

Guidelines for Filling Form 27Q

Form 27Q is a quarterly statement of deduction of tax under Section 200(3) of the Income-tax Act, 1961 and Rule 31A of Income-tax Rules, 1962, applicable for Non-Resident deductees (apart from salary). The following guidelines are provided to assist deductors fill up Form 27Q accurately and in compliance with statutory requirements.

Sections of Form 27Q

1. Deductor Details

- Name, address, PAN, TAN (Tax Deduction Account Number).
- Contact details and responsible person's details.

2. Quarter, Financial Year, and Form No.

- Select appropriate quarter and the respective financial year.

3. Deductee Details

- Name, address, country of residence, PAN (if available).
- Nature of payment made, section under which TDS is deducted, and amount of payment/credit.

4. Tax Deduction Details

- Rate at which tax is deducted, amount of tax deducted and deposited.
- Date of deduction and date of deposit to government account.
- Challan details: BSR Code, date of deposit, Challan Serial Number.

5. Verification

- Declaration by authorized person with signature and date.

Step-by-Step Filing Procedure

1. Ensure TAN registration is valid and updated for e-filing.
2. Provide accurate deductor and deductee information as per PAN records.
3. Mention nature of payment (e.g., interest, dividend, royalty) and corresponding section.
4. Fill in amount paid or credited, TDS amount, and tax deposited details for each deductee.
5. Verify all challan details for accuracy to avoid mismatches.
6. Finalize the form, sign in the declaration section and prepare for e-filing.

List of Required Information

Field	Details Required
PAN of Deductor	As per Income-tax records
TAN	Tax account number of deductor (compulsory)
Deductee Name and Address	Non-Resident recipient details

Amount Paid/Credited	Exact amount to deductee
Section	Relevant IT Act section
Challan Details	BSR Code, Date, Challan Number

Declaration

I hereby declare that the information furnished above is true and correct to the best of my knowledge and belief.

Important Notes

- Form 27Q is mandatory for payments to Non-Resident individuals/entities other than salary.
- PAN is compulsory for deductees to avoid higher TDS rates.
- Incorrect/incomplete details may lead to rejection of the statement or mismatch notices.
- Timely filing and correct challan information ensures smooth TDS credit to deductees.
- Form 27Q must be submitted electronically as per the Income Tax Department requirements.