



e-Tutorial on TDS/TCS Return Preparation Utility (RPU) Version 1.7.7

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 - Open the saved file
 - Create the file
 - Correction statements
 - Save the file
 - Open the saved correction file
 - Create the file

What is RPU?

1. NSDL e-Gov Return Preparation Utility (RPU) (based on JAVA platform) is a freely downloadable utility.
2. Used for preparing quarterly e-TDS/TCS Statement(s).
 - For Form 24Q, 26Q, 27Q & 27EQ (Regular & Correction) for Financial Year 2007-08 onwards.
3. It is not mandatory to use NSDL e-Gov RPU for preparation of quarterly TDS/TCS Statement(s). Users may use other RPU provided by software vendors for preparation of quarterly TDS/TCS Statement(s).
4. To download latest versions of RPU 3.6, [click here](#).

Disclaimer:-

1. RPU is developed by NSDL e-Gov for small Deductors/Collectors, however, Statements exceeding 20,000 deductee/collectee records may not be prepared using this utility.
2. Non-functioning or non availability of this utility cannot be considered as a reason for inability to file the Statement before the last date.

The e-TDS/TCS RPU is a Java based utility. JRE (Java Run-time Environment) [versions: SUN JRE: **1.6 onwards up to JRE: 1.8 update 60**] should be installed on the computer where the e-TDS/TCS RPU is being installed. Java is freely downloadable from <http://java.sun.com> and <http://www.ibm.com/developerworks/java/jdk> or you can ask your vendor providing computer facilities (hardware) to install the same for you.

What is FVU?

- File Validation Utility (FVU) is a software developed by NSDL e-Gov, which is used to ensure that the e-TDS/TCS Statement(s) prepared does not contain any format level error(s).
- Deductor/Collector should ensure that the Quarterly TDS/TCS Statement (Regular and Correction) is validated by the latest FVU provided by NSDL e-Gov only.
- To download latest versions of FVU, [click here](#).

- Preparation of Quarterly Correction Statements using Consolidated TDS/TCS files downloaded from [TRACES](#).
- In built File Validation Utility (FVU) as follows:
 - FVU version 2.167 for Statements (Regular and Correction) from FY 2007-08 up to FY 2009-10.
 - FVU version 7.1 for Statements (Regular and Correction) pertaining to FY 2010-11 onwards.

Note:

As directed by Income Tax Department, acceptance of Quarterly TDS/TCS Statement pertaining to FY 2005-06 and 2006-07 has been discontinued w.e.f. 01/07/2013.

Steps to download & install RPU on your machine



Go to TIN website, i.e. www.tin-nsdl.com

Click on downloads and then click on Regular option under e-TDS/e-TCS

"As there have been fluctuations in the response with regard to Aadhaar authentication/e-KYC from UIDAI, Online PAN applicants may face problem in completing the application. Such applicants are requested to wait and proceed after some time."

Caution - Online PAN applicants

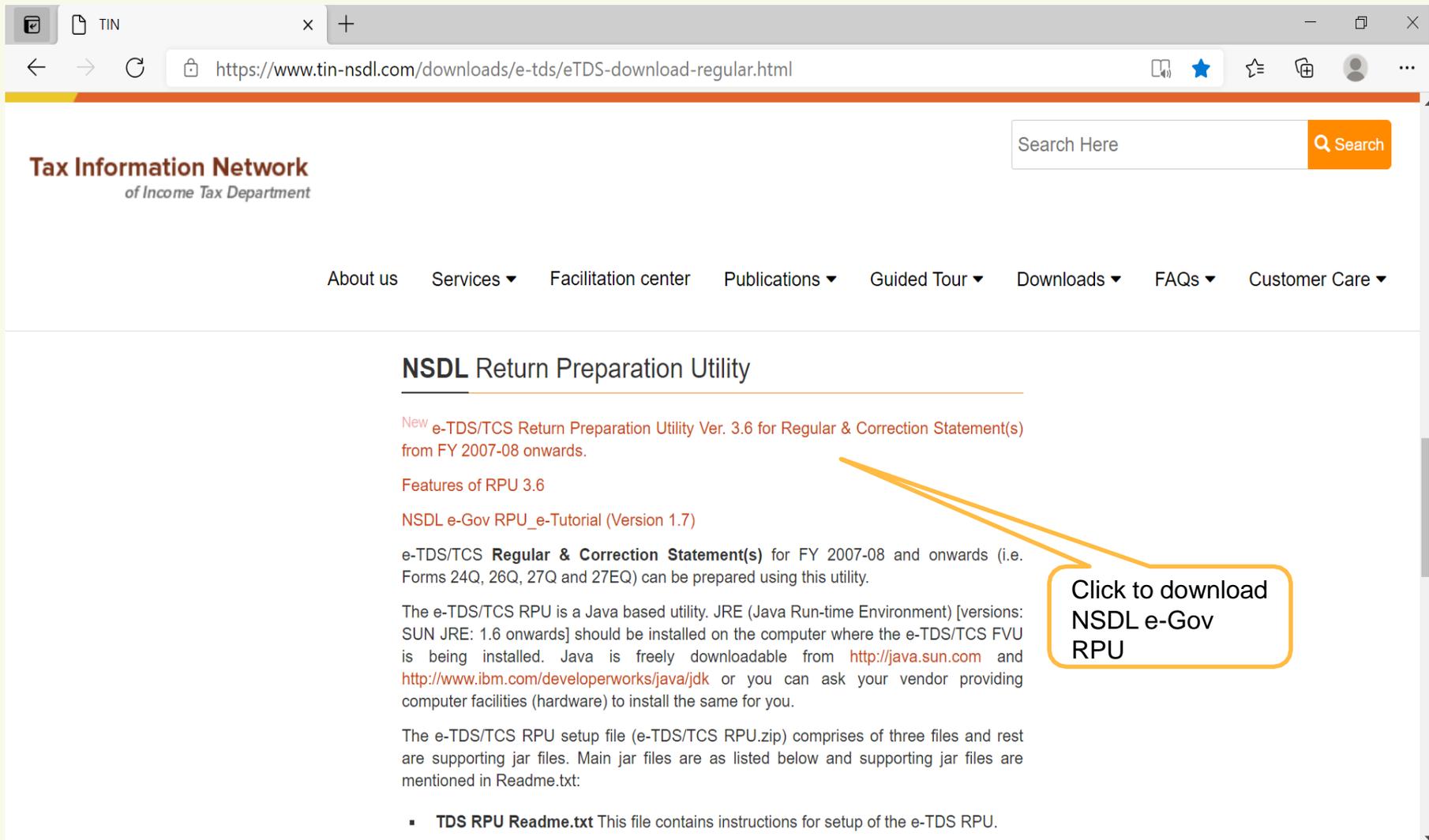
Biometric Aadhaar Authentication.

NSDL e-Gov Cautions Public Against Spurious Calls

- Paperless PAN application
- Link Aadhaar to PAN
- Designated TIN/PAN Centres for Biometric based authentication
- Apply for PAN online
- Know status of PAN/TAN application
- New Reprint of PAN Card
- New Download e-PAN Card (For PAN allotted in last 30 days)
- New Download e-PAN Card (For PAN allotted older or more than 30 days)



Steps to download NSDL e-Gov RPU (contd..)



The screenshot shows a web browser window with the URL <https://www.tin-nsdl.com/downloads/e-tds/eTDS-download-regular.html>. The page header includes the "Tax Information Network of Income Tax Department" logo and a search bar. A navigation menu contains links for "About us", "Services", "Facilitation center", "Publications", "Guided Tour", "Downloads", "FAQs", and "Customer Care". The main content area is titled "NSDL Return Preparation Utility" and contains the following text:

New e-TDS/TCS Return Preparation Utility Ver. 3.6 for Regular & Correction Statement(s) from FY 2007-08 onwards.

Features of RPU 3.6

NSDL e-Gov RPU_e-Tutorial (Version 1.7)

e-TDS/TCS **Regular & Correction Statement(s)** for FY 2007-08 and onwards (i.e. Forms 24Q, 26Q, 27Q and 27EQ) can be prepared using this utility.

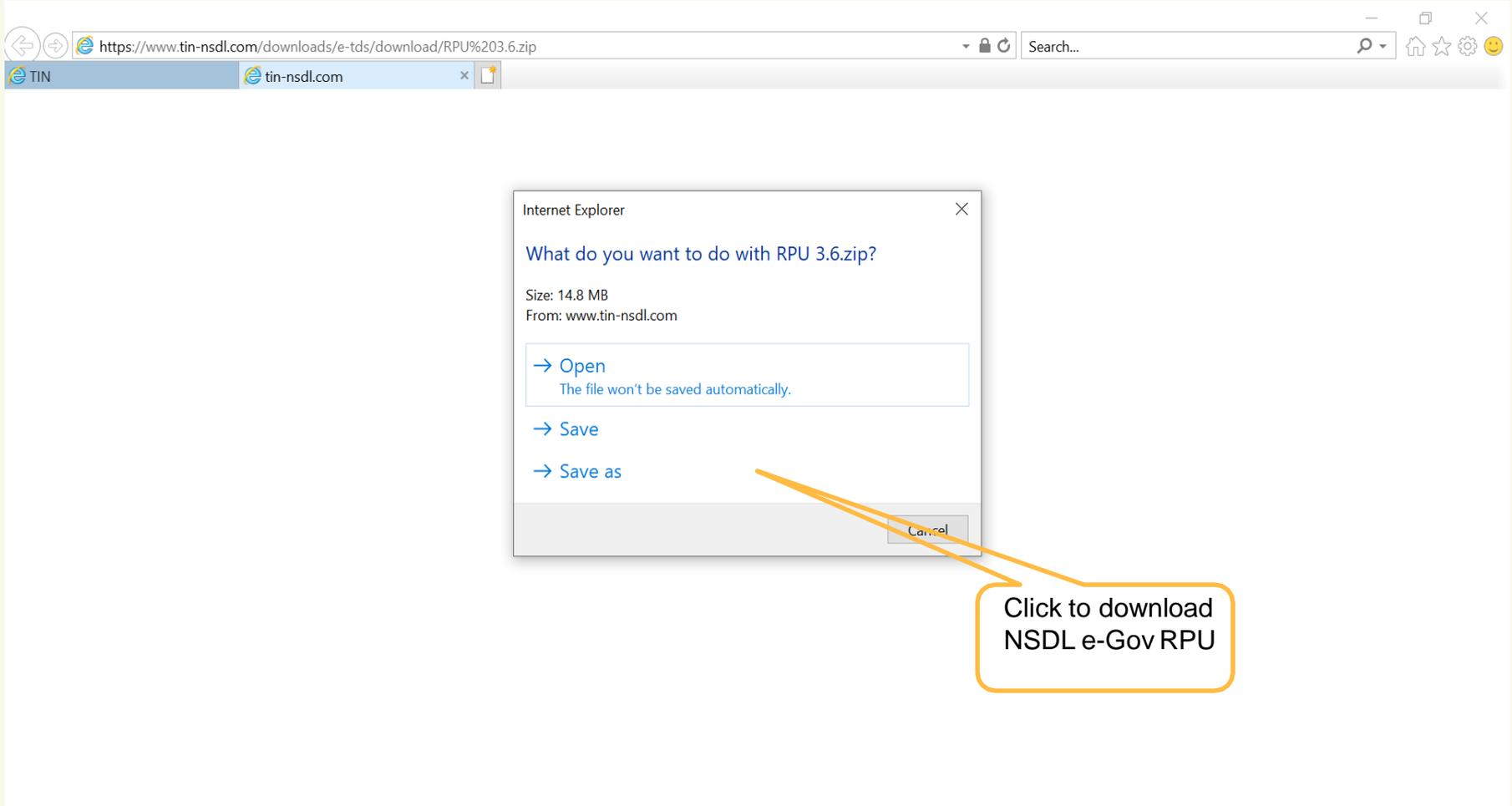
The e-TDS/TCS RPU is a Java based utility. JRE (Java Run-time Environment) [versions: SUN JRE: 1.6 onwards] should be installed on the computer where the e-TDS/TCS FVU is being installed. Java is freely downloadable from <http://java.sun.com> and <http://www.ibm.com/developerworks/java/jdk> or you can ask your vendor providing computer facilities (hardware) to install the same for you.

The e-TDS/TCS RPU setup file (e-TDS/TCS RPU.zip) comprises of three files and rest are supporting jar files. Main jar files are as listed below and supporting jar files are mentioned in Readme.txt:

- **TDS RPU Readme.txt** This file contains instructions for setup of the e-TDS RPU.

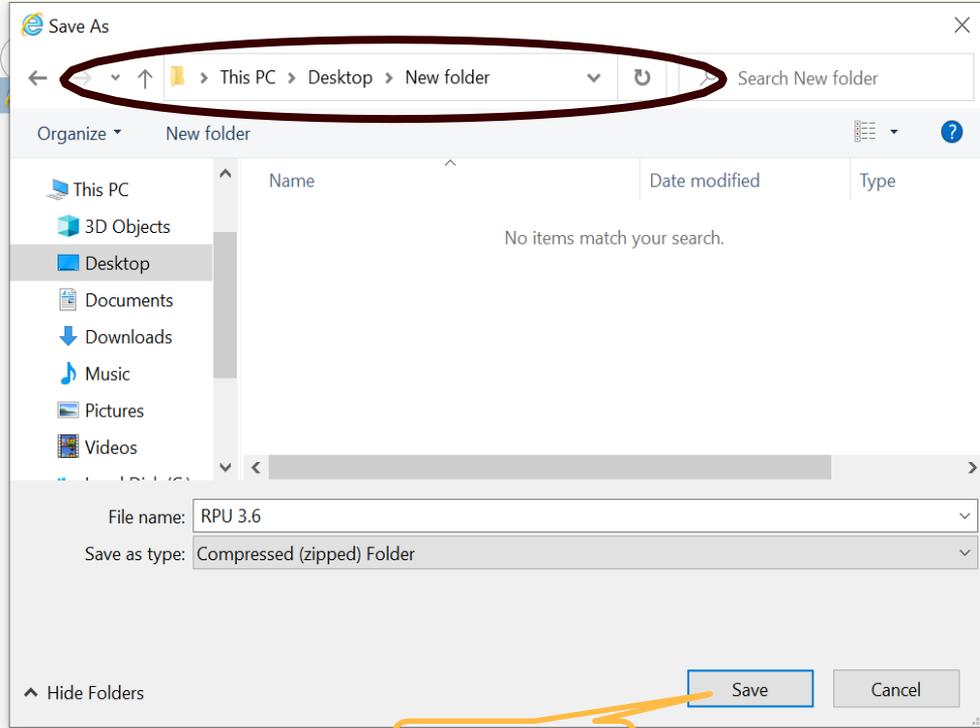
An orange callout box with a pointer to the "New e-TDS/TCS Return Preparation Utility" text contains the text: "Click to download NSDL e-Gov RPU".

