

TDS Statement Upload – User Manual



e-Filing *Anywhere Anytime*

Income Tax Department, Government of India

TDS Statement Upload - User Manual

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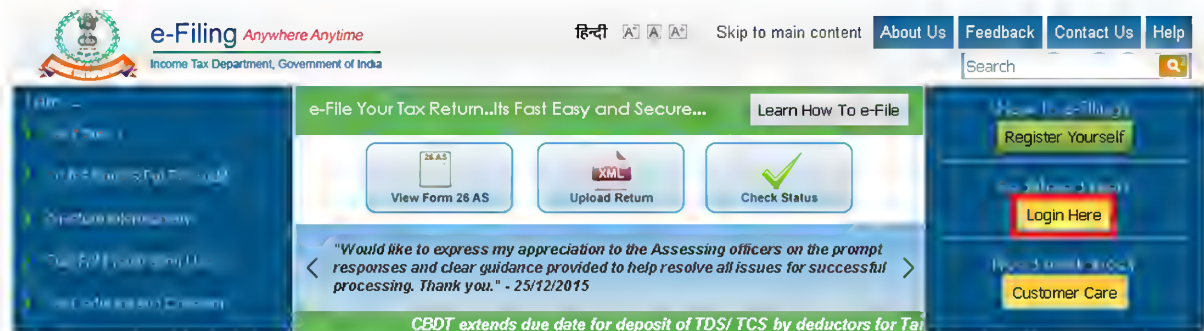
Pre-Requisites for Uploading TDS Statement

- To upload TDS, user should hold valid TAN and should be registered in e-Filing.
- Statement should be prepared using the Return Preparation Utility (RPU) and validated using the File Validation Utility (FVU). The utilities can be downloaded from tin-nsdl website (<https://www.tin-nsdl.com/>).
- Valid DSC should be registered in e-Filing.

Upload TDS/TCS Statement

To Upload TDS, the steps are as below:

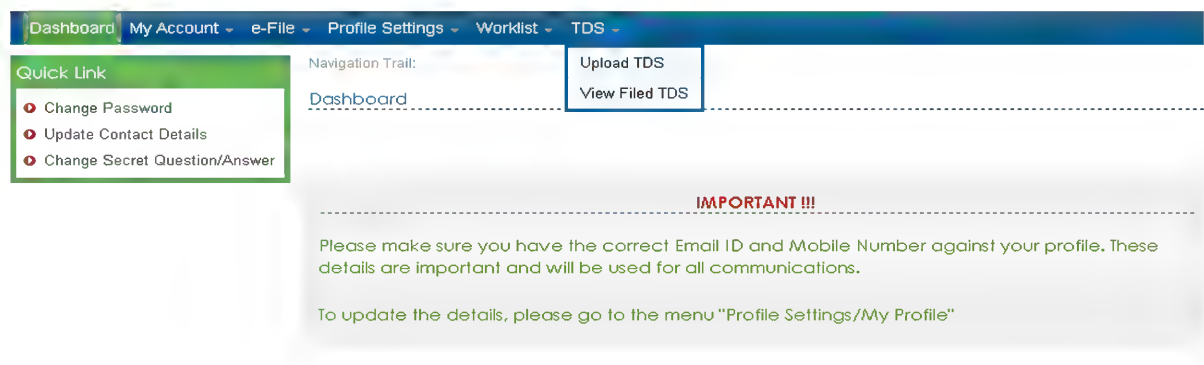
Step 1: In e-Filing Homepage, Click on "Login Here"



Step 2: Enter **User ID** (TAN), Password, and Captcha. Click **Login**.

The screenshot shows the login form with fields for 'User ID *' (containing 'TANS12345A'), 'Password *' (masked with dots), and 'Captcha Code'. Below the captcha is an image of a globe with a red line and a 'Refresh' button. A text box prompts the user to 'Enter the number as in above image *'. There is a 'Login' button and a 'Forgot Password?' link. At the bottom, there are links for 'New Users? Register Now | Resend Activation Link' and 'NET Banking e-Filing Login Through NetBanking'.

Step 3: Post login, go to TDS → Upload TDS.



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Step 4: In the form provided, select the appropriate statement details from the drop down boxes for

- ✓ FVU Version
- ✓ Assessment Year
- ✓ Form Name
- ✓ Quarter
- ✓ Upload Type

Note:

- TDS can be uploaded from Assessment Year 2011-12.
- Only Regular Statements can be uploaded, the Correction statement can be uploaded only through tin-nsdl portal.

Upload TDS

Step 1: Enter Statement Details

Step 2: Upload File

Step 3: Upload Successful

Statement Details

| | |
|-------------------|---|
| TAN | <input type="text" value="TANS12345A"/> |
| FVU Version * | <input type="text" value="FVU 4.9"/> |
| Assessment Year * | <input type="text" value="2014-15"/> |
| Form Name * | <input type="text" value="24Q"/> |
| Quarter * | <input type="text" value="Q2"/> |
| Upload Type * | <input type="text" value="Regular"/> |

Step 5: Click **Validate** to Validate Statement details.

