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| **Instructions for filling Schedule TDS 1** | | |
| **Option 1 – Upload through CSV** | | |
|  | 1. | Download the template through the link | | |
|  | 2. | Click on the template; provide a file name to save the CSV. | | |
|  | 3. | Update the data as per the headings provided in the CSV template (Refer instructions below to fill the csv file). | | |
|  | 4. | Save the date and upload the CSV file in the utility | | |
| **Option 2 – Fill Data directly in utility** | | |  |  |
|  | 1. | Enter all the required details. To add rows select "Add" and update the details. To delete rows select the row which is to be deleted and then click on "Delete". | | |
|  | 2. | Click on "Save" to go back to schedule TDS. | | |
| **Note:** | This option shall be used if there is limited number of entries in this schedule TDS1. | | |  |

**Important Note:**

1. Please use the appropriate data type to avoid errors at the time of upload/ possible data loss.
2. Please check the data carefully, after uploading.

**Abbreviations used in csv file:**

1. UTBF - Unclaimed TDS brought forward.
2. TCFY - TDS of the current financial year.
3. SPOUSE - Deducted in the hands of any other person as per rule 37BA(2) (if applicable)
4. TC - TDS credit being claimed this Year (only if corresponding income is being offered for tax this year not applicable if TDS is deducted u/s 194N)
5. CHS - Claimed in the hands of any other person as per rule 37BA(2) (if applicable)
6. CRO - Corresponding Receipt offered

**Instructions to fill csv file:**

* + - 1. For column 1 ‘Serial No’, enter the value as numeric starting from 1 as serially numbered without any gap. Please ensure there is no blank line items.
      2. For column 2 ‘TDS Credit related to self/ other person as per rule 37BA(2)’, enter ‘S’ for Self & enter ‘O’ for other person.

1. For Column 3a ‘PAN of Other Person’, input should contain only alphanumeric values without any special characters (First 5 alphabets, next 4 numeric and then 1 alphabet ). Please ensure that PAN is entered correctly.
2. For column 3b ‘Aadhaar No. of Other Person’, input should contain only up to 12 numeric values, non-negative, No decimal.
3. For column 4 ‘Tax Deduction Account Number (TAN) of the employer’, input should contain only alphanumeric values with any special characters (First 4 alphabets, then 5 numeric and last alphabet) (**Not Allowed +{}[]"<>?**)(**Allowed Chars** [**~!@#$%^&\*()\_-=|\:;',./**](mailto:~!@#$%^&*()_-=|\:;',./)**)**
4. For Column 5 ‘Financial year in which TDS is deducted - UTBF’ input should contain only numeric with upto 4 digits ranging from 2008 to 2020, representing the FY from which the TDS is b/f. If value is not entered in Col 6, then leave this field as blank.
5. For Column 6 ‘TDS b/f - UTBF’ should be numeric, non- negative and non-decimal. If value is not entered in Col 5, then leave this field as blank. If value is entered in deducted in own hands (Col 7), then leave this field as blank.
6. For Column 7 ‘Deducted in own hands – TCFY’, input should be numeric, non-negative and non-decimal. Column 6 and Column 7 can not be filled together.
7. For Column 8 ‘Income - Deducted in hands of any other person as per rule 37BA(2) (if applicable) - TCFY’, input should be numeric, non-negative and no-decimal. Column 6 and column 8 and can not be filled together. If TDS is provided in Column 8a then Income is mandatory in column 8.
8. For Column 8a, ‘TDS - Deducted in hands of any other person as per rule 37BA(2) (if applicable) - TCFY’, Input should be numeric, non-negative and no-decimal. Column 6 and column 8a can not be filled together. If Income is given in Column 8 then TDS in column 8a is mandatory.
9. For Column 9, ‘Claimed in own hands – TC’, input should be numeric, non-negative and no-decimal. Amount in field column 9 can not be more than column 6 or 7 as the case may be.
10. For Column 10a, ‘Income - CHS – TC’, input should be numeric, non-negative and no-decimal.
11. For Column 10b, ‘TDS - CHS – TC’, input should be numeric, non-negative and no-decimal.
12. For Column 10c, ‘PAN - CHS – TC’, input should contain only alphanumeric values without any special characters (First 5 alphabets, next 4 numeric and then 1 alphabet ). Please ensure that PAN is entered correctly.
13. For Column 10d, ‘Aadhar No - CHS – TC’, input should contain only up to 12 numeric values, non-negative, No decimal.
14. For Column 11, ‘Gross amount - CRO’, input should contain only numeric values. Column 11 is mandatory if column 9 is more than 0.
15. For Column 12, ‘Head of income – CRO’, should be entered either as “**HP**” for **Income from House Property** or “**CG**” for **Income from Capital Gains** or “**OS**” for **Income from Other Sources** or “**BP**” for **Income from Business or Profession** or “**EI**” for **Exempt Income** or “**NA**” for **Not applicable** (only in case TDS is deducted u/s 194N). If in Column 9 ‘Claimed in own hands’ no value is entered, then leave this field as blank.
16. For Column 13, ‘TDS Credit being carried forward’, input should be numeric, non-negative and no-decimal . It is the sum value of Col [6+7+8b-9-10b].