



## How to apply for PAN

### ★ What is PAN?

Permanent Account Number (PAN) is a ten-digit alphanumeric number, issued in the form of a laminated card, by the Income Tax Department of Government of India. It is a unique identification of every tax payer and permanent in nature or issued once to a single person.

### ★ Why it is needed?

- Under Section 139A (5) (c), it is also compulsory to quote PAN in all documents pertaining to financial transactions notified from time-to-time by the Central Board of Direct Taxes (CBDT).
- Some such transactions are sale and purchase of immovable property or motor vehicle or payments in cash, of amounts exceeding Rs. 25,000/- to hotels and restaurants or in connection with travel to any foreign country.
- It is also mandatory to mention PAN for obtaining a telephone or cellular telephone connection. Likewise, PAN has to be mentioned for making a time deposit exceeding Rs. 50,000/- with a Bank or Post Office or depositing cash of Rs. 50,000/- or more in a Bank.
- It is also used in the form of identity card of any individual.

### ★ Legal Framework:

According to Section 139A (5) (a) and (b), it is mandatory to quote PAN on return of income, all correspondence with any income tax authority. From 1<sup>st</sup> January 2005 it is mandatory to quote PAN on challans for any payments as per the direction issued by Income Tax Department Government of India.

### ★ **Concerned Department:**

Department of Income Tax, Government of India

### ★ **Who must have a PAN?**

- Under Section 139A (1) and (1A), all existing assesses or taxpayers or persons who are required to furnish a return of income, even on behalf of others, must obtain PAN.
- Under Section 139A (5) (c), any person, who intends to enter into financial transaction where quoting PAN is mandatory, must also obtain PAN.
- Under Section 139A (2) and (3), the Assessing Officer may allot PAN to any person either on his own or on a specific request from such person.

### ★ **Necessary Documents to be attached**

- PAN application should be made only on Form 49A.
- You have to attach two recent colour stamp size photographs.
- You have to give Left Hand Thumb impression on the application form which will be affixed.
- You have to attest the form by a Magistrate or a Gazetted Officer, under official seal and stamp.
- Copy of electricity bill or the telephone bill should be attached with the form.
- You have to attach the Photocopy of Depository account or credit card or bank account with the application form.
- You need to attach the Photocopy of your Educational Qualifications with the form.
- You need to attach the Photocopy of Ration card with the form.
- Photocopy of Voter identity card is also needed for the purpose.
- Attach the Photocopy of Driving license with the form.
- You have to attach the Certificate of address signed by a MP/MLA/a Gazetted officer with the form.

### ★ **Fees to be deposited**

It varies depending upon the income slab of the tax payee.

### ★ Where to apply for PAN?

In order to improve PAN related services, the Income Tax Department has authorized UTI Investor Services Ltd (UTIISL) to set up and manage IT PAN Service Centers in all cities or towns where there is an Income Tax office and National Securities Depository Limited (NSDL) to dispense PAN services from TIN Facilitation Centers. For convenience of PAN applicants in big cities, UTIISL has set up more than one IT PAN Service Center and likewise there are more than one TIN Facilitation Centers.

### ★ Sanctioning Authorities and for registering complaint regarding PAN

- Income Tax Department, Government of India
- In Arunachal: Government of Arunachal Pradesh.

### ★ Validity Period

It is Permanent in nature.

### ★ Reference URL

<http://www.incometaxindia.gov.in/PAN/Overview.asp>

### ★ Forms can be downloaded here.

[www.incometaxindia.gov.in](http://www.incometaxindia.gov.in),

[www.utiisl.co.in](http://www.utiisl.co.in) or

[tin.nsd.com](http://tin.nsd.com)

<https://tin.tin.nsd.com/pan/>