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Upload TDS Return

| | |
|-------------------------|---|
| TAN | <input type="text" value="TANS12345A"/> |
| FVU Version | <input type="text" value="FVU 4.9"/> |
| Assessment Year | <input type="text" value="201415"/> |
| Form Name | <input type="text" value="24Q"/> |
| Quarter | <input type="text" value="Q2"/> |
| Upload Type | <input type="text" value="R"/> |
| Upload TDS(.zip) File * | <input type="button" value="Choose File"/> No file chosen |

[Click here to download the DSC Utility](#) 

Steps to Digitally Sign the Form:

- ◆ Download the "ITD e-Filing DSC Management Utility".
- ◆ Generate the signature file. Follow the instructions in the Utility.
- ◆ Attach the generated signature file.

Note: The generated signature file is valid only for one transaction.

Attach the Signature file * No file chosen

Step 6: "Upload TDS ZIP file": Upload the TDS/TCS statement (Prepared using the utility downloaded from tin-NSDL Website)

Step 7: "Attach the Signature file" Upload the signature file generated using DSC Management Utility for the uploaded TDS ZIP file. For further details on generating Signature file [click here](#). Navigate to Step by Step Guide for Uploading Zip File (Bulk Upload)

Step 8: Click on "Upload" button.

Once the TDS is uploaded, success message will be displayed on the screen. A confirmation mail is sent to the registered email id.

Upload TDS Successful

Step 1: Enter Statement Details

Step 2: Upload File

Step 3: Upload Successful

Your TDS return have been uploaded successfully and the Transaction ID is: 10000090063. In case of any queries, please contact 1800 4250 0025.

An e-mail confirming the successful upload of your e-filing has been sent to demo@gmail.com

Kindly login after 24 hours to check the status of your Filing using the token number 311111415

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View Filed TDS Statement

To View the Filed TDS statement, the steps are as below:

Step 1: Login to e-Filing, Go to TDS → View Filed TDS.

The screenshot shows the top navigation bar with 'Dashboard', 'My Account', 'e-File', 'Profile Settings', 'Worklist', and 'TDS'. A 'Quick Link' sidebar contains 'Change Password', 'Update Contact Details', and 'Change Secret Question/Answer'. The 'Navigation Trail' shows 'Dashboard' and 'View Filed TDS'. A red 'IMPORTANT !!!' notice states: 'Please make sure you have the correct Email ID and Mobile Number against your profile. These details are important and will be used for all communications. To update the details, please go to the menu "Profile Settings/My Profile".'

Step 2: In the form provided, select the details from the drop down boxes for Assessment Year, Form Name and Quarter respectively for which the TDS was uploaded.

View Filed TDS Returns

| | |
|---|---|
| TAN | <input type="text" value="TANS12345A"/> |
| Assessment Year * | <input type="text" value="Select"/> |
| Form Name * | <input type="text" value="Select"/> |
| Quarter * | <input type="text" value="Select"/> |
| <input type="button" value="View Details"/> | |

Step 3: Click on “View Details”.

Step 4: The status of the TDS uploaded is displayed.

View Filed TDS Returns

| TAN | TANS12345A | Assessment Year | 201617 | Form Name | 24Q | Quarter | Q1 |
|--|----------------|-----------------|-------------|--------------|----------|---------|----|
| S.No | Transaction No | Filed On | Upload Type | Token Number | Status | | |
| 1 | 1000060045 | 16/03/2016 | R | 3111111317 | Accepted | | |
| <input type="button" value="Refresh Details"/> | | | | | | | |

Once uploaded the status of the statement would be “Uploaded”. The uploaded file will be processed and validated. Upon validation the status will be either be “Accepted” or “Rejected” and would be reflected within 24 hours from the time of upload. In case if “Rejected”, the rejection reason will be displayed.

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If the status is "**Rejected**", click on the Token Number to view the error details.

[View Filed TDS Returns](#)

| TAN | TANS12345A | Assessment Year | 201516 | Form Name | 24Q | Quarter | Q1 |
|------|----------------|-----------------|-------------|--------------|----------|---------|----|
| S.No | Transaction No | Filed On | Upload Type | Token Number | Status | | |
| 1 | 10000060001 | 11/03/2016 | R | 3111111273 | Uploaded | | |
| 2 | 10000060000 | 11/03/2016 | R | 3111111272 | Rejected | | |

[Refresh Details](#)

Reason for rejection would be displayed as below:

| Details Of Acknowledgement Number - 3111111272 | | | | | |
|--|-----------------|-------------------|---------|----------|--|
| TAN | Assessment Year | Form Name | Quarter | Status | |
| TANS12345A | 201516 | 24Q | Q1 | Rejected | |
| Error Details | | | | | |
| Line Number | Error Code | Error Description | | | |
| 1 | FV-FH-1100031 | Invalid File Type | | | |

Step 6: If the status is "Accepted", click on the Token Number to see the details of acknowledgement of the statement uploaded for all future reference.

| Details Of Acknowledgement Number - 3111111317 | | | | | |
|--|-----------------|------------------|-----------------|----------|--|
| TAN | Assessment Year | Form Name | Quarter | Status | |
| TANS12345A | 201415 | 26Q | Q1 | Accepted | |
| Statement Details | | | | | |
| S.No | Batch Number | Transaction Type | RRR Number | | |
| 1 | 1 | R | 770000002850333 | | |