

E-Tutorial

1. Important information on Form 26AS/Annual Tax Statement
2. Brief steps to convert Form 26AS/Annual Tax Statement.txt file to .xls file
3. Pictorial guide to convert Form 26AS/Annual Tax Statement.txt file to .xls file



1. Important information on Form 26AS/Annual Tax Statement download

- Tax Payer can view /download Form 26AS/Annual Tax Statement through TRACES from **A.Y 2009-10** onwards.
- Form 26AS/Annual Tax Statement is available to view Online in HTML Format.
- Form 26AS/Annual Tax Statement is available for download in **three** formats:
 - a) PDF
 - b) Text
 - c) Excel
- Form 26AS/Annual Tax Statement can be viewed by **Net Banking** or by logging in at www.incometax.gov.in website which redirects user to TRACES, If E-filing website prompts user to register at TRACES to download Form 26AS/Annual Tax Statement then user has to register at TRACES as a Taxpayer to get Form 26AS/Annual Tax Statement.
- **NOTE:-** Password to open for Form 26AS/Annual Tax Statement is “ **Date of Birth**” in DDMMYYYY format.
- If file is large (transaction entries more than 1000) and system gives specific warning message that file can be Downloaded only in Text Format then Taxpayer has to place request for Form 26AS/Annual Tax Statement from TRACES only and after receiving Text File Taxpayer has to convert it into Excel.

2. Brief steps to convert Form 26AS/Annual Tax Statement .txt file to .xls file

- Login to TRACES website.
- Taxpayer needs to open text file by giving password as “ **Date of Birth of Deductee**” in DDMMYYYY format
- Zip file will be downloaded.
- Extract the Text file.
- Select the complete text and Copy the data to MS Excel Worksheet.
- Select the entire first column “**A**” in the worksheet.
- Click on Data written in the header of MS Excel Worksheet.
- Select option Text to columns a small window will pop up.
- Select “**Delimited**” and click on next
- Then select “**Others**” and Place “**^**” in the box and click on next
- Click on “**Finish**” and data will get converted to Excel format
- **Note:** - Steps for conversion of text file into excel can be different for different version of excel and operating system.

3. Pictorial guide to convert 26AS/Annual Tax Statement .txt file to .xls file

Step 1: Open .txt file & select the complete text & copy

```
BAHPM3107Q-2023 - Notepad
File Creation Date^Permanent Account Number (PAN)^Current Status of PAN^Financial Year^Assessment Year^Name of Assessee^Address Line 1^Address Line 2^Address Line 3^Address L:
17-02-2023^BAHPM3107Q^ACTIVE^2022-2023^2023-2024^ABHISHEK MISHRA^ADHYAPAK NAGAR^GALI NO 2^BHIND GOVT HOSPITAL^SIRSAGANJ^FIROZABAD^UTTAR PRADESH^205151

^PART-I - Details of Tax Deducted at Source^
Sr. No.^Name of Deductor^TAN of Deductor^^^^Total Amount Paid / Credited(Rs.)^Total Tax Deducted(Rs.)^Total TDS Deposited(Rs.)
1^INFOSYS BPM LIMITED^BLRP03172B^^^^251040.00^0.00^0.00^
^Sr. No.^Section^Transaction Date^Status of Booking^Date of Booking^Remarks^Amount Paid / Credited(Rs.)^Tax Deducted(Rs.)^TDS Deposited(Rs.)
^1^192^30-Dec-2022^F^28-Jan-2023^-^27887.00^0.00^0.00^
^2^192^30-Nov-2022^F^28-Jan-2023^-^27887.00^0.00^0.00^
^3^192^31-Oct-2022^F^28-Jan-2023^-^27887.00^0.00^0.00^
^4^192^30-Sep-2022^F^26-Oct-2022^-^27906.00^0.00^0.00^
^5^192^31-Aug-2022^F^26-Oct-2022^-^27887.00^0.00^0.00^
^6^192^29-Jul-2022^F^26-Oct-2022^-^32666.00^0.00^0.00^
^7^192^30-Jun-2022^F^24-Jul-2022^-^26313.00^0.00^0.00^
^8^192^31-May-2022^F^24-Jul-2022^-^26313.00^0.00^0.00^
^9^192^29-Apr-2022^F^24-Jul-2022^-^26294.00^0.00^0.00^

^PART-II - Details of Tax Deducted at Source for 15G / 15H^
Sr. No.^Name of Deductor^TAN of Deductor^^^^Total Amount Paid / Credited(Rs.)^Total Tax Deducted(Rs.)^Total TDS Deposited(Rs.)
^^^^^^^^^^^^ No Transactions Present ^^^^^^^^^

^PART-III - Details of Transactions under Proviso to section 194B/First Proviso to sub-section (1) of section 194R/ Proviso to sub-section(1) of section 194S
Sr. No.^Name of Deductor^TAN of Deductor^^^^Total Amount Paid / Credited(Rs.)
^^^^^^^^^^^^ No Transactions Present ^^^^^^^^^

^PART-IV - Details of Tax Deducted at Source u/s 194IA/ 194IB / 194M/ 194S (For Seller/Landlord of Property/Payee of resident contractors and professionals/ Payee of Virtu
Sr. No.^Acknowledgement Number^Name of Deductor^PAN of Deductor^Transaction Date^Total Transaction Amount(Rs.)^Total TDS Deposited(Rs.)
^^^^^^^^^^^^ No Transactions Present ^^^^^^^^^
```

