

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 | <p>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.</p> <p>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:</p> <p>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</p> <p>Category of Central Government/State Government / Local Authority deductor/ collector - Applicant should select appropriate category by ticking in the relevant box.</p> | | | | | | | | | | | | |
| 2 (b) | Statutory / Autonomous Bodies | <p>Name of Office is Mandatory.</p> <p>Relevant Box for Statutory Body or Autonomous Body should be ticked by the deductor/collector.</p> <p>Name of Organisation may be filled with relevant details.</p> <p>For example, if Bandra office of Life Insurance Corporation of India is filing the form, it should fill the Name fields as:</p> <p>Name of Office : LIFE INSURANCE CORPORATION OF INDIA, BANDRA Name of Organisation : LIFE INSURANCE CORPORATION OF INDIA</p> | | | | | | | | | | | | |
| 2 (c) | Company | <p>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.</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. For example-</p> <p>Name of Company : ABC PRIVATE LIMITED</p> <p>Category of company-Deductor/Collector should select its appropriate entry by ticking in the relevant box.</p> | | | | | | | | | | | | |
| 2(d) | Branch/Division of a Company | <p>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.</p> <p>For example, the Cement Division of ABC Private Limited located at Andheri should fill as:</p> <p>Name of Company : ABC PRIVATE LIMITED Name of Division : CEMENT DIVISION Name/Location of Branch: ANDHERI BRANCH</p> <p>OR,</p> <p>ABC Bank of India, Nariman Point Branch, Mumbai should be written as:</p> <p>Name of Company : ABC BANK OF INDIA Name of Division : Name/Location of Branch: NARIMAN POINT BRANCH, MUMBAI</p> <p>Category of company - Deductor/Collector should select its appropriate entry by ticking in the relevant box.</p> | | | | | | | | | | | | |
| 2 (e) | 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. Individuals/ HUFs (Karta) must state their fully expanded name and fill in the appropriate fields for Last, Middle and First Name.</p> <p>For example, Dinesh Kumar Garg will be written as:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Last Name/Surname</td> <td style="width: 33%;">First Name</td> <td style="width: 33%;">Middle Name</td> </tr> <tr> <td>GARG</td> <td>DINESH</td> <td>KUMAR</td> </tr> </table> <p>Or, if middle name is not there, it will be left blank. For example, Gunjan Bansal will be written as:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Last Name/Surname</td> <td style="width: 33%;">First Name</td> <td style="width: 33%;">Middle Name</td> </tr> <tr> <td>BANSAL</td> <td>GUNJAN</td> <td></td> </tr> </table> <p>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.</p> <p>Deductor/ Collector should select appropriate category (i.e. Individual / Hindu Undivided Family) by ticking in the relevant box.</p> <p>Individuals should select appropriate category by ticking in the relevant box for 'Shri', 'Smt', 'Kumari'. HUF will leave the mentioned fields blank.</p> | Last Name/Surname | First Name | Middle Name | GARG | DINESH | KUMAR | Last Name/Surname | First Name | Middle Name | BANSAL | GUNJAN | |
| Last Name/Surname | First Name | Middle Name | | | | | | | | | | | | |
| GARG | DINESH | KUMAR | | | | | | | | | | | | |
| Last Name/Surname | First Name | Middle Name | | | | | | | | | | | | |
| BANSAL | GUNJAN | | | | | | | | | | | | | |

[illegible]

Tick the appropriate category:

- (a) Central / State Government:**

Central Government ☐ State Government ☐ Local Authority (Central Govt.) ☐

Name of Office

[illegible][illegible][illegible][illegible][illegible][illegible]

Tick the appropriate category

Statutory Body ☐ Autonomous Body ☐[illegible][illegible][illegible]

[illegible]

(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 <input type="checkbox"/> | Government Company/Corporation <input type="checkbox"/> | Other <input type="checkbox"/> |
| established under a Central Act | established under a State Act | Company |

Title (M's) ☐ tick if applicable[illegible][illegible]

(d) Branch/Division of a Company:

Tick the appropriate category

| | | |
|---|---|--------------------------------|
| Government Company/Corporation <input type="checkbox"/> | Government Company/Corporation <input type="checkbox"/> | Other <input type="checkbox"/> |
| established under a Central Act | established under a State Act | Company |

Title (M's) ☐ tick if applicable

[illegible][illegible][illegible][illegible]

(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 ☐

[illegible][illegible][illegible]

(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 ☐

[illegible][illegible]

| | |
|-------------|--|
| Middle Name | |
|-------------|--|

[illegible]

[for branch of firm / AOP / AOP (Trust) / BOI / Artificial Juridical Person, please fill details in (h) only]

Three empty 10x10 grids, each consisting of 10 columns and 10 rows of squares, provided for drawing.

Name of Firm / Association of Persons / Association of Persons (Trusts) / Body of Individuals / Artificial Juridical Person:

Four empty 10x10 grids are provided for drawing. Each grid is a square divided into 10 columns and 10 rows, totaling 100 small squares. The grids are arranged in a 2x2 pattern.

[illegible][illegible][illegible][illegible][illegible][illegible]

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| STD Code | | | | | | |
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[illegible][illegible][illegible][illegible][illegible]Indian ☐Foreign ☐[illegible][illegible]TAN 2

| | | | | | | | | |
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 TAN 4

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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 this day of Year at

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<http://formutility.com>