Western India Regional Council of The Institute of Chartered Accountants of India

Presentation on

E-Filing of TDS Returns



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Deduct

Ascertain of TDS Liabilities – As Per Provisions Of Ch. XVII-B

- T.D.S. on salary is required to be made only if the income chargeable under the head salary after giving set –off for loss under the head income from property and permissible deductions under Chapter – VI–B, exceeds the threshold limit.
- However, for all other payments the liability for T.D.S. arises only if the amount of payment exceeds the limit/limits prescribed under the respective provisions of the law.

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TDS Payment within due date

Due dates for payment of TDS						
	Amount paid / credited	Due date of deposit of TDS				
	Without Challan	Same day				
Govt. Office	With Challan	7th of the next month				
	On perquisites opt to be deposited by the employer	7th of the next month				
Others	In the month of March	30-Apr				
	In other months	7th of the next month				

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By Filing E-TDS Return

Due Date of Filing TDS Statement

	New Date (Wef- 01/06/16)	Old For Non Government)
Quarter 1	31st July	15th July
Quarter 2	31st October	15th October
Quarter 3	31st January	15 th January
Quarter 4	31st May	15th May

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TDS – **Three Dee System**



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Preparation of e-TDS returns

 The e-TDS returns have to be prepared according to the *data structure* prescribed by e-TDS administrator.

This is necessary so that the data structure of e-TDS returns is compatible with the departmental application software for processing the same.

 The prescribed data structure can be downloaded from this website as also of NSDL.

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Preparation of e-TDS returns

Type of E-TDS returns

Type of Return	Purpose
Form 24Q	For salary payments
Form 26Q	For all other payments to resident
Form 27Q	For all other payments to non- resident



<u>Penalty for late filing or non-</u> <u>filing TDS statement</u>

- Non filing or late filing of TDS return or TDS statement shall invite two penal consequence as the Finance Bill 2012–13 has inserted two new provisions
 - Fee for late filing : section 234E- Rs 200/- for every day during which the failure continues.
 - Penalty for late filing or Non filing of TDS statement as per section 271H. – Deductor shall pay penalty of minimum Rs 10,000 to Rs 1 lakh for not filing the TDS statement within one year from the specified date within which he was supposed to file the statement.

Processing of TDS Return before 31st October, 2012

Processing of TDS Return before 31st October, 2012



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Processing of TDS Return after 31st October, 2012

Processing of TDS Return after 31st October, 2012



Matching of Challan

- Following Payment details of TDS deposited in bank by deductor should matched with the payment details mentioned in the TDS statement filed by the deductors
 - Financial Year (However one Challan can be
 - use for two consecutive Year
 - BSR Code
 - Challan Identification Number
 - Challan Date
 - Amount

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Status of Booking

		Status of Booking After Matching of Challan
Legend	Description	Definition
U	Unmatched	Deductors have not deposited taxes or have furnished incorrect
		particulars of tax payment. Final credit will be reflected only
		when payment details in bank match with details of deposit in
		TDS / TCS statement
Р	Provisional	Provisional tax credit is effected only for TDS / TCS Statements
		filed by Government deductors."P" status will be changed to
		Final (F) on verification of payment details submitted by Pay and
		Accounts Officer (PAO)
F	Final	In case of non-government deductors, payment details of TDS /
		TCS deposited in bank by deductor have matched with the
		payment details mentioned in the TDS / TCS statement filed by
		the deductors. In case of government deductors, details of TDS /
		TCS booked in Government
0	Overbooked	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. Final (F) credit will
		be reflected only when deductor reduces claimed amount in the
		statement or makes new payment for excess amount claimed in
		the statement

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- One can download Return Preparing Utility (RPU) from NSDL site
- In All Types of TDS Return that is Form 24Q, 26Q and 27Q except for Quarter 4 of Any Financial Year of Form 24Q there are three
 - part.
- In Quarter 4 of Any Financial Year of Form 24Q there are four part.
- The First three part is same in all return.

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Part-I :- FORM - Contain details of the Deductor

