Instructions for filling up 'Form for Changes or Correction
in TAN data for TAN allotted'

(a) Form to be filled legibly in **ENGLISH** in **BLOCK LETTERS** and in **BLACK INK** only.

(b) Mention 10 digit TAN correctly on top of the form.

(c) Each box, wherever provided, should contain only one character (alphabet/number/punctuation mark) leaving a blank box after each word.

(d) Thumb impression, if used, should be attested by a Magistrate or a Notary Public or a Gazetted Officer, under official seal and stamp.

(e) For changes or correction in TAN data, **fill all columns of the form** and **tick box on left margin of appropriate row where change/correction is required.**

(f) Please submit the proof of TAN, details of which being changed and proof of TAN/s to be surrendered/cancelled. Applicant may submit the TAN allotment letter received from Income Tax Department as a proof of TAN. In case the applicant does not have TAN allotment letter, he can submit a printout of his TAN details using TAN search facility provided at **www.incometaxindia.gov.in** or **www.tin-nsdl.com**.

(g) In case the applicants address changes to a different city and the new address falls under different RCC (Regional Computer Centre of Income Tax Department) then applicant needs to apply for a new TAN in form no. 49B. For RCC vs. City details please visit **www.tin-nsdl.com**.

(h) The address of applicant should be an Indian Address only.

(i) 'Designation of the person responsible for making the payment' field is mandatory to fill up, wherever applicable.

Item No.	Item Details	Guidelines for filling the form
1	Category of Deductor	Deductor shall tick the appropriate category specified from (a) to (h) in the form.
2 (a)	Name – Central / State Government	Central Government/ State Government / Local Authority deductors will fill up the name in this field. Name of Office is mandatory. Name of Organisation/Department/Ministry may be filled with relevant details. For example, if **Directorate of Income Tax (systems) in Income Tax Department** is applying for change/correction in details, it will fill the Name fields as: **Name of Office :** **DIRECTORATE OF INCOME TAX (SYSTEMS)** **Name of Organisation :** **INCOME TAX DEPARTMENT** **Name of Department:** **DEPARTMENT OF REVENUE** **Name of Ministry:** **MINISTRY OF FINANCE** **Category of Central Government/State Government / Local Authority Deductor –** Deductor will select its appropriate category by ticking against the relevant box for Central Government or State Government or Local Authority (Central Govt) or Local Authority (State Govt.).
2 (b)	Name – Statutory / Autonomous Bodies	Name of Office is Mandatory. Name of Organisation may be filled with relevant details. For example, if **Bandra office of Brihanmumbai Municipal Corporation** is filing the form, it will fill the Name fields as: **Name of Office:** **MUNICIPAL CORPORATION, BANDRA** **Name of Organisation:** **BRIHANMUMBAI MUNICIPAL CORPORATION** Category of Statutory/Autonomous Bodies Deductor – Deductor will select its appropriate category by ticking against the relevant box for Statutory/Autonomous body.
2 (c)	Name – Company	If the deductor is a company (e.g. a bank), this category is applicable. It is mandatory to fill the 'Name of Company'. This category is to be filled by the Company if it has taken a TAN for the company as a whole. In case company has taken different TANs for different divisions/branches, point 2(d) is applicable. Name should be provided without any abbreviations. Different variations of 'Private Limited' viz. Pvt Ltd, Private Ltd, Pvt Limited, P Ltd, P. Ltd., P. Ltd are **not allowed**. It should be 'Private Limited' or 'Limited' only. For example, **Name of Company:** **ABC PRIVATE LIMITED** Category of company– Deductor will select its appropriate category by ticking against the relevant box for 'Central Government Company/Corporation established under the Central Act' or 'State Government Company/Corporation established under the State Act' or 'other company'.
2(d)	Branch of a company	If Branch/division of a Company has obtained separate TAN, it will mention the Name and Location of the Branch or Name of Division (in whose name TAN is sought) in this field. Branches of company having separate TANs will fill this field. For example, the, **Cement Division of of ABC Private Limited located at Andheri** will fill as: **Name of Company:** **ABC PRIVATE LIMITED** **Name of Division:** **CEMENT DIVISION** **Name/Location of Branch:** **ANDHERI BRANCH** **OR,** **ABC Bank of India – Nariman Point Branch, Mumbai** will be written as: **Name of Company:** **ABC BANK OF INDIA** **Name of Division:** **Name/Location of Branch:** **NARIMAN POINT BRANCH, MUMBAI** Category of a company – Deductor will select its appropriate category by ticking against the relevant box for 'Central Government Company/Corporation established under the Central Act' or 'State Government Company/Corporation established under the State Act' or 'other company'.
2 (e)	Name – Individual / Hindu Undivided Family (Karta)	First Name is Mandatory. Name of the deductor should be written in full and not in abbreviated form. As an exception, very large Middle names may be abbreviated. Name should not be prefixed with Shri, Smt., M/s, Kumari, Late, Major, Dr., etc. In case name is prefixed with Title, application may be rejected. Individuals/ HUFs (Karta) must state their full expanded name and fill in the appropriate fields for Last, Middle or First Name.

