





### 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
2	Central / State Government/ Local Authority	Category of Central/State Government/Local Authority deductor/collector Applicant should select its appropriate entry by ticking the relevant box 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 <b>Directorate of Income Tax (systems) in Income Tax Department</b> is applying for a TAN, it should fill the Name fields as: <b>Name of Office : DIRECTORATE OF INCOME TAX (SYSTEMS)</b> <b>Name of Organisation : INCOME TAX DEPARTMENT Name of Department : DEPARTMENT OF REVENUE Name of Ministry : MINISTRY OF FINANCE</b> State Name is mandatory if category selected is State Government or Local Authority State Government Name of Local Authority is mandatory if Category selected is Local Authority State Government or Local Authority Central Government
3	Responsible person details	Name, Designation, PAN and contact number of Person responsible for deduction/collection of taxes is mandatory for Government category applicants
4	Account Office Identification Number	Account Office Identification Number and Account Office Name are mandatory for Government category applicants
5	Address	<b>Deductor/Collector should mention the address of the location where the tax is being deducted.</b> It is compulsory for the deductor/collector to mention at least two details out of four ie (i) Flat/Door/Building , ii.) Road/Street/Block/Sector, iii.) PIN/ZIP, iv) Post Office, v.) Area/Locality.) State). District, State/ Union Territory and <b>PIN Code</b> are mandatory. The applicant should not mention a foreign address.
6	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.
7	Submit proof document	Certificate issued by PAO/ZAO/DTO/CDDO is mandatory to be submitted along with TAN application form

### 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](http://www.tinpan.proteantech.in)) or from Income Tax Department website ([www.incometaxindia.gov.in](http://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.