Steps to download NSDL e-Gov RPU (contd.)



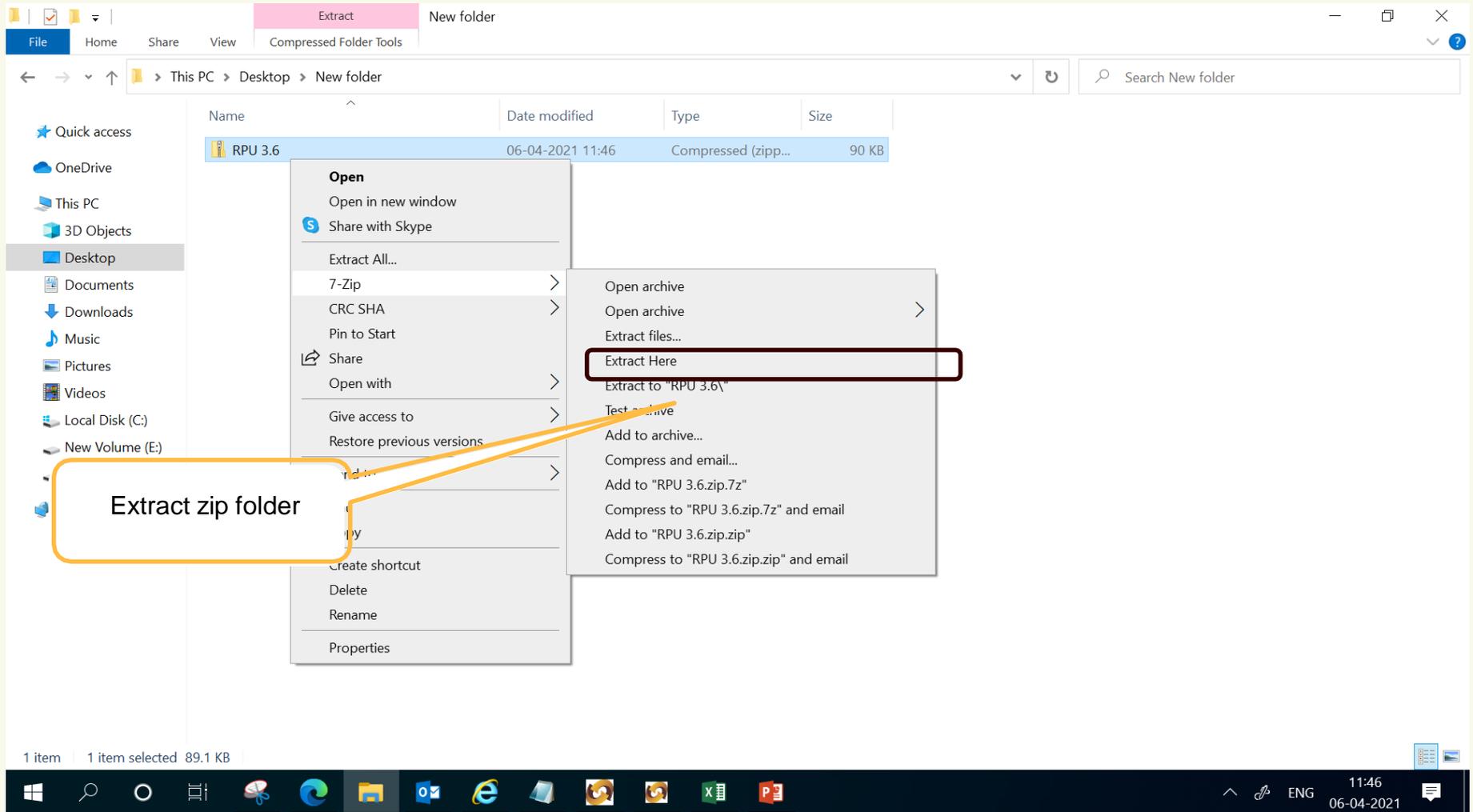
The screenshot shows an Internet Explorer browser window with the address bar displaying <https://www.tin-nsdl.com/downloads/e-tds/download/RPU%203.6.zip>. A download dialog box is open, asking "What do you want to do with RPU 3.6.zip?". The dialog box provides the following information: Size: 14.8 MB, From: www.tin-nsdl.com. The options available are: Open (with a note: "The file won't be saved automatically."), Save, Save as, and Cancel. An orange callout box points to the "Save as" option with the text "Click to download NSDL e-Gov RPU".

Steps to download NSDL e-Gov RPU (contd.)



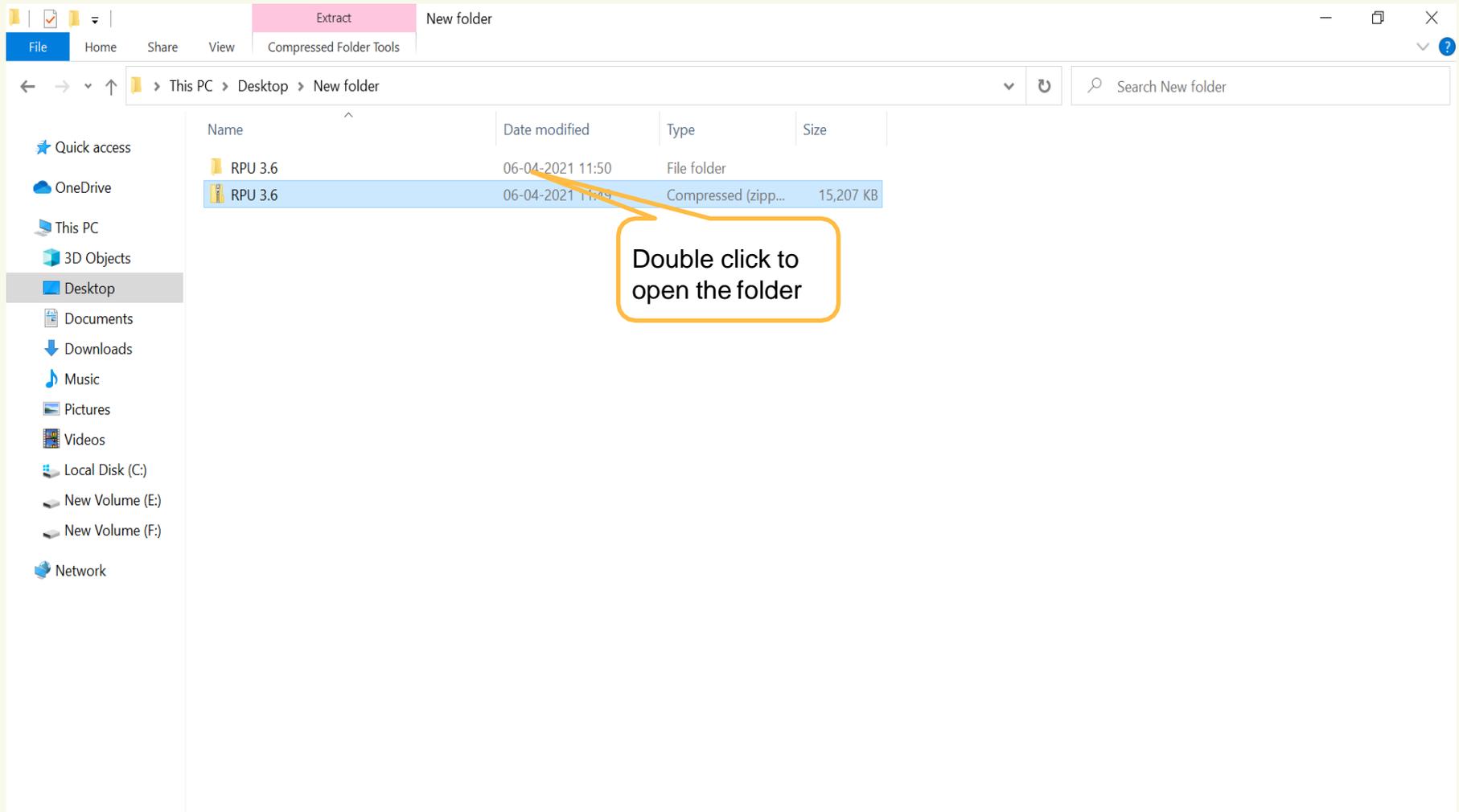
Click to save

Guidelines for installing NSDL e-Gov (RPU) (cont.)



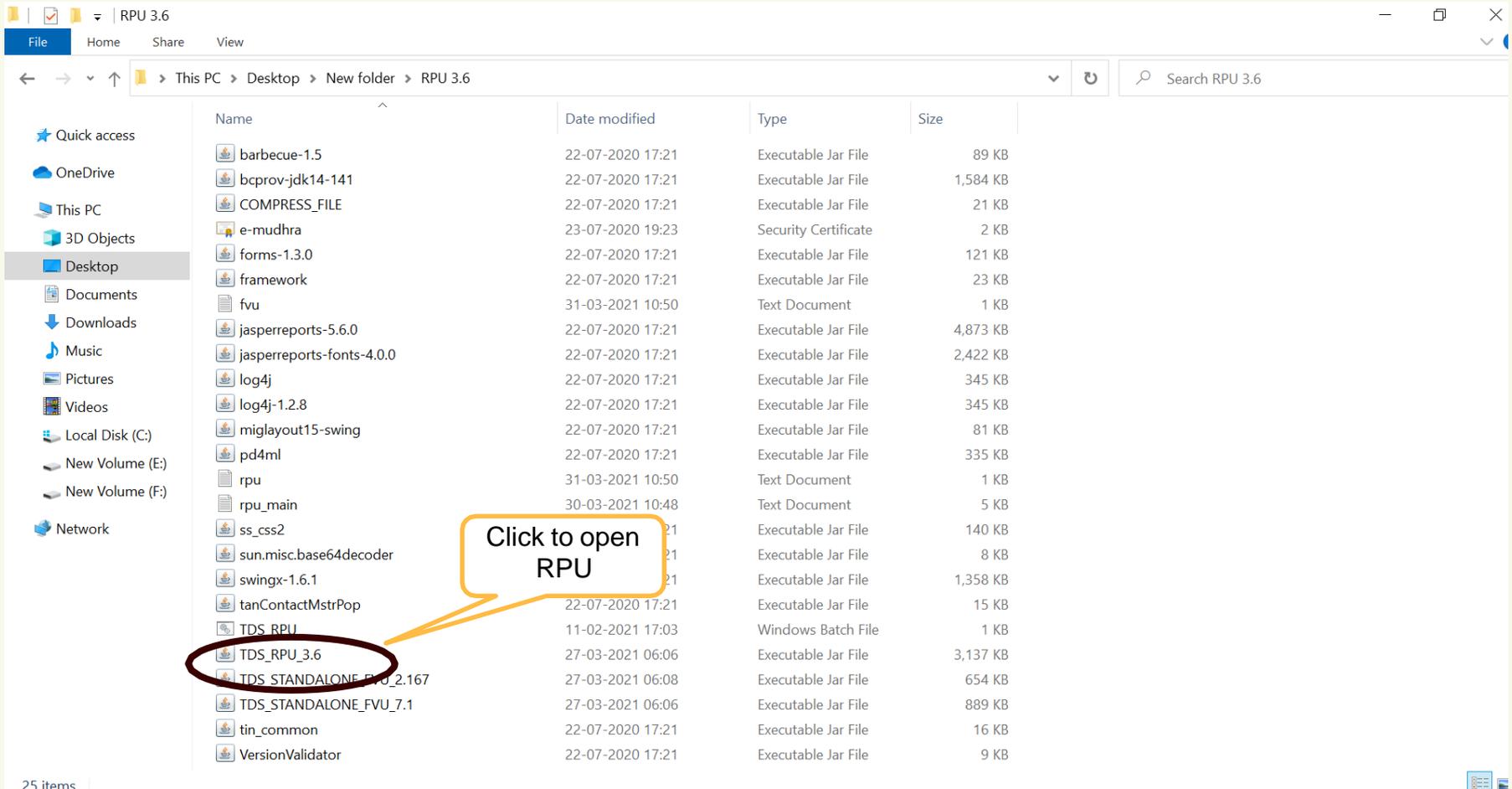
Version 1.7.8

Guidelines for installing NSDL e-Gov (RPU) (cont.)



Version 1.7.8

Guidelines for installing NSDL e-Gov (RPU) (cont.)



Note:

1. RPU is a JAVA based utility, so kindly make sure that latest JAVA version is installed on your respective machines.
2. In case you are unable to install RPU, contact TIN call center at 020-2721 8080 or send e-mail to tininfo@nsdl.co.in.

After clicking on RPU.exe following screen will appear

TDS/TCS Return Preparation Utility Ver. 3.2



RPU e-Tutorial Online PAN verification facility. Apply for PAN/TAN Help

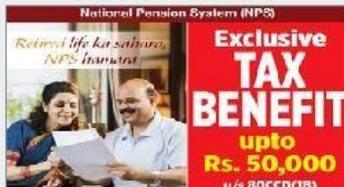
NSDL e-Gov Quarterly e-TDS/TCS Return Preparation Utility (RPU) **is a freely (free of cost) downloadable software** for statement(s) pertaining to FY 2007-08 onwards.

