

INCOME-TAX RULES, 1962

"FORM NO. 24Q

[See section 192 and rule 31A]

Quarterly Statement of deduction of tax under sub-section (3) of section 200 of the Income - tax Act in respect of salary for the quarter ended.....(June/September/December/March)..... (Financial Year)

1. (a) Tax Deduction and Collection Account Number(TAN)	<input type="text"/>	(d) Has the statement been filed earlier for this quarter (Yes/No)	<input type="text"/>
(b) Permanent Account Number(PAN) [See Note 1]	<input type="text"/>	(e) If answer to (d) is "Yes", then Token No. of original statement	<input type="text"/>
(c) Financial Year	<input type="text"/>	(f) Type of Deductor [See Note 2]	<input type="text"/>

2. Particulars of the Deductor (employer)

(a) Name of the employer	<input type="text"/>
(b) If Central/State Government	<input type="text"/>
Name (See Note 3)	<input type="text"/>
AIN Code of PAO/TO/CDDO	<input type="text"/>
(c) TAN Registration No.	<input type="text"/>
(d) Address	<input type="text"/>

Flat No.

Name of the premises/building

Road/Street/Lane

Area/Location

Town/City/District

State

PIN Code

Telephone No.

Alternate telephone No. (See Note 4)

Email

Alternate email (See Note 4)

3. Particulars of the person responsible for deduction of tax:

(a) Name	<input type="text"/>
(b) Address	<input type="text"/>
Flat No.	<input type="text"/>
Name of the premises/building	<input type="text"/>
Road/Street/Lane	<input type="text"/>
Area/Location	<input type="text"/>

Town/City/District	
State	
PIN Code	
Telephone No.	
Alternate telephone No. (See Note 4)	
Email	
Alternate email (See Note 4)	
Mobile No.	

4. Details of tax deducted and paid to the credit of the Central Government:

Sl. No.	Tax	Surcharge	Education Cess	Interest	Fee (See Note 5)	Penalty / Others	Total amount deposited as per challan/ Book Adjustment (302+303+304 +305+306+307) (See Note 6)	Mode of TDS deposit through Challan (C) /Book Adjustment (B) (See Note 7)	BSR code/ Receipt Number of Form No. 24G (See Note 8)	Challan Serial No./DDO Serial Po. of Form 24G (See Note 8)	Date on which amount deposited through challan/ Date of transfer voucher (See Note 8)	Minor Head of Challan (See Note 9)
[301]	[302]	[303]	[304]	[305]	[306]	[307]	[308]	[309]	[310]	[311]	[312]	[313]
1												
2												
3												

5. Details of salary paid and tax deducted thereon from the employees -

- (i) enclose Annexure I along with each statement having details of the relevant quarter;
- (ii) enclose Annexure II along with the last statement, i.e., for the quarter ending 31st March having details for the whole financial year.

Verification

I,, hereby certify that all the particulars furnished above are correct and complete.

Place:

Date:

.....
Signature of the person responsible for deducting tax at source

Name and designation of the person responsible for deducting tax at source

Notes:

1. It is mandatory for non-Government deductors to quote PAN. In case of Government deductors, "PANOTREQD" should be mentioned.

2. Please indicate Government deductor or non-Government deductor.
3. In case of Central Government, please mention name of Ministry/Department. In case of State Government, please mention name of the State.
4. In alternate telephone number and alternate email, please furnish the telephone number and email of a person who can be contacted in the absence of deductor or person responsible for deduction of tax.
5. Fee paid under section 234E for late filling of TDS statement to be mentioned in separate column of 'Fee' (column 306)
6. In column 308, Government DDOs to mention the amount of TDS remitted by the PAO/CDDO/DTO. Other deductors to write the exact amount of TDS deposited through challan.
7. In column 309, Government deductors to write "B" where TDS is remitted to the credit of Central Government through book adjustment. Other deductors to write "C".
8. Challan /Transfer Voucher (CIN/BIN) particulars, i.e. 310, 311, 312 should be exactly the same as available at Tax Information Network.
9. In column 313, mention minor head as marked on the challan.

ANNEXURE - I : DEDUCTEE WISE BREAK UP OF TDS

(Please use separate Annexure for each line / item in the table at Sl. No. 04 of main Form 24Q)

Details of salary paid and tax deducted therefrom from the employees

BSR Code of branch/ Receipt Number of Form No.24G		
Date on which challan deposited/Transfer voucher date (dd/mm/yyyy)		
Challan Serial Number/DDO Serial No. of Form No.24G		
Amount as per Challan		
Total TDS to be allocated among deductees as in the vertical total of col. 326		
Total Interest to be allocated among deductees below		

Name of the Employer		
TAN		

[illegible]

Verification

I,, hereby certify that all the particulars furnished above are correct and complete.

