



Proposal for “TDS Return Filing”

Commercial:

TDS Return Filing Fees

1. Form 24-Q Filing: **Rs. 2000/-** Per Quarter
2. Form 26-Q Filing: **Rs. 2000/-** Per Quarter
- For Salary & Non-Salary TDS Returns Annual Package: **Rs.18000/-**

TDS Return Filing Consultancy Includes

1. Calculation of Monthly TDS
2. Payment of Monthly TDS
3. Filing of TDS Return 24Q | 26Q
4. Generating Form 16 & Form 16A
5. General TDS Consultancy
6. Salary TDS Computation
7. Revision of TDS Return if Needed

Documents Requirement for TDS Return Filing:

- Employee TDS Return (Form 24-Q)
 1. PAN of Employee
 2. Amount Credited
 3. Salary Sheet of TDS Return Period
 4. Tax and Investment Declaration of Employee
- Supplier TDS Return (Form 26-Q)
 1. PAN of Vendor
 2. Amount Credited
 3. TDS Deduction Details

Minimum Requirement for TDS Return Filing Formation:

1. TAN – Mandatory for all deductors.
2. PAN – Of deductor and deductees.
3. TDS deduction details – Amount, date, and section.
4. Challan details (CIN) – For deposited TDS.
5. Forms: 24Q (salary), 26Q (residents), 27Q (non-residents), 27EQ (TCS).
6. DSC – Required for companies.
7. File quarterly via TRACES/NSDL portal.
8. Due dates: 31 Jul, 31 Oct, 31 Jan, 31 May.
9. Penalty: ₹200/day for late filing (u/s 234E).

Annual Compliance of TDS Return Filing (to be followed every year):

1. **Deduct & deposit TDS monthly** by the **7th of next month**.
2. **File quarterly TDS returns** – 31 Jul, 31 Oct, 31 Jan, 31 May.
3. **Issue TDS Certificates** – Form 16 (salary) & Form 16A (others).
4. **Verify challans & PAN details** before filing.
5. **Reconcile TDS with Form 26AS / AIS.**
6. **Correct errors** via revised return if needed.
7. **Maintain TDS records** for audit & compliance.
8. **Pay interest/penalty** for late deduction or filing if applicable.

Start Process Now – Get TDS Return Filing

- Step 1: Send us Documents Via Email or WhatsApp
 - Email: office@legaladda.com
 - WhatsApp: +91 9726365804
- Step 2: Preparation of Documents & Processing
- Step 3: Get TDS Return Filing

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Thank You :)

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