

E-Tutorial

1. **Important Information on Form 16A**
2. **Brief Steps for Downloading Form 16A**
3. **Pictorial Guide for Downloading Form 16A**
4. **Steps for Downloading Form 16A PDF Converter utility**

1. Important Information on Form 16A

- Form 16A is a TDS Certificate certifying the amount of TDS deducted, Nature of Payments & the TDS Payments deposited with the Income Tax Dept.
- Form 16A downloaded **ONLY** from TRACES are considered as valid TDS certificates, as per **CBDT circular 04/2013** dated **17th April'2013**.
- Form 16A is generated only for valid PAN. In case of invalid PAN or if the PAN is not reported in TDS statement, Form 16A will not be generated.
- TDS certificates downloaded from TRACES are non-editable.
- Form 16A can be downloaded from F.Y 2007-08 onwards for the statement processed by TRACES.
- Deductor can download Form 16A by using HTTP Download accordingly once it is available.
- Downloaded file will be in ZIP format. **Please do not Extract the File.**
- Deductor need to convert the downloaded Form 16A zip file into PDF by using latest version of PDF convertor utility available on TRACES.
- Authorized person of Deductor is required to Sign Form16A manually or by Using DSC.
- DSC can be placed on Form 16A using PDF Converter utility while converting Form 16 A Zip file into PDF.
- Password to open Form 16A is TAN number in Capital letters i.e. **ABCD12345E**.

2. Brief Steps for Downloading Form 16A

- **Step 1:** Login to TRACES website by entering the “**User ID, Password ,TAN of the Deductor and the Verification Code**”.
- **Step 2:** Landing page will be displayed. **Please check statement status under “Statement /Payment Tab ” before raising the request for Form 16A . Request for Downloading Form 16A can only be Submitted when Statement Status is either Statement Processed with Default or Statement Processed with out Default.**
- **Step 3:** Click on “**Form 16A**” available under “**Download’s**” tab.
- **Step 4:** Deductor can request for “**Form 16A**” through “**Search PAN download**” or “**Bulk PAN**” downloads option.
- **Step 5:** Authorized Persons details to be printed on Form 16A will appear on the screen , click on “**Submit**” to proceed further.
- **Step 6:** Financial Year, Form type and Quarter for which KYC required will be auto populated. Enter Token Number of the Regular (Original) Statement only, corresponding to the Financial Year, Quarter and Form Type displayed . Enter CIN/ Valid PAN details pertaining to the Financial Year, Quarter and Form Type displayed on the screen on the basis of **latest correction statement filed by you. Please DO NOT copy /paste the data.**
- After providing correct KYC details, an authentication code will be generated, which is valid for same calendar day for same Financial Year, Form Type and Quarter.
- **Step 7:** On successful submission of the request, a unique “**Request number**” will be generated, which can be used to Track the status of the request. Form 16A can only be downloaded if the status is “**Available**”, user needs to wait for 24- 48 hrs incase request is in “**Submitted**” status .
- **Step 8:** Form 16A will be available in “**Requested Download**” tab, Deductor can check the status of Form 16A by using below mentioned options :

- Request Number

- Date

- View All

2. Brief Steps for Downloading Form 16A (Contd.)

- **Step 9:** Deductor can download Form 16A using “**HTTP download**”.
 - **HTTP Download** is useful to download files. It will directly download file for the user.
- **Status for the Request submitted for Form 16A can be :**
 - a) **Submitted:** Successful submission, Request in processing
 - b) **Available:** Form 16A available for Downloading
 - c) **Disabled:** Duplicate request submitted for downloading
 - d) **Failed:** User are advised to contact CPC(TDS)
 - e) **Not Available:** All PAN no. mentioned in the statement are Invalid
- **Step 10:** In order to convert Form 16A into PDF, Deductor should download latest version of “**Form 16A PDF Converter Utility**”

3. Pictorial Guide for Downloading Form 16A

Step 1: Go to TRACES website (www.tdscpc.gov.in)

The screenshot shows the TRACES website interface. At the top, there are logos for TDS Centralized Processing Cell, TRACES (TDS Reconciliation Analysis and Correction Enabling System), and the Government of India Income Tax Department. A navigation bar includes 'Home', 'Deductor', 'Tax Payer', 'PAO', and 'Help'. The main content area is divided into sections: 'Login' (with links for Login, Register as New User, Forgot Password, and Forgot User ID), 'Alerts/Updates' (with a caution box), 'Customer Care' (with toll-free and contact numbers), and 'New FAQs View more' (with links for Deductor, Tax Payer, and General). The 'Alerts/Updates' section contains a 'CAUTION' box with the following text:

CAUTION

- TRACES never asks for fee of any kind for registration on portal or for availing any electronic services delivered through its portal www.tdscpc.gov.in
- The Income Tax Department NEVER asks for your PIN numbers, passwords or similar information for credit cards, banks or other financial accounts through e-mail
- The Income Tax Department appeals to Tax Payers NOT to respond to such fee requests and e-mails and NOT to share information relating to their credit card, bank and other financial accounts
- It is hereby informed that CPC TDS does not send and has not sent any communication or email stating automatic tax deduction from Deductors' or Taxpayers' respective bank account/ net banking accounts.

In case you have received such email/ communication, you are requested to ignore it.

[Continue >>](#)

A callout bubble points to the 'Continue >>' button with the text: "Click on Continue to proceed further."

The 'About the portal' section below the caution box contains an image of hands typing on a laptop and the following text: "TRACES is a web-based application of the Income Tax Department that provides an interface to all stakeholders associated with TDS administration. It enables viewing of challan status, downloading of Conso File, Justification Report and Form 16/ 16A/ 16B/ 16C/ 16D/ 16E/ 27D as well as viewing of annual tax credit statements (Form 26AS/Annual Tax Statement)."

On the right side of the page, there are links for 'Right to Information', 'Section codes for 26A/27BA', 'Services', 'Guidelines u/s 194-O(4) & 206C(1-I) of I.T. Act (pdf version Size 4559KB)', 'Dos & Don'ts (pdf version Size 2309KB)', and 'A to Z of TDS (pdf version Size 4692KB)'.

3. Pictorial Guide for Downloading Form 16A (Contd.)

Step 1: Login to TRACES website by entering the “User ID, Password ,TAN of the Deductor and the Verification Code”.

The screenshot shows the TRACES website interface. At the top, there are logos for TDS (Centralized Processing Cell) and TRACES (TDS Reconciliation Analysis and Correction Enabling System), along with the Government of India Income Tax Department logo. A navigation bar includes 'Home', 'Deductor', 'Tax Payer', and 'PAO', with 'Deductor' selected. A 'Help' icon is in the top right. The main content area has a 'Login as' section with radio buttons for 'Deductor', 'Taxpayer', and 'PAO'. Below this is the 'Deductor Login' section with fields for 'User Id', 'Password', 'TAN for Deductor', and 'Verification Code'. A CAPTCHA image shows the code 'K224D'. A 'Login' button is at the bottom. A 'For Deductors:' section on the right provides instructions and a 'Common Note' about cookies. Callout boxes with orange borders point to various elements: 'Select Deductor option' points to the 'Deductor' radio button; 'Enter user id and password' points to the 'User Id' and 'Password' fields; 'Click on ? icon next for more details' points to the question mark icon next to the 'User Id' field; 'Mention TAN of Deductor' points to the 'TAN for Deductor' field; 'Enter the text as displayed then click on Login button' points to the 'Verification Code' field and the 'Login' button; and 'For more details on any screen, click on Help icon' points to the 'Help' icon in the top right.

For more details on any screen, click on Help icon

Select Deductor option

Enter user id and password

Click on ? icon next for more details

Mention TAN of Deductor

Enter the text as displayed then click on Login button

For Deductors:

- If you are not yet registered in TRACES, you may login for first time with existing User Id & Password as provided by TIN and your TAN
- If you are unable to login with TIN User Id & Password, please register as new user in TRACES
- If you are already registered in TRACES, please login with your registered User Id, Password & TAN

Common Note:

- This website uses cookies to maintain user preference and session information. Disabling cookies in your browser might not allow you to perform certain activities

3. Pictorial Guide for Downloading Form 16A (Contd.)

Step 2: Landing Page will be displayed.

The screenshot displays the TRACES (TDS Reconciliation Analysis and Correction Enabling System) landing page. At the top left is the TDS Centralized Processing Cell logo, and at the top right is the Government of India Income Tax Department logo. A navigation bar contains tabs for Dashboard, Statements / Payments, Defaults, Communications, Forms, Downloads (highlighted), and Profile. A yellow 'Help' button is located in the top right corner.

Quick Links

- Challan Status
- Request for Justification Report Download
- Request for Conso File
- Download Form 16
- Requested Downloads
- PAN Verification
- Inbox **New**
- Register at E-Filing Site **New**
- Request for OLTAS Challan Correction **New**
- Tax Payer Grievance Tickets

Welcome to TRACES!

TRACES is a user-friendly application that will help you to manage your TDS / TCS account. Some of the functionalities available through TRACES are listed below.

- Dashboard view presenting summary of your account
- Statements / Payments
 - View challan status and challan consumption details
 - View TDS-TCS Credit for a PAN and verify PAN of Tax Payer
- Downloads
 - Download requested files
 - Download Form 16 / 16A
- Profile
 - Update Communication Details

Customer Care

Toll-Free: 1800 103 0344

0120 4814600

contactus@tdscpc.gov.in

User Login Details

Landing page will be displayed

3. Pictorial Guide for Downloading Form 16A (Contd.)

Step 3: Click on 'Form 16A' available under "Downloads" tab

The screenshot displays the TRACES portal interface. At the top, there is a navigation bar with links for Home, About Us, Contact Us, e-Tutorials, Related Links, and Logout. A search bar is present with the text "Search In Keyword" and a magnifying glass icon. To the right of the search bar are three buttons labeled "A", "A", and "A", and a language dropdown menu set to "English".

The main header area features the TDS Centralized Processing Cell logo on the left, the TRACES logo in the center, and the Government of India Income Tax Department logo on the right. Below the header is a navigation menu with tabs for Dashboard, Statements / Payments, Defaults, Communications, Forms, Downloads, Profile, and Help. The Downloads tab is currently selected and highlighted in blue.

Under the Downloads tab, a dropdown menu is visible, listing several options: Requested Downloads, Form 16, Form 16A (highlighted in blue), Transaction Based Report, Form 27D, Download Challan Status Inquiry(.csi) File, View your BIN, Download 197, 206C(9) certificate, and Download Certificate u/s 195(2). A callout bubble points to the Form 16A option with the text: "Under 'Downloads', click on 'Form 16A' to place download request".

On the left side of the page, there is a "Quick Links" section with links for Challan Status, Request for Justification Report Download, and Request for Conso File. In the center, there is a "Welcome to TRACES!" message followed by a brief description of the system and a list of functionalities: Dashboard view presenting summary of your account and Statements / Payments. On the right side, there is a "Customer Care" section with the phone number 1800 103 0344, the number 0120 4814600, and the email address actus@tdscpc.gov.in.

