

Introduction

Overview

TAN or Tax Deduction and Collection Account Number is a 10 digit alpha numeric number required to be obtained by all persons who are responsible for deducting or collecting tax. Under Section 203A of the Income Tax Act, 1961, it is mandatory to quote Tax Deduction Account Number (TAN) allotted by the Income Tax Department (ITD) on all TDS returns.

Since last few years ITD has revised the structure of TAN. It is a unique 10 digit alphanumeric code. Accordingly, they have issued TAN in this new format to all existing TAN holders.

To facilitate deductors find their new TAN, ITD has now introduced a search facility in their website (www.incometaxindia.gov.in). Through this facility deductors can search on their name and old TAN to find the new TAN. Deductors are advised to find the new TAN from this site before it is incorporated in their e-TDS return file to avoid any inconvenience at the time of furnishing e-TDS return.

Types of TAN Application

There are two types of TAN Applications

- Application for issuance of new TAN (Form 49B)

This application form should be used when the deductor has never applied for a TAN or does not have a TAN.

- Form for Change or Correction in TAN data for TAN Allotted

This application form should be used by the deductors in case they want a Change or Correction in data associated with their TAN

How to Apply?

A deductor may either make an online application through this website or submit physical TAN Application to any TIN-Facilitation Center (TIN-FC) of NSDL.

Applicants should go through the instructions and guidelines provided in the application form before filling the form.

Where to get the physical application forms

Applicants may obtain the application forms from TIN-FCs, any other vendors providing such forms or can freely download the same from this website.

Communication

These applications are digitised by NSDL and forwarded to ITD. ITD will issue the TAN which will be intimated to NSDL online. On the basis of this NSDL will issue the TAN letter to the applicant.

Status track

The applicants may track the status of their TAN application using 14 digit unique Acknowledgment Number after three days of application using the status track facility. Alternatively, applicant may call TIN Call Centre on 020 – 2721 8080 to enquire about the status of application. The status of the TAN application can also be tracked by sending an SMS - NSDLTAN <your 14 digit acknowledgement number> to 57575.

Fee

The processing fee for the both the applications (new TAN and change request) is ₹ 60 (including service taxes).

Online Application for TAN (Form 49B) GUIDELINES

Application Procedure

- (a) An applicant will fill Form 49B online and submit the form.
- (b) If there are any errors, rectify them and re-submit the form.
- (c) A confirmation screen with all the data filled by the applicant will be displayed.
- (d) The applicant may either edit or confirm the same.

Acknowledgment

- (a) On confirmation, an acknowledgment screen will be displayed. The acknowledgment consists of:
 - * A unique 14-digit acknowledgment number
 - * Status of applicant
 - * Name of applicant
 - * Contact details (address, e-mail and telephone number)
 - * Payment details
 - * Space for signature
- (b) **Applicant shall save and print this acknowledgment.**
- (c) Signature / Left thumb impression should only be within the box provided in the

acknowledgment. In case of applicants other than 'Individuals', the authorised signatory shall sign the acknowledgment and affix the appropriate seal or stamp.
(d) Left hand Thumb impression, if used, should be attested by a Magistrate or a Notary Public or Gazetted Officer, under official seal and stamp.

Payment

- (a) The fee for processing TAN application is Rs.60.00 (Rs.55.00 application charge + 10.3% Service Tax).
- (b) Payment can be made by
- **demand draft** or
 - **cheque** or
 - **credit card / debit card** or
 - **net banking**
- (c) Demand draft / cheque shall be in favor of '**NSDL - TIN**'.
- (d) **Name of the applicant and the acknowledgment number should be mentioned on the reverse of the demand draft / cheque.**
- (e) Demand draft shall be payable at Mumbai.
- (f) Applicants making payment by cheque shall deposit a local cheque (drawn on any bank) with any HDFC Bank branch across the country (except Dahej). The applicant shall mention **TANNSDL** on the deposit slip. List of HDFC Bank Branches.
- (g) **Credit Card / Debit Card / Net Banking payment**
Facility of making payment by credit card / debit card / net banking is not available for below mentioned categories:
- **Central Government / State Government** and
 - **Statutory / Autonomous Bodies**

