TDS Statement Upload - User Manual

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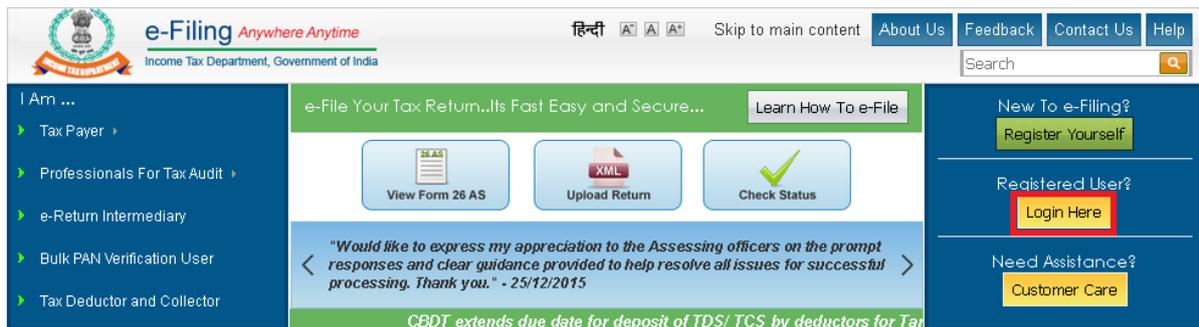
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Pre-Requisites for Uploading TDS Statement

➢ To upload TDS, user should hold valid TAN and should be registered in e-Filing.

➢ Statement should be prepared using the Return Preparation Utility (RPU) and validated using the File Validation Utility (FVU). The utilities can be downloaded from tin-nsdl website (https://www.tin-nsdl.com/).

➢ Valid DSC should be registered in e-Filing.

Upload TDS/TCS Statement

To Upload TDS, the steps are as below:

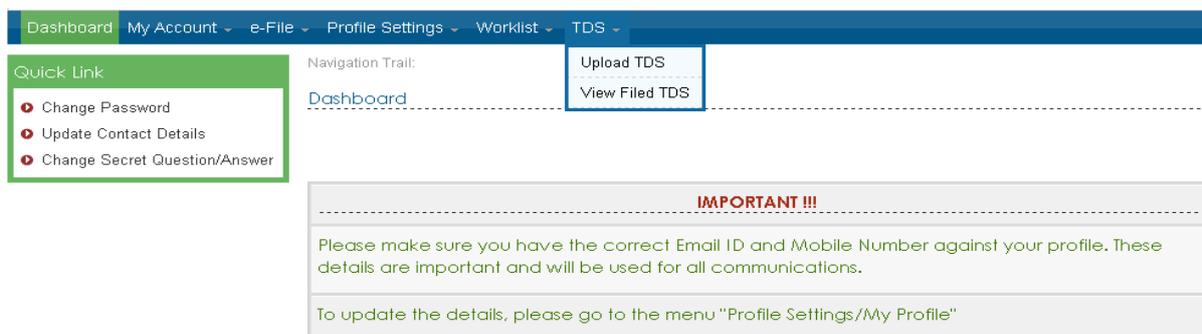**Step 1**: In e-Filing Homepage, Click on "**Login Here**"

Step 2: Enter **User ID** (TAN), Password, and Captcha. Click **Login**.

Step 3: Post login, go to TDS → Upload TDS.

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Step 4: In the form provided, select the appropriate statement details from the drop down boxes for

- ✓ FVU Version
- ✓ Assessment Year
- ✓ Form Name
- ✓ Quarter
- ✓ Upload Type

Note:

- ➢ TDS can be uploaded from Assessment Year 2011-12.
- ➢ Only Regular Statements can be uploaded in e-Filing portal.

Upload TDS

Step 1: Enter Statement Details   Step 2: Upload File   Step 3: Upload Successful

Statement Details

TAN	TANS12345A
FVU Version *	FVU 4.9 ▼
Assessment Year *	2014-15 ▼
Form Name *	24Q ▼
Quarter *	Q2 ▼
Upload Type *	Regular ▼
	Validate

Step 5: Click **Validate** to Validate Statement details.

Step 6: "**Upload TDS ZIP file**": Upload the TDS/TCS statement (Prepared using the utility downloaded from tin-NSDL Website)

Step 7: "Attach the Signature file" Upload the signature file generated using DSC Management Utility for the uploaded TDS ZIP file. For further details on generating Signature file click here. Navigate to Step by Step Guide for Uploading Zip File (Bulk Upload)

Step 8: Click on "**Upload**" button.

Once the TDS is uploaded, success message will be displayed on the screen. A confirmation mail is sent to the registered email id.

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View Filed TDS Statement

To View the Filed TDS statement, the steps are as below:

Step 1: Login to e-Filing, Go to TDS → View Filed TDS.

Step 2: In the form provided, select the details from the drop down boxes for Assessment Year, Form Name and Quarter respectively for which the TDS was uploaded.

Step 3: Click on "**View Details**".

Step 4: The status of the TDS uploaded is displayed.

Once uploaded the status of the statement would be "Uploaded". The uploaded file will be processed and validated. Upon validation the status will be either be "Accepted" or "Rejected" and would be reflected within 24 hours from the time of upload. In case if "Rejected", the rejection reason will be displayed.

If the status is "**Rejected**", click on the Token Number to view the error details.

View Filed TDS Returns

TAN	TANS12345A	Assessment Year	201516	Form Name	24Q	Quarter	Q1

S.No	Transaction No	Filed On	Upload Type	Token Number	Status
1	10000060001	11/03/2016	R	3111111273	Uploaded
2	10000060000	11/03/2016	R	3111111272	Rejected

Refresh Details

Reason for rejection would be displayed as below:

Details Of Acknowledgement Number - 3111111272

TAN	Assessment Year	Form Name	Quarter	Status
TANS12345A	201516	24Q	Q1	Rejected

Error Details

Line Number	Error Code	Error Description
1	FV-FH-1100031	Invalid File Type

Step 6: If the status is "Accepted", click on the Token Number to see the details of acknowledgement of the statement uploaded for all future reference.

Details Of Acknowledgement Number - 3111111317

TAN	Assessment Year	Form Name	Quarter	Status
TANS12345A	201415	26Q	Q1	Accepted

Statement Details

S.No	Batch Number	Transaction Type	RRR Number
1	1	R	770000002850333