Place: Signature of the person responsible for deducting tax at source

Date: Name and designation of the person responsible for deducting tax at source

Notes:

1. Write "A" if certificate has been given by the Assessing Officer for deduction of tax at lower rate under section 197. PAN of employee is mandatory in such cases.
2. Write "B" if certificate has been given by the Assessing Officer for no deduction of tax under section 197. PAN of employee is mandatory in such cases.
3. Write "C" if deduction is on higher rate on account of non-furnishing of PAN by the deductee.
4. List of section codes is as under:

Section	Nature of Payment	Section Code
192	Payment to Government employees other than Union Government employees	92A
192	Payment to employees other than Government employees	92B
192	Payment to Union Government employees	92C

ANNEXURE II

Details of salary paid/credited during the financial yearand net tax payable

Serial Number	Permanent Account Number of the employee	Name of the employee	Write "S" for resident individual who is in the age bracket of 60-80 years, "O" for resident individual whose age is 80 years or more and "G" for others	Date from and date up to employed with current employer in the current financial year(dd/mm/yyyy)	Taxable Amount on which tax is deducted by the current employer	Reported taxable amount on which tax is deducted by previous employer(s)	Total amount of salary (See Note 1) (Total of columns 335 and 336)	Total deduction under section 16(ii)	Total deduction under section 16(iii)	Income chargeable under the head "Salaries" (Column 337 minus (338 plus 339))	Income (Including admissible loss from house property) under any head other than the head "Salaries" offered for TDS [section 192 (2B)]	Gross total income (Total of columns 340 and 341)	Aggregate amount of deductions admissible under sections 80C, 80CCC and 80CCD (Total to be limited to amount specified under section 80CCE)	Amount deductible under any other provision (s) of Chapter VI-A	Total amount deductible under Chapter VI-A (Total of columns 343 and 344)	Total taxable income (Column 342 minus 345)	Income tax on total income	Surcharge	Education cess	Income-tax relief under section 89, when salary, etc. is paid in arrears or advance	Net tax payable (Total of columns 347, 348 and 349 minus column 350)	Total Amount of tax deducted at source by the current employer for the whole year [aggregate of the amounts in columns 325 of Annexure I for all the four quarters in respect of each employee]	Reported amount of tax deducted at source by previous employer(s)/deductor(s) (income in respect of which included in computing total taxable income in column 346)	Total amount of tax deducted at source for the whole year (Total of columns 352 and 353)	Shortfall in tax deduction (+)/ Excess tax deduction (-) [Column 351 minus 354]	Whether tax deducted at higher rate due to non furnishing of PAN by deductee (Yes/No)
[330]	[331]	[332]	[333]	[334]	[335]	[336]	[337]	[338]	[339]	[340]	[341]	[342]	[343]	[344]	[345]	[346]	[347]	[348]	[349]	[350]	[351]	[352]	[353]	[354]	[355]	[356]

357	In case of House Rent Allowance claim-Name and Permanent Account Number of the landlord if aggregate payment during the previous year exceeds rupees one lakh
358	In case of deduction of interest under the head "Income from House property" – Name and Permanent Account Number of the lender (if available)

Place _____

Date: _____

Name and signature of the employer/ person responsible for paying salary
Designation _____

Notes :

- Salary includes wages, annuity, pension, gratuity [other than exempted under section 10 (10)], fees, commission, bonus, repayment of amount deposited under the Additional Emoluments (Compulsory Deposit) Act, 1974, perquisites, profits in lieu of or in addition to any salary or wages including payments made at or in connection with termination of employment, advance of salary, any payment received in respect of any period of leave not availed [other than exempted under section 10 (10AA)], any annual accretion to the balance of the account in a recognised provident fund chargeable to tax in accordance with rule 6 of Part A of the Fourth Schedule of the Income-tax Act, 1961, any sums deemed to be income received by the employee in accordance with sub - rule (4) of rule 11 of Part A of the Fourth Schedule of the Income-tax Act, 1961, any contribution made by the Central Government to the account of the employee under a pension scheme referred to in section 80CCD or any other sums chargeable to income-tax under the head 'Salaries'.

2. Where an employer deducts from the emoluments paid to an employee or pays on his behalf any contributions of that employee to any approved superannuation fund, all such deductions or payments should be included in the statement.