

# INSTRUCTIONS FOR FILLING REQUEST FOR NEW TAN OR/AND CHANGES OR CORRECTION IN TAN DATA

- a. Left hand thumb impression, if used, should be attested by a Magistrate or a Notary Public or a Gazetted Officer, under official seal and stamp.
- b. Deductors / Collectors are required to provide details of Assessment Officer (TDS / TCS) in the application. These details can be obtained from the Income Tax Office.
- c. The deductor / collector must fill up Area Code, AO Type, Range Code and AO Number.
- d. 'Designation of the person responsible for making payment / collection tax' field is mandatory to fill up, wherever applicable.
- e. The address of applicant should be an Indian Address only.

Item No.	Item Details	Guidelines for filling up the form
1	Name	Deductor / Collector shall fill the details of its name depending on its category in <b>only one</b> of the fields 1 (a) to 1 (h) specified in the form. If deductor / collector fills details in more than one category, the application form will be rejected.
1 (a)	Name - Central / State Government / Local Authority	<p>Central / State Government / Local Authority deductor/collector should fill up the name in this field. <u>Name of Office is mandatory</u>. Name of Organisation/Department/Ministry may be filled with relevant details.</p> <p>For example, if <b>Directorate of Income Tax (systems) in Income Tax Department</b> is applying for a TAN, it should fill the Name fields as:</p> <p style="margin-left: 40px;"><b>Name of Office : DIRECTORATE OF INCOME TAX (SYSTEMS)</b></p> <p style="margin-left: 40px;"><b>Name of Organisation : INCOME TAX DEPARTMENT</b></p> <p style="margin-left: 40px;"><b>Name of Department : DEPARTMENT OF REVENUE</b></p> <p style="margin-left: 40px;"><b>Name of Ministry : MINISTRY OF FINANCE</b></p> <p><b>Category of Central/State Government/Local Authority Deductor / Collector</b> - Applicant should select its appropriate entry by ticking in the relevant box.</p>
1 (b)	Name - Statutory / Autonomous Bodies	<p>Name of Office is Mandatory.</p> <p>Relevant Box for Statutory Body or Autonomous Body should be ticked by the deductor/collector.</p> <p>For example, if <b>Bandra office of Life Insurance Corporation of India</b> is applying for a TAN, it should fill the Name fields as:</p> <p style="margin-left: 40px;"><b>Name of Office: LIFE INSURANCE CORPORATION OF INDIA, BANDRA</b></p> <p style="margin-left: 40px;"><b>Name of Organisation: LIFE INSURANCE CORPORATION OF INDIA</b></p>
1 (c)	Name - Company	<p>Details in this field should be filled by the company if it is applying TAN for the company as whole. In case company wants to apply different TANs for different divisions/branches point 1(d) should be filled.</p> <p>Name should be provided without any abbreviations. Different variations of .Private Limited. viz. Pvt Ltd, Private Ltd, Pvt Limited, P Ltd, P. Ltd., P. Ltd are not allowed. It should be 'Private Limited' or 'Limited' only.</p> <p>For example-</p> <p style="margin-left: 40px;"><b>Name of Company : ABC PRIVATE LIMITED</b></p> <p>Category of company - Deductor / Collector should select its appropriate entry by ticking in the relevant box.</p>

1(d)	Branch / Division of a company	<p>If Branch/Division of a Company is applying for its separate TAN, it is mandatory to fill the 'Name of Company' and either the Name of Division or the Name/Location of the Branch (in whose name TAN is sought) in this field. Different Branches of a company applying for separate TANs should fill this field.</p> <p>For example, <b>Cement Division of of ABC Private Limited located at Andheri</b> should fill as:</p> <p><b>Name of Company : ABC PRIVATE LIMITED</b>  <b>Name of Division : CEMENT DIVISION</b>  <b>Name/Location of Branch : ANDHERI BRANCH</b></p> <p><b>OR,</b></p> <p><b>ABC Bank of India - Nariman Point Branch, Mumbai</b> should be written as:</p> <p><b>Name of Company : ABC BANK OF INDIA</b>  <b>Name of Division:</b>  <b>Name/Location of Branch : NARIMAN POINT BRANCH, MUMBAI</b></p> <p>Category of a company - Deductor/Collector should select its appropriate entry by ticking in the relevant box.</p>												
1 (e)	Name - Individual/Hindu Undivided Family (Karta)	<p>First Name is Mandatory. Name of the deductor / collector should be written in full and not in abbreviated form. As an exception, very large Middle names may be abbreviated. Name should not be prefixed with Shri, Smt., M/s, Kumari, Late, Major, Dr., etc. In case name is prefixed with Title, application may be rejected.</p> <p>Individuals/ HUFs (Karta) must state their full expanded name and fill in the appropriate fields for Last, Middle or First Name.</p> <p>For example, <b>Dinesh Kumar Garg</b> will be written as:</p> <table border="0" data-bbox="555 1294 1316 1370"> <tr> <td><b>Last Name/Surname</b></td> <td><b>First Name</b></td> <td><b>Middle Name</b></td> </tr> <tr> <td><b>GARG</b></td> <td><b>DINESH</b></td> <td><b>KUMAR</b></td> </tr> </table> <p><b>Or,</b> if middle name is not there, it will be left blank. For example, <b>Gunjan Bansal</b> will be written as:</p> <table border="0" data-bbox="555 1518 1316 1594"> <tr> <td><b>Last Name/Surname</b></td> <td><b>First Name</b></td> <td><b>Middle Name</b></td> </tr> <tr> <td><b>BANSAL</b></td> <td><b>GUNJAN</b></td> <td></td> </tr> </table> <p>If a <b>Sole Proprietor/HUF</b> wants to obtain a single TAN in his/her name for all businesses run by him/her/it, then he/she/it should fill name in this field.</p> <p>Deductor/Collector should select its appropriate entry (i.e. Individual / Hindu Undivided Family) by ticking against the relevant box.</p> <p>Individual should select its appropriate entry by ticking in the relevant box for 'Shri', 'Smt', 'Kumari'. HUF will leave the mentioned fields blank.</p>	<b>Last Name/Surname</b>	<b>First Name</b>	<b>Middle Name</b>	<b>GARG</b>	<b>DINESH</b>	<b>KUMAR</b>	<b>Last Name/Surname</b>	<b>First Name</b>	<b>Middle Name</b>	<b>BANSAL</b>	<b>GUNJAN</b>	
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<b>BANSAL</b>	<b>GUNJAN</b>													

