



Generate Form 16 from Paybooks

Manage Form16





- 💡 You can generate the Form 16 here.
- 💡 There has been a change in how Form 16 is generated in the FY 2018-19. Depending on when you have filed the 4th quarter's TDS return, the relevant Form 16 generation process applies.
- 💡 If you have filed the 24Q4 before 12th May 2019, you have to download Part A from the TRACES site, generate Part B from Paybooks, merge Part A and B and then digitally sign before making them available in the ESS portal.
- 💡 If you have filed 24Q4 on or after 12th May 2019, you have to download both Part A and Part B from the TRACES site, merge them and digitally sign before making them available in the ESS portal.
- 💡 Please choose the relevant option below and follow the on screen menus to generate the Form 16.

- ▶ The 24Q4 has been filed before 12th May 2019 
- ▶ The 24Q4 has been filed on or after 12th May 2019 

As the links indicate, select the option **"24Q has been filed before 12th of May 2019"**, if the Q4 of 24Q has been filed before 12/05/2019 **or click on 24Q4 has been filed on or after 12th of May** if that has been filed later.

After selecting the first option in the above screenshot, the user is redirected to the below screen:

- ▶ The 24Q4 has been filed before 12th May 2019

1. [Generate Part B of Form 16](#) 
Use this option in case you only want to generate only Part B of Form 16.
2. [Upload PartA and generate merged Form 16 Part A&B for signing digitally](#) 
Use this link to merge Form 16 Part A downloaded from Traces site with Part B. This can be done for all or select employees.
3. [Upload signed Form 16 Part A&B](#) 
Please use this link to upload digitally signed Form 16 for all employees using a zip file. Post upload, employees can see their respective Form 16 in Employee Self Service Module.
4. [View and publish Form 16 Part A&B](#) 
View and publish Form 16 for ESS

1. **Generate Part B of Form 16:** This option needs to be selected only if the Part B has to be generated.
2. **Upload Part A and generate merged Form 16 Part A&B for signing digitally:** Select this option to upload Part A of Form 16, merge with Part B and then affix DSC.
3. **Upload signed Form 16 Part A&B:** Select this option to upload the signed Form 16 after merging Part A and Part B.
4. **View and publish Form 16-Part A&B:** Select this option to publish the signed Form 16 after uploading them into the Portal so as to enable the Employees to access them.

Now we shall go into each of the above 4 steps in detail:

1. Generate Part B of Form 16:

After clicking on **Generate Part B of Form 16**, the below screen will be on display

Generate Form 16 Part B

Company Information used in Part B
 PAN of the Deductor : ██████████
 TAN of the Deductor : ██████████
 CIT(TDS) :

All Employees With Excel

Data source : --Select-- Format Type : --Select--

💡 Form 16 generation is faster if you choose Saved salary, tax data. The system will use the saved data to generate the Form 16. You can use this option in most cases unless you have made changes/edits to processed payroll data, declaration data etc.

💡 If you have made edits in the data, please choose Recomputed salary, tax data option. Please ensure to re run March payroll or to run the IT Process.

Code/Name :

Generate Form 16 ←

<input type="checkbox"/> All	Code	Name	Joining Date	View	Status
<input type="checkbox"/>	001	Vishwas SJ	28/02/2018		
<input type="checkbox"/>	002	Manish	01/04/2017		
<input type="checkbox"/>	003	Vankit	10/04/2018		

Tick the relevant checkboxes and click "**Generate Form 16**", Part B of Form 16 gets generated and saved in a folder.

Once the above task is completed, the user needs to click on "**Upload Part A and generate merged Form 16 Part A&B for signing digitally**", to get to the below screen:

2. Upload Part A and generate merged Form 16 Part for Signing digitally:

The screenshot displays a web interface titled "Upload PartA and generate merged From16". At the top, there is a "Back" link. Below it, a progress bar indicates three steps: 1. UPLOAD PARTA (marked with a green circle and 'A'), 2. SELECT EMPLOYEES (marked with a green circle and 'B'), and 3. DONE (marked with a green circle and 'C'). The first step is currently active. Below the progress bar, the instructions for step 1 are: "1. Select Form 16 Part A file to upload". Underneath, there is a section "Choose Zip file to Upload:" with a green arrow icon. A "Choose File" button is present, followed by the text "No file chosen". To the right of this text is a green arrow icon labeled '2'. Below the "Choose File" button is a checkbox labeled "Is Uploaded forms are Signed:" with a green arrow icon labeled '2' pointing to it. To the right of the checkbox is a green "Upload" button with a green arrow icon labeled '3' pointing to it.

