|  |  |  |
| --- | --- | --- |
| **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.

**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 ‘Tax Deduction and Tax Collection Account Number 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.
3. For column 3 ‘Name of the Collector’, input should contain only alphanumeric values with any special characters (**Not Allowed +{}[]"<>?**)(**Allowed Chars** [**~!@#$%^&\*()\_-=|\:;',./**](mailto:~!@#$%^&*()_-=|\:;',./)**)**.
4. Column 4 ‘Financial year in which TDS is collected - UTBF’ input should be in the form of drop down selected from the list of drop down provided. Drop down from 2008 to 2020 to be given. Financial year cannot be after 2020 . If value is not entered in Col 5, then leave this field as blank.
5. Column 5 ‘Amount b/f - UTBF’ should be numeric, non- negative and non-decimal. This field is mandatory if financial year is selected in column 4.
6. Column 6 ‘TCS of the current fin year’ should be numeric, non- negative and non-decimal. Column 5 and 6 cannot be filled together.
7. Column 7 ‘Amount out of (5) or (6) being claimed this year’, should be numeric, non-negative and no-decimal. Amount in column 7 can not be more than column 5 or 6 as the case may be.
8. Column 8 ‘Amount out of (5) or (6) being carried forward’, should be numeric, non-negative and no-decimal. It should be computed as 5+6-7.

**Abbreviation used:-**

UTBF – Unclaimed TCS brought forward