

# CIRCULAR 3/2011 ON ONLINE ISSUE OF TDS CERTIFICATE FORM 16A

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# CIRCULAR 3/2011 Dt.13.5.11

- ▣ Before this circular only FOMR 16 could be authenticated by using Digital Signature, now FORM 16A can also be authenticated by using Digital signature
- ▣ TDS certificate downloaded from TIN website only can be digitally signed and issued.

# Benefits of this circular

- ❑ Error of mismatch of TDS claimed and TDS as per records will come to an end
- ❑ TDS certificates will be issued for what is present in NSDL database
- ❑ Benefit at large for assessee whose TDS deducted by bank on FD etc and same not reflected in assessee 26AS statement as this circular specifically mention Banking company also covered.

# CIRCULAR 3/2011 DT13.5.11

- ▣ Compulsory issue of TDS certificate generated from TIN website for Company Assessee including Banking company beginning F.Y 2011-12
- ▣ Optional for F.Y 2010-11 and other assessee.

# CIRCULAR 3/2011 DT13.5.11

- ▣ Steps for issue of online TDS certificates:
  1. Get TAN registered at [tin.nsdl.com](http://tin.nsdl.com)
  2. After registering , the TAN get activated within 24 Hours
  3. NSDL also send confirmation mail on email provided giving detail of registration.
  4. TAN registration number is generated, which is password for the various mail received from NSDL.

# Registration window:

Browser address bar: <https://onlineservices.tin.nsd.com/TIN/JSP/tds/RegisterTan.jsp>

Browser tabs: The Institute of Chartered ... Register Your TAN Facebook (16)

**NSDL** TAX INFORMATION NETWORK  
of Income Tax Department

### ONLINE TAN REGISTRATION FORM

#### DETAILS OF DEDUCTOR

TAN *	<input type="text"/>	PAN *	<input type="text"/>
Name *	<input type="text"/>		
Category of Deductor *	<input type="text" value="SELECT"/>	State Name	<input type="text" value="SELECT"/>
Ministry Name	<input type="text" value="SELECT"/>		
If other, Please enter ministry name	<input type="text"/>		
PAO Code	<input type="text"/>	DDO Code	<input type="text"/>
PAO Registration Number	<input type="text"/>	DDO Registration Number	<input type="text"/>

#### CONTACT DETAILS OF DEDUCTOR

Flat/Door/Block No.	<input type="text"/>	Name of Premises /Building/ Village	<input type="text"/>
Road/Street/Post Office	<input type="text"/>	Area/Locality	<input type="text"/>
Town/City/District *	<input type="text"/>	State *	<input type="text" value="SELECT"/>
PIN*	<input type="text"/>		
STD code-Phone Number *	<input type="text"/> - <input type="text"/>	Mobile Number	<input type="text"/>
Email ID 1*	<input type="text"/>	Email ID 2	<input type="text"/>
Name of Responsible Person*	<input type="text"/>		
Designation of Responsible Person*	<input type="text"/>		

#### PROVIDE DETAILS OF ACCEPTED REGULAR STATEMENT (ON OR AFTER APRIL 1, 2008)

Windows taskbar: Register Your TAN ... Tax Information Net... itr 99 Microsoft PowerPoi... 3:11 PM

# Pre-requisites for registration

- ▣ Any Quarter acknowledgment slip of return filed. ( whether 24Q/26Q)
- ▣ User id ( need to check availability)
- ▣ Password
- ▣ Hint question( There is a list available for selection)
- ▣ Answer to hint question


# Login window

Welcome TIN User - Windows Internet Explorer

https://onlineservices.tin.nsdl.com/TIN/JSP/security/TanLogin.jsp

File Edit View Favorites Tools Help

Form 16A Welcome TIN User

 **NSDL** TAX INFORMATION NETWORK  
*of Income Tax Department*

### LOGIN

User Id

Password

TAN

Note: All the above fields are mandatory.

[Reset Password](#) [Forgot Password?](#)

Done

Start > User ID.doc - IBM Lot... Welcome TIN User - ... C:\CCIL IT\A.Y.2011-1... Microsoft Excel - CCIL2... Microsoft Outlook - Search Desktop 10:28 AM



# Home window screen

The screenshot shows a Windows Internet Explorer browser window displaying the NSDL Tax Information Network home page. The browser's address bar shows the URL <https://onlineservices.tin.nsd.com/TIN/LogonTAN.do>. The page features a red and yellow header with the NSDL logo on the left and the text "TAX INFORMATION NETWORK of Income Tax Department" on the right. Below the header is a navigation menu with the following items: TDS/TCS, Form 15CA, Update Profile, Form16A, and Log-Off. A dropdown menu is open under "Form16A", showing "Form16A File Request" and "Download PDF Converter". In the top right corner of the page content, the text "User:CCIL1256" is displayed. The main body of the page contains the text "Welcome to Tax Information Network". The Windows taskbar at the bottom shows the Start button, several open applications including "User ID.doc - IBM Lot...", "Welcome TIN User - ...", "C:\CCIL IT\A.Y.2011-1...", "Microsoft Excel - CCIL2...", and "3 Microsoft Outlook", along with a search bar and system tray icons.

