



FORM 12B

CA CloudDesk

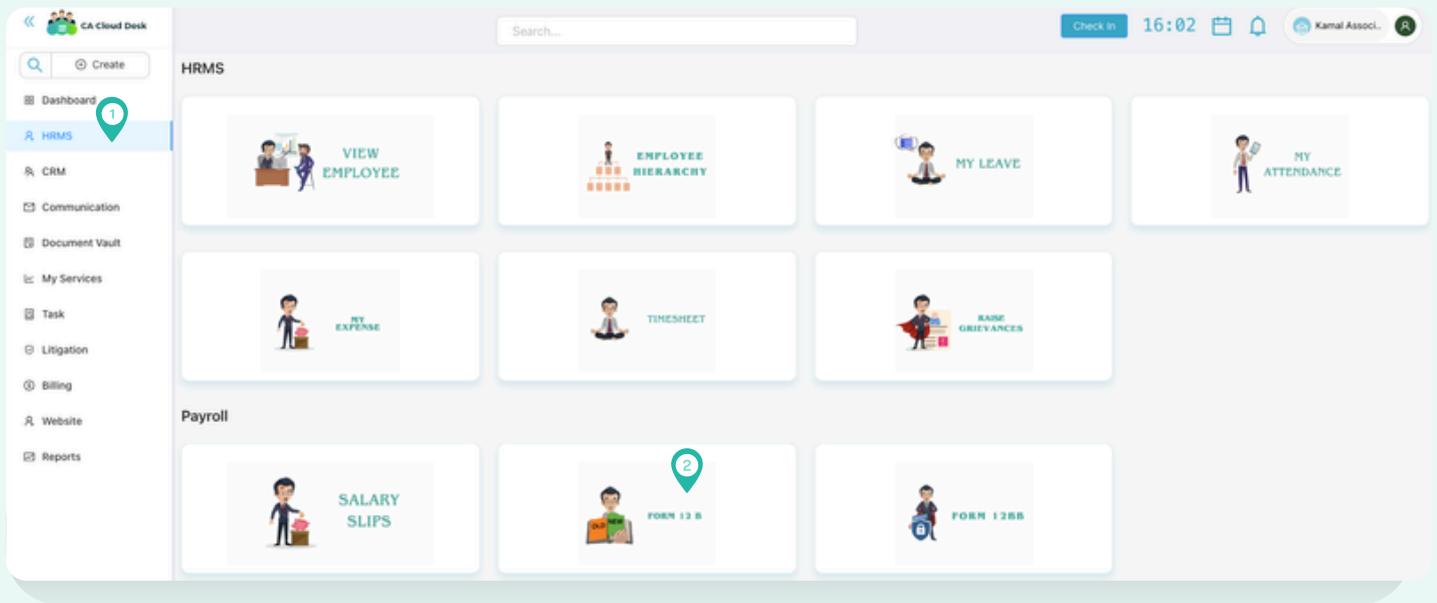


## Go to Dashboard, select HRMS

Login to CA CloudDesk and open the Dashboard then select HRMS



- 1 Click on HRMS.
- 2 Click on Form 12 B



## Form 12B overview

On the Form 12B screen you can choose Branch & Financial Year (e.g. FY 25-26).

The form has three sections

- **Previous Employer Details** - Enter details of earlier employer(s) & salary/deductions.
- **Annexure** - Perquisite details (accommodation, furniture, conveyance, PF, etc.).
- **Remarks And Declarations** - Accounts remarks and upload of 12B declaration.



## 1. Previous Employer Details

For each previous employer, fill one block (e.g. Previous Employer 1). You can add more employers using + Add Employer. Use the red X to remove an employer block.

Previous Employer 1 ✖

1. Name of the employer(s)

2. Address of the employer(s)

3. TAN of the employer(s) as allotted by the ITO

4. Permanent Account Number Or Aadhaar Number of the employer(s)

5. Period Of Employment  
 Start date  → End date  ✖  
In Current Financial Year

Proof Of Employment

**Particulars of salary as defined in section 17, paid or due to be paid to the employee during the year**

6. Total amount of salary excluding amounts required to be shown in columns 7 and 8

7. Total amount of house rent allowance, conveyance and allowances to the extent changeable to tax[see section 10(13A) read with rule 2A and section 10(14)]

8. Value of perquisites and amount of accretion to employee's provident fund account (give details in the annexure)

9. Total of columns 6,7 and 8

Proof of columns 6,7 and 8

10. Amount deducted in respect of the insurance premium, provident fund contribution etc. to which sec 80c applies (Give details)

11. Total amount of tax deducted during the year(enclose certificate issued under section 203)

12. Remarks

## Previous employer identification

- **1. Name of the employer(s)** – Full name of the previous employer.
- **2. Address of the employer(s)** – Complete address.
- **3. TAN of the employer(s)** as allotted by the ITO – Tax Deduction and Collection Account Number.
- **4. Permanent Account Number Or Aadhaar Number** of the employer(s) – PAN or Aadhaar of the employer.
- **5. Period Of Employment** – Start date and End date (In Current Financial Year).
- **Proof Of Employment** – Use Click to Upload to attach proof of employment.