		For example, **Dinesh Kumar Garg** will be written as: **Last Name/Surname** **First Name** **Middle Name** **GARG** **DINESH** **KUMAR** **Or,** if middle name is not there, it will be left blank, **Last Name/Surname** **First Name** **Middle Name** **BANSAL** **GUNJAN** If a **Sole Proprietor/HUF** has obtained a single TAN in his/her name for all businesses run by him/it, then he/ it shall fill name in this field. Deductor will select its appropriate category (i.e. Individual / Hindu Undivided Family) by ticking against the relevant box for Individual or Hindu Undivided Family. Individual shall select its appropriate category by ticking against the relevant box for 'Shri', 'Smt', 'Kumari'. HUF will leave the mentioned fields blank.
2(f)	Branch of Individual Business(Sole Proprietorship concern)/ Hindu Undivided Family (HUF)	This field will be filled only if the form is being submited for branch of Individual Business (Sole Proprietorship Concern)/Hindu Undivided Family In case an Individual/HUF has obtained separate TANs for different businesses being run by him/it, this category will be applicable. Hence, the name of the concern will be filled in the field for Name/Location of Branch. Name of Branch should be entered in the relevant field. Other Title (Dr., Late, Smt etc.) related rules mentioned in Item No.2(e) will be applicable here also. For example, **Last Name/Surname** **First Name** **Middle Name** **ANAND** **JASJIT** **SINGH** **Name/Location of Branch: CHANDAN BOOK STALL** Deductor will select its appropriate category (i.e. Individual / Hindu Undivided Family) by ticking against the relevant box for Individual or Hindu Undivided Family.
2(g)	Firm/Association of persons/ Association of persons (Trusts)/ Body of Individuals/Artificial Juridical Person	The Name of the Firm/Association of persons/Association of persons (Trusts)/Body of Individuals/Artificial Juridical Person will be written in full in the field provided.
2(h)	Branch of Firm/Association of persons/Association of persons (Trusts)/Body of Individuals/ Artificial Juridical Person	If a branch of a Firm/AOP etc. is filling the form, this category is applicable. The Name of Firm/AOP etc. will include the description of the branch. Name of Branch should be entered in the relevant field. For example, **Name of Firm:** **Shah & Company** **Name/Location of Branch:** **Fort Branch**
3(a)	Address for Communication	**Deductor shall mention the address of the location where the tax is being deducted**. It is compulsory for the deductor to mention at least two details out of four ie (flat/door/block, Name of Premises/Building, Road/Street/ Lane and Area/Locality). Town/City/District, State and **PIN Code** are mandatory. The applicant should not mention a foreign address.
3 (b)	Telephone Number and e-mail ID	(1) If Telephone Number is mentioned, STD Code is mandatory, (2) In case of mobile number, country code should be mentioned as STD Code. STD Code Tel. No. **'91' is the country code of India.** (3) It is **mandatory** for applicants to mention either their telephone number or an e-mail id so that they can be contacted in case of any discrepancy in the application form. Applicants may provide their valid e-mail ID for receiving intimation about the status of their application through e-mail.
4	Nationality of Deductor	This field is mandatory for all categories of deductors.
5	PAN	Deductor will mention the 10-digit Permanent Account Number allotted to it, if any, else leave this field blank.
6	Mention other Tax Deduction Account Numbers (TANs) inadvertently allotted to you	All TANs inadvertently allotted other than the one filled at the top of the form (the one being used currently by the deductor) should be mentioned for surrendering and cancellation of the same. Please enclose the proof of TAN inadvertently allotted to you, such as TAN allotment letter from ITD or a screen print of the TAN search screen on ITD website.