Form No.

Select type of Statement to be prepared

Queries / Feedback / Complaints in respect of RPU
Email us: tin_returns@nsdl.co.in
Call us: 020-2721-8080
Write to us: 5th Floor, Mantri Sterling, Plot No. 341, Survey No. 997 /8, Model Colony, Near Deep Bungalow Chowk, Pune - 411 016.

Select the respective form for which the Statement is to be prepared



Preparation of Regular statement

TDS/TCS Return Preparation Utility Ver. 3.2



RPU e-Tutorial

e (e-payment).

Help

NSDL e-Gov Quarterly e-TDS/TCS Return Preparation Utility (RPU) **is a freely (free of cost) downloadable software** for statement(s) pertaining to FY 2007-08 onwards.

Form No.

24Q

Select type of Statement to be prepared : Regular Correction

Open a saved Regular file

Click to Continue

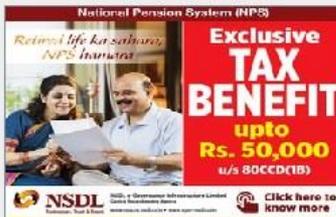
Ensure that form you have selected is correct one

Queries / Feedback / Complaints in respect of RPU

Email us: tin_returns@nsdl.co.in

Call us: 020-2721-8080

Write to us: 5th Floor, Mantri Sterling, Plot No. 341, Survey No. 997 /8, Model Colony, Near Deep Bungalow Chowk, Pune - 411 016.



National Pension System (NPS)
Retiree life ka sahara, NPS banata
Exclusive TAX BENEFIT upto Rs. 50,000 u/s 80CCD(1B)
Click here to know more



Apply Online PAN CARD From
NSDL
Aadhaar Based PAN Application
Click here to apply



NO complicated form filling, no paper work
Single form for applying education loan
Apply Now!

:PC at 0120-4814600 or write to contactus@tdscpc.gov.in. You may also visit www.tdscpc.gov.in.

For Regular statements – Deductor/Collector details

TDS/TCS Return Preparation Utility Ver. 3.2

File Edit Help

Form Number : 24Q
(See Section 192 and Rule 31A)

Select respective quarter from dropdown

Select Financial Year

Enter valid 10 digit Valid TAN provided by ITD

Enter valid 10 digit PAN provided by ITD, in case PAN is not available quote PANNOTREQD

Select deductor category

Once you select Financial Year, corresponding Assessment Year will automatically displayed. **Ensure that Financial Year you have selected is correct.**

Deductor details needs to be provided here

Note : fields marked in (*) are Mandatory

Create File

Save

Open

Back

Note:
1. Be careful while selecting Financial Year, Quarter and also make sure that TAN you have entered is correct one.

Regular Statement – Deductor/Collector details



TDS/TCS Return Preparation Utility Ver. 3.2

File Edit Help

Form Challan Annexure I (Deductee details) Other Serv

2. Particulars of Deductor (Er

Name *

Branch / Division (If any)

Ministry / Dept. Name --Select--

Ministry / Dept. Name (Others)

DDO Code

DDO Registration Number

Flat No. *

Road / Street / Lane

Town / City / District

State * --Select--

E-mail

E-mail (Alternate)

Has Address Changed Since Last Return *

Telephone No.

Telephone No. (Alternate)

Account Office Identification Number (AIN) of PAO/TO/CDDO

Goods and Services Tax Number (GSTN)

Permanent Account Number *

Flat No. *

Road / Street / Lane

Reduction of Tax Same as above

Note : fields marked in (*) are Mandatory

Create File Save Open Back

For Central and State Govt. provide PAO code, in case PAO code is not available, quote PAOOCNNOTAVBL

For Central and State Govt. select the Ministry/ Dept. name

For Central and State Govt. provide DDO code, in case DDO code is not available quote DDOCDNOTAVBL

AIN to be quoted only if the tax has been deposited through Transfer Voucher/Book Entry

If clicked on check box, fields such as Flat No., Name of Bldg etc. will be auto populated from particular of deductor

Mention 15 digit valid Goods and Service Tax Number (GSTIN) if available

Regular Statement – Deductor/Collector details



Form		Challan		Annexure I (Deductee details)		Other Services of TIN	
Area / Location	<input type="text"/>	Town / City / District	<input type="text"/>				
PIN Code *	<input type="text"/>	State *	<input type="text" value="--Select--"/>				
Telephone No.	<input type="text"/>	E-mail	<input type="text"/>				
Telephone No. (Alternate)	<input type="text"/>	E-mail (Alternate)	<input type="text"/>				
Account Office Identification Number (AIN) of PAO/TO/CDDO	<input type="text"/>	Has Address Changed Since Last Return *	<input type="text" value="--Select--"/>				
Goods and Services Tax Number (GSTN)	<input type="text"/>						
3. Particulars of the Person Responsible for Deduction of Tax							<input type="checkbox"/> Same as above
Name *	<input type="text"/>	Permanent Account Number *	<input type="text"/>				
Designation *	<input type="text"/>	Flat No. *	<input type="text"/>				
Name of Premises / Building	<input type="text"/>	Road / Street / Lane	<input type="text"/>				
Area / Location	<input type="text"/>	Town / City / District	<input type="text"/>				
PIN Code *	<input type="text"/>	State *	<input type="text" value="--Select--"/>				
Telephone No.	<input type="text"/>	E-mail	<input type="text"/>				
Telephone No. (Alternate)	<input type="text"/>	E-mail (Alternate)	<input type="text"/>				
Has Address Changed Since Last Return *	<input type="text" value="--Select--"/>	Mobile No.	<input type="text"/>				
Has regular statement for Form 24Q filed for earlier period	<input type="text" value="--Select--"/>	Receipt No. of earlier Statement filed for Form 24Q	<input type="text"/>				
							<input type="checkbox"/> are Mandatory
							<input type="button" value="Create File"/>
							<input type="button" value="Save"/>

Enter valid 10 digit PAN of person responsible for deduction of tax

If regular statement for the TAN and Form filed earlier then select „Yes“ other wise „No“.

If option selected in earlier field is “Yes”, then provide 15 digit receipt number of earlier statement

Regular statement - Challan details

for payment made through Challan/ Transfer voucher

Form									
Challan	Annexure I (Deductee details)			Other Services of TIN					
Sr. No.	Update Code For Challan	Section Code	TDS ₹	Surcharge ₹	Education Cess ₹	Interest ₹	Fee ₹	Penalty/ Others ₹	Last Total Tax Deposited ₹
(301)			(302)		(303)	(304)	(305)	(306)	
1			4	5	6	7	8	9	10
<div data-bbox="119 454 409 565" style="border: 1px solid orange; border-radius: 10px; padding: 5px; display: inline-block;"> Click on to fill in challan details </div>									
<div data-bbox="544 1045 1027 1156" style="border: 1px solid orange; border-radius: 10px; padding: 5px; display: inline-block;"> Click here to add number of challans/transfer vouchers </div>									
<div data-bbox="583 1268 1344 1310"> Create File Save Add Rows Delete a Row </div>									

Regular statement - Challan details

for payment made through Challan/ Transfer voucher

Form	Challan	Annexure I (Deductee details)	Other Services of TIN						
Sr. No.	Update Mode For Challan	Section Code	TDS ₹	Surcharge ₹	Education Cess ₹	Interest ₹	Fee ₹	Penalty/ Others ₹	Last Total Tax Deposited ₹
(301)			(302)		(303)	(304)	(305)	(306)	
1	2	3	4	5	6	7	8	9	10

Message

Enter number of rows to be added:

OK Cancel

Enter the number of rows to be inserted

After entering number of rows, click on 'OK'

Note:

1. Utilization of challan:

A single challan can be utilized across all Forms (i.e. Form 24Q, 26Q, 27Q & 27EQ). Challan date can be any date on or after 1st April of immediate previous financial year for which the return is prepared.

Example – Challan of `5000/- has been paid in Governments account. Out of `5000/-, `2500/- utilized for Q1 of Form 24Q for FY 2013-14, now remaining `2500/- can be utilized in any other quarter of for any other Form as mentioned above.

Regular statement - Challan details for payment made through Challan/ Transfer voucher

TDS/TCS Return Preparation Utility Ver. 3.2

File Edit Help

Form Number : 26Q

(See Section 193, 194, 194A, 194BB, 194C, 194D, 194DA, 194LBA, 194EE, 194F, 194G, 194H, 194I, 194J, 194K, 194N, 192A, 194LBB, 194LA, 194IC and Rule 31A)

Form Challan Annexure I (Deductee details) Other Services of TIN

Sr. No.	Update Mode For Challan	Section Code	TDS ₹	Surcharge ₹	Education Cess ₹	Interest ₹	Fee ₹	Penalty/ Others ₹	Last Total Tax Deposited ₹	Total Amount Deposited as per challan / Book Adjustment (4+5+6+7+8+9)	Cheque / DD No. (if any)	Last BSR Code / 24G Receipt No.	BSR Code / Receipt No. of Form No.
(401)			(402)			(403)	(404)	(405)		(406)			(408)
1	2	3	4	5	6	7	8	9	10	11	12	13	14
1	--Select--	--Select--	0.00	0.00	0.00	0.00	0.00	0.00					
2	--Select--	--Select--	0.00	0.00	0.00	0.00	0.00	0.00					
3	--Select--	--Select--	0.00	0.00	0.00	0.00	0.00	0.00					

Message

Enter the Row number to be deleted

OK Cancel

1. Enter the row number to be deleted

2. After entering number of row to be deleted , click on 'OK'

For deletion of row, click on "Delete Row" and carryout above procedure

Create File Save Add Rows Delete a Row

Regular statement - Challan details for payment made through Challan (contd..)

Form		Challan	Annexure I (Deductee details)	Other Services of TIN					
Sr. No.	Update Mode For Challan	Section Code	TDS ₹	Surcharge ₹	Education Cess ₹	Interest ₹	Fee ₹	Penalty/ Others ₹	Last Total Tax Deposited ₹
(401)			(402)			(403)	(404)	(405)	
1	2	3	4	5	6	7	8	9	10
1	--Select--	--Select--							
2	--Select--	--Select--							
3	--Select--	193							

Enter the challan details i.e. TDS amount, Surcharge, Cess, Interest, Fee & Others. Refer note 3 and 4 below

Select the applicable section code . Refer note 1 and 2 below

Note:

1. Section code to be selected under which tax has been deducted. Applicable for statements pertaining to FY 2007-08 to FY 2012-13.
2. Section codes will be available under 'Annexure I' in case of statements pertaining to FY 2013-14 onwards.
3. Amount field should not be left blank, instead quote amount as 0.00 if not applicable.
4. Under 'Fee' column, late fee paid under section 234E for late filing of TDS statement has to be mentioned. This is applicable for statements pertaining to FY 2012-13 onwards (Same will be applicable only for payments made through challan).

Regular statement - Challan details for payment made through Challan (contd..)

Form									
Challan		Annexure I (Deductee details)			Other Services of TIN				
Sr. No.	Last BSR Code / 24G Receipt No.	BSR Code / Receipt Number of Form No. 24G	Last Date on which Tax Deposited	Date on which Amount Deposited through Challan / Date of Transfer Voucher (DD/MM/YYYY)	Last DDO / Transfer Voucher / Challan Serial No.	Challan Serial No. / DDO Serial No. of Form No. 24G	Mode of Deposit through Book Adjustment (Yes/No)	Interest to be allocated / apportioned ₹	
(401)		(408)		(410)		(409)	(407)		
1	13	14	15	16	17	18	19	20	
1							--Select--		

--Select--
--Select--
Yes
No

Enter 7 digit BSR code of receiving branch

Enter 5 digit challan serial number

Select the mode of deposit of TDS/TCS. Refer note 2 and 3 below

Enter date on which tax deposited i.e. challan tender date in DDMMYYYY format

Enter interest amount to be allocated out of total interest deposited

Note:

1. Amount field should not be left blank, instead quote amount as 0.00 if not applicable.
2. In case TDS /TCS is deposited by challan then select the option as "No".
3. For Nil-challans, no value to be selected under book entry flag i.e. column number 19 'Whether TDS Deposited by Book Entry? (Yes/No).

Regular statement - Challan details for payment made through Challan (contd..)

Form	Challan	Annexure I (Deductee details)	Other Services of TIN						
Sr. No.	on which Amount ted through Challan ate of Transfer cher (DD/MM/YYYY)	Last DDO / Transfer Voucher / Challan Serial No.	Challan Serial No. / DDO Serial No. of Form No. 24G	Mode of Deposit through Book Adjustment (Yes/No)	Interest to be allocated / apportioned ₹	Others ₹	Minor Head of Challan 200-TDS payable by taxpayer 400-TDS regular assessment (Raised by IT Dept)	Challan Balance as per consolidated f	
(401)			(409)	(407)			(411)		
1		17	18	19	20	21	22		
1				No			<input type="text" value="-Select-"/> <ul style="list-style-type: none"> -Select- 200 400 		

For TDS payable by taxpayer, select '200' or select '400' for TDS regular assessment raised by Income Tax Dept. Refer note 1 below

Note:
1. Minor Head of challan value to be quoted for statements pertaining to FY 2013-14 onwards for tax deposited through challan.

Regular statement - Challan details for payment made through Challan (contd..)