3. Pictorial Guide for Downloading Form 16A (Contd.)

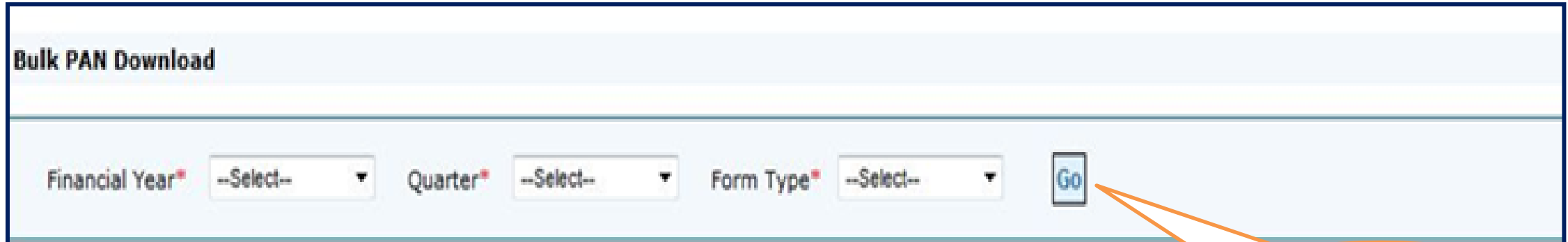
Step 4: Deductor can request for “Form 16A” through “Search PAN download” or “Bulk PAN” downloads option.

The screenshot shows the 'Download Form 16A' interface. At the top, there is a title 'Download Form 16A' and an information icon. Below it, a message states: 'Select Financial Year and Quarter and enter PAN and click on 'Add'. Download request can be submitted for maximum of 10 PANs. Click [here](#) to download e-Tutorial for submitting download request for Form 16A'. The main section is titled 'Search PAN' and contains a search form with the following fields: 'Financial Year*' (dropdown menu with '--Select--'), 'Quarter*' (dropdown menu with '--Select--'), 'Form Type*' (dropdown menu with '--Select--'), and 'PAN*' (text input field). To the right of the PAN field is an 'Add' button. Below the search form is a large empty rectangular box. At the bottom of the interface are two buttons: 'Remove' and 'Go'. Three callouts provide instructions: 1. A callout pointing to the 'Add' button says: 'Valid PANs will be added to the list. Select a PAN and click on 'Remove' to remove it from the list.' 2. A callout pointing to the 'Go' button says: 'click on 'Go' to Proceed further.' 3. A callout pointing to the search form fields says: 'For individual PANs, select Financial Year, Quarter and Form Type for which Form 16A is required and enter PAN and click on 'Add''

- Validation screen will be presented on click of ‘Go’
- PAN must be present in PAN database and also in the latest Form 26Q / 27Q statements of selected FY and Quarter
- Form Type field is used to populate validation screen on next step

3. Pictorial Guide for Downloading Form 16A (Contd.)

Step 4 (Contd.) : Deductor can request for “Form 16A” through “Search PAN download” or “Bulk PAN” downloads option.



The screenshot shows a web interface titled "Bulk PAN Download". Below the title, there are three dropdown menus: "Financial Year" with "--Select--", "Quarter" with "--Select--", and "Form Type" with "--Select--". To the right of these dropdowns is a blue button labeled "Go".

For downloading Form 16A for all PANs , select Financial Year, Quarter and Form Type for which Form 16A is required and click on 'Go'

- Validation screen will be presented on click of '**Go**'
- PAN must be present in PAN database and also in the latest Form 26Q / 27Q statements of selected FY and Quarter
- Form Type field is used to populate validation screen on next step

3. Pictorial Guide for Downloading Form 16A (Contd.)

Step 5: Authorized Persons details to be printed on Form 16 A will appear on the screen , click on “Submit” to proceed further.

Home | About Us | Contact Us | Help | Related Links | Login

Search In Keyword

English

TDS Centralized Processing Cell | **TRACES** TDS Reconciliation Analysis and Correction Enabling System

सत्यमेव जयते
Government of India
Income Tax Department

Dashboard | Statements / Payments | Defaults | Communications | Forms | **Downloads** | Profile

Details To Be Printed On Form 16A

Details are populated as per your profile information. Admin User can update details in Profile section

Name of Authorised Person	ABCD
Father's Name of Authorised Person	WXYZ
Designation of Authorised Person	Finance Officer
Place	Bangalore
Date	17-Aug-2012

Submit Cancel

Click on 'Submit' to submit download request for Form 16A

This information will be printed on Form 16A for each PAN. Details will be populated from your profile information in TRACES

Click on 'Cancel' and go to 'Profile' section to update details

3. Pictorial Guide for Downloading Form 16A (Contd.)

Step 6: KYC Screen - User can choose 'Digital Signature KYC' OR 'Normal KYC'. Scenario 1: User select Digital signature support KYC validation'.

Home | About Us | Contact Us | e-Tutorials | Related Links | Logout

Search In Keyword

TDS Centralized Processing Cell | TRACES TDS Reconciliation Analysis and Correction Enabling System

Government of India Income Tax Department

Dashboard Statements / Payments Defaults Communications Forms Downloads Profile Help

Choose KYC Flow

Since you have Digital Signature registered on TRACES, you do not require KYC to access all downloads, update profile, submit online correction without separate KYC for all functionalities or You can opt for a normal KYC Validation separately for each functionality without digital Signature

Digital Signature supported KYC validation Normal KYC Validation (Without Digital Signature)

Digital Signature will be validated for "Digital Signature"

Validate DSC

Select the option to validate KYC through digital signature

Click here to validate DSC

- Digital Signature Support KYC validation screen will appear only if Digital Signature is registered. Deductor can register/re register their Digital Signature in Profile. Please refer – Digital Signature Certificate Registration e-Tutorial for more information.
- Normal KYC Validation (without Digital Signature) – User can opt a normal KYC validation separately for each functionality without digital signature.

Note: While signing data with your DSC token, please enter password to validate the DSC

3. Pictorial Guide for Downloading Form 16A (Contd.)

Step 6 :Scenario 1(Contd.) : Select required Digital Signature Certificate and click on 'Sign' to proceed further

The screenshot shows the TDS TRACES portal interface. The 'Downloads' menu is selected. An 'emSigner' window is open, displaying the following content:

Content to Sign:
ABCPA1234A

Certificate Store

Common Name	Issuer Name	Serial No	Expiry Date
test16	e-Mudhra Sub CA for Cl...	1748778a36	02-07-2020
test15	e-Mudhra Sub CA for Cl...	1748778a39	02-07-2020
test14	e-Mudhra Sub CA for Cl...	1748778a37	02-07-2020
test13	e-Mudhra Sub CA for Cl...	1748778a35	02-07-2020
test12	e-Mudhra Sub CA for Cl...	1748778a33	02-07-2020

Buttons: View Certificate, Sign, Cancel

Callout bubbles:

- Select required Digital Signature Certificate.
- Click here to proceed further

3. Pictorial Guide for Downloading Form 16A (Contd.)

Notes for Normal KYC validation

- **Authentication code** is generated after KYC information details validation ,which remains valid for the same calendar day for same form type, financial year and quarter.
- Token Number must be of the regular statement on the basis on F.Y, Quarter and Form Type displayed on the screen.
- CIN/BIN details must be entered for the challan/book entry mentioned in the statement corresponding to the FY, Quarter and Form Type.
- Government Deductors can enter only Date of Deposit and Transfer Voucher amount mentioned in the relevant Statement.
- Only Valid PAN(s) reported in the TDS/TCS statement corresponding to the CIN /BIN details mentioned in Part1, must be entered in Part 2 of the KYC. Guide available on the screen can be referred for valid combinations.
- Maximum of 3 distinct valid PANs and corresponding TDS deposited amount must be entered.
- If there are less than three such combinations in the challan ,user must enter all (either two or one).
- CD Record no. is mandatory if same challan is mentioned more than one time in the statement.

3. Pictorial Guide for Downloading Form 16A (Contd.)

Notes for Normal KYC validation

Examples of Unique PAN and Amount combination:

Condition 1 : -If statement contains 3 Deductee rows with same PAN i.e. AAAAA0000N and corresponding amount against Deductees are : 1000.00, 1000.00 and 2000.00, then Deductor need to fill details like :

- a) AAAAA0000N 1000.00
- b) AAAAA0000N 2000.00

Condition 2: -If statement contains 4 Deductee rows with PAN i.e. AAAAA0000N and corresponding amount against Deductees are : 1000.00, 1000.00 , 1500.00 and 2000.00, then Deductor need to fill details like :

- a) AAAAA0000N 1000.00
- b) AAAAA0000N 1500.00
- c) AAAAA0000N 2000.00

Note: For Further guidance please refer Guide 1 and Guide 2 available on TRACES portal.

3. Pictorial Guide for Downloading Form 16A (Contd.)

Step 6 : Scenario 2: Normal KYC Validation

The screenshot displays the TRACES (TDS Reconciliation Analysis and Correction Enabling System) interface. At the top, there are logos for TDS Centralized Processing Cell, TRACES, and the Government of India Income Tax Department. A navigation menu includes Dashboard, Statements / Payments, Defaults, Communications, Forms, Downloads (highlighted), Profile, and Help. The main content area is titled 'Choose KYC Flow' and contains an information box stating that users with digital signatures can skip KYC, or opt for normal KYC validation. Two radio button options are present: 'Digital Signature supported KYC validation' and 'Normal KYC Validation (Without Digital Signature)'. The second option is selected. Below this, a note states that digital signature validation is required for the first option. A 'Validate DSC' button is visible at the bottom left. An orange callout box with a pointer highlights the selected radio button, containing the text: 'Select the option to validate KYC without Digital Signature'.

3. Pictorial Guide for Downloading Form 16A (Contd.)

Step 6 : Scenario 2(Contd.): Enter Token number

Please enter Token Number of Regular Statement Filed for Financial Year, Quarter and Form Type mentioned below

i Authentication code is generated after you fill in the below details and submit. If you have already generated the Authentication Code today for this statement, please enter and proceed else fill in the details below

Authentication Code

Proceed with Authentication Code

Enter Authentication Code if the validation is done earlier and you have the Authentication Code

i If you do not have Authentication Code, please fill in the details below

Form Type 27EQ

Financial Year 2013-14

Quarter Q1

Token Number / Provisional Receipt Number (PRN)*

331120131023010 ?

Enter Token Number of only Regular (Original) Statement "Manually" corresponding to the Financial Year, Quarter and Form Type displayed above

PART 1. Challan Identification Number (CIN) Details / Transfer Voucher Details as quoted in the above Statement

Please select if you have ONLY NIL Challan(s)(Challan(s) with zero challan amount) in the statement. **It is mandatory to enter unique PAN-Amount Combination in PART 2 for NIL Challan statement.**

Please select if the payment was done by book adjustment (for Government Deductors)

i Please enter a Challan with at least three distinct valid PAN-Amount combinations corresponding to the statement mentioned above. If there is no such Challan, mention a challan with at least two valid PAN-Amount combinations. If there is no such challan, mention a challan with at least one valid PAN-Amount combination. If you do not have any such challan, mention a challan with no valid PAN-Amount combination and also select the checkbox (no valid PAN dedcutee row) in the PAN Details section below.

3. Pictorial Guide for Downloading Form 16A (Contd.)

Step 6 (Contd.): Enter CIN details like BSR Code , Date of Deposit, Challan Serial Number & Challan Amount along with PAN combination

PART 1. Challan Identification Number (CIN) Details / Transfer Voucher Details as quoted in the above Statement

Please select if you have ONLY NIL Challan(s)(Challan(s) with zero challan amount) in the statement. It is mandatory to enter unique PAN-Amount Combination in PART 2 for NIL Challan statement.

Please select if the payment was done by book adjustment (for Government Deductors)

1 Please enter a Challan with at least three distinct valid PAN-Amount combinations corresponding to the statement mentioned above. If there is no such Challan, mention a challan with at least two valid PAN-Amount combinations. If there is no such challan, mention a challan with at least one valid PAN-Amount combination. If you do not have any such challan, mention a challan with no valid PAN-Amount combination and also select the checkbox (no valid PAN-Amount row) in the PAN Details section below.

