

## Instructions for filling up Form No. 49B

- (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) may assist in doing so.
- (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 <b>only one</b> of the fields (a) to 1 (h) specified in the form.
1 (a)	Central / State Government/ Local Authority	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 <b>Directorate of Income Tax (systems) in Income Tax Department</b> is applying for a TAN, it should fill the Name fields as: <b>Name of Office : DIRECTORATE OF INCOME TAX (SYSTEMS)</b> <b>Name of Organisation : INCOME TAX DEPARTMENT</b> <b>Name of Department : DEPARTMENT OF REVENUE</b> <b>Name of Ministry : MINISTRY OF FINANCE</b> Category of Central/State Government/Local Authority deductor/collector Applicant should select its appropriate entry by ticking in the relevant box.
1 (b)	Statutory / Autonomous Bodies	Name of Office is Mandatory. Relevant Box for Statutory Body or Autonomous Body should be ticked by the deductor/collector. For example, if <b>Bandra office of Life Insurance Corporation of India</b> is applying for a TAN, it should fill the Name fields as : <b>Name of Office : LIFE INSURANCE CORPORATION OF INDIA, BANDRA</b> <b>Name of Organisation : LIFE INSURANCE CORPORATION OF INDIA</b>
1 (c)	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 <b>not allowed</b> . It should be 'Private Limited' or 'Limited' only. For example - <b>Name of Company : ABC PRIVATE LIMITED</b> Category of company - Deductor/Collector should select its appropriate entry by ticking in the relevant box.
1(d)	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: <b>Name of Company : ABC PRIVATE LIMITED</b> <b>Name of Division : CEMENT DIVISION</b> <b>Name/Location of Branch: ANDHERI BRANCH</b> <b>OR,</b> <b>ABC Bank of India, Nariman Point Branch, Mumbai</b> should be written as: <b>Name of Company : ABC BANK OF INDIA</b> <b>Name of Division :</b> <b>Name/Location of Branch: NARIMAN POINT BRANCH, MUMBAI</b> Category of company- Deductor/Collector should select its appropriate entry by ticking in the relevant box.
1 (e)	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, <b>Dinesh Kumar Garg</b> will be written as: <b>Last Name/Surname : GARG</b> <b>First Name : DINESH</b> <b>Middle Name : KUMAR</b> <b>Or,</b> if middle name is not there, it will be left blank. For example, <b>Gunjan Bansal</b> will be written as : <b>Last Name/Surname : BANSAL</b> <b>First Name : GUNJAN</b> <b>Middle Name :</b>



Form No. 49B

[See section 203A and rule 114A]

Form of application for allotment of Tax Deduction and Collection Account Number under Section 203A of the Income Tax Act, 1961

To,
Assessing Officer (TDS / TCS)

.....
.....

Table with 2 columns: Assessing Officer Code (TDS / TCS) and Input field. Rows include Area code, AO Type, Range Code, AO Number.

Sir,

Whereas 'I/we' am/are liable to 'deduct/collect or deduct tax and collect tax in accordance with Chapter XVII under the heading 'B. - Deduction at source' or 'BB. -Collection at source' of the Income tax Act, 1961;

And whereas no Tax Deduction Account Number/Tax Collection Account Number or Tax Deduction Account Number and Tax Collection Account Number has been allotted to 'me/us';

'I/We' give below the necessary particulars:

[ Please refer to instructions before filling up the form ]

1 Name - (Fill only one of the columns 'a' to 'h', whichever is applicable.)

(a) Central / State Government:

Tick the appropriate entry

Central Government [ ] State Government [ ] Local Authority (Central Govt.) [ ]

Local Authority (State Govt.) [ ]

Name of Office

Grid for Name of Office

Grid for Name of Office

Name of Organisation

Grid for Name of Organisation

Grid for Name of Organisation

Name of Department

Grid for Name of Department

Grid for Name of Department

Name of Ministry

Grid for Name of Ministry

Grid for Name of Ministry

Designation of the person responsible for 'making payment / collecting tax

(b) Statutory / Autonomous Bodies :

Tick the appropriate entry

Statutory Body [ ] Autonomous Body [ ]

Name of Office

Grid for Name of Office

Grid for Name of Office

Name of Organisation

Grid for Name of Organisation

Grid for Name of Organisation

Designation of the person responsible for 'making payment / collecting tax

Grid for Designation



**(h) Branch of Firm / Association of Persons / Association of Persons (Trusts) / Body of Individuals / Artificial Juridical Person:**

Name of Firm / Association of Persons / Association of Persons (Trusts) / Body of Individuals / Artificial Juridical Person:




Name/Location of branch

**2 Address**

Fat / Door / Block No.

Name of Premises / Building / Village

Road / Street / Lane / Post Office

Area / Locality / Taluka / Sub-Division

Town / City / District

State / Union Territory

PIN code

Telephone No.

STD Code

Phone No.

e-mail IDs a)



b)



**3 Nationality of Deductor (Tick the appropriate entry)**

Indian

Foreign

**4 Permanent Account Number (PAN) - (specify wherever applicable)**

**5 Existing Tax Deduction Account Number (if any)**

**6 Existing Tax Collection Account Number (if any)**

**7 Date (DD-MM-YYYY)**

 -  - 

Signed (Applicant)

**Verification**

I/We..... in my/our capacity as.....do hereby declare that what is stated above is true to the best of my/our knowledge and belief.

Verified today the  -  -   
d d m m y y y y

at .....

.....  
(Signature/Left Thumb Impression of Applicant)

**Notes :**

- 1 This column is applicable only if a single TAN is applied for the whole company. If separate TANs are applied for different divisions/branches, please fill details in (d).
- 2 For branch of Individual business/Hindu Undivided Family, please fill details in (f).
- 3 For branch of firm/Association Of Persons/Association Of Persons (Trust) / Body Of Individuals/Artificial Juridical Person, please fill details in (h).
- 4 \* Delete whichever is inapplicable.