Tax Information Network
of Income Tax Department

OLTAS-Challan Status Inquiry

[Introduction](#) [FAQs](#) [Downloads](#) [Contact Us](#) [Website Policies](#)

For Tax Payers :

CIN Based View

TAN Based View

Click here to check status of challan using CIN details

For Banks :

Collecting Bank Branch

Nodal Bank Branch

Click here to view challan based on TANs and to download .csi files

Challan Status Enquiry for Tax Payers :

Using this feature, tax payers can track online the status of their challans deposited in banks. This offers two kind of search.

a) CIN based view :

On entering Challan Identification Number (CIN i.e. details such as BSR Code of Collecting Branch, Challan Tender Date & Challan Serial No.) and amount (optional), the tax payer can view the following details:

- BSR Code
- Date of Deposit
- Challan Serial Number
- Major Head Code with description

Note:

1. .csi file contains challan details submitted to bank. Further, it is mandatory to use .csi file at the time of validation of TDS/TCS statement(s) where challan are paid through bank(s).

The fields that can be corrected by the Taxpayer through Bank are as below:

Sl. No.	Type of Correction on Challan	Period for correction request (in days)
1	PAN/TAN	Within 7 days from challan deposit date
2	Assessment Year	Within 7 days from challan deposit date
3	Total Amount	Within 7 days from challan deposit date
4	Major Head	Within 3 months from challan deposit date
5	Minor Head	Within 3 months from challan deposit date
6	Nature of Payment	Within 3 months from challan deposit date

Regular statement - Challan details

for payment made through Transfer Voucher (contd..)

Form		Challan	Annexure I (Deductee details)	Other Services of TIN					
Sr. No.	Update Mode For Challan	Section Code	TDS ₹	Surcharge ₹	Education Cess ₹	Interest ₹	Fee ₹	Penalty/ Others ₹	Last Total Tax Deposited ₹
(401)			(402)			(403)	(404)	(405)	
1	2	3	4	5	6	7	8	9	10
1	--Select--	--Select--							
2	--Select--	--Select--							
3	--Select--	193							

Enter the challan details i.e. TDS amount, Surcharge, Cess, Interest, Fee & Others. Refer note 3 and 4 below

Select the applicable section code . Refer note 1 and 2 below

Note:

1. Section code to be selected under which tax has been deducted. Applicable for statements pertaining to FY 2007-08 to FY 2012-13.
2. Section codes will be available under 'Annexure I' in case of statements pertaining to FY 2013-14 onwards.
3. Amount field should not be left blank, instead quote amount as 0.00 if not applicable.
4. Under 'Fee' column, late fee paid under section 234E for late filing of TDS statement has to be mentioned. This is applicable for statements pertaining to FY 2012-13 onwards (Same will be applicable only for payments made through challan).

Regular statement - Challan details

for payment made through Transfer Voucher (contd..)

Form	Challan	Annexure I (Deductee details)	Other Services of TIN					
Sr. No.	Last BSR Code / 24G Receipt No.	BSR Code / Receipt Number of Form No. 24G	Last Date on which Tax Deposited	Date on which Amount Deposited through Challan / Date of Transfer Voucher (DD/MM/YYYY)	Last DDO / Transfer Voucher / Challan Serial No.	Challan Serial No. / DDO Serial No. of Form No. 24G	Mode of Deposit through Book Adjustment (Yes/No)	Interest to be allocated / apportioned ₹
(401)		(408)		(410)		(409)	(407)	
1	13	14	15	16	17	18	19	20
1							-Select-	

Enter 7 digit BSR code of receiving branch

Enter 5 digit challan serial number

Book Entry flag should be "Yes" in case of payment made through transfer voucher. Refer note 2 and 3 below

Enter date on which tax deposited i.e. challan tender date in DDMMYYYY format

Enter interest amount to be allocated out of total interest deposited

Note:

1. Amount field should not be left blank, instead quote amount as 0.00 if not applicable.
2. In case TDS /TCS is deposited by Book entry i.e Transfer Voucher(Applicable only in case of Govt Department) then select the option as "Yes".
3. For Nil-challans, no value to be selected under book entry flag i.e. column number 19 'Whether TDS Deposited by Book Entry? (Yes/No).

Regular statement – Deductee/Collectee details (Annexure I)

Form	Challan	Annexure I (Deductee details)	Other Services of TIN				
Row Number	Challan Serial	Update Mode For Deductee (Add / Update/ PAN Update)	BSR Code of Branch Where Tax Deposited	Date on which Tax Deposited (DD/MM/YYYY)	Transfer Voucher/ Challan Serial No.	Section Under Which Payment Made	Total TDS to be allocated among deductees as in the vertical total of col. 21 ₹
		2	3	4	5	(417) 6	7

Click on Annexure I to fill deductee/collectee details

Click here to insert number of rows

Create File Save Delete a Row Insert a Row

Regular statement - Deductee details (Annexure I)

File Edit Help

Form Number : 26Q

(See Section 193, 194, 194A, 194BB, 194C, 194D, 194DA, 194LBA, 194EE, 194F, 194G, 194H, 194I, 194J, 194K, 194N, 192A, 194LBB, 194LA, 194IC and Rule 31A)

Form Challan Annexure I (Deductee details) Other Services of TIN

Row Number	Challan Serial No.	Update Mode For Deductee (Add / Update/	BSR Code of Branch Where	Date on which Tax Deposited (DD/MM/YYYY)	Transfer Voucher/ Challan Serial No.	Section Under Which Payment Made	Total TDS to be allocated among deductees as in the vertical total of col. 21 ₹	Interest ₹	Others ₹	Total (7+8+9) ₹	Sr
						(417)					
							7	8	9	10	

Challan number will be automatically displayed here

Number of deductee records to be mapped against each challan/transfer voucher should be entered here

After entering numbers of rows, click on 'OK'

Insert Rows

Challan Number	No of deductee records to be added
1	
2	
3	

OK Cancel

Create File Save Delete a Row Insert a Row

Regular statement - Deductee details (Annexure I)

File Edit Help

Form Number : 26Q

(See Section 193, 194, 194A, 194BB, 194C, 194D, 194DA, 194LBA, 194EE, 194F, 194G, 194H, 194I, 194J, 194K, 194N, 192A, 194LBB, 194LA, 194IC and Rule 31A)

Form Challan Annexure I (Deductee details) Other Services of TIN

Row Number	Challan Serial No.	Update Mode For Deductee (Add / Update/ PAN Update)	BSR Code of Branch Where Tax Deposited	Date on which Tax Deposited (DD/MM/YYYY)	Transfer Voucher/ Challan Serial No.	Section Under Which Payment Made	Total TDS to be allocated among deductees as in the vertical total of col. 21 ₹	Interest ₹	Others ₹	Total (7+8+9) ₹	Sr
						(417)					
	1	2	3	4	5	6	7	8	9	10	
1	1	--Select--				--Select--	0.00	0.00	0.00	0.00	
2	2	--Select--				--Select--	0.00	0.00	0.00	0.00	
3	3	--Select--				--Select--	0.00	0.00	0.00	0.00	

Message

Enter the Row number to be deleted:

1. Enter the row number to be deleted

2. After entering number of row to be deleted, click on 'OK'

For deletion of row, click on "Delete Row" and carryout the below procedure

Create File Save Delete a Row Insert a Row

Regular statement - Deductee details (Annexure I)

File Edit Help

Form Number : 26Q

(See Section 193, 194, 194A, 194BB, 194C, 194D, 194DA, 194LBA, 194EE, 194F, 194G, 194H, 194I, 194J, 194K, 194N, 192A, 194LBB, 194LA, 194IC and Rule 31A)

Form	Challan	Annexure I (Deductee details)	Other Services of TIN								
Row Number	Challan Serial No.	Update Mode For Deductee (Add / Update/ PAN Update)	BSR Code of Branch Where Tax Deposited	Date on which Tax Deposited (DD/MM/YYYY)	Transfer Voucher/ Challan Serial No.	Section Under Which Payment Made	Total TDS to be allocated among deductees as in the vertical total of col. 21 ₹	Interest ₹	Others ₹	Total (7+8+9) ₹	Sr
						(417)					
	1	2	3	4	5	6	7	8	9	10	
1	1	--Select--				--Select--	0.00	0.00	0.00	0.00	
2	2	--Select--				--Select--	0.00	0.00	0.00	0.00	
3	3	--Select--				193	0.00	0.00	0.00	0.00	

194
194IC
94N
94A
94B
94BB

193 - Interest on Securities

Note:

- Click upon Section code drop down and roll move mouse pointer on desired section code to understand its description.
- Amount field should not be left blank, instead quote amount as 0.00.
- Section codes** will be available under Annexure I in case of statements pertaining to FY 2013-14 onwards.
- If user clicks on "OK" button from Deductee Records dialog box, challan number will be automatically selected and if user clicks on "Skip this step" button, then user will have to manually select the challan no. to which the deductee is to be mapped.
- Incorporation of new section codes:**
 - Section 4NF is available for Form no. 26Q and 27Q which will be applicable for statements pertains to FY 2020-21 & Q2 onwards
 - Section BA1 and BA2 are available for Form no. 26Q which will be applicable for statements pertains to FY 2020-21 & Q1 onwards.
 - Section BA1, BA2 and BA3 are available for Form no. 27Q which will be applicable for statements pertains to FY 2020-21 & Q1 onwards.
 - Section 94O is available for form 26Q and applicable for statements pertains to FY 2020-21 Q3 onwards.

Version 1.7.8

Regular statement - Deductee details (Annexure I)

Form	Challan	Annexure I (Deductee details)	Other Services of TIN				
Row Number	Sr. No.	Deductee Reference Number Provided by the Deductor (if available)	Last PAN of Deductee	PAN of the Deductee	Name of the Deductee	Date of Payment/Credit (DD/MM/YY)	Amount Paid/Credited ₹
	(412)	(413)		(415)	(416)	(418)	(419)
	11	12	13	14	15	16	17
1	1						

Mention the amount paid to deductee

Enter valid 10 digit PAN of deductee/provided by ITD. In case valid PAN is not available then enter 'PANNOTAVBL', 'PANAPPLIED' or 'PANINVALID' whichever is applicable

Mention name of the deductee

Mention date on which amount paid/credited to deductee

- Note:**
1. Amount field should not be left blank, instead quote amount as 0.00 if not applicable.
 2. Value under field 'Amount Paid/Credited' should always be greater than 0.00.
 3. If PAN quoted for any deductee record is INVALID then mandatory to quote Deductee/Employee reference number. (Same will be applicable only for Form 24Q & 26Q)
 4. If PAN quoted for any deductee record is VALID, then value under "Remarks" field should be other than "C".

Regular statement - Deductee details (Annexure I)

Form	Challan	Annexure I (Deductee details)	Other Services of TIN						
Row Number	TDS ₹	Surcharge ₹	Education Cess ₹	Total Tax Deducted (18+19+20) ₹	Last Total Tax Deducted ₹	Total Tax Deposited ₹	Last Total Tax Deposited ₹	Date of Deduction (DD/MM/YYYY)	
9)				(420)		(421)		(422)	
17	18	19	20	21	22	23	24	25	
1									

Enter deductee details i.e. TDS, Surcharge, Cess etc.

Mention the total tax deposited for the deductee

Mention the date of tax deducted. Refer note 2 and 3 below

Note:

1. Total Tax deducted amount should be equal to Total Tax Deposited under Deductee details (i.e. Annexure I)
2. Amount field should not be left blank, instead quote amount as 0.00 if not applicable.
3. Date of deduction is mandatory if 'Total Income Tax Deducted at Source' is greater than zero (0.00). No value needs to be specified if 'Total Income Tax Deducted at Source' is Zero (0.00).

Regular statement - Deductee details (Annexure I)

Form	Challan	Annexure I (Deductee details)	Other Services of TIN			
Row Number	Date of Deduction (DD/MM/YYYY)	Remarks (Reason for non-deduction / lower deduction / higher deduction / threshold)	Deductee Code (1-Company, 2-Other than Company)	Rate at which Tax deducted	Paid by book entry or otherwise	Certificate number issued by the Assessing Officer u/s 197 for non-deduction / lower deduction
	(422)	(424)	(414)	(423)		(425)
	25	26	27	28	29	30
1		--Select-- --Select-- A B C Y S Z	--Select--		--Select--	

A - Lower deduction / No deduction on account of certificate under section 197

Mention the date of tax deducted. Refer note 2 and 3 below

If applicable, select value from the dropdown else no value to be selected

Mention rate at which tax deducted

Mandatory to mention value if, "A" is mentioned in column 26 (i.e. for 'Remarks'). Value to be mentioned for statements pertaining to FY 2013-14 onwards

Note:

1. Click upon "**Remarks**" drop down and roll move mouse pointer on desired remark code to understand its description.
2. Amount field should not be left blank, instead quote amount as 0.00 if not applicable.
3. Date of deduction is mandatory if 'Total Income Tax Deducted at Source' is greater than zero (0.00). No value needs to be specified if 'Total Income Tax Deducted at Source' is Zero (0.00).
4. Date of deduction in deductee record should not be less than the current quarter. Example if the statement pertains to Q3 of FY 2013-14, then the date of deduction should not be lower than 01/10/2013.
5. Remarks for higher deduction in deductee details i.e., flag "C" to be mentioned only if the deductee PAN is invalid.
6. Remark "N" (i.e. "No deduction on account of payment made to a person referred to in clause (iii) or clause (iv) of the provision to section 194N) under deductee details (Annexure I) will be applicable from Q2 of FY 2019-20 onwards for form 26Q and 27Q.
7. Remark "M" (i.e. **M - No deduction or lower deduction is on account of notification issued under second proviso to section 194N**) under deductee details (Annexure I) will be applicable from Q2 of FY 2020-21 onwards for form 26Q and 27Q.
8. Remark "O" and "E" will be applicable to Form 26Q from FY 2020-21 and Q1 onwards.
9. Remark "O" and "G" will be applicable to Form 27Q from FY 2020-21 and Q1 onwards.

