

E-Tutorial

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TDS
Centralized Processing Cell

1. Important Information on Request for Refund

- Deductor can apply for TDS refund from **FY 2007-08 onwards**.

Note: As per **CIRCULAR NO. 2/2011 [F.NO. 385/25/2010IT(B)]**, DATED 27/04/2011 TDS Refund will be given to those Challans which are deposited 01-04-2010 onward other than section 195 (non-resident) and in case of section 195 TDS refund functionality is available from Financial Year 2007-08 onward as earlier.

- It is mandatory to register digital signature of authorized person on TRACES to submit the Refund Request.
- PAN of Deductor as per TAN Master and TRACES profile should be same and non blank.
- No Outstanding demand should be present against TAN and against any TAN(s) associated with PAN of Deductor (if available).
- No Outstanding demand should be present against PAN of Deductor.
- A refund request consists of maximum of Five Challans. For more than five 5 Challans , Deductor needs to raise a new refund request.

- Maximum refund amount will be the available unclaimed balance amount in the Challan history.

- Refund request can be raised for those Challans where unclaimed amount is greater than Rs. 100.00 per Challan.

- Ensure that all statements in which the challan has been claimed should be processed before claiming refund for the challan.

2. Brief Steps of TDS Refund Request

Step 1 : Login to TRACES website and Go to “**Request for Refund**” under “ **Statement Payment** ” tab.

Step 2 : Go to Refund Checklist and click on “**Proceed** “

Step 3 : Please select Section code:

➤ **Refund Request for Challan u/s 195**

➤ **Refund Request for Challan other than sec. 195**

➤ Select Appropriate reason for raising the Refund Request, Click on “ **Add Challan**” after selecting appropriate reason

Step 4 : Give Challan details & select Whether Challan pertains to appeal order or Whether Challan pertains to Vivad se Vishwas Scheme then enter appeal order number/ Vivad se Vishwas Scheme number received from appellate authority.

Step 5 : Provide Bank Account details to proceed with the request.

Step 6 : Verification page : Click on “**Proceed**” to continue TDS refund request.

Step 7 : Confirmation Page : Click on “**Submit Refund Request**” to continue TDS refund request.

Step 8 : Select a “**Digital Signature Certificate**” to proceed further

Step 9 : Form No. 26B Acknowledgement must be submitted within 14 days to the Assessing officer.

Note: **Refund request will be transferred to ADC approval (if refund amount is exceeding Rs. 50 Lakh)**

Step 10 : Request will be available under “ **Track refund Request**”.

Step 11 : Under “**Track Refund Request**” select search “**Option 1 or Option 2**” to view Refund Status with remarks.

3. Sample of Maximum Refund Allowed Calculation

REFUND CALCULATION				
F.Y	BSR	DOD	CSN	Challan Amount
2014-15	5252525	1-Apr-14	12345	20000
Statement Details- Original				
F.Y	Qtr	Form Type	TDS Amount Tagged against Deductees	
2018-19	2	26Q	2000	
Calculation of Maximum Refund Allowed:- Challan Amount = 20000 Utilized Amount= 2000 Maximum Refund Allowed Amount= Total Challan Amount - Maximum Utilized Amount in Challan History i.e 20000-2000=18000				
Available Balance in Oltas		Maximum Refund Allowed Amount		Remaining Available Balance
18000		18000		0
Statement Details- Correction				
F.Y	Qtr	Form Type	Correction TDS Amount against Deductees	
2018-19	2	26Q	0	
Calculation of Maximum Refund Allowed:- Challan Amount = 20000 Utilized Amount= 0 Maximum Refund Allowed Amount= Total Challan Amount - Maximum Utilized Amount in Challan History i.e 20000-0=20000				
Available Balance in Oltas		Maximum Refund Allowed Amount		Remaining Available Balance
20000		18000		2000

4. Pictorial guide of Request for Refund

TRACES Home Page

The screenshot shows the TRACES Home Page. At the top left is the TDS Centralized Processing Cell logo. In the center is the TRACES logo with the text 'TDS Reconciliation Analysis and Correction Enabling System'. On the right is the Government of India Income Tax Department logo. Below the logos is a navigation bar with 'Home', 'Deductor', 'Tax Payer', 'PAO', and 'Help' buttons. A banner below the navigation bar contains two notices: 'Notice Inviting Tender (NIT) for Retender for selection of Managed Service Provider (MSP) for CPC (TDS) 2.0. [Click here](#) for more.' and 'Notice Inviting Tender (NIT) for Request For Proposals (RFP) for Selection of Managed Service Provider (MSP) for ITBA 2.0 Project. [Click here](#) for more.'

The main content area is divided into three columns. The left column has a 'Login' section with links for 'Login', 'Register as New User', 'Forgot Password', and 'Forgot User ID'. An orange callout bubble points to the 'Login' link with the text 'Click on 'Login' available at TRACES home page'. Below this is a 'Customer Care' section with toll-free numbers (1800 103 0344, 0120 4814600, 0120 4816105) and an email address (contactus@tdscpc.gov.in). At the bottom of the left column is a 'New FAQs View more' section with links for 'Deductor', 'Tax Payer', and 'General'.

The middle column has an 'About the portal' section with a 'View more' link and an image of a person using a laptop. Below the image is a paragraph: '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).'