		Form No. 24Q (See section 192 and)	rule 31A)		Print	Help
orm Challan Annexure I	Annexure II					
Quarterly statement of deduction o	f tax under sub section (3) o	of section 200 of the Incom	e Tax Act, 1961 in respect of Salary			BACK
	For Quarter Ended *	Q4 🔻	(Year) Form No. * 24	Q		
1. Particulars of Return						-
Tax Deduction and Collection A	ccount No.(TAN) *		Financial Year *	Select		-
Last Tax Deduction and Collect	ion Account No.		Assessment Year *			
Permanent Account Number *			Type of Deductor *	Select		-
Is This a Revised Return (Yes/	No) *	1	Last Deductor Type			
Update Deductor Details		-	Receipt No. of Original Return			
(Indicate only if any change	in Deductor Details)		Receipt No. of Previous Return			
-2 Particulars of Deductor	(Employer)					
Name *			Ministry / Dept. Name	Salast		_
Branch / Division (if any)			Ministry / Dept. Name (Others)			-
State Name	Coloct	_	DDO Code			
PAO Code	Seleci	<u> </u>	DDO Registration Number			\dashv
PAO Registration Number			TAN Registration Number			_
Elat No. *						-
Area (Location			Name of Premises / Building			_
Read / Street / Lano			Town / City / District			
Din ondo *			State *	Select		픽
			E-mail		T	
Telephone No.			Since Last Return *	Select		-
2. Destinutes of the D	December 6 D					
- 3. Particulars of the Perso	n Responsible for Ded	uction of Tax				
Name ^			Area / Location			
Designation *			Town / City / District			
	Save		Open		Create File	
	Juve	· · · · · · · · · · · · · · ·				

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Part-II :- Challan - Contain details of the Challan

					(Se	Form Nee section 19	o. 24Q)2 and rule	31A)				Print		Help
For	n Challar	Annexu	ıre I Anı	nexure II										
											Insert R	ow	Delete F	low
	Sr. No.	Updation Mode For Challan	Section Code	TDS `	Surcharge	Education Cess	Interest	Others	Last Total Tax Deposited `	Total Tax Deposited (302+303+304+30 5+306)	Cheque / DD No. (if any)	Last BSR Code/ 24G Receipt No.	BSR Code/ 24G Receipt No.	La: w D
	(301)			(302)	(303)	(304)	(305)	(306)		(307)	(308)		(309)	
	1	2	3	4	5	6	7	8	9	10	11	12	13	
L														
				Save	1			Open	1		Сте	ate File	1	

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Part-III :- Annexure I - Contain details of the Deductee /

					(See	Form No. 3 section 192 a	24Q and rule 31A)				Print		Help
F	Form C	hallan A	nnexure										
	onn'i o										Insert Row	Dele	te Row
	Row Number	Challan Serial No.	Updation Mode For Deductee (Add/ Delete/ Update/ PAN Update)	BSR Code of Branch Where Tax Deposited	Date on which Tax Deposited (DD/MM/YYYY)	Transfer Voucher/Chal Ian Serial No.	Section Under Which Payment Made	Total TDS to be allocated among deductees as in vertical total of col 323	Interest `	Others	. Total (7+8+9) `	Sr.No.	En Refr Pro En
												(313)	
		1	2	3	4	5	6	7	8	9	10	11	
	•												*
				Sav	e		(Open			Create File		

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Part-IV :- Annexure II - Contain full year salary details of the Employee

				l (See sec	Form No. 24Q ction 192 and rul	e 31A)			Print	Hel	<u> </u>
Form Ch	allan Anne	xure I A	nnexure II								
									Insert Row	Delete Row	
Row Number	Serial Number	Updation Mode	PAN of the Employee	Name of Date Employee	Should be of Form Deductee Type	Date From at DD/MM////// with Current Employer	Date To which eg 13/08/2005, Current Employer	Total Amount of Salary	Deduction Under Section 16 (ii) `	Deduction Under Section 16 (iii)	
1	(327)		(328)	(329)	(330)	(331)	(331)	(332)			
2	1	2	3	4	5	6	7	8	9	10	
•								-			_
			Save			Open		R.	J. Soni	& Associa	tes

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Creating FVU file

rovide Path for Creating	g file Text/.FVU fil	9	
nput File name with Path fo CSI file	r		Browse
Consolidated File Path (.tds Applicable only for Correcti Statements	s file) - on		Browse
Error/Upload _Statistic Rep File Path *	ort		Browse
	Validate	Exit	

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Checklist of E- Return

Deductor

Verify TAN
Verify Deductor Category
Deductee
Verify PAN
Verify Details of Deduction (Rate, Amount, Date)
Challan

Challan duly confirmed on OLTAS

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Correction Statements

- ✓ Deductor/collector is required to furnish one regular TDS/TCS statement for a particular TAN, Form, Financial year and quarter. In case there are any additions/updations to be made to the details of the regular statement accepted at the TIN central system, the same should be done by furnishing a correction statement.
- In case of deficiencies in the accepted regular TDS/TCS statement such as incorrect challan details or PAN not provided or provided incorrectly, the tax credit will not reflect in the Form 26AS of the deductees in your statement.
- To facilitate correct credit in Form 26AS of the deductees you are required to remove deficiencies, if any, in the accepted regular TDS/TCS statement by filing a correction statement.

