

©Instructions for filling Form
15H CSV template



Field Instructions to fill up CSV Template (Basic Details)

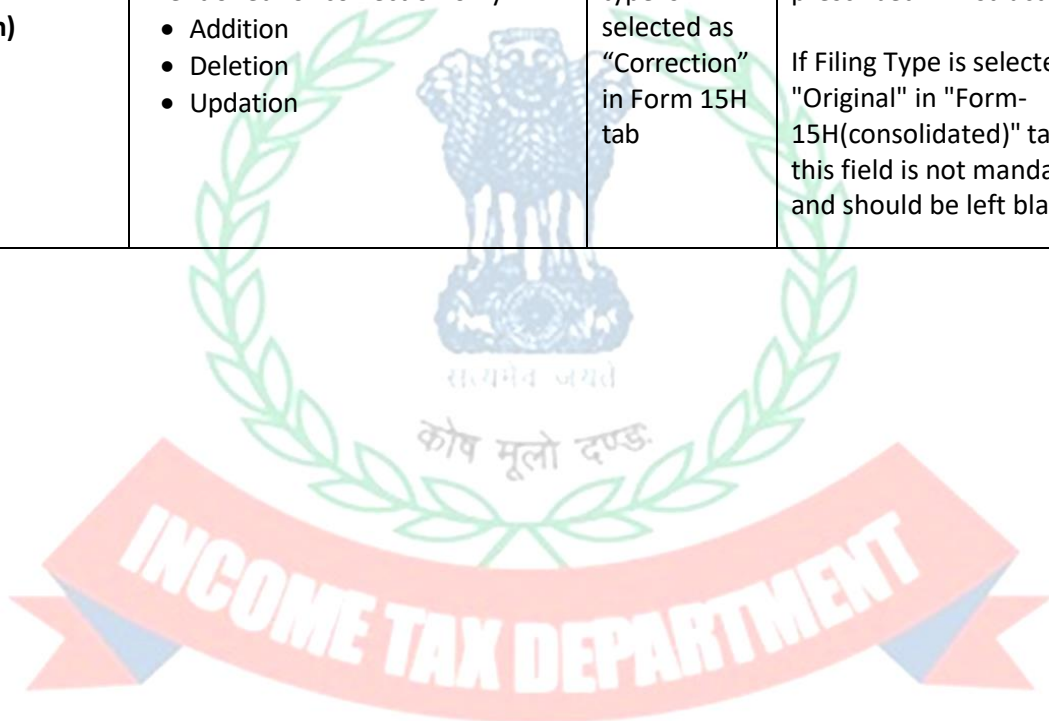
These instructions are guidelines to help the taxpayers for filling the particulars in CSV template for uploading the remittance details relating to the relevant quarter for Financial Year. Ensure to provide the data as per below instructions and in the correct schema only to avoid rejections during processing. The instructions are to be read in conjunction with the set of instructions provided in the 15H instruction page. In case of any doubt, please refer to relevant provisions of the Income-tax Act, 1961 and the Income-tax Rules, 1962.

Start by downloading a fresh CSV Template. Please note that the file size cannot be more than 200MB.

Field Name	Instruction	Mandatory filed (Yes/No)	Length of the character
Unique Identification No.	Enter 26 alphanumeric Unique Identification Number	Yes	26 Alphanumeric consists of- 10 Alphanumeric: First Character should be "H" followed by 9 digits eg. H123456789 & Financial Year: 6 digits eg. 202021 & TAN: 10 Alphanumeric First 4 alphabets, then 5 numeric and last is alphabet
Name of Assessee (Declarant)	Enter Name of Assessee (Declarant)	Yes	Maximum 125 characters
PAN of the Assessee (Declarant)	Enter PAN of Assessee (Declarant)	Yes	10 alphanumeric consists of: First 5 Alphabets, next 4 digits, then 1 Alphabet
Aadhaar Number	Enter Aadhaar number of the declarant	No	Valid 12 digit Aadhaar number
Date of Birth	Enter Date of Birth of the Assessee	Yes	The DOB should be in DD- MMM-YYYY format only
Previous year (P.Y) (for which declaration is being made)	Enter the Previous year for which declaration is being made	Yes	7 characters in the below mentioned format: YYYY-YY
Country/Region	Enter India as Country	Yes	