Regular statement - Deductee details (Annexure I) Form 26Q and 27Q

File Edit Help

Form Number : 26Q

(See Section 193, 194, 194A, 194BB, 194C, 194D, 194DA, 194LBA, 194EE, 194F, 194G, 194H, 194I, 194J, 194K, 194N, 192A, 194LBB, 194LA, 194IC and Rule 31A)

Form Challan Annexure I (Deductee details) Other Services of TIN

Row Number	Tax Deducted ₹	Last Total Tax Deposited ₹	Date of Deduction (DD/MM/YYYY)	Remarks (Reason for non-deduction / lower deduction/ higher deduction / threshold)	Deductee Code (1-Company, 2-Other than Company)	Rate at which Tax deducted	Paid by book entry or otherwise	Certificate number issued by the Assessing Officer u/s 197 for non-deduction / lower deduction	Amount of cash withdrawal in excess of Rs. 1 crore as referred to in section 194N ₹
	(421)	(422)	(422)	(424)	(414)	(423)	(425)	(425)	(419A)
	23	24	25	26	27	28	29	30	31
1				--Select--	--Select--		--Select--		
2				--Select--	--Select--		--Select--		
3				--Select--	--Select--		--Select--		

Newly added field for form 26Q and 27Q. Refer note 1 & 2 below

Note:

1. New column “**Amount of cash withdrawal in excess of Rs. 1 crore as referred to in section 194N**” is added under Annexure I (Deductee details) in Form 26Q and 27Q.
2. This field will be applicable for statements pertaining to Q2 of FY 2019-20 onwards.
3. It will be enabled for section code 94N only.

Regular statement - Deductee details (Annexure I) Form 26Q and 27Q

File Edit Help

Form Number : 26Q

(See Section 193, 194, 194A, 194BB, 194C, 194D, 194DA, 194LBA(a), 194LBA(b), 194EE, 194F, 194G, 194H, 194I, 194J, 194JA, 194JB, 194K, 194N, 194NF, 192A, 194LBB, 194LA, 194IC and Rule 31A)

Form Challan Annexure I (Deductee details) Other Services of TIN

Row Number	Book entry wise	Certificate number issued by the Assessing Officer u/s 197 for non-deduction / lower deduction	Amount of cash withdrawal in excess of Rs. 1 crore as referred to in section 194N ₹	Amount of cash withdrawal which is in excess of Rs. 20 lakhs but does not exceed Rs. 1 crore for cases covered by sub-clause (a) of clause (ii) of first provision to section 194N ₹	Amount of cash withdrawal which is in excess of Rs. 1 crore for cases covered by sub-clause (b) of clause (ii) of first provision to section 194N ₹
		(425)	(419A)	(419B)	(419C)
		30	31	32	33
1					

Newly added fields for form 26Q and 27Q. Refer note 1 & 2 below

Note:

1. New column “Amount of cash withdrawal which is in excess of Rs. 20 lakhs but does not exceed Rs. 1 crore for cases covered by sub-clause (a) of clause (ii) of first provision to section 194N ” and “Amount of cash withdrawal which is in excess of Rs. 1 crore for cases covered by sub-clause (b) of clause (ii) of first provision to section 194N” are added under Annexure I (Deductee details) in Form 26Q and 27Q.
2. This field will be applicable for statements pertaining to Q2 of FY 2020-21 onwards.
3. It will be enabled for section code 194NF only.

Version 1.7.8

Regular statement - Deductee details (Annexure I) Form 27Q

Form	Challan	Annexure I (Deductee details)	Other Services of TIN				
Row Number	number issued by ng Officer u/s 197 for on / lower deduction	Whether TDS rate of TDS is IT act(a) and DTAA(b)	Nature of remittance	Unique acknowledgement of the corresponding Form no. 15CA (if available)	Country of the Residence of the deductee	Grossing up Indicator	Email ID of deductee
		(731)	(732)	(733)	(734)		(735)
		31	32	33	34	35	36
1		--Select--	--Select--		--Select--	--Select--	

--Select--

INTEREST PA

FEEES FOR TE

ROYALTY

DIVIDEND

INVESTMENT

LONG TERM C

SHORT TERM

Reduction in the list of Nature of remittances. Refer note 1 to 2 below

Note:

- Reduction in the list of **'Nature of remittance'** applicable for (Form 27Q) :- As directed by ITD below mentioned nature of remittances have been disabled
 - Commission
 - Payments to Sports person and Artists
 - Winning from horse races
 - Winning from lotteries, crossword puzzles, card games and other games of anysart.
- For more details, please refer respective file format.

Regular statement - Deductee details

(Annexure I) Form 27EQ

TDS/TCS Return Preparation Utility Ver. 3.5

File Edit Help

Form Number : 27EQ
(See Section 206C and Rule 31AA)

Form Challan Annexure I (Collectee details) Other Services of TIN

Row Number	Paid by Book entry or otherwise (671)	Certificate number issued by the Assessing Officer u/s 197 for non-deduction / lower deduction (681)	Deductee is Non-Resident 32	Deductee is having Permanent Establishment in India 33	Whether the payment by collectee is liable to TDS as per clause (a) of the fifth provision to sub-section (1G) or second provision to sub-section (1H) and whether TDS has been deducted from such payment (if either "F" or "G" is selected in 680) (618A)	Challan number (618B)	Date of payment of TDS to Central Government (618C)
1	Select--		--Select--	--Select--	--Select--		
2	Select--		Select		--Select--		
3	Select--				--Select--		

Newly added columns for form 27EQ

Note:

- 1. New columns 618A, 618B and 618C are added under Annexure I (Deductee details) in Form 27EQ.
- 2. These field will be applicable for statements pertaining to Q23 of FY 2020-21 onwards.
- 3. Column 618A will be enabled for remarks "F" and "G" only.
- 4. Column 618B and 618C will be enabled if "Ys" present in column 618A.

Regular - Preparation of Salary Statement – for challan and deductee details, refer earlier slides

File Edit Help

Form Number : 24Q
(See Section 192 and Rule 31A)

Form Challan Annexure I (Deductee details) **Annexure II (Salary Details)** Other Services of TIN

Permanent Account Number of the employee	Name of the employee	Deductee type (Senior Citizen, Super Senior Citizen, Others)	Date from which employed with current employer in the current financial year (dd/mm/yyyy)	Date to which employed with current employer in the current financial year (dd/mm/yyyy)	Total amount of gross salary received from current employer (Sum of columns 59+60 +61 for FY 2018-19 onwards) ₹	Reported total amount of salary received from other employer(s) ₹		
(331)	(332)	(333)	(334)	(334)	(338)	(339)		
1	2	3	4	5	6	7	8	9

Click on Annexure II to fill in salary details. Applicable only for Form 24Q & Quarter 4

Click here to insert no. of rows.

Create File Save Add Rows Delete a Row

Regular - Preparation of Salary Statement – for challan and deductee details, refer earlier slides

File Edit Help

Form Number : 24Q
(See Section 192 and Rule 31A)

Form | Challan | Annexure I (Deductee details) | **Annexure II (Salary Details)** | Other Services of TIN

Row Number	Serial Number	Update Mode	Permanent Account Number of the employee	Name of the employee	Deductee type (Senior Citizen, Super Senior Citizen, Others)	Date from which employed with current employer in the current financial year (dd/mm/yyyy)	Date to which employed with current employer in the current financial year (dd/mm/yyyy)	Total amount of gross salary received from current employer (Sum of columns 59+60 +61 for FY 2018-19 onwards) ₹	Reported total amount of salary received from other employer(s) ₹	Total
1	(330)		(331)	(332)		(334)	(334)	(338)	(339)	
2	1	2	3	4		6	7	8	9	

Message X

Enter number of rows to be added:

OK Cancel

Enter the number of rows to be inserted

After entering number of rows, click on 'OK'

Create File | Save | Add Rows | Delete a Row

Version 1.7.8

Regular - Preparation of Salary Statement – for challan and deductee details, refer earlier slides

File Edit Help

Form Number : 24Q
(See Section 192 and Rule 31A)

Form Challan Annexure I (Deductee details) Annexure II (Salary Details) Other Services of TIN

Row Number	Serial Number	Update Mode	Permanent Account Number of the employee	Name of the employee	Deductee type (Senior Citizen, Super Senior Citizen, Others)	Date from which employed with current employer in the current financial year (dd/mm/yyyy)	Date to which employed with current employer in the current financial year (dd/mm/yyyy)	Total amount of gross salary received from current employer (Sum of columns 59+60 +61 for FY 2018-19 onwards) ₹	Reported total amount of salary received from other employer(s) ₹	Total of
1	(330)		(331)	(332)		(334)	(334)	(338)	(339)	
2	1	2	3	4		6	7	8	9	
1	1	--Select--								
2	2	--Select--								
3	3	--Select--								

Message X
Enter the Row number to be deleted:

OK Cancel

1. Enter the number of row to be deleted

2. After entering number of row to be deleted, click on 'OK'

For deletion of row, click on 'Delete Row' and follow below procedure

Create File Save Add Rows Delete a Row

Regular - Preparation of Salary Statement – for challan and deductee details, refer earlier slides (contd..)

Form	Challan	Annexure I (Deductee details)	Annexure II (Salary Details)	Other Services of TIN			
Row Number	Permanent Account Number of the employee	Name of the employee	Deductee type (Senior Citizen, Super Senior Citizen, Others)	Date from which employed with current employer in the current financial year (dd/mm/yyyy)	Date to which employed with current employer in the current financial year (dd/mm/yyyy)	Total amount of gross salary received from current employer (Sum of columns 59+61 for FY 2018-19 onwards) ₹	
1	(331)	(332)	(333)	(334)	(334)		
2	3	4	5	6	7		
1			--Select-- --Select-- Women Senior Citizen Super Senior Citizen Others				

Enter valid PAN as provided by ITD. In case PAN is not available, kindly quote PANNOTAVBL, PANAPPLIED or PANINVALID

Select the deductee type from the dropdown.

Click here to insert additional no. of salary detail records

Enter other details like date from which employed, date to which employed, taxable amount by current employer, taxable amount by previous employer, other deductions if any under section 16 (ii) and (iii) etc.

Regular - Preparation of Salary Statement – for challan and deductee details, refer earlier slides (contd..)

Form	Challan	Annexure I (Deductee details)	Annexure II (Salary Details)	Other Services of TIN					
Row Number	and total of salary from other(s)	Total Amount of Salary(8+9) ₹	Total deduction under section 16(ii) ₹	Total deduction under section 16(iii) ₹	Total deduction under section 16(ia) ₹	Income Chargeable Under the Head "Salaries" [8+9-(68+11+12+13)] ₹	Income (or admissible loss) from house property reported by employee offered for TDS [section 192 (2B)] ₹	Gross total income (14+15+ 69) ₹	Aggr of Ded Section and 80C limited to in se
1	(339)		(349)	(350)	(348)	(351)	(352)	(355)	
2	9	10	11	12	13	14	15	16	
1									

Enter Standard deduction under section 16(ia)

Note:
 1. Standard deduction under section 16(ia) is applicable only for FY 2018-19 onwards.

◀
||
▶

Create File
Save
Add Rows
Delete a Row

Regular - Preparation of Salary Statement – for challan and deductee details, refer earlier slides (contd..)

Form	Challan	Annexure I (Deductee details)	Annexure II (Salary Details)	Other Services of TIN				
Row Number	Aggregate Amount of Deductions Under Sections 80C, 80CCC and 80CCD(1) (Total to be limited to amount specified in section 80CCE) ₹	Amount Deductible under Section 80CCF. Applicable for FY 2010-11 and 2011-12 only ₹	Amount Deductible under Section 80CCG. Applicable from FY 2012-13 onwards ₹	Amount deductible under any other provision(s) of Chapter VI_A (Deductible Amount) ₹	Total amount deductible under Chapter VI_A (17+18+19+ (71+73+75) (limited to Rs. 1,50,000) +77+79+81+83 +86+89+20) ₹	Total taxable income (16-21) ₹	Income-tax on total income ₹	(ii) Surcharg ₹
1				(365)	(366)	(367)	(368)	
2	17	18	19	20	21	22	23	
1								

Aggregate Amount of Deductions under Section 80C, 80CCC and 80CCD(1)(Total to be limited to 1,50,000 specified in section 80CCE

Note:

1. Deduction under section 80CCF is applicable only for FY 2010-11 and 2011-12.
2. Deduction under section 80CCG is applicable from FY 2012-13 onwards.
3. Amount field should not be left blank, instead quote amount as 0.00 if not applicable.
4. Aggregate Amount of Deductions under Section 80C, 80CCC and 80CCD(1)(Total to be limited to 1,50,000 specified in section 80CCE) is applicable only for prior to F.Y. 2018-19.

Regular - Preparation of salary Statement – for challan and deductee details, refer earlier slides (contd..)



Form	Challan	Annexure I (Deductee details)	Annexure II (Salary Details)	Other Services of TIN				
Row Number	Income-tax on total income ₹	(ii) Surcharge ₹	(iii) Health and Education cess ₹	Income Tax Relief under Section 89, when salary etc. is paid in arrear or in advance ₹	Net tax Liability [23+24+25 - (90+26)] ₹	Total Amount of tax deducted at source by the current employer for the whole year [aggregate of the amount in columns 323 of Annexure I for all the quarters in respect of each employee] ₹	Reported amount of tax deducted at source by other employer(s)/deductor(s) (income in respect of which included in computing total taxable income in column 13) ₹	Total amount of tax deducted at source for the whole year (28+29+57) ₹
1	(368)	(370)	(371)	(372)	(373)	(374)	(375)	(376)
2	23	24	25	26	27	28	29	30
1								

Enter total tax on total income, surcharge and education cess amount

Enter total amount of tax deducted during the year.

Note:

1. Amount field should not be left blank, instead quote amount as 0.00 if not applicable.
2. The existing field length of "Total Taxable Income" has been increased from 9 to 10. This will enable to input value maximum upto ` 999 crores from existing ` 99 crores.



Regular - Preparation of salary Statement

– for challan and deductee details, refer earlier slides (contd..)

