

30 Preparation of e-TDS Return

- From Apr 1, 2005 it is mandatory for all deductors of Central and State Governments & corporate to file their TDS Returns on electronic medium. Return is to be filed quarterly as per the following Schedule (Section 200(3) and provision to sub section 3 of section 206C). To enable e-filing of TDS returns, a free TDS return preparation software along with return validation utility is available on sites at www.tin-nsdl.com. The software can be download free.
- e-TDS return is a TDS return prepared in *Form No. 24Q, 26Q or 27Q* in electronic media as per prescribed data structure in either a floppy or a CD ROM. The floppy or CD ROM thus prepared should be accompanied by a signed verification in *Form No. 27 A*.
- Returns can be filed through the e-TDS intermediary i.e. NSDL through the network on TIN-Facilitation centres. The details of the same are available on www.tin-nsdl.com
- Obtain and quote correct Permanent Account Numbers (PAN) of the deductee in the return. You can run enquiry about the PAN of your deductee online.
- PAN of the deductors has to be given by non-government deductors. It is essential to quote PAN of all deductee failing which credit of tax deducted will not be given.
- You can check status of the TDS/TCS return filed by you on the aforementioned websites. You can also check whether the deductee wise tax has been credited to the ledger account of the concerned deductee. Use challan 281 for deposit of TDS/TCS but not Challan 280, 282 or 283
- Quote the correct Tax Deduction Account Number (TAN), name & address of the deductor on each challan before depositing the tax. Do not make any mistake in mentioning the Financial year & AY.
- Use separate challan to deposit tax deducted under each section and indicate the correct nature of payment code in the relevant column in the challan.
- After the taxes are paid, the collecting bank branch will give you a counter foil as acknowledgement for the taxes paid. Ensure that the bank has mentioned the *Challan Identification Number (CIN)* on the counter foil. If not, immediately take up the matter with the bank. Verify the correctness of CIN (through Challan Status Enquiry at www.tin-nsdl.com) before including it in the statement.
- The challan amount mentioned in the relevant items of the statement should be exactly the same amount as deposited through the challan. This will enable matching the challan details provided by you in the statement with the challan details uploaded by the banks.
- Against each challan indicate the details of deductee on whose account the tax has been deducted. Even if the actual tax paid through the challan is higher than the amount of tax deducted on account of the deductee, challan details should contain the amount paid as mentioned in the counter foil.
- Particulars of only those employees are to be reported from the 1st quarter onwards in *Form- 24Q* in whose estimated income for the whole year is above the threshold limit and tax is deducted in each quarter and is reported in *Form-24Q* from quarter onwards.
- In case the estimated income for the whole year of an employee, after allowing deductions for various savings like GPF etc. comes below the taxable limit, his particulars need not be included in *Form-24Q*.

e-TDS Return Preparation Facility Available at:

Nagpur : Ashish Data ; Office No. 207, NIT Complex, Variety Sqr. Sitabuldi, mob 93731 00088, 2520011.