

## **Instructions on how to claim TDS adjustment as per TDS certificates while filing PIT returns through RAMIS**

1. Please click on the “**TDS deposited details**” and check whether there is TDS deposited by other withholding agencies apart from your own withholding agent(s).
2. If you don't find any other withholding agencies apart from your own withholding agent(s), click on “**Add New**” button and enter the full TDS amount shown in the TDS certificate using the agency code of your withholding agent.
3. If you see incorrect withholding agent(s) in the TDS deposited details, don't claim any TDS against the same withholding agent.
4. To arrive at a correct TDS adjustment, follow the instruction given below :
  - **Click on “Add New”** button and add your withholding agent using the correct withholding agency code and enter the right TDS amount reflected in your TDS certificate. TDS certificate should be as per DRC prescribed format.
  - In case of incorrect withholding agent, fetch the withholding agency code from the TDS deposited Details. Click on add new button, insert the agency code and put TDS amount as Zero.
5. Click on “**Calculate Tax**” and proceed further.