TDS Statement Upload/View - User Manual

TDS Statement Upload/View – User Manual

Table of Contents

# TDS Statement Upload/View – User Manual

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. (In order to upload using DSC)
➢ Pre validate Principal Contact's "Bank Account/Demat Account details"or link Principal Contact's PAN with Aadhaar. (In order to upload using EVC)

Procedure to Upload TDS Statement

To Upload TDS, the steps are as below:

Step 1: In e-Filing Homepage, Click on "**Login Here**"
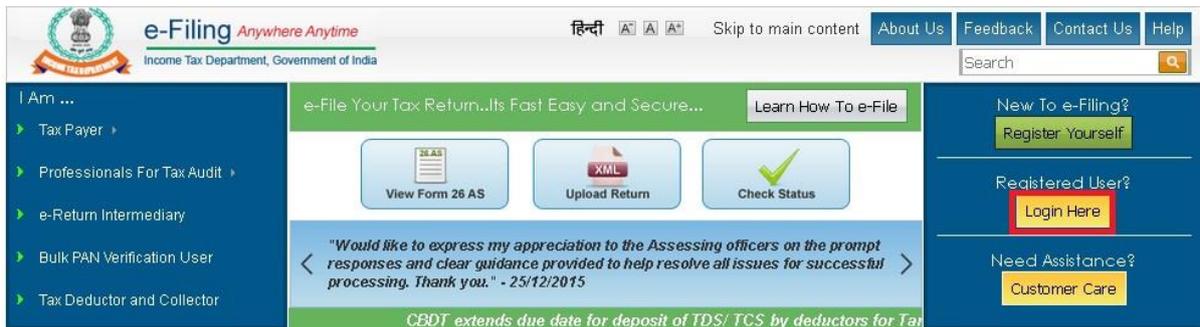
Step 2: Enter **User ID** (TAN), Password, and Captcha. Click **Login**.

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

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

        ✓   FVU Version

        ✓   Financial Year

        ✓   Form Name

        ✓   Quarter

        ✓   Upload Type

Note:

➢ TDS can be uploaded from Financial Year 2010-11.
➢ Only Regular Statements can be uploaded in e-Filing portal.

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

Upload TDS Statement using DSC

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 Statement using EVC

If the DSC is not generated, then the following screen appears.

User has to click on "**Click here to E-Verify**" button in order to e-Verify TDS.

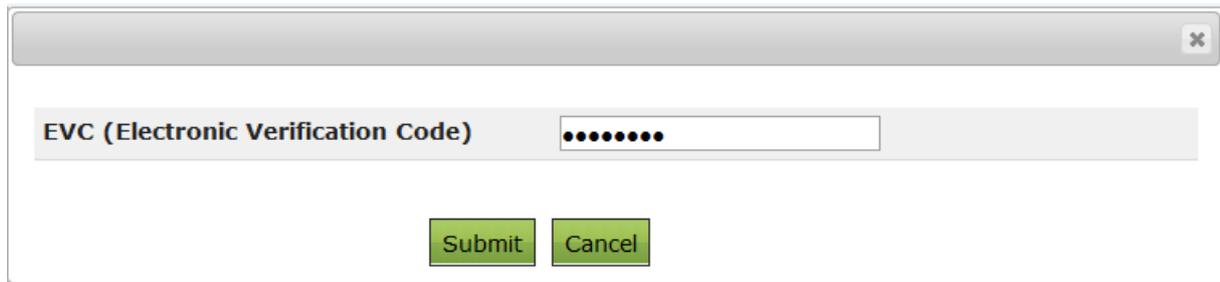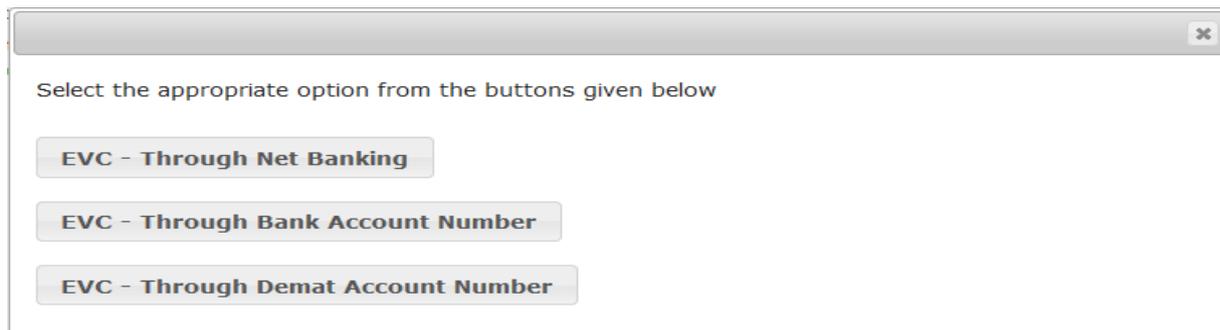The taxpayers are provided with three options to e-Verify as shown in the below screen.