File received in .TXT Format

Select the complete Text and copy

3. Pictorial guide to convert Form 26AS/Annual Tax Statement .txt file to .xls file (Contd.)

Step 2: Selected Text paste into MS Excel Worksheet.

The screenshot displays the Microsoft Excel interface with a worksheet containing the following text:

```
1 ^Annual Tax Statement^
2
3 File Creation Date^Permanent Account Number (PAN)^Current Status of PAN^Financial Year^Assessment Year^Name of Assessee^Address Line 1^Address Line 2^Address Line 3^Address Line 4^Address Line 5^Statecode^Pin Code
4 27-02-2023^BAHPM3107Q^ACTIVE^2022-2023^2023-2024^ABHISHEK MISHRA^ADHYAPAK NAGAR^GALI NO 2^BHIND GOVT HOSPITAL^SIRSAGANJ^FIROZABAD^UTTAR PRADESH^205151
5
6 ^PART-I - Details of Tax Deducted at Source^
7 Sr. No.^Name of Deductor^TAN of Deductor^Total Amount Paid / Credited(Rs.)^Total Tax Deducted(Rs.)^Total TDS Deposited(Rs.)
8 1^INFOSYS BPM LIMITED^BLRP03172B^251040.00^0.00^0.00
9 ^Sr. No.^Section^Transaction Date^Status of Booking^Date of Booking^Remarks^Amount Paid / Credited(Rs.)^Tax Deducted(Rs.)^TDS Deposited(Rs.)
10 1^192^30-Dec-2022^F^28-Jan-2023^A^27887.00^0.00^0.00
11 2^192^30-Nov-2022^F^28-Jan-2023^A^27887.00^0.00^0.00
12 3^192^31-Oct-2022^F^28-Jan-2023^A^27887.00^0.00^0.00
13 4^192^30-Sep-2022^F^26-Oct-2022^A^27906.00^0.00^0.00
14 5^192^31-Aug-2022^F^26-Oct-2022^A^27887.00^0.00^0.00
15 6^192^29-Jul-2022^F^26-Oct-2022^A^32666.00^0.00^0.00
16 7^192^30-Jun-2022^F^24-Jul-2022^A^26313.00^0.00^0.00
17 8^192^31-May-2022^F^24-Jul-2022^A^26313.00^0.00^0.00
18 9^192^29-Apr-2022^F^24-Jul-2022^A^26294.00^0.00^0.00
19
20
21 ^PART-II - Details of Tax Deducted at Source for 15G / 15H^
22 Sr. No.^Name of Deductor^TAN of Deductor^Total Amount Paid / Credited(Rs.)^Total Tax Deducted(Rs.)^Total TDS Deposited(Rs.)
23 ^^^ No Transactions Present ^^^^^^^
24
25
26 ^PART-III - Details of Transactions under Proviso to section 194B/First Proviso to sub-section (1) of section 194R/ Proviso to sub-section(1) of section 194S
27 Sr. No.^Name of Deductor^TAN of Deductor^Total Amount Paid / Credited(Rs.)
28 ^^^ No Transactions Present ^^^^^^^
29
30
31 ^PART-IV - Details of Tax Deducted at Source u/s 194IA/ 194IB / 194M/ 194S (For Seller/Landlord of Property/Payee of resident contractors and professionals/ Payee of Virtual Digital Asset)^
32 Sr. No.^Acknowledgement Number^Name of Deductor^PAN of Deductor^Transaction Date^Total Transaction Amount(Rs.)^Total TDS Deposited(Rs.)
33 ^^^ No Transactions Present ^^^^^^^
34
35 ^PART-V - Details of Tax Collected at Source^
36 Sr. No.^Name of Collector^TAN of Collector^Total Amount Paid / Debited(Rs.)^Total Tax Collected(Rs.)^Total TCS Deposited(Rs.)
```

A callout bubble with an orange border and a tail pointing to the text in the worksheet contains the text: "Selected Text paste in to MS Excel Worksheet".

3. Pictorial guide to convert Form 26AS/Annual Tax Statement .txt file to .xls file (Contd.)

Step 3: Select the entire first column 'A' in the worksheet, then select data after that select option of Text to Column

The screenshot shows the Microsoft Excel interface with the 'Data' tab selected. The 'Text to Columns' button is highlighted in the 'Data Tools' group. The first column of the worksheet is selected. Three callouts provide instructions:

1. Select the entire first column 'A' in the worksheet
2. Select Data
3. select option of Text to Column

The worksheet contains the following data:

Creation Date	Permanent Account Number (PAN)	Current Status of PAN	Assessment Year	Name of Assessee	Address Line 1	Address Line 2	Address Line 3	Address Line 4	Address Line 5	Statecode	Pin Code
02-2023	BAHPM...	ACTIVE	2022-2023	ABHISHEK MISHRA	ADHY...						
ART-I - Details of Tax Deducted at Source											
No.	Name of Deductor	TAN of Deductor	Total Amount Paid / Credited (Rs.)	Total Tax Deducted (Rs.)	Total TDS Deposited (Rs.)						
192	30-Dec-2022	FA28-Jan-2023									
192	30-Nov-2022	FA28-Jan-2023									
192	31-Oct-2022	FA28-Jan-2023									
192	30-Sep-2022	FA26-Oct-2022									
192	31-Aug-2022	FA26-Oct-2022									
192	29-Jul-2022	FA26-Oct-2022	26313.00	0.00	0.00						
192	30-Jun-2022	FA24-Jul-2022	26313.00	0.00	0.00						
192	31-May-2022	FA24-Jul-2022	26313.00	0.00	0.00						
192	29-Apr-2022	FA24-Jul-2022	26294.00	0.00	0.00						
ART-II - Details of Tax Deducted at Source for 15G / 15H											
No.	Name of Deductor	TAN of Deductor	Total Amount Paid / Credited (Rs.)	Total Tax Deducted (Rs.)	Total TDS Deposited (Rs.)						
***** No Transactions Present *****											
ART-III - Details of Transactions under Proviso to section 194B/First Proviso to sub-section (1) of section 194R/ Proviso to sub-section(1) of section 194S											
No.	Name of Deductor	TAN of Deductor	Total Amount Paid / Credited (Rs.)								
***** No Transactions Present *****											
ART-IV - Details of Tax Deducted at Source u/s 194IA/ 194IB / 194M/ 194S (For Seller/Landlord of Property/Payee of resident contractors and professionals/ Payee of Virtual Digital Asset)											
No.	Acknowledgment Number	Name of Deductor	PAN of Deductor	Transaction Date	Total Transaction Amount (Rs.)	Total TDS Deposited (Rs.)					
***** No Transactions Present *****											
ART-V - Details of Tax Collected at Source											
No.	Name of Collector	TAN of Collector	Total Amount Paid / Debited (Rs.)	Total Tax Collected (Rs.)	Total TCS Deposited (Rs.)						

3. Pictorial guide to convert Form 26AS/Annual Tax Statement .txt file to .xls file (Contd.)

Step 4: After click on Text to Column, A Pop up window will be open.

Convert Text to Columns Wizard - Step 1 of 3

The Text Wizard has determined that your data is Fixed Width.
If this is correct, choose Next, or choose the data type that best describes your data.

Original data type

Choose the file type that best describes your data:

- Delimited - Characters such as commas or tabs separate each field.
- Fixed width - Fields are aligned in columns with spaces between each field.

Preview of selected data:

1	Annual Tax Statement
2	
3	File Creation Date Permanent Account Number (PAN) Current Status of PAN Financial Year Assessment Year Name
4	27-02-2023 BAHPM3107Q ACTIVE 2022-2023 2023-2024 ABHISHEK MISHRA ADHYAPAK NAGAR GALI NO 2 BH
5	

Cancel < Back Next > Finish

1. Select Delimited

2. Click on Next

3. Pictorial guide to convert Form 26AS/Annual Tax Statement .txt file to .xls file (Contd.)

Step 4(Contd.): Select 'General' and click on 'Finish'

Convert Text to Columns Wizard - Step 3 of 3

This screen lets you select each column and set the Data Format.

Column data format

- General
- Text
- Date: DMY
- Do not import column (skip)

Destination: SAS1

Data preview

General	General	General
File Creation Date	Permanent Account Number (PAN)	Current Status
27-02-2023	BAHPM3107Q	ACTIVE

Click on 'General' option

Click on Finish option

3. Pictorial guide to convert Form 26AS/Annual Tax Statement .txt file to .xls file (Contd.)

Sample of Form 26AS/Annual Tax Statement in Excel Format

Annual Tax Statement

Permanent Account Number (PAN): [Redacted] Status of PAN: ACTIVE Financial Year: 2022-23 Assessment Year: 2023-24

Name of Assessee: [Redacted]

Address of Assessee: [Redacted], L, SIRSAGANJ.

- Above data / Status of PAN is as per PAN details. For any changes in data as mentioned above, you may submit request for corrections. Refer www.tin-nsdl.com / www.utiitsl.com for more details. In case of discrepancy in status of PAN please contact your Assessing Officer. (All amount values are in INR)

PART-I - Details of Tax Deducted at Source

Sr. No.	Name of Deductor	TAN of Deductor	Total Amount Paid / Credited	Total Tax Deducted*	Total TDS Deposited			
1	[Redacted]	[Redacted]	251040.00	0.00	0.00			
Sr. No.	Section ¹	Transaction Date	Status of Banking	Date of Banking	Remarks ^{**}	Amount Paid / Credited	Tax Deducted ^{***}	TDS Deposited
1	192	30-Dec-2022	F	28-Jan-2023	-		0.00	0.00
2	192	30-Nov-2022	F	28-Jan-2023	-		0.00	0.00
3	192	31-Oct-2022	F	28-Jan-2023	-		0.00	0.00
4	192	30-Sep-2022	F	26-Oct-2022	-		0.00	0.00
5	192	31-Aug-2022	F	26-Oct-2022	-		0.00	0.00
6	192	29-Jul-2022	F	26-Oct-2022	-		0.00	0.00
7	192	30-Jun-2022	F	24-Jul-2022	-		0.00	0.00
8	192	31-May-2022	F	24-Jul-2022	-		0.00	0.00
9	192	29-Apr-2022	F	24-Jul-2022	-		0.00	0.00

PART-II - Details of Tax Deducted at Source for 15G / 15H

Sr. No.	Name of Deductor	TAN of Deductor	Total Amount Paid / Credited	Total Tax Deducted*	Total TDS Deposited
No Transactions Present					

PART-III - Details of Transactions under Proviso to section 194B/First Proviso to sub-section (1) of section 194R/ Proviso to sub-section (1) of section 194S

Sr. No.	Name of Deductor	TAN of Deductor	Total Amount Paid / Credited
No Transactions Present			

PART-IV - Details of Tax Deducted at Source u/s 194IA/ 194IB / 194M/ 194S (For Seller/Landlord of Property, contractors and professional/ Payee of Virtual Digital Asset)

Sr. No.	Acknowledgement No.	Name of Deductor	PAN of Deductor	Transaction Date	Total Trans
No Transactions Present					

File available in MS Excel

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