Guide to identify a suitable challan

Click on the Guide to select suitable challan option

BSR Code / Receipt Number *

Date on which Tax Deposited * (dd-mmm-yyyy; e.g., 12-Dec-1980)

Challan Serial Number / DDO * Serial Number (5 digits; e.g., 00053)

Challan Amount / Transfer Voucher * Amount (Rs.)(e.g., 1987.00)

CD Record Number

Enter CIN details for a challan used in the statement

Tick in check box for nil challan or book adjustment

Government deductor not having BIN details tick here and need not provide BSR code and challan serial number

CD Record number is not mandatory. This column is required to be filled only when same challan is mentioned more than once in statement.

PART 2. Enter Unique PAN-Amount Combination / Transfer Voucher entered above

Please select if there is no valid PAN-Amount combination corresponding to the Challan / Transfer Voucher mentioned above.

1 Please enter three distinct PAN-Amount combinations corresponding to the challan details mentioned above. If there are less than three PANs corresponding to the challan, mention all available (one or two) PAN-Amount combinations.

Guide to identify the Unique PAN-Amount Combinations

Click on the Guide to select suitable PAN amount combination

PAN as in Statement	Total Amount Deposited (Rs.)
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Please enter TDS deposited amount for respective PAN's

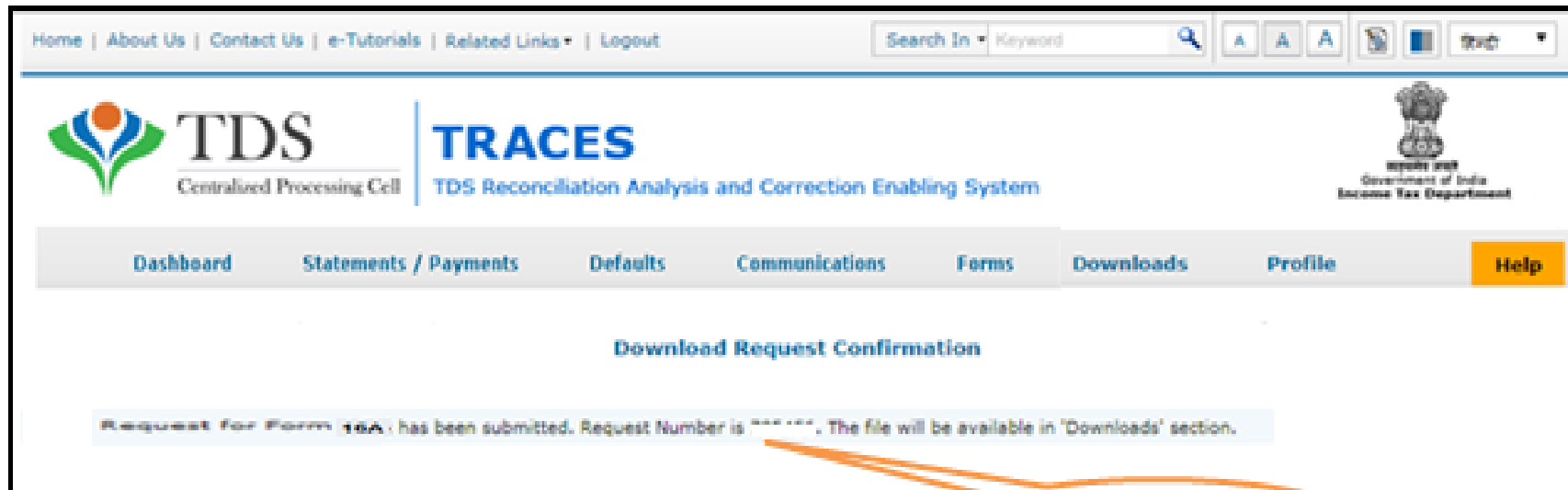
3. Pictorial Guide for Downloading Form 16A (Contd.)

Step 6 (Contd.): After validating KYC details, an Authentication Code will be generated, which will remain valid for same calendar day for same Financial Year, Form Type and Quarter

The screenshot shows the TDS TRACES portal interface. At the top, there are navigation links: Home | About Us | Contact Us | Help | Related Links | Logout. A search bar is present with the text "Search In Keyword". The page header includes the TDS logo (Centralized Processing Cell) and the TRACES logo (TDS Reconciliation Analysis and Correction Enabling System). On the right, there is the Government of India logo and the text "Income Tax Department". A navigation menu contains: Dashboard, Statements / Payments, Defaults, Communications, Forms, Downloads, Profile, and Help. The main content area displays the following text: "Details validated for Form 26Q of FY 2010-11 and Quarter Q4. Authentication code valid for today is 4eDRZM. Please copy and save the code given below." Below this, there is a text input field with "Copy from: 4eDRZM". An orange callout bubble points to this field with the text "Authentication Code will be available here". Below the code, it states: "This code is valid for today for this FY, Quarter and Form Type and can be reused for the following requests for this statement:". A list of actions follows: Download Intimation, Request for TRACES Offline Correction File, Request for NSDL Conso File, View Default Summary, File Correction, Request for Justification Report download, Upload Correction Statement, Download Form 27A, and Download Form 27D. At the bottom, there is a button labeled "Proceed with Transaction".

3. Pictorial Guide for Downloading Form 16A (Contd.)

Step 7: A unique 'Request number' will be generated.

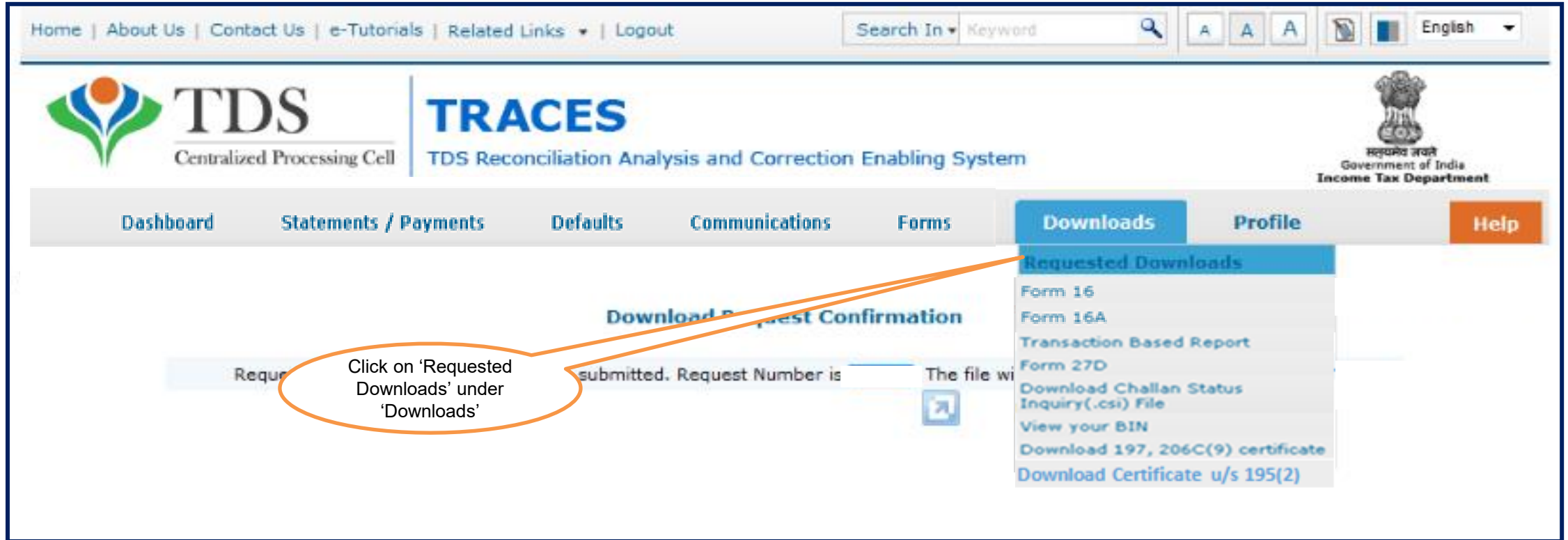


The screenshot displays the TDS TRACES portal interface. At the top, there is a navigation bar with links for Home, About Us, Contact Us, e-Tutorials, Related Links, and Logout. A search bar is also present. The main header features the TDS logo (Centralized Processing Cell) and the TRACES logo (TDS Reconciliation Analysis and Correction Enabling System), along with the Government of India Income Tax Department emblem. Below the header is a menu bar with options: Dashboard, Statements / Payments, Defaults, Communications, Forms, Downloads, Profile, and Help. The main content area shows a 'Download Request Confirmation' message: 'Request for Form 16A has been submitted. Request Number is *****. The file will be available in 'Downloads' section.'

Request Number will be available here

3. Pictorial Guide for Downloading Form 16A (Contd.)

Step 8: Form 16A will be available in 'Requested Download' under 'Downloads' section



•File will be available in 'Requested Downloads'

3. Pictorial Guide for Downloading Form 16A (Contd.)

Step 8 (Contd.): Deductor can search status for Form 16A by using: a) Request Number b) Date c) View All

The screenshot shows the 'Downloads' section of the Income Tax Department's portal. The navigation bar includes 'Dashboard', 'Statements / Payments', 'Defaults', 'Communications', 'Forms', 'Downloads', 'Profile', and 'Help'. The main heading is 'Files Requested For Download'. Below this, there is a note: 'To work on/open offline correction input file, you will need winzip 17 or below installed in your system.' There are three radio buttons for search options: 'Request Number', 'Date', and 'View All' (which is selected). An information icon and text state: 'Click on a row to proceed and select 'HTTP Download' or 'Download Manager' for the requests with status as 'Available''. Below this is a table with columns: Request Date, Request Number, Financial Year, Quarter, Form Type, File Processed, and Status. The table lists 11 rows of data. At the bottom left, there is a button labeled 'HTTP Download'. Callouts provide additional instructions: 'Enter Request Number (Search Option 1) or Request Date (Search Option 2 or option 3 "view all" to view the download request', 'In case of Submitted status please wait for 24 - 48 hrs.', 'Click on a row to select it', and 'Click on the buttons to download file'.

Files Requested For Download

To work on/open offline correction input file, you will need winzip 17 or below installed in your system.

Request Number
 Date
 View All

i Click on a row to proceed and select 'HTTP Download' or 'Download Manager' for the requests with status as 'Available'

Request Date	Request Number	Financial Year	Quarter	Form Type	File Processed	Status
06-Nov-2015	422310	2011-12	Q4	26Q/ 27Q	Bulk Form 16A File	Submitted
17-Aug-2015	410566	2011-12	Q1	26Q/ 27Q	Bulk Form 16A File	Available
17-Aug-2015	410564	2011-12	Q1	26Q/ 27Q	Bulk Form 16A File	Available
17-Aug-2015	410563	2011-12	Q1	26Q/ 27Q	Form 16A	Available
17-Aug-2015	410561	2011-12	Q1	26Q/ 27Q	Form 16A	Available
17-Aug-2015	410560	2011-12	Q1	26Q/ 27Q	Form 16A	Available
17-Aug-2015	410557	2011-12	Q1	26Q/ 27Q	Form 16A	Available
17-Aug-2015	410556	2011-12	Q1	26Q/ 27Q	Form 16A	Available
17-Aug-2015	410554	2011-12	Q1	26Q/ 27Q	Form 16A	Available
17-Aug-2015	410552	2011-12	Q1	26Q/ 27Q	Form 16A	Available

Page 1 of 10 View 1 - 10 of 100

HTTP Download

HTTP Download is useful to download small files. It will directly download file for the user.