If the user selects "**Option 1- I already have an EVC to e-Verify the Form**", the following screen appears.

Enter the EVC and click on "**Submit**".

If the user selects "**Option 2- I do not have an EVC and I would like to generate EVC to e-Verify my Form**", the following screen appears.

EVC can be generated by selecting the appropriate option from the screen as shown above.

EVC – Through Net Banking

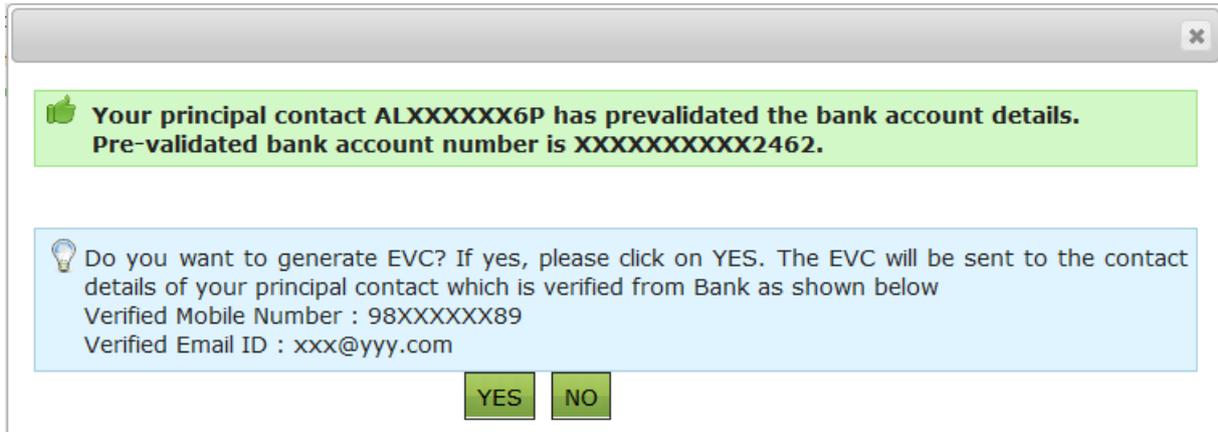Follow the steps carefully as mentioned below, in order to generate EVC through Net Banking

Step 1	Your Principal Contact has to Login to e-Filing portal through Net Banking.
Step 2	Go to e-File menu -> Generate EVC
Step 3	Login to e-Filing portal through Net Banking.
Step 4	Select the TAN from the drop down for which EVC should be generated
Step 5	EVC will be sent to the principal contact's contact details registered with e-Filing
Step 6	Login to e-Filing using Entity's TAN
Step 7	Go to TDS -> Upload TDS and select the option "I already have an EVC" under "Click here to E-verify" link
Step 8	Enter the EVC and click on Submit.

Please click on e-Filing Login Through NetBanking available in the Login page of e-Filing portal to view the list of banks where Net Banking login option is enabled

EVC – Through Bank Account Number

Pre Requisite: In order to generate EVC through Bank Account Number, the Bank Account Details of the Principal Contact has to be pre-validated.
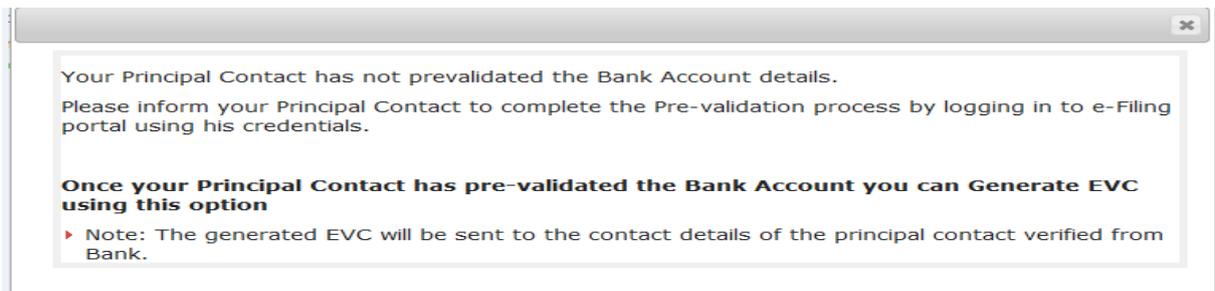
Click on "**YES**" to generate EVC, the generated EVC will be sent to the principal contact's Verified mobile number and email id.

