

E-Tutorial

1. **Important Information on Online Correction- Challan Correction**
2. **Most Common Error While filing Online Correction**
3. **Brief Steps for Online Correction- Challan Correction**
4. **Description of Status of Online Correction Requests**
5. **Pictorial guide to request for Online Correction- Challan Correction**



TDS
Centralized Processing Cell

1.Important Information on Online Correction

All type of corrections like “**Personal information , Deductee details and Challan correction**” can be made using Online correction functionality available from **FY.2007-08** onwards depending upon the type of correction.

Types of Error or Defaults	Correction Type	Available From F.Y	DSC Required
If challan is unmatched	Challan Correction	F.Y 2007-08 Onwards	No
To Add New challan	Add challan to the Statement	F.Y 2007-08 Onwards	No
To clear interest and Late Fee demand payment	Pay 220, Interest, Levy, Late filling	F.Y 2007-08 Onwards	No
To move Deductee row	Resolution for overbooked challan (Move Deductee row from challan)	F.Y 2007-08 Onwards	No
To update PAN	PAN Correction PAN Correction Annexure -III	F.Y 2007-08 Onwards F.Y 2021-22 Onwards	Yes
To Add/ Modify Deductee row	Add/Modify Deductee details	F.Y 2013-14 Onwards	Yes
To update personal details	Personal Information	F.Y 2007-08 Onwards	Yes
To Modify Salary details	Add or Delete Salary Details	F.Y 2013-14 Onwards	Yes
To Edit Deductee Row in case of unmatched Challan	Challan Correction	F.Y 2013-14 Onwards	Yes
To Add/Delete Pension/Interest of Specified Senior Citizen - Annexure-III	Add/Delete Pension/Interest of Specified Senior Citizen - Annexure-III	F.Y 2021-22 Onwards	Yes

This feature is extremely useful as it is :

Free of Cost :TRACES does not charge any fee for doing online correction

Time saving: No need to request for Conso file and wait for file availability. Just raise a request and you can select the type of correction you wish to proceed with. Correction gets processed in 24hrs

Effort saving: No need of any software/ CD/PEN drive , just login and file the correction

Enhance efficiency: Error specific correction is possible

Note: For paper return online correction cannot be done

2. Most Common Error While filing Online Correction

Error Description	Explanation
No data available for specified search criteria	This error appears if the data entered is not pertaining to F.Y, Quarter, Form Type and latest Token Number. Statement is cancelled /rejected for selected search criteria.
Request for correction has already been submitted for the specified search Criteria. Please check status in 'Track Correction Request' under Defaults menu	This error occurs when Deductor has initiated an Online correction and it is at " In Progress" status i.e. pending at the end of Deductor.
System has encountered some technical problem. Please try after some time.	This error occurs if: <ul style="list-style-type: none"> - JAVA version and Bit depending upon the system are not updated. Restart the system after updating JAVA . - Browsing history, cookies, temp files are to be cleared. Clear them first. - Pop-up blocker is NOT enabled currently. - Browser is not compatible in order to proceed with Online Correction .
Request has been submitted to Admin User	It has been assigned to admin user and is pending at Admin user end. Only admin user has the authority to submit online correction
Reason for non-deduction is mandatory	This error occurs when Deductor is writing "0" in the column of Total TDS deposited and Deducted in Add/Modify Deductee option.
Reason for lower deduction is mandatory	This error occurs Deductor is not selecting Flag "A".
Reason for higher deduction is mandatory	This error occurs when Deductor is not selecting Flag "C".

2. Most Common Error While filing Online Correction (Contd.)

Error Description	Explanation
<p>Increase in amount claimed as interest , amount claimed as other and Levy should not be greater than the remaining available balance in challan.</p>	<p>This error occurs when Deductor claims more than the remaining available balance of the challan.</p>
<p>Online Correction on TRACES is not enabled for the requested statement . Kindly file correction through NSDL and then subsequent correction can be filed on TRACES.</p>	<p>This error occurs if statement for the particular Form Type, F.Y and Quarter is not processed by TRACES. So, once Deductor will file correction statement with Conso File at NSDL and it gets processed by TRACES, Online Correction will be enabled for that particular statement.</p>
<p>PAN of Authorized/ Responsible person as per personal information of the Correction can be filed on TRACES. Please update PAN of authorized person /Responsible person in the correction file.</p>	<p>This error occurs if PAN of authorized person in profile section of the TRACES is different than PAN mentioned /Not mentioned in the personal information of the statement. Deductor need to update the PAN in the personal Information same as mentioned in the profile section Vice Versa.</p>
<p>No challan for F.Y (e.g. 2014-15) available for tagging. Please select another F.Y from below dropdown or deposit challan or contact your AO (if changes in challan is required).</p>	<p>This error may occur if book entry flag is “ Yes” which has to be changed to “No” . Please refer the E-Tutorial of Online Correction Challan Correction.</p> <p style="text-align: center;">OR</p> <p>Incorrect TAN or Assessment Year is mentioned on challan, please contact A.O for challan correction</p>

3. Brief Steps for Online Correction - Challan Correction

This feature enables deductor to match the unmatched challans by tagging it with CIN/BIN detail from OLTAS/G-OLTAS. For CIN relaxation of +/- 1 Year is given by the department However BIN'S can be utilized for a particular Quarter only.

Step 1 : Login to TRACES website with your “**User ID**”, “**Password**”, “**TAN of the Deducator**” and the “**Verification Code**”.

Landing page will be displayed on Screen.

Step 2 : Go to “**Request for correction**” under “ **Defaults**“ menu

Step 3 : Enter relevant **Financial Year, Quarter, Form Type and Correction category** should be “**Online**” and Click on “**Submit Request**” button . Request will be available under “**Track Correction Request**” .When request status become “**Available**” click on Available / In progress status to proceed with the correction.

Step 4 : Validate KYC

Note: Digital Signature Supported KYC Validation Screen will appear only if Digital Signature is registered.

Step 5 : After KYC validation, select the **Type of Correction Category** from the drop down as “Challan Correction”.

Step 6 : Make the required corrections in the selected file. Click on “**Submit for Processing**” to submit your correction (Only Available to Admin User).

Step 7 : 15 digits token number will be generated and mailed to Registered e-mail ID

4. Description Status of Online Correction Requests

- **Requested** - When user submits request for correction.
- **Initiated** - Request is being processed by TDS CPC.
- **Available** - Request for correction is accepted and statement is made available for correction. User can start correction on the statement. Clicking on the hyperlink will take user to validation screen. Once user clicks on request with '**Available**' status, status of request / statement will change to '**In Progress**'.
- **Failed** - Request cannot be made available due to technical error. User can re-submit request for same details.
- **In Progress** - User is working on a statement. Clicking on the hyperlink will take user to validation screen.
- **Submitted to Admin User** - Sub-user / Admin User has submitted correction statement to Admin User.
- **Submitted to ITD** - Admin User has submitted correction statement to ITD for processing.
- **Processed** - Statement has been processed by TDS CPC (either for Form 26AS or for defaults).
- **Rejected** - Statement has been rejected by TDS CPC after processing. Rejection reasons will be displayed in '**Remarks**' column.

