

Filing of TDS Returns on New Income Tax Portal

1 LOGIN on Income Tax Portal

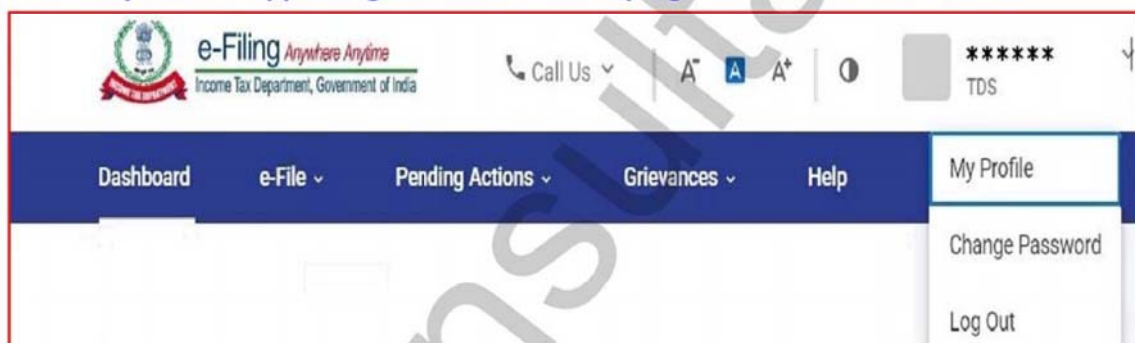
Firstly, you need to login on website <http://www.incometax.gov.in> with your TAN No as username and corresponding password registered on earlier Income Tax e-filing website <http://www.incometaxindiaefiling.gov.in>

[You can login **ONLY** if you were already registered on earlier Income Tax e-filing website <http://www.incometaxindiaefiling.gov.in> to upload the TDS returns]

2 Basic Requirement

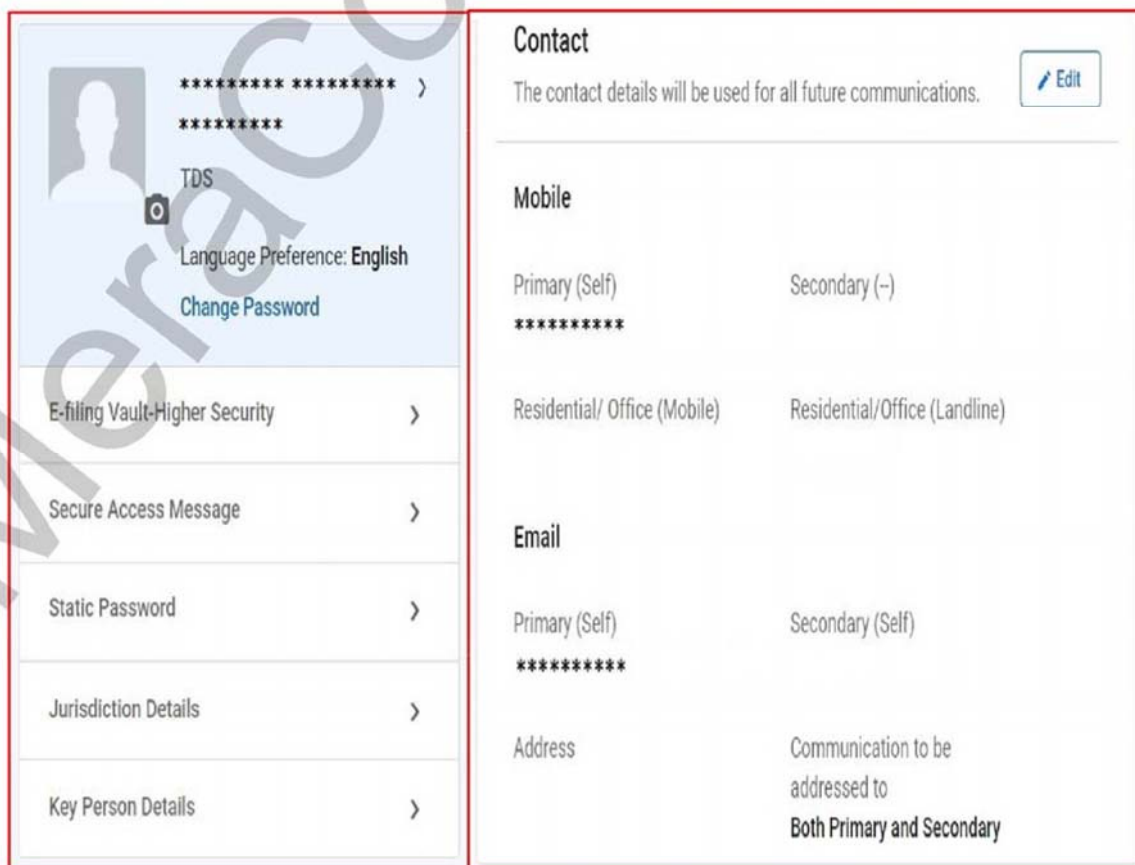
2.1 Email Address and Key Person Details