Step to Download “PDF Converter Utility”

4. Steps for Downloading Form 16A PDF Converter Utility

Step 1: Click on 'Requested downloads' option available under 'Downloads' then click on hyper link 'Click here' to download Utility

The screenshot displays the TRACES portal interface. At the top left is the TDS logo (Centralized Processing Cell) and the TRACES logo (TDS Reconciliation Analysis and Correction Enabling System). At the top right is the Government of India Income Tax Department logo. A navigation menu includes Dashboard, Statements / Payments, Defaults, Communications, Forms, Downloads (highlighted), Profile, and Help. The main heading is 'Files Requested For Download'. An information box contains the following text: 'Attention Deductors: To generate Form 16/16A, Transaction Based Report, 27D in PDF format, Justification Report in excel format and Offline Correction Utility in excel format, you will need TRACES Generation Utility. To use Digital Signing functionality through ESigner in Chrome, IE 10+ and Firefox browser, you will need TRACES WebSocket ESigner Utility V2.0. Click here to download the utility. To work on/open offline correction input file, you will need winzip 17 or below installed in your system.' Below this, a search section is titled 'Please select one of the below Search Options' and includes radio buttons for 'Request Number', 'Date:', and 'View All'. A search box with a 'Go' button is present. A callout bubble points to the text 'Click here to download PDF Converter Utilities' in the search options section.

4. Steps for Downloading Form 16A PDF Converter Utility (Contd.)

Step 2: Enter Verification code then click on 'Submit' button

The screenshot displays the TRACES portal interface. At the top, there is a navigation bar with links for Home, About Us, Contact Us, e-Tutorials, Related Links, and Logout. A search bar is also present. The main header features the TDS Centralized Processing Cell logo and the TRACES TDS Reconciliation Analysis and Correction Enabling System logo, along with the Government of India Income Tax Department emblem. A menu bar includes Dashboard, Statements / Payments, Defaults, Communications, Forms, Downloads, Profile, and Help. The main content area is titled "Download TRACES Utility" and contains an instruction: "Kindly submit the verification code to view the link for downloading the utility". Below this, there is a "Verification Code" section with a CAPTCHA image showing the code "6k710". A "Click to refresh image" link is provided next to the CAPTCHA. A text input field is labeled "Enter text as in above image*" and contains the code "6k710". A "Submit" button is located below the input field. Three callout boxes provide additional instructions: one pointing to the "Help" button in the menu bar, one pointing to the CAPTCHA image, and one pointing to the "Submit" button.

Home | About Us | Contact Us | e-Tutorials | Related Links | Logout

Search In Keyword

TDS Centralized Processing Cell

TRACES TDS Reconciliation Analysis and Correction Enabling System

Government of India Income Tax Department

Dashboard Statements / Payments Defaults Communications Forms Downloads Profile Help

Download TRACES Utility

Kindly submit the verification code to view the link for downloading the utility

Verification Code

6k710 Click to refresh image

Enter text as in above image*

Click on Submit

Enter the text as displayed in Verification Code

For more details on any screen, click on Help icon

4. Steps for Downloading Form 16A PDF Converter Utility (Contd.)

Step 3: Click on the hyper link 'TRACES PDF Converter'

Download TRACES Utility

i You may download the utility using the link provided below

FORM 16 PART-A/16A TRACES-PDF-CONVERTER V 1.9 Light Version (Needs JRE1.6 or above - Size ~9 MB)

- [TRACES-PDF-CONVERTER V 1.9 L](#)

FORM 16 PART-B TRACES-PDF-CONVERTER V 1.5 Light Version (Needs JRE1.6 or above - Size ~10 MB)

- [TRACES-PDF-CONVERTER V 1.5L \(PART B\)](#)

Installation Instruction

Transaction based Report PDF-CONVERTER V 1.3 Light Version (Needs JRE1.6 or above - Size ~9 MB)

- [Transaction based Report PDF-CONVERTER V 1.3](#)

Form 27D PDF-CONVERTER V 1.2 Light Version (Needs JRE1.6 or above - Size ~9 MB)

- [Form 27D PDF-CONVERTER V 1.2](#)

TRACES Justification Report Generation Utility V 3.0 (Needs Excel 2003 or later - Size ~400Kb)

- [TRACES Justification Report Generation Utility V 3.0](#)

Steps to convert the Justification Report text file into an excel

- Download the zip file from 'Requested Downloads' screen and save to your local machine
- Unzip the file using Winzip. Password to unzip is 'JR_<TAN>_<Form Type>_<Quarter>_<FY>', e.g., JR_AAAAAA1235A_24Q_Q3_2010-11. This will save the Justification Report as a text file
- Download the macro utility for Justification Report from this screen
- Double-click the utility, excel sheet will open
- Click on 'Enable Content' in the warning message to enable macros
- Select the Justification Report text file and the folder to save the output excel file and click on button 'Generate TDS CPC Justification Report'
- The text file will be converted into excel spreadsheet and saved in the selected folder
- Open the Justification Report excel file from the folder in which it has been saved

TRACES Offline Correction Generation Utility V 1.2 (Needs Excel 2003 or later. To work on/open offline correction input file, you will need winzip 17 or below installed in your system.)

- [TRACES Offline Correction Generation Utility V 1.2](#)

Steps to convert the Offline Correction file into an excel

Click on the Hyperlink to download utility

4. Steps for Downloading Form 16A PDF Converter Utility (Contd.)

- Extract TRACES-PDF-CONVERTERV.zip file in a folder on your system.
- If WinZip is not already installed on your system ,download it from www.winzip.com and install it.
- After extraction you will have **Run.bat** file and **TRACES-PDF-Converter .jar** in a same folder.
- To run this Utility, JRE version 1.7 or above is required. Get the same from www.java.com and install.

Oracle and Java are registered trademarks of Oracle and/or its affiliates. Other names may be trademarks of their respective owners

4. Steps for Downloading Form 16A PDF Converter Utility (Contd.)

The screenshot shows the Java website homepage. At the top left is the Java logo. To its right are navigation links: "Java in Action", "Downloads", and "Help Center". A search bar is located in the top right corner. The main heading reads "JAVA + YOU, DOWNLOAD TODAY!". Below this is a prominent red button labeled "Free Java Download". A callout bubble points to this button with the text "Click on 'Free Java Download' button". Another callout bubble points to the top navigation area with the text "Go to www.java.com". Below the main heading, there are links for "What is Java?", "Do I have Java?", and "Need Help?". A section titled "Experience Java in Action" features six thumbnails: "Java + Alice", "Java + Livescribe", "Java + Neil Young", "Java + Blu-ray Disc", "Java Developer Conferences", and "Java + Amazon Kindle". At the bottom left, there are links for "Select Language", "About Java", "Developers", "Privacy", "Terms of Use", "Trademarks", and "Disclaimer". The Oracle logo is in the bottom right corner.

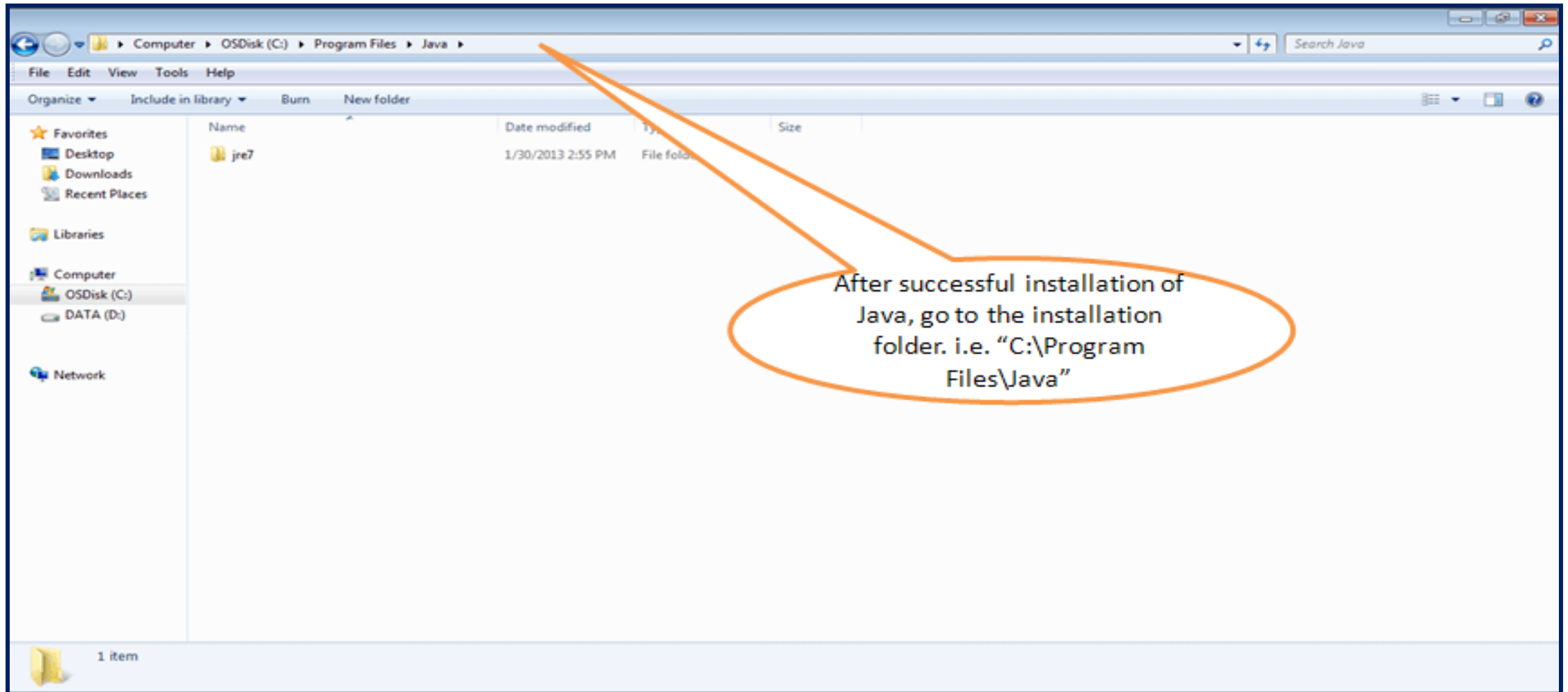
Oracle and Java are registered trademarks of Oracle and/or its affiliates. Other names may be trademarks of their respective owners