5. Pictorial guide to request for Online Correction- Challan Correction

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

The screenshot displays the TRACES website interface. At the top left is the TDS logo (Centralized Processing Cell) and the TRACES logo (TDS Reconciliation Analysis and Correction Enabling System). On the top right are the Government of India and Income Tax Department logos. A navigation bar includes 'Home', 'Deductor', 'Tax Payer', 'PAO', and 'Help'. A central banner contains two notices regarding tender selection for Managed Service Providers. The main content area is divided into three columns: 'Login' (with links for Login, Register as New User, Forgot Password, and Forgot User ID), 'Alerts/Updates' (with two bullet points about Form-16 Part-B updates and AIS data changes), and 'Quick Links' (listing various services like Hospital Approvals, Circulars, TDS Communications, etc.). Below the alerts is an 'About the portal' section with an image of a person using a laptop and a brief description of TRACES. A 'Customer Care' section on the left provides contact information including toll-free numbers and an email address. A 'New FAQs' section at the bottom left lists categories like Deductor, Tax Payer, and General.

5. Pictorial guide to request for Online Correction – Challan Correction (Contd.)

Step 1: Login to TRACES website by entering the “User ID, Password ,TAN of the Deductor 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*

[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

Annotations:

- 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 more details on any screen, click on Help icon

5. Pictorial guide to request for Online Correction – Challan Correction (Contd.)

Step 2: Landing Page will be displayed.

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**
- 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

User Login Details

Landing page will be displayed

5. Pictorial guide to request for Online Correction – Challan Correction (Contd.)

Step 3: Select 'Request for Correction' under 'Default' menu.

The screenshot displays the TRACES (TDS Reconciliation Analysis and Correction Enabling System) web application. The top navigation bar includes links for Home, About Us, Contact Us, e-Tutorials, Related Links, and Logout, along with a search bar and language selection (English). The main header features the TDS logo (Centralized Processing Cell) and the TRACES logo (Government of India, Income Tax Department). The navigation menu is expanded to show the 'Defaults' section, with the 'Request for Correction' option highlighted. An orange callout bubble points to this option with the text 'Select "Request for correction"'. The main content area is divided into three columns: 'Quick Links' on the left, 'Welcome to TRACES!' in the center, and 'Customer Care' and 'User Login Details' on the right. The 'Quick Links' section includes links for 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), and Tax Payer Grievance Tickets. The 'Welcome to TRACES!' section provides a brief overview of the system and lists functionalities such as Dashboard view, Statements / Payments, Downloads, and Profile. The 'Customer Care' section lists toll-free numbers: 1800 103 0344 and 0120 4814600. The 'User Login Details' section is currently empty.

5. Pictorial guide to request for Online Correction – Challan Correction (Contd.)

Step 3(Contd.): Select Financial Year , Quarter, Form Type & Correction Category as “Online”. Click on submit request to proceed further

The screenshot displays the TRACES (TDS Reconciliation Analysis and Correction Enabling System) interface. At the top, there are navigation links (Home, About Us, Contact Us, e-Tutorials, Related Links, Logout) and a search bar. The header includes the TDS logo, the TRACES title, and the Government of India Income Tax Department logo. A menu bar contains options: Dashboard, Statements / Payments, Defaults (selected), Communications, Forms, Downloads, Profile, and Help.

The main section is titled "Request for Correction" and contains three informational messages:

- Enter details below and submit to enable correction for a statement. Correction cannot be filed if regular statement was filed as a paper return
- Note : In case relevant requested statement for Offline correction has more than 5 lakh Deductee Detail rows (combined count of Annexure 1 and 2), the request will not be provisioned.
- Sub-User can only save the changes done in online correction but cannot submit the online correction request to ITD. Only Admin user can submit the Online correction to

Below the messages is a form with the following fields and callouts:

- Financial Year***: 2022-23 (dropdown) - Callout: "Enter Financial Year"
- Quarter***: Q3 (dropdown) - Callout: "Enter Quarter"
- Form Type***: 26Q (dropdown) - Callout: "Enter Form Type"
- Correction Category***: Online (dropdown) - Callout: "Correction category will be 'Online'."
- Submit Request**: A blue button - Callout: "Click on Submit Request"

A note above the form states: "PAN of the Authorized Person should be same as TRACES Profile".

5. Pictorial guide to request for Online Correction – Challan Correction (Contd.)

Step 3: Request for Online Correction will be submitted successfully message will be displayed on screen

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 present with the text 'Search In Keyword'. To the right of the search bar are font size adjustment buttons (A, A, A) and a language dropdown menu set to 'English'. The main header 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 (highlighted), Communications, Forms, Downloads, Profile, and Help. The main content area displays a message: 'Request for correction for Form 26Q of FY 2022-23 and Quarter Q3 has been submitted. Request Number is 69231 and Request Date is 20 April 2022. You may check status of the request through 'Track Correction Request' under 'Defaults' menu. Correction can be started once request status is 'Available'. For Type 1 correction, challan correction and PAN correction have been enabled.' Below the message is a blue button labeled 'Go to Track Correction Request'. Two callout boxes are present: one orange callout pointing to the request number '69231' with the text 'Request number received', and one red callout pointing to the 'Go to Track Correction Request' button with the text 'Click here to track correction request or navigate 'Track Correction Request' under 'Default' menu'.

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

Request for correction for Form 26Q of FY 2022-23 and Quarter Q3 has been submitted. Request Number is 69231 and Request Date is 20 April 2022. You may check status of the request through 'Track Correction Request' under 'Defaults' menu. Correction can be started once request status is 'Available'. For Type 1 correction, challan correction and PAN correction have been enabled.

[Go to Track Correction Request](#)

Request number received

Click here to track correction request or navigate 'Track Correction Request' under 'Default' menu

5. Pictorial guide to request for Online Correction – Challan Correction (Contd.)

Step 3 (Contd.): View submitted request

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

Help

Track Correction Request

Please select one of the below Search Options

Request Number Date: View All

Enter Option 3: 'View All' to view the download request

Correction Request Details

- Click on a row to select it and click on status as 'Available' or 'In Progress' to start or work on correction for a statement
- Click on a row to select it and enter User Id in 'Assign To' field and submit to assign the statement to another user
- View the Latest Token Number by clicking on the 'New Token Number' given for the respective correction statement

Request Date	Request Number	Financial Year	Quarter	Form Type	Latest Token Number	Status	Correction Category	Remarks	New Token Number	Assigned To	Processed Date	Download	Upload
03-Feb-2023	69231	2022-23	Q3	26Q	5276XXXXXXXX8724	Available	Online						

Page 1 of 1 View 1 - 1 of

Cancel Statement

Click on "In progress" or "Available" status to initiate online correction

Available Status - Request for correction is accepted and statement is made available for correction. User can start correction on the statement. Clicking on the hyperlink will take user to validation screen. Once user clicks on request with '**Available**' status, status of request / statement will change to '**In Progress**'.

In Progress Status- User is working on a statement. Clicking on the hyperlink will take user to validation screen.

5. Pictorial guide to request for Online Correction – Challan Correction (Contd.)

Step 4: KYC Screen - User can choose 'Digital Signature KYC' OR 'Normal KYC'. Scenario 1: User select Digital signature support KYC validation'.