A) Click "My Profile" appearing below name on top right corner as shown below



The screenshot shows the top navigation bar of the e-Filing portal. It includes the e-Filing logo, a 'Call Us' button, and a user profile section with a masked name and 'TDS' label. Below this is a dark blue navigation menu with options: Dashboard, e-File, Pending Actions, Grievances, Help, and My Profile. The 'My Profile' dropdown menu is open, showing options: Change Password and Log Out.

B) View the options on left below Taxpayer Photo and Name and click on last option "Key Person Details". Also verify the Email addresses on right under "Contact"



The screenshot displays the 'My Profile' page. On the left, there's a sidebar with a profile picture placeholder, name (masked), and TDS label. Below this are links for 'Language Preference: English', 'Change Password', 'E-filing Vault-Higher Security', 'Secure Access Message', 'Static Password', 'Jurisdiction Details', and 'Key Person Details'. The main content area is titled 'Contact' and contains a note: 'The contact details will be used for all future communications.' It lists fields for 'Mobile' (Primary and Secondary), 'Email' (Primary and Secondary), and 'Address' (Communication to be addressed to). The 'Key Person Details' link in the sidebar is highlighted.

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2 Basic Requirement (continued...)

2.2 Key Person Details

- A) If Key Person exist, details will appear as below. Check DSC Status & Expiry Date.
[It appears that right now, Attachments are not mandatory]

Key Person(Authorised to verify) Details
Add Another Key Person

Details of the person responsible for making payment/collecting tax

Remove Edit

PAN	Name	DSC Registered
*****	*****	Yes
DSC Expiry Date 20-Oct-2021		
☒ Appointed as Principal Contact		

Attachments
View removed Key Person(s) Details

Scanned copy of signed requisition letter in official letter head

Attach File

only .pdf and .zip files, 5MB max file size

Back

- B) To Add Key Person, enter PAN and system will display it's Name, DSC status & Expiry Date. Select whether such person to be appointed as Principal Contact.

Add Key Person Details
* indicates mandatory field

PAN *

Appoint as Principal Contact * ⓘ

☐ Yes
☐ No

Cancel
Add

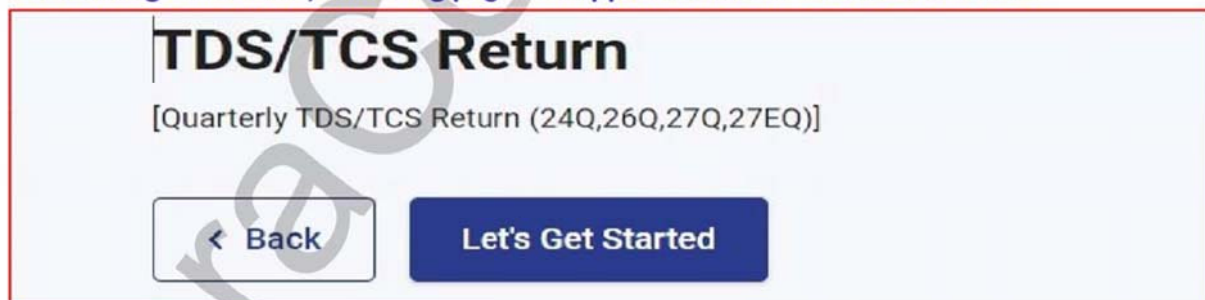
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3 Procedure for Filing of TDS Return