The right column has a 'Quick Links' section with a list of links: 'List of Hospitals : Approval u/s 17(2)(viii)(ii)(b)', 'Circulars / Notifications / Instructions', 'TDS CPC Communications', 'DIN Verification', 'e-Tutorials', 'Rates and Tables', 'Forms', 'Conso File Formats', 'TDS on Sale of Property', 'Right to Information', 'Section codes for 26A/27BA', 'Services', 'Guidelines u/s 194-O(4) & 206C(1-l) 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)'. At the bottom of the page, there is a link for 'TDS on Sale of Property'.

4. Pictorial guide of Request for Refund (Contd.)

Step 1 : Login to TRACES website with User ID, Password and the Verification code

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

Government of India
Income Tax Department

Home **Deductor** Tax Payer PAO **Help**


Login as : Deductor Taxpayer PAO

Deductor Login

User Id* ?

Password*

TAN for Deductor*

Verification Code*  Click to refresh image

Enter text as in above image*

Login

[Register as New User](#) [Forgot Password?](#) [Forgot User Id?](#)

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

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

4. Pictorial guide of Request for Refund (Contd.)

Step1(Contd.) : Landing Page will be displayed on the screen

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

Search In Keyword

A A A

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 **Help**

Quick Links

- Challan Status
- Request for Justification Report Download
- Request for Conso File
- Download Form 16
- Requested Downloads
- PAN Verification
- Inbox **New**

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

4. Pictorial guide of Request for Refund (Contd.)

Step1 (Contd.) Select "Request for Refund" option available under "Statements / Payments" tab

The screenshot displays the TDS TRACES portal interface. At the top, there are navigation links: Home, About Us, Contact Us, e-Tutorials, Related Links, and Logout. A search bar is present with a dropdown menu set to 'English'. The main header features the TDS logo (Centralized Processing Cell) and the TRACES logo (TDS Reconciliation Analysis and Correction Enabling System). On the right, the Government of India Income Tax Department logo is visible.

The main navigation menu includes: Dashboard, Statements / Payments, Defaults, Communications, Forms, Downloads, Profile, and Help. The 'Statements / Payments' tab is selected, and its dropdown menu is open, showing various options. The 'Request for Refund' option is highlighted with a blue bar. A callout bubble points to this option with the text: "Select 'Request for Refund' option available under 'Statements/Payments' tab."

Another callout bubble points to the 'Help' icon in the top right corner of the navigation menu with the text: "For more details on any screen, click on Help icon".

On the left side of the dashboard, there are sections for 'Check Notices from Assessee', 'Quick Links' (including Challan Status, Request for Justification Report Download, Request for Conso File, Download Form 16, Requested Downloads, PAN Verification, and an 'Inbox' with a 'New' badge), and 'Register at E-Filing Site'. At the bottom left, there is a 'New' badge and 'Tax Payer Grievance Tickets'.

On the right side, there is a 'Customer Care' section with 'Toll-Free: 1800 103 0344', a phone icon, '0120 4814600', and an email icon with 'contactus@tdscpc.gov.in'. Below this is a 'User Login Details' section.

4. Pictorial guide of Request for Refund (Contd.)

Step 2 : Before submitting the refund request go through the checklist and click on “Proceed”

The screenshot displays the TRACES TDS portal 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 menu includes 'Dashboard', 'Statements / Payments', 'Defaults', 'Communications', 'Forms', 'Downloads', and 'Profile'. A 'Help' button is visible on the right. The main content area is titled 'Refund Checklist' and contains a table with 11 validation points. A 'Proceed' button is located at the bottom left of the page.

Sr. No.	Validations
1	Digital Signature Certificate of authorized person should be registered on TRACES at the time of submitting request.
2	PAN of Deductor as per TAN Master and TRACES Profile should be same and non-blank.
3	No Total Outstanding Demand against your TAN and against any TAN(s) associated with your PAN of Deductor (if applicable).
4	No Outstanding Demand should be present against PAN of Deductor.
5	Refund request can be raised for those challans where unclaimed amount is greater than Rs.100.00 per challan.
6	Maximum Amount that can be claimed as refund will be the available unclaimed balance amount in the challan history.
7	Please ensure that all statements in which the challan has been claimed should be processed before claiming refund for the challan.
8	A refund request can consist maximum of 5 challans.
9	A Refund Request can have challan(s) either u/s 195 or challans other than 195.
10	Maximum Refund Allowed Amount can be changed by Assessing Officer in case of appeal order/vivad se vishwas tak scheme.
11	Maximum Refund Amount may be issued subject to the verification of challan consumption history by Assessing Officer.

Click on “**Proceed**” option

Check the “**Refund checklist**” before proceeding with request

4. Pictorial guide of Request for Refund (Contd.)

Step 3: Select section code of Challan & reason of raising request then click on “Add Challan” to proceed further

Request for Refund - Form 26B

Refund Request

i Please select section code of challan for refund Request Type

Refund Request for challan(s) u/s 195 Refund Request for challan(s) u/s other than 195

A Refund Request can have challan(s) either u/s 195 or challans u/s other than 195

i Notes:

- Refund Request can be submitted for OLTAS challans where unclaimed amount is greater than Rs. 100.00 per challan
- Refund Request can consist of maximum 5 challans
- You cannot claim the credit of challans (used in refund request) in any statements or otherwise except the remaining available balance
- Please ensure that all statements wherein the challan (s) has/have been claimed must be processed before claiming refund. [Click here](#) to view Statement Status
- Maximum Refund Amount may be issued subject to the verification of challan consumption history by Assessing Officer.
- Click on 'Add Challan' to add challan for which refund is to be claimed

Please select atleast one of the below mentioned reasons for raising refund request:

I have made an excess payment of tax by mistake and the amount of refund claimed is not the part of tax deducted/deductible.

