

TAX INFORMATION NETWORK (TIN)



GLOSSARY

<u>TIN</u>	- Tax Information Network
<u>NSDL</u>	- National Securities Depository Ltd
<u>ITD</u>	- Income Tax Department
<u>TIN-FC</u>	- TIN Facilitation Centre
<u>E-TDS</u>	- Electronic Tax Deduction at Source
<u>E-TCS</u>	- Electronic Tax Collection at Source
<u>AIR</u>	- Annual Information Return
<u>TAN</u>	- Tax Deduction Account Number
<u>PAN</u>	- Permanent Account Number

TIN FC ACTIVITIES

- ❖ Acceptance of Application Form 49A for Allotment of PAN and PAN Change Request
- ❖ Acceptance of Application Form 49B for Allotment of TAN
- ❖ Acceptance of Paper Returns /AIR
- ❖ Acceptance of e-TDS / e-TCS Annual and Quarterly Returns
- ❖ Acceptance of e –TBAF
- ❖ PAN Authorization for viewing Annual Tax Statement-26AS

PAN



WHY PAN?

- ❑ It is mandatory to quote PAN on return of income, all correspondence with any income tax authority
- ❑ It is mandatory to quote PAN on challans for any payments due to Income Tax Department.
- ❑ It is also compulsory to quote PAN in all documents pertaining to financial transactions notified from time-to-time by the Central Board of Direct Taxes like sale and purchase of immovable property or motor vehicle or payments in cash, of amounts exceeding Rs. 25,000/- to hotels and restaurants or in connection with travel to any foreign country
- ❑ It is also mandatory to mention PAN for obtaining a telephone or cellular telephone connection
- ❑ PAN has to be mentioned for making a time deposit exceeding Rs. 50,000/- with a Bank or Post Office or depositing cash of Rs. 50,000/- or more in a Bank

WHO CAN APPLY

- INDIVIDUALS**
- HUF**
- COMPANY**
- FIRM**
- TRUST**
- ASSOCIATION OF PERSONS**
- ARTIFICIAL JUDICIAL PERSON**
- BODY OF INDIVIDUALS**
- LOCAL AUTHORITY**

HOW TO APPLY

□ Applicant may either make an online application through NSDL Website or submit physical PAN Application to any TIN-FC or PAN centre of NSDL.

□ KARVY has nearly 257 TIN-FC and 61 PAN centers across the country offering this facility.

CHECKLIST – PAN REGULAR ANNEX - J

Completely and legibly filled and signed form

Important fields -

- Name of the applicant and applicant's father (for individuals)
- Date of Birth/Incorporation
- Photo & signature (for Individuals)
- Complete address (with city & pincode / zipcode)
- Telephone number /email ID
- Status of applicant
- Source of Income
- Proof of identity – one of the specified documents
In name of applicant (except ration card)
- Proof of address – one of the specified documents
 - ✓ In name of applicant (except ration card)
 - ✓ For residential address (for Individuals and HUF)
 - ✓ For office address (for other than Individuals and HUF)
 - ✓ Valid and Not more than six month old on date of application
- AO Code

DOCUMENTS REQUIRED

INDIVIDUALS AND HUF

ADDRESS PROOFS	IDENTITY PROOFS
ELECTRICITY BILL	SCHOOL LEAVING CERTIFICATE
TELEPHONE BILL	MATRICULATION CERTIFICATE
DEPOSITORY ACCOUNT STATEMENT	DEGREE OF RECOGNISED EDUCATIONAL INSTITUTION
CREDIT CARD STATEMENT	DEPOSITORY ACCOUNT STATEMENT
BANK ACCOUNT STATEMENT/PASSBOOK	BANK ACCOUNT STATEMENT/ PASSBOOK
EMPLOYER CERTIFICATE	CREDIT CARD
RENT RECEIPT	WATER BILL
RATION CARD	RATION CARD
PROPERTY TAX ASSESSMENT ORDER	PROPERTY TAX ASSESSMENT ORDER
PASSPORT	PASSPORT
VOTERS ID CARD	VOTERS ID CARD
DRIVING LICENSE	DRIVING LICENSE
CERTIFICATE OF ADDRESS SIGNED BY A MP, MEMBER OF LEGISLATIVE ASSEMBLY OR MUNICIPAL COUNCILLOR OR GAZETTED OFFICER	CERTIFICATE OF IDENTITY SIGNED BY A MP, MEMBER OF LEGISLATIVE ASSEMBLY OR MUNICIPAL COUNCILLOR OR GAZETTED OFFICER