The screenshot shows the TRACES 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. Below the logos is a navigation bar with links: Dashboard, Statements / Payments, Defaults, Communications, Forms, Downloads, Profile, and Help. The main content area is titled 'Choose KYC Flow'. It contains a paragraph: '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'. Below this are two radio button options: 'Digital Signature supported KYC validation' (which is selected) and 'Normal KYC Validation (Without Digital Signature)'. Below the options is a blue information icon with the text: 'Digital Signature will be validated for "Digital Signature supported KYC validation" option'. At the bottom left is a 'Validate DSC' button. Three callouts are present: 1. A speech bubble pointing to the selected radio button with the text 'Select the option "Digital Signature supported KYC validation" (Step1)'. 2. A speech bubble pointing to the information icon with the text 'Important note'. 3. A speech bubble pointing to the 'Validate DSC' button with the text '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

5. Pictorial guide to request for Online Correction – Challan Correction (Contd.)

Step 4 :Scenario 1(Contd.) : Select required Digital Signature Certificate and click on 'Sign' to proceed further

The screenshot shows the TDS TRACES portal interface. The main header includes the TDS logo, the text 'Centralized Processing Cell', and the TRACES logo 'TDS Reconciliation Analysis and Correction Enabling System'. The Government of India Income Tax Department logo is also present. The navigation menu includes Dashboard, Statements / Payments, Defaults (active), Communications, Forms, Downloads, Profile, and Help.

The 'emSigner' window is open, showing the following content:

- Content to Sign: ABCPA1234A
- Certificate Store table:

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 at the bottom of the window include 'View Certificate', 'Sign', and 'Cancel'. Two callout bubbles are present: one pointing to the 'Sign' button with the text 'Click here to proceed further', and another pointing to the certificate list with the text 'Select required Digital Signature Certificate.'

5. Pictorial guide to request for Online Correction – Challan Correction (Contd.)

Notes for Validation Screen:

- **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** of the FY, 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 Financial Year, Quarter and Form Type mentioned above
- Government deductor 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 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 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 only in case of challan is mentioned more than once in the statement.

5. Pictorial guide to request for Online Correction- Challan Correction (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.

5. Pictorial guide to request for Online Correction- Challan Correction (Contd.)

Step 4(Contd.) : Scenario 2: Normal KYC Validation

The screenshot displays the TRACES (TDS Reconciliation Analysis and Correction Enabling System) interface. At the top left, the TDS Centralized Processing Cell logo is visible. The TRACES logo and name are prominently displayed in the center. To the right, the Government of India Income Tax Department logo is shown. A navigation menu at the top includes Dashboard, Statements / Payments, Defaults (highlighted), Communications, Forms, Downloads, Profile, and Help. The main content area is titled 'Choose KYC Flow'. An information box states: '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'. Below this, two radio button options are presented: 'Digital Signature supported KYC validation' and 'Normal KYC Validation (Without Digital Signature)'. The second option is selected. A callout box with an orange border points to this selected option, containing the text: 'Select the option to validate KYC without Digital Signature'. A 'Validate DSC' button is located at the bottom left of the form area.

5. Pictorial guide to request for Online Correction – Challan Correction (Contd.)

Step 4 : Scenario 2(Contd.): Enter Token number

Login Date: 06-Nov-2019, 01:10 PM

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

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

Form Type: 26Q
Financial Year: 2022-23
Quarter: Q3
Token Number / Provisional Receipt Number (PRN)*:

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 deductee row) in the PAN Details section below.

Annotations:

- Enter Authentication Code if the validation is done earlier and you have the Authentication Code
- Enter Token Number of only Regular (Original) Statement "Manually" corresponding to the Financial Year, Quarter and Form Type displayed above

5. Pictorial guide to request for Online Correction – Challan Correction (Contd.)

Step 4 (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. 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 a valid PAN-Amount combination, mention a challan with no valid PAN-Amount combination and also select the checkbox (no valid PAN deducted from the Challan / Transfer Voucher entered above).

[Click on the Guide to select suitable challan option](#)

Guide to identify a suitable challan

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

PART 2. Enter Unique PAN-Amount Combination

Tick here if you do not have any valid PAN corresponding to above challan details

Tick here if you do not have any valid PAN corresponding to above challan details

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 PAN-Amount combinations.

[Click on the Guide to select suitable PAN amount combination](#)

Guide to identify the Unique PAN-Amount Combinations

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

Tick in check box for nil challan or book adjustment

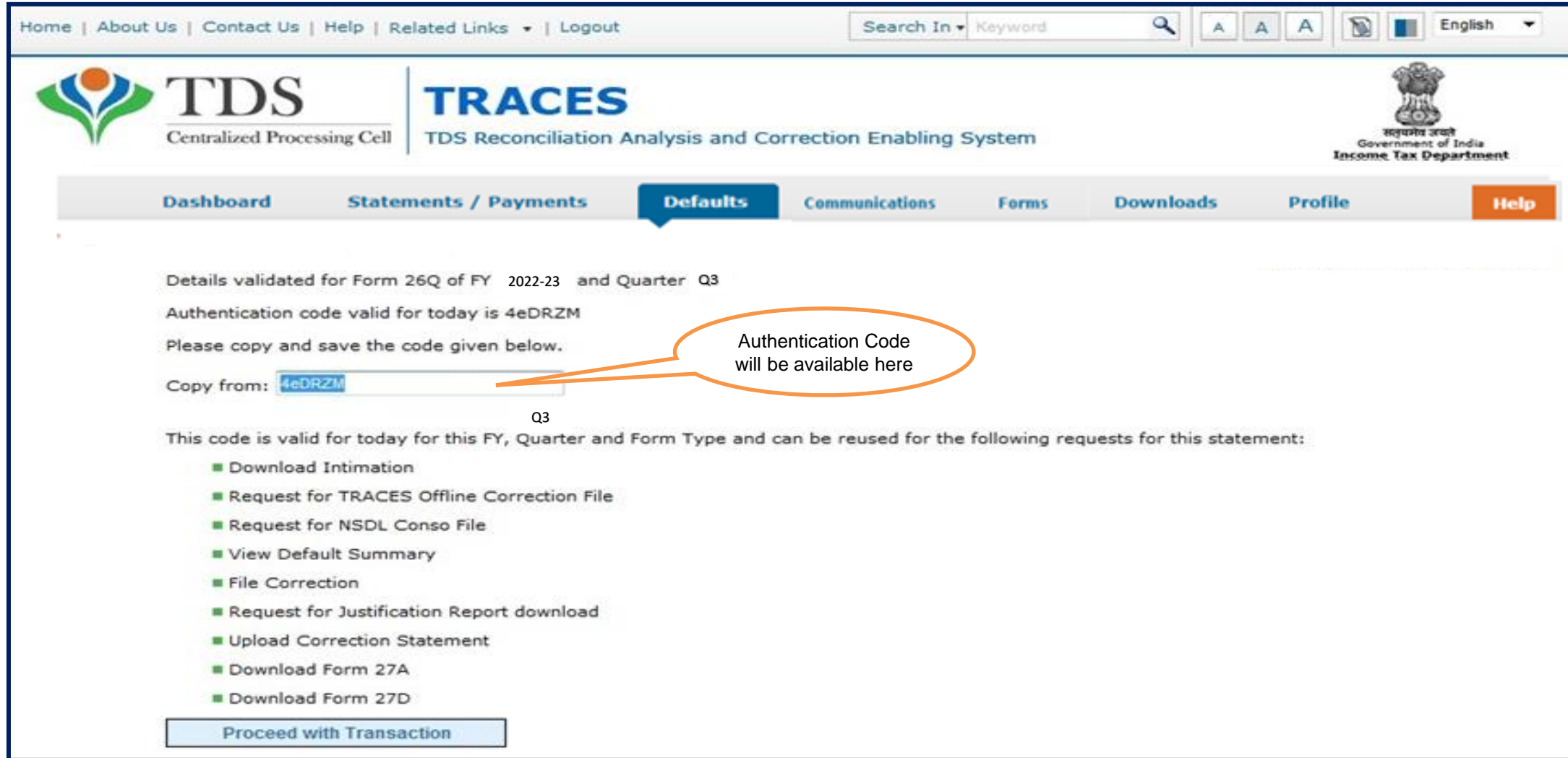
Government deductor not having BIN details tick here and need not provide BSR code and challan serial number

