TDS –DETAILED PROCEEDURE FOR E FILING-INDIAN INCOME TAX

a) COLLECTION OF TDS INFORMATION

(a) TDS computation statement duly authorized by company
(b) TDS rate chart for the period
(c) TDS payment chalan, PAN, address and other details of the deductee and deducter

b) **REVIEW OF INFORMATION COLLECTED**

(a) Verification of TDS computation.
(b) Rates applied.
(c) Type and nature of transactions.
(d) Tax law,
(e) Computation of interest and penalties.
(f) Payment details.
(g) Data entry details and remittance details.
(h) Correctness and validity of payment chalans
(i) Review of the information with financial records

c) DATA ENTRY

(a) Online access to NSDL website **http://www.tin-nsdl.com/eTDSRPU.asp**
(b) Down load the appropriate form and **File Validation Utility.**
(c) Data entry work.
(d) Review of data entered in the form.
(e) Preparing the required form for authenticating the data and other particulars for filing with department.

d) **E-Filing-FILE VALIDATION AND RECTIFYING THE MISTAKES.**

(a) A user can upload electronic statements online only for transactions associated with it.
(b) Electronic statements should be prepared as per the data structure prescribed by the income tax department
(c) After preparation of the electronic statement, entities have to verify the electronic statement through the latest version of file validation utility (FVU) provided by NSDL, which can be freely downloaded from the tin web site. The upload file generated by the FVU is to be uploaded online.
(d) The length of the filename should not be more than eight characters. The filename can be alphanumeric. No special characters are allowed in the filename (e.g. name of the file can be: form27e.txt).
(e) The user will login to the tin central system by signing with the DSC associated with it. On authentication of the DSC, the user will get access to the online upload system.
(f) After successful login the user will select file upload from the main menu and upload the electronic statement online to the tin central system by digitally signing the upload.
(g) The DSC will be authenticated by NSDL. On successful authentication the electronic statement will be uploaded and a file reference number will be generated.
(h) If DSC authentication fails the electronic statement will not be uploaded.
(i) The status of the electronic statement uploaded can be viewed by selecting file status from the main menu.
(j) After upload of the electronic statement the tin central system will perform format level validations, check the tan - user id association and availability of advance amount.
(k) In case electronic statement is invalid or the tan (for which the electronic statement was uploaded) is not associated to the user i.e. user uploads an electronic statement online for a tan which is not associated with it or funds are insufficient (metering), the electronic statement uploaded will be rejected and no charges will be debited.
(l) In case of a valid electronic statement upload, tan-user id association and sufficient funds the statement will be accepted in the tin central system and relevant amount will be deducted from the advance amount (based on the deductee records in the electronic statement).
(m) In case of an accepted electronic statement a provisional receipt will be generated which will contain a provisional receipt number and will also indicate count of missing/invalid pans. The deductor can view/print the provisional receipt.
(n) Once the electronic statement is accepted after format level validations by the upload utility, if the tin central system rejects the electronic statement for any reason (if an electronic statement with 'regular' flag is uploaded online and subsequently the same statement is re-uploaded without any change in data as a 'regular' statement again the same will be rejected) upload charges shall not be reimbursed.
(o) Entities using the online upload of electronic statements facility will not submit form 27a, CD/floppy for accepted electronic statements to **TIN-FC OR NSDL.**
(p) This facility is not available for online upload of electronic statements for form 24 for those entities who have to submit physical certificates for no / lower deduction of tax and form 12 b with respect to any of their deductees.
(q) TIN central system would provide an online statement on the utilisation of advance charges paid in advance. this statement will show details like opening balance, details of electronic statements uploaded (including file reference number, date of upload, provisional receipt number and amount deducted) and the balance available.
(r) In case the entity is not able to upload its electronic statement using the online upload of electronic statement facility to the tin central system, it may submit the same at any of the TIN-FCS by following the prescribed procedure for furnishing of e-**TDS** statements with tin-FCS.

e) DOCUMENTAION

(a) The following should be documented for future reference.
(b) The TDS computation statement.
(c) TDS rate chart.
(d) Print out of the forms uploaded.
(e) Authorization document submitted if manually filed.
(f) Soft copy of forms uploaded.
(g) Provisional acknowledgement.
(h) Department correspondence.

f) FOLLOW UP

(a) Review and rectification of details in line with department's correspondence.

g) YEAR END REVIEW

(a) Review of TDS information with financial statements.

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