TAN REGISTRATION PROCEDURE

Steps for Registration

Step 1 Apply for TAN Registration

- Open website www.tin-nsdl.com

- Click on "**Online TAN Registration**" link given at mid of the screen under "Online Services"

- New page will be opened, now click on Register TAN online link

- Now **ONLINE TAN REGISTRATION FORM** will be opened

  Fill details like TAN, PAN, Name & other particulars under:

  - o Details of Deductor
  - o Contact details of Deductor
  - o Provide details of accepted regular statement

- After click on submit button, a confirmation screen will open. Check the details and click **Confirm** button

- Thereafter **"Acknowledgement for TAN Registration"** will be shown, note down this Registration Number

- Now you will receive e-mail from TIN on E-mail ID provided, having subject **"Acknowledgement for TAN Registration"**

  - o This is just for intimation that you have applied for TAN Registration, the same number noted in above process will come.

Step 2   Confirmation of TAN Registration   *home*

- Thereafter another e-mail will be received, having subject **"Confirmation for TAN Registration",**

  - o Click on the **Link** provided and fill TAN, 'TAN Registration Number', Login ID
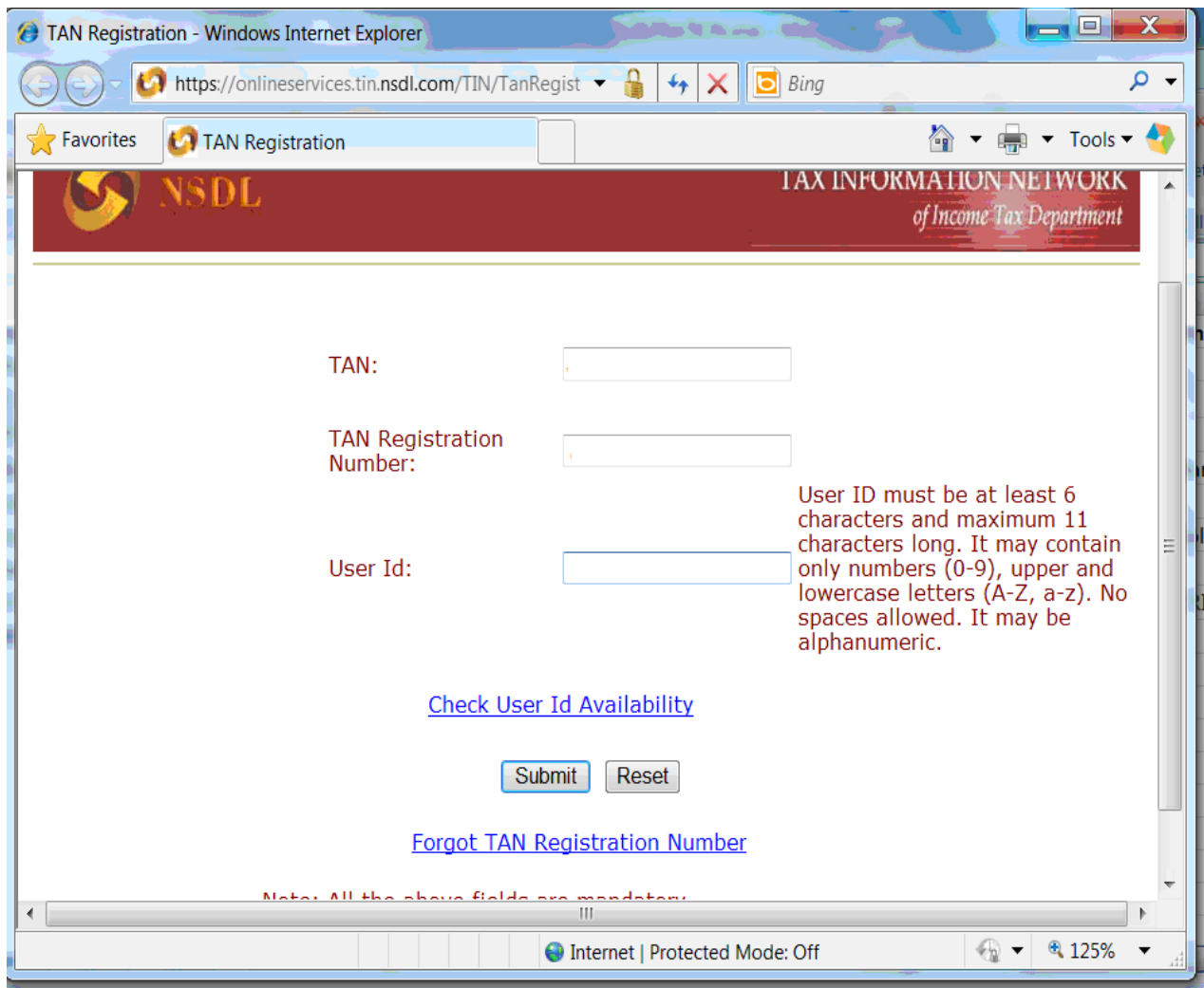
- o
- o Click on link "Check User Id Availability"
- o If above **User Id** is not available, then provide another **User Id** and click on link "Check User Id Availability"
- o If **User Id** is available, then click on **Submit** Button