Persons authorised to make credit card / debit card / net banking payment for other categories are as below:

Category of applicant	Authorized person whose credit card / debit card / net banking can be used for making the payment
Company/Branch/Division of a company	Any Director of the Company
Individual (Sole Proprietorship) / Branch of individual business	Self
Hindu Undivided Family (HUF)	Karta
Firm / Branch of firm	Any partner of the firm
Association of Persons/Body of Individuals/ Association of Persons (Trusts)/Artificial Juridical Person	Authorized signatory covered under section 140 of Income Tax Act, 1961

Applicants making credit card / debit card payment will be charged an additional surcharge of Rs.5.00 by the bank providing payment gateway facility.
Applicants making payment through Net Banking facility will be charged an additional surcharge of Rs.4.00 + service tax for payment gateway facility.

On successful payment by credit card / debit card / net banking an acknowledgment will be displayed. Applicant shall save and print the acknowledgment and send to NSDL as mentioned in section '**Submission of Documents**' below.

Submission of Documents

(a) The acknowledgment duly signed, along with demand draft, if any, shall be sent to NSDL at

**National Securities Depository Limited
3rd floor, Sapphire Chambers,
Near Baner Telephone Exchange,
Baner,
Pune - 411045**

(b) Superscribe the envelope with 'APPLICATION FOR TAN - Acknowledgment Number' (e.g. '**APPLICATION TAN - 88301020000244**').

(c) Your acknowledgment and demand draft, if any, should reach NSDL within 15 days from the date of online application.

(d) Application will be processed only on receipt of duly signed acknowledgment and realisation of payment.

Contact Us

For more information

- Call TIN Call Centre at 020 - 27218080; Fax: 020 - 27218081
- e-mail us at: tininfo@nsdl.co.in
- SMS NSDLTAN <space> Acknowledgement No. & send to 57575 to obtain application status.
- Write to: National Securities Depository Limited, 3rd floor, Sapphire Chambers, Near Baner Telephone Exchange, Baner, Pune - 411045

Instructions for filling Form 49B

- a. Left hand thumb impression, if used, should be attested by a Magistrate or a Notary Public or a Gazetted Officer, under official seal and stamp.
- b. Deductors / Collectors are required to provide details of Assessment Officer (TDS / TCS) in the application. These details can be obtained from the Income Tax Office.
- c. The deductor / collector must fill up Area Code, AO Type, Range Code and Ao Number.
- d. 'Designation of the person responsible for making payment / collection tax' field is mandatory to fill up, wherever applicable.
- e. The address of applicant should be an Indian Address only.

Item No.	Item Details	Guidelines for filling up the form
1	Name	Deductor / Collector shall fill the details of its name depending on its category in only one of the fields 1 (a) to 1 (h) specified in the form. If deductor / collector fills details in more than one category, the application form will be rejected.
1 (a)	Name - Central / State Government / Local Authority	Central / State Government / Local Authority deductor/collector should fill up the name in this field. <u>Name of Office is mandatory.</u> 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 a TAN, it should 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/State Government/Local Authority Deductor / Collector - Applicant should select its appropriate entry by ticking in the relevant box.

1 (b) Name - Statutory / Autonomous Bodies

Name of Office is Mandatory.

Relevant Box for Statutory Body or Autonomous Body should be ticked by the deductor/collector.

For example, if **Bandra office of Life Insurance Corporation of India** is applying for a TAN, it should fill the Name fields as:

Name of Office: **LIFE INSURANCE CORPORATION OF INDIA, BANDRA**
Name of Organisation: **LIFE INSURANCE CORPORATION OF INDIA**

1 (c) Name - Company

Details in this field should be filled by the company if it is applying TAN for the company as whole. In case company wants to apply different TANs for different divisions/branches point 1(d) should be filled.