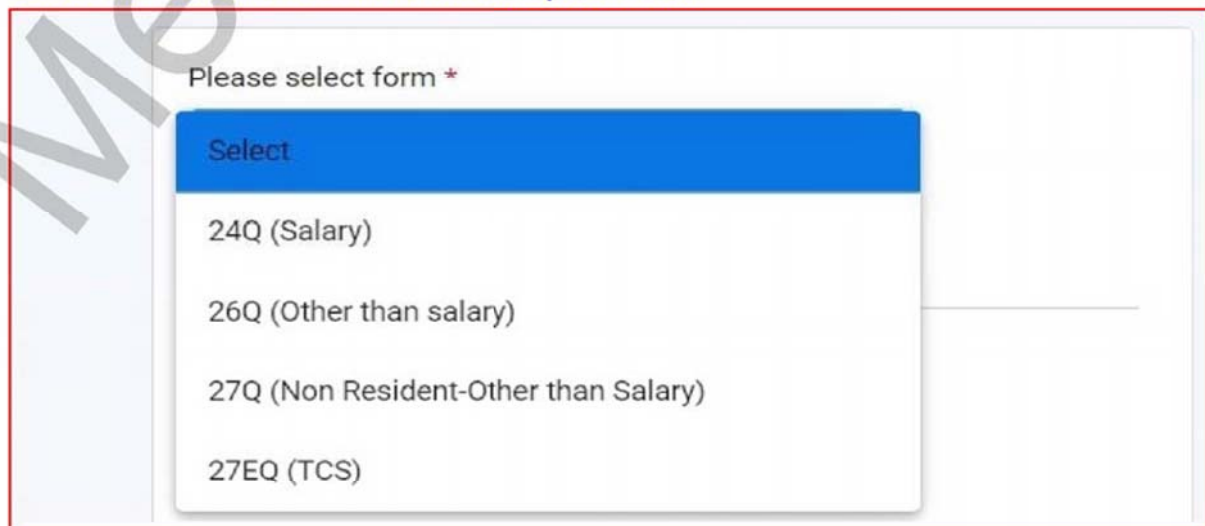
3.1 Select "e-File --> Income Tax Forms --> File Income Tax Forms" to select TDS Forms



3.2 On Clicking "File Now", following page will appear. Click on "Let's Get Started".



3.3 Select the TDS Return Form from the drop down list.



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3 Procedure for Filing of TDS Return (continued...)