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Correction Statements

- A correction TDS/TCS statement can be furnished multiple times to incorporate changes in the regular TDS/TCS statement whereas a regular TDS/TCS statement will be accepted at the TIN central system only once
- The following points to kept in mind while preparing correction statement more than once on the same regular statement:
 - The TDS/TCS statement on which correction is to be prepared should be updated with details as per all previous corrections.
 - Modifications/addition/deletion in correction statements accepted at the TIN central system only should be considered. R.J. Soni & Associates

Different Types of Corrections

Name	Type of Correction
C1	Update deductor details such as Name, Address of Deductor
C2	Update challan details such as challan serial no., BSR code, challan tender date, challan amounts etc.
C3	Update/delete /add deductee details.
C4	Add / delete salary detail records.
C5	Update PAN of the deductee or employee in deductee/salary details
C9	Add a new challan and underlying deductees.

There is no need to file separate statements for different types of corrections. In case you need to update or add different deductees / challans in the same statement, it can be done in a single correction



Prerequisites for furnishing a correction Statement

- Check the status of the regular statement on the TIN website by entering the TAN and PRN at <u>https://onlineservices.tin.nsdl.com/TIN/JSP/tds/l</u> <u>inktoUnAuthorizedInput.jsp</u>
- Correction statement should be prepared only if the corresponding regular statement has been accepted at the TIN central system.
- Conso file of the corresponding accepted regular statement should be available for preparing a correction statement
- Provisional receipt of the corresponding accepted regular statement should be available.

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TDS Reconciliation Analysis and Correction Enabling System



TRACES is a web-based application of the Income Tax Department that provides an interface to all stakeholders associated with TDS administration. It enables viewing of challan status, downloading of NSDL Conso File, Justification Report and Form 16 / 16A as well as viewing of annual tax credit statements (Form 26AS).

> Highlights of the Portal

- Download NSDL Conso File
- Download Justification Report
- View / Download Form 26AS
- Download Form 16 / 16A
- View Challan Status
- Manage Profile

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TDS Reconciliation Analysis and Correction Enabling System



 Deductors / Collectors and Tax Payers will have to register on TRACES to create their account and view functionalities enabled for each user. Deductors / collectors will be able to view the status of challans.
 TRACES also enables deductors / collectors to view TDS / TCS credit and verify PAN of Tax Payers linked to the deductor / collector.

Tax Payers will be able to view the annual tax credit for their PAN for the TDS / TCS amount deducted by deductors (Form 26AS). Tax Payers can also view if deductor has filed statement for a particular FY and Quarter and whether their PAN is included in the statement filed by deductor.

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 Registration on TRACES for New User
 Users will be able to login to TRACES after successful registration. The detailed procedure for registration and login is laid out in e-Tutorial on Deductor Registration and Login.

 The portal aims to improve the overall service levels for deductors and tax payers by providing an interface with a range of online services accessible by users anytime,

anywhere.

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NSDL Conso File

 It is the consolidated data of the statements processed (regular & correction) for the relevant Financial Year, Quarter and Form Type

One should download the latest conso file to filoe correction return

 The detailed procedure for downloading NSDL conso file is laid out in <u>e-Tutorial on NSDL</u> <u>Conso File download.</u>

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Form No. 16A

- With a view to streamline the TDS procedures, including proper administration of the Act, the Board had issued Circular No. 03/2011 dated 13.05.2011 and Circular No. 01/2012 dated 09.04.2012 making it mandatory for all deductors to issue TDS certificate in Form No. 16A after generating and downloading the same from "TDS Reconciliation Analysis and Correction Enabling System"
- TDS certificate in Form No. 16A is to be issued quarterly
- The detailed procedure for downloading Form 16A file is laid out in <u>e-Tutorial on Download Form 16A</u>.

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Form No. 16

TDS Certificate in Form No 16 as notified vide Notification No. 11/2013 dated 19.02.2013 has two parts viz Part A and Part B (Annexure). Part A contains details of tax deduction and deposit and Part B (Annexure) contains details of income. Part A of Form No. 16 shall be issued by all the deductors, only by generating it through TRACES Portal whereas Part B (Annexure)' of Form No. 16 shall be prepared by the deductor manually TDS certificate in Form No. 16 is to be issued annually The detailed procedure for downloading Form 16 file is laid out in e-Tutorial on Download Form 16.

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Justification Report

This document consists of various defaults / errors identified by the Income Tax Department (ITD) while processing the statement filed by deductor during a particular quarter of a financial year. It provides detailed information about the defaults / errors that needs to be rectified by deductor by filing correction statement and payment of the necessary interest / fees / other dues. ✓ Deductor can also provide clarification for any of the errors identified. The detailed procedure for downloading **Justification** Report v file is laid out in e-Tutorial on Download Justification Report .