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 / Collector should select its appropriate entry by ticking in the relevant box.

1(d) Branch / Division of a company

If Branch/Division of a Company is applying for its separate TAN, it is mandatory to fill the 'Name of Company' and either the Name of Division or the Name/Location of the Branch (in whose name TAN is

sought) in this field. Different Branches of a company applying for separate TANs should fill this field.

For example, **Cement Division of of ABC Private Limited located at Andheri** should 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 should 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/Collector should select its appropriate entry by ticking in the relevant box.

1 (e)

Name -
Individual/Hindu
Undivided Family
(Karta)

First Name is Mandatory. Name of the deductor / collector 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. For example, **Gunjan Bansal** will be written as:

Last Name/Surname	First Name	Middle Name
BANSAL	GUNJAN	

If a **Sole Proprietor/HUF** wants to obtain a single TAN in his/her name for all businesses run by him/her/it, then he/she/it should fill name in this field.

Deductor/Collector should select its appropriate entry (i.e. Individual / Hindu Undivided Family) by ticking against the relevant box.

Individual should select its appropriate entry by ticking in the relevant box for 'Shri', 'Smt', 'Kumari'. HUF will leave the mentioned fields blank.

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

This field should be filled only if TAN is being applied for branch of Individual Business (Sole Proprietorship Concern)/Hindu Undivided Family (Karta).

Other Title (Dr. Late, Smt etc.) related rules / given in Item 1(e) will be applicable here also.

In case an Individual/HUF wants to obtain separate TANs for different businesses being run by him/it, this category will be applicable. The name of the concern should be filled in the field for Name/Location of Branch.

For example-

Last Name/Surname	First Name	Middle Name
KOHLI	BHUWAN	
Name/Location of Branch	: WELLWORTH BOOK HOUSE	

Deductor / Collector should select appropriate category (i.e. Individual / Hindu Undivided Family) by ticking in the relevant box.

1 (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 should be written in full in the field provided.

1(h) Branch of Firm/Association of persons/Association of persons (Trusts)/Body of Individuals/Artificial Juridical Person

If different branches of a firm/AOP/AOP(trusts)/Body of Individuals/Artificial Juridical Person are applying for separate TANs, this category is applicable. The Name of Firm/Association of Persons/Association of Persons (Trust)/Body of Individuals/Artificial Juridical Person should be written in full in the field provided. Name / Location of Branch should be entered in the relevant field.

For example,

Name of Firm	: SHAH & COMPANY
Name/Location of Branch	: FORT BRANCH

2 Address

Deductor / Collector should mention the address of the location where the tax is being deducted. It is compulsory for the deductor / collector to mention at least two details out of four ie (Flat/Door/Block No., Name of Premises/Building/Village, Road/Street/Lane/Post Office and Area/Locality/Taluka/Sub

2 Telephone Number
and e-mail ID

STD Code

9	1							9	8	2	0	0	1	1	1	1	5				
---	---	--	--	--	--	--	--	---	---	---	---	---	---	---	---	---	---	--	--	--	--

(4) Applicants should provide their valid e-mail IDs for receiving intimation about the status of their application through e-mail.

This field is mandatory for all categories of deductor / collector.

Deductor / Collector should mention the existing 10-digit Permanent Account Number allotted to it, if any, else leave this field blank.

If a deductor has existing TAN in old format, it should mention the same in this field.

If a collector has Tax Collection Account Number in the old format, it should mention the same in this field.

