**Salary Statement**

Mr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Congratulations on your first job!   
  
I fully understand your questions and apprehensions about income taxes and I will take a shot at addressing them.  
  
There are a few terms you must understand before we go ahead -

* What’s your Tax Year or the ‘Previous Year’?
* Assessment Year
* What is Total Income on which you pay Tax?
* Income from Salary
* Income from House Property
* Income from Capital Gains
* Income from Business and Profession
* Income from other sources
* What is Tax Deducted Source?    
  **Basic pay: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  Gross Pay**: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  Net Pay: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
  DA: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**House Rent Allowance:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Leave Travel Allowance \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Total Salary: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**