DOCUMENTS REQUIRED

OTHER THAN INDIVIDUALS & HUF

COMPANY	COPY OF CERTIFICATE OF REGISTRATION ISSUED BY REGISTRAR OF COMPANIES
FIRM	COPY OF CERTIFICATE OF REGISTRATION ISSUED BY REGISTRAR OF FIRMS OR COPY OF PATNERSHIP DEED
ASSOCIATION OF PERSONS (TRUSTS)	COPY OF TRUST DEED OR COPY OF CERTIFICATE OF REGISTRATION NUMBER ISSUED BY CHARITY COMMISSIONER
AOP (OTHER THAN TRUST) OR BODY OF INDIVIDUALS OR LOCAL AUTHORITY OR ARTIFICIAL JURIDICIAL PERSONS	COPY OF AGREEMENT OR COPY OF CERTIFICATE OF REGISTRATION NUMBER ISSUED BY CHARITY COMMISSIONER OR REGISTRAR OF COOPERATIVE SOCIETY OR ANY OTHER COMPETENT AUTHORITY OR ANY OTHER DOCUMENT ORIGINATING FROM ANY CENTRAL OR STATE GOVT DEPT ESTABLISHING IDENTITY AND ADDRESS OF SUCH PERSON

CHECKLIST- PAN CHANGE REQUEST

ANNEX - K

- Proof of Issuance of PAN
 - PAN Card
 - PAN Allotment Letter
 - Copy of FIR – not mandatory
 - **No PAN proof – on ‘Good Effort Basis’**
- Proof of Identity (POI)
- Proof of Address (POA)
- Proof in support of all changes sought

WHAT IS TAN ?

- ❑ 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.

WHO CAN APPLY & WHY TO APPLY?

- All those persons who are required to deduct tax at source or collect tax at source on behalf of Income Tax Department are required to apply for and obtain TAN.

- It is mandatory to quote TAN in
 - ✓ All TDS / TCS returns
 - ✓ All TDS/ TCS payment challans
 - ✓ All TDS/TCS certificates to be issued

- Failure to apply for TAN or comply with any other provision of section 203A of IT act attracts penalty of 10,000/-

HOW TO APPLY?

- A deductor may either make an online application through NSDL website or submit physical TAN Application to any TIN-Facilitation Center (TIN-FC) of NSDL.
- KARVY offers this facility across all the 257 TIN-FC locations.

ACCEPTANCE OF TAN / TAN CR

- Compare application details with documents submitted & with proof of TAN in case of CR.
- New TAN for RCC change
- Generate Acknowledgment through SAM
- Digitization to be done using own software
 - ✓ Software to have double data entry feature
- Digitized data to pass through FVU
- Upload within 3 days of receipt

WHAT IS TDS & TCS

❑ Entities (both corporate and non-corporate deductors) making payments to third parties (deductees) are required to deduct tax at source (Tax Deducted at Source -TDS) from these payments and deposit the same at any of the designated branches of banks authorised to collect taxes on behalf of GOI.

❑ TCS means collection of tax at source by the seller (collector) from the buyer (collectee/payee) of the goods (specified u/s 206C of Income-tax Act, 1961, like timber obtained under forest lease, scrap, any other forest produce not being timber or tendu leaves etc.,)

❑ The seller will deposit the tax collected at source (TCS) at any of the designated branches of the authorised banks.

WHAT IS e-TDS/e-TCS ?

- ❑ Electronic filing of TDS / TCS
- ❑ TDS / TCS return prepared in form No.24,26 or 27 in electronic media as per prescribed data structure in either a floppy or a CD ROM
- ❑ The floppy or CD ROM prepared should be accompanied by a signed verification in Form No.27A.

WHO CAN FILE?

- ❑ It is mandatory for corporate and government deductors to furnish their TDS / TCS returns in electronic form
- ❑ Deductors (other than government and corporate) may file TDS return in electronic or physical form

WHERE TO SUBMIT?

