

# **MONARCH TDS eTutorial - Online TAN Registration and Request for Consolidated TDS/TCS file from TIN**

**June 15, 2011**

# Online TAN Registration

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Registration to View Tax Credit (Form 26AS)

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View Tax Credit (Form 26AS)

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Documents Required for making PAN application for :

- Indian Citizen
- NRI/Foreign Citizen



**New:**

Form No. 16A now generated from Tax Information Network (TIN). Mandatory for Companies and Banks to issue Form 16A from TIN to their deductees for deductions made from April 1, 2011 (F.Y. 2011-12).

TDS/TCS correction statement to be prepared using consolidated TDS/TCS file only:  
As directed by DIT (Systems), deductor/ collector are advised to prepare correction TDS/TCS statements using consolidated TDS/TCS file only, provided by TIN. Consolidated TDS/TCS file is provided to registered TANs. For detailed procedure for registration of TAN and procuring consolidated TDS/TCS file - [click here](#).

Form 24G to be filed by Pay and Accounts Office (PAO)/ District Treasury Office (DTO)/ Cheque Drawing and Disbursing Office (CDDO). CDDO only in case of Central Government

Online Services

<ul style="list-style-type: none"> <li>● PAN</li> <li>● e-TDS/TCS Online Filing</li> <li>● Quarterly Statement Status</li> <li>● e-payment : pay taxes online</li> <li>● Online PAN Verification</li> <li>● PAN/TAN Application Status Enquiry</li> <li>● <b>Online TAN Registration</b></li> <li>● Status of Form 24G filed by PAO/DTO <b>NEW</b></li> </ul>	<ul style="list-style-type: none"> <li>● TAN</li> <li>● Challan Status Enquiry</li> <li>● View Tax Credit</li> <li>● e-Return Intermediary</li> <li>● Status of Tax Refunds</li> <li>● e-furnish: Form 15CA</li> <li>● AIR – Status view for filers</li> </ul>
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welcome

**new @ TIN**

16A from TIN to their deductees for deductions made from April 1, 2011 (F.Y. 2011-12). **NEW**

e-TDS/TCS RPU (version

◀ ◻ ▶ ▼

**online services**

select ▼

**Search**

Search the website  GO

All Words ▼

**detailed search**

Detailed Search ▼

**TIN facilitation centers**

Search for TIN-FC near your location

Choose a State

Click here to register TAN online

# Online TAN Registration Form

ONLINE TAN REGISTRATION FORM			
DETAILS OF DEDUCTOR			
TAN *	<input type="text" value="NGPG01644G"/>	PAN *	<input type="text" value="ABTPS1448G"/>
Name *	<input type="text" value="INDIAN AUDIT &amp; ACCOUNTS DEPARTMENT"/>		
Category of Deductor *	<input type="text" value="Central Government"/>	State Name	<input type="text" value="SELECT"/>
Ministry Name	<input type="text" value="CONTROLLER OF AID ACCOUNTS &amp; AUDIT"/>		
If other, Please enter ministry name	<input type="text"/>		
PAO Code	<input type="text"/>	DDO Code	<input type="text" value="062201"/>
PAO Registration Number	<input type="text"/>	DDO Registration Number	<input type="text" value="2018866"/>

Enter valid TAN of deductor. Deductors with TAN present in the ITD TAN master ONLY will be registered at TIN.

Mention PAN of the organisation /entity. If the organisation /entity does not have a PAN as it is not required to have a PAN mention PANNOTREQD

Select deductor category

In case of Government, deductor, PAO and DDO code is mandatory

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# Online TAN Registration Form

CONTACT DETAILS OF DEDUCTOR			
Flat/Door/Block No.	PRATISHTHA BHAVAN	Name of Premises /Building/ Village	101
Road/Street/Post Office	IAHARSHI KARVE ROAD	Area/Locality	NEW MARINE LINES
Town/City/District *	MUMBAI	State *	MAHARASHTRA
PIN*	400020		
STD code-Phone Number *	022 - 22039680	Mobile Number	9833452631
Email ID 1*	TERESAB@NSDL.CO.IN	Email ID 2	IHASKAR@YAHOO.COM
Name of Responsible Person*	P D SHARMA		
Designation of Responsible Person*	MANAGER		

Provide correct contact details of the deductor. Future communication or updates on TIN will be at the contact details provided during TAN registration at TIN.