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Filing of TDS Return

The deductors should prepare their e–TDS return as per the above procedure, store the data on a CD ROM, Pen Drive enclose the *Form 27A* in paper format and submit these at any of the front offices of NSDL (TIN–FC center)

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Scheme for Online Filing of TDS

<u>returns</u>

- Online upload of electronic statement facility can be used for upload of quarterly e-TDS/TCS statements (F.Y. 2011-12 Onwards). To avail this facility one should posses following things.
 - Valid TAN
 - Digital Signature Certificate(DSC)TRACES Login ID of the DeductorPAN Based Efiling Login ID and Password onIncomeTaxEfilingsite(incometaxindiaefiling.gov.in)

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Step 1 - Login & Registration - TRACES Login



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TAN of Organisation	
PAN of Organisation	THE CONTRACT OF CONTRACT.
PAN of Authorised Person	

Please click on below button to navigate to E-Filing Website to register your TAN.

Redirect

Please check if Pop up blocker is disabled in your browser settings or not. If not please disable the same for using this functionality

Click on Redirect

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Step 1 - Login & Registration - Submit Form

Zero Lend

_	_	_	_	_	

Hear ID

Password Details

Password *

Confirm Password *

Primary	Secret	Ques	10

Primary Secret Answer *

Secondary Secret Question *

Secondary Secret Answer*

Authorized person Details

PAN	*	

Designation *

Surname *

Middle Name

First Name

Date of Birth *

Aadhaar Number

Mobile Number of the Principal Contact *

Secondary Mobile Number

E-mail ID of the Principal Contact *

Secondary E-mail ID

Organization Details

Organization Name

Date of TAN Allotment (DD/MM/YYYY)

PAN of the Organization

Organization Name / Surname (As in PAN)

Reasons if PAN not Available *

AIN /BIN *

Please select the files to upload *
TAN allotment letter .
Letterhead authorizing DDO for



+91

+91

User ld will be TAN Number

Authorizes Person will be the Individual whose DSC is registered on TRACES

> In Case of Government Deductor who does not have PAN

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Step 1 - Login & Registration - Submit Form

Please select the files to upload *

Letterhead authorizing DDO for

this purpose.

(PAN card copy of Authorized Officer) (PAN card copy of Authorized person OR Passport copy of Authorized person)

Attachment in PDF Format *

Landline Number *

Fax Number *



Corporate Office Postal Address

Flat/Door/Building *	
Road/Street	10/00 - 411
Area/Locality *	
Town/City/District *	
Pincode *	
State *	
Country *	INDIA
Subscribe to E-mail and Alerts —	
	Enable Alerts
	Subscribe to Mailing List
Captcha Code	
Image	20077 2 🕢
Enter the number as in above image *	025187
	Submit

In Case of Government Deductor it is compulsory to Upload Copy of TAN Allotment Letter or DDO Authorization letter

Click on Submit

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Step 1 – Login & Registration – Submit Form

Registration Form - Tax Deductor and Collector Registration

Step 1: Enter Basic Details

Step 2: Registration Form

Step 3: Registration Successful

Thank you for registering in e-Filing. Your Transaction ID is 2955913131.

Your Registration request has been forwarded to the PAN of the Organization

PAN of the Organization must login. Navigate to Work list and approve the request.

On approval, a link to activate your account will be emailed to

To activate your e-Filing account Please click on activation link and enter the OTP PIN received in your mobile number.

To Login to the e-Filing, you must activate your account. In case of any queries, please contact 1800-4250-0025.

Always Remember

- Your User ID to access the application will be your TAN.
- Do not share your User ID and Password with anyone.
- In case you notice any fraudulent activity, please call 1800 4250 0025

On successful Registration the Request is send for Approval from Organization PAN Efiling Login

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Step 1 – Login & Registration – Income Tax login

Tax Deductor and Collector Registered Details

Details of Authorized person		
PAN	Ductora	
Name		Verify the detail of
Date of Birth	15/10/1978	Authorizo Dorson Entor
Aadhaar Number		Authorize Person, Enter
Designation	Director	the Comment and Click
Mobile Number	+	
Secondary Mobile Number		on Approve
E-mail ID		
Secondary E-mail ID		
Details of Organization		
Organization Name		
Date of TAN Allotment	29/01/2014	
Landline Number	the second second	
Fax number	101-00-100-100-000	e-Filing Annexe Annexe at a star Ship to man content About the Pandhast Contact Us Hele
Postal Address of Organization		Weizuns Weizuns Hard 100 Hard 110 Hard
Flat/Door/Building		Destilizant: Ny Account & File Compliance: Downloads Profile Settings My Registed Ltd : Wontant Helpdeck :
Road/Street		Uptoart Resen Iss: Deductor and Collector Registered Defails
Area/ Locality		Veer Fam 2645 (far. Crvit) Paul&coord has been approved successfully. Paul&coord found The records found
Town/City/District	MUMBAI	Galactere Governade
Pin code		
State	MAHARASHTRA	On Successful approval activation link
Comments *	Approve	will be email to the authorize person and PIN will be send via SMS

Back

Approve

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Step 2 – Post Login – Select Upload TDS