An applicant has an option of making payment either by demand draft, cheque, credit card / debit card or net banking (Payment details are mentioned in guidelines)

Don't know AO details? [Click here](#)

Assessing Officer Code (TDS / TCS)

Area code	
AO Type	
Range Code	
AO Number	

Sir,

Whereas I/we am/are liable to deduct/collect or deduct tax and collect tax in accordance with Chapter XVII under the heading 'B - Deduction at source' or 'BB - Collection at source' of the Income-tax Act, 1961;

And whereas no Tax Deduction Account Number/Tax Collection Account Number or Tax Deduction Account Number and Tax Collection Account Number has been allotted to me/us;

I/We give below the necessary particulars:

(a) Central/ State Government	
<i>Select appropriate category:</i> Central Government State Government Local Authority(Central Government) Local Authority(State Government)	
Name of Office	
Name of Organisation	
Name of Department	
Name of Ministry	
Designation of the person responsible for making payment/collecting tax	
(b) Statutory /Autonomous Bodies	
<i>Select appropriate category :</i> Statutory Body Autonomous Body	
Name of Office	
Name of Organisation	
Designation of the person responsible for making the payment/collecting tax	
(c) Company <i>[This column is applicable only if a single TAN is applied for the whole company. If separate TANs are applied for different divisions / branches, please select category Branch/Division of a Company and fill details in 1(d)]:</i>	
Select appropriate category: Central Government Company / Corporation established by Central Act ☐ State Government Company / Corporation established by State Act ☐ Other Company ☐	
Title (M/s) ☐ if applicable	
Name of Company	
Designation of the person responsible for making the payment/collecting tax	
(d) Branch/Division of a Company:	
Select appropriate category: Central Government Company / Corporation established by Central Act State Government Company / Corporation established by State Act Other 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/collecting tax	
<i>Select appropriate category: (e) Individual / Hindu Undivided Family (Karta) - [for branch of individual business / Hindu Undivided Family (Karta), please fill details in (f)]</i>	
Individual Hindu Undivided Family	
Title (In case of Individuals only) Shri Smt. Kumari	
Last Name / Surname	

First Name			
Middle Name			
(f) Branch of Individual Bussiness (Sole proprietorship concern) / Hindu Undivided Family (Karta)			
Branch of individual bussiness Branch of Hindu Undivided Family			
Title (In case of Individuals only) 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: <i>(for branch of firm / AOP / AOP (trust) / BOI / Artificial Juridical Person, please fill details in (h) only.)</i>			
Name			
(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			
*2. Address			
Flat / Door / Block No.			
Name of Premises / Building / Village			
Road / Street / Lane / Post Office			
Area / Locality / Taluka / Sub-Division			
Town / City / District			
State / Union Territory	▼		
PIN Code			
Telephone Number	STD Code		Telephone Number
* e-mail IDs	a)		
	b)		
*3. Nationality of Deductor	Indian ☐ Foreign ☐		
4. Permanent Account Number (PAN) <i>(Specify wherever applicable)</i>			
5. Existing Tax Deduction Account Number (TAN) <i>(if any)</i>			
6. Existing Tax Collection Account Number (TCS) <i>(if any)</i>			
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.			
DD MMYYYY			
Verified today 01 -06 -2011 at			
*Payment Details <i>(select appropriate mode of payment and fill relevant details)</i>			

Demand Draft/Cheque (in favour of 'NSDL - TIN' for Rs.60.00)	
☐	Demand Draft number dated DD MM YYYY for Rs. 60.00 Drawn On payable at Mumbai.
☐	Cheque number dated DD MM YYYY for Rs.60.00 drawn on Bank, deposited at HDFC Bank, Branch at, location (city/town).
☐	Credit Card / Debit Card (Rs.60.00)
☐	Net Banking (Rs.60.00) List of Banks available

