**On click of Need Help**

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| **Instructions for filling Schedule TCS** | | |
| **Option 1 – Upload through CSV** | | |
|  | 1. | Download the template through the link | | |
|  | 2. | Click on the template; provide a file name to save the CSV. | | |
|  | 3. | Update the data as per the headings provided in the CSV template (Refer instructions below to fill the csv file). | | |
|  | 4. | Save the date and upload the CSV file in the utility | | |
| **Option 2 – Fill Data directly in utility** | | |  |  |
|  | 1. | Enter all the required details. To add rows select "Add" and update the details. To delete rows select the row which is to be deleted and then click on "Delete". | | |
|  | 2. | Click on "Save" to go back to schedule TCS. | | |
| **Note:** | This option shall be used if there is limited number of entries in this schedule TCS. | | |  |

**Important Note:**

1. Please use the appropriate data type to avoid errors at the time of upload/ possible data loss.
2. Please check the data carefully, after uploading.

**Abbreviations used in csv file:**

1. UTBF - Unclaimed TCS brought forward.
2. TCFY - TCS of the current financial year.
3. TC - TCS credit being claimed this Year.
4. CHS - Claimed in the hands of spouse as per section 5A or any other person as per rule 37i(1) (if applicable)

**Instructions to fill csv file:**

1. For column 1 ‘Serial No’, enter the value as numeric starting from 1 as serially numbered without any gap. Please ensure there is no blank line items.
2. For column 2(i) ‘TCS credit relating to Self/Other Person [Spouse as per section 5A/Other person as per Rule 37i(1)]’ enter the value either as “**S**” for Self or “**O**” for Other Person.
3. Column 2(ii) ‘Tax Deduction Account Number (TAN) of the Collector’, input should contain only alphanumeric values without any special characters (First 4 alphabets, then 5 numeric and last alphabet). Please ensure that TAN is entered correctly
4. For column 3 ‘PAN Of Other Person (If TCS Credit related to other person)’ input should contain only alphanumeric values without any special characters (First Five Alphabets, next 4 digits, then Alphabet). If in Col 2 value entered as **‘S’,** leave this field blank**.** This cannot be same as assessee PAN or verification PAN. Please ensure that PAN is entered correctly.
5. For column 4 ‘Fin. year in which collected’, input should contain only numeric with upto 4 digits ranging from 2008 to 2021, representing the FY from which the TCS is b/f. If value is not entered in Col 5, then leave this field as blank.
6. Column 5 ‘TCS b/f’ should be numeric, non- negative and non-decimal. If value is not entered in Col 5, then leave this field as blank. If value is entered in Collected in own hands (Col 6(i)), then leave this field as blank.
7. Column 6(i) ‘Collected in own hands’ should be numeric, non- negative and non-decimal. If value entered in TCS b/f (Col 5), then leave this field as blank. In case "**O**" is entered as value in field "TCS credit relating to Self/Other Person” (Col 2) then leave this field blank. Col 5 and Col 6(i) cannot be fill together.
8. Column 6(ii) ‘Collected in the hands of Spouse as per section 5A or any other person as per Rule 37i(1)’ should be numeric, non- negative and non-decimal. In case of "**S**" is entered as value at the field "TCS credit relating to Self/Other Person" (Col 2) then leave this field as blank. Col 5 and Col 6(ii) cannot be fill together.
9. Column 7(i) ‘Claimed in own hands’ should be numeric, non- negative and non-decimal. In case of "**S**" is entered as value at the filed "TCS credit relating to Self/Other Person" (Col 2) then Amount in this field Col (7(i)) cannot be more than Col (5) or Col (6(i)) as the case may be. In case "**O** " is entered as value at field "TCS credit relating to Self/Other Person" (Col 2) then Amount in field Col (7(i)) cannot be more than Col (5) and Col (6(ii)).
10. Column 7(iia) ‘TCS’ should be numeric, non- negative and non-decimal. If "**O**" is entered as value at field “TCS credit relating to Self/Other Person" (Col 2) then leave this field blank. In case if any value is entered in field ‘TCS (Col 7(iia)) or PAN (Col 7(iib))’, then this field will become mandatory.
11. For Column 7(iib) ‘PAN’ input should contain only alphanumeric values without any special characters (First Five Alphabets, next 4 digits, then Alphabet). If **"O"** is entered as value at field “TCS credit relating to Self/Other Person" (Col 2) then leave this field blank. In case if any value is entered in field ‘TCS (Col 7(iia))’, then this field will become mandatory.
12. Column 8 ‘TCS credit being carried forward’ should be numeric, non- negative and non-decimal. It is the sum value of Col [5+6i+6ii-7i-7ii].