Dar

			click Upload TDS
Dashboard My Account + e-Fili	e - Profile Settings - Worklist -	Upload TDS	
ovick Link	Dashboard	View Filed TDS	
Change Password Undate Contect Details			
Change Secret Cuestion/Answer	33	•	
		IMPORTANT III	
	Please make sure you have details are important and w	the correct Email ID and Mobile Number again III be used for all communications.	st your profile. These
	To update the details, pleas	e go to the menu "Profile Settings/My Profile"	

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Step 4 – Generation of Signature

	Linload XMI	Browse the FV
-	opioid XME	file
elect the XML file to be signed *	Browse XI	ML file
		Calast LICD
	DSC Details	Select USB
elect the type of Digital Signature Certificate *	🔘 .pfx file 🕥 USB token	Enter Token
iect your certificate keystore file(.PFX/P12) =	(b)	PIN
ter the password for your private key "	Input Planning	
lect USB token Certificate *	Senation	
		DI Soni & Accori

Step 5 - Upload TDS Return

TAN	TANS12345A
FVU Version	FVU 4.9
Assessment Year	201415
Form Name	24Q
Quarter	Q2
Upload Type	R
Upload TDS(.zip) File *	Choose File No file chosen
Click here	to download the DSC Utility 🧭
 Steps to Digitally Sign th Download the "ITD e-F Generate the signature 	ne Form: iling DSC Management Utility". 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 *

Choose File No file cho

Upload

Browse TDS FVU

Browse Signature File

Click Upload

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Step 6- View Filed TDS Return Details

Upload TDS Successful

Step 1: E	Enter S	statem	ent D	etails
-----------	---------	--------	-------	--------

Step 2: Upload File

Step 3: Upload Successful

Your TDS return have been uploaded successfully and the Transaction ID is: 10000090063. 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 demo@gmail.com

Upload TDS

View Filed TDS

Kindly login after 24 hours to check the status of your Filing using the token number 3111111415

Jashboard My Account - e-File - Profile Settings - Worklist - TDS -

Quick Link	Navigation Trail
O Change Password	Dashboard
O Update Contact Details	

O Change Secret Guestion/Answer

View Filed TDS Returns

TAN	T	
Assessment Year *	Select	•
Form Name *	Select	٠
Quarter *	Select	

Statement Details

Click View Filed

TDS

Status of Statement Filed

View Filed TDS Returns

TAN	TANS12345A	Assessment Year	201617	Form Name	24Q	Quarter	Q1
S.No	Transaction No	Filed On	Upload Type	Token	Number	Stat	us
1	10000060045	16/03/2016	R	311111317		Accep	oted

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Get rid of DEDUCTION AT SOULCE TDS: Fill up Form 15G/H

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What is Form 15G/H

Under section 197A of the Income Tax Act 1961, Form 15G/ H is a selfdeclaration, which is provided by a person resident in India (not being a Company or Firm) to their deductor that the tax on his estimated total income of the previous year, in which such income is to be included in computing his total income, will be NIL.

The Declaration can be made in the following Forms:
 Form 15H - For Senior Citizens
 Form 15G - For other than Senior Citizens





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Notifications & Gist

- CBDT has vide Notification No. 76/2015, Dated : September 29, 2015 revised Rule 29C of Income Tax Rules, 1962; (*w.e.f October 01, 2015*)
 - Under the simplified procedure, a payee / an individual can submit the self-declaration either in paper form or electronically.
 - The Deductor shall will not deduct tax and will allot a unique identification number to each Form 15G & 15H either filed electronically or in paper form
- CBDT has vide Press Release dated September 30, 2015 simplified the procedure for Form No.15G & 15H
 - Physical submission of copy of Form 15G and 15H to the income-tax authorities has been dispensed with. However deductor is required to retain Form No.15G and 15H for seven years.
 - Old Form 15G & 15H has been replaced by New Compact Form with less reporting requirement.
 - On Quarterly basis submitting consolidated statement of Form 15G&15H The particulars of self-declarations will have to be furnished by the deductor along with UIN in the quarterly TDS statements.

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Procedure to allot UIN



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Procedure to allot UIN

The UIN will consist of 3 fields -

- A sequence number: This is a 10 digit alphanumeric sequence which starts with "G" if it is allotted for Form 15G or "H" if it is for Form 15H.
 - E.g.: The Sequence number for the 1st Form 15G will be G000000001 and so on.
 - E.g.: The Sequence number for the 1st Form 15H will be -H000000001 and so on.
- The financial year for which the Form 15G/15H is being submitted. • E.g.: 201516
- The TAN of the payer/ deductor. E.g.: AAAA00001A
 - Combining all these will provide the UIN for the 15G/15H declaration.
 - E.g.: If a UIN is allotted for the first Form 15G of the financial year 2015–16 then the UIN will be of the format "G00000001201516AAAA00001A".
 E.g.: If a UIN is allotted for the first Form 15H of the financial year 2015–16 then the UIN will be of the format "H00000001201516AAAA00001A".
 - The UIN Sequence number running sequence will be reset to 1 at the start of each financial year for each TAN.

