

# Complete the TDS plan of action with 2 steps in the right direction

## FILE

e-file  
TDS statement for  
the quarter ended  
on 30<sup>th</sup> September  
2015 by  
**15<sup>th</sup> OCT.,  
2015**

## ISSUE

TDS certificate in  
Form 16A on  
income other than  
salary for the  
quarter ended on  
30<sup>th</sup>  
September  
2015 by  
**30<sup>th</sup>  
OCT.,  
2015**

## Take note of these, to make the TDS Process complete

**DEDUCT :** Correct TDS while making payment as required by law.

Failure to deduct/collect tax at source shall result in penalty equal to the amount of tax failed to be deducted/collected.

**DEPOSIT :** The tax deducted/collected within 7 days from the end of the month in which deduction was made.

Non-deposit of Tax Deducted/Collected to the Government account shall invite prosecution.

**FILE:** e-file TDS statement for the quarter ended on 30<sup>th</sup> September 2015 by **15<sup>th</sup> October 2015**.

Delay in filing of TDS statement shall entail levy of fee of Rs 200/- for each day of default not exceeding amount of tax deductible.

**DOWNLOAD:** TDS certificate in Form 16A, from <https://www.tdscps.gov.in>

TDS certificate cannot be downloaded from TRACES Portal in case of non/incorrect quoting of PAN.

**ISSUE:** TDS certificate in Form 16A on income other than salary for the quarter ended 30<sup>th</sup> September 2015 by **30<sup>th</sup> October 2015**.

Delay in issue of TDS certificate shall result in penalty of Rs.100/- for each day of default not exceeding the amount of tax deductible/collectible.

## ALERT

- All deductors must register themselves at <https://www.tdscps.gov.in> (TRACES Portal)
- Quote correctly PAN/CIN of the deductees so that they get their due tax credit
- Non-quoting of PAN or TAN in TDS statement may lead to levy of penalty

## NOTE

In a large number of cases, mismatches were found in TDS deduction/ collection details resulting in tax demand in the cases of deductees. Please ensure correct entries to avoid inconvenience to deductees



**Income Tax Department**

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