There are 3 steps involved here.

1. Firstly, the user needs to upload the already downloaded Part A of Form 16 into the application by choosing the **"Choose File"** option.
2. Then tick the checkbox appropriately: **"Is uploaded forms are signed"**, if Form 16 Part A is not signed then untick this option.
3. And finally upload Part A by clicking **"Upload"** option.

Note: The Form16 Part A file name should be in the format of **PAN_ Assessment Year**
Example: **ABCDP1234A _ 2019-20**

4. Once done, select the Employees for whom Form 16 need to be merged. Then click **"Done"**, so that this task is completed successfully.


Digital Signature through application for merged Part A & Part B.

If the user wants to sign the "merged **Form 16(Part A and Part B) Digitally**" through application then **"PayMSign"** tool to be downloaded, to do the same please refer the shared procedure.

2.(a). The user needs to redirect to the second option because the **PayMSign** tool is available on the second option i.e. **"The 24Q4 has been filed on or after 12th of May2019"**, as shown below.

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- 💡 If you have filed the 24Q4 before 12th May 2019, you have to download Part A from the TRACES site, generate Part B from Paybooks, merge Part A and B and then digitally sign before making them available in the ESS portal.
- 💡 If you have filed 24Q4 on or after 12th May 2019, you have to download both Part A and Part B from the TRACES site, merge them and digitally sign before making them available in the ESS portal.
- 💡 Please choose the relevant option below and follow the on screen menus to generate the Form 16.


- ▶ The 24Q4 has been filed before 12th May 2019 
- ▶ The 24Q4 has been filed on or after 12th May 2019 

To get the PayMSign tool downloaded.

The user needs to click the option “**Click here**” tab and a software “**PayMSign**” would get downloaded; user needs to open that file and extract the same to the desired folder.

[Back](#)



Manage Form 16


- Use the PayMSign tool to merge the Form 16 Part A and B and digitally sign. You can upload the signed Form 16 to enable employees to view the same in their ESS
- PayMSign – tool to merge and digitally sign Form 16
 - i. To download and install [Click here](#) 
 - ii. Follow the on screen instructions to merge and sign the Part A and Part B.

- Choose Zip file to Upload :

No file chosen

2.(b). Once the user opens the desired folder where in the **PayMSign** tool is stored, then below screen opens up.

Name	Date modified	Type	Size
Application Files 	19-06-2019 11:23	File folder	
PayMSign 	19-06-2019 11:23	Application Manif...	2 KB
setup	19-06-2019 11:23	Application	511 KB



1. The user needs to click on Setup, then **PayMSign** tool gets installed
2. Once the Setup is done, the user needs to click on **PayMSign** tool which has been installed.

Note: The PayMSign tool is one-time download.

2.(c). Then the below screen appears, click "**Sign**" and follow the below steps:



1. Click Browse "**Select the folder which contains the merged Form16**", to select the folder where the merged Form 16 is saved.
2. Click Browse "**Specify the folder where the signed Form 16 is to be saved**", to select the folder where you need to save the signed Form 16.
3. Click Browse "**I want the digital Signature image to appear on**" and click on the dropdown arrow to select how many pages of Form 16 needed to be signed.
4. Click "**Sign**", the Form 16 gets signed and saved at the designated folder.

Note: 1. While browsing, the folder should not be zipped.

2. If the user already signed the Form 16(Part A & Part B) outside the application then ignore **the Digital Signature process**.

3. After saving the signed Form 16(Part A & Part B), the user needs to upload the same in the application by clicking the below tab:

3. Upload signed Form 16 Part A & B

Back

Upload signed Form16 Part A&B

No file chosen

Publish in ESS

1. Once done, upload the merged Form 16 by clicking "**Choose File**" option.
2. And tick the checkbox "**Publish in ESS**" to allow the user to enable this Form 16 to be visible to all the Employees at their respective ESS ends.
3. Then finally click "**Upload**" option, and the Employees would be able to access their Form 16 at their ESS ends.

4. View and publish Form 16 Part A&B

Back

View and publish: Form16 Part A&B

All employees

Code	Name	Form 16	Publish
001	Vishwas SJ		<input type="checkbox"/>
002	Manish		<input type="checkbox"/>
003	Vankit		<input type="checkbox"/>
004	Anitha Satish		<input type="checkbox"/>
005	Sanman H r		<input type="checkbox"/>
006	Shruthi S		<input type="checkbox"/>
0015	Sampat		<input type="checkbox"/>

If the user needs to publish the Form 16 of selected Employees alone, then they can Click on **"View and Publish"**; they will access the above screen:

1. Here the user has the option to publish the Form 16 for the Employees of their choice.
2. For this, the user needs to select the relevant Employees from the list by ticking the checkboxes under the column **"Publish"** against their names and click **"Apply"**
3. Then the Form 16 of only selected Employees would get published for them to access at their ESS ends.

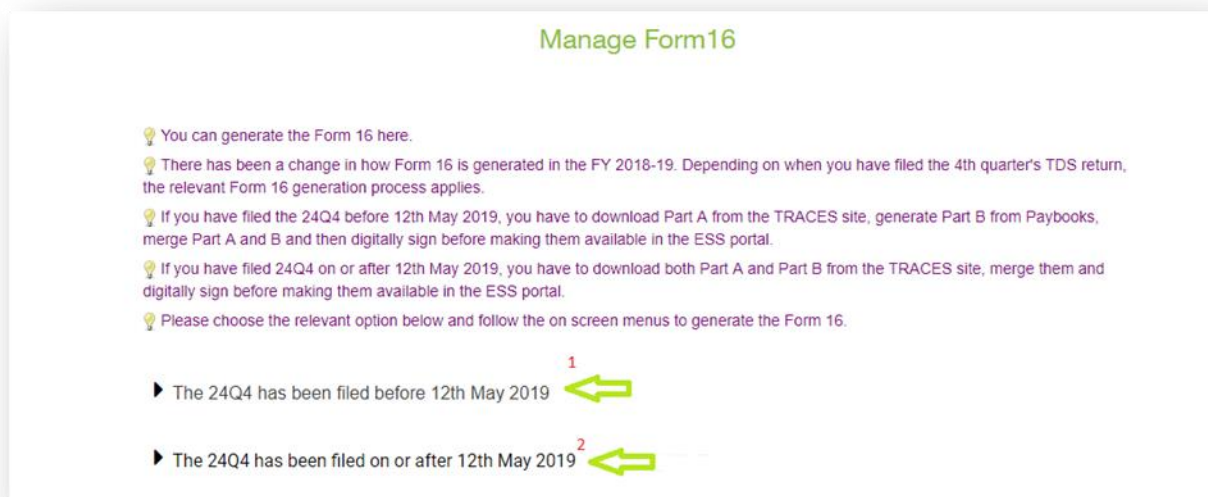
Note: The signed Form 16 cannot be deleted, instead it can be overridden by following the same process.

(End of **"24Q has been filed before 12th of May 2019"** process).

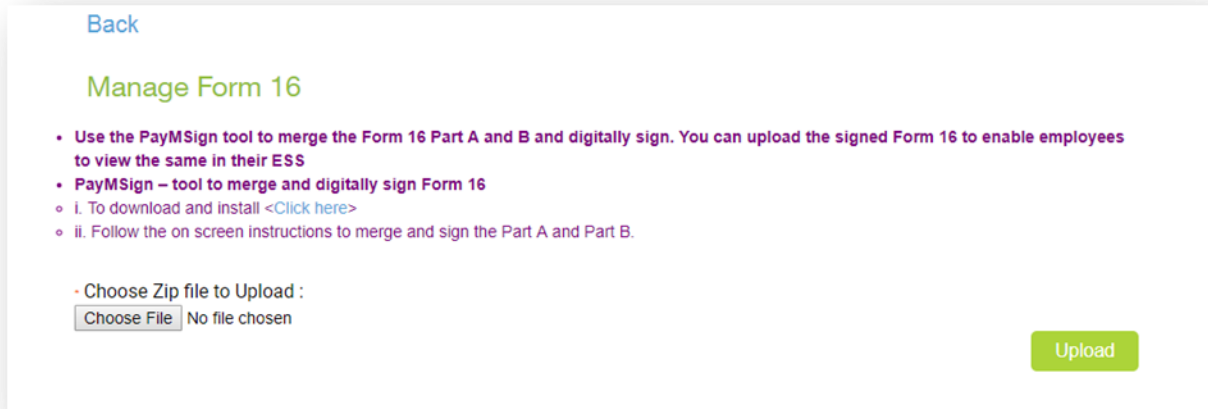
"24Q has been filed on or after 12th of May 2019" process is in following page

2.(A). If the 24Q(Q4) have been filed after 12th May, then the user would click the second option to access the below screen:

Note: (Form 16 Part A & Part B downloaded from TRACES website)

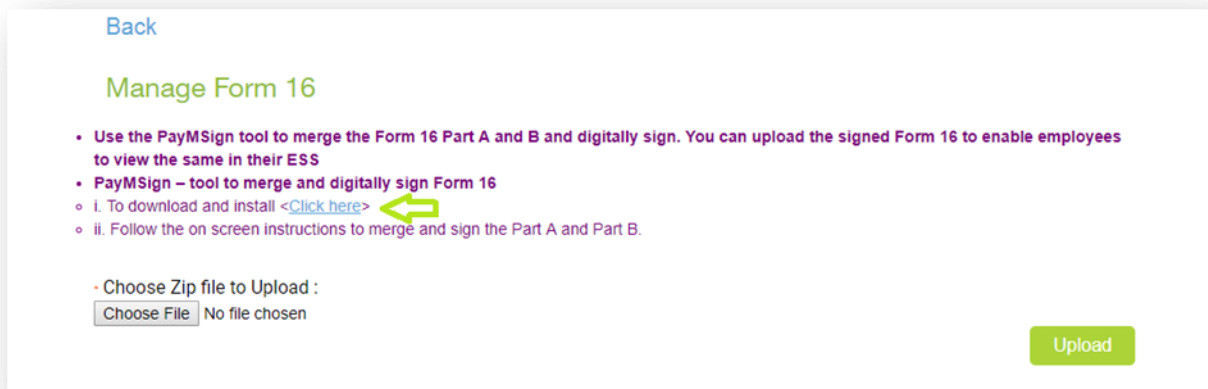


Once the user clicks on **24Q(Q4) have been filed after 12th May**, the below screen appears.

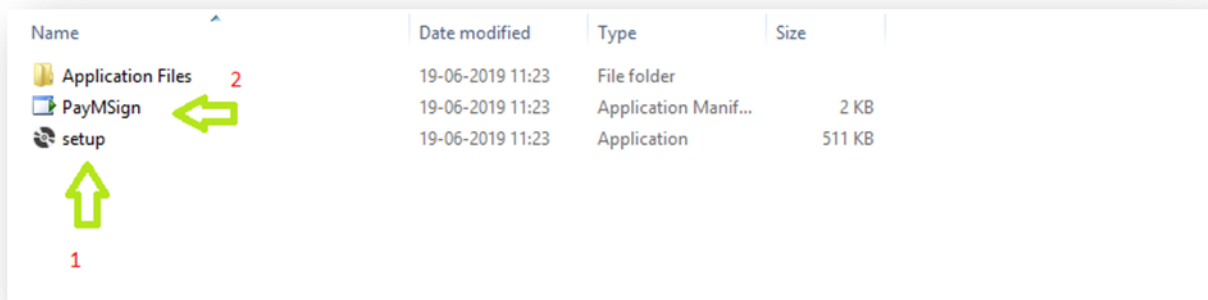


Case 1: If the Form 16 Part A & Part B is already **Merged** and **Signed Digitally** then the user can directly upload the Zipped folder by clicking on “**Choose File**” and “**Upload**” the same, once done the Form 16 will be published in ESS portal.

Case 2: If the Form 16 Part A & Part B should be Merged and Signed digitally using application then The user needs to click the option “**Click here**” tab and a software “**PayMSign**” would get downloaded; user needs to open that file and extract the same to the desired folder.