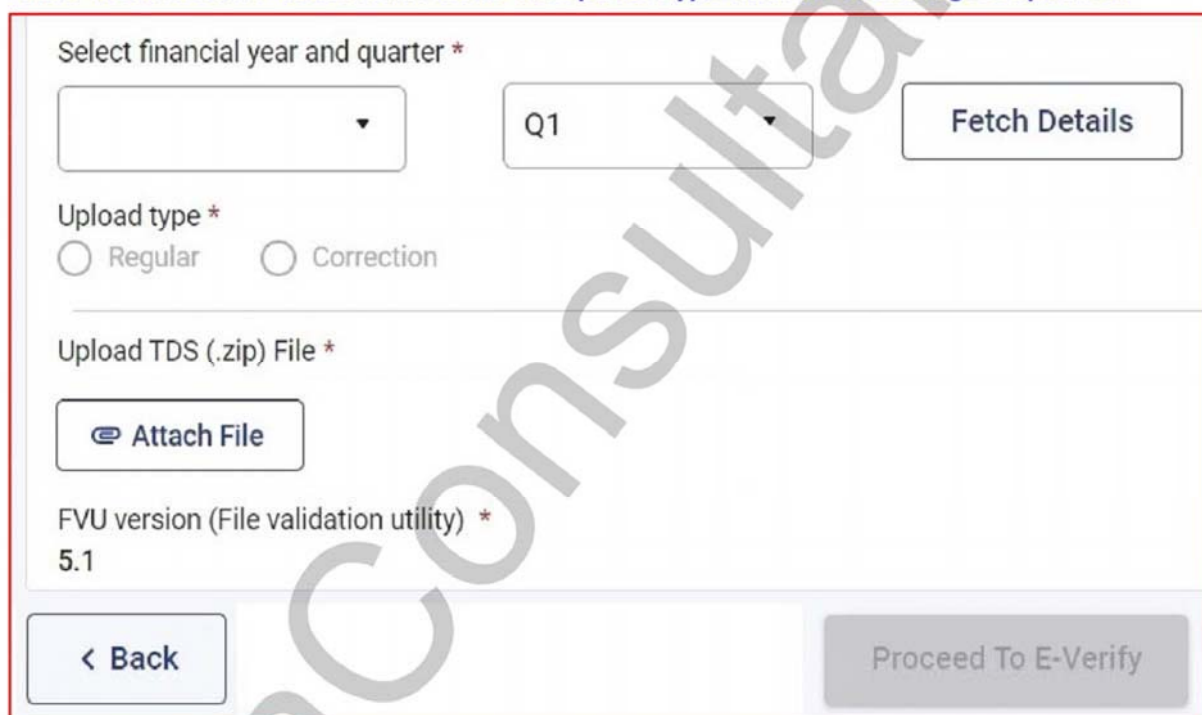
3.4 Select the Financial Year and Quarter from the Drop Down list

3.5 Select the ZIP file of FVU file generated from the Return Preparation Utility by clicking "Attached File" button.

[After successful uploading ZIP file name will appear in the place of button]

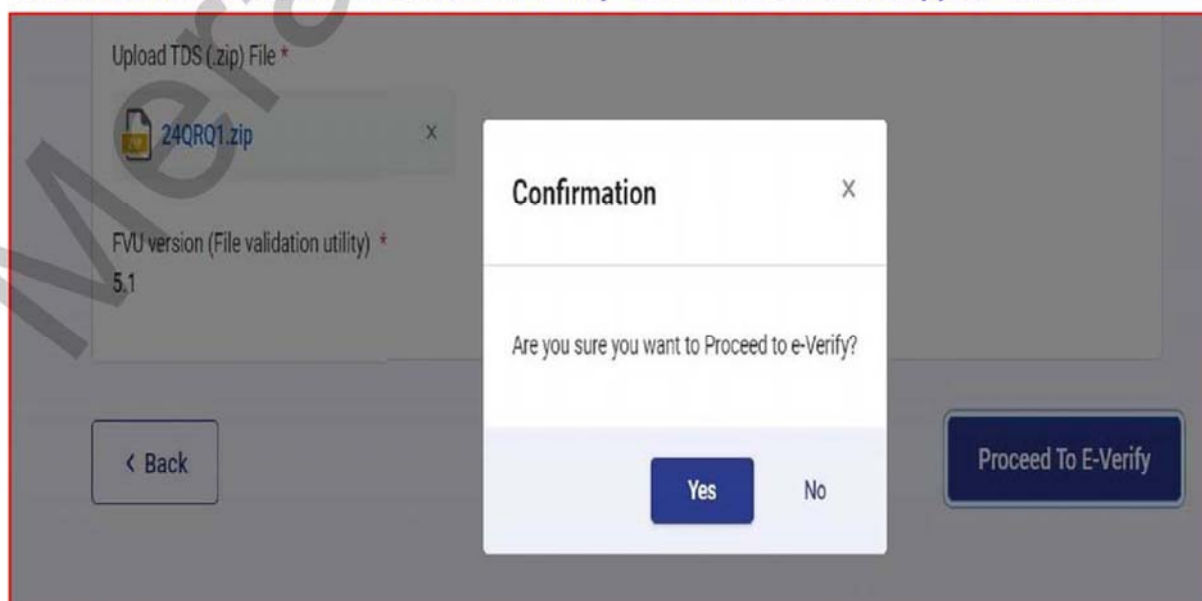
3.6 Upload Type and FVU version will be automatically updated afterwards.