GENERAL INFORMATION FOR APPLICANTS

(a) Deductor can obtain 'Form for Changes or Correction in TAN data for TAN allotted' in the format prescribed by Income Tax Department from TIN-FCs, any other stationery vendors providing such forms or freely download it from NSDL website www.tin-nsdl.com or from Income Tax Department website www.incometaxindia.gov.in.

(b) The fee for processing of Change Request application to be paid to TIN-FCs is Rs. 50/- (Plus service tax, as applicable).

(c) Deductor will receive an acknowledgment containing a 14 digit unique number from the TIN-FC on submission of the Form. This acknowledgment number can be used by the deductor for tracking the status of its application.

(d) For more information
Visit us at http:\\ www.tin-nsdl.com
Call TIN Support Desk at 022- 24994650
e-mail us at tininfo@nsdl.co.in
Write to : National Securities Depository Limited, A Wing, 3rd Floor, Trade World, Kamala Mills Compound, Senapati Bapat Marg, Lower Parel (W), Mumbai - 400 013.

Tax Deduction Account No. (TAN) [ ][ ][ ][ ][ ][ ][ ][ ][ ][ ]

1 Category of Deductor [ ]

Tick the appropriate category:

a) Central Government / State Government / Local Authority [ ]

b) Statutory / Autonomous Bodies [ ]

c) Company [ ]

d) Branch of a Company [ ]

e) Individual / Hindu Undivided Family (Karta) [ ]

f) Branch of Individual Business (Sole proprietorship concern)/ Hindu Undivided Family (Karta) [ ]

g) Firm / Association of Persons / Association of Persons (Trusts) / Body of Individuals / Artificial Juridical Person [ ]

h) Branch of Firm / Association of Persons / Association of Persons (Trusts) / Body of Individuals / Artificial Juridical Person [ ]

2 Name - *(Fill only one of the columns 'a' to 'h', whichever is applicable.)* [ ]

(a) Central / State Government:

Tick the appropriate category   Central Government [ ]   State Government [ ]   Local Authority (Central Govt.) [ ]

Local Authority (State Govt.) [ ]

Name of Office   [ ]

[ ]

[ ]

Name of Organisation   [ ]

[ ]

[ ]

Name of Department   [ ]

[ ]

[ ]

Name of Ministry   [ ]

[ ]

[ ]

Designation of the person   [ ]

responsible for making the payment   [ ]

(b) Statutory / Autonomous Bodies :

Tick the appropriate category   Statutory Body [ ]   Autonomous Body [ ]

Name of Office   [ ]

[ ]

[ ]

Name of Organisation   [ ]

[ ]

[ ]

Designation of the person   [ ]

V.1.0.

responsible for making the payment `[                             ]`

(c) Company: *[This column is applicable only if TAN is allotted to a company as a whole. If separate TAN is applied for different divisions/branches, please fill details in (d) 'Branch/Division of a Company' only]*