Enter CIN details for a challan used in the statement

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

5. Pictorial guide to request for Online Correction – Challan Correction (Contd.)

Step 4 (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 displays the TRACES (TDS Reconciliation Analysis and Correction Enabling System) interface. At the top, there are navigation links (Home, About Us, Contact Us, Help, Related Links, Logout), a search bar, and a language dropdown set to English. The header includes the TDS logo, the TRACES title, and the Government of India Income Tax Department logo. A navigation menu below the header contains tabs for Dashboard, Statements / Payments, Defaults (active), Communications, Forms, Downloads, Profile, and Help.

The main content area shows the following information:

- Details validated for Form 26Q of FY 2022-23 and Quarter Q3
- Authentication code valid for today is 4eDRZM
- Please copy and save the code given below.
- Copy from:
- Q3

A callout bubble points to the text "Authentication Code will be available here" and the input field containing the code "4eDRZM".

Below this, 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:"

- 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
- Download Form 27D

A "Proceed with Transaction" button is located at the bottom of the content area.

5. Pictorial guide to request for Online Correction – Challan Correction (Contd.)

Step 5: Select Challan Correction from the drop down

File Correction

TAN	xxxxxxxx	Original RRR Number	5276XXXXXXXX8721	Latest RRR Number	4100XXXXXXXX0140
Financial Year	2022-23	Quarter	03	Form Type	26Q

Type of Correction -----Select----- [View Details](#)

Default Summary Details

- Select-----
- Personal Information
- Challan Correction**
- PAN Correction
- Pay 220I,LP,LD,Interest, Late Filing Levy
- Add Challan To Statement
- Modify / Add Deductee Details
- Add / Delete Salary Details - Annexure-II
- Add/Delete Pension/Interest Income of Specified Senior Citizen-Annexure-III

Sr.No.	Type	(₹)	Others Claimed in the Statement (₹)	
1	Short Payment	0.00	0.00	0.00
2	Short Deduction	72683920.00	0.00	72683920.00
3	Interest on Payments Default u/s 201(1A)			
3(a)	Interest on Short Payment *	0.00	0.00	0.00
3(b)	Interest on Late Payment	156000.00	9000.00	147000.00
3(c)	Additional Late Payment interest against the processing of latest correction	0.00	0.00	0.00
4	Interest on Deduction Default u/s 201(1A)			
4(a)	Interest on Short Deduction **	10174486.00	0.00	10174486.00
4(b)	Interest on Late Deduction	0.00	0.00	0.00
4(c)	Additional Late Deduction interest against the processing of latest correction	0.00	0.00	0.00
5	Late Filing Fee u/s 234E			

Note: An orange callout bubble points to 'Challan Correction' in the dropdown menu with the text: 'Select Challan Correction Type of Correction the click on 'View Details' button'

5. Pictorial guide to request for Online Correction – Challan Correction (Contd.)

Step 5 (Contd.): Online Correction Request Flow- Matched Challan – To update Section Code, Interest, Fees and Others

TAN: XXXXXXXX Original RRR Number: 5276XXXXXXXX8721 Latest RRR Number: 4100XXXXXXXX0140
 Financial Year: 2022-23 Quarter: Q3 Form Type: 26Q

Type of Correction: **Challan Correction** View Details

Challan Correction

Matched Challans Unmatched Challans Newly Added Challans

List of Matched Challans in the statement

Select a row and click on 'Edit Matched Challan Details' to edit payment details.

Select a row and click on 'View and Move Deductee' button to move deductee rows from one challan to another challan with sufficient balance. Please use this functionality in case a particular challan has insufficient balance to be consumed for tax payment (Total Tax Deposited) of attached deductee rows.

CD Record Number (1)	ESR Code / Receipt Number (2)	Date on which Tax Deposited (3)	Challan Serial Number / DDO Serial Number (4)	TDS / TCS (₹) (5)	Surcharge (₹) (6)	Education Cess (₹) (7)	Interest (₹) (8)	Levy (₹) (9)	Others (₹) (10)	Total Tax Deposited (₹) (11) (5)+(6)+(7)+(8)+(9)+0	Cheque No. / DD No. (12)	Whether TDS / TCS Deposited by Book Adjustment (13) (Yes / No) (13)	Amount Claimed as Total Tax Deposited (₹) (14)	Amount Claimed as Interest (₹) (15)	Amount Claimed as Others (₹) (16)	Available Balance (₹) (17)
<input checked="" type="checkbox"/>	965****	24-May-2013	936	30,000,000.00	0.00	0.00	0.00	0.00	0.00	30,000,000.00	0	No	10,000.00	1,000.00	1,000.00	29,850,000.00
<input type="checkbox"/>	965****	24-May-2013	936	30,000,000.00	0.00	0.00	0.00	0.00	0.00	30,000,000.00	0	No	0.00	0.00	0.00	29,850,000.00
<input type="checkbox"/>	965****	24-May-2013	936	30,000,000.00	0.00	0.00	0.00	0.00	0.00	30,000,000.00	0	No	20,000.00	1,000.00	1,000.00	29,850,000.00
<input type="checkbox"/>	965****	24-May-2013	936	30,000,000.00	0.00	0.00	0.00	0.00	0.00	30,000,000.00	0	No	40,000.00	1,000.00	1,000.00	29,850,000.00
<input type="checkbox"/>	965****	24-May-2013	936	30,000,000.00	0.00	0.00	0.00	0.00	0.00	30,000,000.00	0	No	30,000.00	1,000.00	1,000.00	29,850,000.00

Page 1 of 3

Edited & Saved Rows

Edit Matched Challan Details Reset Matched Challan Details View and Move Deductee

Select a tab 'List of Matched Challans'

Select a row and click on "Edit matched Challan Details"

- All the Matched challan in the statement will be displayed.
- Matched Challan cannot be tagged.
- Provisionally Matched BIN will be displayed under Match Challan Tab.

