

The procedure for filling up Form 26QB is as under:

While filling the forms 26QB, the first column of (0021) income tax (other than companies) is to be ticked first. Next financial year will be 2016-17 with assessment year 2017-18. The status of payee is "Resident". Thereafter you have to give details of your PAN No. & CGEWHO's PAN No. i.e. AAATC1861B. The next item is category of PAN, this is not mandatory and you may leave it blank. After you provide details of Pan, these would automatically be filled by the system itself. Next you have to give full name of buyer and Seller with PAN No again. Then provide complete address of the buyer and the seller. Buyer and Seller are one only. Type of Property is: Residential". You have to give details of Greater Noida address which has already been provided to you as per details below:

Plot No 7, Sector-4 (Phi-2), Builder's Area, Near Unitech Heights, Greater Noida-201310 (U.P.) with information of Date of Allotment to you for which a separate letter has been issued to you. Amount paid would be total amount of instalment paid by you till date. The total amount credited would be the same. Then you have to calculate the 1% Tax amount on total amount paid by you as instalment, fill it up with interest @ 1% of Tax amount p.m. There is no fees, you have to indicate the mode of payment. Date of deduction of Tax would be the date on which you make the payment. The PAN no. of CGEWHO is AAATC1861B.

With this you complete the form and submit for payment. After payment you may take print of Form 26QB and wait for Form 16B for few days where after you should download the form 16B also and send both Form 26QB and Form 16B to CGEWHO by a covering letter indicating your Registration Number clearly.

For downloading Form 16B, you have to register yourself with "TRACES" i.e. at "tdscpc.gov.in" and then request for Form 16B in download option. Next day Form 16B will be available, download Form 16B and sign it for submission to CGEWHO along-with Form 26QB.

(SANJEEV ANAND)
Sr. Accountant
CGEWHO, New Delhi

Clarification:

The TDS on first instalment and second instalment is to be deposited separately since the date of payment of instalment of first instalment and second instalment is different. Both the TDS payment cannot be clubbed together. While giving the date of payment indicate the date on which you have the last payment to CGEWHO. But the amount would be total amount of instalment.