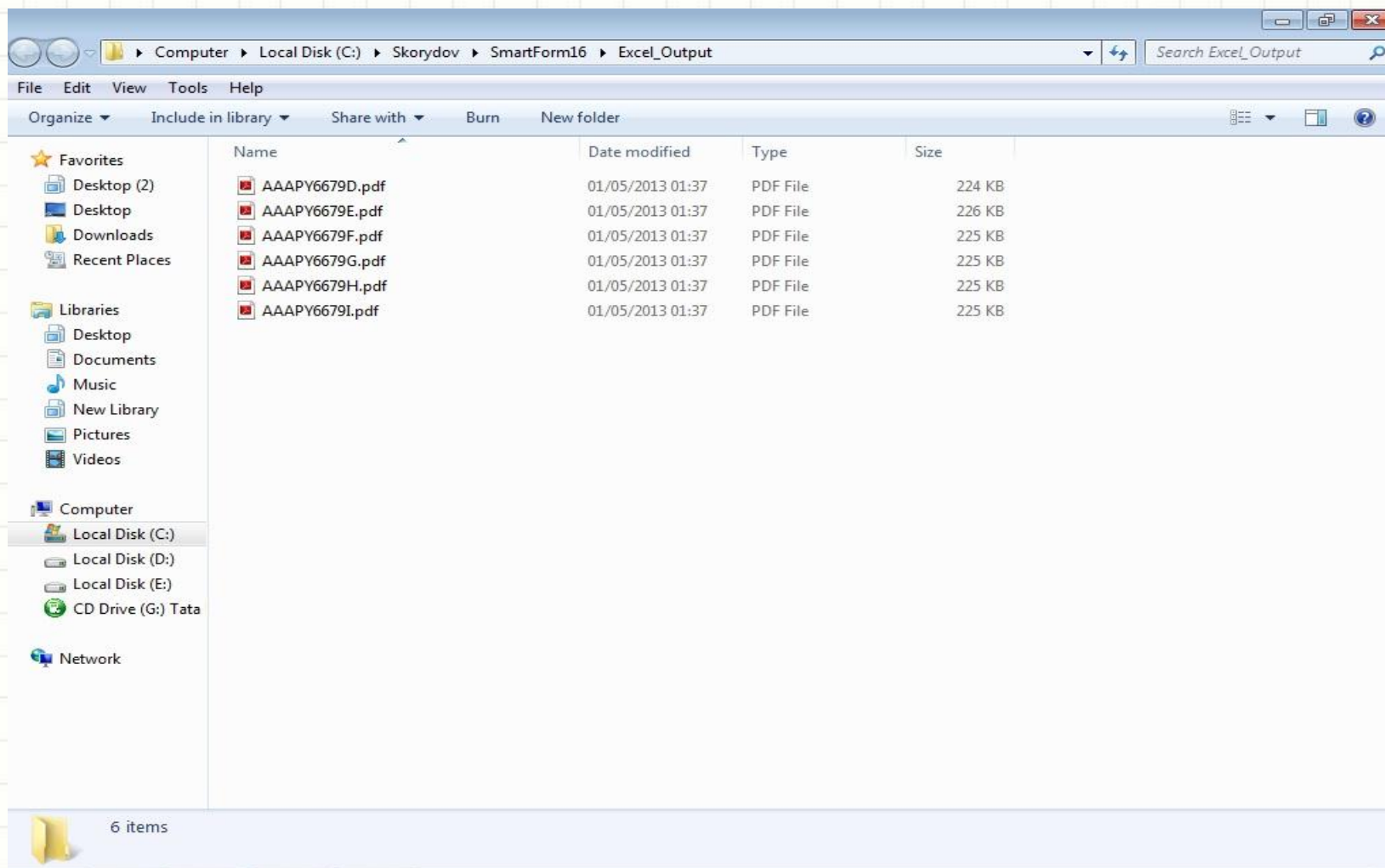
3 8

Generate Form 16

50%

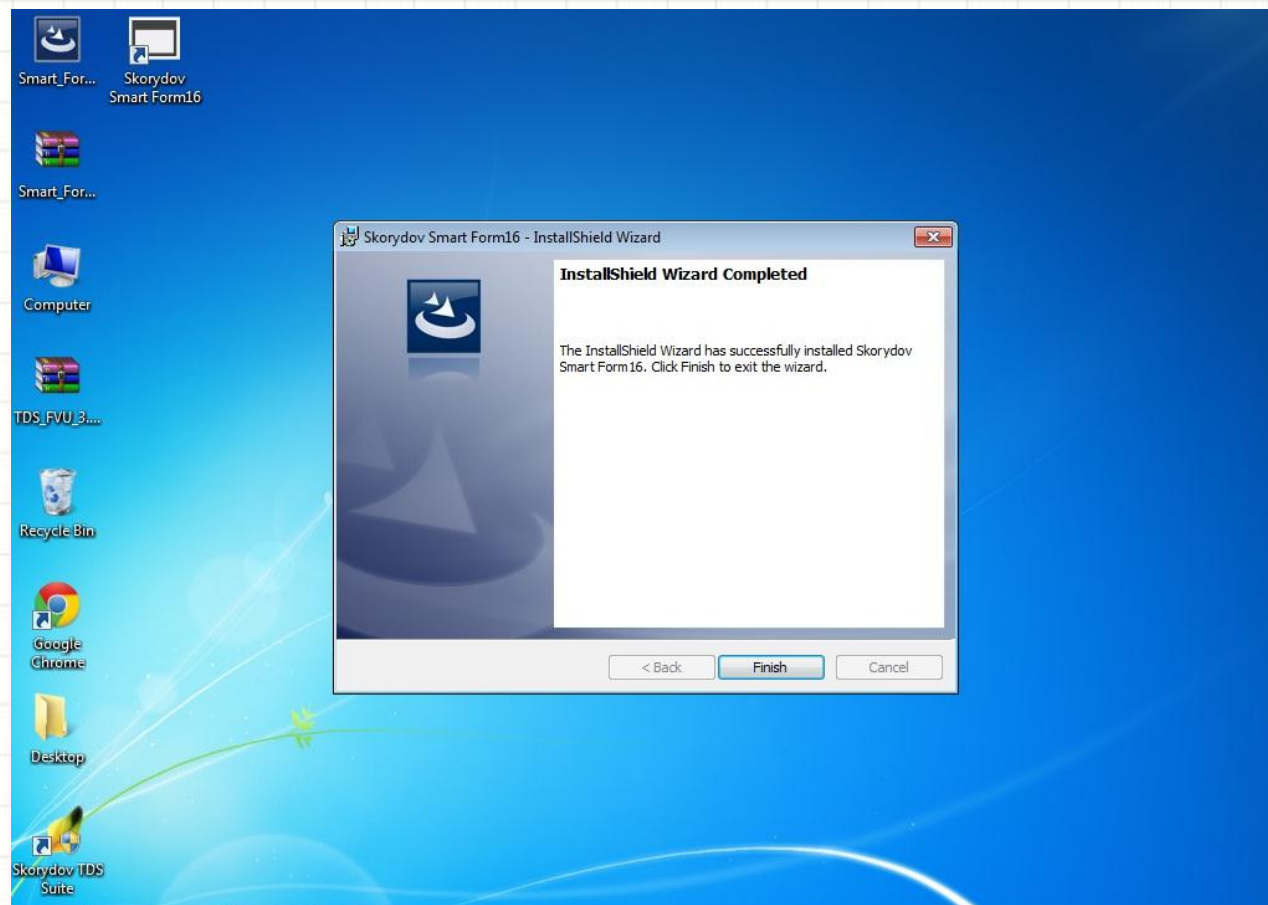
Click to generate Form16

Form16 will be generated in C:\Skorydov\SmartForm16\Excel_Output folder



Install Skorydov Smart Form16 pdf merger utility

(available with Excel utility or download free from www.stacos.com)



Smart Form 16 icon(s) on desktop. Start Skorydov Form16 utility



Select Form16 locations and select option for Digital Signature

The screenshot shows the 'Skorydov Smart Form16' application window. The title bar reads 'Skorydov Smart Form16'. Below the title bar, the text 'Form16 Options:' is displayed. The window contains three text input fields, each followed by a 'Browse...' button. The first field is labeled 'Select location of Form generated from TRACES software:' and contains the path 'C:\Skorydov\SmartForm16\TRACES'. The second field is labeled 'Select location of Form generated from Skorydov Excel Smart Form16:' and contains the path 'C:\Skorydov\SmartForm16\Excel_Output'. The third field is labeled 'Select Folder where you wish to store Output files:' and contains the path 'C:\Skorydov\SmartForm16\Merged_TRACES'. At the bottom left, there is a checkbox labeled 'Sign with a Digital Signature'. At the bottom right, there is a 'Merge PDFs' button. A version string 'Version: 1.8.0.0 | www.skorydov.com' is visible at the bottom center. Five blue callout boxes with white text and arrows point to specific elements: 'Select location of TRACES Form 16 Part-A' points to the first 'Browse...' button; 'Select location of Form16 generated from Skorydov excel' points to the second 'Browse...' button; 'Select location to save single Form16' points to the third 'Browse...' button; 'Select Sign option for digitally sign Form16' points to the 'Sign with a Digital Signature' checkbox; and 'Click Merge PDF to generate Form16' points to the 'Merge PDFs' button.

Skorydov Smart Form16

Form16 Options:

Select location of Form generated from TRACES software:
C:\Skorydov\SmartForm16\TRACES Browse...

Select location of Form generated from Skorydov Excel Smart Form16:
C:\Skorydov\SmartForm16\Excel_Output Browse...

Select Folder where you wish to store Output files:
C:\Skorydov\SmartForm16\Merged_TRACES Browse...

☐ Sign with a Digital Signature

Merge PDFs

Version: 1.8.0.0 | www.skorydov.com

Select location of TRACES Form 16 Part-A

Select location of Form16 generated from Skorydov excel

Select location to save single Form16

Select Sign option for digitally sign Form16

Click Merge PDF to generate Form16

Digitally Signed Form16 generated Successfully. Final Form 16 files will be in C:\Skorydov\SmartForm16\Merged_TRACES folder



Features of this software.

- Generate Single pdf file for Form16 with TRACES Part-A and Part-B from this excel utility.
- Allow user to Digitally sign on Form16 file(s).
- Allow user to import the data From TDS Suite Software
- Generate Form 12BA / Annexure to Form 16
- Option to generate the Form 16 for specific employee
- Certificate is available in non-tamperable PDF Format
- Automatic Signing of form 16 by a single click
- In built demo video makes understand the working of software easy
- Option to include scanned signature of the authorized signatory
- Option to include company logo
- Link for employees to file their Income-tax return online



Advantages over present system

- Reduce paper cost , Courier cost & Inventory
- Reduce the pressure of physically signing the forms
- Environment friendly
- Reduce manpower cost, as it does not require manual interface. Can be operated by a single user
- Helps employees to file their Income-tax return online quickly

[Click here to Download Smart Form16 Software](#)

[Click here to Download Smart Form16 Excel Template](#)

Thank You!