3.7 Click "Fetch Details" button and WAIT till Upload Type and FVU version gets updated.



The screenshot shows a web form for filing TDS returns. It includes a dropdown for 'Select financial year and quarter', a dropdown for 'Q1', and a 'Fetch Details' button. Below these are radio buttons for 'Upload type' (Regular and Correction). There is a section for 'Upload TDS (.zip) File' with an 'Attach File' button. The 'FVU version (File validation utility)' is displayed as '5.1'. At the bottom, there are '< Back' and 'Proceed To E-Verify' buttons.

3.8 Click on activated button "Proceed to E-Verify" & confirm on screen appear as below



The screenshot shows a confirmation dialog box titled 'Confirmation' with a close button (X). The dialog asks 'Are you sure you want to Proceed to e-Verify?' and has 'Yes' and 'No' buttons. In the background, the same form as in the previous screenshot is visible, but the 'Proceed To E-Verify' button is now highlighted in blue, indicating it is the active button.

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3 Procedure for Filing of TDS Return (continued...)

3.9 After confirmation, opt to e-verify through use of DSC on following screen & CONTINUE

e-Verify

PAN *****	Form No. FTDS	Assessment Year 2021
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How do you want to e-verify?

☒ I would like to verify using Digital Signature Certificate (DSC)

[< Back](#) [Continue >](#)

4 Signing of TDS Return with DSC

4.1 Click the CheckBox to confirm the emsigner utility installation.

Verify with Digital Signature Certificate (DSC)

Attach DSC for PAN *****

☐ I have downloaded and installed emsigner utility.

[< Back](#) [Continue >](#)

4.2 As the DSC is attached to the machine and emsigner utility is running, a drop down list will appear in the first box "Provider". Select the appropriate Provider.

Data Sign

* Indicates mandatory fields

Provider * Select Select ePass- ***** Microsoft Windows Store	Certificate * Select
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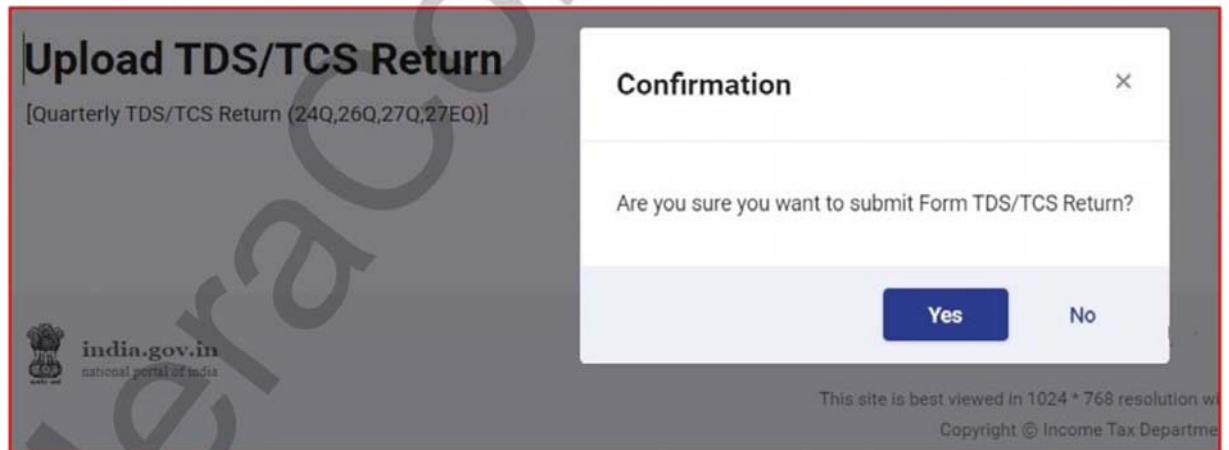
4 Signing of TDS Return with DSC (continued...)