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Consolidated Statement of Form 15G & 15H

CBDT has vide Notification No. 4/2015, Dated : December 01, 2015 simplified the procedure for Form No.15G & 15H

The payer shall digitize the paper declaration and upload all declarations (including electronic declaration and digitized declaration) received during a particular quarter at departmental site (incometaxindiaefiling.gov.in) on quarterly basis.

Brief Steps for submitting Consolidated Statement of Form 15G & 15H



Step 1 – Login & Registration Pre-requisites for registering as "Tax Deductor & Collector.

- Valid TAN
- Digital Signature Certificate(DSC)
- TRACES Login ID of the Deductor
- PAN Based Efiling Login ID and Password on Income Tax Efiling site (incometaxindiaefiling.gov.in)

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Step 1 - Login & Registration - TRACES Login



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Chartered Accountant⁵⁶



TAN of Organisation	
PAN of Organisation	
PAN of Authorised Person	

Please click on below button to navigate to E-Filing Website to register your TAN.

Redirect

Please check if Pop up blocker is disabled in your browser settings or not. If not please disable the same for using this functionality

Click on Redirect

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Step 1 - Login & Registration - Submit Form

Zero Lend

_	_	_	-	-	_	-		

Hear ID

Password Details

Password *

Confirm Password *

Primary	Secret	Ques	10

Primary Secret Answer *

Secondary Secret Question *

Secondary Secret Answer*

Authorized person Details

PAN *	
Designation *	

Surname *

Middle Name

First Name

Date of Birth *

Aadhaar Number

Mobile Number of the Principal Contact *

Secondary Mobile Number

E-mail ID of the Principal Contact *

Secondary E-mail ID

Organization Details

Organization Name

Date of TAN Allotment (DD/MM/YYYY)

PAN of the Organization

Organization Name / Surname (As in PAN)

Reasons if PAN not Available *

AIN /BIN *

Please select the files to upload *
TAN allotment letter .
Letterhead authorizing DDO for



+91

+91

User ld will be TAN Number

Authorizes Person will be the Individual whose DSC is registered on TRACES

> In Case of Government Deductor who does not have PAN

> > **R.J. Soni & Associates** Chartered Accountant⁵⁸

Step 1 - Login & Registration - Submit Form

Please select the files to upload *

Letterhead authorizing DDO for

this purpose.

(PAN card copy of Authorized Officer) (PAN card copy of Authorized person OR Passport copy of Authorized person)

Attachment in PDF Format *

Landline Number *

Fax Number *



Corporate Office Postal Address

Flat/Door/Building *	
Road/Street	
Area/Locality *	
Town/City/District *	
Pincode *	
State *	
Country *	INDIA
Subscribe to E-mail and Alerts —	
	Enable Alerts
	Subscribe to Mailing List
Captcha Code	
Image	200079 ⁻ e 🐠
Enter the number as in above image *	025187
	Submit

In Case of Government Deductor it is compulsory to Upload Copy of TAN Allotment Letter or DDO Authorization letter

Click on Submit

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Step 1 – Login & Registration – Submit Form

Registration Form - Tax Deductor and Collector Registration

Step 1: Enter Basic Details

Step 2: Registration Form

Step 3: Registration Successful

Thank you for registering in e-Filing. Your Transaction ID is 2955913131.

Your Registration request has been forwarded to the PAN of the Organization

PAN of the Organization must login. Navigate to Work list and approve the request.

On approval, a link to activate your account will be emailed to

To activate your e-Filing account Please click on activation link and enter the OTP PIN received in your mobile number.

To Login to the e-Filing, you must activate your account. In case of any queries, please contact 1800-4250-0025.

Always Remember

- Your User ID to access the application will be your TAN.
- Do not share your User ID and Password with anyone.
- In case you notice any fraudulent activity, please call 1800 4250 0025

On successful Registration the Request is send for Approval from Organization PAN Efiling Login

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tiates Chartered Accountants

Step 1 – Login & Registration – Income Tax login

Tax Deductor and Collector Registered Details

Details of Authorized person		
PAN	DDar asi sic	
Name		Verify the detail of
Date of Birth	15/10/1978	Authorizo Dorson Entor
Aadhaar Number		Authorize Person, Enter
Designation	Director	the Comment and Click
Mobile Number	+	
Secondary Mobile Number		on Approve
E-mail ID		
Secondary E-mail ID		
Details of Organization		
Organization Name		
Date of TAN Allotment	29/01/2014	
Landline Number		
Fax number	101-00-1001000	e-Filing Annexe Annexe and Annexe Annexe About the Pandhast Contact Us Inter
Postal Address of Organization		Weizuns Weizuns Last Loger 17932008 1429-17 Logor
Flat/Door/Building		Destinant My Account - File - Compliance - Dominants - Profile Settings - My Registed Ltd - Womant - Helpdeck - Helpdeck 101
Road/Street		Uploar Resen Iso Deductor and Collector Registered Details
Area/ Locality		Vour Fain 2645 (fat Divit) Past&cont has been approved successfully. Bast&cont Regast The records found
Town/City/District	MUMBAI	Tax Calculates O Tax Calculates O Townhoads
Pin code		
State	MAHARASHTRA	On Successful approval activation link
Comments *	Approve	will be email to the authorize person and PIN will be send via SMS

