

Instructions to download Form 16

1. Create Your login credentials for the first time by giving the below details.
 - a. Employee number
 - b. Date of Birth
 - c. Date of Joining IBM

2. After you create user id, the login credentials will be triggered to your Lotus notes id (For Active Employees) and personal mail id (For separated Employees) from ibmform16@spearglobal.com mail id.

3. Your user ID would be created and a mail would be sent to you with the credentials to your Lotus Notes ID (For Active Employees) and personal mail id (For separated Employees)

4. Access the <https://ibmsupport.spearglobal.com/form16/index.aspx>

5. Use the Login Credentials and click on the link to download the Form 16. You would be directed to the site to download the Form 16.

6. You can also click on the link to “Avail Services from Spearhead” to avail specialised services like Tax Return Filing, Advisory services, & Education Services.

Disclaimer:

You may click the hyperlink to avail income tax return filing and advisory services from Spearhead Services online. This hyperlink is provided for your convenience and will lead to resources located on or operated by third parties. You will be using such services on third party websites and IBM India Pvt Ltd will not be responsible for confidentiality or security of any data shared by you or for any loss or damage that is incurred by you, arising out of or in connection with your access to the external website or for any deficiency in the services of the third party, or for the failure or disruption of the website of the third party.

You will be directed to the website of the service provider and necessary fees for availing the services may have to be paid by you. Since such external websites are governed by their respective policies, you will be agreeing to their terms & conditions as also any disclaimers / terms of use for availing the services. IBM does not endorse this service, and makes no representations or guarantees about the service.

By clicking on the hyperlink, you acknowledge that you have read and understood the above, and have decided to proceed further to avail income tax return filing and advisory services.

Note: Filing returns through this link is *OPTIONAL*. You may also choose to file your tax returns on your own.