

Corporate Payroll Compliance Suggestion Checklist - India 2025-26

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Recommended Compliance Actions

A proactive checklist based on the essential payroll statutory and tax compliance requirements for corporates in India (2025-26).

Establish Mandatory Registrations

Ensure timely registration with all required statutory bodies: EPFO, ESIC, Income Tax Department (TAN), and respective state Professional Tax authorities.

Collect Comprehensive Documentation

Institute a clear process for collecting and verifying all necessary employee documents (PAN, Aadhaar, salary details, statutory declarations, Form 12BB) upon hiring and annually.

Automate Deduction Calculations

Implement a robust, automated payroll compliance solution to accurately calculate and deduct all statutory contributions (EPF, ESI, TDS, Professional Tax) to eliminate manual errors and align with evolving laws.

Enforce Timely Remittances

Establish a strict internal calendar to ensure all statutory contributions and tax deductions (EPF, ESI, TDS, Professional Tax) are deposited *before* the prescribed due dates to strictly avoid interest and penalties.

Ensure Accurate Statutory Filings

Maintain an up-to-date filing calendar and ensure timely and accurate submission of all required returns, including Form 24Q (TDS), EPF returns, and ESIC filings, in the correct format.

Implement Digital Record-Keeping

Maintain all critical payroll records (payslips, challans, salary/attendance/leave registers) in a secure, digitally accessible, and physically backed-up manner, ensuring audit-readiness at all times.

Conduct Regular Internal Audits

Schedule and execute periodic internal compliance audits of the entire payroll process with an expert service provider to proactively identify and rectify non-compliance gaps before government inspections.

Mandate Continuous Monitoring & Training

Dedicate resources to continuously monitor and track changes in Central and State labor laws, tax slabs, and statutory limits, and provide mandatory, recurring training to payroll staff on all legislative updates.