



## TDS Statement Upload/View - User Manual

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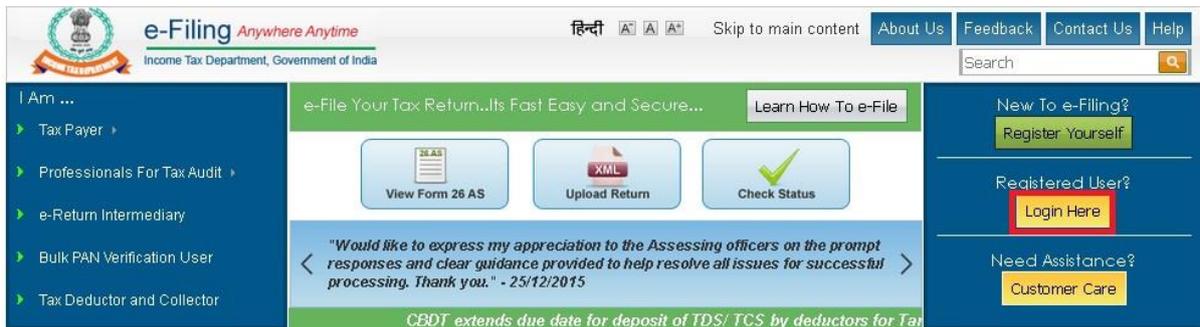
## Pre-Requisites for Uploading TDS Statement

- 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. (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**.

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

**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

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- ✓ 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.

 **Note:**

1. TDS statements uploaded in TIN-FC/NSDL are not to be uploaded again in e-Filing portal
2. Only Regular Statements can be filed in e-Filing portal

**Statement Details**

TAN	<input type="text" value="TANS12345D"/>
FVU Version *	<input type="text" value="FVU 5.1"/>
Financial Year *	<input type="text" value="2016-17"/>
Form Name *	<input type="text" value="FORM NO.24Q - Quarter"/>
Quarter *	<input type="text" value="Q1"/>
Upload Type *	<input type="text" value="Regular"/>

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

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## Upload TDS Statement using DSC

Upload TDS Return

TAN	<input type="text" value="TANS12345D"/>
FVU Version	<input type="text" value="FVU 5.1"/>
Financial Year	<input type="text" value="201617"/>
Form Name	<input type="text" value="26Q"/>
Quarter	<input type="text" value="Q1"/>
Upload Type	<input type="text" value="R"/>
Upload TDS(.zip) File *	<input type="button" value="Browse..."/> No file selected.

[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 *	<input type="button" value="Browse..."/> No file selected.
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**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.

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## 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 3111111415

## Upload TDS Statement using EVC

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

### Upload TDS

Step 1: Enter Statement Details      Step 2: Upload File      Step 3: Upload Successful

#### Upload TDS Return

TAN	<input type="text" value="PERT12346P"/>
FVU Version	<input type="text" value="FVU 5.1"/>
Financial Year	<input type="text" value="201617"/>
Form Name	<input type="text" value="24Q"/>
Quarter	<input type="text" value="Q1"/>
Upload Type	<input type="text" value="R"/>
Upload TDS(.zip) File *	<input type="button" value="Browse..."/> No file selected.

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.