5. Pictorial guide to request for Online Correction – Challan Correction (Contd.)

Step 5 (Contd.): Challan details will be displayed. User can edit the challan details.

(1) BSR Code / Receipt Number	905****
(2) Date on which Tax Deposited	24-May-2013
(3) Challan Serial Number / DDO Serial Number	00935
(4) TDS / TCS (₹) +	30000000.00
(5) Surcharge (₹) +	0.00
(6) Education Cess (₹) +	0.00
(7) Interest (₹) +	0.00
(8) Levy (₹) + Payment for demand under section 234E towards Fee for delayed filing of Regular TDS Statement	0.00
(9) Others (₹) +	0.00
(10) Total Tax Deposited	30000000.00
(11) Whether TDS / TCS Deposited By Book Adjustment? (Yes / No)	No
(12) Cheque No. / DD No.	0
(13) Remaining Available Balance	29850000.00
(14) Amount Claimed as 'Total Tax Deposited' (₹)	10000.00
Payment for demand under section 201 (1A) and section 220(2)	
(15) Amount Claimed as 'Interest' (₹) +	1000.00
Payment for demand under section 234E towards Fee for delayed filing of Regular TDS Statement	
(16) Amount Claimed as 'Others' (₹) +	1000.00

Edit fields in the overlay and click on 'Save'

Save Cancel

Important Notes:

1. BSR Code should be of the challan which has available balance.
2. Date on which challan with available balance was deposited in bank .
3. Surcharge amount of challan / BIN from the statement filed by deductor with regards to the statement selected for filing correction .Amount should not be editable for BINs.
4. Education Cess amount of challan / BIN from the statement filed by deductor with regards to the statement selected for filing correction. Amount should not be editable for BINs.
5. Interest amount in the challan / BIN from the statement filed by deductor with regards to the statement selected for filing correction. Amount should not be editable for BINs.
6. Other amount in the challan / BIN from the statement filed by deductor with regards to the statement selected for filing correction. Amount should not be editable for BINs.
7. Section code under which tax was deducted for the PAN. From FY 2013-14 onwards, this field will not be there.
8. Amount of interest to be claimed from this challan / BIN. User cannot edit this field by tagging a challan. User must directly change value in the field. Amount should not be editable for BINs.
9. Amount to be claimed as 'Others' from this challan / BIN . User cannot edit this field by tagging a challan. User must directly change value in the field. Amount should not be editable for BINs.
10. Save the edited detail.

5. Pictorial guide to request for Online Correction – Challan Correction (Contd.)

Step 5 (Contd.): Edited challan details will be highlighted. User can reset/replace value in the challan with values from the latest statement.

File Correction

TAN	xxxxxxxx	Original RRR Number	5276XXXXXXXX8721	Latest RRR Number	4100XXXXXXXX0140
Financial Year	2022-23	Quarter	Q3	Form Type	26Q

Challan Correction

[Matched Challans](#) |
 [Unmatched Challans](#) |
 [Newly Added Challans](#)

List of Matched Challans in the statement

- Select a row and click on 'Edit Matched Challan Details' to edit payment details of Interest/Levy
- Select a row and click on 'View and Move Deductee' button to move deductee rows from one challan to another challan with Please use this functionality in case a particular challan has insufficient balance to be consumed for tax payment. Total attached deductee rows.

CD Record Number (1)	BSR Code / Receipt Number (2)	Date on which Tax Deposited (3)	Challan Serial Number / BDO Serial Number (4)	TDS / TCS (₹) (5)	Surcharge (₹) (6)	Education Cess (₹) (7)	Interest (₹) (8)	Levy (₹) (9)	Others (₹) (10)	Total Deposited (₹) (11) =(5)+(6)+(7)+(8)+(9)+0	Cheque No. / DD No. (12)	Whether TDS / TCS Deposited by Book Adjustment? Yes / No (13)	Amount Claimed as 'Total Tax Deposited' (₹) (14)	Amount Claimed as 'Interest' (₹) (15)	Amount Claimed as 'Others' (₹) (16)	Available Balance (₹) (17)
<input checked="" type="checkbox"/>	965****	24-May-2013	936	30,000,000.00	0.00	0.00	0.00	0.00	0.00	30,000,000.00	0	No	10,000.00	1,000.00	1,000.00	29,850,000.00
<input type="checkbox"/>	965****	24-May-2013	936	30,000,000.00	0.00	0.00	0.00	0.00	0.00	30,000,000.00	0	No	0.00	0.00	0.00	29,850,000.00
<input type="checkbox"/>	965****	24-May-2013	936	30,000,000.00	0.00	0.00	0.00	0.00	0.00	30,000,000.00	0	No	20,000.00	1,000.00	1,000.00	29,850,000.00
<input type="checkbox"/>	965****	24-May-2013	936	30,000,000.00	0.00	0.00	0.00	0.00	0.00	30,000,000.00	0	No	40,000.00	1,000.00	1,000.00	29,850,000.00
<input type="checkbox"/>	965****	24-May-2013	936	30,000,000.00	0.00	0.00	0.00	0.00	0.00	30,000,000.00	0	No	30,000.00	1,000.00	1,000.00	29,850,000.00

Edited & Saved Rows

[Edit Matched Challan Details](#) |
 [Reset Matched Challan Details](#) |
 [View and Move Deductee](#)

Edited challan detail will be highlighted

User can reset value in the challan. This will replace edited values with values from the latest statement

5. Pictorial guide to request for Online Correction – Challan Correction (Contd.)

Step 5(Contd.): Unmatched Challan – To rectify Short Payment default due to Challan/BIN Mismatch

Rows attached to the unmatched challan - Refer column 'Amount claimed as total tax Deposited' in below table for Short Payment default amount.

i To know how to close Short Payment due to challan mismatch [Click here](#)

Matched Challans | **Unmatched Challans** | **Newly Added Challans**

List of UnMatched Challans in the statement

i Select a row and click on 'Edit UnMatched Challan Details' to edit details

i Select a row and click on 'View and Move Deductee' button to move deductee rows from one challan to another challan with sufficient balance. Please use this functionality in case a particular challan has insufficient balance to be consumed for tax payment(Total Tax Deposited) of attached deductee rows.

CD Record Number (1)	BSR / Bank Code / Receipt Number (2)	Date on which Tax Deposited (3)	Challan Serial Number / DDO Serial Number (4)	TDS / TCS (₹) (5)	Surcharge (₹) (6)	Education Cess (₹) (7)	Interest (₹) (8)	Levy (₹) (9)	Others (₹) (10)	Total Tax Deposited (₹) (11) (5)+(6)+(7)+(8)+(9)+(10)	Cheque No. / DD No. (12)	Whether TDS / TCS Deposited by Book Adjustment? (Yes / No) (13)	Amount Claimed as 'Total Tax Deposited' (₹) (14)	Amount Claimed as 'Interest' (₹) (15)	Amount Claimed as 'Others' (₹) (16)
<input type="checkbox"/>	6	435****	01-Dec-2022	89914	10,000.00	0.00	0.00	0.00	0.00	10,000.00		No	4,000.00	0.00	0.00
<input checked="" type="checkbox"/>	3	422****	21-Oct-2022	71432	10,000.00	0.00	0.00	0.00	0.00	10,000.00		No	0.00	0.00	0.00

Page 1 of 1 5

View 1 - 2 of 2

■ Edited & Saved Rows

[Edit UnMatched Challan Details](#) | [Reset UnMatched Challan Details](#) | [View and Move/Edit Deductee](#) ?

