

Instructions for Filling Form

- (a) Form is to be filled legibly in ENGLISH in BLOCK LETTERS.
- (b) Mention 10 digit TAN correctly on top of the form
- (c) While filling the form, each box, wherever provided, should contain only one character (alphabet/number/punctuation mark) leaving a blank box after each word.
- (d) 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
- (e) For changes or correction in TAN data, fill all columns of the form and tick box on left margin of appropriate row where change/correction is required
- (f) Please submit the proof of TAN, details of which being changed and proof of TAN/s to be surrendered/cancelled. Applicant may submit the TAN allotment letter received from Income Tax Department as a proof of TAN. In case the applicant does not have TAN allotment letter, he can submit a printout of TAN details using TAN search facility provided at www.incometaxindia.gov.in or www.tinpan.proteantech.in
- (g) In case address of the applicant changes to a different city and the new address falls under different RCC (Regional Computer Centre of Income Tax Department), then applicant needs to apply for a new TAN in Form 134.
- (h) 'Designation of the person responsible for making payment/collecting tax' field is mandatory to fill up, wherever applicable.
- (i) The address of applicant should be an Indian address only.

Item No.	Item Details	Guidelines for filling up the form
1	Name	Deductor/Collector should fill the details of its name depending on its category
2	Central / State Government/ Local Authority	Category of Central/State Government/Local Authority deductor/collector Applicant should select its appropriate entry by ticking the relevant box Central / State Government / Local Authority deductor/collector should fill up the name in this field. Name of Office is mandatory. Name of Organisation/Department/Ministry may be filled with relevant details. For example, if Directorate of Income Tax (systems) in Income Tax Department is applying for a TAN, it should fill the Name fields as: Name of Office : DIRECTORATE OF INCOME TAX (SYSTEMS) Name of Organisation : INCOME TAX DEPARTMENT Name of Department : DEPARTMENT OF REVENUE Name of Ministry : MINISTRY OF FINANCE State Name is mandatory if category selected is State Government or Local Authority State Government Name of Local Authority is mandatory if Category selected is Local Authority State Government or Local Authority Central Government
3	Responsible person details	Name, Designation, PAN and contact number of Person responsible for deduction/collection of taxes is mandatory for Government category applicants
4	Account Office Identification Number	Account Office Identification Number and Account Office Name are mandatory for Government category applicants
5	Address	Deductor/Collector should mention the address of the location where the tax is being deducted. It is compulsory for the deductor/collector to mention at least two details out of four ie (i) Flat/Door/Building, ii.) Road/Street/Block/Sector, iii.) PIN/ZIP, iv) Post Office, v.) Area/Locality.) State). District, State/ Union Territory and PIN Code are mandatory. The applicant should not mention a foreign address.
6	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.
7	Submit proof document	Certificate issued by PAO/ZAO/DTO/CDDO is mandatory to be submitted along with TAN application form

GENERAL INFORMATION FOR TAN APPLICANTS

- (a) Deductor/Collector can obtain 'Form for changes or correction in TAN data for TAN allotted' in the format prescribed by Income Tax Department from TIN-FCs, any other stationery vendor providing such forms or freely download it from Protean website (www.tinpan.proteantech.in) or from Income Tax Department website (www.incometaxindia.gov.in)
- (b) The fee for processing of TAN application to be paid to TIN-FCs is Rs. 65/- (plus tax, as applicable).
- (c) Deductor/Collector will receive an acknowledgment containing a 14 digit unique number from the TIN-FC on submission of the Form. This acknowledgment number can be used by the deductor/collector for tracking the status of its application.
- (d) For more information/ application status enquiry

- Visit us at www.tinpan.proteantech.in

- Call TIN Call Centre at 020-27218080.

- e-mail us at tininfo@proteantech.in

- SMS PTNTAN <space> acknowledgement no. & send to 57575 to obtain application status.

- Write to: Protean eGov Technologies Limited, 4th Floor, Sapphire Chambers, Near Baner Telephone Exchange, Baner, Pune - 411 045.