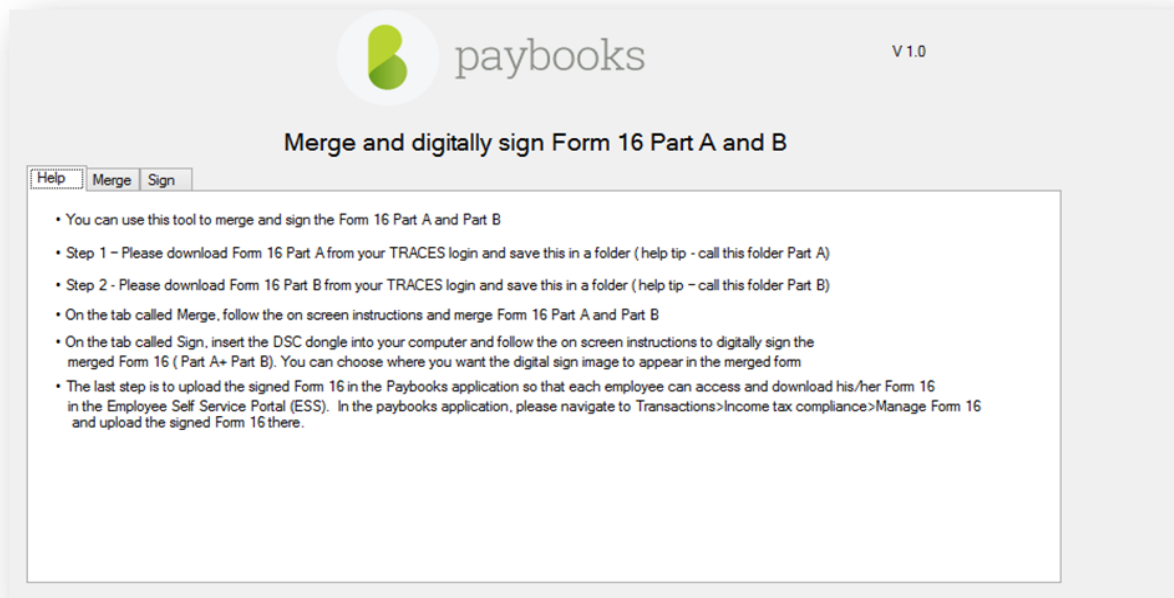


2.(B). Once the user opens the desired folder where in the **PayMSign** tool is stored then below screen opens up.

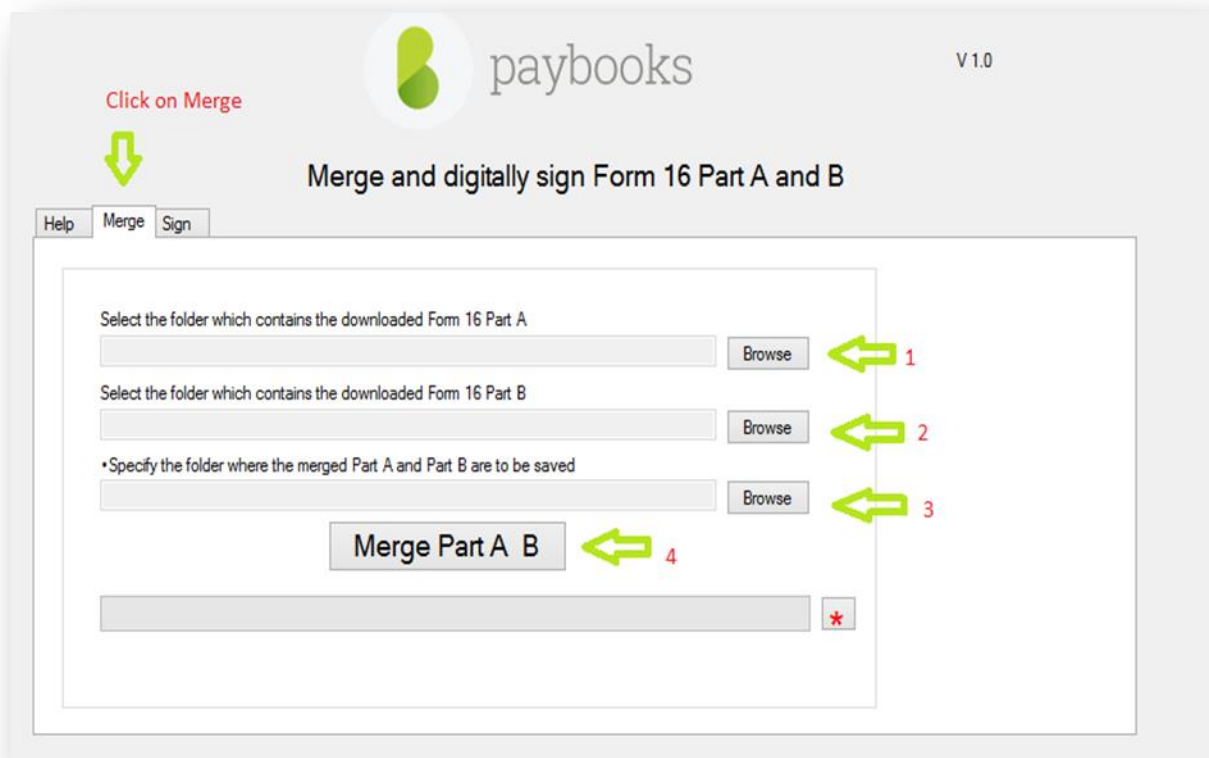


1. The user needs to click on Setup, then **PayMSign** tool gets installed
2. Once the Setup is done, the user needs to click on **PayMSign** tool which has been installed, then the below screen appears.

