

Notes

- 1 The name shall be provided in full
- 2 The address shall contain i) Flat/Door/Building , ii.) Road/Street/Block/Sector, iii.) PIN/ZIP, iv) Post Office, v.) Area/Locality, vi) District, vii.) State
- 3 Registration Number is mandatory for LLP
- 4 In case of HUF designation shall be 'Karta'
- 5 Date of Birth/Date of Incorporation shall be of applicant. In case of Branch/division, Date of incorporation shall be of the branch/division
- 6 Permanent Account Number shall be of the applicant. In case of branch/division, Permanent Account Number shall be of the parent person
- 7 This column is applicable only if a single TAN is applied for the whole company. If separate TAN is applied for different divisions/branches, please fill details in (F)
- 8 Enclose documents as proof of identity, address and date of birth/incorporation as specified in Rule 158
- 9 Some of the information of the form will be pre-filled to the extent possible
- 10 * Delete whichever is not applicable

Instructions for Filling Form

- (a) Form is to be filled legibly in ENGLISH in BLOCK LETTERS.
- (b) While filling the form, each box, wherever provided, should contain only one character (alphabet/number/punctuation mark) leaving a blank box after each word.
- (c) 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
- (d) Deductors/ Collectors are required to provide details of Assessing Officer (TDS /TCS) in the application. These details can be obtained from the Income Tax Office.
- (e) The deductor/collector must fill up Area Code, AO Type, Range Code and AO Number. These details can be obtained from the Income Tax office or TIN Facilitation Centre (TIN-FC)
- (f) Form should be filled up completely.
- (g) 'Designation of the person responsible for making payment/collecting tax' field is mandatory to fill up, wherever applicable.
- (h) 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 in only one of the fields for category as prescribed in the form Name of Office is Mandatory.
1 (a)	Statutory / Autonomous Bodies	Relevant Box for Statutory Body or Autonomous Body should be ticked by the deductor/collector. For example, if Bandra office of Life Insurance Corporation of India is applying for a TAN, it should fill the Name fields as : Name of Office : LIFE INSURANCE CORPORATION OF INDIA, BANDRA Name of Organisation : LIFE INSURANCE CORPORATION OF INDIA
1 (b)	Company	Details in this field should be filled by the company if it is applying for TAN for the company as a whole. In case company wants to apply different TANs for different divisions/branches, point 1(d) should be filled. Name should be provided without any abbreviations. Different variations of 'Private Limited' viz. Pvt Ltd, Private Ltd, Pvt Limited, P Ltd, P. Ltd., P. Ltd are not allowed . It should be 'Private Limited' or 'Limited' only. For example - Name of Company : ABC PRIVATE LIMITED Category of company - Deductor/Collector should select its appropriate entry by ticking in the relevant box.
1 (c)	Branch/ Division of a Company	If Branch/Division of a Company is applying for its separate TAN, it is mandatory to fill the 'Name of Company' and either the Name of Division or the Name/ Location of the Branch (in whose name TAN is sought) in this field. Different Branches of a company applying for separate TANs should fill this field. For example, Cement Division of ABC Private Limited located at Andheri should fill as: Name of Company : ABC PRIVATE LIMITED Name of Division : CEMENT DIVISION OR; Name/Location of Branch: ANDHERI BRANCH ABC Bank of India, Nariman Point Branch, Mumbai should be written as: Name of Company : ABC BANK OF INDIA Name of Division : Name/Location of Branch: NARIMAN POINT BRANCH, MUMBAI Category of company- Deductor/Collector should select its appropriate entry by ticking in the relevant box.
1 (d)	Individual/Hindu Undivided Family (Karta)	First Name is Mandatory. Name of the deductor/collector should be written in full and not in abbreviated form. As an exception, very large Middle names may be abbreviated. Name should not be prefixed with Shri, Smt., M/s, Kumari, Late, Major, Dr., etc. Individuals/ HUFs (Karta) must state their fully expanded name and fill in the appropriate fields for Last, Middle and First Name. For example, Dinesh Kumar Garg will be written as: First Name Middle Name Last Name/Surname DINESH KUMAR GARG Or, if middle name is not there, it will be left blank. For example, Gunjan Bansal will be written as : First Name Middle Name Last Name/Surname GUNJAN BANSAL If a Sole Proprietor/HUF wants to obtain a single TAN in his/her name for all businesses run by him/her/it, then he/she/it should fill name in this field. Deductor/Collector should select its appropriate entry (i.e. Individual / Hindu Undivided Family) by ticking in the relevant box. Individuals should select appropriate title by ticking in the relevant box for 'Shri', 'Smt', 'Kumari'. HUF will leave the mentioned fields blank.