- 4.3 After selection of Provider, drop down list displaying the Certificates will appear in the right box "Certificates". Select the appropriate Certificate.

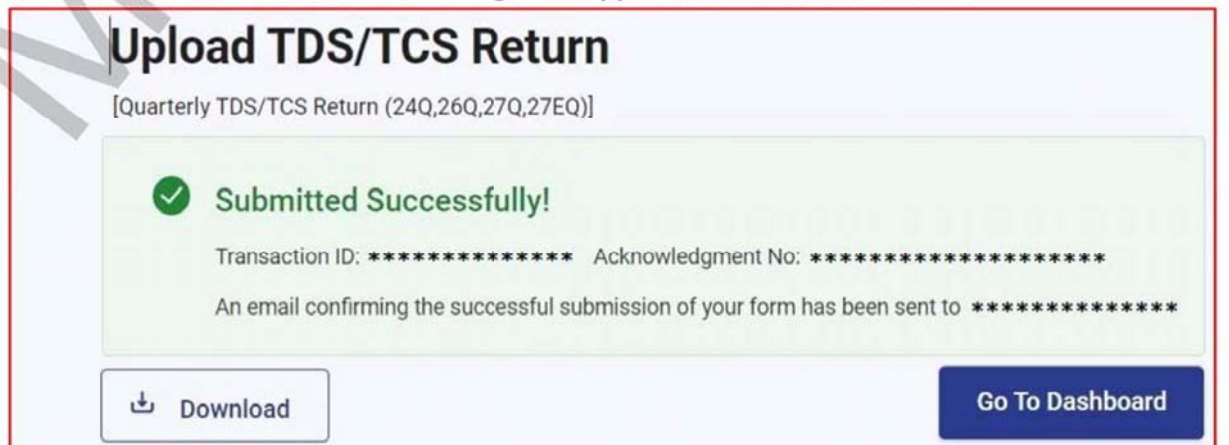


- 4.4 Enter the DSC Password in the below box "Provider Password" & click "SIGN".

- 4.5 Confirmation to be given for submission of TDS Return



- 4.6 **DONE.** A successful submission message will appear with Transaction ID and



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5 Acknowledgement and Confirmation Email and SMS

Download Acknowledgement by clicking the "Download" button appearing below successful message as shown above.

Note 1) - Acknowledgement, at present, is not showing the TDS Return Form No, Assessment Year, Financial Year and Quarter for which the return is submitted.

Note 2) - The E-mail and SMS on the registered E-mail address and Mobile No also does not mention the TDS Return Form No, Assessment Year, Financial Year or Quarter for which the return is submitted BUT mention the current Financial Year.

Note 3) - SMS read as "Dear Taxpayer, The e-Filing of TDS - for 2021-22 successfully submitted on ***** vide *****.-e-Filing, Income Tax Department".

Acknowledgement Receipt of Income Tax Forms (Other Than Income Tax Return)		 e-Filing Anywhere Anytime Income Tax Department, Government of India
e-Filing Acknowledgement Number / Quarterly Statement Receipt Number *****	Date of e-Filing *****	
Name	: *****	
PAN/TAN	: *****	
Address	: *****	
Form No.	: Form TDS	
Form Description	: [Quarterly TDS/TCS Return (24Q,26Q,27Q,27EQ)]	
Assessment Year	:	
Financial Year	:	
Quarter	: -	
Filing Type	: Original	
Filing Entity/Filed By	: *****	
Verified By	: *****	

(This is a computer generated Acknowledgement Receipt and needs no signature)

Thank You

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