Form	Challan	Annexure I (Deductee details)	Annexure II (Salary Details)	Other Services of TIN			
Row Number	Whether tax deducted at Higher rate due to non furnishing of PAN by deductee	(House rent allowance) Whether aggregate rent payment exceeds rupees one lakh	If exemption is claimed under section 10(13A), PAN of landlord 1	Name of landlord1	If exemption is claimed under section 10(13A), PAN of landlord 2	Name of landlord2	If exemption is claimed under section 10(13A), PAN of landlord 3
1	(345)	(345)	(345)		(345)		
2	32	33	34	35	36	37	
1	--Select--	--Select--	--Select--		--Select--		--Se

Select value 'Yes' or 'No' in field 'Whether tax deducted at Higher rate due to non furnishing of PAN by deductee'

Select value 'Yes' or 'No' in field '(House rent allowance) Whether aggregate rent payment exceeds rupees one lakh'.

Enter value in landlord field if 'yes' selected in field no. 33

Note:

1. Whether aggregate rent payment exceeds rupees one lakh during previous year is applicable for FY 2016-17 onwards.
2. Structurally valid PAN of the landlord must be provided. There may be landlords who have not been issued PAN, in such case if the landlords are Government organizations (i.e. Central or State), value 'GOVERNMENT' is to be mentioned in place of PAN. In case of landlords who are non-residents, in such case value 'NONRESIDENT' is to be mentioned in place of PAN and in case of landlords are neither Government organization nor non-residents, in such case value 'OTHERVALUE' is to be mentioned in place of PAN. Value under this field is to be mentioned only in case of value "Y" value present under field no. 33 of Salary details record.

Regular - Preparation of salary Statement

– for challan and deductee details, refer earlier slides (contd..)

Form	Challan	Annexure I (Deductee details)	Annexure II (Salary Details)	Other Services of TIN				
Row Number	Landlord	Whether Interest paid to the lender under the head 'Income from house property'.	PAN of lender 1, if interest on housing loan is claimed under section 24(b)	Name of lender 1, if interest on housing loan is claimed under section 24(b)	PAN of lender 2, if interest on housing loan is claimed under section 24(b)	Name of lender 2, if interest on housing loan is claimed under section 24(b)	PAN of lender 3, if interest on housing loan is claimed under section 24(b)	Name of lender 3, if interest on housing loan is claimed under section 24(b)
1		(353)	(353)	(353)	(353)	(353)	(353)	(353)
2	41	42	43	44	45	46	47	48
1		--Select--	--Select--		--Select--		--Select--	

Select value 'Yes' or 'No' in field Whether Interest paid to the lender under the head 'Income from house property'.

Enter value in lender field if 'yes' selected in field no. 42

Note:

- Whether aggregate rent payment exceeds rupees one lakh during previous year is applicable for FY 2016-17 onwards.
- Structurally valid PAN of the lender must be provided. There may be lenders who have not been issued PAN, in such case if the landlords are Government organizations (i.e. Central or State), value 'GOVERNMENT' is to be mentioned in place of PAN. In case of landlords who are non-residents, in such case value 'NONRESIDENT' is to be mentioned in place of PAN and in case of landlords are neither Government organization nor non-residents, in such case value 'OTHERVALUE' is to be mentioned in place of PAN. Value under this field is to be mentioned only in case of value "Y" value present under field no. 42 of Salary details record.



Regular - Preparation of salary Statement

– for challan and deductee details, refer earlier slides (contd..)

Form	Challan	Annexure I (Deductee details)	Annexure II (Salary Details)	Other Services of TIN			
Row Number	Whether contributions paid by the trustees of an approved superannuation fund	Name of the superannuation fund	Date from which the employee has contributed to the superannuation fund	Date to which the employee has contributed to the superannuation fund	The amount of contribution repaid on account of principal and interest	The average rate of deduction of tax during the preceding three years	The a deductee
1)						
2) 51	52	53	54	55	56	57
1	--Select--						

Select value 'Yes' or 'No' in field 'Whether contributions paid by the trustees of an approved superannuation fund'.

Enter value in filed no 52,53,54,55,56 and 57 if 'yes' selected in 'Whether contributions paid by the trustees of an approved superannuation fund'.

Create File Save Add Rows Delete a Row



Regular - Preparation of salary Statement

– for challan and deductee details, refer earlier slides (contd..)

Form		Challan		Annexure I (Deductee details)		Annexure II (Salary Details)			Other Services of TIN		
Row Number	Unpaid Salary	(a) Gross Salary as per provisions contained in sec.17(1) ₹	(b) Value of perquisites [section 17(2)] (as per FormNo.12BA, wherever applicable) ₹	(c) Profits in lieu of salary [section 17(3)] (as per Form No.12BA, wherever applicable) ₹	Travel concession or assistance [section 10(5)] ₹	Death-cum- retirement gratuity [section 10(10)] ₹	Commuted value of pension [section 10(10A)] ₹	Cash equivalent of leave salary encashment [section 10(10AA)] ₹	House rent allowance [section 10(13A)] ₹	Ar oth und	
1		(335)	(336)	(337)	(340)	(341)	(342)	(343)	(344)		
2		59	60	61	62	63	64	65	66		
1											

Total of field no. 59 , 60 and 61 will be auto –populated in field no 8 for statement pertaining to F.Y. 2018-19 onwards

Enter value in filed no 59 to 66 for statements pertaining to F.Y. 2018-19 onwards

Note:

1. Amount field should not be left blank, instead quote amount as 0.00 if notapplicable.

Create File

Save

Add Rows

Delete a Row



Regular - Preparation of salary Statement

– for challan and deductee details, refer earlier slides (contd..)

Form	Challan	Annexure I (Deductee details)	Annexure II (Salary Details)	Other Services of TIN				
Row Number	Amount of any other exemption under section 10 ₹	Total amount of exemption claimed under section 10 (62+63+64+65+66+67) ₹	Income under the head other sources offered for TDS [section 192 (2B)] ₹	Deduction in respect of life insurance premia, contributions to provident fund etc. (section 80C) (Gross Amount) ₹	Deduction in respect of life insurance premia, contributions to provident fund etc. (section 80C) (Deductible Amount) ₹	Deduction in respect of contribution to certain pension funds (section 80CCC) (Gross Amount) ₹	Deduction in respect of contribution to certain pension funds (section 80CCC) (Deductible Amount) ₹	Deduction in respect of contribution to notified pension scheme [section 80CCD(1) (Gross Amount) ₹
1	4)	(346)	(347)	(354)	(356)		(357)	
2	56	67	68	69	70	71	72	73
1								

Enter value in filed no 67 to 73 for statements pertaining to F.Y. 2018-19 onwards

Note:

1. Amount field should not be left blank, instead quote amount as 0.00 if not applicable.

Create File

Save

Add Rows

Delete a Row



Regular - Preparation of salary Statement

– for challan and deductee details, refer earlier slides (contd..)

Form	Challan	Annexure I (Deductee details)		Annexure II (Salary Details)		Other Services of TIN			
Row Number	ct ds t)	Deduction in respect of contribution by taxpayer to notified pension scheme [section 80CCD(1)] (Gross Amount) ₹	Deduction in respect of contribution by taxpayer to notified pension scheme [section 80CCD(1)] (Deductible Amount) ₹	Deduction in respect of amount paid/deposited under notified pension scheme [section 80CCD(1B)] (Gross Amount) ₹	Deduction in respect of amount paid/deposited under notified pension scheme [section 80CCD(1B)] (Deductible Amount) ₹	Deduction in respect of contribution by employer to notified pension scheme [section 80CCD(2)] (Gross Amount) ₹	Deduction in respect of contribution by employer to notified pension scheme [section 80CCD(2)] (Deductible Amount) ₹	Deduction in respect of health insurance premia (section 80D) (Gross Amount) ₹	Deduction in respect of health insurance premia (section 80D) ((Deductible Amount) ₹
1	57)		(358)		(359)		(360)		
2	73	74	75	76	77	78	79	80	
1									

Enter value in filed no 74 to 80 for statements pertaining to F.Y. 2018-19 onwards

Note:

1. Amount field should not be left blank, instead quote amount as 0.00 if not applicable
2. Two columns 'Gross Amount ' and 'Qualifying Amount' are newly added columns under C6A deduction .

Create File

Save

Add Rows

Delete a Row



Regular - Preparation of salary Statement

– for challan and deductee details, refer earlier slides (contd..)

Form	Challan	Annexure I (Deductee details)	Annexure II (Salary Details)	Other Services of TIN					
Row Number	Deduction in respect of health insurance premia (section 80D) (Deductible Amount) ₹	Deduction in respect of health insurance premia (section 80D) ((Deductible Amount) ₹	Deduction in respect of interest on loan taken for higher education (section 80E) (Gross Amount) ₹	Deduction in respect of interest on loan taken for higher education (section 80E) (Deductible Amount) ₹	Total deduction in respect of donations to certain funds, charitable institutions, etc. (section 80G) (Gross Amount) ₹	Total deduction in respect of donations to certain funds, charitable institutions, etc. (section 80G) (Qualifying Amount) ₹	Total deduction in respect of donations to certain funds, charitable institutions, etc. (section 80G) (Deductible Amount) ₹	Deduction in respect of interest on deposits in savings account (section 80TTA) (Gross Amount) ₹	
1		(361)		(362)			(363)		
2	80	81	82	83	84	85	86	87	
1									

Enter value in filed no 80 to 87 for statements pertaining to F.Y. 2018-19 onwards

Note:

1. Amount field should not be left blank, instead quote amount as 0.00 if not applicable.



Regular - Preparation of salary Statement

– for challan and deductee details, refer earlier slides (contd..)

Form	Challan	Annexure I (Deductee details)	Annexure II (Salary Details)	Other Services of TIN			
Row Number	Total deduction in respect of donations to certain funds, charitable institutions, etc. (section 80G) (Deductible Amount) ₹	Deduction in respect of interest on deposits in savings account (section 80TTA) (Gross Amount) ₹	Deduction in respect of interest on deposits in savings account (section 80TTA) (Qualifying Amount) ₹	Deduction in respect of interest on deposits in savings account (section 80TTA) (Deductible Amount) ₹	Rebate under section 87A, if applicable ₹	Amount deductible under any other provision(s) of Chapter VI_A (Gross Amount) ₹	Amount deductible under any other provision(s) of Chapter VI_A (Qualifying Amount) ₹
1	(363)			(364)	(369)		
2	86	87	88	89	90	91	92
1							

Enter value in filed no 80 to 87 for statements pertaining to F.Y. 2018-19 onwards

Note:

1. Amount field should not be left blank, instead quote amount as 0.00 if not applicable.

Create File

Save

Add Rows

Delete a Row

Regular - Preparation of salary Statement

– for challan and deductee details, refer earlier slides (contd..)

TDS/TCS Return Preparation Utility Ver. 3.6

File Edit Help

Form Number : 24Q

(See Section 192 and Rule 31A)

Form Challan Annexure I (Deductee details) Annexure II (Salary Details) Other Services of TIN

Row Number	Deduction in respect of contribution by employer to provident fund [section 80C] (Gross Amount) ₹	Deduction in respect of health insurance premia (section 80D) (Gross Amount) ₹	Deduction in respect of health insurance premia (section 80D) ((Deductible Amount) ₹	Deduction in respect of interest on loan taken for higher education (section 80E) (Gross Amount) ₹	Deduction in respect of interest on loan taken for higher education (section 80E) (Deductible Amount) ₹	Total deduction in respect of donations to certain funds, charitable institutions, etc. (section 80G) (Gross Amount) ₹	Total deduction in respect of donations to certain funds, charitable institutions, etc. (section 80G) (Qualifying Amount) ₹	Total deduction in respect of donations to certain funds, charitable institutions, etc. (section 80G) (Deductible Amount) ₹	Deduction in respect of interest on deposits in savings account (section 80TTA) (Gross Amount) ₹	Deduction in respect of interest on deposits in savings account (section 80TTA) (Qualifying Amount) ₹	Deduction in respect of interest on deposits in savings account (section 80TTA) (Deductible Amount) ₹	Rebate under section 87A, if applicable ₹	Amount deductible under any other provision(s) of Chapter VI-A (Gross Amount) ₹	Amount deductible under any other provision(s) of Chapter VI-A (Qualifying Amount) ₹	Whether opting for taxation u/s 115BAC?
1	(360)		(361)			(362)			(363)			(364)	(369)		(332B)
2	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93
1															--Select--

New field "Whether opting for taxation u/s 115BAC?" added at column no. 93

Note:

1. New field "Whether opting for taxation u/s 115BAC?" added at column no. 93 having options "Yes" and "No"..

Save Regular Statement

Form	Challan	Annexure I (Deductee details)	Other Services of TIN				
Row Number	Challan Serial No.	Update Mode For Deductee (Add / Update/ PAN Update)	BSR Code of Branch Where Tax Deposited	Date on which Tax Deposited (DD/MM/YYYY)	Transfer Voucher/ Challan Serial No.	Section Under Which Payment Made	Total TDS to be allocated among deductees as in the vertical total of col. 21 ₹
	1	2	3	(325)	4	(317)	7
1	1	--Select--			5	--Select--	

Note:

1. In case, any wrong or incorrect value which is not as per data structure is entered in the statement, FVU will generate an error file. Kindly refer the error file and make necessary changes accordingly.

