

Direct Taxes and Service Tax Compliance Calendar

(As updated up to the Finance Bill, 2016)

In this chapter, we have provided an overview of the various direct tax and service tax compliances from the perspective of a Company, Partnership Firm (including LLP), Individual and HUF.

DIRECT TAX COMPLIANCE CALENDAR

Nature of Compliances	Person	
	Company	Individual and HUF
I. Due dates for filing of Return of Income ('ROI'), obtaining Tax Audit Report and Transfer Pricing (Note 1)		
Person covered under tax audit (other than those to whom transfer pricing is applicable)	30 September	
Person covered under transfer pricing	30 November	
Other persons	30 September	31 July
II. Advance Tax Payments for Income Tax (Note 2 and 3)		
1 st Installment - on or before 15 June	15%	
2 nd Installment - on or before 15 September	45%	
3 rd Installment - on or before 15 December	75%	
4 th Installment - on or before 15 March	100%	
III. Tax Deducted at Source ('TDS') (Note 4)		
Tax must be deducted at the time of payment, in case of salary	Applicable	Applicable, only if person is covered under tax audit in the preceding previous year
In case of payments other than salary, at the time of making payment or credit, whichever is earlier		
Tax deducted must be deposited in the bank by 7th day of following month except tax deducted for payment or credit made in March must be deposited by 30th April		
IV. Tax Collected at Source ('TCS')		
Tax must be collected at the time of receipt or debit, whichever is earlier	Applicable	Applicable, only if person is covered under tax audit in the preceding previous year
Tax collected must be deposited within one week from the last day of the month in which the collection is made.		
V. Due dates for filing of TDS / TCS Returns		
For quarter ended June	15 July	
For quarter ended September	15 October	
For quarter ended December	15 January	
For quarter ended March	15 May	

Nature of Compliances	Person		
	Company	Partnership Firm / LLP	Individual /
VI. Due dates for issue of Form 16 (for Salaries) / Form 16A (for other than Salaries)/ Form 16B (for Sale of Property) and Form 27D (for TCS)			
Issue of Form 16 annually	31 May		
Issue of Form 16A / 27D for quarter ended June	30 July		
Issue of Form 16A / 27D for quarter ended	30 October		
Issue of Form 16A / 27D for quarter ended	30 January		
Issue of Form 16A / 27D for quarter ended March	30 May		
Issue of Form 16B	15 days from the due date of depositing tax		
VII. Due date for payment of DDT			
Applicable to all companies declaring/paying or distributing dividend	Within 14 days from the date of declaration or payment or distribution of	Not Applicable	
VIII. Due date of submission of Statement under section 285 of the IT Act (Note 5)			
Non-resident having liaison office in India to file statement in Form 49C	Within 60 days from the end of financial year		
IX. Due date for filing Annual Information Return under section 285BA of the IT Act			
Specified persons to furnish Annual Information Return in Form 61A in respect of specified financial transactions	31 August		
X. Due dates for filing of appeals before the Income-tax appellate authorities			
Objections before the Dispute Resolution Panel	Within 30 days from the receipt of the draft assessment order		
Appeal to the Commissioner of Income-tax (Appeals)	Within 30 days from the date of service of notice of demand or the relevant order sought to be appealed against		
Appeal to the Income-tax Appellate Tribunal (Note 6)	Within 60 days from the date on which order sought to be appealed against is communicated		

NOTES:

- In case of working partner of a partnership firm, whose accounts are required to be audited under section 44AB of the IT Act, the date of filing of ROI is 30 September.
- Advance tax payment for income-tax is applicable to every person where the amount of income-tax payable is Rs.10,000 or more.
- It is proposed that an eligible assessee in respect of eligible business referred to in section 44AD opting for computation of profits or gains of business on presumptive basis, shall be required to pay advance tax of the whole amount in 1 installment on or before the 15th March of the financial year.
- A NIL declaration is basically a declaration for non-filing of TDS Statements for those deductors who are not liable to deduct any tax during the relevant quarter or have not deducted tax during any quarter and subsequently did not file a TDS Statement under section 200(3) of the IT Act 1961 for any quarter.
- Every person, being a non-resident having liaison office in India shall, in respect of its activities in a financial year, file a statement in Form No. 49C within 60 days from the end of the financial year i.e. 30 May to the Assessing Officer.
- Memorandum of cross objection is to be filed within 30 days from the receipt of notice intimating that the appeal has been preferred before the Tribunal, against any part of the order under appeal, if required.