It is mandatory to provide one e-mail ID. Please provide valid email ID as all future communication will be sent at this email ID.

Mention responsible person name and designation

Provide valid Mobile No.

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# Online TAN Registration Form

PROVIDE DETAILS OF ACCEPTED REGULAR STATEMENT (ON OR AFTER APRIL 1, 2008)

Provisional Receipt Number *	<input type="text" value="021170200010400"/>	Provisional Receipt Date *	<input type="text" value="16/08/2010"/>
Financial Year *	<input type="text" value="2010-11"/>	Assessment Year	<input type="text" value="201112"/>
Period *	<input type="text" value="Q1"/>	Form Number*	<input type="text" value="26Q"/>
Statement Type *	<input type="text" value="REGULAR"/>	Number of Challans/Transfer Vouchers *	<input type="text"/>
Total Challan/Transfer Voucher Amount (Rs.) *	<input type="text" value="2200000.00"/>	Number of Deductee Records *	<input type="text" value="46"/>
		Total Income Tax	<input type="text"/>

Provide details of any TDS/TCS statement accepted at TIN central system filed on or after April 01, 2008, for verification purpose. Check status of statement at Quarterly Statement Status on the TIN website.

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# Online TAN Registration Form

**TAN ACCOUNT DETAILS**

User ID \*  Enter User ID of own choice for operating TAN account. maximum 11 characters long. It may contain only numbers (0-9), upper and lowercase letters alphanumeric.  
[Check User ID Availability](#)

Password \*  Password Should be minimum of six characters, Password should be alpha numeric. Ex: abcd1234

Re-type Password \*

Security Question \*  You are required to select a question and provide a secret answer that you can easily remember later. Your question and secret answer cannot contain your password.

Answer \*  If you forget your password, the question and secret answer you provide will help NSDL verify your identity and reset your password.

Click on SUBMIT, after entering all mandatory fields in the TAN registration form.

Fields marked with \* are mandatory. Select security question and corresponding answer. Remember the security question and answer, in case you forget your password it will help reset.

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# Online TAN Registration Confirmation Screen

On successful registration of TAN online, a 12 digit alpha numeric registration number will generated.

Acknowledgement for TAN Registration	
TAN:	NGPG01644G
Registration Number:	T20110000FZB
Date of Registration:	22/03/2011
User ID:	BASAPPA
E-mail ID 1:	TERESAB@NSDL.CO.IN
E-mail ID 2:	ELIZABETH_BHASKAR@YAHOO.COM

CLICK HERE TO PRINT

Print the acknowledgment and **preserve the same for future reference**. On Successful registration an email will be sent on the email ID provided at the time of TAN registration

**Note:-**

1. Take print of the acknowledgement and preserve the same.
2. Quote "Registration Number" along with the TAN in any correspondence related to TDS/TCS statements.

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# Activation of TAN Account

- After successful registration, TAN account is activated within three hours.
- User ID (as created by user) is e-mailed on the e-mail ID registered at TIN.
- Password for login would be the same which you have mentioned while creating your TAN Registration Account.
- Log in page can be accessed under the menu “login” at home page under the option “TAN Account” or click on <https://onlineservices.tin.nsdl.com/TIN/JSP/security/TanLogin.jsp>
- No charges applicable for this facility

# Login to TAN Account at TIN website

Log in page can be accessed under the menu “login” at home page under the option “TAN Account”

The screenshot displays the TIN website interface. At the top, the NSDL logo is on the left, and 'TAX INFORMATION NETWORK of Income Tax Department' is on the right. A navigation bar contains links for 'about TIN', 'services', 'TIN facilitation centers', 'publications', 'downloads', 'faq', 'login', and 'customer care'. The 'login' menu is open, showing options: 'Quarterly Statement', 'e-TDS/TCS online filing', 'View Tax Statement', 'TIN-FC', 'PAN Verification', and 'TAN Account'. A callout box points to 'TAN Account' with the text 'Click here to Log in TAN account'. Below the navigation bar, there are sections for 'Online Services' (listing PAN, e-TDS/TCS Online Filing, etc.) and 'TAN' (listing TAN, Challan Status Enquiry, etc.). On the right, there are sections for 'new @ TIN' (with a 'welcome' banner), 'online services' (with a dropdown menu), 'Search' (with a search box and 'GO' button), and 'detailed search' (with a dropdown menu). A 'New:' announcement at the bottom states: 'As per new provision of tax deduction at source (TDS) under the Income Tax Act 1961 effective from April 1, 2010, TDS at higher of the prescribed'.

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# Online TAN Account Login Screen

**NSDL** TAX INFORMATION NETWORK  
*of Income Tax Department*

## LOGIN

User Id

Password

TAN

Note: All the above fields are mandatory.

[Reset Password](#) [Forgot Password?](#)

In case you have not registered your TAN, [click here to register](#).

Login to the TAN login account with the registered user id, password and TAN.

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# Online TAN Account – Request for consolidated TDS/TCS File

The screenshot displays the NSDL Tax Information Network interface. At the top left is the NSDL logo. The top right corner features the text 'TAX INFORMATION NETWORK of Income Tax Department'. A navigation bar contains links for 'TDS/TCS', 'Form 15CA', 'Update Profile', 'Form 16A', and 'Log-Off'. A dropdown menu is open under 'TDS/TCS', showing 'Request Consolidated TDS/TCS Statement' and 'View Status / Download Consolidated file'. A callout box on the left explains that users can request consolidated e-TDS/TCS statements from F.Y. 2007-08 onwards. The main content area displays 'Welcome to Tax Information Network'.

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# Online TAN Account – Input Screen for Request for consolidated TDS/TCS File

TDS/TCS	Form 15CA	Update Profile	Form16A	Log-Off
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**Request Consolidated File**

Provisional Receipt Number of accepted Regular Statement

Form No.

Quarter

Financial Year

*Note: All the above field are mandatory.*

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Enter details of regular statement: 15 digit PRN/token, Form No., Quarter & Financial Year

Consolidated TDS/ TCS files can be requested only for TDS/TCS statements accepted at TIN central system.

Please check status of TDS/TCS statement at the TIN website under 'Quarterly Statement Status' view.

# Guidelines to request consolidated file

Verification details:

- To request for the consolidated file, provide the following:
  - Provide updated details (corrected details, if any correction statement is submitted and accepted) of the TDS/TCS statement for which file is required.
  - challan/transfer voucher and
  - deductee details

# Guidelines to request consolidated file

## Question No 1.

- Provide details of any one challan / transfer voucher present in the TDS/TCS statement.

## Question No. 2

- Provide details of any three distinct deductee records (PAN and corresponding deducted amount) present in the TDS/TCS statement, i.e. it is not required to mention deductee details which are associated to the challan / transfer voucher provided.
- If distinct deductee details record in the statement is less than three then provide available distinct combination of PAN of deductee and corresponding deducted amount.

# Online TAN Account – Verification Screen for Consolidated TDS/TCS File

User: SUVARNA

Kindly provide below details for verification.

Please refer the below mentioned guidelines before providing verification details.

**Question No. 1**  
Provide any one of the challan / transfer voucher details (as below) of the required TDS/TCS statement.