4. Steps for Downloading Form 16A PDF Converter Utility (Contd.)

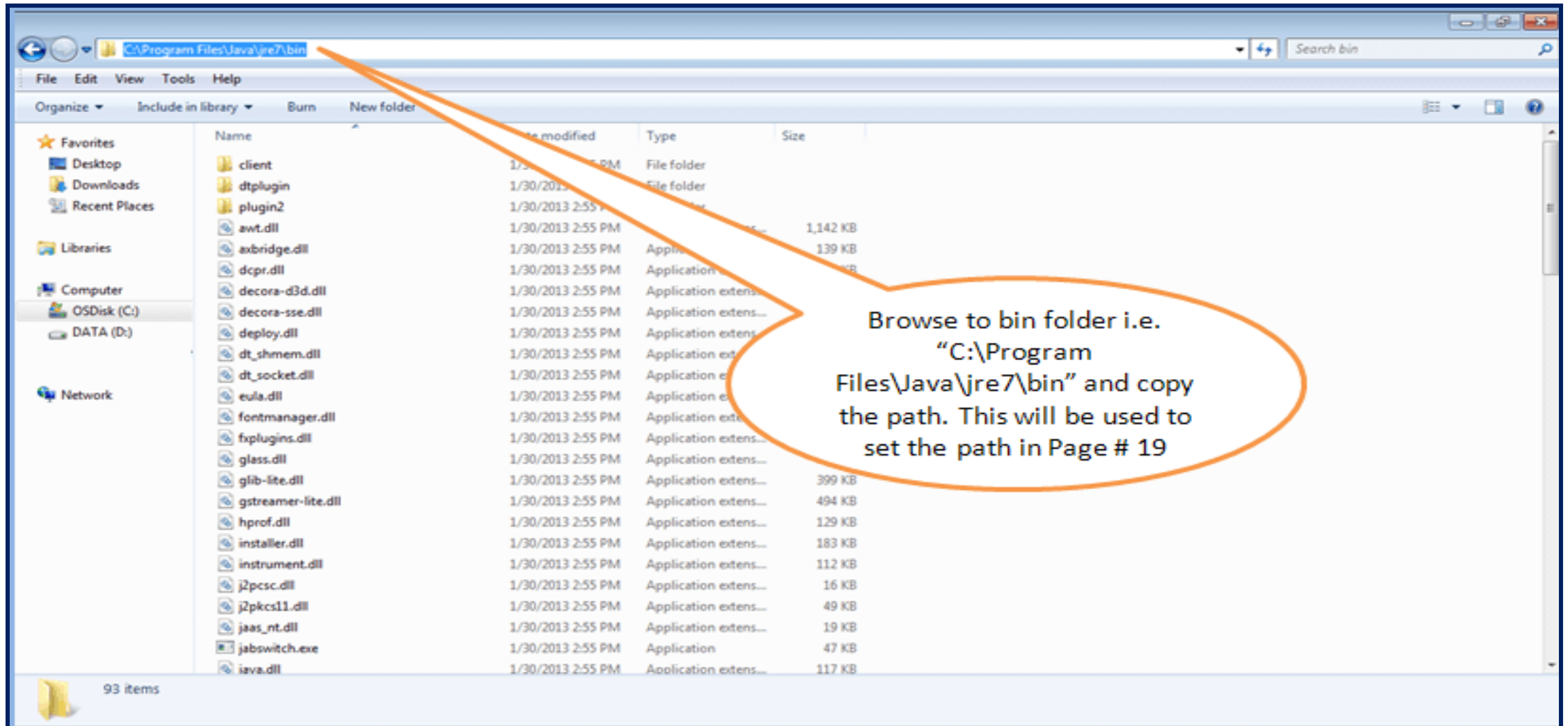
The screenshot shows the Java website's download page for Windows. The page features a red header with the Java logo and navigation links for 'Java in Action', 'Downloads', and 'Help Center'. A search bar is located in the top right corner. On the left, there is a 'Help Resources' sidebar with links to 'What is Java?', 'Remove Older Versions', 'Disable Java', 'Error Messages', 'Troubleshoot Java', and 'Other help'. The main content area is titled 'Download Java for Windows' and includes the text 'Recommended Version 7 Update 11 (filesize: 30 MB)'. A prominent red button labeled 'Agree and Start Free Download' is centered on the page. Below this button, there is a paragraph stating 'By downloading Java you acknowledge that you have read and accepted the terms of the [end user license agreement](#)'. A blue icon with a checkmark is followed by the text 'When your Java installation completes, you may need to restart your computer (and re-open windows and re-open) to enable the Java installation.' Below this, there are two links: 'Installation Instructions' and 'System Requirements'. A link for 'Not the right operating system? See all Java downloads.' is also present. At the bottom, there is a paragraph explaining that Java software for your computer, or the Java Runtime Environment, is also referred to as the Java Runtime, Runtime Environment, Runtime, JRE, Java Virtual Machine, Virtual Machine, Java VM, JVM, VM, or Java download. The Oracle logo is visible in the bottom right corner. Two orange callout boxes are overlaid on the page: one pointing to the 'Agree and Start Free Download' button with the text 'Click on "Agree and Start Free Download"', and another pointing to the 'Installation Instructions' link with the text 'If you want to know how to install Java, please click on "Installation Instructions" link.'

Oracle and Java are registered trademarks of Oracle and/or its affiliates. Other names may be trademarks of their respective owners

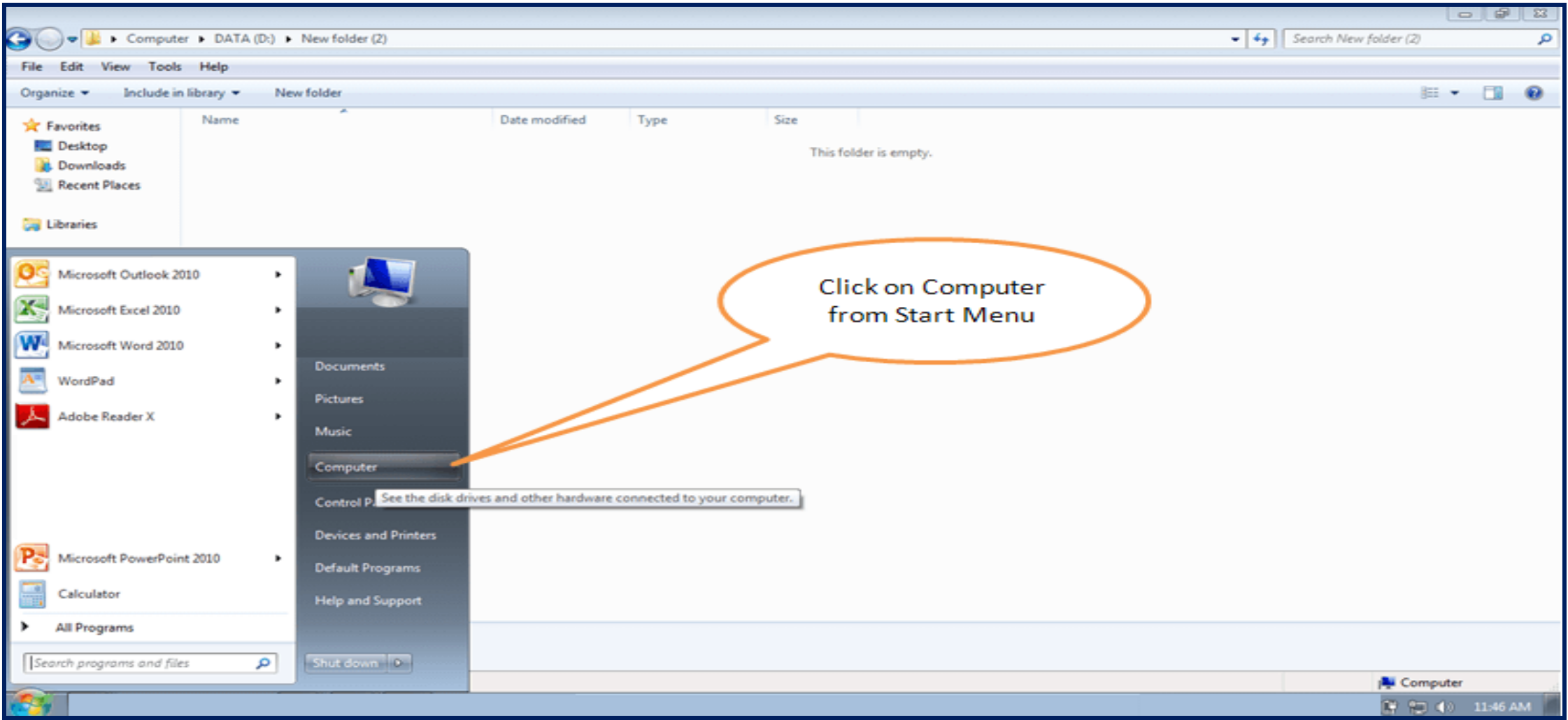
4. Steps for Downloading Form 16A PDF Converter Utility (Contd.)



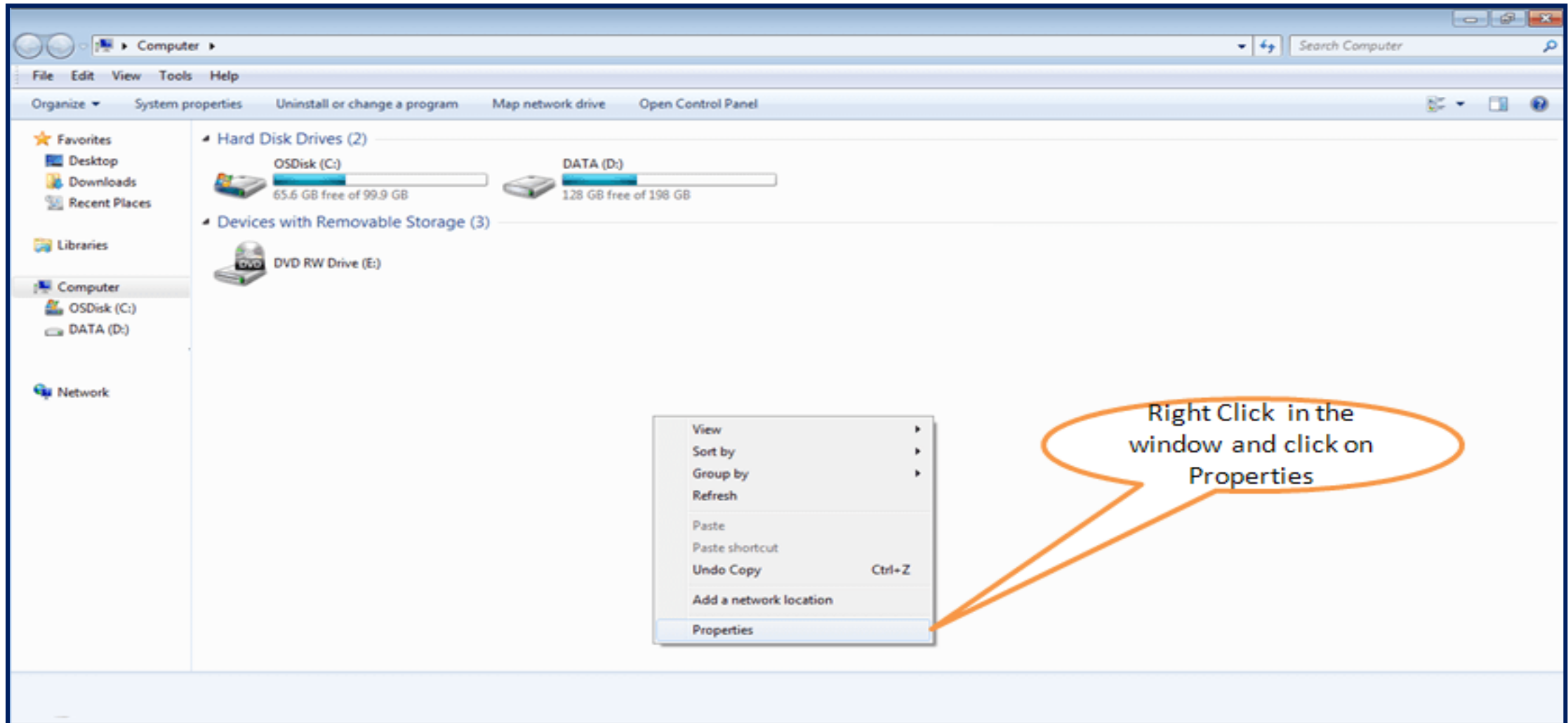
4. Steps for Downloading Form 16A PDF Converter Utility (Contd.)



