

[See Rule 216(1)(a)]

[In the case of Government Entity]

1 of 4

Instructions for Filling Form 134

- (a) Form is to be filled legibly in ENGLISH in BLOCK LETTERS.
- (b) While filling the form, each box, wherever provided, should contain only one character (alphabet/number/punctuation mark) leaving a blank box after each word.
- (c) 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
- (d) Deductors/ Collectors are required to provide details of Assessing Officer (TDS /TCS) in the application. These details can be obtained from the Income Tax Office.
- (e) The deductor/collector must fill up Area Code, AO Type, Range Code and AO Number. These details can be obtained from the Income Tax office or TIN Facilitation Centre (TIN-FC)
- (f) Form should be filled up completely.
- (g) 'Designation of the person responsible for making payment/collecting tax' field is mandatory to fill up, wherever applicable.
- (h) The address of applicant should be an Indian address only.

Item No.	Item Details	Guidelines for filling up the form
1	Name	Deductor/Collector should fill the details of its name depending on its category in only one of the fields 1 (a) to 1 (h) specified in the form.
1 (a)	Central / State Government/ Local Authority	Central / 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 a TAN, 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/State Government/Local Authority deductor/collector Applicant should select its appropriate entry by ticking in the relevant box.
1 (b)	Statutory / Autonomous Bodies	Name of Office is Mandatory. Relevant Box for Statutory Body or Autonomous Body should be ticked by the deductor/collector. For example, if Bandra office of Life Insurance Corporation of India is applying for a TAN, it should fill the Name fields as : Name of Office : LIFE INSURANCE CORPORATION OF INDIA, BANDRA Name of Organisation : LIFE INSURANCE CORPORATION OF INDIA
1 (c)	Company	Details in this field should be filled by the company if it is applying for TAN for the company as a whole. In case company wants to apply different TANs for different divisions/branches, point 1(d) should be filled. 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.
1(d)	Branch/ Division of a Company	If Branch/Division of a Company is applying for its separate TAN, it is mandatory to fill the 'Name of Company' and either the Name of Division or the Name/ Location of the Branch (in whose name TAN is sought) in this field. Different Branches of a company applying for separate TANs should fill this field. For example, Cement Division of ABC Private Limited located at Andheri should fill as: Name of Company : ABC PRIVATE LIMITED Name of Division : CEMENT DIVISION OR; Name/Location of Branch: ANDHERI BRANCH 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.
1 (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: First Name Middle Name Last Name/Surname DINESH KUMAR GARG Or, if middle name is not there, it will be left blank. For example, Gunjan Bansal will be written as : First Name Middle Name Last Name/Surname GUNJAN BANSAL If a Sole Proprietor/HUF wants to obtain 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 its appropriate entry (i.e. Individual / Hindu Undivided Family) by ticking in the relevant box. Individuals should select appropriate title by ticking in the relevant box for 'Shri', 'Smt', 'Kumari'. HUF will leave the mentioned fields blank.

1(f)	Branch of Individual Business (Sole Proprietorship Concern) / Hindu Undivided Family (Karta)	<p>This field should be filled only if TAN is being applied for branch of Individual Business (Sole Proprietorship Concern)/ Hindu Undivided Family (Karta). It is mandatory to fill First Name. Other Title (Dr. Late, Smt etc.) related rules / given in Item No. 1(e) will be applicable here also.</p> <p>In case an Individual/HUF wants to obtain separate TANs for different businesses being run by him/her/it, this category will be applicable. The name of the concern should be filled in the field for Name/Location of Branch.</p> <p>For example -</p> <table> <tr> <td>First Name</td> <td>Middle Name</td> <td>Last Name/Surname</td> </tr> <tr> <td>BHUWAN</td> <td></td> <td>KOHLI</td> </tr> </table> <p>Name/Location of Branch : WELLWORTH BOOK HOUSE</p> <p>Deductor/Collector should select appropriate category (i.e. Individual / Hindu Undivided Family) by ticking in relevant box.</p>	First Name	Middle Name	Last Name/Surname	BHUWAN		KOHLI
First Name	Middle Name	Last Name/Surname						
BHUWAN		KOHLI						
1 (g)	Firm/Association of Persons/ Association of Persons (Trusts)/ Body of Individuals/Artificial Juridical Person	The Name of the Firm/Association of Persons/Association of Persons (Trusts)/Body of Individuals/ Artificial Juridical Person should be written in full in the field provided.						
1(h)	Branch of Firm/Association of Persons/Association of Persons (Trusts)/Body of Individuals/ Artificial Juridical Person	<p>If different branches of a firm/AOP/AOP (trusts)/ Body of Individuals/ Artificial Juridical Person are applying for separate TANs, this category is applicable. The Name of the Firm/Association of Persons/Association of Persons (Trusts)/Body of Individuals/Artificial Juridical Person should be written in full in the field provided. Name / Location of Branch should be entered in the relevant field.</p> <p>For example -</p> <p>Name of Firm : SHAH & COMPANY</p> <p>Name/Location of Branch : FORT BRANCH</p>						
2	Address	Deductor/Collector should mention the address of the location where the tax is being deducted. It is compulsory for the deductor/collector to mention at least two details out of four ie (Flat/Door/Block No., Name of Premises/Building/Village, Road/Street/Lane/Post Office and Area/Locality/Taluka/Sub Division). Town/City/ District, State/ Union Territory and PIN Code are mandatory. The applicant should not mention a foreign address.						
3	Nationality of Deductor/Collector	This field is mandatory for all categories of deductor/collector.						
4	Permanent Account Number (PAN)	Deductor/Collector should mention the existing 10-digit Permanent Account Number allotted to it, if any, else leave this field blank.						

GENERAL INFORMATION FOR TAN APPLICANTS

- (a) Deductor/Collector can obtain Form No. 134 in the format prescribed by Income Tax Department from TIN-FCs, any other stationery vendor providing such forms or freely download it from Protean website (www.tinpan.proteantech.in) or from Income Tax Department website (www.incometaxindia.gov.in)
- (b) The fee for processing of TAN application to be paid to TIN-FCs is Rs. 65/- (plus tax, as applicable).
- (c) In case the applicant has already been allotted a ten digit alphanumeric TAN, it should not apply again as having or using more than one TAN is illegal. However, different branches/divisions of a deductor/collector may apply for separate TAN for each branch/division.
- (d) In case deductor/collector has already been allotted TAN and wants any change in particulars (e.g. name, address etc.), it should fill up 'Form for changes for Correction in TAN data for TAN allotted' and submit the same at any TIN-Facilitation Centre.
- (e) Deductor/Collector will receive an acknowledgment containing a 14 digit unique number from the TIN-FC on submission of Form No. 134. This acknowledgment number can be used by the deductor/collector for tracking the status of its application.
- (f) For more information/ application status enquiry
- [Visit us at www.tinpan.proteantech.in](http://www.tinpan.proteantech.in)
 - Call TIN Call Centre at 020-27218080.
 - [e-mail us at tininfo@proteantech.in](mailto:tininfo@proteantech.in)
 - SMS PTNTAN <space> acknowledgement no. & send to 57575 to obtain application status.
 - Write to: Protean eGov Technologies Limited, 4th Floor, Sapphire Chambers, Near Baner Telephone Exchange, Baner, Pune - 411 045.