

HOW IT WORKS ?

TAN Application Process

Follow the steps below to apply for a Tax Deduction and Collection Account Number (TAN) in India.

1. Online Application Process for TAN:

Step 1: Visit the NSDL TAN Application Website

Go to the official NSDL (National Securities Depository Limited) website for TAN applications: [NSDL e-Gov TAN Application](#).

Step 2: Select the Appropriate Form

Choose **Form 49B** for TAN application.

Select the category of deductor (individual, company, firm, etc.).

Step 3: Fill in the Required Information

Fill out all necessary details such as:

- Name of the applicant
- Address and contact details
- PAN (if applicable)
- Type of deductor (government, non-government, etc.)
- Details of the responsible person

Step 4: Submit the Form

After filling in the form, verify all details and submit the application.

Step 5: Acknowledgment

After submitting the form and making the payment, an acknowledgment number will be generated.

You can use this acknowledgment number to track the status of your TAN application.

Step 6: Send Documents (if required)

In certain cases, you may be required to send a signed acknowledgment and supporting documents to NSDL.

Step 7: TAN Allotment

Once processed, the TAN will be communicated to you via email and can be checked online.

2. Offline Application Process for TAN:

Step 1: Obtain Form 49B

Get the Form 49B from a TIN Facilitation Center or download it from the NSDL website.

Step 2: Fill in the Form

Fill out all necessary details as required in the form, ensuring accuracy.

Step 3: Submit the Form

Submit the filled Form 49B along with supporting documents at your nearest TIN Facilitation Center.

Step 4: TAN Allotment

After verification, TAN will be allotted, and you will receive a notification regarding the same. You can collect the TAN from the facilitation center or get it via post.