I have closed my business and there is no outstanding liability of tax deducted at source.

Refund due to appeal effect

Vivad Se Vishwas Scheme

Other

Add Challan

Select appropriate Section Code

Select Appropriate reason for raising the refund request

Click on “Add Challan” after selecting appropriate reason

Note: In case Deductor selects “Other” as a reasons for raising refund request. A popup window will be open to provide their suitable reason.

4. Pictorial guide of Request for Refund (Contd.)

Step 4: Enter Challan details and click on "View Challan Details"

The screenshot shows the 'Add Challan' form in a web application. The navigation bar includes 'Dashboard', 'Statements / Payments', 'Defaults', 'Communications', 'Forms', 'Downloads', and 'Profile'. A 'Help' button is visible in the top right. The form is titled 'Add Challan' and includes a progress indicator showing 'Step 1' as the active step. Below the title, there are two informational messages: one about entering challan details for a refund request and another about special characters allowed in the Appeal Order Number/Vivad Se Vishwas Scheme Number. The form fields are: BSR Code* (3625698), Date Of Deposit* (15-Sep-2018), Challan Serial Number* (36526), Challan Amount (Rs.)* (990000.00), Whether Challan pertains to appeal order (Select), and Whether Challan pertains to Vivad Se Vishwas Scheme* (Select). A 'View Challan Details' button is located at the bottom right of the form, and a 'Cancel' button is at the bottom left. Callouts provide instructions: 'Enter requested Challan Details' points to the form area; 'Click Here to "View Challan details"' points to the 'View Challan Details' button; 'Click on "Cancel" and go to previous page' points to the 'Cancel' button; and 'Select "Yes" or "No" option. If Challan pertains to appeal order or Vivad se vishwas scheme, then enter the appeal order/vivad se vishwas Scheme number' points to the two dropdown menus.

4. Pictorial guide of Request for Refund (Contd.)

Step 4 (Contd.) : Check Challan consumption details and click to “I Agree” for the declaration

Financial Year	Quarter	Form Type	Consumed Amount(₹)	Latest Token Number	Challan Status	Available Amount as per OLTAS(₹)	Maximum Refund Allowed [#] (₹)	Remaining Available Balance(₹)
2018-19	Q1	26Q	14,650.00	9846XXXXXXXX6132	Claimed	10,400.00	10,400.00	0.00

Declaration

I solemnly declare that the information mentioned above is correct to the best of my knowledge and belief that:

- I confirm that there is no demand against my PAN ABCPA1234B
- The amount available in the challan is correct
- I have consumed this challan to the extent reflected in the above mentioned statements ONLY and in no other statement
- I will not consume the challan used in the Refund Request in any statement in future except for the remaining available balance
- I have not claimed any of these challans against any demand.
- The reason of refund selected is correct.

Click here to agree the declaration

Tick all the declarations to enable “I Agree” Button

Click on ‘Cancel’ and go to previous page

If user clicks on “I Disagree” button than two options will be provided, either add another Challan or move back to the Challan detail page to accept the declaration.

4. Pictorial guide of Request for Refund (Contd.)

Step 4 (Contd.) : Click on “Proceed” to continue TDS refund request

Request for Refund - Form 26B

Step 1 ---- Step 2 ---- Step 3 ---- Step 4

Challan Details

Amount paid in the Central Government account
Challans out of which refund is being claimed

Challan Identification Number (CIN)	Challan Details			Refund Details			Appeal/ Vivad Se Vishwas Scheme Details			
	Date on which Tax Deposited	Challan Serial Number	Challan Amount (₹)	Total Amount Consumed (₹)	Available Amount as per OLTAS (₹)	Maximum Refund Allowed # (₹)	Remaining Available Balance(₹)	Whether Challan pertains to appeal order	Whether Challan pertains to Vivad Se Vishwas Scheme	Appeal Order Number/Vivad Se Vishwas Scheme Number
645****	15-Sep-2018	94533	25,050.00	14,650.00	10,400.00	10,400.00	0.00	NO	YES	1234
Total (₹)			25,050.00	14,650.00	10,400.00	10,400.00	0.00			

Notes:

- Maximum Refund Allowed amount will be the minimum challan balance amount in the challan history. Amount must be greater than ₹100.00 per challan.
- For a challan, refund paid will be the lesser of Total Amount Available and Total Maximum Refund Allowed. You can claim the Remaining Available Balance of the challan in other statements.
- Maximum Refund Amount may be issued subject to the verification of challan consumption history by Assessing Officer.
- Click on 'Add Challan' to add another challan for which refund is to be claimed.
- Click on a row to select it and click on 'Remove Challan' to remove the challan row.

