

DOCUMENTS REQUIRED FOR TDS – TCS FILINGS

TDS – QUARTERLY FILING:

1. Name of the Organisation.
2. Type of Deductor - Central / State / Private.
3. TAN of organisation with Certificate.
4. PAN of the organisation with proof.
5. Address of the organisation.
6. Name of DDO & Designation.
7. Mobile number of DDO.
8. E-mail ID of DDO.
9. Date of Birth of DDO & Fathers Name of DDO.
10. PAN of DDO.
11. Address of the DDO Office if other than at Sl. No. 3.

a. For Government Organisation:

1. AIN (Account Identification Number).
2. DDO Code.
3. DDO Registration Number.
4. PAO Code.
5. PAO Registration Number.

b. For Non-Government Organisation:

No such details required.

For filing of Return - TDS:

Salary (24Q)

i Government Organisation:

- a. Name / PAN / Gross Salary & TDS deducted details of employees alongwith Date of deduction of TDS.
- b. BIN amount for TDS deposited through Government Treasury.
- c. Details to be provided on monthly basis for each quarter.
- d. Annual Tax Calculation Sheet as well as Quarter Record to be provided in Fourth Quarter.

ii Non-Government Organisation:

- a. Name / PAN / Gross Salary & TDS deducted details of employees alongwith Date of deduction of TDS.
- b. Copy of Challan for TDS deposited.
- c. Details to be provided on monthly basis for each quarter.
- d. Annual Tax Calculation Sheet as well as Quarter Record to be provided in Fourth Quarter

Non-Salary (26Q)

i Government Organisation:

- a. Name / PAN / Amount Paid & TDS deducted details of Deductee alongwith Date of deduction of TDS.
- b. BIN amount for TDS deposited through Government Treasury.
- c. Details to be provided on monthly basis for each quarter.

ii Non-Government Organisation:

- a. Name / PAN / Amount Paid & TDS deducted details of Deductee alongwith Date of deduction of TDS.
- b. Copy of Challan for TDS deposited.
- c. Details to be provided on monthly basis for each quarter.

TCS – QUARTERLY FILING:

1. Name of the Organisation [Central / State / Private]
2. Type of Collector - Central / State / Private.
3. TAN of organisation with Certificate.
4. PAN of the organisation with proof.
5. Address of the organisation.
6. Name of DDO & Designation.
7. Mobile number of DDO.
8. E-mail ID of DDO.
9. Date of Birth of DDO & Fathers Name of DDO.
10. PAN of DDO.
11. Address of the DDO Office if other than at Sl. No. 30.

a. For Government Organisation:

1. AIN (Account Identification Number).
2. DDO Code.
3. DDO Registration Number.
4. PAO Code.
5. PAO Registration Number.

b. For Non-Government Organisation:

No such details required.

For filing of Return - TCS:

Assessee Covered under TCS (27EQ)

i Government Organisation:

- a. Name / PAN / Amount Collected & details of Collectee alongwith Date of collection of TCS.
- b. Copy of Challan for TCS deposited.
- c. Details to be provided on monthly basis for each quarter.

ii Non-Government Organisation:

- a. Name / PAN / Amount Collected & details of Collectee alongwith Date of collection of TCS.
- b. Copy of Challan for TCS deposited.
- c. Details to be provided on monthly basis for each quarter.

IRRESPECTIVE OF NUMBER OF ASSESSEE'S - DATA IS TO BE PROVIDED IN CLEAR XL-SHEET

DOCUMENTS REQUIRED FOR FILING OF 26QB
(TDS ON SALE OF PROPERTY)

1. For Seller:

- a. Name,
- b. PAN,
- c. Address alongwith PINCODE,
- d. Contact Number,
- e. Email-ID.

2. For Buyer (who has to deduct TDS):

- a. Name,
- b. PAN,
- c. Address alongwith PINCODE,
- d. Contact Number,
- e.** Email-ID.

3. Details of Property:

- a.** Value of Property,
- b.** Complete Address of property alongwith PINCODE.
- c.** Date of transaction.

DOCUMENTS REQUIRED FOR FILING OF 26QC
(TDS ON RENT)

1. For Tenant:

- a. Name,
- b. PAN,
- c. Address alongwith PINCODE,
- d. Contact Number,
- e. Email-ID.
- f. Name of Landlord
- g. PAN or AADHAAR of Landlord
- h. Address of Landlord
- i. Rent paid
- j. TDS deducted on rent paid

2. Details of Property on Rent:

- a.** Complete Address of property on rent alongwith PINCODE.
- b.** Date of payment of rent.