Note: The PayMSign tool is one-time download.



2.(C). To merge Form 16 Part A & Part B, the user needs to click on Merge option.



1. Click Browse “**Select the folder which contains the downloaded form 16 Part A**”, to select the folder which contains the downloaded Form16 Part A
2. Click Browse,” Select **the folder which contains the downloaded form 16 Part B**”, to select the folder which contains the downloaded Form16 Part B
3. Click Browse “**Specify the folder where the merged Part A and Part B are to be saved**” to select the folder where you need to save the Merger Form 16 Part A and Part B
4. Click “**Merge Part A & B**”; the Form 16 gets merged and saved at the designated folder

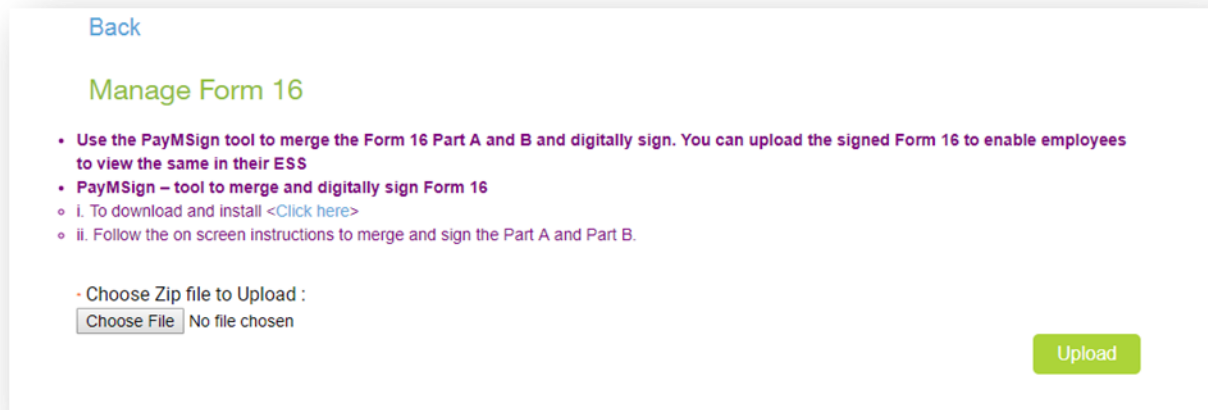
2.(D). Once Merged please click “**Sign**” and follow the below steps:

The screenshot shows the 'Merge and digitally sign Form 16 Part A and B' interface. At the top, there is a 'paybooks' logo and 'V 1.0' version number. A red arrow points to the 'Sign' tab in the navigation menu. The main form area contains the following elements:

- A text input field with the label "Select the folder which contains the merged Form 16 (merged Part A + Part B)" and a "Browse" button. A red arrow labeled '1' points to the "Browse" button.
- A text input field with the label "Specify the folder where the signed Form 16 is to be saved" and a "Browse" button. A red arrow labeled '2' points to the "Browse" button.
- A dropdown menu with the label "I want the digital signature image to appear on" and a dropdown arrow. A red arrow labeled '3' points to the dropdown arrow.
- A "Sign" button. A red arrow labeled '4' points to the "Sign" button.
- A red asterisk (*) in the bottom right corner of the form area.

1. Click Browse, “**Select the folder which contains the merged Form 16 (Part A +part B)**”, to select the folder where the merged Form 16 is saved
2. Click Browse, “**Specify the folder where the signed Form 16 to be saved**”, to select the folder where you need to save the signed Form 16
3. Click the dropdown arrow under” I **want the digital signature image to appear on**” option, to select how many pages of Form 16 needed to be signed
4. Click “**Sign**”, the Form 16 gets signed and saved at the designated folder

2.(E). After saving the signed Form 16, the user needs to zip the signed Form 16 folder and upload the same in the application by clicking the below tab:



Back

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- PayMSign – tool to merge and digitally sign Form 16
 - i. To download and install <Click here>
 - ii. Follow the on screen instructions to merge and sign the Part A and Part B.

Choose Zip file to Upload :

No file chosen

1. Click "**Choose File**".
2. Click "**Upload**".
3. Once the Zipped Form 16 is uploaded the same will be visible in the ESS portal.

Note: The signed Form 16 cannot be deleted, instead it can be overridden by following the same process.