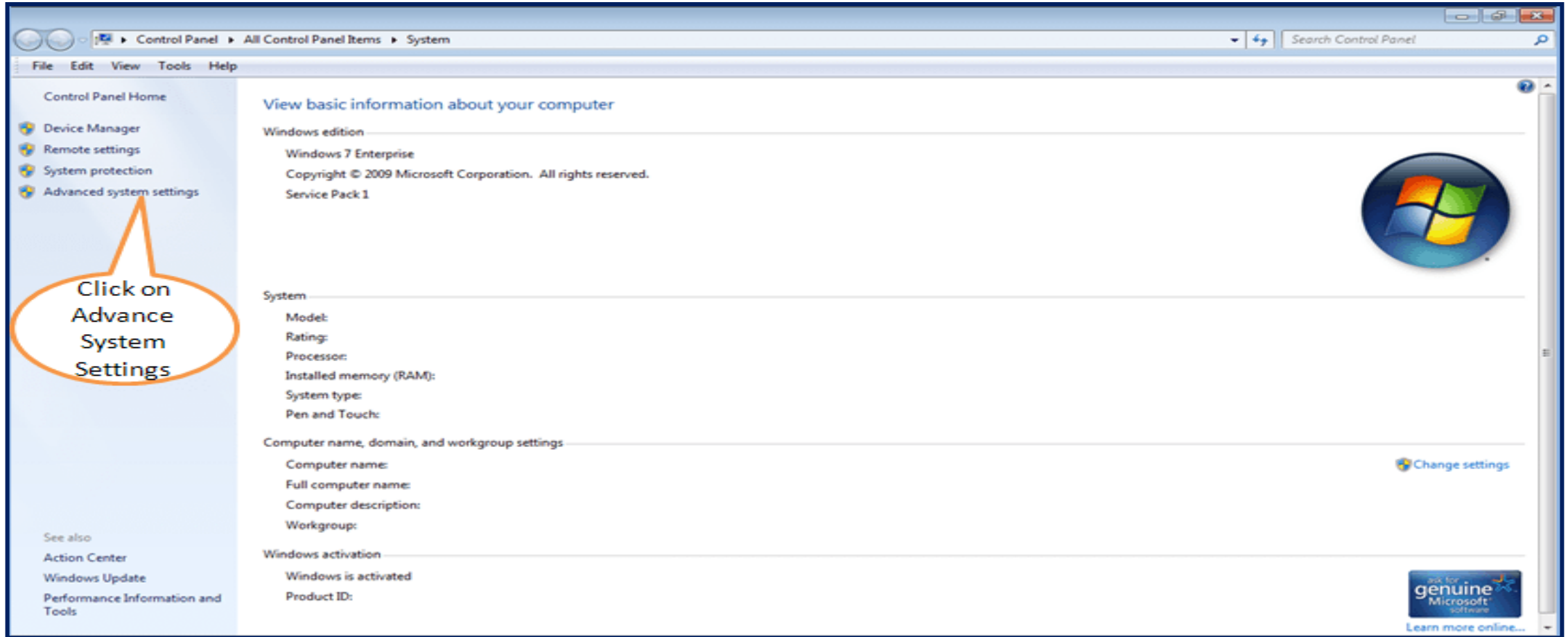
4. Steps for Downloading Form 16A PDF Converter Utility (Contd.)



4. Steps for Downloading Form 16A PDF Converter Utility (Contd.)

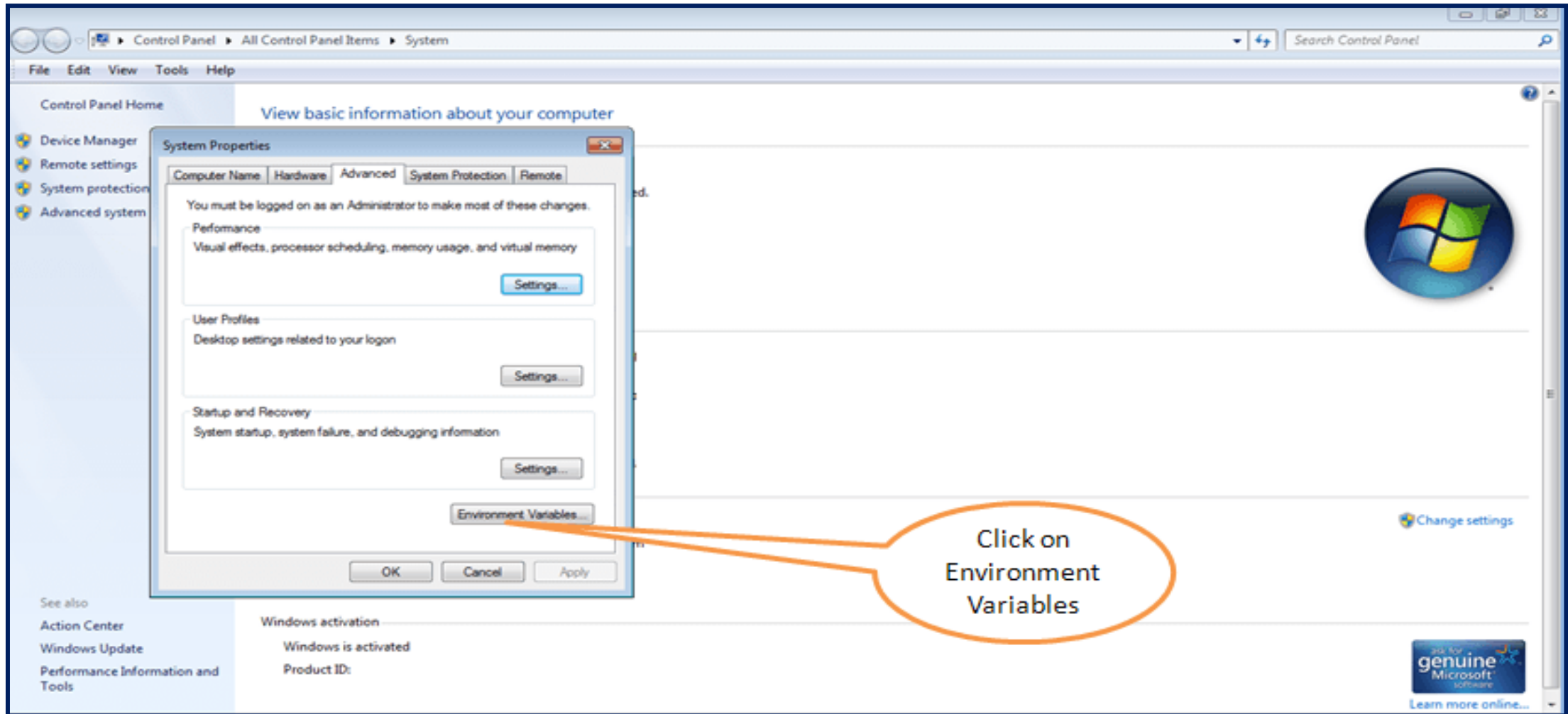


4. Steps for Downloading Form 16A PDF Converter Utility (Contd.)



The screen may vary if Windows version is other than 7. Please look for 'Advanced System Settings' option in the screen if it is different then what is shown above.

4. Steps for Downloading Form 16A PDF Converter Utility (Contd.)



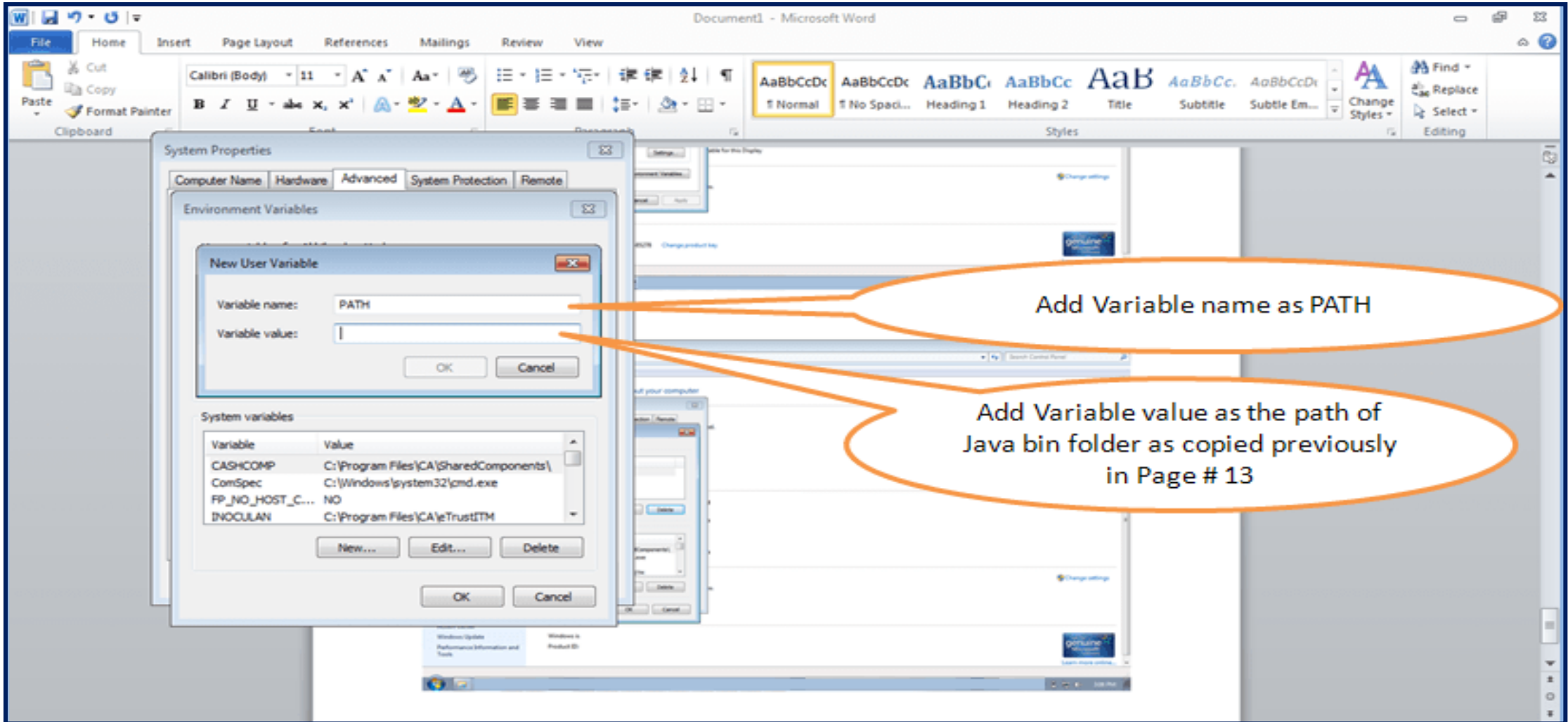
4. Steps for Downloading Form 16A PDF Converter Utility (Contd.)

