

From the FM's frying PAN

By Ameet Patel

PAN, TAN, TIN, PIN, MAPIN, UIN ...

These may sound like the jarring sound of vessels banging, but are actually just a few of the growing list of acronyms that the hapless Indian must reconcile with.

The PAN (Permanent Account Number) card is an important tool that the Government wants every Indian citizen to possess.

It helps the Government keep track of our investments, bank accounts, demat accounts, tax returns, tax payments, immovable property deals, credit card payments etc.

Without a PAN card, you cannot:

- ⇒ File your return.
- ⇒ Pay any tax.
- ⇒ Get credit for taxes deducted at source by others from payments made to you.
- ⇒ Open a bank account.
- ⇒ Open a demat account.
- ⇒ Invest in units of mutual funds.

It won't be surprising if more Indians get themselves a PAN card than they do an election card.

Well, we have tolerated many such eccentric missives from the Government in the past, so we may as well equip ourselves to deal with this one too.

What is a PAN?

PAN is an alphanumeric identification (5 alphabets, 4 numerals, 1 alphabet) allotted to applicants. Thus, **AABCP9999Z** would be how a typical PAN number will look.

Of these, the fifth character is worth noting. It usually denotes the first alphabet of surname of the individual applicant. If the applicant is a non-individual (company or partnership firm), it indicates the first alphabet of name of the company.

To apply for a PAN card, you need Form 49A, a PDF file you can either download and print, or submit online.

Filling form 49A

Keep the following points in mind when filling 49A form.

- ⇒ Use black ink **only**.
- ⇒ For individuals – please ensure that your signature does **not** flow out of the two boxes provided on the form.
- ⇒ A good quality, recent photograph (3.5 cm x 2.5 cm) must be stuck (not stapled or clipped) to the form.
- ⇒ Input only one character per box provided.

- ⇒ A tricky part is furnishing details of the assessing officer. If you have been filing tax returns, submit the details of the Assessing Officer with whom you have filled

your last return. If not, find out the Assessing Officer code with the help of IT PAN Service Center or TIN Facilitation Center or from the jurisdictional Income Tax Office.

- ⇒ Your full name, including first, middle and surname **must** be filled in the Item no. 1 or the form will not be accepted.
- ⇒ Ladies – do **not** furnish husband's name in Item no 4, it is meant for your father's name only.
- ⇒ Salaried individuals need to give certain details of their employer in Item No 13(a).
- ⇒ If engaged in a certain business/ profession, you need to give certain details of the same in Item No. 13(b). Quote the appropriate number for your business/profession, the code numbers for which is mentioned in the form.
- ⇒ Item No 15 requires proof of identity and residence. As per Rule 114 of the Income Tax Rules, 1962, you can submit any of the following documents:
 1. School Leaving Certificate
 2. Matriculation Certificate
 3. Degree of recognised educational institution
 4. Depository Account Statement
 5. Bank Account Statement / Passbook
 6. Credit Card
 7. Water Bill
 8. Ration Card
 9. Property Tax Assessment Order
 10. Passport
 11. Voter's Identity Card
 12. Driving License
 13. Certificate of identity signed by a Member of Parliament or Member of Legislative Assembly, or a Municipal Councilor or Gazetted Officer.
- ⇒ For Proof of address, you can submit a copy of any of the following documents as per Rule 114 of the Income Tax Rules, 1962:
 1. Electricity bill
 2. Telephone bill
 3. Depository Account Statement
 4. Credit Card Statement
 5. Bank Account Statement / passbook
 6. Employer Certificate
 7. Rent Receipt
 8. Ration Card
 9. Property Tax Assessment Order
 10. Passport
 11. Voter's Identity Card
 12. Driving License
 13. Certificate of address signed by a Member of Parliament or Member of Legislative Assembly or Municipal Councillor or a Gazetted Officer.

Note:

- ⇒ The above documents need not be in your own name For example; phone/ electricity bills in your parent's name will also be accepted.
- ⇒ Proof of address mentioned in Sr No 1-7 should not be more than six months old on the date of application. This proof is required for residential address mentioned in Item no 5.
- ⇒ For minors, any of the above mentioned documents proofs of identity and address of parents/ guardians shall be deemed as proofs of identity and address of the said minor.

⇒ For HUF any document in the name of Karta of HUF is required.

Submitting form 46A:

Once you have filled out your form, you need to submit it either to [NSDL](#) (National Securities Depositories Ltd) or to [UTI-ISL](#) (UTI Investor Services Ltd). For submitting the form, you need to pay fees of Rs. 67 (inclusive of service tax).

You may also submit your application electronically at either [NSDL](#) or [UTI-ISL](#) links.

- ⇒ Fill and click submit.
- ⇒ Take a printout of the acknowledgement.
- ⇒ Affix recent colour photograph in the space provided.
- ⇒ Sign in the box provided.
- ⇒ Mail this, along with identity and address proof and the payment to NSDL/UTI-ISL.
- ⇒ You may also pay online using your credit card.

Upon receipt of the Form and the enclosures, you will get an acknowledgement.

What next?

Once your form is submitted, you can track its progress online at the following URLs:

<https://tin.tin.nsdl.com/tan/StatusTrack.html>

<http://www.utitsl.co.in/pan/pancardsearch.php>

To do this, you will need the Acknowledgement number printed on the acknowledgement issued to by NSDL/UTI-ISL.

If you have done your job right, you will now be allotted the much-coveted PAN card. Will be mailed to your address by post.

Congratulations – you are now under the scanner of the government!

Lost your PAN card?

Oh my God, how could you do this? Don't worry; there is hope yet! Go to the following URL and follow the steps mentioned:

<http://www.incometaxindia.gov.in/Archive/ChangeForm.pdf>

<http://www.utitsl.co.in/pan/csf.pdf>

Should you need to correct some mistakes in your PAN card or intimate about your change of address, use the same form. Do **not** apply for a fresh PAN.

PS: With our FM now hinting and going biometric with PAN cards, do expect to go through this process all over again some time in the future.