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| **Instructions for filling Schedule TDS2** | | |
| **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 TDS2. | | |
| **Note:** | This option shall be used if there is limited number of entries in this schedule TDS2. | | |  |

**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 TDS brought forward.
2. TCFY - TDS of the current financial year.
3. SPOUSE - Deducted in the hands of any other person as per rule 37BA(2) (if applicable)
4. TC - TDS credit being claimed this Year (only if corresponding income is being offered for tax this year)
5. CHS - Claimed in the hands of any other person as per rule 37BA(2) (if applicable)
6. CRO - Corresponding Receipt offered

**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 ‘TDS credit in the name of Col 2’ enter ‘S’ for Self & enter ‘O’ for other person.
3. For column 3a ‘PAN Of Other Person (If TDS Credit related to other person)’ input should contain only alphanumeric values without any special characters (First Five Alphabets, next 4 digits, then Alphabet).PAN of other person cannot be same as Assessee PAN or Verification PAN. Please ensure that PAN is entered correctly.
4. Column 3b ‘Aadhaar No. Of Other Person (If TDS credit related to other person)’, should be numeric digit only. It is a non-mandatory field. If in Col 2 value entered as **‘S’,** leave this field blank**.**
5. Column 4 ‘PAN of the buyer/ tenant/deductor’, input should contain only alphanumeric values without any special characters (First 5 alphabets, then 4 numeric and last alphabet). Please ensure that PAN is entered correctly.
6. Column 4a, ‘Aadhaar of the buyer/ tenant/deductor’, input should be numeric, non-negative and no-decimal and up to 12 characters only.
7. For column 5 ‘Fin. year in which deducted - UTBF’, input should contain only numeric with upto 4 digits ranging from 2008 to 2020, representing the FY from which the TDS is b/f. If value is not entered in Col 6, then leave this field as blank.
8. Column 6 ‘TDS b/f - UTBF’ 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 deducted in own hands (Col 7), then leave this field as blank.
9. Column 7 ‘Deducted in own hands’ should be numeric, non- negative and non-decimal. If value entered in TDS b/f (Col 6), then leave this field as blank.
10. Column 8a ‘Income - Deducted in hands of any other person as per rule 37BA(2) - TCFY’ should be numeric, non- negative and non-decimal. In case "**S**" is entered as value at the field "TDS credit relating to Self/Other Person" (Col 2) then leave this field as blank. Col 6 and Col 8a cannot be filled together.
11. Column 8b ‘TDS - Deducted in hands of any other person as per rule 37BA(2) - TCFY’ should be numeric, non- negative and non-decimal. In case of "**S**" is entered as value at the field "TDS credit relating to Self/Other Person" (Col 2) then leave this field as blank. Col 6 and Col 8b cannot be filled together.
12. Column 9 ‘Claimed in own hands - TC’ should be numeric, non- negative and non-decimal. In case of "**S**" is entered as value at the filed "TDS credit relating to Self/Other Person" (Col 2) then Amount in this field Col (9) cannot be more than Col (6) or Col (7) as the case may be. In case "**O** " is entered as value at field "TDS credit relating to Self/Other Person" (Col 2) then Amount in field Col (9) cannot be more than Col (6) or Col (8b).
13. Column 10a ‘Income-CHS-TC’ should be numeric, non- negative and non-decimal. If "**O** " is entered as value at field “TDS credit relating to Self/Other Person" (Col 2) then leave this field blank. In case if any value is entered in field ‘TDS or PAN’, then this field will become mandatory.
14. Column 10b ‘TDS-CHS-TC’ should be numeric, non- negative and non-decimal. If "**O**" is entered as value at field “TDS credit relating to Self/Other Person" (Col 2) then leave this field blank. In case if any value is entered in field ‘Income or PAN’, then this field will become mandatory.
15. For Column 10c ‘PAN-CHS-TC’ 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 “TDS credit relating to Self/Other Person" (Col 2) then leave this field blank. In case if any value is entered in field ‘Income or TDS’, then this field will become mandatory.
16. Column 10d ‘Aadhaar No-CHS-TC’, should be numeric digit only. This field is non-mandatory.
17. Column 11 ‘Gross Amount-CRO’ should be numeric, non- negative and non-decimal. If in Column 9 ‘Claimed in own hands’ no value is entered, then leave this field as blank.
18. Column 12 ‘Head of Income’ should be entered either as “**HP**” for **Income from House Property** or “**CG**” for **Income from Capital Gains** or “**BP**” for “**Income from Business or Profession**” or “**OS**” for **Income from Other Sources** or “**EI**” for **Exempt Income** (only in case TDS is deducted u/s 194N). If in Column 9 ‘Claimed in own hands’ no value is entered, then leave this field as blank.
19. Column 13 ‘TDS credit being carried forward’ should be numeric, non- negative and non-decimal. It is the sum value of Col [6+7+8b-9-10b].