GENERAL INFORMATION FOR TAN APPLICANTS

- The fee for processing of TAN application to be paid to TIN-FCs is Rs. 55/- (Plus service tax, as applicable).
- In case the applicant has already been allotted a ten digit alphanumeric TAN, it should not apply again as having or using more than one TAN is illegal. However, different branches/divisions of a deductor/collector may apply for separate TAN for each branch/division.
- In case deductor/collector has already been allotted TAN and wants any change in particulars (e.g. name, address etc.), it should fill up. '[Form for changes for Correction in TAN data for TAN allotted](#)'.
- Deductor/Collector will receive an acknowledgment containing a 14 digit unique number on submission of Form 49B. This acknowledgment number can be used by the deductor/collector for tracking the status of its application.
- For more information
 Visit us at <http://www.tin-nsdl.com>
 Call TIN Call Center at 020 - 27218080
 e-mail us at tininfo@nsdl.co.in
 SMS NSDLTAN <space> Acknowledgement No. & send to 57575 to obtain application status.
 Write to : National Securities Depository Limited, 3rd floor, Sapphire Chambers, Near Baner Telephone Exchange, Baner, Pune – 411045

Online Application for Changes Or Correction in TAN Data for TAN allotted (TAN Change Request Form)

I STEPS FOR ONLINE APPLICATION

- Applicant will fill TAN Change Request form online and submit the form.
- If the data submitted fails in any format level validation, a response indicating the error(s) will be

- displayed on the screen.
- (c) The applicant shall rectify the error(s) and re-submit the form.
 - (d) If there are no format level error(s) a confirmation screen with data filled by the applicant will be displayed.
 - (e) If the applicant requires any amendment to this data, it can choose the edit option, else it shall choose the confirm option.
 - (f) **For Changes or Correction in TAN data**, fill all mandatory fields (marked with *) of the Form and select the corresponding box on left margin of appropriate field where correction is required.
 - (g) TAN change request can be made for 'change of category of the applicant' only if category is erroneously mentioned in the Income Tax Department (ITD) TAN database. For example if ABC Ltd. is categorised as 'Firm' in ITD TAN database the category can be changed to 'Company' which is the correct category.
 - (h) **For Cancellation of TAN**, fill all mandatory fields in the Form, enter TAN to be cancelled in Item No.6 of the Form and select the check box on left margin. TAN to be cancelled should not be same as TAN (the one currently used) mentioned at the top of the Form.

II PAYMENT

- (i) The fee for TAN Change Request form is Rs.60.00 (Rs.55.00 application charge + 10.3% Service Tax).
- (j) Fee can be paid either by
 - demand draft or
 - cheque or
 - credit card / debit card or
 - net banking.
- (k) Demand draft / cheque shall be in favor of '**NSDL - TIN**'.
- (l) **Name of the applicant and the acknowledgment number should be mentioned on the reverse of the demand draft / cheque.**
- (m) Demand draft shall be payable at Mumbai (to be sent to NSDL).
- (n) Applicants making payment by cheque shall deposit a local cheque (drawn on any bank) with any HDFC Bank branch across the country (except Dahej). The applicant shall mention **TANNSDL** on the deposit slip. List of [HDFC Bank branches](#).
- (o) **Credit Card / Debit Card / Net Banking payment**
Facility of making payment by credit card / debit card / net banking is not available for below mentioned categories
 - **Central Government / State Government** and
 - **Statutory / Autonomous Bodies**

Persons authorised to make credit card / debit card / net banking payment for other categories are as below:

Category of applicant	Authorised person whose credit card / debit card / net banking can be used for making the payment
Company/Branch/Division of a company	Any Director of the Company
Individual (Sole Proprietorship) / Branch of Individual Business	Self
Hindu Undivided Family (HUF)	Karta
Firm / Branch of Firm	Any partner of the firm
Association of Persons/Body of Individuals/ Association of Persons	Authorised signatory covered under section 140 of Income Tax Act, 1961

(Trusts)/Artificial Juridical Person	
--------------------------------------	--

Applicants making credit card / debit card payment will be charged an additional surcharge of Rs.5.00 by the bank providing payment gateway facility.

Applicants making payment through Net Banking facility will be charged an additional surcharge of Rs.4.00 + service tax for payment gateway facility.