BSR code	<input type="text" value="0000007"/>
Challan Serial Number / Transfer Voucher Number	<input type="text" value="1545"/>
Date of Deposit (DD/MM/YYYY)*	<input type="text" value="31/12/2010"/>
Challan Deposit / Transfer Voucher Amount (₹)*	<input type="text" value="56850.00"/>

Provide details of any one challan / transfer voucher present in the TDS/TCS statement.

# Online TAN Account – Verification Screen for Consolidated TDS/TCS File

Question No. 2  
Mention PAN and corresponding Tax deducted/ collected Amount (₹) of any three deductee/collectee

Sr. No.	PAN of deductee/collectee	Deducted/Collected Amount (₹)
1.	<input type="text" value="AA1FS3037R"/>	<input type="text" value="50.00"/>
2.	<input type="text" value="AAGTS3527W"/>	<input type="text" value="4300.00"/>
3.	<input type="text" value="AARFW4123Q"/>	<input type="text" value="500.00"/>

Provide details of any three distinct deductee records (PAN and corresponding deducted amount) present in the TDS/TCS statement, i.e. it is not required to mention deductee details which are associated to the challan / transfer voucher provided.

If distinct deductee details record in the statement is less than three then provide available distinct combination of PAN of deductee and corresponding deducted amount.

# Online TAN Account – Consolidated TDS/TCS File Request Confirmation Screen

The screenshot shows the NSDL Tax Information Network interface. The header includes the NSDL logo and the text 'TAX INFORMATION NETWORK of Income Tax Department'. A navigation bar contains links for 'TDS/TCS', 'Form 15CA', 'Update Profile', 'View Book Identification', 'Request Form 16A', and 'Log-Off'. The user is identified as 'User: BASAPPA'. The main content area displays a confirmation message: 'Request number for request of consolidated file is 17216. Consolidated file will be e-mailed to your registered e-mail ID within 24 hours.' A callout box explains that after successful verification, the request number is generated and the consolidated statement is e-mailed to the user within 24 hours on the e-mail ID(s) provided at registration.

**NSDL** TAX INFORMATION NETWORK  
*of Income Tax Department*

TDS/TCS    Form 15CA    Update Profile    View Book Identification    Request Form 16A    Log-Off

User: BASAPPA

**Request number for request of consolidated file is 17216.  
Consolidated file will be e-mailed to your registered e-mail ID within 24 hours.**

After successful verification, request number is generated and the consolidated TDS/TCS statement is e-mailed to the user within 24 hours on the e-mail ID (s) provided at the time of TAN registration.

# Online TAN Account – Option to Download / View Status of Consolidated TDS/TCS File

The screenshot displays the NSDL Tax Information Network interface. The header includes the NSDL logo and the text 'TAX INFORMATION NETWORK of Income Tax Department'. A navigation bar contains links for 'TDS/TCS', 'Form 15CA', 'Update Profile', 'Form16A', and 'Log-Off'. A dropdown menu is open under 'TDS/TCS', showing two options: 'Request Consolidated TDS/TCS Statement' and 'View Status / Download Consolidated file'. A callout box points to the second option, stating: 'Option to view status/download TDS/TCS statement for which request is placed. TDS/TCS file is available for download maximum for a period of seven days.'

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# Online TAN Account – Consolidated TDS/TCS File Status View Input Screen

**NSDL** TAX INFORMATION NETWORK  
*of Income Tax Department*

TDS/TCS    Form 15CA    Update Profile    Form16A    Log-Off

User:OBCEMGVG

**File Status**

Reference No.

Date:

To Date:

You can check the status of the request for consolidated file for which request is placed either by entering the Reference No. or the period between which request is raised.

**Note:**

1. Provide valid Request Number or Date range for viewing file status.
2. Consolidated TDS/TCS file will be available for download for period of seven calendar days from the day it is available for download.
3. File status can be viewed for a period of ninety calendar days from the date of request.

