



## Outline to Payroll in India

Whether you are planning to run payroll yourself or use an outsource partner, this course will provide you with all the key facts you need to know to successfully process a payroll in India. This course will cover the following:

- Business customs and etiquette
- TDS (tax deducted at source) scheme
- Set up with Income Tax Department
- PAN and TAN numbers
- Tax rates for men and women
- Calculation of TDS
- Tax-free benefits and expenses
- Anonymous persons procedure
- Mid-year changes
- Perquisites (benefits in kind)
- Deductions from taxable income
- Form 24Q
- Year End – Forms 27A, 16, and 12BA
- Use of double taxation agreement for short-term visitors
- Employee Provident Fund
- Pension scheme exemptions
- EPFO reporting/payment obligations
- Alternatives to EPF
- Social security contributions – ESI
- Assessable pay
- Sick pay
- Maternity pay
- Payment of Gratuity Act
- Payment of Bonus Act
- Minimum Wages Act – plus recent changes
- India Payment of Wages Act

*Program is subject to change*

*Presented by Tim Kelsey, Subject Matter Expert, Kelsey Payroll Services*