Add Challan **Remove Challan** **Proceed**

Click here to add more challans. Maximum five challans can be added

Click on 'Proceed' to continue

“Remove Challan” Button will be enabled once Challan row has been selected,

Note : If deductor wants to add more Challan than click on “Add Challan” Button and it will redirect to slide no. 11 to enter Challan details.

4. Pictorial guide of Request for Refund (Contd.)

Step 5: Enter Bank Details and click on “Proceed” option

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

Request for Refund - Form 26B

Step 1 ---- Step 2 ---- Step 3 ---- Step 4

Values cannot be edited on screen. Select a checkbox in 'Bank Details' section to populate values from Last Refund

The refund cheque will be issued in the Name of the Deductor as displayed below. If you want to change the name, kindly change it through a TAN application.

Deductor Details

TAN of Deductor:

Name of Deductor:

PAN Of Deductor:

Communication Address

The refund cheque will be issued in the Name of the Deductor as displayed below. If you want to change the name, kindly change it through a TAN application.

Flat / Door / Block No.:

Activate W Go to Settings

Deductor details will be auto populated

4. Pictorial guide of Request for Refund (Contd.)

Step 5 (Contd.): Enter Bank Details and click on “Proceed” option

Deductor Details

TAN of Deductor: [REDACTED]

Name of Deductor: [REDACTED]

PAN Of Deductor: [REDACTED]

Communication Address

The refund cheque will be issued in the Name of the Deductor as displayed below. If you want to change the name, kindly change it through a TAN application.

Flat / Door / Block No.: GHAZIABAD

Name of Premises / Building / Village: [REDACTED]

Road / Street / Post Office: [REDACTED]

Area / Locality: KOSI

Town / City / District: MATHURA

State / Union Territory: Uttar Pradesh

PIN Code: 281403

Bank Details

Same as in previous refund request. View Bank Details as per Previous Refund Request

Bank Name: --Select--

Bank Account Number: [REDACTED]

Confirm Bank Account Number: [REDACTED]

IFSC Code: [REDACTED]

Type of Account: --Select--

Proceed <Back

Callouts:

- Tick the checkbox if user wants to replicate the bank details mentioned in the previous refund request (if any)
- User will be able to view Previous bank details as in available in previous refund request
- Please fill Bank Account details
- Click on 'Proceed' to continue
- Click on 'Back' to go to previous screen

Note : Provide the bank details or select details same as previous Refund Request


4. Pictorial guide of Request for Refund (Contd.)

Step 6: Verification page : Click on “Proceed” to continue TDS refund request

The screenshot displays the TRACES TDS portal 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 emblem. A navigation bar includes 'Dashboard', 'Statements / Payments', 'Defaults', 'Communications', 'Forms', and 'Downloads'. Below this is a 'Profile' section with a 'Help' button. The main heading is 'Request for Refund - Form 26B', with a progress indicator showing 'Step 1' as active and 'Step 2', 'Step 3', and 'Step 4' as completed. The 'Verification Details' section contains a message: 'Details are populated as per your profile information. Admin User can update details in Profile section'. Below this, the following details are shown: 'Name of Authorized Person', 'Father's Name of Authorized Person ABCD', 'Designation of Authorized Person CEO', 'Places:', and 'Date 27-Sep-2022'. A note at the bottom states: 'If you want to change the name, kindly change it through a TAN application. If you want to change the address, kindly change it from TRACES profile.' At the bottom of the form, there are 'Proceed' and '<Back' buttons. Callouts indicate that clicking 'Proceed' confirms details and clicking 'Back' returns to the previous screen. A large callout bubble notes that details are auto-populated from the TRACES profile.


4. Pictorial guide of Request for Refund (Contd.)

Step 7 Confirmation Page : Click on “Submit Refund Request” to continue TDS refund request



TDS
Centralized Processing Cell

TRACES
TDS Reconciliation Analysis and Correction Enabling System



सर्वकारा जल्ल
Government of India
Income Tax Department

Dashboard

Statements / Payments

Defaults

Communications

Forms

Downloads

Profile

Help

Request for Refund - Form

Step 2 ---- Step 3 ---- Step 4

Edit

Challan Details

Challan Identification Number (CIN)			Challan Amount (₹)	Total Amount Consumed (₹)	Refund Details			Appeal/ Vivad Se Vishwas Scheme Details		
BSR Code of the Bank Branch	Date on which Tax Deposited	Challan Serial Number			Available Amount as per OLTAS (₹)	Maximum Refund Allowed (₹)	Remaining Available Balance (₹)	Whether Challan pertains to appeal order	Whether Challan pertains to Vivad Se Vishwas Scheme	Appeal Order Number/Vivad Se Vishwas Scheme Number
645****	15-Sep-2018	94533	25,050.00	14,650.00	10,400.00	10,400.00	0.00	No	Yes	1234
Total (₹)			25,050.00	14,650.00	10,400.00	10,400.00	0.00			

Deductor Details

Click on “**Edit**” button it will navigate to slide no. 13.

4. Pictorial guide of Request for Refund (Contd.)

Step 7(Contd.) Confirmation Page : Click on “Submit Refund Request” to continue TDS refund request

The screenshot displays a confirmation page for a TDS refund request. It is divided into three main sections: Deductor Details, Communication Address, and Bank Details. Each section contains specific fields for data entry. Callouts provide instructions: one points to the Deductor Details fields stating they are non-editable; another points to an 'Edit' button, instructing the user to click it to edit bank details; and a third points to the 'Submit Refund Request' button, stating that a digital signature certificate pop-up will appear after clicking it.

