

Tax Compliance Almanac

Date	Action	to remind	status
5-Jan-11	payment of service tax		
7-Jan-11	Monthly TDS payment		
15-Jan-11	TDS return for the quarter		
30-Jan-11	Issue of form 16A for the quarter		
5-Feb-11	payment of service tax		
7-Feb-11	Monthly TDS payment		
1-Mar-11	advance tax working for Mar		
15-Mar-11	payment of advance tax		
31-Mar-11	payment of service tax		
25-Apr-11	6 monthly service tax return		
30-Apr-11	Monthly TDS payment - for March provisions		
5-May-11	payment of service tax		
15-May-11	TDS return for the quarter		
30-May-11	Issue of form 16 to employees and Form 16A for quarter		
1-Jun-11	advance tax working for June		
5-Jun-11	payment of service tax		
7-Jun-11	Monthly TDS payment		
15-Jun-11	payment of advance tax - 15% for corporates		
15-Jun-11	commence process of obtaining details needed for assessment		
30-Jun-11	Issue of form 16A for the quarter		
5-Jul-11	payment of service tax		
7-Jul-11	Monthly TDS payment		
15-Jul-11	review the data collected for assessment		
15-Jul-11	TDS return for the quarter		
30-Jul-11	Issue of form 16A for the quarter		
5-Aug-11	payment of service tax		
7-Aug-11	Monthly TDS payment		
15-Aug-11	review position of tax filing		
15-Aug-11	review position of Tax Audit Report		
15-Aug-11	initiate process of listing TDS to be claimed		
15-Aug-11	review assessment proceedings		
31-Aug-11	review status of TP report with Auditors		
1-Sep-11	advance tax working for Sept		
1-Sep-11	draft first cut of computation of income		
5-Sep-11	payment of service tax		
7-Sep-11	Monthly TDS payment		
15-Sep-11	payment of advance tax		
15-Sep-11	complete first cut of ITR as well as computation		
15-Sep-11	review assessment proceedings		
30-Sep-11	filing of Income Tax Return		
30-Sep-11	filing of Wealth Tax Return		
30-Sep-11	filing for form 3CEB		
5-Oct-11	payment of service tax		
5-Oct-11	review status of Scrutiny Assessment		
7-Oct-11	Monthly TDS payment		
15-Oct-11	review assessment proceedings		
15-Oct-11	TDS return for the quarter		
25-Oct-11	6 monthly service tax return		
30-Oct-11	Issue of form 16A for the quarter		
5-Nov-11	payment of service tax		
7-Nov-11	Monthly TDS payment		
15-Nov-11	review assessment proceedings		
1-Dec-11	advance tax working for Dec		
5-Dec-11	payment of service tax		
7-Dec-11	Monthly TDS payment		
15-Dec-11	payment of advance tax		