

## Instructions for filling up Form 49B

- (a) Form is to be filled legibly in **ENGLISH** in **BLOCK LETTERS** and in **BLACK INK** only.
- (b) Each box, wherever provided, should contain only one character (alphabet/number/punctuation mark) leaving a blank box after each word.
- (c) 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 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. If the applicant is unable to determine the details, TIN Facilitation Centre (TIN-FC) may assist it 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 shall fill the details of its name depending on its category in <b>only one</b> of the fields 1 (a) to 1 (h) specified in the form. If deductor/collector fills details in more than one category, the application form will be rejected.												
1 (a)	Name – Central / State Government	<p>Central / State Government / Local Authority deductor/collector will fill up the name in this field. <u>Name of Office is mandatory</u>. Name of Organisation/Department/Ministry may be filled with relevant details.</p> <p>For example, if <b>Directorate of Income Tax (systems) in Income Tax Department</b> is applying for a TAN, it will fill the Name fields as:</p> <p><b>Name of Office</b> : <b>DIRECTORATE OF INCOME TAX (SYSTEMS)</b>  <b>Name of Organisation</b> : <b>INCOME TAX DEPARTMENT</b>  <b>Name of Department</b> : <b>DEPARTMENT OF REVENUE</b>  <b>Name of Ministry</b> : <b>MINISTRY OF FINANCE</b></p> <p><b>Central/State Government/Local Authority Deductor/Collector</b> – will select its appropriate entry by ticking in the relevant box for Central Government or State Government or Local Authority (Central Govt) or Local Authority (State Govt.).</p>												
1 (b)	Name – Statutory / Autonomous Bodies	<p>Name of Office is Mandatory.</p> <p>Relevant Box for Statutory Body or Autonomous Body is to be ticked by the deductor/collector.</p> <p>For example, if <b>Bandra office of Brihanmumbai Municipal Corporation</b> is applying for a TAN, it will fill the Name fields as:</p> <p><b>Name of Office</b> : <b>BRIHANMUMBAI MUNICIPAL CORPORATION, BANDRA</b>  <b>Name of Organisation</b> : <b>BRIHANMUMBAI MUNICIPAL CORPORATION</b></p> <p>Statutory/Autonomous Bodies will select its appropriate entry by ticking in the relevant box.</p>												
1 (c)	Name – Company	<p>If the deductor/collector is a company (e.g. a bank), this point is applicable. It is mandatory to fill the 'Name of Company'.</p> <p>This category is to be filled by the company if it is applying TAN for the company as whole. In case company wants to apply different TANs for different divisions/branches point 1(d) should be filled.</p> <p>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 not allowed. It should be 'Private Limited' or 'Limited' only.</p> <p>For example,</p> <p><b>Name of Company</b> : <b>ABC PRIVATE LIMITED</b></p> <p>Category of company– Deductor/Collector will select its appropriate entry by ticking in the relevant box.</p>												
1(d)	Branch of a company	<p>If Branch/Division of a Company is applying for its separate TAN, it will mention the Name and Location of the Branch (in whose name TAN is sought) in this field. Different Branches of a company applying for separate TANs will fill this field.</p> <p>For example, <b>Cement Division of ABC Private Limited located at Andheri</b> will fill as:</p> <p><b>Name of Company</b> : <b>ABC PRIVATE LIMITED</b>  <b>Name of Division</b> : <b>CEMENT DIVISION</b>  <b>Name/Location of Branch</b> : <b>ANDHERI BRANCH</b></p> <p><b>OR,</b></p> <p><b>ABC Bank of India – Nariman Point Branch, Mumbai</b> will be written as:</p> <p><b>Name of Company</b> : <b>ABC BANK OF INDIA</b>  <b>Name of Division</b> :  <b>Name/Location of Branch</b> : <b>NARIMAN POINT BRANCH, MUMBAI</b></p> <p>Category of a company – Deductor/Collector will select its appropriate entry by ticking in the relevant box.</p>												
1 (e)	Name – Individual/Hindu Undivided Family (Karta)	<p>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. In case name is prefixed with Title, application may be rejected.</p> <p>Individuals/ HUFs (Karta) must state their full expanded name and fill in the appropriate fields for Last, Middle or First Name.</p> <p>For example, <b>Dinesh Kumar Garg</b> will be written as:</p> <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;"><b>Last Name/Surname</b></td> <td style="text-align: center;"><b>First Name</b></td> <td style="text-align: center;"><b>Middle Name</b></td> </tr> <tr> <td style="text-align: center;"><b>GARG</b></td> <td style="text-align: center;"><b>DINESH</b></td> <td style="text-align: center;"><b>KUMAR</b></td> </tr> </table> <p><b>OR,</b> if middle name is not there, it will be left blank. For example, <b>Gunjan Bansal</b> will be written as :</p> <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;"><b>Last Name/Surname</b></td> <td style="text-align: center;"><b>First Name</b></td> <td style="text-align: center;"><b>Middle Name</b></td> </tr> <tr> <td style="text-align: center;"><b>BANSAL</b></td> <td style="text-align: center;"><b>GUNJAN</b></td> <td></td> </tr> </table> <p>If a <b>Sole Proprietor/HUF</b> wants to obtain a single TAN in his/her name for all businesses run by him/her/it, then he/she/it shall fill name in this field.</p> <p>Deductor/Collector will select its appropriate entry (i.e. Individual / Hindu Undivided Family) by ticking in the relevant box.</p> <p>Individual shall select its appropriate entry by ticking in the relevant box for 'Shri', 'Smt', 'Kumari'. HUF will leave the mentioned fields blank.</p>	<b>Last Name/Surname</b>	<b>First Name</b>	<b>Middle Name</b>	<b>GARG</b>	<b>DINESH</b>	<b>KUMAR</b>	<b>Last Name/Surname</b>	<b>First Name</b>	<b>Middle Name</b>	<b>BANSAL</b>	<b>GUNJAN</b>	
<b>Last Name/Surname</b>	<b>First Name</b>	<b>Middle Name</b>												
<b>GARG</b>	<b>DINESH</b>	<b>KUMAR</b>												
<b>Last Name/Surname</b>	<b>First Name</b>	<b>Middle Name</b>												
<b>BANSAL</b>	<b>GUNJAN</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)**

.....  
.....

Assessing Officer Code (TDS / TCS)	
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

Name of Organisation

Name of Department

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

Name of Organisation

Designation of the person responsible  
for \* making payment / collecting tax



**(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**

Flat / Door / Block No.

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Name of Premises / Building / Village

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Road / Street / Lane / Post Office

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Area / Locality / Taluka / Sub-Division

--

Town / City / District

--

State / Union Territory

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PIN code

--

Telephone No.

STD Code 

--

 Phone No. 

--

e-mail IDs a)

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b)

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

Indian

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Foreign

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

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

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

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

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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 

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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.