After saving the file click on create file to validate the Statement and to create .fvu file

After preparing the Statement, save the return for future reference

Create File

Save

Delete a Row

Insert a Row

Validating the regular statement

Form **Challan** Annexure I (Deductee details) Other Services of TIN

Step 1 Import .csi file downloaded from [challan status enquiry](#) available on TIN website

Quarterly statement of deduction of tax under sub section (3) of section 200 of Income Tax Act, 1961 in respect of payments other than Salary made
For Quarter Ended * Q1

1. Particulars of Statement

Tax Deduction and Collect

Last Tax Deduction and Co

Permanent Account Numb

Is this a Revised Return (Y

Update Deductor Details

(Indicate only if any chan

Provide Path for Creating file Text/.FVU file

Challan Input File Name with Path

Error/Upload & Statistics Report File Path

Consolidate File Name with Path

[Click here to know procedure about filing of e-TDS/TCS statement\(s\)](#)

Step 2 Select the path where .fvu file & Form 27A is to generated

Step 3 After selecting the path where .fvu file & Form 27A needs to be saved, click on validate button

2. Particulars of Deductor (Employer)

Name *

Branch / Division (If any)

State Name

PAO Code

DDO Registration Number

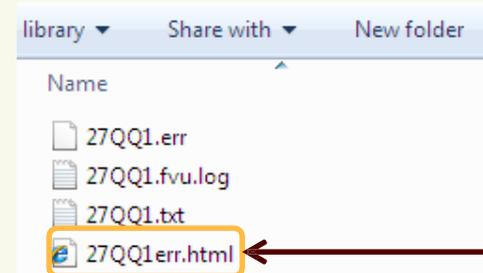
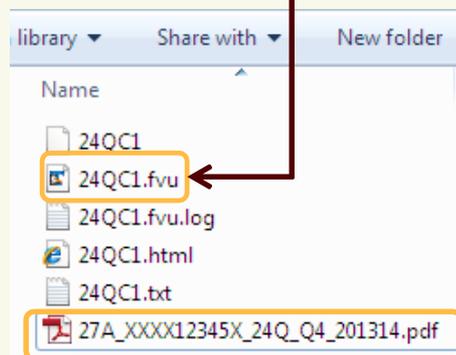
Note:

1. .csi file can be downloaded from TIN website under "[challan status enquiry](#)" option.
2. .csi file consist of challan details deposited in banks (i.e. BSR code, challan tender date & challan serial no. etc.)
3. It is mandatory to import .csi file in case of statements contains non-nilchallans.
4. .csi file to be imported only in case of challans paid through banks.

Validating the regular statement

On successful passing validations, .fvu file & Form 27A will be generated

If there are error(s) in file, the error/response file will display the error location and error code along with error description



TDS/TCS - ERROR FILE

Line No	Record Type	Statement Type	Field Name	Challan Details Record Number	Deductee/ Salary Detail No.	Error Code & Description
1	Batch	Regular	Responsible Person's Mobile Number	-	-	T-FV-2217 Mobile Number of Person Responsible should be provided for the specified Deductor Type.

Note:

1. Error file will contain details as mentioned in above example. Kindly rectify the same and then revalidate your file.
2. In error file, if record type is "Batch" then correction in "Form" page, if record type is "Challan" then correction in "Challan" page, if record type is "Deductee" then correction in "Annexure I" page and if record type is "Salary details" then correction in "Annexure II" of RPU to be done.

Preparation of correction statements

TDS/TCS Return Preparation Utility Ver. 3.2



RPU e-Tutorial

Online PAN verification facility. Apply for PAN/TAN

Help

NSDL e-Gov Quarterly e-TDS/TCS Return Preparation Utility (RPU) is a freely (free of cost) downloadable software for statement(s) pertaining to FY 2007-08 onwards.

Form No.

Select type of Statement to be prepared: Regular Correction

24Q
26Q
27Q
27EQ

Open a saved Regular file

Click to Con

Select the respective form for which the correction Statement is to be prepared

Queries / Feedback / Complaints in respect of RPU

Email us: tin_returns@nsdl.co.in

Call us: 020-2721-8080

Write to us: 5th Floor, Mantri Sterling ,Plot No. 341, Survey No. 997 /8, Model Colony, Near Deep Bungalow Chowk, Pune - 411 016.

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Help

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Message

Please import latest Consolidated TDS/TCS file to prepare correction statement.

OK

Select type of S

ction

Open a saved Regular file

Click to Continue

Queries / Feedback / Complaints in respect of RPU

Email us: tin_returns@nsdl.co.in

Call us: 020-2721-8080

Write to us: 5th Floor, Mantri Sterling ,Plot No. 341, Survey No. 9

For correction click on the Correction radio button which will pop a message, read the message and then click "OK"

Pune - 411 016.



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Preparation of Correction statements (cont.)

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Online PAN verification facility.

Apply for PAN/TAN online.

Pay taxes on

Help

NSDL e-Gov Quarterly e-TDS/TCS Return Preparation Utility (RPU) **is a freely (free of cost) downloadable software** for statement(s) pertaining to FY 2007-08 onwards.

Form No.

Select type of Statement to be prepared :

Regular

Correction

Click to open saved correction file.

Open a saved Correction file

Import Consolidated TDS/TCS file

Click to import the consolidated TDS/TCS file downloaded from TDS-CPC ([TRACES](#)) website

Queries / Feedback / Complaints in respect of RPU

Email us: tin_returns@nsdl.co.in

Call us: 020-2721-8080

Write to us: 5th Floor, Mantri Sterling ,Plot No. 341, Survey No. 997 /8, Model Colony, Near Deep Bungalow Chowk, Pune - 411 016.



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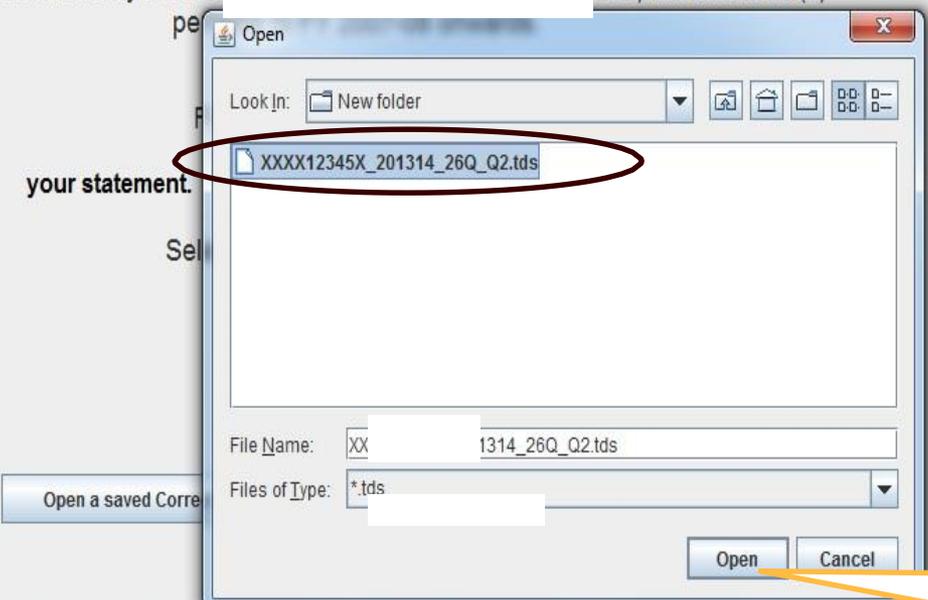
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Portal

Know More

For queries related to TDS/TCS consolidated file, Justification reports, Form 16/16A and Addition

NSDL e-Gov Quarterly e-TDS/TCS Return Preparation Utility (RPU) for statement(s)

Open a saved Corre



your statement.

Select

Open

Cancel

Addition of new Challan(s)/Transfer Voucher(s) has been discontinued for Correction Statement(s).

Select the respective consolidated file downloaded from [TRACES](#) and then click on "Open"

Note:

1. Please ensure that the latest consolidated TDS/TCS file received from [TRACES](#) is used for preparation of correction statement.

Preparation of Correction statements (cont.)



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Form	Challan	Annexure I (Deductee details)									
Row Number	Total TDS to be allocated among deductees as in the vertical total of col. 21 ₹	Interest ₹	Others ₹	Total (7+8+9) ₹	Sr. No.	Employee Reference No. Provided by Employer	Last PAN of Employee	PAN of the Employee	Name of the Employee	Date of Payment/Credit (DD/MM/YYYY)	Amount Paid/Credit ₹
									(316)	(318)	
									15	16	
1	100269.00	98							P	31/12/2012	800
2	100269.00	98							R	31/12/2012	1000
3	55000.00								Q	31/12/2012	900
4	55000.00								S	31/12/2012	1100

RPU

File Imported successfully
Statement contains unmatched Challan. The same has been highlighted in red color.
Statement contains invalid PANs. The same has been highlighted in red color.

OK

After successful import this message will be displayed. Click on OK to continue For details refer note below

- Note:**
1. System will prompt message if Statement contains unmatched challans, overbooked challans and / or invalid PANs.
 2. **What is unmatched challan?**
 - Deductor have not deposited taxes or have furnished incorrect particulars of tax payment. Unmatched challan will be highlighted in red colour.
 3. **What is overbooked challan?**
 - Payment details of TDS/TCS deposited in bank by deductor have matched with details mentioned in the TDS/TCS Statement but the amount is over claimed in the Statement. Overbooked challan will be highlighted in blue colour.

Correction – update in Deductor details

Form Challan Annexure I (Deductee details)

Quarterly statement of deduction of tax under sub section (3) of section 200 of the Income Tax Act, 1961 in respect of Salary.

For Quarter Ended * Q3

1. Particulars of Statement

Tax Deduction and Collection Account No. (TAN) *	XXXX12345A	Financial Year. *	2012-2013
Last Tax Deduction and Collection Account No.	XXXX12345A	Assessment Year *	2013-2014
Permanent Account Number. *	XXXX1234X	Type of Deductor *	Central Government
Is this a Revised Return (Yes / No)	Yes	Last Deductor Type	
Update Deductor Details	Other Deductor Details	Receipt Number of Original Return	110000000253393
(Indicate only if any change in Deductor Details)	--Select--	Receipt Number of Previous Return	110000000253393
	Other Deductor Details		

To update deductor details other than TAN, select option "Other deductor details"

Name *	ABC LYD	Ministry / Dept. Name	Central Board of Direct Taxes
Branch / Division (If any)	MUMBAI	Ministry / Dept. Name (Others)	
State Name	--Select--	DDO Code	147852
PAO Code	852963	DDO Registration Number	
PAO Registration Number		Area / Location	LOWER PAREL
Flat No. *	KAMALA MILLS	Name of Premises / Building	TIMES TOWER
Road / Street / Lane	SENAPATI BAPAT MARG	Town / City / District	MUMBAI

Note : fields marked in (*) are Mandatory

Create File

Save

Back

Correction - Challan details

Form													
Challan													
Annexure I (Deductee details)													
Sr. No.	Update Mode For Challan	Section Code	TDS ₹	Surcharge ₹	Education Cess ₹	Interest ₹	Fee ₹	Penalty/ Others ₹	Last Total Tax Deposited ₹	Total Amount Deposited as per challan / Book Adjustment (4+5+6+7+8+9)	Cheque / DD No. (if any)	Last BSR Code / 24G Receipt No.	Record No.
(301)			(302)		(303)	(304)	(305)	(306)		(307)			(308)
1	2	3	4	5	6	7	8	9	10	11	12	13	14
1	--Select--	92B	100000.00	184.00	85.00	966.00		72.00	101381.00	101381.00		5002764	5002764
2	--Select--	92B	55000.00	0.00	0.00	0.00		0.00	55000.00	55000.00		6007715	6007715
	--Select-- Update												

For update of challan select option "Update" for challan to be updated

Note:

- 1. Addition of Challan(s)/Transfer Voucher(s) has been discontinued for Correction statement(s).**
- For unmatched challans, update is allowed in all fields.
- For matched/overbooked challans, update is allowed only on fields 'Section code', 'Interest amount (col. no. 20)' and 'Others amount (col. no. 21)'.
- For overbooked challans, TDS credit, or apportioning of interest amount should be adjusted to the extent of overbooked amount.
- A single challan can be utilized across all Forms (i.e. Form 24Q, 26Q, 27Q & 27EQ). Challan date can be any date on or after 1st April of immediate previous financial year for which the return is prepared.
Example – Challan of `5000/- has been paid in Governments account. Out of `5000/-, `2500/- utilized for Q1 of Form 24Q for FY 2013-14, now remaining `2500/- can be utilized in any other quarter of for any other Form as mentioned above.

Correction – deductee details (Annexure I)

Form Challan Annexure I (Deductee details)

	Update Mode For Deductee (Add / Update/ PAN Update)	BSR Code of Branch Where Tax Deposited	Date on which Tax Deposited (DD/MM/YYYY)	Transfer Voucher/ Challan Serial No.	Section Under Which Payment Made	Total TDS to be allocated among deductees as in the vertical total of col. 21 ₹	Interest ₹	Others ₹	Total (7+8+9) ₹
	2	3	4	5	6	7	8	9	10
1	1	5002764	31/12/2012	00001	92B	100269.00	966.00	72.00	101307.00
2	1	5002764	31/12/2012	00001	92B	100269.00	966.00	72.00	101307.00
3	2	6007715	31/12/2012	00046	92B	55000.00	0.00	0.00	55000.00
4	2	6007715	31/12/2012	00046	92B	55000.00	0.00	0.00	55000.00

For update/ PAN update of deductee details select appropriate option

Note:

- In case only PAN of the deductee record is to be updated then select option “PAN Update”, otherwise select “Update” option to update other details if required.
- In case of 'C' (i.e. for higher deduction) remark in Deductee details (Annexure I), only below details will be allowed to be updated in correction statements:
 - Deductee PAN
 - Name of deductee (Applicable to all Forms)
 - Section code (For statements pertains to FY 2013-14 onwards and for all Forms)
 - Nature of remittance (Applicable only for Form 27Q)
 - Unique acknowledgement of the corresponding form no. 15CA (if available) (Applicable only for Form 27Q)
 - Country of Residence of the deductee (Applicable only for Form 27Q)
 - Grossing up indicator (Applicable only for Form 27Q)
 - Date of deduction (Applicable to all Forms)
 - Deductee/Employee Reference Number
 - Amount of Payment
 - Date of Payment
 - Whether TDS rate of TDS is IT act (a) and DTAA (b) (applicable only for Form27Q).