On successful credit card / debit card / net banking payment, acknowledgment will be displayed. Applicant shall save and print the acknowledgment and send to NSDL as mentioned in point 'V - Mode of Submission of Documents' below.

Applicant shall select appropriate mode of payment and fill relevant details in the application.

III ACKNOWLEDGMENT

(p) On confirmation, and in case of credit card / debit card / net banking payment on successful payment an acknowledgment screen will be displayed. The acknowledgment consists of:

- A unique 14-digit acknowledgment number
- Status of applicant
- Name of applicant
- Contact details (address, e-mail and telephone number)
- Payment details
- Space for signature

Acknowledgment will also indicate fields in which change requested.

(q) **Applicant shall save and print this acknowledgment.**

(r) Signature / Left thumb impression should only be within the box provided in the acknowledgment. In case of applicants other than 'Individuals', the authorised signatory shall sign the acknowledgment and affix the appropriate seal or stamp.

(s) Left hand thumb impression, if used, should be attested by a Magistrate or a Notary Public or Gazetted Officer, under official seal and stamp.

IV DOCUMENTS TO BE SUBMITTED ALONG WITH THE APPLICATION

(t) Proof of TAN (existing TAN . i.e. the one currently in use).

(u) Proof of TAN(s) to be surrendered/cancelled, if any.

(v) Applicant may submit the TAN allotment letter received from ITD as 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

(w) Relevant documentary proof to support request for correction/change in TAN change request to be forwarded to NSDL along with TAN acknowledgment.

In case the applicant's address changes to a different city and the new address falls under different RCC (Regional Computer Center of Income Tax Department) then applicant needs to apply for a new TAN in Form no. 49B.
--

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

V MODE OF SUBMISSION OF DOCUMENTS

The acknowledgment duly signed along with relevant proofs to be sent to NSDL at
National Securities Depository Limited
3rd Floor, Sapphire Chambers,
Near Baner Telephone Exchange,
Baner,

Pune - 411045

- (y) Superscribe the envelope with 'APPLICATION FOR TAN CHANGE REQUEST- Acknowledgment Number' (e.g. '**APPLICATION FOR TAN CHANGE REQUEST- 88301020000097**').
- (z) Your acknowledgment, demand draft, if any, and proofs, should reach NSDL within 15 days from the date of online application.
- (aa) Applications received with Demand Draft /cheque as mode of payment shall be processed only on receipt of relevant proofs and realisation of payment.
- (bb) Applications received with credit card / debit card / net banking as mode of payment shall be processed on receipt of relevant documents (acknowledgment and proofs).

VI CONTACT US

- (cc) For more information
 - Call TIN Call Centre at 020 - 27218080;
 - Fax: 020 - 27218081
 - e-mail us at: tininfo@nsdl.co.in
 - SMS NSDLTAN <space> Acknowledgement No. & send to 57575 to obtain application status.
 - Write to: National Securities Depository Limited, 3rd Floor, Sapphire Chambers, Near Baner Telephone Exchange, Baner, Pune - 411045

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

- a. **Mention 10 digit TAN correctly in the space provided.**
- b. Left hand thumb impression, if used, should be attested by a Magistrate or a Notary Public or a Gazetted Officer, under official seal and stamp.
- c. 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.**
- d. 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 in or www.tin-nsdl.com
- e. In case address of the applicants changes to a different city and the new address falls under different RCC (Regional Computer Center 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
- f. 'Designation of the person responsible for making the payment' field is mandatory to fill up, wherever applicable.
- g. The address of applicant should be an Indian Address only.

Item No.	Item Details	Guidelines for filling up the form
1	Category of Deductor / Collector	Deductor / Collector should tick the appropriate category specified from (a) to (h) in the form.
2 (a)	Name - Central / State Government / Local Authority	Central / State Government / Local Authority deductors should fill up the name in this field. <u>Name of Office is mandatory</u> . 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 should 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/State Government/Local Authority deductor / collector. Applicant should select appropriate category by ticking in the relevant box.