Deductor Details	
Name of Deductor	
PAN Of Deductor	

Communication Address	
Flat / Door / Block No.	
Name of Premises / Building / Village	
Road / Street / Block / Sector	
Area/Locality	KOSI
Town / City / District	
State / Union Territory	Uttar Pradesh
PIN Code	

Bank Details	
Bank Name	HDFC BANK LTD
Bank Account Number	111111111111111111
IFSC Code	-----
Type of Account	Savings account

[Submit Refund Request](#) [Edit](#)

4. Pictorial guide of Request for Refund (Contd.)

Step 8 : Select a “Digital Signature” and proceed

Details of sum paid in the Central Government account through challans out of which refund is being claimed				Refund Details			Appeal/ Vivad Se Vishwas Scheme Details			
Challan Identification Number (CIN)			Challan Amount (₹)	Total Amount Consumed (₹)	Available Amount as per OLTAS (₹)	Maximum Refund Allowed (₹)	Remaining Available Balance(₹)	Whether Challan pertains to appeal order	Whether Challan pertains to Vivad Se Vishwas Scheme	Appeal Order Number/Vivad Se Vishwas Scheme Number
ESR Code of the Bank Branch	Date on which Tax Deposited	Challan Serial Number								
045****	15-Sep-2018	94533	25,050.00	14,650.00	10,400.00	10,400.00	0.00	No	Yes	1234
Total (₹)			25,050.00	14,650.00	10,400.00	10,400.00	0.00			

Deductor Details


Name of Deductor
PAN of Deductor
Communication Address
Flat / Door / Block No.
Name of Premises / Building / Village
Road / Street / Post Office
Area / Locality
Town / City / District
State / Union Territory
PIN Code

Bank Details

Bank Name
Bank Account Number
IFSC Code
Type of Account

Submit R

emSigner



Content to Sign:
ABCPA1234B^SHREE AMEY CONSTRUCTION^NSKS20167A^1^CR^Thu Nov 22 12:38

Certificate Store

Common Name	Issuer Name	Serial No	Valid To
test12	e-Mudhra Sub CA for Cl...	773598d8	30-06-2018
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
test11	e-Mudhra Sub CA for Cl...	1748778a31	02-07-2020

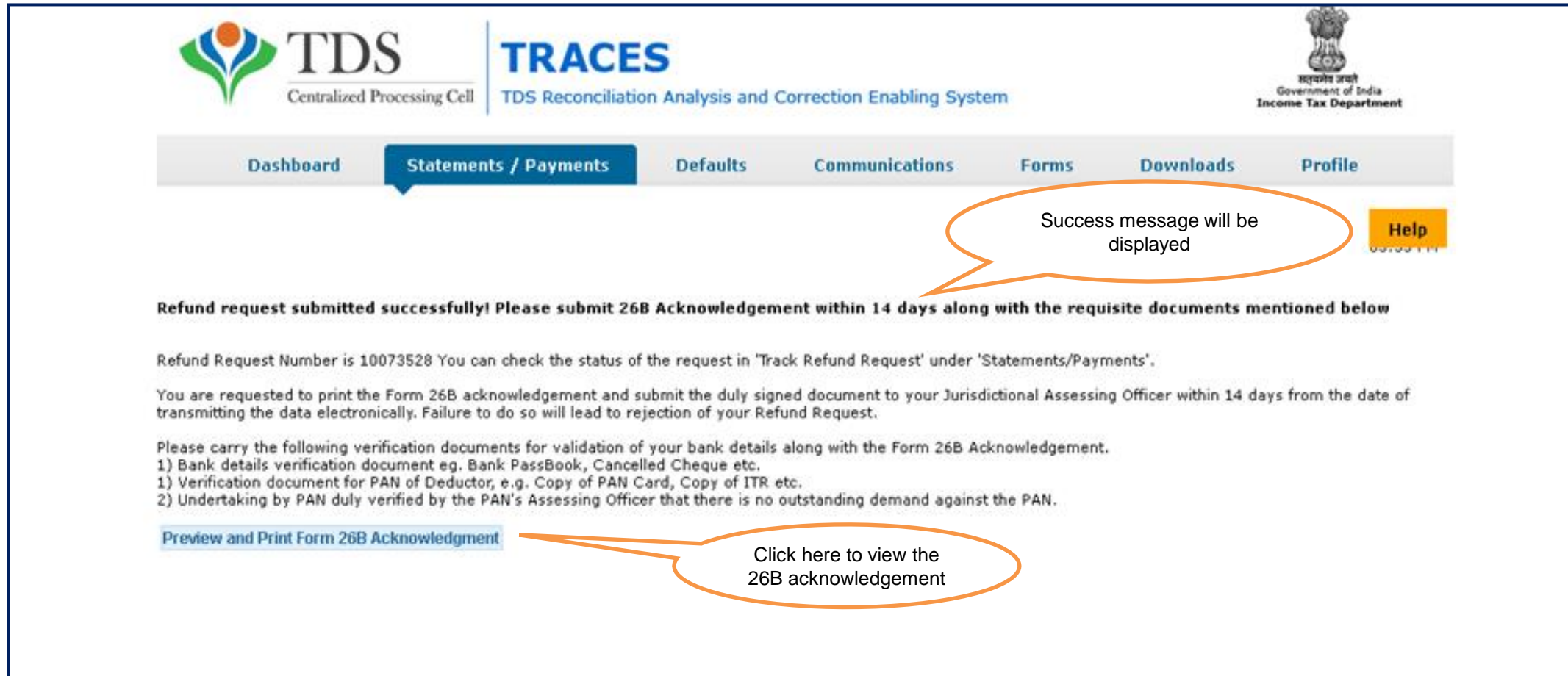
View Certificate Sign Cancel

Select a digital signature and click on 'Sign' to Proceed further.