Field Name	Instruction	Mandatory filed (Yes/No)	Length of the character
Flat / Door / Building	Enter the Flat/ Door/ Building	Yes	60 characters maximum
Road / Street / Block / Sector	Enter the Road / Street / Block / Sector	No	60 characters maximum
Pincode	Enter valid Pincode	Yes	The field is numeric, it must contain 6 digits
Post Office	Enter the post office of the relevant pincode	Yes	
Area/ Locality	Enter the Area/ Locality	Yes	
District	Enter the District	Yes	
State	Enter the State	Yes	Refer: Annexure I
Email	Enter the valid Email ID	No	This field entered by the user must contain the special character "@" and "."
Telephone No.	Enter Telephone No. along with STD Code	No	STD Code + Telephone Number should be of 12 digits and cannot begin with '0'
Mobile No.	Enter the Mobile number	Yes	10 digits number
Whether assessed to tax under the Income-tax Act, 1961	Enter one of the following: <ul style="list-style-type: none"> • Yes • No 	Yes	Mention one of the data as prescribed in instruction
If yes, latest assessment year for which assessed	Enter valid Previous Year	Yes If selected 'Yes' in above field	7 Characters in the below mentioned format: YYYY-YY
Estimated income for which this declaration is made	Enter the Estimated income for which this declaration is made	Yes	14 digits Numeric, Non Negative and No Decimal
Estimated total income of the P.Y. (including income for which this declaration is made)	Enter the estimated total income of previous year	Yes	14 digits Numeric, Non Negative and No Decimal
Total No. of Form No. 15H filed	Enter the Total no. of Form no. 15H filled	No	Numeric, Non Negative and No Decimal
Aggregate amount of income for which Form No.15H filed	Enter Aggregate amount of income for which Form No.15H filed.	No	14 digits Numeric, Non Negative and No Decimal Note:- If "Total No. of Form No. 15H is filed" then this field to be made mandatory

Field Name	Instruction	Mandatory filed (Yes/No)	Length of the character
Date on which Declaration is received	Enter the date on which declaration is received	Yes	Enter the date in the below mentioned format "DD-MMM-YYYY"
Amount of income paid	Enter the amount of income paid	Yes	14 digits Numeric, Non Negative and No Decimal
Date on which the income has been paid/credited	Enter the date on which the income has been paid/ credited	Yes	Enter the date in the below mentioned format "DD-MMM-YYYY" This filed should restricted to the quarter in which the form is submitted
Record Type (Only in case of correction)	The following options should be mentioned for correction only: <ul style="list-style-type: none"> • Addition • Deletion • Updation 	Yes if, filing type is selected as "Correction" in Form 15H tab	Mention one of the data as prescribed in instruction If Filing Type is selected as "Original" in "Form-15H(consolidated)" tab, then this field is not mandatory and should be left blank



Annexures

Annexure I:

Enter one of the States
Andaman And Nicobar Islands
Andhra Pradesh
Arunachal Pradesh
Assam
Bihar
Chandigarh
Chhattisgarh
Dadra and Nagar Haveli and Daman and Diu
Delhi
Goa
Gujarat
Haryana
Himachal Pradesh
Jammu & Kashmir
Jharkhand
Karnataka
Kerala
Ladakh
Lakshadweep
Madhya Pradesh
Maharashtra
Manipur
Meghalaya
Mizoram
Nagaland
Odisha
Puducherry
Punjab
Rajasthan
Sikkim
Tamilnadu
Telangana
Tripura
Uttar Pradesh
Uttarakhand
West Bengal