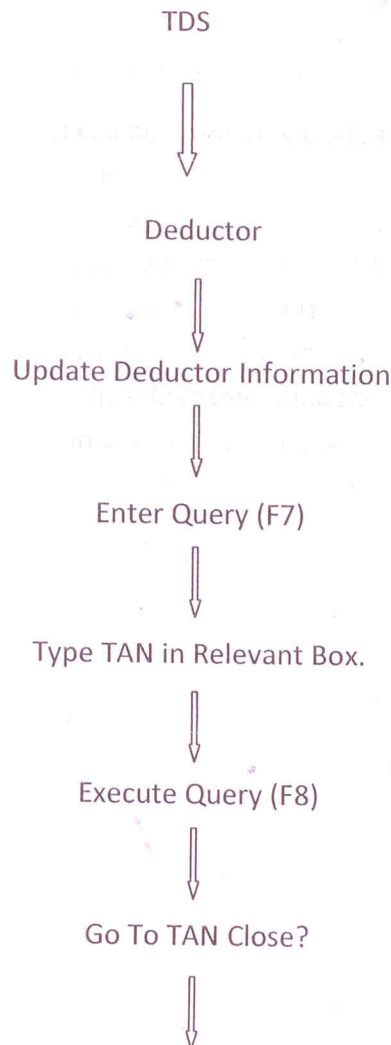


PROCEDURE FOR CANCELLATION OF TAN

- Cancellation/Surrendering of TAN can be done in two situations;
- **CASE 1** - Where duplicate TAN has been allotted;
- **CASE 2** - Where TAN allotted, is not required anymore by the assessee/deductor.
- In **CASE – 1**, the deductor has to approach the NSDL for cancellation of the 'Duplicate – Unused TAN'. For this, an application Form, which is applicable for 'Changes & Correction of TAN' needs to be used. The same can be downloaded from the NSDL website and is also available with TIN-FCs/other vendors. The application can be made online as well as in physical form. In this way, the 'Duplicate TAN' can be cancelled.
- In **Case – 2**, the deductor has to make an application with the jurisdictional A.O. (TDS), on a plain paper, requesting for cancellation of TAN and state reasons for such a request.
- Upon receiving the application, the A.O. can log into the ITD System and follow the following procedure:



Chose Yes



Save (F10)



Exit

- The A.O. should ensure that he/she acts upon only genuine applications after verifying, if need be, the authenticity of the person making the application.