

Guide for Uploading TDS Returns on the Income Tax Portal

Sometimes navigating and uploading a TDS return on the TRACES portal can be difficult for some of the taxpayers. Complying with the data procedure too has been found tedious by many. Therefore, to ease the process the [income tax department](#) has provided for uploading the return on their own website, which we cover in detail in this article.

1. Prerequisites for uploading TDS returns

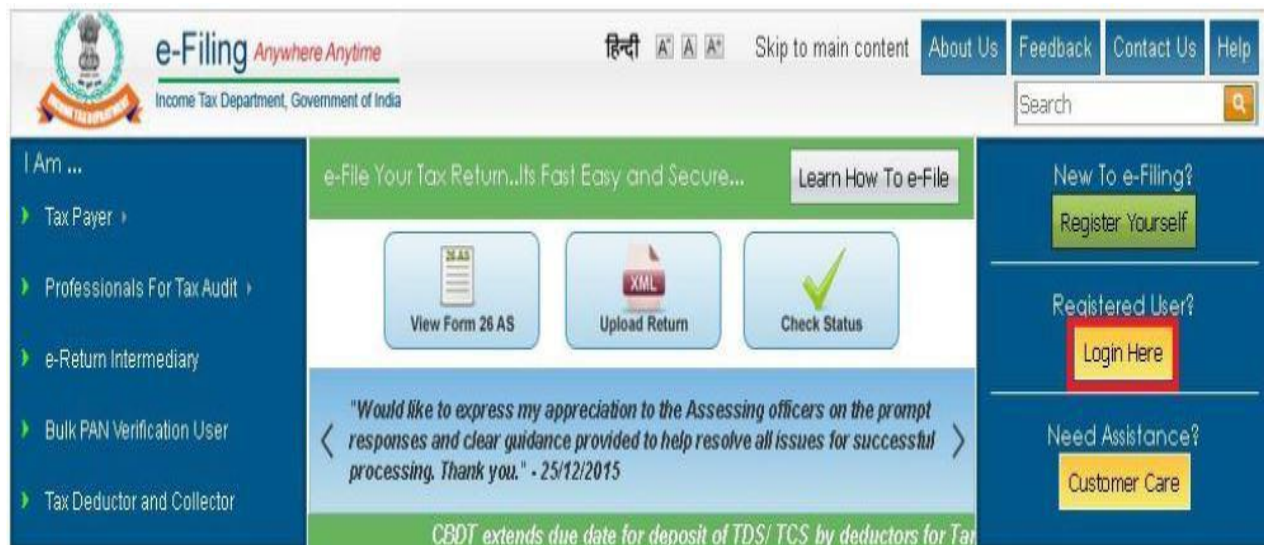
Before you start uploading the return, you must ensure the following.

- You must hold a valid TAN and it should be registered for e-filing
- Your TDS statements should be prepared using Return Preparation Utility (RPU) and validated using File Validation Utility (FVU)
- You can prepare your returns in an easy manner using [ClearTDS](#)
- You should have a valid DSC registered for e-filing if you wish to upload using DSC
- The principal contact's bank account or demat account details should be provided or the principal contact's PAN should be linked with Aadhar if you wish to upload using EVC

2. How to upload TDS statements on income tax portal





Here is a step-by-step guide on uploading TDS statements on the income tax website: **Step**

1: Go to <http://incometaxindiaefiling.gov.in/> and click on 'Login Here'.



Step 2: Enter your login credentials and click on 'Login'. Your user ID will be your TAN.

Login

User ID *	<input type="text"/>
Password *	<input type="password"/>
Captcha Code	
Image	  
Enter the number as in above image *	<input type="text"/>
<div>Login</div> Forgot Password?	
New Users? Register Now Resend Activation Link	
 e-Filing Login Through NetBanking	

Step 3: Once you've logged in, click on the 'Upload TDS' option under the TDS tab.

Dashboard My Account e-File Profile Settings Worklist TDS		
Quick Link <ul style="list-style-type: none">Change PasswordUpdate Contact DetailsChange Secret Question/Answer	Navigation Trail: Dashboard	<div>Upload TDS</div> <div>View Filed TDS</div>
<div>IMPORTANT !!!</div> <div>Please make sure you have the correct Email ID and Mobile Number against your profile. These details are important and will be used for all communications.</div> <div>To update the details, please go to the menu "Profile Settings/My Profile"</div>		

Step 4: You will be provided with a form where you will need to select the correct details. Once the details are selected, click on Validate.

Statement Details

TAN	<input type="text" value=""/>
FVU Version *	FVU 5.1 ▼
Financial Year *	2016-17 ▼
Form Name *	FORM NO.24Q - Quarter ▼
Quarter *	Q1 ▼
Upload Type *	Regular ▼
<div>Validate</div>	

Note that TDS statements can be uploaded only from FY 2010-11 and only regular statements can be uploaded on the income tax website. **Step 5:** The returns can be validated through the following modes: **Step 5a:** Validate using DSC or Digital Signature Certificate. The TDS statements can be uploaded using DSC. To upload using DSC, first upload the TDS zip file and also attach the digital signature file. Then, click on Upload.

Upload TDS Return

TAN

FVU Version

Financial Year

Form Name

Quarter

Upload Type

Upload TDS(.zip) File *

No file selected.



Click here to download the DSC Utility



Steps to Digitally Sign the Form:

- ♦ Download the "ITD e-Filing DSC Management Utility".
- ♦ Generate the signature file. Follow the instructions in the Utility.
- ♦ Attach the generated signature file.

Note: The generated signature file is valid only for one transaction.

Attach the Signature file *

Browse...

No file selected.

Upload

Once the TDS statement is uploaded, a success message will appear on the screen and a confirmation mail will be sent to your registered email ID.

Upload TDS Successful

Step 1: Enter Statement Details

Step 2: Upload File

Step 3: Upload Successful

Your TDS return have been uploaded successfully and the Transaction ID is:
[REDACTED] In case of any queries, please contact 1800 4250 0025.

An e-mail confirming the successful upload of your e-filing has been sent to
[REDACTED]@gmail.com

Kindly login after 24 hours to check the status of your Filing using the token number
3[REDACTED]15

Step 5b: Validate using EVC or Electronic Verification Code. After step 4, if you haven't generated a DSC, you will be able to validate the TDS statements using an electronic verification code (EVC). Upload the TDS zip file and click on 'Click here to E-verify'.

Upload TDS

Step 1: Enter Statement Details

Step 2: Upload File

Step 3: Upload Successful

Upload TDS Return

TAN

[REDACTED]

FVU Version

FVU 5.1

Financial Year

201617

Form Name

24Q

Quarter

Q1

Upload Type

R

Upload TDS(.zip) File *

Browse...

No file selected.

Click here to E-verify

Upload

The next screen will give you the option to use an EVC already generated or generate a new EVC.


Everify TDS return

Select one of the options given below by clicking on that option

Option1 - I already have an EVC to e-Verify the Form.

Option2 - I do not have an EVC and I would like to generate EVC to e-Verify my Form

Option3 - I would like to generate Aadhaar OTP to e-Verify the Form

 **Note : You will not be able to submit your form without a valid EVC or Digital Signature.**

Select the relevant option, enter the EVC and click on 'Submit'.

EVC (Electronic Verification Code)

.....

Submit

Cancel