# Online TAN Account – Consolidated TDS/TCS File Download / Status View Screen

## File Status

Sr.No.	Date of Request	Reference No.	Financial Year	Quarter	Form No	Count of file available for download	E-mail status	File Download status
1	13/05/2011	186775	201011	Q1	26Q	1	Mail sent successfully	Period for download expired
2	13/05/2011	186776	201011	Q1	26Q	1	Mail sent successfully	Period for download expired
3	13/05/2011	186777	201011	Q1	26Q	1	Mail sent successfully	Period for download expired
4	24/05/2011	197785	201011	Q1	26Q	1	Mail sent successfully	<a href="#">Click here to download</a>
5	24/05/2011	197786	201011	Q1	26Q	1	Mail sent successfully	<a href="#">Click here to download</a>
6	24/05/2011	197787	201011	Q1	26Q	1	Mail sent successfully	<a href="#">Click here to download</a>
7	24/05/2011	197788	201011	Q1	26Q	1	Mail sent successfully	<a href="#">Click here to download</a>



Click here to save file

Click here to download consolidated TDS/ TCS statement requested file

**Note:**

- 1) Consolidated TDS/TCS file will be available for download for period of 30 days.
- 2) Consolidated TDS/TCS file downloaded is in compressed form and password protected.
- 3) Password for extracting the contents of consolidated TDS/TCS file is same as TAN.
- 4) Status description:
  - . Under Process: Your request for consolidated TDS/TCS file is under process and will be processed within 24 hours.
  - . E-mail sent successfully: Your request for consolidated TDS/TCS file has been e-mailed to the registered e-mail ID (s).
  - . Download: Consolidated TDS/TCS file is available for download. For downloading file, click on "Download".
  - . Period for download expired: Period for download for consolidated TDS/TCS file has expired. In case you require the consolidated TDS/TCS file for the same statement, you may again place request online.
- 5) If more than one file is available for download against single request then follow instructions as below:
  - . Click on "Download"
  - . On clicking the text "Download", list of files available for download will be displayed.
  - . Download all the files and merge them using File Merge Utility (FMU).
  - . File Merge Utility can be downloaded from the TIN website ([www.tin-nsdl.com](http://www.tin-nsdl.com)) available under download section.
  - . Manual for using FMU is available under the download section at TIN website.

# Facility to Reset and Forget password

The screenshot shows the NSDL Tax Information Network login page. At the top left is the NSDL logo, and at the top right is the text 'TAX INFORMATION NETWORK of Income Tax Department'. The main heading is 'LOGIN'. Below it are three input fields: 'User Id', 'Password', and 'TAN'. There are 'Submit' and 'Clear' buttons. Below the form, there is a note: 'Note: All the above fields are mandatory.' There are two blue links: '[Reset Password](#)' and '[Forgot Password?](#)'. Below these links is the text: 'In case you have not registered your TAN, [click here to register](#).' Two callout boxes provide additional information: one points to the 'Reset Password' link, stating 'Click on the link in order to reset the password of TAN login account.'; the other points to the 'Forgot Password?' link, stating 'In case you forget the password, click on the link to receive password of TAN login account.'

# Online TAN Account – Reset Password Screen

**NSDL** TAX INFORMATION NETWORK  
of Income Tax Department

Please provide TAN and User Id for which password is to be reset

In order to 'Reset Password' provide TAN and User ID. New password will be sent on the registered e-mail ID within an hour.

TAN :

User Id :

# Online TAN Account – Forgot Password Screen



## Forgot Password

User Id:	<input type="text" value="BASSPA"/>	User ID should be the same provided at the time of registration
Security Question:	<input type="text" value="Which is your favourite car?"/>	Security question should be the same selected at the time of registration
Your Answer:	<input type="text" value="●●●●●●●●"/>	Your answer should be the same as provided at the time of registration
<input type="button" value="Submit"/>	<input type="button" value="Reset"/>	