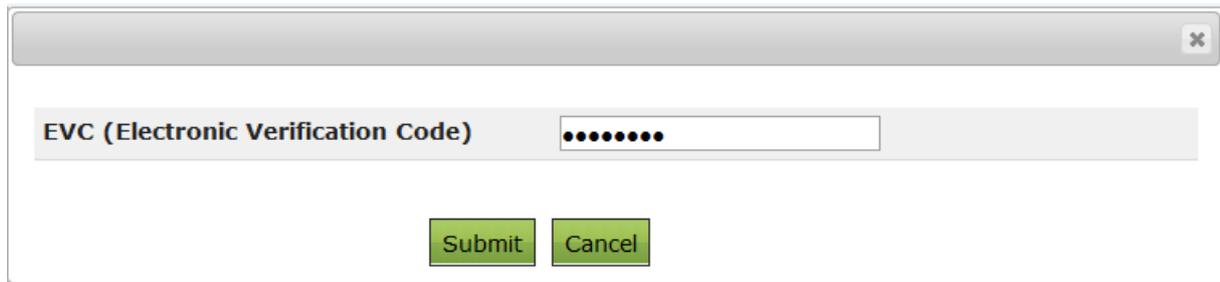
### Everify TDS return

Select one of the options given below by clicking on that option

**Note : You will not be able to submit your form without a valid EVC or Digital Signature.**

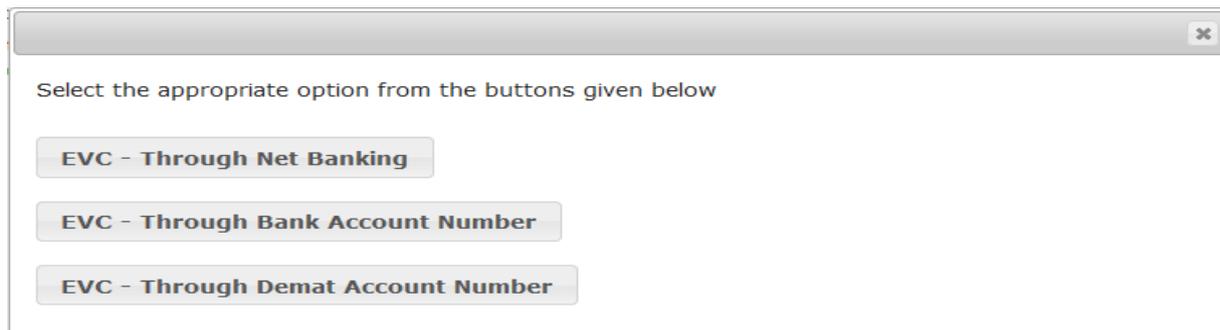
If the user selects “**Option 1- I already have an EVC to e-Verify the Form**”, the following screen appears.

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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

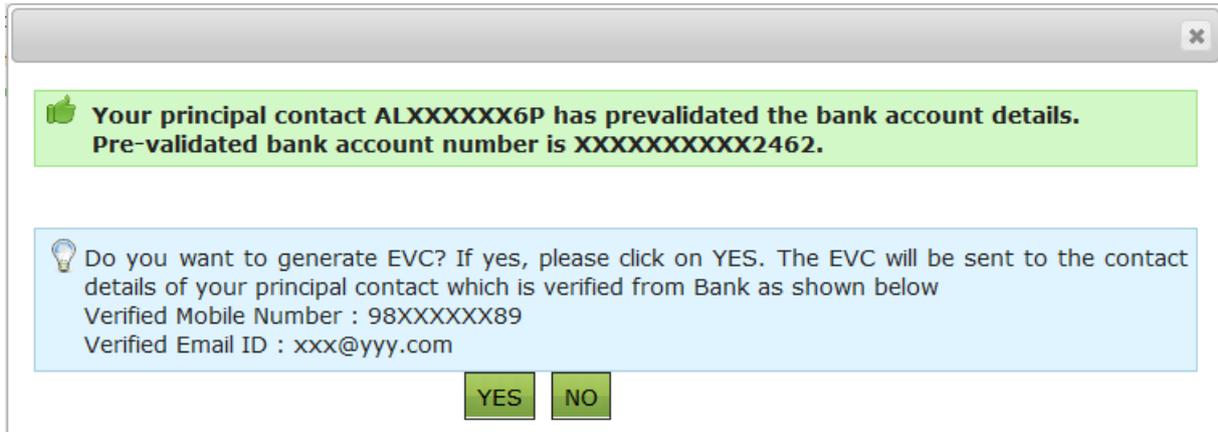
- Step 1** Your Principal Contact has to Login to e-Filing portal through Net Banking.
- Step 2** Go to e-File menu -> Generate EVC
- Step 3** Login to e-Filing portal through Net Banking.
- Step 4** Select the TAN from the drop down for which EVC should be generated
- Step 5** EVC will be sent to the 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.

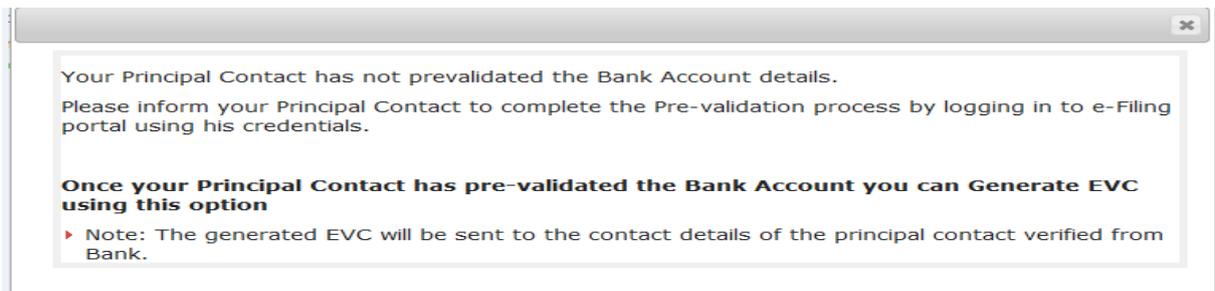
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A screenshot of a software dialog box with a grey title bar and a close button (X) in the top right corner. The dialog contains two main sections. The first is a green box with a thumbs-up icon and the text: "Your principal contact ALXXXXXX6P has prevalidated the bank account details. Pre-validated bank account number is XXXXXXXXXXXX2462." The second is a light blue box with a lightbulb icon and the text: "Do you want to generate EVC? If yes, please click on YES. The EVC will be sent to the contact details of your principal contact which is verified from Bank as shown below. Verified Mobile Number : 98XXXXXX89. Verified Email ID : xxx@yyy.com". At the bottom center, there are two buttons: "YES" and "NO".

