

Instructions for filling up 'Form for Changes or Correction in TAN data for TAN allotted'

- (a) Form to be filled legibly in **ENGLISH** in **BLOCK LETTERS**.
- (b) **Mention 10 digit TAN correctly on top of the form.**
- (c) While filling the form, each box, wherever provided, should contain only one character (alphabet/number/punctuation mark) leaving a blank box after each word.
- (d) 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.
- (e) For changes or correction in TAN data, **fill all columns of the form and tick box on left margin of appropriate row where change/correction is required.**
- (f) Please submit the proof of TAN, details of which being changed and proof of TAN/s to be surrendered/cancelled. Applicant may submit the TAN allotment letter received from Income Tax Department as a proof of TAN. In case the applicant does not have TAN allotment letter, he can submit a printout of TAN details using TAN search facility provided at www.incometaxindia.gov.in or www.tin-nsdl.com.
- (g) In case address of the applicant changes to a different city and the new address falls under different RCC (Regional Computer Centre of Income Tax Department), then applicant needs to apply for a new TAN in Form No. 49B.
- (h) The address of applicant should be an Indian address only.
- (i) 'Designation of the person responsible for making the payment' field is mandatory to fill up, wherever applicable.

Item No.	Item Details	Guidelines for filling the form
1	Category of Deductor/ Collector	Deductor/ Collector should tick the appropriate category specified from (a) to (h) in the form.
2 (a)	Central / State Government/ Local Authority	Central Government/ 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 Directorate of Income Tax (systems) in Income Tax Department is applying for change/ correction in details, it should fill the Name fields as: Name of Office : DIRECTORATE OF INCOME TAX (SYSTEMS) Name of Organisation : INCOME TAX DEPARTMENT Name of Department : DEPARTMENT OF REVENUE Name of Ministry : MINISTRY OF FINANCE Category of Central Government/State Government / Local Authority deductor/ collector - Applicant should select appropriate category by ticking in the relevant box.
2 (b)	Statutory / Autonomous Bodies	Name of Office is Mandatory. Relevant Box for Statutory Body or Autonomous Body should be ticked by the deductor/collector. Name of Organisation may be filled with relevant details. For example, if Bandra office of Life Insurance Corporation of India is filing the form, it should fill the Name fields as: Name of Office : LIFE INSURANCE CORPORATION OF INDIA, BANDRA Name of Organisation : LIFE INSURANCE CORPORATION OF INDIA
2 (c)	Company	Details in this field should be filled by the Company if it has taken a TAN for the company as a whole. In case company has taken different TANs for different divisions/branches, point 2(d) is applicable. 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. For example- Name of Company : ABC PRIVATE LIMITED Category of company-Deductor/Collector should select its appropriate entry by ticking in the relevant box.
2(d)	Branch/Division of a Company	It is mandatory to fill the 'Name of Company'. If Branch/division of a Company has obtained separate TAN, it needs to mention either the Name/ Location of the Branch or Name of Division (in whose name TAN is sought) in respective field. Branches of company having separate TANs should fill this field. For example, the Cement Division of ABC Private Limited located at Andheri should fill as: Name of Company : ABC PRIVATE LIMITED Name of Division : CEMENT DIVISION Name/Location of Branch: ANDHERI BRANCH OR, ABC Bank of India, Nariman Point Branch, Mumbai should be written as: Name of Company : ABC BANK OF INDIA Name of Division : Name/Location of Branch: NARIMAN POINT BRANCH, MUMBAI Category of company - Deductor/Collector should select its appropriate entry by ticking in the relevant box.
2 (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, Dinesh Kumar Garg will be written as: Last Name/Surname : First Name : Middle Name GARG : DINESH : KUMAR Or, if middle name is not there, it will be left blank. For example, Gunjan Bansal will be written as : Last Name/Surname : First Name : Middle Name BANSAL : GUNJAN If a Sole Proprietor/HUF has obtained a single TAN in his/her name for all businesses run by him/her/it, then he/she/ it should fill name in this field. Deductor/ Collector should select appropriate category (i.e. Individual / Hindu Undivided Family) by ticking in the relevant box. Individuals should select appropriate category by ticking in the relevant box for 'Shri', 'Smt', 'Kumari'. HUF will leave the mentioned fields blank.

responsible for making the payment

(c) Company: [This column is applicable only if TAN is allotted to a company as a whole. If separate TAN is applied for different divisions/branches, please fill details in (d) 'Branch/Division of a Company' only]

Tick the appropriate category Government Company/Corporation established under a Central Act Government Company/Corporation established under a State Act Other Company

Title (M/s) tick if applicable

Name of Company

Designation of the person responsible

for making the payment

(d) Branch/Division of a Company:

Tick the appropriate category Government Company/Corporation established under a Central Act Government Company/Corporation established under a State Act Other Company

Title (M/s) tick if applicable

Name of Company

Name of Division

Name/Location of Branch

Designation of the person responsible

for making the payment

(e) Individual / Hindu Undivided Family (Karta) - [for branch of Individual / HUF, please fill details in (f) only]

Tick the appropriate category Individual Hindu Undivided Family

Title (tick the appropriate entry for individual) Shri Smt. Kumari

Last Name / Surname

First Name

Middle Name

(f) Branch of Individual Business (Sole proprietorship concern)/ Hindu Undivided Family (Karta)

Tick the appropriate category Branch of Individual business Branch of Hindu Undivided Family

Individual/ Hindu Undivided Family (Karta):

Title (tick the appropriate entry for individual) Shri Smt. Kumari

Last Name / Surname

First Name

Middle Name

Name/Location of branch