Click here to view list of unmatched challans

Select a row and click on 'Edit Unmatched Challan Details' to edit challan

5. Pictorial guide to request for Online Correction – Challan Correction (Contd.)

Step 5 (Contd.): After click on 'Edit Unmatched Challan details, challan will be open then user need to click on 'Tag Challan (Minor Head Code-200/400) or Tag Challan(Minor Head Code-100)' button to proceed further

Amounts can be entered in fields marked ^ to pay for interest/levy

(1) BSR / Bank Code / Receipt Number 422****

(2) Date on which Tax Deposited 21-Oct-2022

(3) Challan Serial Number / DDO Serial Number 89956

(4) TDS / TCS (₹)^ 500000.00

(5) Surcharge (₹)^ 0.00

(6) Education Cess (₹)^ 0.00

(7) Interest (₹)^ 0.00

(8) Levy ^ (₹)^ Payment for demand under section 234E towards Fee for delayed filing of Regular TDS Statement 0.00

(9) Others (₹)^ 0.00

(10) Total Tax Deposited 500000.00

(11) Cheque No. / DD No.

(12) Whether TDS / TCS Deposited by Book Adjustment? (Yes / No)^ No

Tag Challan(Minor Head Code- 200/400) **Tag Challan(Minor Head Code- 100)**

Details of Amount Claimed from the Challan

Penalty Amount should be included under 'Others' for challans

Whether TDS / TCS deposited by	Amount Claimed as	Amount Claimed as	Am Claim
(13) Amount Claimed as 'Total Tax Deposited'(₹)	0.00		

Click here to tag Challan (with Minor Head Code-200/400)

All column will be freeze in case of Challan with minor head code-100

Book adjustment will be 'Yes' only in case of BIN

Click here to tag Challan (with Minor Head Code-100)

For Unmatched challans, if user tags a challan , value in the existing challan will be replaced with value from the tagged challan.

5. Pictorial guide to request for Online Correction – Challan Correction (Contd.)

Step 5 (Contd.): After click on 'Edit Unmatched Challan details, challan will be open then user need to click on 'Tag Challan (Minor Head Code-200/400) or Tag Challan(Minor Head Code-100)' button to proceed further

The screenshot displays the 'Unmatched Challans' section with a table of records. The selected record (CD Record Number 3, BSR/Bank Code/Receipt Number 422****, Date on which Tax Deposited 21-Oct-2022) is being edited. The form shows the following details:

- (9) Others (₹): 0.00
- (10) Total Tax Deposited: 500000.00
- (11) Cheque No. / DD No.:
- (12) Whether TDS / TCS Deposited by Book Adjustment? (Yes / No): No
- Buttons: Tag Challan(Minor Head Code- 200/400) and Tag Challan(Minor Head Code- 100)
- Details of Amount Claimed from the Challan**
 - Penalty Amount should be included under 'Others' for challans
 - (13) Amount Claimed as 'Total Tax Deposited' (₹): 0.00
 - Payment for demand under section 201(1A) and section 220(2)
 - (14) Amount Claimed as 'Interest' ^ (₹): 0.00
 - Payment for demand under section 234E towards Fee for delayed filing of Regular TDS Statement
 - (15) Amount Claimed as 'Others' ^ (₹): 0.00

The summary table on the right shows the following data:

Whether TDS / TCS deposited by Book Adjustment? (Yes / No) (13)	Amount Claimed as 'Total Tax Deposited' (₹) (14)	Amount Claimed as 'Interest' (₹) (15)	Amount Claimed as 'Others' (₹) (16)
No	4,000.00	0.00	0.00
No	0.00	0.00	0.00

A callout bubble points to the 'Total Tax Deposited' field (13) in the form, stating: "Amount claimed as Total Tax Deposited is the sum of TDS Deposited amount tagged against challan".

For Unmatched challans, if user tags a challan , value in the existing challan will be replaced with value from the tagged challan.

5. Pictorial guide to request for Online Correction – Challan Correction (Contd.)

Step 6: Tag Challan (Minor Head Code-200/400)

rows attached to the unmatched ch

To know how to close Short Payme

Matched Challans | **Unmatched Chal**

List of UnMatched Challans in the s

Select a row and click on 'Edit UnM

Select a row and click on 'View an use this functionality in case a par rows.

CD Record Number (1)	BSR / Bank Code / Receipt Number (2)	Date on which Tax Deposited (3)
<input type="checkbox"/>	6 435****	01-Dec-2022
<input checked="" type="checkbox"/>	3 422****	21-Oct-2022

Edited & Saved Rows

[Edit UnMatched Challan Details](#) [Reset](#)

(9) Levy "1" Payment for demand under section 234E towards Fee for delayed filing of Regular TDS Statement 0.00

(9) Others (₹) 0.00

(10) Total Tax Deposited 10000.00

(11) Cheque No. / DD No.

(12) Whether TDS / TCS Deposited by Book Adjustment? (Yes / No) No

[Tag Challan\(Minor Head Code- 200/400\)](#) [Tag Challan\(Minor Head Code- 100\)](#)

Details of Amount Claimed from the Challan

Penalty Amount should be included under 'Others' for challans

(13) Amount Claimed as 'Total Tax Deposited' (₹) 0.00
Payment for demand under section 201 (1A) and section 220(2)

(14) Amount Claimed as 'Interest' (₹) 0.00
Payment for demand under section 234E towards Fee for delayed filing of Regular TDS Statement

(15) Amount Claimed as 'Others' (₹) 0.00

Click here to tag challan

Whether TDS / TCS deposited by Book Adjustment? (Yes / No) (13)	Amount Claimed as 'Total Tax Deposited' (₹) (14)	Amount Claimed as 'Interest' (₹) (15)	Amount Claimed as 'Others' (₹) (16)
No	4,000.00	0.00	0.00
No	0.00	0.00	0.00

View 1 - 2 of 2

[Save](#) [Cancel](#)

5. Pictorial guide to request for Online Correction – Challan Correction (Contd.)

Step 6 (Contd.): After clicking on Tag Challan(Minor Head Code-200/400), list of Challans with available balance will be displayed

Tag Challan to Statement

List of Challans / Book Entry Receipts with Available Balance

Select a challan and click on tag challan button to use the challan to the statement. Values in the challan in statement will be replaced with values from the challan selected below

For Financial Year of the challan

Challan/Book Identification Number			Total Amount In Challan (₹)	Available Balance in Challan (₹)	Minor Head	Whether TDS / TCS Deposited by Book Adjustment? (Yes / No)
BSR / Bank Code / Receipt Number	Date on which Tax Deposited	Challan Serial Number / DDO Serial Number				
422****	30-Nov-2022	99989	500,000.00	496,000.00	200	No
422****	30-Nov-2022	15989	2,000,000.00	2,000,000.00	200	No

Page 1 of 1 View 1 - 2 of 2

Click here to tag selected challan

Select the Challan

5. Pictorial guide to request for Online Correction – Challan Correction (Contd.)

Step 6 (Contd.): After clicking on Tag Challan(Minor Head Code-200/400), list of Challans with available balance will be displayed

Matched Challans | **Unmatched Challans**

List of UnMatched Challans in the system

Select a row and click on 'Edit UnMatched Challan'

Select a row and click on 'View and Tag Challan' to use this functionality in case a particular row is selected.