Click on "**YES**" to generate EVC, the generated EVC will be sent to the principal contact's Verified mobile number and email id.

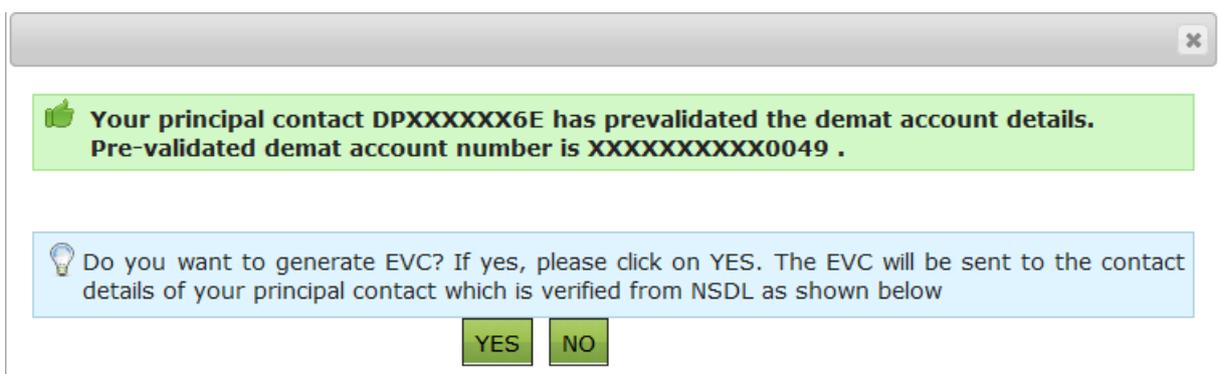
If the Principal Contact has not pre validated the Bank Account Number, the following screen appears



A screenshot of a software dialog box with a grey title bar and a close button (X) in the top right corner. The dialog contains a white box with the text: "Your Principal Contact has not prevalidated the Bank Account details. Please inform your Principal Contact to complete the Pre-validation process by logging in to e-Filing portal using his credentials." Below this, it says: "Once your Principal Contact has pre-validated the Bank Account you can Generate EVC using this option". A note follows: "Note: The generated EVC will be sent to the contact details of the principal contact verified from Bank."

### 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.



A screenshot of a software dialog box with a grey title bar and a close button (X) in the top right corner. The dialog contains two main sections. The first is a green box with a thumbs-up icon and the text: "Your principal contact DPXXXXXX6E has prevalidated the demat account details. Pre-validated demat account number is XXXXXXXXXXXX0049 .". The second is a light blue box with a lightbulb icon and the text: "Do you want to generate EVC? If yes, please click on YES. The EVC will be sent to the contact details of your principal contact which is verified from NSDL as shown below". At the bottom center, there are two buttons: "YES" and "NO".

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.

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Your Principal Contact has not prevalidated the Demat Account details.  
Please inform your Principal Contact to complete the Pre-validation process by logging in to e-Filing portal using his credentials.

**Once your Principal Contact has pre-validated the Demat Account you can Generate EVC using this option**

▶ Note: The generated EVC will be sent to the contact details of the principal contact verified from NSDL.

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.



Aadhaar OTP has been generated successfully and sent to your Principal Contact's mobile number which is registered with Aadhaar.

Kindly use this OTP to e-Verify your form.

**Aadhaar OTP**

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.



**Message**

Your Principal Contact's PAN and Aadhaar are not linked.

Please inform your Principal Contact to complete the Aadhaar-PAN Linking process by logging in to e-Filing portal using his credentials.

**Once Aadhaar - PAN Linking is complete, you can e-Verify the Uploaded Form.**

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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'. Below this is a 'Quick Link' box with three options: 'Change Password', 'Update Contact Details', and 'Change Secret Question/Answer'. To the right, a 'Navigation Trail' shows 'Dashboard' and 'View Filed TDS'. A red 'IMPORTANT !!!' message is displayed, stating: '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 Financial Year, Form Name and Quarter respectively for which the TDS was uploaded.

### View Filed TDS Returns

TAN	TANS12345A
Financial Year *	Select
Form Name *	Select
Quarter *	Select
<a href="#">View Details</a>	

**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

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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.**