Intellitax Solutions

Payroll and TDS checklist

Monthly payroll and quarterly TDS · Inputs, deductions and returns

PAYROLL MONTH | TAN | EMPLOYEE COUNT

Use this list to gather payroll inputs, TDS deductions, challans and return data before a monthly payroll run or quarterly TDS filing. Tick what you have and note what is missing. Requirements vary by entity, deductee type and section — this is a general checklist, not a filing guarantee.

01 Payroll inputs

- [ ] **Employee master list**
  Names, PAN, UAN, ESI numbers, bank account and IFSC for every employee.
- [ ] **Attendance, leave and overtime**
  Approved attendance, leave, overtime and shift records for the month.
- [ ] **Salary structure and revisions**
  Basic, HRA, allowances, deductions and any increment or revision.
- [ ] **New joiners and exits**
  Appointment letters, resignation or relieving letters and full-and-final statements.
- [ ] **PF, ESI and professional tax**
  Registration numbers, monthly contributions and any coverage or exemption change.

02 TDS and returns

- [ ] **Deductor and TAN details**
  Legal name, TAN, address and the person responsible for deductions.
- [ ] **Vendor and contractor payments**
  Invoices, PAN, section, threshold and payment dates.
- [ ] **TDS rates and thresholds**
  Section-wise mapping, lower or nil deduction certificates and prior-year carry-forward.
- [ ] **Challans and payment proofs**
  BSR code, challan identification number, amount, date and bank acknowledgement.
- [ ] **Quarterly return data**
  24Q/26Q data, prior corrections, acknowledgement and reconciliation with books.

Need help with payroll or a TDS return?
Call +91 94453 21824 or email intellitaxsolutionsofficial@gmail.com. Office hours: Mon–Sat, 10:00–18:00.

General information only · Last reviewed 25 October 2026 · Intellitax Solutions · Chennai