CD Record Number (1)	BSR / Bank Code / Receipt Number (2)	Date on which Tax Deposited (3)
<input checked="" type="checkbox"/>	435AAAA	01-Dec-2022
<input type="checkbox"/>	422AAAA	21-Oct-2022

Edited & Saved Rows

[Edit UnMatched Challan Details](#) [Reset](#)

[View Default Summary](#)

[Proceed to correction statement](#)

(9) Others (₹)

(10) Total Tax Deposited 2000000.00

(11) Cheque No. / DD No.

(12) Whether TDS / TCS Deposited by Book Adjustment? (Yes / No)

[Tag Challan\(Minor Head Code- 200/400\)](#) [Tag Challan\(Minor Head Code- 100\)](#)

Details of Amount Claimed from the Challan

Penalty Amount should be included under 'Others' for challans

(13) Amount Claimed as 'Total Tax Deposited' (₹) 4000.00
Payment for demand under section 201(1A) and section 220(2)

(14) Amount Claimed as 'Interest' (₹)
Payment for demand under section 234E towards Fee for delayed filing of Regular TDS Statement

(15) Amount Claimed as 'Others' (₹)

Whether TDS / TCS Deposited by Book Adjustment? (Yes / No) (13)	Amount Claimed as 'Total Tax Deposited' (₹) (14)	Amount Claimed as 'Interest' (₹) (15)	Amount Claimed as 'Others' (₹) (16)
No	4,000.00	0.00	0.00
No	0.00	0.00	0.00

View 1 - 2 of 2

After tagging the selected Challan Click on 'Save'

[Save](#) [Cancel](#)

5. Pictorial guide to request for Online Correction – Challan Correction (Contd.)

Step 7: Tag Challan (Minor Head Code-100)

rows attached to the unmatched ch

To know how to close Short Payme

Matched Challans | **Unmatched Chal**

List of UnMatched Challans in the s

Select a row and click on 'Edit UnM

Select a row and click on 'View an use this functionality in case a par rows.

CD Record Number (1)	BSR / Bank Code / Receipt Number (2)	Date on which Tax Deposited (3)
<input type="checkbox"/>	6 435****	01-Dec-2022
<input checked="" type="checkbox"/>	3 422****	21-Oct-2022

Edited & Saved Rows

Edit UnMatched Challan Details | Reset

(9) Levy "10" Payment for demand under section 234E towards Fee for delayed filing of Regular TDS Statement 0.00

(9) Others (₹) 0.00

(10) Total Tax Deposited 10000.00

(11) Cheque No. / DD No.

(12) Whether TDS / TCS Deposited by Book Adjustment? (Yes / No) No

[Tag Challan\(Minor Head Code- 200/400\)](#) | [Tag Challan\(Minor Head Code- 100\)](#)

Details of Amount Claimed from the Challan

Penalty Amount should be included under 'Others' for challans

(13) Amount Claimed as 'Total Tax Deposited' (₹) 0.00
Payment for demand under section 201 (1A) and section 220(2)

(14) Amount Claimed as 'Interest' (₹) 0.00
Payment for demand under section 234E towards Fee for delayed filing of Regular TDS Statement

(15) Amount Claimed as 'Others' (₹) 0.00

Click here to tag unmatched challan with Matched Challan(Minor Head Code-100)

Whether TDS / TCS deposited by Book Adjustment? (Yes / No) (13)	Amount Claimed as 'Total Tax Deposited' (₹) (14)	Amount Claimed as 'Interest' (₹) (15)	Amount Claimed as 'Others' (₹) (16)
No	4,000.00	0.00	0.00
No	0.00	0.00	0.00

View 1 - 2 of 2

Save Cancel

5. Pictorial guide to request for Online Correction – Challan Correction (Contd.)

Step 7 (Contd.): After Clicking on Tag Challan (Minor Head Code-100) button, search Challan page will be opened

Tag Challan to Statement

Enter values in below fields to search challan details under minor head code-100

Assessment Year* 2023-24 Financial Year* 2022-23

PAN* BSR Code* 4224366 Date Of Deposit* 21-Oct-2022 Challan Serial Number*

Challan Amount* 500000.00

[Search Challan](#) [Back](#)

PAN	Name of Taxpayer	Assessment Year	Minor Head	Major Head	BSR Code	Date of Deposit	Challan Serial Number	Basic Tax (₹)	Surcharge (₹)	Education Cess (₹)	Interest (₹)	Levy (₹)	Others (₹)	Total Tax Deposited (₹)
ABCPA1234C	Lochan	2023	100	21	4224366	21-Oct-2022	89956	500,000.00	0.00	0.00	0.00	0.00	0.00	500,000.00

[Tag Challan](#) [Cancel](#)

5. Pictorial guide to request for Online Correction – Challan Correction (Contd.)

Step 7 (Contd.): Challan details will appear click on 'Save' button to save correction

Amounts can be entered in fields marked ^ to pay for interest/levy

(1) BSR / Bank Code / Receipt Number 422****

(2) Date on which Tax Deposited 21-Oct-2022

(3) Challan Serial Number / DDO Serial Number 89956

(4) TDS / TCS (₹) 500000.00

(5) Surcharge (₹) 0.00

(6) Education Cess (₹) 0.00

(7) Interest (₹) 0.00

(8) Levy ^ (₹) Payment for demand under section 234E towards Fee for delayed filing of Regular TDS Statement 0.00

(9) Others (₹) 0.00

(10) Total Tax Deposited 500000.00

(11) Cheque No. / DD No.

(12) Whether TDS / TCS Deposited by Book Adjustment? (Yes / No) No

Tag Challan(Minor Head Code- 200/400) Tag Challan(Minor Head Code- 100)

Details of Amount Claimed from the Challan

Penalty Amount should be included under 'Others' for challans

(13) Amount Claimed as 'Total Tax Deposited'(₹) 0.00

Payment for demand under section 201(1A) and section 220(2)

(14) Amount Claimed as 'Interest' ^ (₹) [Field]

Payment for demand under section 234E towards Fee for delayed filing of Regular TDS Statement

(15) Amount Claimed as 'Others' ^ (₹) [Field]

Save Cancel

Important Notes:\

1. BSR Code should be of the challan which has available balance.
2. Date on which challan with available balance was deposited in bank .
3. Surcharge amount of challan / BIN from the statement filed by deductor with regards to the statement selected for filing correction .Amount should not be editable for BINs.
4. Education Cess amount of challan / BIN from the statement filed by deductor with regards to the statement selected for filing correction. Amount should not be editable for BINs.
5. Interest amount in the challan / BIN from the statement filed by deductor with regards to the statement selected for filing correction. Amount should not be editable for BINs.
6. Other amount in the challan / BIN from the statement filed by deductor with regards to the statement selected for filing correction. Amount should not be editable for BINs.
7. Section code under which tax was deducted for the PAN. From FY 2013-14 onwards, this field will not be there.
8. Amount of interest to be claimed from this challan / BIN. User cannot edit this field by tagging a challan. User must directly change value in the field. Amount should not be editable for BINs.
9. Amount to be claimed as 'Others' from this challan / BIN . User cannot edit this field by tagging a challan. User must directly change value in the field. Amount should not be editable for BINs.
10. Save the edited detail.

