To,

The Chief Commissioner of Income Tax/ Commissioner of Income Tax

City.....................

State...................

Hon'ble Sir,

Ref. :............... (Name of the Tax payer)

PAN......... /GIRNo............. A.Y...............

Sub: Transfer of file from....................... to................

I would like to inform you that I have shifted from...................... to................. My present address is as under:-

(Name and address of the Tax payer)

My present jurisdiction lies with the A.O. Circle/Ward............ /Range........... Income Tax Department............. (Place), which falls under the Commissioner of Income Tax............

Under the circumstances Your Honour is requested to kindly issue necessary orders for transfer of my assessment records from the present A.O. Circle/Ward............ /Range........ ..to the A.O. Circle/Ward................./Range......... who is now having correct jurisdiction over my new address as stated above.

An early action in the matter will be greatly appreciated as I have been filing my returns regularly and it would be proper if my past records were available with the current Assessing Officer.

Yours sincerely.

(Signature of the Tax payer)

Copy also sent to:-

1. Commissioner of Income Tax (having jurisdiction over new address).

2. Addl. /Jt. CIT (Transferor/Transferee) Range....................

3. A.O. Circle/Ward.......................... (Who is having the present jurisdiction).

4. A.O. Circle/Ward................. ...... (to whom the file is Proposed to be transferred).

(Signature of the Taxpayer)

Old Address:

New Address: