

HOW TO FILE TDS RETURN ?

What is TDS Return ?

- ◆ A TDS return is a summary of all transactions related to TDS made during quarter.
- ◆ TDS Return is a quarterly statement submitted by the deductor to the I.T. Department.
- ◆ The statement shows a summary of all the entries for TDS collected by the deductor and the TDS paid by the deductor.

TDS Return Due Dates

Quarter No.	Quarter	Due Date(Other than Salary)	Due Date (Salary)
1	April-June	31st July	31st July
2	July - September	31st October	31st October
3	October - December	31st January	31st January
4	January-March	31st May	31st May

TDS Return Form Names

Form No.	Return Name
24Q	For TDS on Salaries
26Q	For TDS on "Other Than Salaries"
27Q	For TDS on Sums Payable to Non -Residents
27EQ	For Tax Collected at Source

How to File TDS Return through Return Preparation Utility (RPU)?

Two Main Files Generated

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graph TD; A[Two Main Files Generated] --> B[Form 27A PDF]; A --> C[FVU  
(File Validation Utility)]; B --> D[THIS FILE WE HAVE TO TAKE PRINTOUT AND GET SIGNED]; C --> E[THIS FILE WE HAVE TO SAVE IN PEN DRIVE OR CD];
```

Form 27A PDF

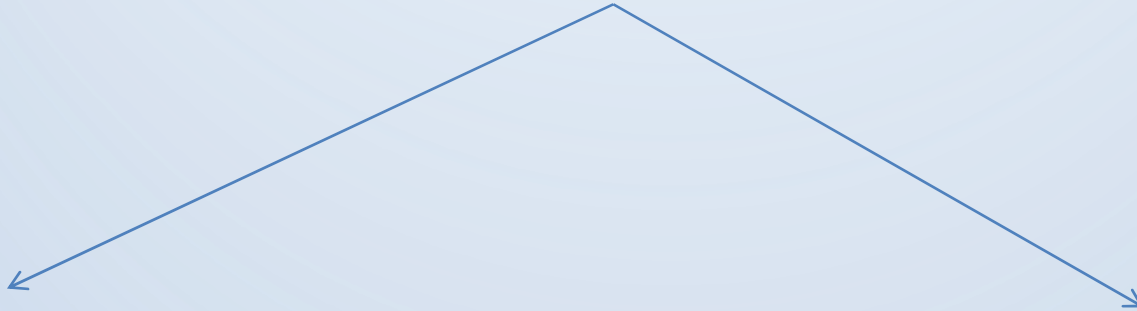
**THIS FILE
WE HAVE TO
TAKE PRINTOUT
AND GET SIGNED**

FVU

(File Validation Utility)

**THIS FILE WE
HAVE TO SAVE
IN PEN DRIVE
OR CD**

Methods to File TDS Return



Offline

Online

Method 1: Offline Method

Deposit both the files at TIN Facilititation Centre

- ◆ FVU in Soft Copy
- ◆ Form 27A In Hard Copy
(Along with required Fees)

No. of Deductees	Fees (₹)
0-100	45
100-1000	210
MORE THAN 1000	683

Method 2: Online Method

Upload FVU file with the help of
digital signature at
www.incometaxindiaefiling.com website.

Step 1 : ZIP FVU File

STEP 2 : Download Digital Signature Software & Generate Signature File

Go to Bulk Upload

ITD e-Filing DSC Management Utility

Instructions Register/Reset Password using DSC Upload XML Submit ITR / FORM Online **Bulk Upload**

Bulk Upload

Select the ZIP file to be signed *	<input type="button" value="Browse ZIP file"/>
Enter e-Filing User ID *	<input type="text" value="User ID"/>
Enter PAN of the DSC (Registered in e-Filing) *	<input type="text" value="PAN"/>

DSC Details

Select the type of Digital Signature Certificate *	<input type="radio"/> .pfx file <input type="radio"/> USB token
Select your certificate keystore file(.PFX/P12) *	<input type="button" value="Browse DSC file"/>
Enter the password for your private key *	<input type="text" value="Input Password"/>
Select USB token Certificate *	<input type="text" value="Select Certificate"/>

After entering required details then Generate Signature File

ITD e-Filing DSC Management Utility

Instructions Register/Reset Password using DSC Upload XML Submit ITR / FORM Online Bulk Upload

Bulk Upload

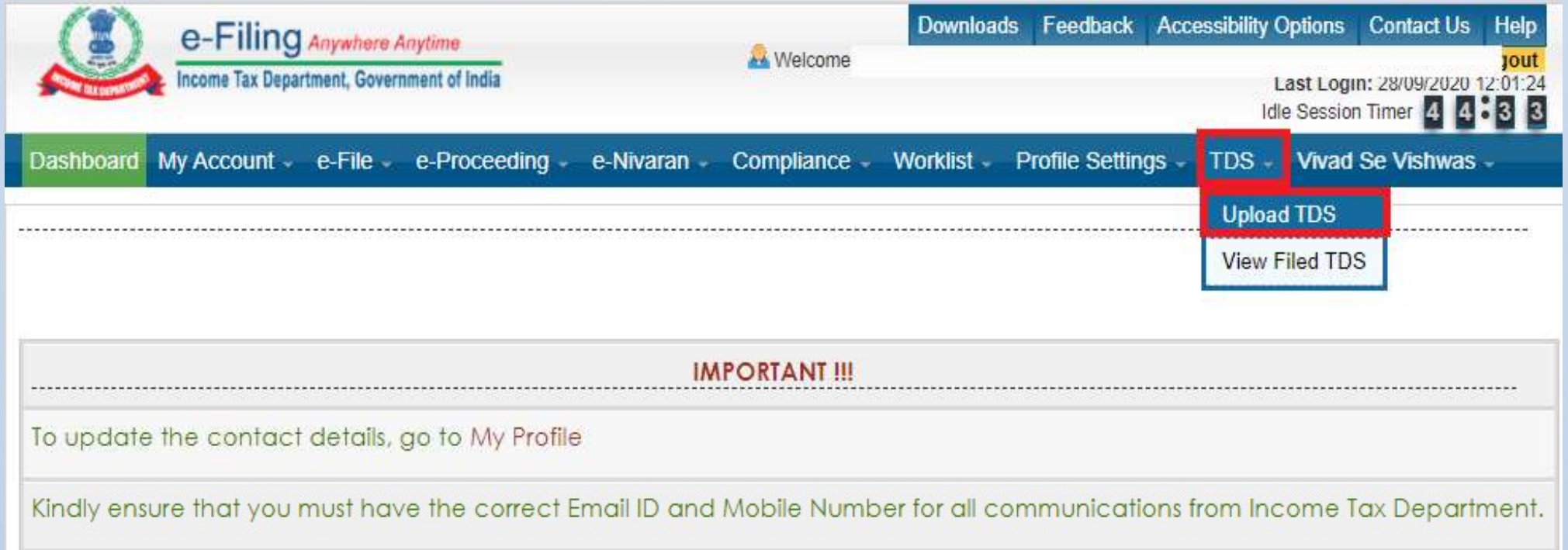
Select the ZIP file to be signed *	5030 bytes <input type="button" value="Browse ZIP file"/> 26QRQ1.zip
Enter e-Filing User ID *	<input type="text" value="TANS98800P"/>
Enter PAN of the DSC (Registered in e-Filing) *	<input type="text" value="ABCDE9685F"/>

DSC Details

Select the type of Digital Signature Certificate *	<input type="radio"/> .pfx file <input checked="" type="radio"/> USB token
Select your certificate keystore file(.PFX/P12) *	<input type="button" value="Browse DSC file"/>
Enter the password for your private key *	<input type="text" value="Input Password"/>
Select USB token Certificate *	<input type="text" value="VIBHUTI NARANG"/>

**STEP 3: Upload at
www.incometaxindiaefiling.com**

Go to TDS -> Upload TDS



The screenshot shows the e-Filing portal interface. At the top left is the Income Tax Department logo and the text "e-Filing Anywhere Anytime Income Tax Department, Government of India". On the right, there are links for "Downloads", "Feedback", "Accessibility Options", "Contact Us", and "Help". A user is logged in, with a "Welcome" message and a "Logout" button. The last login time is 28/09/2020 12:01:24, and the idle session timer is 44:33. The main navigation menu includes "Dashboard", "My Account", "e-File", "e-Proceeding", "e-Nivaran", "Compliance", "Worklist", "Profile Settings", "TDS", and "Vivad Se Vishwas". The "TDS" menu item is highlighted with a red box, and its sub-menu items "Upload TDS" and "View Filed TDS" are also highlighted with red boxes. Below the navigation menu, there is an "IMPORTANT !!!" notice that reads: "To update the contact details, go to My Profile. Kindly ensure that you must have the correct Email ID and Mobile Number for all communications from Income Tax Department."

Enter the Required Details

Upload TDS

Step 1: Enter Statement Details

Step 2: Upload File

Step 3: Upload Successful



Note:

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


Statement Details


TAN	<input type="text"/>
FVU Version *	FVU 6.8 <input type="button" value="v"/>
Financial Year *	2020-21 <input type="button" value="v"/>
Form Name *	FORM NO.26Q - Quart <input type="button" value="v"/>
Quarter *	Q1 <input type="button" value="v"/>
Upload Type *	Regular <input type="button" value="v"/>
<input type="button" value="Validate"/>	

Attach Zip File and Digital Signature File & Then Upload

Upload TDS Return

TAN	<input type="text"/>
FVU Version	FVU 6.8
Financial Year	202021
Form Name	26Q
Quarter	Q1
Upload Type	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 *	<input type="button" value="Choose File"/> No file chosen
<input type="button" value="Upload"/>	

After Uploading

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**