2 (b) Name - Statutory / Autonomous Bodies

Name of Office is Mandatory.

Relevant Box for Statutory Body or Autonomous Body should be ticked by the deductor / collector.

For example, if **Bandra office of Life Insurance Corporation of India** is filling the form, it should fill the Name fields as:

Name of Office: **LIFE INSURANCE CORPORATION OF INDIA, BANDRA**

Name of Organisation: **LIFE INSURANCE CORPORATION OF INDIA**

2 (c) Name - Company

Details in this field should 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 / Collector should select its appropriate entry by ticking in the relevant box.

2(d) Branch / Division of a company

It is mandatory to fill the 'Name of Company'. If Branch/division of a Company has obtained separate TAN, it needs to mention either the Name / Location of the Branch or Name of Division (in whose name TAN is sought) in respective field. Branches of a company having

separate TANs should fill this field.

For example, the, **Cement Division of ABC Private Limited located at Andheri** should 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 should 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 / Collector should select its appropriate entry by ticking in the relevant box.

2 (e) Name -
Individual/Hindu
Undivided Family
(Karta)

First Name is Mandatory. Name of the deductor / collector 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 and 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. For example, **Gunjan Bansal** will be written as:

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/her/it, then he/she/it should fill name in this field.

Deductor / Collector should select appropriate entry (i.e. Individual /

Hindu Undivided Family) by ticking in the relevant box.

Individual should select appropriate title by ticking in 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 (Karta)

This field will be filled only if the form is being submitted for branch of Individual Business (Sole Proprietorship Concern)/Hindu Undivided Family (Karta). It is mandatory to fill First Name.

In case an Individual/HUF has obtained separate TANs for different businesses being run by him/her/it, this category will be applicable. The name of the concern should be filled in the field for Name/Location of Branch.

Other Title (Dr. Late, Smt etc.) related rules / given 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 / Collector should select appropriate category (i.e. Individual / Hindu Undivided Family) by ticking in the relevant box.

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 should 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/AOP(trusts)/Body of Individuals/Artificial Juridical Person is filling the form, this category is applicable. The Name of Firm/Association of Persons/Association of Persons(Trusts)/Artificial Juridical Person should be written in full in the field provided. Name of Branch should be entered in the relevant field.

For example-

Name of Firm	: SHAH & COMPANY
Name/Location of Branch	: FORT BRANCH

3 Address

Deductor / Collector should mention the address of the location where the tax is being deducted. It is compulsory for the deductor / collector to mention at least two details out of four i.e.(Flat/Door/Block No., Name of Premises / Building,

Road/Street/Lane and Area / Locality).

Town/City/District, State / Union Territory and **PIN code** are mandatory.

The applicant should not mention a foreign address.

4 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

Telephone No.

9	1						9	8	2	0	0	1	1	1	1	5			
---	---	--	--	--	--	--	---	---	---	---	---	---	---	---	---	---	--	--	--

Where '91' is the country code of India.

However, In case of WLL mobiles (e.g. Reliance, TATA Indicom, etc.), STD Code should be mentioned.

(3) It is suggested that applicants mention their telephone number so that they can be contacted in case of any discrepancy in the application form.

(4) Applicants should provide their valid e-mail IDs for receiving intimation about the status of their application through e-mail.

5 Nationality of Deductor / Collector

This field is mandatory for all categories of deductor / collector.

6 Permanent Account Number (PAN)

Deductor / Collector should mention the 10-digit Permanent Account Number allotted to it, if any, else leave this field blank.