- Deductors can submit e-TDS / e-TCS returns through TIN-Facilitation Centers (TIN-FC) established by NSDL or directly upload through NSDL web-site.
- KARVY offers this facility across all the 257 TIN-FC locations.

e-TDS/e-TCS – PRILIMINARY CHECKS

- Identification label on CD/floppy
- Duly signed Form 27A in physical form
- Authentication on alterations/overwriting on Form 27A
- One CD/Floppy - One return – One file
- Necessarily a text file (in ASCII format) passed through FVU
 - .txt - phase I
 - .fvu – phase II
- Number of deductee records (> 5 lac – to be processed as large return)

TDS/ TCS Book Adjustment Form (e-TBAF)

- To be filed by Accounts officer to confirm TDS/TCS deposited
- Accounts officer identified by AIN (Acct. Officer Identification No.)
- Frequency - Quarterly and in electronic form only
- Content - DDO wise, month wise and form wise details of total tax deducted/collected

ACCEPTANCE OF PAPER STATEMENT PRILIMINARY VERIFICATION

- Eligibility of deductor (other than corporate / Govt.)**
- Forms prescribed by ITD (Annual/quarterly)
- Complete, legible and signed
- Mandatory fields - TAN, Name, Form No., FY and Quarter
(refer checklist – Annexure AB of TOM)
- No enclosures - Bank challan / TDS/TCS certificate etc.
- Correction, if required, in full and in paper form only
- Copy of original Provisional Receipt (if correction statement)
- Adhere to checklist
- Payment made by transfer voucher – electronic return

ANNUAL INFORMATION RETURN (AIR)

- To be furnished by ‘specified entities’ in respect of specified financial transactions registered/recorded by them during the financial year (beginning on or after April 1, 2004)
- For specified high value financial transactions
- In Form 61A
 - Part A – Control totals (Physical)
 - Part B – Electronic Form
- One Entity to furnish one return for a financial year
- Due date of filing of AIR: 31st August of the following year

WHERE TO FILE ?

- ❑ CBDT (Central Board of Direct Taxes) has authorized National Securities Depository Limited (NSDL) to receive AIR through the TIN Facilitation Centers on behalf of CIT (CIB).
- ❑ Filers may also file AIR online through internet.

WHAT IS FORM 26AS ?

- ❑ Form 26AS is a consolidated tax statement issued under Rule 31 AB of Income Tax Rules to PAN holders.

- ❑ This statement, with respect to a financial year, will include details of:
 - ✓ Tax deducted at source
 - ✓ Tax collected at source
 - ✓ Advance tax/self assessment tax/regular assessment tax, etc. deposited by the taxpayers (PAN holders)

- ❑ Form 26AS will be prepared only with respect to Financial Year 05-06 onwards

HOW TO VIEW ?

- Client has to successfully register by furnishing the required information at NSDL website
- After verification of the details and proofs , TIN FC has to successfully authorise the request
- Status of registration available on site
- Statement view available after three days of authorization

PROOFS REQUIRED

Category of PAN	Proof of identification
Individual	PAN card in original along with a copy.
Hindu Undivided Family (HUF)	PAN card of HUF, photo identity proof of Karta of HUF.
Company /Artificial Juridical Person/Body of Individuals/Association of Persons (Trust)/Association of Persons/Firm/Local Authority	1. PAN card in original along with a copy.
	2. An authority letter issued by the PAN holder authorizing an individual to register the PAN on his behalf. The authority letter should be duly signed by the authorized individual and counter signed by the authorized signatory of the PAN.
	3. Photo identity proof (necessarily PAN card) in original of the authorized individual along with a copy of it along with the above mentioned documents.

FEES STRUCTURE



Particulars	Fees	Total Service Tax @ 10.3%*	Total	Amount to be charged
PAN Applications	Rs. 85	Rs. 8.76	Rs. 93.76	Rs. 94
PAN Applications (where foreign address is provided as address for communication)	Rs. 675	Rs. 69.52	Rs. 744.52	Rs. 744
Upload of Returns/ Statements/e-TBAF (upto 100 deductees / collectee/ transacting parties records per return / statement/records per e-TBAF)	Rs. 27.5 per Return	Rs. 2.83	Rs. 30.53	Rs. 30
Upload of Returns/ Statements/e-TBAF (101 to 1000 deductees / collectee/ transacting parties records per return / statement/records per e-TBAF)	Rs. 165 per Return	Rs. 17.00	Rs. 182.00	Rs. 182
Upload of Returns/ Statements/e-TBAF (more than 1000 deductees / collectee/ transacting parties records per return / statement/records per e-TBAF)	Rs. 550 per Return	Rs. 56.65	Rs. 606.65	Rs. 607
TAN Applications	Rs. 55	Rs. 5.67	Rs. 60.67	Rs. 60
PAN Authorisation in case applicant visits TIN-FC	Rs. 15	Rs. 1.55	Rs. 16.55	Rs. 17
PAN Authorisation in case TIN-FC visits applicant	Rs. 100	Rs. 10.3	Rs. 110.30	Rs. 110

THANK YOU

