

The Cosmos Co-op. Bank Ltd.
269/270 SHANIWAR PETH,PUNE 411030

Dear customers,

Duly fill up the relevant form for your payments and submit it to your branch with the cheque marked FOR YOURSELVES With the xerox copy of your PAN,TAN, TIN & Assesse codes.

In case of TDS payments :

- 1 TAN (copy of TAN allotment to be enclosed)
- 2 Full name of the assessee as mentioned on TAN allotment letter.
- 3 Complete address of the assessee with PIN code.
- 4 Whether Company or Non-company Deductees
- 5 Contact No: Phone & mobile no of concern person, e-mail ID of the assessee
- 6 Financial Year
- 7 Assessment year
- 8 Relevant Section Code. for e.g. 94J, 94C etc.
- 9 Whether tax payable by tax-payer or tax payable on Regular assessment

In case of Advance-tax or Self-assessment tax-i.r.o. income-tax or FBT :

- 1 PAN (Copy of PAN allotment to be enclosed)
- 2 Full name of the assessee as mentioned on PAN allotment letter .
- 3 Complete address of the assessee with PIN code
- 4 Whether the assessee is a company or non-company assessee .
- 5 Contact No: Phone & mobile no of concern person, e-mail ID of the assessee
- 6 Financial Year
- 7 Assessment Year
- 8 Type of tax : income tax or FBT
- 9 Whether advance tax or self-assessment tax or tax payable on regular assessment.

In case of Service Tax payments :

- 1 Assessee Code i.e. PAN-based 15 digit service tax Regn. No. (Copy to be enclosed)
- 2 Full name of the assessee with PIN code
- 3 Complete address of the assessee
- 4 Contact No: Phone & mobile no of concern person, e-mail ID of the assessee
- 5 Types of services rendered by the assessee i.r.o. which service tax is collected
- 6 Details of amount : Classification of amount as :
Service Tax+Education Cess @2%+Secondary & Higher Education Cess @1%
+ Interest for delayed payment + Penalty + Others must be taken.
- 7 Relevant codes for different services rendered - mandatory.

In case of Excise Duty payments:-

- 1 Assessee Code i.e. PAN-based 15 digit Excise Regn. No. (Copy to be enclosed)
- 2 Full name of the assessee with PIN code
- 3 Complete address of the assessee
- 4 Contact No: Phone & mobile no of concern person, e-mail ID of the assessee
- 5 Details of amount: Classification of amount as:
Excise Duty+Education Cess @2%+ Secondary & Higher Education Cess @1%+
Interest for delayed payment + Penalty + Others must be taken.
- 6 Relevant codes for different services/ Excise Duty rendered - mandatory.

In case of VAT /Sales tax payments: -

- 1 Assessee Code i.e. TIN 12 digit Regn. No. (Copy to be enclosed)
- 2 Full name of the assessee with PIN code
- 3 Complete address of the assessee
- 4 Contact No: Phone & mobile no of concern person, e-mail ID of the assessee
- 5 Details of amount: Classification of amount as:
Amount of Tax+Tds + Interest +Penalty+Composition money+Fine+Fees+
Advance Payment+Amount forfeited+deposit+Others must be taken.
- 6 Relevant types of tax codes for different VAT rendered - mandatory.
- 7 Location of the office under sales tax jurisdiction is mandatory.
- 8 Period from _ to is mandatory.
- 9 Form number to mentioned which is required to be filled at the time of filing returns.

LOCATION LIST FOR VAT & SALES TAX PAYMENT

SR.NO.	COAD NO	LOCATION	SR.NO.	COAD NO	LOCATION
1	1	MAZGAON	21	26	YAVATMAL
2	5	THANE	22	27	CHANDRAPUR
3	6	KALYAN	23	28	GONDIA
4	7	PALGHAR	24	29	KHAMGAON
5	8	NALASOPARA	25	30	GADCHIROLI
6	9	PUNE	26	31	AURANGABAD
7	12	NASHIK	27	32	BEED
8	13	MALEGAON	28	34	LATUR
9	14	DHULE	29	35	NANDED
10	15	JALGAON	30	36	OSMANABAD
11	16	AHMEDNAGAR	31	37	JALNA
12	17	KOLHAPUR	32	10	SOLAPUR
13	18	SATARA	33	11	BARSHI
14	19	SANGLI	34	33	PARBHANI
15	20	RATNAGIRI	35	38	BHANDARA
16	21	OROS	36	39	HINGOLI
17	22	NAGPUR	37	40	NANDURBAR
18	23	AKOLA	38	41	RAIGAD
19	24	AMRAVATI	39	42	WASHIM
20	25	WARDHA			