Welcome TIN User - Windows Internet Explorer

https://onlineservices.tin.nsd.com/TIN/LogonTAN.do

File Edit View Favorites Tools Help

Form 16A Welcome TIN User

NSDL TAX INFORMATION NETWORK of Income Tax Department

TDS/TCS Form 15CA Update Profile Form16A Log-Off

Form16A File Request

Download PDF Converter

User:CCIL1256

Welcome to Tax Information Network

Done

Start > User ID.doc - IBM Lot... Welcome TIN User - ... C:\CCIL IT\A.Y.2011-1... Microsoft Excel - CCIL2... 3 Microsoft Outlook Search Desktop 10:30 AM

# Requesting FORM 16A


Form 16A - Windows Internet Explorer

https://onlineservices.tin.nsdli.com/TIN/form16ARequest.do?ID=-1241859194&getName=Request Form 16A

File Edit View Favorites Tools Help

Favorites Form 16A Form 16A x

Page Safety Tools

 **NSDL** TAX INFORMATION NETWORK  
of Income Tax Department

TDS/TCS Form 15CA Update Profile Form 16A Log-Off

User:CCIL1256

**Provide Financial Year & Quarter for which Form16A is Required**

Financial Year : 2010-11  
Quarter : Q4

**Provide following details for verification**

Please refer the below mentioned guidelines before providing verification details

**Question No. 1**  
Provide any one of the challan / transfer voucher details (as below) of the required TDS statement.

BSR Code/Form 24G Receipt Number :

Challan Serial Number / Transfer Voucher Number:

Date of Deposit (DD/MM/YYYY):  \*

Challan Deposit / Transfer Voucher Amount ( ₹ )  \*

**Question No. 2**  
Mention PAN and corresponding Tax Deducted Amount ( ₹ ) of any three Deductee.

Sr. No.	PAN of Deductee	Deducted Amount ( ₹ )

Done

Internet 100%

Start > User ID.doc - IBM Lot... Form 16A - Windows ... C:\CCIL IT\A.Y.2011-1... Microsoft Excel - CCIL2... 3 Microsoft Outlook Search Desktop 10:32 AM

# Requesting FORM 16A

- ▣ Need a copy of challan deposited during the qtr. ( deposited under any section)
- ▣ Need 3 PAN and amount deposited against each PAN.
- ▣ PAN need not to be necessary against whom the challan filled above was adjusted.
- ▣ PAN should be present in your return uploaded.

# Requesting FORM 16A

- ▣ Amount against each PAN should not be total amount deducted during period
- ▣ Eg: If against a particular PAN TDS deducted is as follow: 5<sup>th</sup> April : Rs.5000/-, 20<sup>th</sup> April : 3000/-, 25<sup>th</sup> April : Rs.2000/- and you have uploaded all the three entry then while giving amount against PAN you need to mention single amount only like Rs5000/- not consolidated Rs.10000/-

# FORM 16A request confirmation

- ▣ Once your data is matched with the NSDL database your request will be accepted and will get confirmation message.
- ▣ Next you will through mail receive files form NSDL depending your on data .
- ▣ If your data is large you may receive multiple files through mail which are required to be converted using PDF convertor software.

# Using the file received on mail

- ▣ The attachment received on mail need to be converted .
- ▣ The file can be converted by using software that can be downloaded form Login page only.
- ▣ The software PDF convertor will convert the file received form NSDL into pdf file for each PAN No.

New Microsoft Office Word Document - Microsoft Word

Home Insert Page Layout References Mailings Review View

Clipboard: Cut, Copy, Paste, Format Painter

Font: Calibri (Body), 11, Bold, Italic, Underline, Text Color, Background Color

Paragraph: Bullets, Numbering, Indentation, Paragraph Spacing

Styles: Normal, No Spacing, Heading 1, Heading 2, Title, Subtitle

Editing: Find, Replace, Select

Form 16A PDF Converter utility version 1.0

Form 16A Input File Name with Path  Browse

Form 16A Error/PDF File Path  Browse

Provide Details to be Printed on Form 16A

Full Name  Designation

Father's Name

Place  Date (dd/mm/yyyy)

Generate PDF Exit Disclaimer

Page: 1 of 1 Words: 0 English (Singapore) 100%

Taskbar: Microsoft PowerPoint, circular & notifica..., PDF Converter Util..., Procedure for For..., New Microsoft Of..., Form 16A PDF Co..., 9:46 AM

# Unique feature of TDS certificates downloaded from NSDL

- ▣ The certificates downloaded from NSDL site have a unique certificate number.
- ▣ The benefit of this certificate No is that in case a person needs a duplicate certificate, he can obtain it at his own
- ▣ To get a duplicate certificate, one just needs to view his 26AS statement and there use the option FORM 16A.



# Unique feature of TDS certificates downloaded from NSDL

- ▣ There one need to enter the only the six digit unique TDS certificate and his certificate will be displayed and can be used by the person.

THANK YOU

REGARDS:  
CA.GAURAV JAIN