7 Mention other Tax Deduction Account Numbers (TANs) inadvertently allotted to you

All TANs inadvertently allotted other than the one filed at the top of the form (the one being used currently by the deductor / collector) 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 instructions to tan applicants

- The fee for processing of TAN application to be paid to TIN-FCs is Rs. 55/- (Plus service tax, as applicable).
- Deductor/Collector will receive an acknowledgment containing a 14 digit unique number on submission of this form. This acknowledgment number can be used by the deductor/collector for tracking the status of its application.
- For more information / application status enquiry
 - Visit us at <http://www.tin-nsdl.com>
 - Call TIN Call Center at 020 - 27218080
 - e-mail us at tininfo@nsdl.co.in
 - SMS NSDLTAN <space> Acknowledgement No. & send to 57575 to obtain application status.
 - Write to : National Securities Depository Limited, 3rd floor, Sapphire Chambers, Near Baner Telephone Exchange, Baner, Pune - 411045

Online Application Pro forma (Change In TAN)

**Application for Changes Or Correction in TAN Data for TAN allotted.
under Section 203A of the Income Tax Act, 1961**

To avoid mistake(s), please refer [guidelines](#) and [instructions](#) .

	* Tax Deduction and Collection Account Number (TAN)	
☐	*1. Category of Deductor a) Central / 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 (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	
	(a) Central/ State Government	
	Central Government State Government Local Authority(Central Government) Local Authority(State Government)	
	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 (Select appropriate category)	
	Statutory Body Autonomous Body	
	Name of office	
	Name of Organisation	
	Designation of the person responsible for making the payment	
	(c) Company <i>(This column is applicable only if single TAN is applied for the whole company. If separate TAN is applied for different division / branches, please fill details in (d) 'Branch / Division of a Company' only.)</i>	
	Central Government Company / Corporation established by Central Act ☐ State Government Company / Corporation established by State Act ☐ Other 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:	
Central Government Company / Corporation established by Central Act State Government Company / Corporation established by State Act Other 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)- <i>[for branch of individual / HUF fill details in (f) only]</i>	
Individual Hindu Undivided Family	
Title Shri Smt. Kumari	
Last Name/ Surname	
First Name	
Middle Name	
(f) Branch of Individual Business(Sole proprietorship concern)/Hindu Undivided Family(karta)	
Branch of individual business Branch of Hindu Undivided Family	
Title Shri Smt. Kumari	
Last Name/ Surname	
First Name	
Middle Name	
Name / Location of Branch	
(g) Firm / Association of Persons (Trusts) / Body of Individuals / Artificial Juridical Person: <i>(for branch of firm / AOP / AOP (trust) / BOI / Artificial Juridical Person, please fill details in (h) only.)</i>	
Name of Firm / Association of Persons(Trusts) / Body of Individuals / Artificial Juridical Person:	
(h) Branch of Firm / Association of Persons(Trusts) / Body of Individuals / Artificial Juridical Person:	
Name of Firm / 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 <i>(Indicating PIN is mandatory)</i>	

Telephone Number		STD Code		Telephone Number	
* e-mail IDs		a)			
		b)			
☐	*4. Nationality of Deductor (Select appropriate category)		Indian ☐	Foreign ☐	
☐	5. Permanent Account Number (PAN) (Specify wherever applicable)				
☐	6. Mention other Tax Deduction and Collection Account Number (TAN/s) inadvertently allotted to you, that need to be surrendered/cancelled				
	TAN1		TAN2		
	TAN3		TAN4		
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.					
DD MMYYYY Verified this today 01 -06 -2011 at					
*Payment Details					
Demand Draft/Cheque (in favor of 'NSDL - TIN' for Rs.60.00)					
☐	Demand Draft number dated DD MM YYYY for Rs. 60.00 Drawn On Bank, payable at Mumbai.				
OR					
☐	Cheque number dated DD MM YYYY for Rs.60.00 drawn on Bank, deposited at HDFC Bank, Branch at, location (city/town).				
OR					
☐	Credit Card / Debit Card (Rs.60.00)				
☐	Net Banking (Rs.60.00) List of Banks available				

SUBMIT