## Particulars of salary (as defined in section 17)

### Salary paid or due to be paid to the employee during the year:

- 6. Total amount of salary excluding amounts required to be shown in columns 7 and 8.
- 7. Total amount of house rent allowance, conveyance and allowances to the extent chargeable to tax [see section 10(13A) read with rule 2A and section 10(14)].
- 8. Value of perquisites and amount of accretion to employee's provident fund account (give details in the annexure).
- 9. Total of columns 6, 7 and 8.
- **Proof of columns 6, 7 and 8** - Use Click to Upload to attach supporting documents.
- 10. Amount deducted in respect of the insurance premium, provident fund contribution etc. to which sec 80C applies (Give details).
- 11. Total amount of tax deducted during the year (enclose certificate issued under section 203).
- 12. **Remarks** - Any additional remarks for this employer.

After filling one employer, click + Add Employer if you have more than one previous employer in the financial year.

## 2. Annexure

The Annexure captures perquisite details. You may have Annexure 1 (and more) linked to each previous employer. Employee name may be pre-filled



## Annexure fields

- **1. Name Of Employee** - Pre-filled or enter as applicable.
- **2. TAN/Permanent Account Number or Aadhaar Number of the employer**  
-Employer identification.
- Rent-free accommodation / concession in rent [Rules 3(a) and 3(b)]:  
Accommodation Type (dropdown), 3. Where accommodation is unfurnished,  
Where accommodation is furnished, 4. Value as if accommodation is unfurnished.
- 5. Cost of furniture (including TV, radio, refrigerators, other household appliances and airconditioning plant or equipment) OR hire charges, if hired from a third party.
- 6. Perquisite value of furniture (10% of column 5) OR actual hire charges payable.
- 7. Total of columns 4 and 6.
- 8. Rent, if any, paid by the employee.
- 9. Value of perquisite (column 3 minus column 8 or column 7 minus column 8 as may be applicable).
- **10. Conveyance perquisite [Rule 3(c)]** - Value if conveyance/motor car provided free or at concessional rate.
- 11. Remuneration for domestic/personal services [Rule 3(g)].
- 12. Value of free or concessional passages [Rule 2B read with section 10(5)(ii)].
- **13. Estimated value of other benefits/amenities [Rules 3(d), 3(e), 3(f)]** - e.g. gas, electricity, water, educational facilities, transport for family.
- 14. Employer's contribution to recognised provident fund in excess of 10% of salary [Schedule IV - Part A].
- 15. Interest credited to the assessee's account in recognised provident fund in excess of the rate fixed by the Central Government [Schedule IV - Part A].
- 16. Total of columns 9 to 15 carried to column 8 of Form No. 12B.

Annexure 1

1. Name Of Employee

2. TAN/Permanent Account Number or Aadhaar Number of the employer

(Value of rent-free accommodation or value of any concession in rent for the accommodation provided by the employer (give basis of computation)[See rules 3(a) and 3(b)])

Accommodation Type

3. Where accommodation is unfurnished

Where accommodation is furnished

4. Value as if accommodation is unfurnished

5. Cost of furniture (including television sets, radio sets, refrigerators, other household appliances and airconditioning plant or equipment) OR hire charges, if hired from a third party

6. Perquisite value of furniture (10% of column 5) OR actual hire charges payable

7. Total of columns 4 and 6

8. Rent, if any, paid by the employee

9. Value of perquisite (column 3 minus column 8 or column 7 minus column 8 as may be applicable)

10. Whether any conveyance has been provided by the employer free or at a concessional rate or where the employee is allowed the use of one or more motor cars owned or hired by the employer, estimated value of perquisite (give details) [See rule 3(c)]

11. Remuneration paid by employer for domestic and/or personal services provided to the employee (give details) [See rule 3(g)]

12. Value of free or concessional passages on home leave and other travelling to the extent chargeable to tax (give details) [See rule 2B read with section 10(5)(ii)]

13. Estimated value of any other benefit or amenity provided by the employer, free of cost or at concessional rate not included in the preceding columns (give details), e.g., supply of gas, electricity or water for household consumption, free educational facilities, transport for family, etc.[See rules 3(d), 3(e) and 3(f)]

14. Employer's contribution to recognised provident fund in excess of 10% of the employee's salary [See Schedule IV - Part A]

15. Interest credited to the assessee's account in recognised provident fund in excess of the rate fixed by the Central Government [See Schedule IV - Part A]

16. Total of columns 9 to 15 carried to column 8 of Form No. 12B

3. Remarks and Declarations

+ Add Annexure

### 3. Remarks and Declarations

In the final step, add any accounts remarks and upload the signed 12B declaration document.

#### Remarks and declaration fields

- **Accounts Remarks** – Multi-line text for any remarks from accounts or for internal use.
- **Upload 12B Declaration** – Use Click to Upload to attach the signed Form 12B declaration (as required by your organisation).

Use Previous to go back to the Annexure step, or Temporary Save to save progress without final submission.

Form 12B

### 12B Form

Financial Year  
FY 25-26

Progress: Previous Employer Details | Annexure | Remarks And Declarations

Accounts Remarks

Upload 12B Declaration  
[Click to Upload](#)

[Previous](#) [Temporary Save](#)