The screenshot shows the Windows Control Panel 'System' window. The 'Environment Variables' dialog box is open, displaying 'User variables for Akhileendra_Yadav'. The dialog has two sections: 'User variables' and 'System variables'. The 'User variables' section contains a table with the following data:

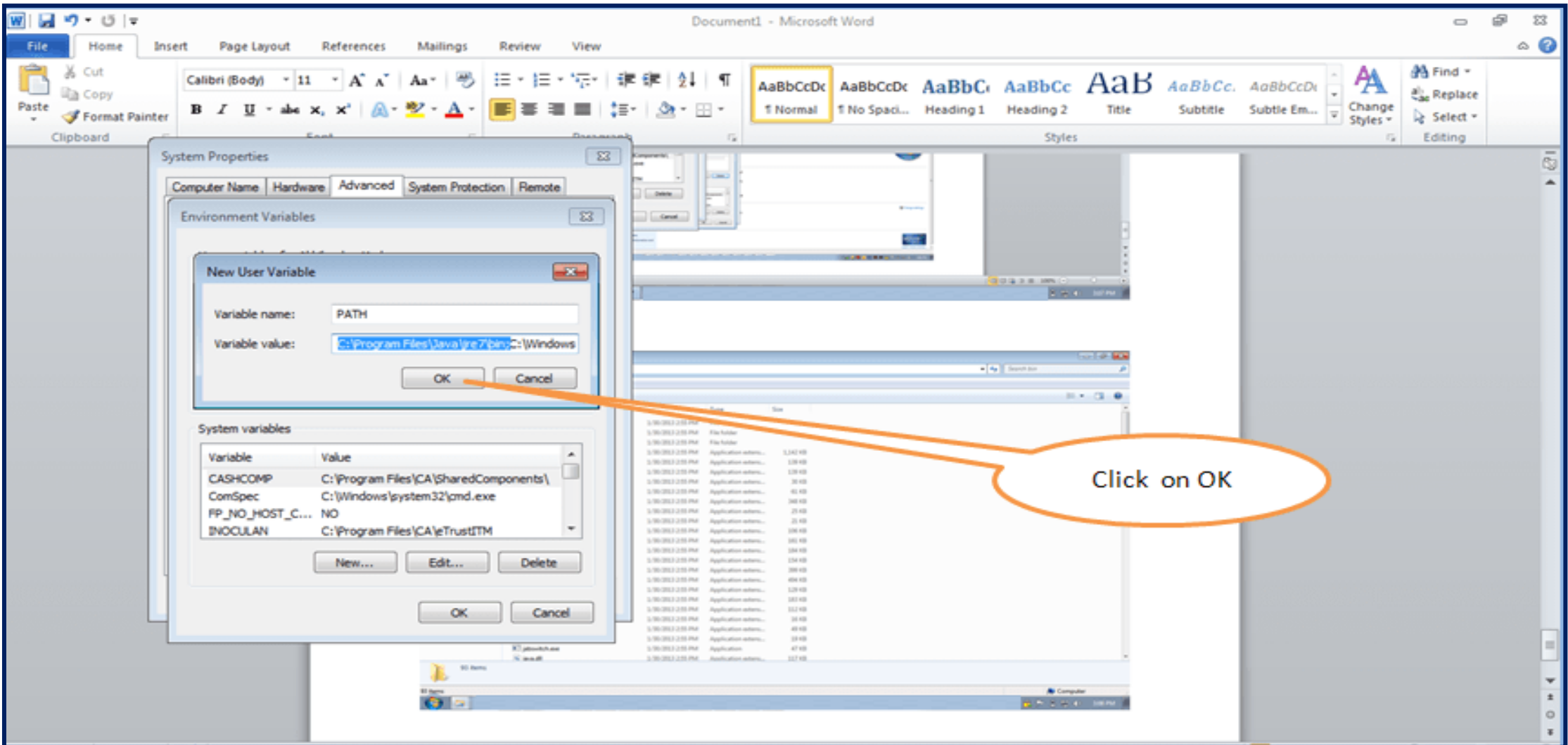
Variable	Value
MAVEN_HOME	C:\Program Files\maven
TEMP	c:\windows\temp
TMP	c:\windows\temp

Below the table are buttons for 'New...', 'Edit...', and 'Delete'. An orange callout bubble with the text 'Click on New' points to the 'New...' button. The 'System variables' section also has a similar table and buttons. The background window shows the 'System' control panel page with the Windows logo and a 'Change settings' link.

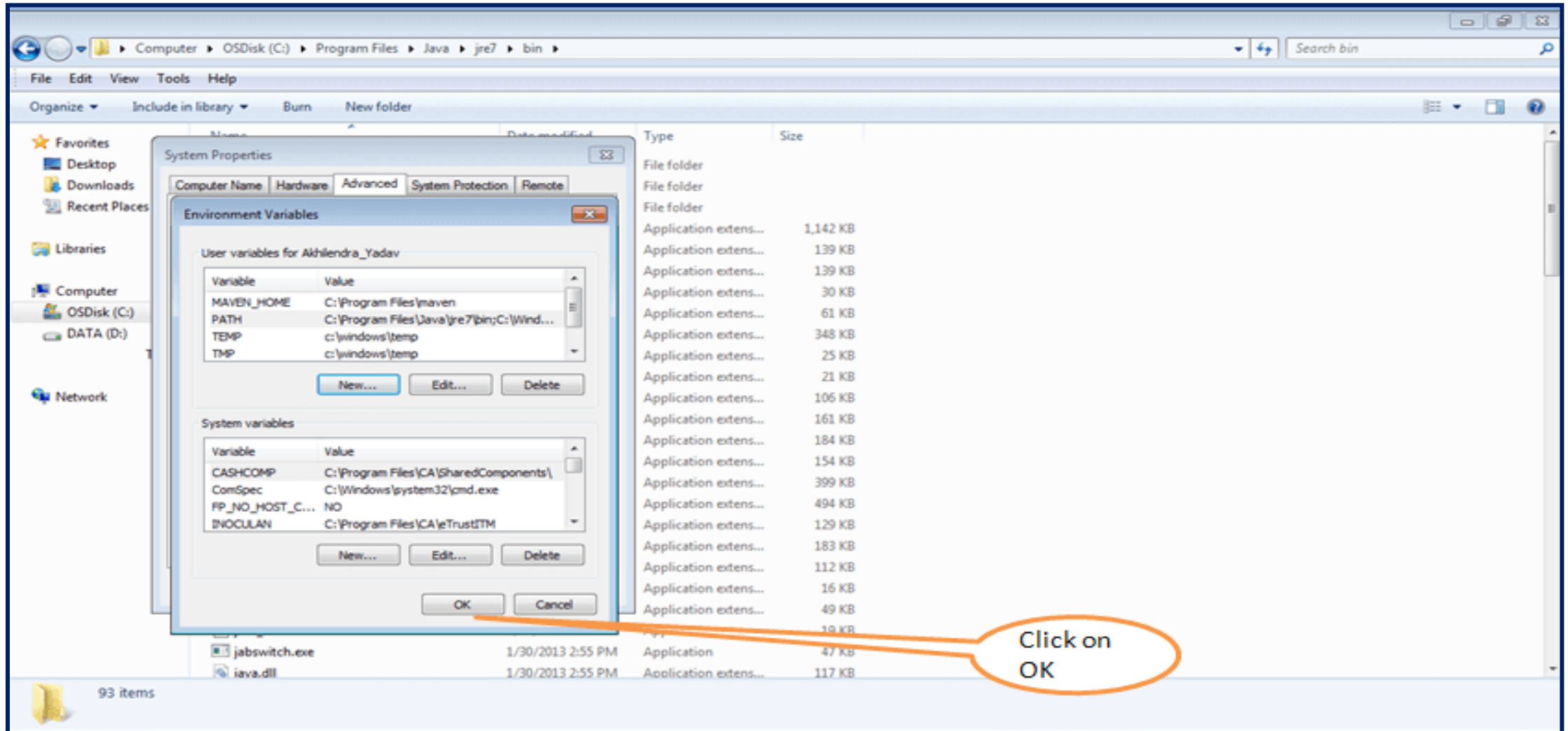
4. Steps for Downloading Form 16A PDF Converter Utility (Contd.)



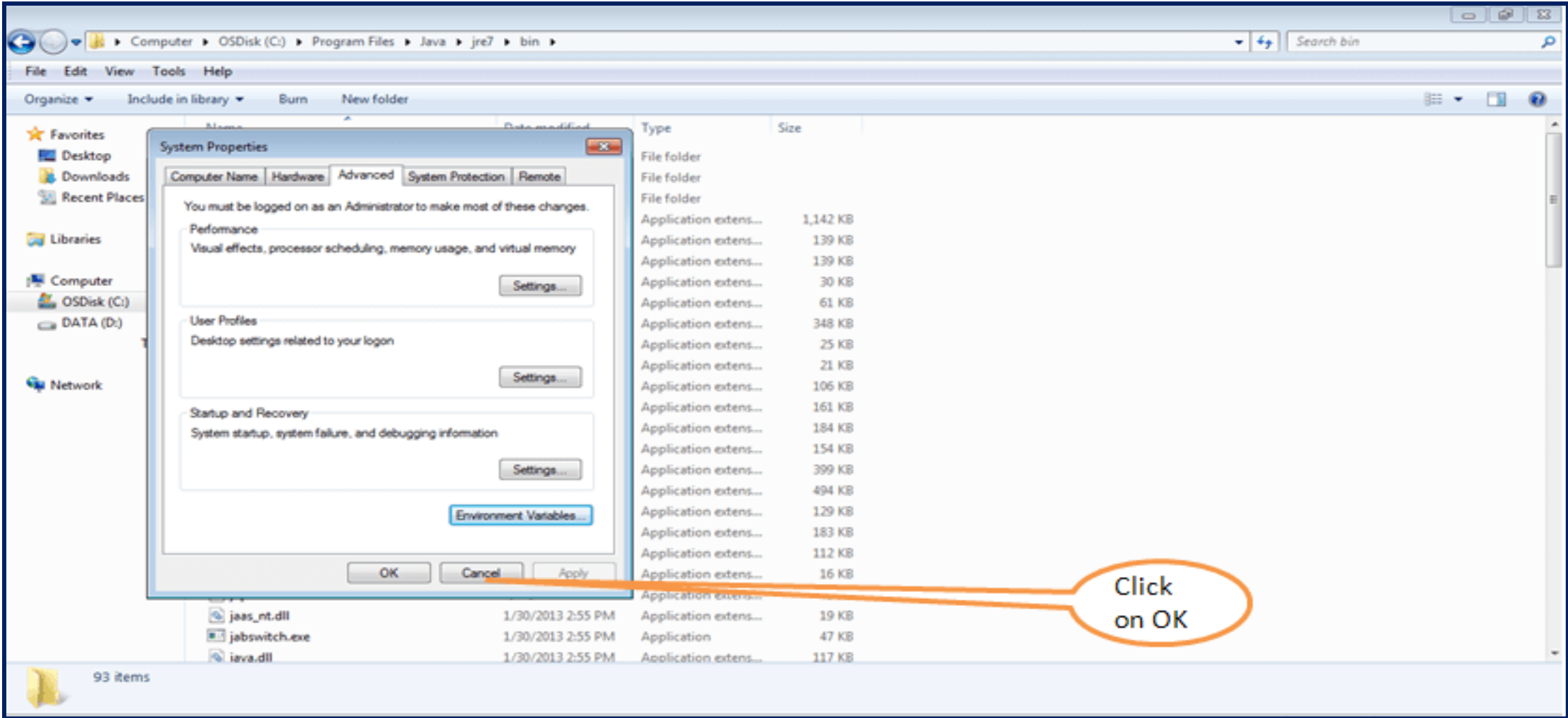
4. Steps for Downloading Form 16A PDF Converter Utility (Contd.)