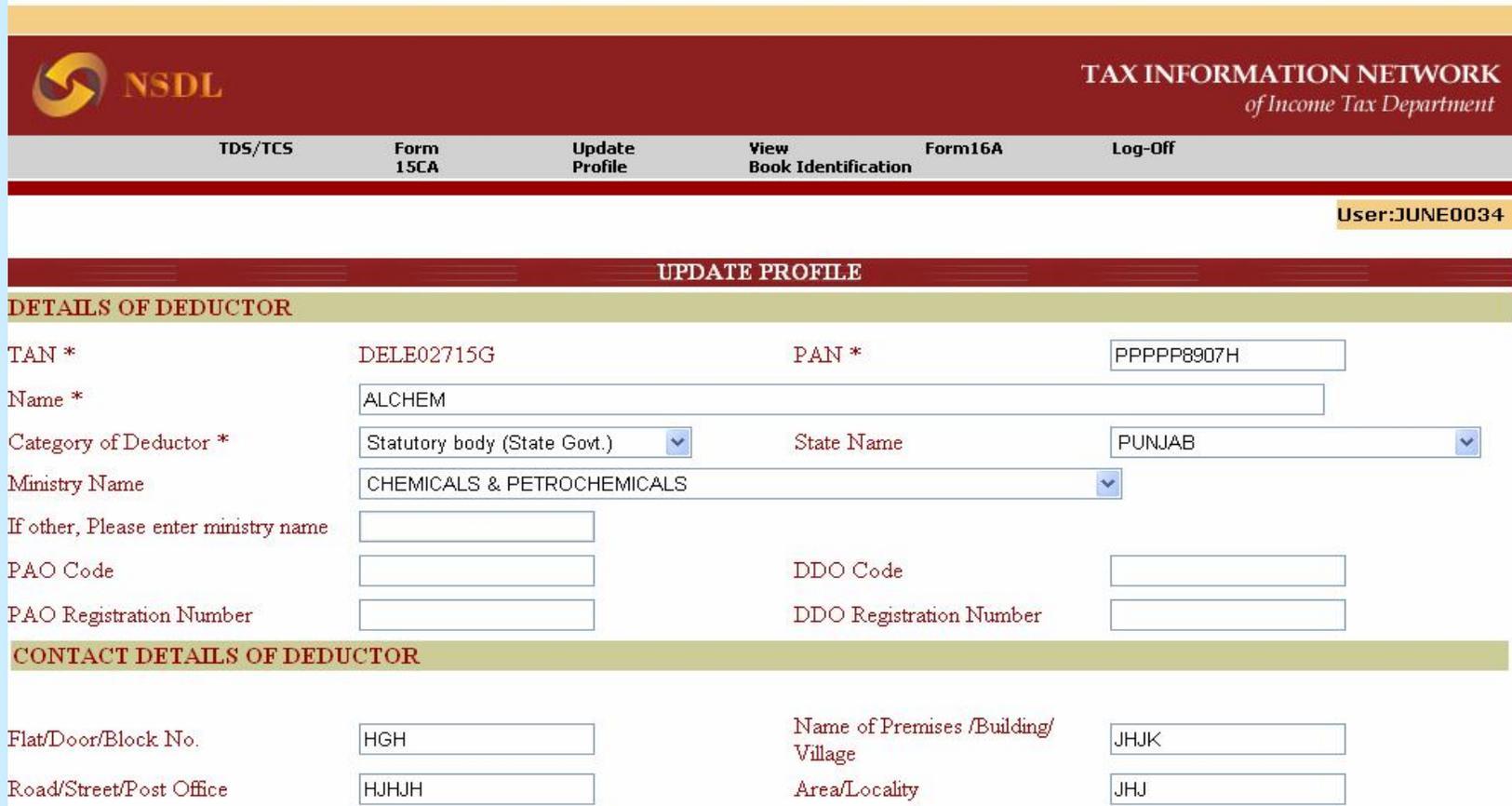
[Home](#)

On successful submission of details mentioned above, password will be sent on the registered email ID within an hour.

# Online TAN Account – Update Demographic Details

The screenshot shows the NSDL Tax Information Network interface. At the top left is the NSDL logo. At the top right, it says 'TAX INFORMATION NETWORK of Income Tax Department'. Below this is a navigation bar with links for 'TDS/TCS', 'Form 15CA', 'Update Profile', 'View Book Identification', 'Form 16A', and 'Log-Off'. The 'Update Profile' link is highlighted with a red box. A callout box points to this link with the text: 'Click on update profile to update/modify demographic details of the deductor.' In the top right corner of the main content area, the user ID 'User:JUNE0034' is displayed. Below the navigation bar, the text 'Welcome to Tax Information Network' is visible.

# Online TAN Account – Update Demographic Details Screen



**NSDL** TAX INFORMATION NETWORK  
of Income Tax Department

TDS/TCS Form 15CA Update Profile View Book Identification Form 16A Log-Off

User:JUNE0034

### UPDATE PROFILE

#### DETAILS OF DEDUCTOR

TAN *	DELE02715G	PAN *	PPPPP8907H
Name *	ALCHEM		
Category of Deductor *	Statutory body (State Govt.)	State Name	PUNJAB
Ministry Name	CHEMICALS & PETROCHEMICALS		
If other, Please enter ministry name	<input type="text"/>		
PAO Code	<input type="text"/>	DDO Code	<input type="text"/>
PAO Registration Number	<input type="text"/>	DDO Registration Number	<input type="text"/>

#### CONTACT DETAILS OF DEDUCTOR

Flat/Door/Block No.	HGH	Name of Premises /Building/ Village	JHJK
Road/Street/Post Office	HJHJH	Area/Locality	JHJ

**Update demographic details of deductor in above mentioned fields.**  
Field marked with Asterisk (\*) are mandatory

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# Online TAN Account – Update Demographic Details Screen

TAN *	ABCF02256E	PAN *	PPPPP8907H
Name *	ALCHEM		
Category of Deductor *	Statutory body (State Govt.)	State Name	PUNJAB
Ministry Name	CHEMICALS & PETROCHEMICALS		
If other, Please enter ministry name			
PAO Code		DDO Code	
PAO Registration Number		DDO Registration Number	
<b>CONTACT DETAILS OF DEDUCTOR</b>			
Flat/Door/Block No.	HGH	Name of Premises /Building/ Village	JHJK
Road/Street/Post Office	HJHJH	Area/Locality	JHJ
Town/City/District *	HJ	State *	OTHERS
PIN*	655555		
STD code-Phone Number *	898 - 989	Mobile Number *	9833656856
Email ID 1*	QK_PRAVINK@NSDL.CO	Email ID 2	ZEHRAN@NSDL.CO.IN
Name of Responsible Person*	ANKUR GUPTA		
Designation of Responsible Person*	Accountant		
	<input type="button" value="SUBMIT"/>	Verify the details modified by you and click on submit button	

Fields marked with \* are mandatory.

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# Online TAN Account – Demographic Details Update Confirmation Screen

The screenshot displays the NSDL Tax Information Network interface. At the top left is the NSDL logo. The top right corner identifies the system as 'TAX INFORMATION NETWORK of Income Tax Department'. A navigation bar contains links for 'TDS/TCS', 'Form 15CA', 'Update Profile', 'View Book Identification', 'Form16A', and 'Log-Off'. A yellow box in the top right corner shows the user ID 'User:JUNE0034'. The main content area features a large red message: 'Your request for update of TAN registration details has been accepted'.

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# Thank You

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[helpsurat@helpsurat.com](mailto:helpsurat@helpsurat.com)

Thanks to [www.TIN-NSDL.com](http://www.TIN-NSDL.com)

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Website: [www.i-tax.in](http://www.i-tax.in) email: [helpsurat@helpsurat.com](mailto:helpsurat@helpsurat.com)