If the Principal Contact has not pre validated the Bank Account Number, the following screen appears

EVC Through Demat Account Number

Pre Requisite: In order to generate EVC through Demat Account, the Demat Account Details of the Principal Contact has to be pre-validated.

Click on "**YES**" to generate EVC, the generated EVC will be sent to the principal contact's Verified mobile number and email id.
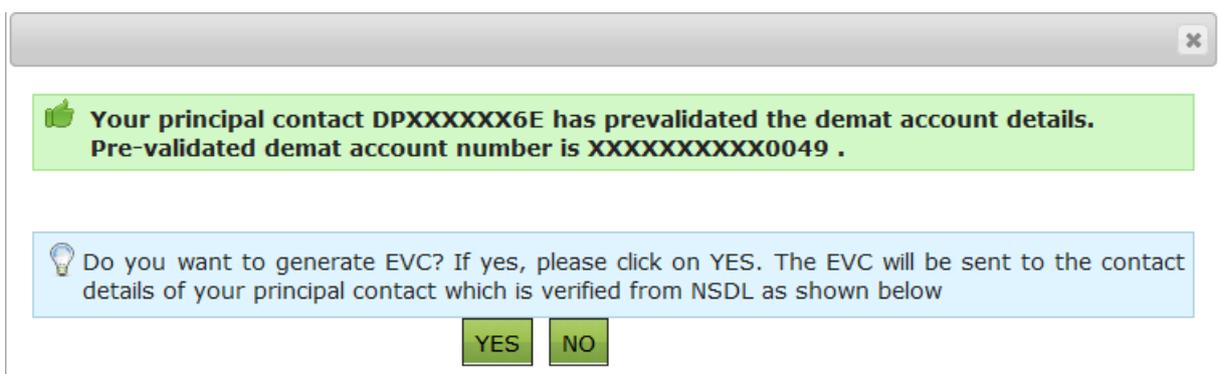
If the pre-validation is not done then the following screen appears.

If the user selects "**Option 3- I would like to generate Aadhaar OTP to e-verify the Form**", the following is the pre requisite.

Pre requisite: The principal contact has to complete the Aadhaar-PAN linking process.

The generated Aadhaar OTP is sent to the principal contact's Mobile Number.

Enter Aadhaar OTP and click on the "**Submit**" button.

If the principal contact's Aadhaar is not linked with the PAN, the following "Message" appears.

TDS Statement Upload/View – User Manual

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.

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

Step 3: Click on "**View Details**".

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

S.No	Transaction No	TAN	Form Name	Financial Year	Quarter	Filed On	Upload Type	Token Number	Status
1	10000190002	XXXXXXXXXX	26Q	201617	Q1	11/07/2016	R	3111111694	Accepted
2	10000190001	XXXXXXXXXX	26Q	201617	Q1	11/07/2016	R	3111111693	Rejected

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.

Step 5: In case if "Rejected", the rejection reason will be displayed.

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

S.No	Transaction No	TAN	Form Name	Financial Year	Quarter	Filed On	Upload Type	Token Number	Status
1	10000190002	XXXXXXXXXX	26Q	201617	Q1	11/07/2016	R	3111111694	Accepted
2	10000190001	XXXXXXXXXX	26Q	201617	Q1	11/07/2016	R	3111111693	Rejected

Reason for rejection would be displayed as below:

Details Of Acknowledgement Number - 3111111272				✕
TAN	**Financial Year**	**Form Name**	**Quarter**	**Status**
TANS12345A	201516	24Q	Q1	Rejected

Error Details		
Line Number	**Error Code**	**Error Description**
1	FV-AH-1000004	Invalid File. Please upload a valid zip file. ZIP file should contain only the .fvu file.

Step 6: In case if "**Accepted**", click on the Token Number to view the Statement Details and download the Provisional Receipt as shown in the below screen.

Details Of Acknowledgement Number - 3111111694				✕
TAN	**Financial Year**	**Form Name**	**Quarter**	**Status**
XXXXXXXXXX	201617	26Q	Q1	Accepted

Statement Details			
S.No	**Batch Number**	**Transaction Type**	**RRR Number**
1	1	R	770000000111580

💡 **Click here to download Provisional Receipt**

💡 Provisional Receipt is password protected. To open the PDF, please enter your TAN in lower case. For example, if your TAN is ABCD12345A then the password will be abcd12345a.