Tick the appropriate category   Government Company/Corporation `[ ]`   Government Company/Corporation `[ ]`   Other `[ ]`

established under a Central Act   established under a State Act   Company

Title (M/s) `[ ]` *tick if applicable*

Name of Company
`[                             ]`
`[                             ]`
`[                             ]`

Designation of the person responsible
`[                             ]`

for making the payment
`[                             ]`

(d) Branch/Division of a Company:

Tick the appropriate category   Government Company/Corporation `[ ]`   Government Company/Corporation `[ ]`   Other `[ ]`

established under a Central Act   established under a State Act   Company

Title (M/s) `[ ]` *tick if applicable*

Name of Company
`[                             ]`
`[                             ]`
`[                             ]`

Name of Division
`[                             ]`
`[                             ]`
`[                             ]`

Name/Location of Branch
`[                             ]`

Designation of the person responsible
`[                             ]`

for making the payment
`[                             ]`

(e) Individual / Hindu Undivided Family (Karta) - *[for branch of Individual / HUF, please fill details in (f) only]*

Tick the appropriate category   Individual `[     ]`   Hindu Undivided Family `[     ]`

Title *(tick the appropriate entry for individual)*   Shri `[   ]`   Smt. `[   ]`   Kumari `[   ]`

Last Name / Surname
`[                             ]`

First Name
`[                             ]`

Middle Name
`[                             ]`

(f) Branch of Individual Business (Sole proprietorship concern)/ Hindu Undivided Family (Karta)

Tick the appropriate category   Branch of Individual business `[     ]`   Branch of Hindu Undivided Family `[     ]`

Individual/ Hindu Undivided Family (Karta):

Title *(tick the appropriate entry for individual)*   Shri `[   ]`   Smt. `[   ]`   Kumari `[   ]`

Last Name / Surname
`[                             ]`

First Name
`[                             ]`

Middle Name
`[                             ]`

Name/Location of branch
`[                             ]`

(g) Firm / Association of Persons / Association of Persons (Trusts) / Body of Individuals / Artificial Juridical Person:

[for branch of firm / AOP / AOP (Trust) / BOI / Artificial Juridical Person, please fill details in (h) only]

[   ]

[   ]

[   ]

(h) Branch of Firm / Association of Persons / Association of Persons (Trusts) / Body of Individuals / Artificial Juridical Person:

Name of Firm / Association of Persons / Association of Persons (Trusts) / Body of Individuals / Artificial Juridical Person:

[   ]

[   ]

[   ]

Name/Location of branch [   ]

3 Address

Flat / Door / Block No. [   ]

Name of Premises / Building [   ]

Road / Street / Lane [   ]

Area / Locality [   ]

Town / City / District [   ]

State / Union Territory [   ]

PIN code [   ][   ][   ][   ][   ][   ]

Tel. No. STD Code [   ][   ][   ][   ][   ] Phone No. [   ][   ][   ][   ][   ][   ][   ][   ][   ][   ][   ]

e-mail IDs a) [   ]

[   ]

b) [   ]

[   ]

4 Nationality of Deductor (Tick the appropriate category)

Indian [   ]

Foreign [   ]

5 Permanent Account Number (PAN) - *(specify wherever applicable)*

[   ][   ][   ][   ][   ][   ][   ][   ][   ][   ]

6 Mention other Tax Deduction Account Number (TAN/s) allotted to you, that need to be surrendered/cancelled

TAN 1 [   ][   ][   ][   ][   ][   ][   ][   ][   ][   ]   TAN 3 [   ][   ][   ][   ][   ][   ][   ][   ][   ][   ]

TAN 2 [   ][   ][   ][   ][   ][   ][   ][   ][   ][   ]   TAN 4 [   ][   ][   ][   ][   ][   ][   ][   ][   ][   ]

Verification

I/We,…………………………….. in my/our capacity as………………………do hereby declare that what is stated above is true to the best of my/our knowledge and belief.

Verified today this …………….day of ……………... Year……………at………………………

Signed (Applicant)