TITLE: ITS-I014 – TDS DETAILS FOR WITHHOLDEE

Purpose: To print out TDS details by Withholdee.

Scope: This procedure applies to Withholdee, who wants to view/print TDS records.

Responsibilities:

The Taxpayer/Withholdee is responsible for view/print of TDS details withheld by withholder for submitting the TDS records as credit.

Use Case:

Definitions:

NONE.

PROCEDURE:

This Part is to be done by Taxpayer/Withholdee.

Open IRD web site (www.ird.gov.np) and expand E-TDS menu by clicking ‘+’ sign in front of E-TDS menu and click in e-TDS menu item.

Clicking on “Withholdee Login” tab in screen displayed below will display the following screen:
Withholdee is required to enter the PAN Number, Username and Password (supplied by Tax Office) to login.

On clicking “Login” button the following screen will be displayed if Taxpayer/Withholdee is logging in with the username and password provided by Tax Offices for the first time:

Enter new password and re-enter password and press, “Change Password” button. This will set the password to newly entered password (note: withholdee cannot proceed further without changing the password).

“Reset” button will clear the fields.
After successful login the following screen will be displayed:

1. Select Date type (BS or AD)
2. Enter start date in 'yyyy.mm.dd' format.
3. Enter end date in 'yyyy.mm.dd' format
4. On clicking 'Search' button list of TDS transaction(s) posted by withholder is loaded as shown below:
On clicking 'Print preview' button following screen will be displayed:

This list can be printed as proof of TDS deposits by withholding.

**Effectiveness Criteria:**

TDS details is successfully viewed and printed.

**References:**

None:

**Revision History:**

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