1(f)	Branch of Individual Business(Sole Proprietorship concern)/Hindu Undivided Family (Karta)	<p>This field should be filled only if TAN is being applied for branch of Individual Business (Sole Proprietorship Concern)/Hindu Undivided Family (Karta).</p> <p>Other Title (Dr. Late, Smt etc.) related rules / given in Item 1(e) will be applicable here also.</p> <p>In case an Individual/HUF wants to obtain separate TANs for different businesses being run by him/it, this category will be applicable. The name of the concern should be filled in the field for Name/Location of Branch.</p> <p>For example-</p> <p><b>Last Name/Surname</b>                      <b>First Name</b>                      <b>Middle Name</b>  <b>KOHLI</b>                                              <b>BHUWAN</b></p> <p><b>Name/Location of Branch</b>                      : <b>WELLWORTH BOOK HOUSE</b></p> <p>Deductor / Collector should select appropriate category (i.e. Individual / Hindu Undivided Family) by ticking in the relevant box.</p>																																
1 (g)	Firm/Association of persons/Association of persons (Trusts)/Body of Individuals/Artificial Juridical Person	The Name of the Firm/Association of persons/Association of persons (Trusts)/Body of Individuals/Artificial Juridical Person should be written in full in the field provided.																																
1(h)	Branch of Firm/Association of persons/Association of persons (Trusts)/Body of Individuals/Artificial Juridical Person	<p>If different branches of a firm/AOP/AOP(trusts)/Body of Individuals/Artificial Juridical Person are applying for separate TANs, this category is applicable. The Name of Firm/Association of Persons/Association of Persons (Trust)/Body of Individuals/Artificial Juridical Person should be written in full in the field provided.Name / Location of Branch should be entered in the relevant field.</p> <p>For example,</p> <table border="1" data-bbox="555 1178 1390 1245"> <tr> <td><b>Name of Firm</b></td> <td>:</td> <td><b>SHAH &amp; COMPANY</b></td> </tr> <tr> <td><b>Name/Location of Branch</b></td> <td>:</td> <td><b>FORT BRANCH</b></td> </tr> </table>	<b>Name of Firm</b>	:	<b>SHAH &amp; COMPANY</b>	<b>Name/Location of Branch</b>	:	<b>FORT BRANCH</b>																										
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2	Address	<b>Deductor / Collector should mention the address of the location where the tax is being deducted.</b> It is compulsory for the deductor / collector to mention at least two details out of four ie (Flat/Door/Block No., Name of Premises/Building/Village, Road/Street/Lane/Post Office and Area/Locality/Taluka/Sub Division). Town/City/District, State/Union Territory and <b>PIN Code</b> are mandatory. The application should not mention a foreign address.																																
2	Telephone Number and e-mail ID	<p>(1) If Telephone Number is mentioned, STD Code is mandatory.  (2) In case of mobile number, country code should be mentioned as STD Code.</p> <table border="1" data-bbox="555 1554 1362 1644"> <thead> <tr> <th colspan="4">STD Code</th> <th colspan="10">Telephone No.</th> </tr> </thead> <tbody> <tr> <td>9</td><td>1</td><td></td><td></td><td>9</td><td>8</td><td>2</td><td>0</td><td>0</td><td>1</td><td>1</td><td>1</td><td>1</td><td>5</td><td></td><td></td><td></td><td></td> </tr> </tbody> </table> <p><b>Where '91' is the country code of India.</b>  However, In case of WLL mobiles (e.g. Reliance, TATA Indicom, etc.), STD Code should be mentioned.  (3) It is suggested that applicants mention their telephone number so that they can be contacted in case of any discrepancy in the application form.  (4) Applicants should provide their valid e-mail IDs for receiving intimation about the status of their application through e-mail.</p>	STD Code				Telephone No.										9	1			9	8	2	0	0	1	1	1	1	5				
STD Code				Telephone No.																														
9	1			9	8	2	0	0	1	1	1	1	5																					
3	Nationality of Deductor / Collector	This field is mandatory for all categories of deductor / collector.																																
4	Permanent Account Number (PAN)	Deductor / Collector should mention the existing 10-digit Permanent Account Number allotted to it, if any, else leave this field blank.																																
5	Existing Tax Deduction Account Numbers (TAN)	If a deductor has existing TAN in old format, it should mention the same in this field.																																
6	Existing Tax Collection Account Numbers (TAN)	If a collector has Tax Collection Account Number in the old format, it should mention the same in this field.																																