MONTHLY STATEMENT OF TAX WITHHELD

As per Section 90 of Income Tax Act 2002, the following are the details of the tax withheld and the payment made at the Inland Revenue Office.

Statement Period _____ (YYYY) _____ (MM) IRO Name _____

1 WITHHOLDING AGENT DETAILS

PAN										(if available)		
Name												
Address	House/ Block No.	Ward No.	Street	☐ Metropolitan ☐ Municipality	☐ Sub-Metropolitan ☐ VDC	District

2 PAYMENT DETAILS

Fill in all tax payments made for TDS during the statement period. Payments can be made for taxes withheld for (1) employment / salary, (2) interests, (3) natural resource payments, (4) rent, (5) royalties, (6) service fees, (7) retirement payments, (8) dividends, (9) contract payments, (10) insurance premiums.

Column 1 Fill in the revenue account heading for which the payment was made.
Column 2 Fill in "1" for cash payment, "2" for cheque payment, "3" for draft payment, "4" for payment through bank.
Column 3 Fill in (A) cash receipt number if you paid cash in the IRO, (B) cheque number if you paid by cheque in the IRO, (C) draft number if you paid by draft in the IRO, (D) voucher number if you paid in the bank.
Columns 4, 5 Fill in the bank name and the branch name if you paid by bank voucher.
Column 6 Fill in the IRO name if you paid in cash or by cheque or by draft in the IRO.
Column 7 Fill in the payment date.
Column 8 Fill in the amount of taxes deducted and paid.

	1	2	3	4	5	6	7	8
SN	Revenue Account Heading	Payment Mode	Number	Bank Name	Bank Branch Name	IRO Name	Payment Date	Amount
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
							TOTAL AMOUNT	

3 TAXPAYER CERTIFICATION

I/we declare this statement to be complete and correct.

Signature of Withholding Agent or Representative	
Name of Withholding Agent or Representative	
Date	

4 OFFICIAL USE ONLY

TDS Return No	
TDS Return Date	
Receiving Official Name	
Receiving Official Signature	

FILL IN BACK SIDE FOR WITHOLDEES DETAILS

5 PAN HOLDER WITHHOLDEES DETAILS

(Fill in only for Withholdees with PAN)

Type of Witholding (fill number in left column)	3= Natural resource payment, 4= Rent, 5= Royalty, 6=Service fee, 7= Retirement payment, 8=Contract or General Insurance premium

Do not fill in Details (Rows 2-13) for (1) Employment / Salary Earners, (2) Recipients of Interests, (3) Recipients of Dividends. Fill in Subtotals (Rows 15-17) only.

	A	B	C	D	E	F
1	Type Whd.	Withholdee PAN	Withholdee Name	Payment Date (of col. 5) YYYY MM DD	Amount paid to Withholdee	TDS Amount withheld
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14	Subtotal Rows 2-13					
15	Subtotal Employment / Salary Earners					
16	Subtotal Recipients of Interests					
17	Subtotal Recipients of Dividends					
18	Total of Rows 14-17					

6 NON-PAN HOLDER WITHHOLDEES DETAILS

(Fill in only for Withholdees without PAN)

Type of Witholding (fill number in left column)	3= Natural resource payment, 4= Rent, 5= Royalty, 6=Service fee, 7= Retirement payment, 8=Contract or General Insurance premium

Do not fill in Details (Rows 2-13) for (1) Employment / Salary Earners, (2) Recipients of Interests, (3) Recipients of Dividends. Fill in Subtotals (Rows 15-17) only.

	A	B	C	D	E
1	Type Whd.	Withholdee Name	Payment Date (of col. 5) YYYY MM DD	Amount paid to Withholdee	TDS Amount withheld
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14	Subtotal Rows 2-13				
15	Subtotal Employment / Salary Earners				
16	Subtotal Recipients of Interests				
17	Subtotal Recipients of Dividends				
18	Total of Rows 14-17				