Step 3   Allotment of Password by NSDL   *home*
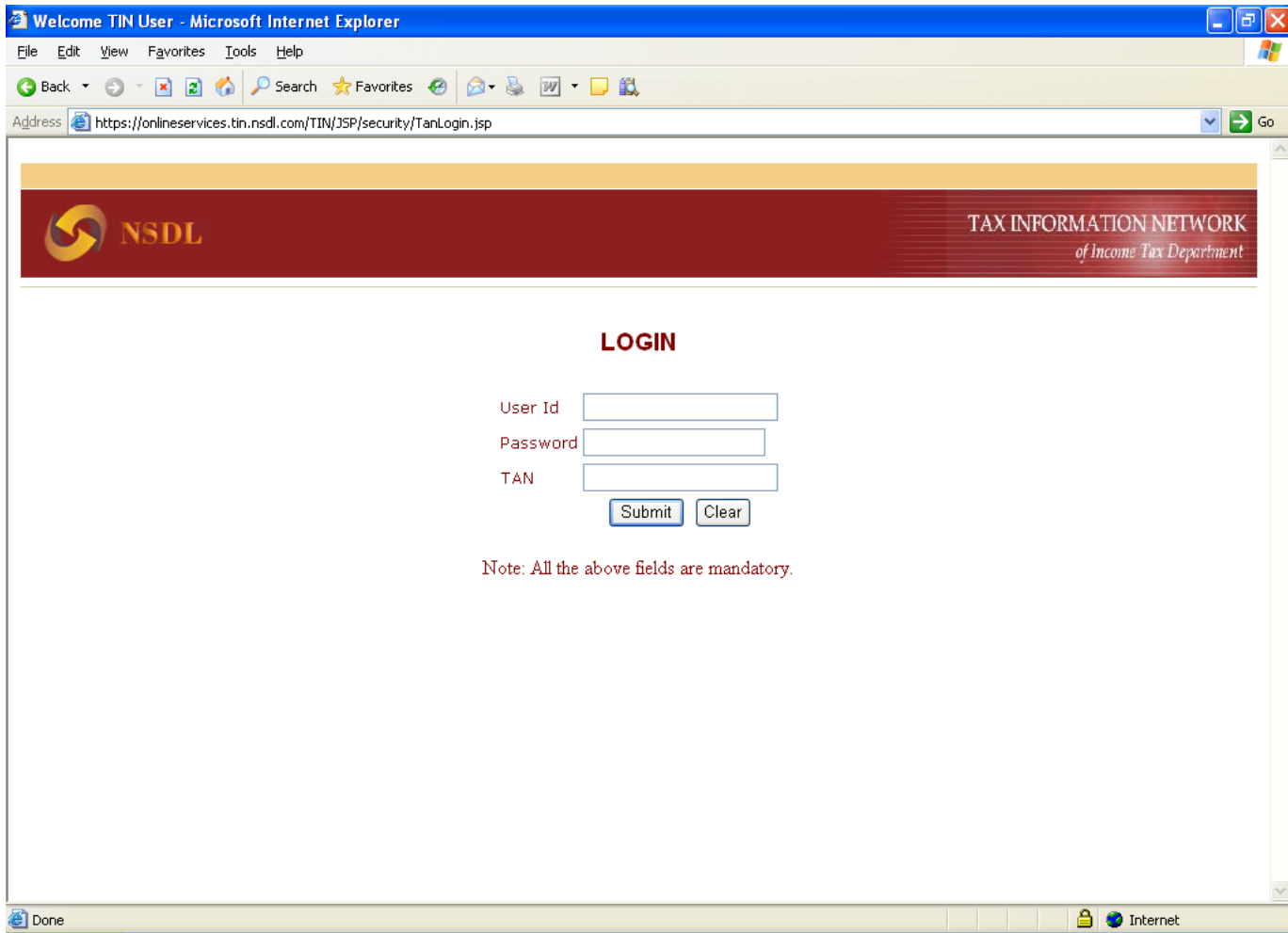
A new mail will be received on your e-mail Id form TIN containing **User Id** and **Password.**

## Step 4   Request for Consolidated FVU   *home*

- o Open website www.tin-nsdl.com
- o Click on **Login**
- o Select & Click on "**TAN Registration"** , following screen will be shown:

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- Feed **TAN**, **User Id** and **Password** (provided through e-mail by TIN mentioned as above) and click Submit
- On first time submitting, it will prompt for change the password
- Give the New Password, note it.
- Following screen will Open
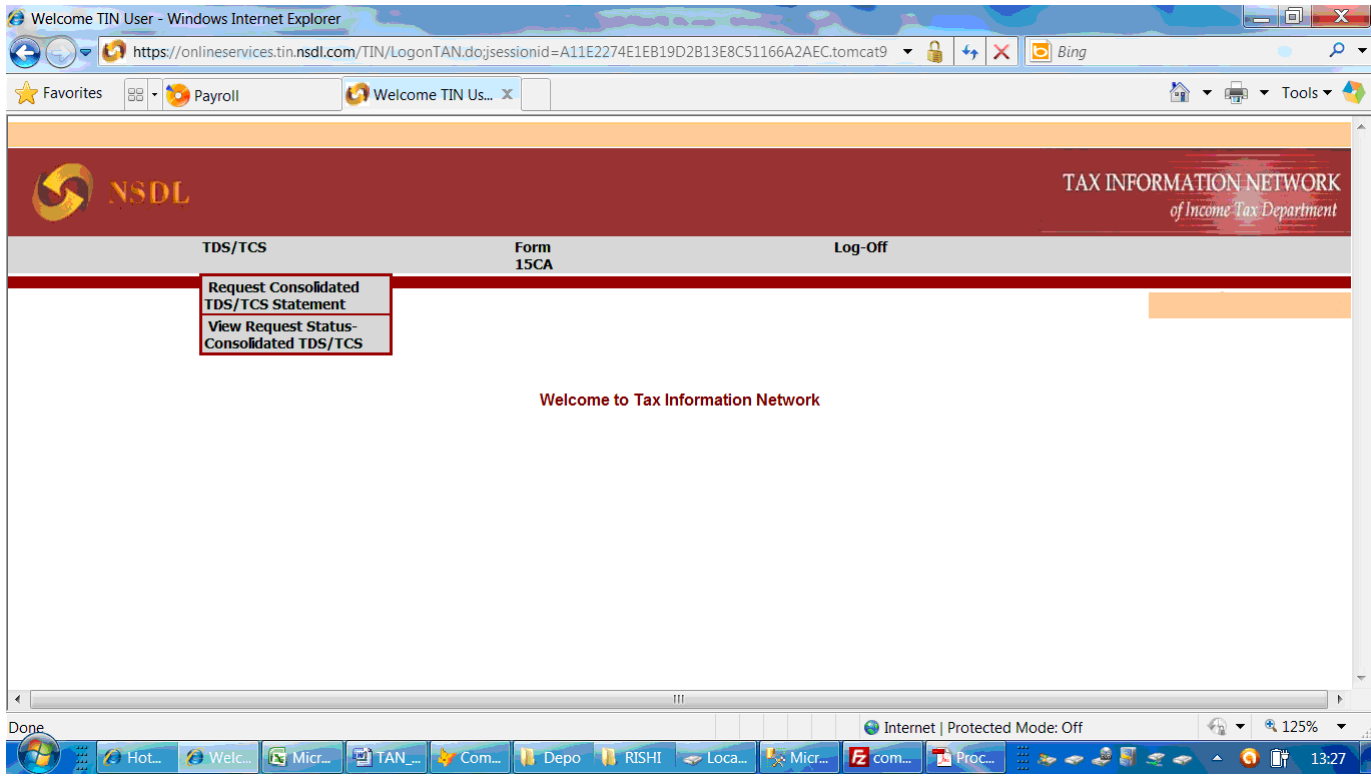
- Click on request consolidated TDS/TCS statement.
- Fill the required details in the following screen

- On clicking submit a New screen will appear, Fill the required details

Question 1

Mention the PAN and deducted amount of below deductees

Deductee name	Date of payment (DD/MM/YYYY)	Challan No. as per the Statement	Deductee No.of corresponding challan as per Statement	PAN	Deducted Amount
MOHAN VERMA	30/11/2009	1	8		
BALAJI ENTERPRISES	30/11/2009	1	16		
PURUSTTOM	31/10/2009	3	4	Specimen Copy	
SHANKAR	31/10/2009	3	5		
PANKAJ	31/12/2009	5	5		

Question 2

Provide challan/ transfer voucher details (as below) of the required TDS/TCS statement.

BSR code

Challan Serial Number / Transfer Voucher Number

Date of Deposit (DD/MM/YYYY)

Challan Deposit / Transfer Voucher Amount (Rs.)

Done   Internet   100%

- Now you will get on your registered email id a consolidated FVU file. The file is password protected and the password will be 15 digit Provisional receipt number.

- From zip file a .TDS file will extract. This is equal to FVU file. This FVU file is related to period pertaining to Provisional receipt number fed. This file contain all the entries as amended by correction return if any. This file contain only entries of accepted returns.