Note: Digital Signature Certificate is mandatory to submit TDS refund request.

4. Pictorial guide of Request for Refund (Contd.)

Step 9 : Successful message will be displayed and click on “Preview and print form 26B acknowledgment



The screenshot displays the TRACES (TDS Reconciliation Analysis and Correction Enabling System) interface. At the top, there are logos for TDS Centralized Processing Cell and the Government of India Income Tax Department. A navigation menu includes Dashboard, Statements / Payments (highlighted), Defaults, Communications, Forms, Downloads, and Profile. A yellow 'Help' button is visible on the right. The main content area shows a success message: 'Refund request submitted successfully! Please submit 26B Acknowledgement within 14 days along with the requisite documents mentioned below'. It provides the Refund Request Number (10073528) and instructions on how to track the request and print the Form 26B acknowledgment. A list of required verification documents is provided. A blue button labeled 'Preview and Print Form 26B Acknowledgment' is highlighted with an orange callout bubble that says 'Click here to view the 26B acknowledgement'. Another orange callout bubble points to the success message, stating 'Success message will be displayed'.

Refund request submitted successfully! Please submit 26B Acknowledgement within 14 days along with the requisite documents mentioned below

Refund Request Number is 10073528 You can check the status of the request in 'Track Refund Request' under 'Statements/Payments'.

You are requested to print the Form 26B acknowledgement and submit the duly signed document to your Jurisdictional Assessing Officer within 14 days from the date of transmitting the data electronically. Failure to do so will lead to rejection of your Refund Request.

Please carry the following verification documents for validation of your bank details along with the Form 26B Acknowledgement.

- 1) Bank details verification document eg. Bank PassBook, Cancelled Cheque etc.
- 1) Verification document for PAN of Deductor, e.g. Copy of PAN Card, Copy of ITR etc.
- 2) Undertaking by PAN duly verified by the PAN's Assessing Officer that there is no outstanding demand against the PAN.

[Preview and Print Form 26B Acknowledgment](#)

4. Pictorial guide of Request for Refund (Contd.)

Step 9 (Contd.) : Furnish "Form 26B Acknowledgement"

Request for Refund

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

FORM 26B - ACKNOWLEDGEMENT

Request No.: Refund Request **Not Allowed** | Date of Request: Date on which request is submitted

Name and Address of the Debtor

Name and Address as per debtor details and communication address in Form 26B

PAN of Debtor	PAN of Debtor	Total Refund Amount Claimed (₹)	Number of Challans
PAN-As per debtor details	PAN-As per debtor details	Total of Non-manufactured Goods in per Form 26B	Level of total Challans

DETAILS OF CHALLANS CLAIMED IN THE REFUND REQUEST

Sr. No.	Challan Identification number (CIN)	Available Amount (₹)	Refund Amount Claimed (₹)	Remaining Available Balance (₹)
1	BANK Code -As per Form 26B Date on which Tax Deposited (dd-mm-yyyy) Challan Serial Number	Available Amount -As per Form 26B	Minimum Refund Allowed in per Form 26B	Remaining Available Balance -As per Form 26B
2	BANK Code -As per Form 26B Date on which Tax Deposited -As per Form 26B Challan Serial Number -As per Form 26B	Available Amount -As per Form 26B	Minimum Refund Allowed in per Form 26B	Remaining Available Balance -As per Form 26B
Total (₹)		Sum total of above amounts	Sum total of above amounts	Sum total of above amounts

I undertake that:-

- Sum of Total Refund Amount Claimed as above (₹ - in words) has been claimed as refund which is the minimum available balance of Credit of total **₹ 10,00,00,000** challans as on date
- I shall not claim the credit of these challans in TDS statements or otherwise except for the remaining available balance of Total Remaining balance as given above

The above given information is true, complete and correct and is based on the best TDS deposited and other available records.

Request No.: Refund Request **Not Allowed** | Date of Request: Date on which request is submitted

Place: _____ | Place from Public on TRACES

Date: _____ | By whom Date

Signature of Authorized Person

Designation: _____ | Full Name from Public on TRACES

Note: Please furnish Form 26B Acknowledgement to your Jurisdictional Assessing Officer within 14 days from the date of transmitting the data electronically. Failing to do so will lead to rejection of your Refund Request.

View the 26B acknowledgement

Furnish Form 26B acknowledgement to your Jurisdictional Assessing Officer **within 14 days from the date of transmitting the data electronically.** Failing to do so will lead to rejection of your refund request.

4. Pictorial guide of Request for Refund (Contd.)

Some of the common rejection reasons are:

- Request will be rejected by AO or Refund Banker in case of Invalid Bank Details.
- Request will be rejected in case of change in maximum refund allowed amount.
- Request will be rejected in case of Challan correction is in-progress.
- Request will be rejected in case of force Challan matching is in-progress.
- Request will be rejected in case of Outstanding Demand.

CLARIFICATION ABOUT STATUS OF REQUEST OF REFUND AFTER SUBMITTING 26B (ACKNOWLEDGMENT OF REQUEST) TO A.O.

- **PENDING WITH AO TDS** : Status will be Pending with A.O once the request is submitted for A.O Approval.
- **PENDING WITH TDS-CPC** : Status will be pending with TDS CPC if request is approved by AO.
- **PENDING WITH REFUND BANKER:** Status will be pending with Refund Banker for verification of account details.

5. Pictorial guide to track Request for Refund

Click on “Track Refund Request” to track the request

The screenshot displays the TDS TRACES portal interface. At the top, there are navigation links: Home | About Us | Contact Us | e-Tutorials | Related Links | Logout. A search bar is present with the text 'Search In Keyword'. The main header features the TDS logo (Centralized Processing Cell) and the TRACES logo (TDS Reconciliation Analysis and Correction Enabling System). On the right, the Government of India Income Tax Department logo is visible. Below the header, a navigation bar includes: Dashboard, Statements / Payments (selected), Defaults, Communications, Forms, Downloads, Profile, and Help. A 'Quick Links' sidebar on the left lists various services. The 'Statements / Payments' dropdown menu is open, and the 'Track Refund Request' option is highlighted with a blue bar. An orange callout bubble points to this option with the text 'Click here to Track Refund Request'. Other options in the dropdown include Statement Status, Challan Status, View TDS / TCS Credit, PAN Verification, Request for Conso File, 197 Certificate Validation, Declaration for Non - Filing of Statements, Declaration To Deposit Lower TDS, Request for OLTAS Challan Correction, Track Oltas Challan Correction Request, Request for 26A/27BA, and Track request for 26A/27BA. The main content area shows a 'Customer Care' section with contact information and a 'User Login Details' section with fields for TAN / PAN, IP, and Last logged in on. A footer note states: 'Do not use Back or Refresh button on any page as this may lead to inconsistent behaviour'.

5. Pictorial guide to track Request for Refund (Contd.)

Choose “option 1 or Option 2” to search Refund Status

Request for Refund (contd.)

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

Ministry and Government of India Income Tax Department

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

Track Status of Refund Request

Please use either of search options to search Refund Status

Search Option 1 Search Option 2

Search Option 1
Please enter either request number or request date range

Refund Request Number/Refund Validation Request Number Refund Request Date From To

(dd-mmm-yyyy; e.g., 12-Dec-1980)

Track the request through either search option 1 or 2

- Search Option 1 : user can enter either Refund Request Number or Refund Request Date or both
- Search Option 2 : user must enter BSR Code, Date of Deposit and Challan Serial Number of the challan for which refund request has been submitted

5. Pictorial guide to track Request for Refund (Contd.)

User can see the Refund Status under “Track Refund Request”.

Track Refund Request

Search Option 1
Please enter either request number or request date range

Refund Request Number/Refund Validation Request Number Refund Request Date From : 10-Jan-2021 To : 10-Jan-2021 [View Request Status](#)

(dd-mmm-yyyy; e.g., 12-Dec-1980)

1 Click on refund status as "Validated" for the selected row to start on submitting Refund Request

1 Click on a row to select it and click on any button to proceed

Refund Request Number	Refund Request Date	Refund Amount (₹)	Status As On Date	Refund Status	Date of Submission of Form 26B Acknowledgment	Remarks
10001160	10-Jan-2021	403410.00	23-Jan-2021	Pending with AO TDS		
10001159	10-Jan-2021	403410.00	23-Jan-2021	Request Rejected		Outstanding demand for TANS associated with

[View Refund Details](#) [Edit Bank Details/Address/Details](#) [View / Download Form 26B Acknowledgment](#)
[Cancel Refund Request](#)

Click here to view the refund detail

Select the row to view the refund details

5. Pictorial guide to track Request for Refund (Contd.)

Status will be pending with TDSCPC if request is approved by AO

Track Refund Request

⊗ Search Option 1 ○ Search Option 2

Search Option 1
Please enter either request number or request date range

Refund Request Number/Refund Validation Request Number Refund Request Date From 23-Apr-2015 To 23-Apr-2015 [View Request Status](#)

(dd-mm-yyyy; e.g., 12-Dec-1980)

1 Click on refund status as "Validated" for the selected row to start on submitting Refund Request

1 Click on a row to select it and click on any button to proceed

Refund Request Number	Refund Request Date	Refund Amount (₹)	Status As On Date	Refund Status	Date of Submission of Form 26B Acknowledgment	Remarks
10001160	10-Jan-2021	403410.00	23-Jan-2021	Pending with TDS Pending with TDSCPC		Outstanding
10001159	10-Jan-2021	403410.00	23-Jan-2021	Request Rejected		

Page 1 of 1

[View Refund Details](#) [Edit Bank Details/Address Details](#) [View / Download Form 26B Acknowledgment](#)
[Cancel Refund Request](#)

Status will be pending with TDS CPC if request is approved by AO

5. Pictorial guide to track Request for Refund (Contd.)

Status will be pending with Refund Banker for verification of account details

Track Refund Request

Search Option 1
Please enter either request number or request date range

Refund Request Number/Refund Validation Request Number Refund Request Date From 23-Apr-2015 To 23-Apr-2015

(dd-mmm-yyyy; e.g., 12-Dec-1980)

1 Click on refund status as 'Validated' for the selected row to start on submitting Refund Request

2 Click on a row to select it and click on any button to proceed

Refund Request Number	Refund Request Date	Refund Amount (€)	Status As On Date	Refund Status	Date of Submission of Form 26B Acknowledgment	Remarks
10001180	10-Jan-2021	403410.00	23-Jan-2021	Pending with Refund Banker		
10001159	10-Jan-2021	403410.00	23-Jan-2021	Request Rejected		Outstanding demand for TATS associated with

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Status will be pending with Refund Banker for verification of account details.

5. Pictorial guide to track Request for Refund (Contd.)

Status will be rejected by AO or Refund Banker incase of Invalid Bank Details

Track Refund Request

☒ Search Option 1 ☐ Search Option 2

Search Option 1
Please enter either request number or request date range

Refund Request Number/Refund Validation Request Number: Refund Request Date: From: 23-Apr-2015 To: 23-Apr-2015 [View Request Status](#)

(dd-mm-yyyy; e.g., 12-Dec-1980)

1 Click on refund status as "Validated" for the selected row to start on submitting Refund Request

1 Click on a row to select it and click on any button to proceed

Refund Request Number	Refund Request Date	Refund Amount (₹)	Status As On Date	Refund Status	Date of Submission of Form 26B Acknowledgment	Remarks
10001160	10-Jan-2021	403410.00	23-Jan-2021	Pending with Refund Banker		
10001158	10-Jan-2021	403410.00	23-Jan-2021	Rejected by AO TDS		Invalid Bank

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[View Refund Details](#) [Edit Bank Details/Address Details](#) [View / Download Form](#)
[Cancel Refund Request](#)

Request will be rejected by AO in case invalid Bank Details

5. Pictorial guide to track Request for Refund (Contd.)

Status will be rejected in case of force Challan matching is in progress

Track Refund Request

Search Option 1 Search Option 2

Search Option 1
Please enter either request number or request date range

Refund Request Number/Refund Validation Request Number: Refund Request Date: From: 23-Apr-2015 To: 23-Apr-2015 [View Request Status](#)

(dd-mm-yyyy; e.g., 12-Dec-1990)

1 Click on refund status as "Validated" for the selected row to start on submitting Refund Request.

1 Click on a row to select it and click on any button to proceed

Refund Request Number	Refund Request Date	Refund Amount (₹)	Status As On Date	Refund Status	Date of Submission of Form 26B Acknowledgment	Remarks
10001160	10-Jan-2021	403410.00	23-Jan-2021	Pending with Refund Banker		
10001159	10-Jan-2021	403410.00	23-Jan-2021	Request Rejected		challan force matching in progress

Page 1 of 1 View 1 - 2 of 2

[View Refund Details](#) [Edit Bank Details/Address Details](#) [Cancel Refund Request](#) [Payment](#)

Request will be rejected in case of force Challan matching is in progress

5. Pictorial guide to track Request for Refund (Contd.)

Status will be rejected in case of Outstanding Demand

Track Status of Refund Request

Please use either of search options to search Refund Status

Search Option 1 Search Option 2

Search Option 1
Please enter either request number or request date range

Refund Request Number/Refund Validation Request Number: Refund Request Date: From To, [View Request Status](#)
(dd-mmm-yyyy; e.g., 12-Dec-1980)

i Click on refund status as 'Validated' for the selected row to start on submitting Refund Request

i Click on a row to select it and click on any button to proceed

Refund Request Number	Refund Request Date	Refund Amount (₹)	Status As On Date	Refund Status	Date of Submission of Form 26B Acknowledgement	Remarks
10001160	10-Jan-2021	403410.00	29-Jan-2021	Rejected by TDS CPC	26-Jan-2021	Demand outstanding

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[View Refund Details](#) [Edit Bank Details/Address Details](#) [View / Download Form 26B Acknowledgement](#) [Cancel Refund Request](#)

Request will be rejected in case of Outstanding Demand

5. Pictorial guide to track Request for Refund (Contd.)

Status will be rejected by Addl. Commissioner

Track Status of Refund Request

Please use either of search options to search Refund Status

Search Option 1 Search Option 2

Search Option 1

Please enter either request number or request date range

Refund Request Number/Refund Validation Request Number Refund Request Date From To, [View Request Status](#)

(dd-mmm-yyyy; e.g., 12-Dec-1980)

i Click on refund status as 'Validated' for the selected row to start on submitting Refund Request

i Click on a row to select it and click on any button to proceed

Refund Request Number	Refund Request Date	Refund Amount (₹)	Status As On Date	Refund Status	Date of Submission of Form 26B Acknowledgement	Remarks
10001160	10-Jan-2021	200000.00	29-Jan-2021	Rejected by ADC	26-Jan-2021	Rejection by Additional Commissioner

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[View Refund Details](#) [Edit Bank Details/Address Details](#) [View / Download Form 26B Acknowledgement](#) [Cancel Refund Request](#)

Request rejected by Additional Commissioner

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