Back

Approve

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Filing process Download FORM 15G/15H utility from Downloads page



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Filing process – Preparing XML General Intructions



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Filing process – Preparing XML Step –1 Select Financial Year and Quarter



Chartered Accountant^{§5}

Filing process – Preparing XML Step –2 Basic Details of Deductee

Template

e ITD E-Filing	Form Utility				and a set				Statement of the local division in which the local division is not the local division of the local division is not the local division of the local divisio	- • ×
F#E										
	e-Filing Anywhere Anyt Income Tax Department, Government	ime Lot India	Open 🍟 Save D	Draft 🐌 Vali	idate 🙆 Gene	rate XML	Previous	Next 🍎 Fo	rm 15G (Consolidated) (Page 3 of 4)	
Instructions	Form - 15G (Consolidate	ed) Basic details In	come details						Valida	tion Errors
SI.No	Unique Identification No.	Name of the Assessee	PAN of the Assessee	Status (for w is bei	ous year(P.Y) hich declaration ng made)	Residential Status	Flat/Door/ Block No.	Road/Street/ Lane	N D	
√ √ √	 Basic c Please Deduct filed for Deduct 	details note P tee is a or Sam tor car	of deduc AN of de also requ e FY with Add, Co	tee inclu ductee ires to s other E opy, Edit	uding P is mand ubmit o Deducto and de	AN, N latory details ors als elete t	ame A s of All o he Rov	ddress Form	, Income 15G or 15	etc 5H
Template Ir	nport CSV with basic deta	lls Help	,	Add Row Cop	y Row] [Edit Row]	Delete Row	Add Income Dtls			
CILK ON A	Download		Import	From C	SV			R	R.J. Soni & A	Associates

/ Excel

Chartered Accountants⁶

Filing process - Preparing XML Step -3 Basic Income Details



Generate signature for the file

		Browse the
	XML file	
elect the XML file to be signed "	Browse XML file	
		Select USB
	Token and	
elect the type of Digital Signature Certificate."	🔘 .pfx file 🔘 US8 token	Enter Token
elect your certificate keystore file(.PF3(/P12) *	(Biomedel Disc Blief)	PIN
nter the password for your private key "	Proved Flammateria	
Select USB tokm Certificate *	former Contribution	.*
		R.J. Soni & Associ
		Chartened Account

bmit Form 15G/Form 15H	(Consolidated)	Enter TAN	Financial Year
p 1: Enter Statement Details	Step 2: Upload File Step 3: Upload Successful		
ubmit Form 15GH/ Form 1	15H	Sele	ct Form
ran 🛛			
Financial Year	2015	Brow	vse the
Form Name	FORM15G (Consolidated)	XM	L file
Quarter	Q4		
Upload Type	0		
Attach the Form 15G/Form Consolidated) (.zip) File *	15H Browse No file selected.		
Click he	ere to download the DSC Utility ⑦		
 Steps to Digitally Sign Download the "ITD e- Concrate the signature 	the Form: Filing DSC Management Utility".	Browse the Signature file	
 Attach the generated 	signature file.	Unload	the File
Note: The generated sig	nature file is valid only for one transaction	Opioad	therne
Attach the Signature file *	Browse No file selected.		
	Upload		
		P	I Soni & Associat
		K. Ch	artered Accountar

Filing Status

To view the status of uploaded file- Go to My account - View Form 15G/15H.

Once uploaded the status of the statement shall be "Uploaded". The uploaded file shall be processed and validated. Upon validation the status shall be either "Accepted" or "Rejected" which will reflect within 24 hours from the time of upload.

Accepted statements shall be sent to CPC-TDS for further processing. In case if "Rejected", the rejection reason shall be available and the corrected statement can be uploaded.

Time Limit to update on web portal is 24 hours;

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Guide to Fill the Form

The guideline to fill Form 15G and 15H are almost similar

"FORM NO. 15G

[See section 197A(1), 197A(1A) and rule 29C]

Declaration under section 197A (1) and section 197A(1A) to be made by an individual or a person (not being a company or firm) claiming certain incomes without deduction of tax.