For addition of deductee record (s) click on the button “Insert Row” and provide the required no. of rows to be inserted

Note : fields marked in (*) are Mandatory

Correction – deductee details (Annexure I)



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Form	Challan	Annexure I (Deductee details)								
Row Number	TDS ₹	Surcharge ₹	Education Cess ₹	Total Tax Deducted (18+19+20) ₹	Last Total Tax Deducted ₹	Total Tax Deposited ₹	Last Total Tax Deposited ₹	Date of Deduction (DD/MM/YYYY)	Remarks (Reason for non-deduction / lower deduction/ higher deduction / threshold)	Deductee Code (1-Company, 2-Other than Company)
				(420)		(421)		(422)	(424)	(414)
	18	19	20	21	22	23	24	25	26	27
1	1000.00	100.00	100.00	1200.00	1200.00	5000.00	5000.00	30/09/2013	A	01
2	0.00	0.00	0.00	0.00	120.00	0.00	500.00		A	--Select--



Note:

Feature to delete the deductee record has been discontinued. In case the user wishes to nullify a deductee records/ transaction, he is required to update the amount and related fields to "0" (zero) and add new record with updated values, however, date of deduction can be nullified by pressing "Ctrl + X" button on keyboard.

Correction – Salary details (Annexure II for Form 24Q, Q4)

Form	Challan	Annexure I (Deductee details)	Annexure II (Salary Details)								
Row Number	Serial No.	Update Mode	PAN of the Employee	Name of the Employee	Deductee Type	Date From which Employed with Current Employer (DD/MM/YYYY)	Date To which Employed with Current Employer (DD/MM/YYYY)	Taxable Amount on which tax is deducted by the current employer ₹	Reported Taxable Amount on which tax is deducted by previous employer(s) ₹	Total Amount of Salary(8+9) ₹	Deduction Under Section 16 ₹
1	(328)		(329)	(330)	(331)	(332)	(332)	(333)	(334)	(335)	
2	1	2	3	4	5	6	7	8	9	10	
1	1	--Select--	AAAPP7225Q	rfefef	Women	30/12/2001	30/12/2007			15000.00	
2	2	--Select--	AAAPP7685C	rfrfrdf	Senior Citizen	30/12/2001	30/12/2007			20000.00	
3	3	--Select--	AAAPP8321R	tytryty	Others	30/12/2001	30/12/2007			25000.00	
		--Select-- PAN UPDATE DELETE									

PAN can be changed/updated by selecting "PAN Update" option. For deletion of record, select "Delete" option

Note:
 For any update in Annexure II (Salary details) other than PAN updated, delete the respective record and add new record with corrected details.

Note : fields marked in (*) are Mandatory

Correction – Salary details (Annexure II for Form 24Q, Q4) (contd)

Form	Challan	Annexure I (Deductee details)	Annexure II (Salary Details)							
Row Number	Income Chargeable Under the Head "Salaries" (10-13) ₹	Income (including loss from house property) under any Head Other than the Head " Salaries " offered for TDS [section 192(2B)] ₹	Gross Total Income (14 + 15) ₹	Aggregate Amount of Deductions Under Sections 80C, 80CCC and 80CCD(1) (Total to be limited to amount specified in section 80CCE) ₹	Amount Deductible under Section 80CCF. Applicable for FY 2010-11 and 2011-12 only ₹	Amount Deductible under Section 80CCG. Applicable from FY 2012-13 onwards ₹	Amount Deductible Under any other Provision(s) of Chapter VI-A ₹	Total Amount Deductible Under Chapter VI-A (17+18+19+20) ₹	Total Taxal Income (16-21) ₹	
1	(338)	(339)	(340)					(343)		
2	14	15	16	17	18	19	20	21		

Deduction amount allowed under section 80CCE has been enhanced from ₹1,00,000 to ₹1,50,000

Note:

1. Deduction under section 80CCF is applicable only for FY 2010-11 and 2011-12.
2. Deduction under section 80CCG is applicable from FY 2012-13 onwards.
3. Amount field should not be left blank, instead quote amount as 0.00 if not applicable.
4. Revised amount of ₹1,50,000 allowed under section 80CCE is applicable for statement pertaining to F.Y 2014-15 onwards.

Note : fields marked in (*) are Mandatory

Save the Correction Statement

Form	Challan	Annexure I (Deductee details)	Annexure II (Salary Details)							
Row Number	TDS ₹	Surcharge ₹	Education Cess ₹	Total Tax Deducted (18+19+20) ₹	Last Total Tax Deducted ₹	Total Tax Deposited ₹	Last Total Tax Deposited ₹	Date of Deduction (DD/MM/YYYY)	Remarks (Reason for non-deduction / lower deduction / higher deduction)	Certificate number issued by Assessing Officer u/s 197 for non-deduction / lower deduction
	(321)		(322)	(323)		(324)		(319)	(326)	(327)
	18	19	20	21	22	23	24	25	26	27
1	200.00	10.00	10.00	220.00	220.00	3000.00	3000.00	31/03/2014	A	1234AB567C
2	1200.00	30.00	30.00	1260.00	1260.00	1500.00	1500.00	31/03/2014	C	1234AB567C
3	500.00	20.00	20.00	540.00	540.00	4000.00	4000.00	31/03/2014	B	1234AB567C

In case of 'C' remark under Deductee details update of Total Tax Deposited is also allowed

Note:

1. In case, any wrong or incorrect value which is not as per data structure is entered in the correction Statement, FVU will generate an error file. Kindly refer the error file and make necessary changes accordingly.

After saving the file click on create file to validate the Statement and to create .fvu file

After preparing correction statement, save the Statement for future reference

Validating correction statement

Form | Challan | Annexure I (Deductee details) | Annexure II (Salary Details)

Row Number	TDS ₹	Surcharge ₹	Education Cess ₹	Total Tax Deducted (18+19+20) ₹	Last Total Tax Deducted ₹	Total Tax Deposited ₹	Last Total Tax Deposited ₹	Date of Deduction (DD/MM/YYYY)	Remarks (Reason for non-deduction / Lower deduction)	Certificate Issue by Assessing Officer 15 197 for production
	(321)		(322)	(323)		(324)		(319)	(326)	
	18	19	20	21	22	23	24	25	26	
1	200.00								A	
2	1200.00								C	1234AB567C
3	500.00								D	1234AB567C

Provide Path for Creating file Text/.FVU file

Challan Input File Name with Path

Error/Upload & Statistics Report File Path

Consolidate File Name with Path

Step 1
Import .csi file downloaded from [challan status enquiry](#) available on TIN website

Step 2
Select the path where .fvu & Form 27A is to be generated

Step 3
Select consolidated file received from [TRACES](#)

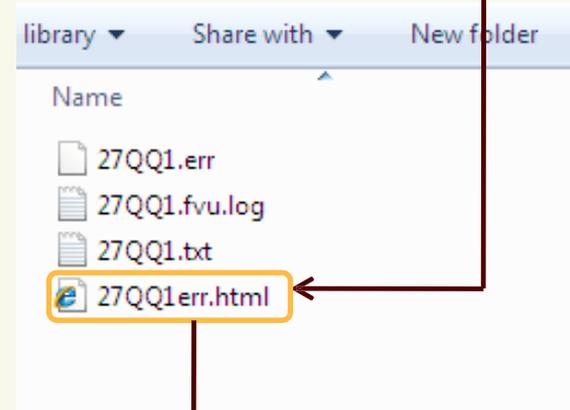
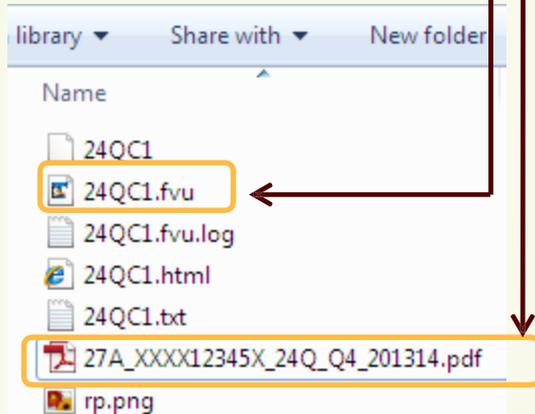
Step 4
After selecting the path where .fvu file & Form 27A needs to be saved, click on validate button

Note:

- .csi file can be downloaded from TIN website under "[challan status enquiry – TAN Based View](#)" option.
- .csi file consist of challan details deposited in banks (i.e. BSR code, challan tender date & challan serial no. etc.)
- It is mandatory to import .csi file in case of statement scontainsnon-nil challans.
- .csi file will not be applicable in case TDS/TCS is deposited through transfer voucher.
- To download .csi file [click here](#).

On successful passing validations, .fvu file & Form 27A will be generated

If there are error(s) in file, the error/response file will display the error location and error code along with error description

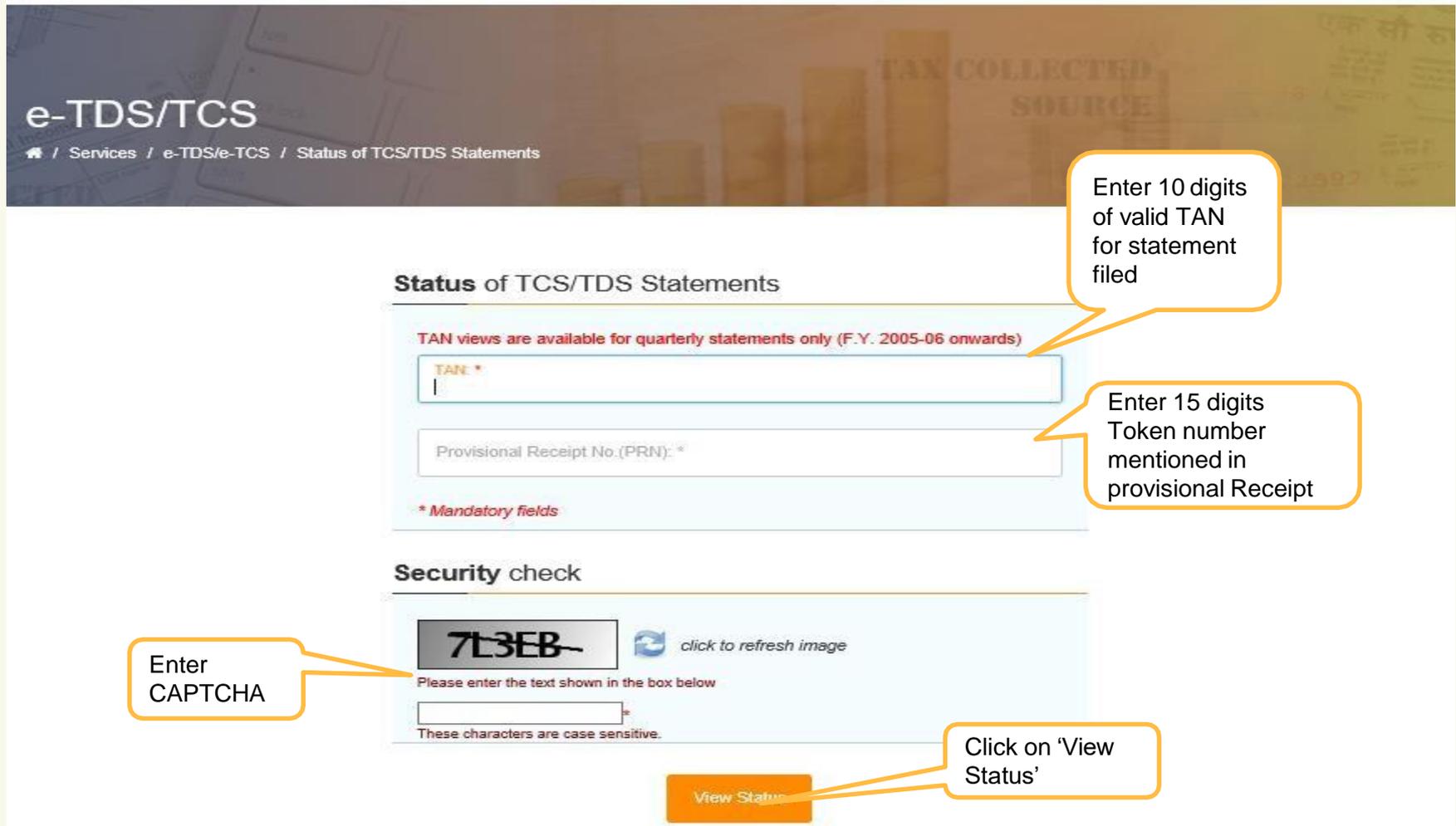


Note:

1. In case file has any error(s), FVU will give report of error(s). Rectify the error(s) and validate the file again.

Check status of your statement

After filing of your TDS/TCS statement(s), you may check status of your statement(s) (i.e. whether accepted or rejected) at TIN Central System.



e-TDS/TCS
Home / Services / e-TDS/e-TCS / Status of TCS/TDS Statements

Status of TCS/TDS Statements

TAN views are available for quarterly statements only (F.Y. 2005-06 onwards)

TAN *

Provisional Receipt No.(PRN): *

* Mandatory fields

Security check

7L3EB  click to refresh image

Please enter the text shown in the box below

These characters are case sensitive.

View Status

Enter 10 digits of valid TAN for statement filed

Enter 15 digits Token number mentioned in provisional Receipt

Enter CAPTCHA

Click on 'View Status'

Version 1.7.8

Duly signed request letter on companies letterhead of deductor/collector, stating cancellation of paper TDS/TCS statement is to be submitted to TIN-FC along with below details.

- Copy of provisional receipt of original TDS/TCS statement (which is to be cancelled).
- Electronic regular TDS/TCS statement with the same TAN, Form, Period and Financial Year in computer media.
- Duly signed physical Form 27A.



e-TDS/TCS Statements can be filed with any of the [TIN-FCs](#) managed by NSDL e-Gov or e-filing portal.

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THE END