

TDS E-FILING WITH SARAL TDS

- Check for latest version for up-to-date features
- Open existing file OR create new file
- Verify the PAN of the Deductees and Employees
- Enter deduction details and challan details
- Specify relevant remarks in case of higher/lower deduction
- Make payment and link deductions to appropriate challans
- After 3 working days, verify the challan details against OLTAS
- Zero TDS? Link to paid challan
- Verify all the Lower/Nil deduction certificate
- Generate the Data Quality Report to identify errors and rectify
- Generate the TDS return file
- Enter the acknowledgment (PRN and receipt) received
- After 3 working days, check Quarterly Return filing status (QSS)
- After 1 week of return filing, request and download the Form 16/16A. Use this to generate Form 16/16A PDF.

HAPPY TDS FILING

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