PART I

1. Name of Assessee	I. Name of Assessee (Declarant)				2. PAN of the Assessee ¹				
3. Status ² 4. Previous (for which			ous year(P. ich declarati	s year(P.Y.) ³ declaration is being made)			5. Residential Status ⁴		
6. Flat/Door/Block No	ne of Pren	nises		8. Road/Street/L	ane 9	9. Area/Locality			
10. Town/City/Distric	ate			12. PIN		13. Email			
14. Telephone No. (with STD Code) and Mobile No. 15 (a) Whether assess Income-tax Act Income-tax Act (b) If yes, latest as Income assess				sessed to tax under the Yes No Act, 1961 ⁵ :					
16. Estimated income for which this declaration is made				e	17. Estimated total income of the P.Y. in which income mentioned in column 16 to be included ⁶				
18. Details of Form N	o. 15G othe	r than this	form filed	during th	e previous year, i	if any ⁷			
Total No. of	f Form No.	15G filed		Aggrega	te amount of inc	ome for whi	ch Form No.15G filed		
19. Details of income	for which the	he declarat	tion is filed						
S1. Identification number of r investment/account, etc. ⁸		relevant	relevant Nature of income		Section under is deductible	r which tay	Amount of income		

Signature of the Declarant⁹

Let us now go through each point of Part-1 of Form no 15G. 1 – Name of the individual who is making the declaration. 2 PAN (Permanent Account Number) of the tax assessee. The declaration is treated as invalid if an individual fails to furnish his / R.J. Soni & Associates her valid PAN.

Guide to Fill the Form

- 3 Status Declaration can be furnished by an individual or a person (other than a company or a firm).
- 4 The financial year to which the mentioned income pertains to.
- 5 Residential status ie Resident Indian or NRI etc.,
- 6 to 14 Your Address & contact details.
- 15 (a) Mention 'Yes' if assessed to tax under the provisions of Income-tax Act, 1961 for any of the assessment year out of six assessment years preceding the year in which the declaration is filed.
- 15 (b) Mention latest Assessment Year for which Income Tax Return has been submitted and processed.
- 16 Estimated income for which this declaration is made.
- 17 Estimated total income of the P.Y. (Present / Financial Year) including the income mentioned in point no 16.
- 18 In case any declaration(s) in Form No. 15G is filed before filing the new declaration during the Financial year, you have to mention the total number of such Form No. 15G filed along with the aggregate amount of income for which said declaration(s) have been filed.
- 19 Mention the distinctive number of shares, account number of term deposit, recurring deposit, National Savings Schemes, life insurance policy number, employee code, etc.,

Verify, declare and sign the form. (Kindly note that if you are submitting form 15G for this Financial year 2015–16 then Assessment year would be 2016–17)

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Guide to Fill the Form

Part 2 – This section is to be filled by the person / institution responsible for paying the income. Example can be a bank who pays 'interest income' on a depositor's Fixed deposit.

PART II

[To be filled by the person responsible for paying the income referred to in column 16 of Part I]

1. Name of the person responsible for paying		2. Unique Identification No. ¹¹	
3. PAN of the person responsible for paying	4. Complete Address	5. TAN of the pe	rson responsible for paying
6. Email	7. Telephone No. (with STD Code) and Mobile No.		8. Amount of income paid ¹²
9. Date on which (DD/MM/YYYY)	Declaration is received 1	10. Date on which the income has been paid/credited (DD/MM/YYYY)	

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Recent Amendment

The rates for deduction of tax at source are proposed to be revised as per below table:W.e.f 1 June 2016)

Present Section	Heads	Existing Rate of TDS (%)	Proposed Rate of TDS (%)
194DA	Payment in respect of Life Insurance Policy	2%	1%
194EE	Payments in respect of NSS Deposits	20%	10%
194D	Insurance commission	10%	5%
194G	Commission on sale of lottery tickets	10%	5%
194H	Commission or brokerage	10%	5%

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Recent Amendment

The threshold limit for TDS are proposed to be revised as per below table:(W.e.f 1 June 2016)

Present Section	Heads	Existing Threshold Limit (Rs.)	Proposed Threshold Limit (Rs.)
192A	Payment of accumulated PF due to an employee	30,000	50,000
194BB	Winnings from Horse Race	5,000	10,000
194C	Payments to Contractors	75,000	100000
194LA	Payment of Compensation on acquisition of certain Immovable Property	2,00,000	2,50,000
194D	Insurance Commission	20,000	15,000
194G	Commission on sale of lottery tickets	1,000	15,000
194H	Commission or brokerage	5,000	15,000

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Notification 30/2016

Due date for payment of TDS on transfer of immovable property u/s 194IA to 30 days from existing 7 days.
Due date for TDS return is extended

Date of ending of	
quarter of financial	<i>New Due date</i>
year	
30th June	31st July
30th September	31st October
31st December	31st January
31st March	31st May

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Question?

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