

# A Guide to TDS Return Filing for Businesses and Individuals

TDS return filing is a mandatory obligation under the Income Tax Act that outlines how an organisation or individual must submit details of tax deducted at source to the Income Tax Department. Proper TDS return filing ensures that the tax deducted is accurately reported and reflected in the deductee's account, enabling them to claim the correct tax credit while filing their income tax returns.

## What Are TDS Returns?

TDS returns are quarterly statements that report all payments made to employers, businesses, or individuals where tax has been deducted at source and deposited with the government. These payments may include salary, interest, rent, professional fees, or consultancy charges.

The TDS return submitted to the Income Tax Department includes details of the tax deducted from each transaction, challan information used for payment, and a list of deductees along with the amount paid and tax deducted. These returns help the department track tax collections and allow taxpayers to receive credit for the tax already deducted.

## Who Is Required to File TDS Returns?

TDS return filing is mandatory for all entities that deduct tax at source. This includes:

- Employers paying salaries
- Businesses or professionals making specified payments
- Banks deducting tax on interest income
- Individuals or HUFs liable to deduct TDS under applicable sections

Once TDS is deducted and deposited, filing the corresponding return becomes compulsory.

## Types of TDS Return Forms

Different TDS return forms are prescribed based on the nature of payment:

- **Form 24Q** – For TDS deducted on salary payments
- **Form 26Q** – For TDS on non-salary domestic payments
- **Form 27Q** – For TDS on payments made to non-residents
- **Form 27EQ** – For Tax Collected at Source (TCS)

Selecting the correct form is essential to avoid filing errors and compliance issues.

## Due Dates for TDS Return Filing

TDS returns are filed on a quarterly basis. The standard due dates are:

- April to June (Q1): 31st July
- July to September (Q2): 31st October
- October to December (Q3): 31st January
- January to March (Q4): 31st May

Timely filing ensures that deductees can view their TDS credit in Form 26AS without delay.

## Step-by-Step Process of TDS Return Filing

### Obtain TAN

A Tax Deduction and Collection Account Number (TAN) is mandatory for filing TDS returns.

### Deduct and Deposit TDS

Tax must be deducted at applicable rates and deposited with the government using the correct challan within the prescribed time.

### Prepare the TDS Return

Compile deductee PAN details, payment amounts, tax deducted, and challan information accurately.

### Validate the File

Use the File Validation Utility (FVU) to check the return for errors before submission.

### Upload the Return

Submit the validated file through the income tax reporting portal or authorised facilitation centres.

### Generate Acknowledgment

After successful submission, an acknowledgment is generated for record-keeping.

## Benefits of Accurate TDS Return Filing

Accurate TDS return filing offers several advantages:

- Ensures compliance with income tax laws
- Reduces penalties and late payment fees
- Provides deductees with accurate tax credit

Accurate reporting also promotes transparency in an organisation's financial transactions and reduces the likelihood of scrutiny by tax authorities.

## Penalties for Late or Incorrect Filing

Failure to comply with TDS return filing requirements may result in:

- Late filing fee of ₹200 per day until submission
- Penalty ranging from ₹10,000 to ₹1,00,000 for incorrect or non-filing
- Interest on late deduction or late payment of TDS

## Common Mistakes to Avoid

- Incorrect PAN or TAN details
- Using the wrong TDS return form
- Mismatch between challan and return data
- Missing quarterly filing deadlines

## Conclusion

TDS return filing is a critical responsibility for anyone deducting tax at source. Understanding the applicable forms, due dates, and filing process helps ensure smooth compliance and prevents unnecessary penalties. Maintaining accurate records and filing returns on time supports a transparent and efficient tax system.

Managing TDS return filing can be time-sensitive and detail-oriented, especially with changing compliance requirements. If you're looking for professional support to ensure accurate filing, timely submissions, and complete compliance, **Kanakkupillai** offers reliable assistance tailored to businesses and individuals. Their expert-led approach helps simplify the process while reducing the risk of errors or penalties.