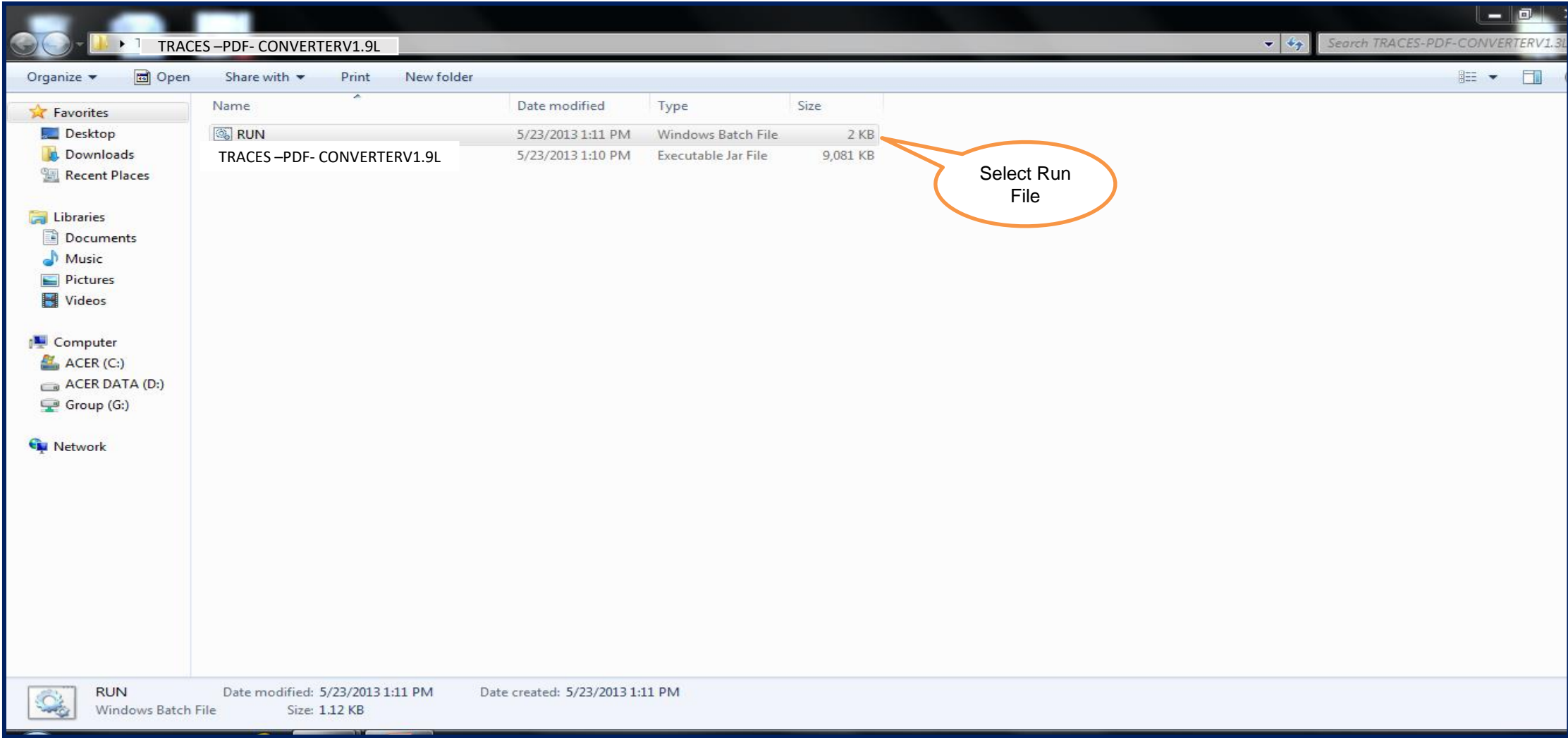
4. Steps for Downloading Form 16A PDF Converter Utility (Contd.)



4. Steps for Downloading Form 16A PDF Converter Utility (Contd.)



4. Steps for Downloading Form 16A PDF Converter Utility (Contd.)



4. Steps for Downloading Form 16A PDF Converter Utility (Contd.)

The screenshot shows the TRACES - PDF - CONVERTERV1.9L utility window. The window has a title bar with the text "TRACES - PDF - CONVERTERV1.9L". The main area contains the following sections:

- File / Folder Selection:** Includes fields for "Select Form 16 / 16A ZIP file", "Password for input file", and "Save to folder", each with a "Browse" button.
- Soft Token (Digital Signature Details):** Includes a field for "Select P 12 file" with a "Browse" button, and the text "OR Select from Certificate Store below".
- Certificate Store:** A table displaying certificate details.

Subject	Serial No.	Issuer	Expiration Date
New RA 1	7ec7	Sub 2 CA	9/5/15 5:07 PM

At the bottom of the window, there are "Proceed" and "Cancel" buttons. The status bar at the bottom shows the file name "TRACES-PDF-CONVERTERV1.8L", its size "8.86 MB", and creation/modification dates.

Four callouts provide instructions:

- Callout 1: "Select Form 16\16A Zip Files, enter Password as your TAN and select destination folder to save PDF files." (Points to the "Browse" button for the ZIP file field.)
- Callout 2: "Select digital certificate to digitally sign the PDF files. This is **not Mandatory**." (Points to the "Browse" button for the P 12 file field.)
- Callout 3: "Certificate details will be displayed here." (Points to the Certificate Store table.)
- Callout 4: "Click on 'Proceed' to continue with Converter of PDF files." (Points to the "Proceed" button.)

- Separate PDF files will be generated for each PAN and will be saved in the destination folder selected by you.
- User can opt to manually sign Form 16 A PDFs after printing them.

4. Steps for Downloading Form 16A PDF Converter Utility (Contd.)

Sample of Form 16A

FORM NO. 16A					
[See rule 31(1)(b)]					
Certificate under section 203 of the Income-tax Act, 1961 for tax deducted at source					
Certificate No. HDOPVDEI	Last updated on - 24-Jul-2013				
Name and address of the deductor	Name and address of the deductee				
HINDUSTAN AERONAUTICS LIMITED CHAKREI, KANPUR - 208008 Uttar Pradesh +91(512)-800451749 ankitkapoor.a@gnf.com	BAJAJAL SOFTWARE LIMITED HAL ESTATE, AIRPORT LANE, BANGALORE - 560017 Karnataka				
PAN of the deductor AAACH641E	TAN of the deductor KNP991206G	PAN of the deductee AAACH669E			
CIT (TDS)	Assessment Year	Period			
The Commissioner of Income Tax (TDS) 11025-26, 80 ft road, Ashok nagar, Opp. Sant Paul School, Kanpur -208001	2014-15	From To 01-Apr-2013 30-Jun-2013			
Summary of payment					
Sl. No.	Amount paid/ credited	Nature of payment**	Deduction Reference No. provided by the Deductor (if any)	Date of payment/ credit (dd/mm/yyyy)	
1	175095.00			20-04-2013	
2	102412.00			20-04-2013	
3	102412.00			13-05-2013	
4	100534.00			13-05-2013	
Total (Rs.)	480453.00				
Summary of tax deducted at source in respect of Deductee					
Quarter	Receipt Numbers of Original Quarterly Statements of TDS Under sub-section (3) of Section 208	Amount of Tax Deducted in respect of Deductee	Amount of Tax Deposited / Remitted in respect of Deductee		
Q1	XSWXCHDA	39728.00	39728.00		
I. DETAILS OF TAX DEDUCTED AND DEPOSITED IN THE CENTRAL GOVERNMENT ACCOUNT THROUGH BOOK ADJUSTMENT (The deductor to provide payment-wise details of tax deducted and deposited with respect to the deductee)					
Sl. No.	Tax deposited in respect of deductor (Rs.)	Book Identification Number (BIN)			Status of Matching with Form No. 24G
		Receipt Numbers of Form No. 24G	DDO serial number in Form No. 24G	Date of Transfer voucher (dd/mm/yyyy)	
Total (Rs.)					
II. DETAILS OF TAX DEDUCTED AND DEPOSITED IN THE CENTRAL GOVERNMENT ACCOUNT THROUGH CHALLAN (The deductor to provide payment-wise details of tax deducted and deposited with respect to the deductee)					
Sl. No.	Tax deposited in respect of the deductor (Rs.)	Challan Identification Number (CIN)			
		BSR Code of the Bank Branch	Date on which tax deposited (dd/mm/yyyy)	Challan Serial Number	Status of matching with OLTAS*
1	12257.00	0000107	05-05-2013	00024	F
2	7569.00	0000107	05-05-2013	00024	F
3	10241.00	0000107	05-06-2013	00073	F
4	10053.00	0000107	05-06-2013	00073	F
Total (Rs.)	39728.00				

Page 1 of 2

Verification			
I. ASHISH KUMAR MESRA , son / daughter of NATHE NARAIN MESRA , working in the capacity of SENIOR MANAGER FINANCE , (designations) do hereby certify that a sum of Rs. 39728.00 [Rs. Thirty-Nine Thousand Seven Hundred and Twenty-Eight , (in words)] has been deducted and a sum of Rs. 39728.00 [Rs. Thirty-Nine Thousand Seven Hundred and Twenty-Eight] has been deposited in the credit of the Central Government. I further certify that the information given above is true, complete and correct and is based on the books of account, documents, TDS statements, TDS deposited and other available records.			
Place	KANPUR		
Date	25-Jul-2013		
Designation	SENIOR MANAGER FINANCE		
Full Name	ASHISH KUMAR MESRA		
<p>Notes:</p> <p>1. Form 16A contains the latest transaction reported by the deductor on the TDS / TCS Statement. For further details please refer year 20AS for name AY on the website http://www.itsm.gov.in.</p> <p>2. To update the PAN details in Income Tax Department database, apply for "PAN change request" through NSDL on LTIDS.</p> <p>3. In items I and II, in column for tax deposited on report of deduction, furnish total amount of TDS, (with charge of applicable) and education cess (if applicable).</p>			
Legend used in Form 16A:			
* Status of matching with OLTAS			
Legend	Description	Definition	
U	Unmatched	Deductors have not deposited taxes or have furnished incorrect particulars of tax payment. Final credit will be reflected only when payment details in bank match with details of deposit in TDS / TCS statement.	
P	Provisional	Provisional tax credit is reflected only for TDS / TCS statements filed by Government deductors. "P" status will be changed to Final (F) on verification of payment details submitted by Pay and Accounts Office (PAO).	
F	Final	In case of non-government deductors, payment details of TDS / TCS deposited on bank by deductor have matched with the payment details mentioned in the TDS / TCS statement filed by the deductor. In case of government deductors, details of TDS / TCS booked in Government account have been verified by Pay & Accounts Office (PAO).	
Q	Overbooked	Payment details of TDS / TCS deposited on bank by deductor have matched with details mentioned in the TDS / TCS statement but the amount is more claimed in the statement. Final (F) credit will be reflected only if bank deductor returns claimed amount in the statement or makes some payment for excess amount claimed in the statement.	
** Nature of Payment			
Section Code	Description	Section Code	Description
191	Interest on Securities	191	Other taxes payable to a non-resident
191A	Dividends	191A	Income in respect of units of non-resident
191AB	Interest other than "Interest on securities"	191AB	Payments in respect of units to an offshore fund
191B	Winnings from lotteries on approved prizes	191B	Income from foreign currency bonds or shares of Indian company payable to non-residents
191C	Winnings from horse race	191C	Income of foreign institutional investors from securities
191D	Perquisites, remuneration and sub-construction	191D	Collection at source from activities before tax business commencement
191E	Business commission	191E	Collection at source from number obtained under Foreign Remittance
191F	Payments to non-resident shareholders on equity participations	191F	Collection at source from number obtained by any mode other than a fixed bank
191G	Payments on account of deposits under National Savings Scheme	191G	Collection at source from number obtained by any mode other than a fixed bank
191H	Payments on account of expenditure of assets by Mutual Fund or Unit Trust of India	191H	Collection at source from any other forest produce (not being timber/leaves)
191I	Commission, person, etc. on sale of lottery tickets	191I	Collection at source from any wage
191J	Commission on brokerage	191J	Collection at source from contractors or licensee or lease relating to parking lot
191K	Gift	191K	Collection at source from contractors or licensee or lease relating to toll plaza
191L	Fees for professional or technical services	191L	Collection at source from contractors or licensee or lease relating to mine or quarry
191M	Income payable to a resident assessee in respect of units of a specified mutual fund or of the units of the Unit Trust of India	191M	Collection at source from lottery
191N	Perquisite of compensation on acquisition of certain immovable property	191N	Collection at source from units of non-resident
191O	Income by way of interest from Infrastructure Debt Fund	191O	Collection at source from units of Infrastructure Debt Fund
191P	Income by way of interest from specified company payable to a non-resident	191P	Collection at source from units of Infrastructure Debt Fund

Signature Not Verified
Digitally signed by ASHISH KUMAR MESRA
Date: 2013.07.25 14:47:49
IST

Page 2 of 2

THANK YOU

Please Note:

- 1) **For Feedback** : You can share your feedback on contactus@tdscpc.gov.in
- 2) **For any Query** : You can raise your concern on “Request for Resolution” as Online Grievance on TRACES Website.
- 3) **For any query related to website:** You can raise your concern on below mentioned numbers
Toll Free Number - 1800103 0344
Land Line Number - 0120 4814600