

Tax Compliance Almanac

Date	Action	to remind	status
05-Jan	payment of service tax		
07-Jan	Monthly TDS payment		
15-Jan	TDS return for the quarter		
31-Jan	Issue of form 16A for the quarter		
05-Feb	payment of service tax		
07-Feb	Monthly TDS payment		
01-Mar	advance tax working for Mar		
15-Mar	payment of advance tax		
31-Mar	payment of service tax		
25-Apr	6 monthly service tax return		
30-Apr	Monthly TDS payment - for March provisions		
05-May	payment of service tax		
15-May	TDS return for the quarter		
31-May	Issue of form 16 to employees		
01-Jun	advance tax working for June		
05-Jun	payment of service tax		
07-Jun	Monthly TDS payment		
15-Jun	payment of advance tax		
15-Jun	commence process of obtaining details needed for assessment		
30-Jun	Issue of form 16A for the quarter		
05-Jul	payment of service tax		
07-Jul	Monthly TDS payment		
07-Jul	Monthly TDS payment		
15-Jul	review the data collected for assessment		
15-Jul	TDS return for the quarter		
30-Jul	Issue of form 16A for the quarter		
05-Aug	payment of service tax		
07-Aug	Monthly TDS payment		
15-Aug	review position of tax filing		
15-Aug	review position of Tax Audit Report		
15-Aug	initiate process of listing TDS to be claimed		
15-Aug	review assessment proceedings		
31-Aug	review status of TP report with Auditors		
01-Sep	advance tax working for Sept		
01-Sep	draft first cut of computation of income		
05-Sep	payment of service tax		
07-Sep	Monthly TDS payment		
15-Sep	payment of advance tax		
15-Sep	complete first cut of ITR as well as computation		
15-Sep	review assessment proceedings		
28-Sep	filing of Income Tax Return		
28-Sep	filing of Wealth Tax Return		
28-Sep	filing for form 3CEB		
05-Oct	payment of service tax		
05-Oct	review status of Scrutiny Assessment		
07-Oct	Monthly TDS payment		
15-Oct	review assessment proceedings		
15-Oct	TDS return for the quarter		
25-Oct	6 monthly service tax return		
30-Oct	Issue of form 16A for the quarter		
05-Nov	payment of service tax		
07-Nov	Monthly TDS payment		
15-Nov	review assessment proceedings		
01-Dec	advance tax working for Dec		
05-Dec	payment of service tax		
07-Dec	Monthly TDS payment		
15-Dec	payment of advance tax		