5. Pictorial guide to request for Online Correction – Challan Correction (Contd.)

Step 7 (Contd.): Edited and Saved details will highlight in yellow color

Matched Challans | **Unmatched Challans** | Newly Added Challans

List of UnMatched Challans in the statement

1 Select a row and click on 'Edit UnMatched Challan Details' to edit details

1 Select a row and click on 'View and Move Deductee' button to move deductee rows from one challan to another challan with sufficient balance. Please use this functionality in case a particular challan has insufficient balance to be consumed for tax payment(Total Tax Deposited) of attached deductee rows.

CD Record Number (1)	BSR / Bank Code / Receipt Number (2)	Date on which Tax Deposited (3)	Challan Serial Number / DDO Serial Number (4)	TDS / TCS (₹) (5)	Surcharge (₹) (6)	Education Cess (₹) (7)	Interest (₹) (8)	Levy (₹) (9)	Others (₹) (10)	Total Tax Deposited (₹) (11) (5)+(6)+(7)+(8)+(9)+(10)	Cheque No. / DD No. (12)	Whether TDS / TCS Deposited by Book Adjustment? (Yes / No) (13)	Amount Claimed as 'Total Tax Deposited' (₹) (14)	Amount Claimed as 'Interest' (₹) (15)	Amount Claimed as 'Others' (₹) (16)
<input checked="" type="checkbox"/>	6	422****	30-Nov-2022	15989	2,000,000.00	0.00	0.00	0.00	0.00	2,000,000.00		No	4,000.00	0.00	0.00
<input type="checkbox"/>	3	422****	21-Oct-2022	89956	500,000.00	0.00	0.00	0.00	0.00	500,000.00		No	0.00	0.00	0.00

Page 1 of 1

View 1 - 2 of 2

Edited & Saved Rows

Edit UnMatched Challan Details | Reset UnMatched Challan Details | View and Move/Edit Deductee ?

[View Default Summary](#)

Proceed to correction statement

[Submit Correction Statement](#)

Edited and Saved details of Challan will highlight in yellow color

5. Pictorial guide to request for Online Correction – Challan Correction (Contd.)

Step 8: Challan Correction- Newly Added Challan

Financial Year: 2022-23 Quarter: Q3 Form Type: 26Q

Type of Correction: [View Details](#)

Challan Correction

[Matched Challans](#) | [Unmatched Challans](#) | [Newly Added Challans](#)

List of added Challans in the statement as part of this correction

i Select a row and click on 'View and Move Deductee' button to move deductee rows from one challan to another challan with sufficient balance. Please use this functionality in case a particular challan has insufficient balance to be consumed for tax payment(Total Tax Deposited) of attached deductee rows.

	BSR / Bank Code / Receipt Number	Date on which Tax Deposited	Challan Serial Number / DDO Serial Number	TDS / TCS (₹)	Surcharge (₹)	Education Cess (₹)	Interest (₹)	Levy (₹)	Others (₹)	Total Tax Deposited (₹)	Cheque No. / DD No.	Whether TDS / TCS Deposited by Book Adjustment? (Yes / No)	Amount Claimed as 'Total Tax Deposited' (₹)	Amount Claimed as 'Interest' (₹)	Amount Claimed as 'Others' (₹)
<input checked="" type="checkbox"/>	422****	21-Oct-2022	83451	500,000.00	0.00	0.00	0.00	0.00	0.00	500,000.00		No	0.00	0.00	0.00

Page 1 of 1

'Available Balance','Remaining Available Balance' are for indicative purpose only. The actual balance of the challan can vary based on the consumption for TDS/Interest/Levy.

[View and Move Deductee](#) *?*

Proceed to correction statement

[Submit Correction Statement](#)

Click here to view the list of newly added challan. Please refer E-Tutorial "Add Challan to the Statement"

Click here to submit correction

5. Pictorial guide to request for Online Correction – Challan Correction (Contd.)

Step 8(Contd.) : Action Summary – Submit to Admin User

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

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

File Correction

TAN	MUMS66050F	Original RRR Number	5276XXXXXXXX8721	Latest RRR Number	4100XXXXXXXX0140
Financial Year	2022-23	Quarter	Q3	Form Type	26Q

Type of Correction: [View Details](#)

Action Summary for Q3 of FY 2022-23 for Form 26Q

Action Summary	
Challan Correction	Submit To Admin

Click on Submit to Admin

Above Screen will be appeared in case correction submitted by Sub-user.

5. Pictorial guide to request for Online Correction – Challan Correction (Contd.)

Step 8 (Contd.) : Request successfully submitted to Admin User



Request will be submitted to Admin user . Sub-user cannot submit the correction from ' Correction Ready for Submission'. Sub-user should only be able to view statements saved by them.

5. Pictorial guide to request for Online Correction – Challan Correction (Contd.)

Step9: Action Summary- Admin User Login

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'. To the right, there are font size adjustment buttons (A, A, A) and a language 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 far right, the Government of India Income Tax Department logo is visible. Below the header is a navigation menu with tabs for Dashboard, Statements / Payments, Defaults (highlighted), Communications, Forms, Downloads, Profile, and Help. The main content area displays the message 'Correction Statements Ready For Submission'. Below this message is an instruction: 'Select a row and click on 'View Statement' to view Action Summary screen for the statement'. A table with the following data is shown:

Financial Year	Quarter	Form Type	User Id
2022-23	Q3	26Q	

Below the table are two buttons: 'View Statement' and 'Cancel Statement'.

5. Pictorial guide to request for Online Correction – Challan Correction (Contd.)

Step 9 (Contd.): View Edited Statement

The screenshot shows 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 TDS logo (Centralized Processing Cell) and TRACES logo (TDS Reconciliation Analysis and Correction Enabling System) are displayed. The Government of India Income Tax Department logo is also visible. A navigation menu includes Dashboard, Statements / Payments, Defaults (highlighted), Communications, Forms, Downloads, Profile, and Help.

The 'File Correction' section displays the following information:

TAN	MUMS66050F	Original RRR Number	5276XXXXXXXX8721	Latest RRR Number	4100XXXXXXXX0140
Financial Year	2022-23	Quarter	Q3	Form Type	26Q

Below this, there is a 'Type of Correction' dropdown menu set to '—Select—' and a 'View Details' button. The main content area is titled 'Action Summary for Q3 of FY 2022-23 for Form 26Q'. It contains an 'Action Summary' table with columns for 'Correction' and 'Change'. The table lists 'Challan Changes', 'PAN Errors', and 'Personal Information', each with a 'View Corrections' link. A 'Confirm' button is located at the bottom left. Two callout boxes provide instructions: one points to the 'Confirm' button with the text 'Click on 'Confirm' and Correction Ready for Submission', and another points to the 'View Corrections' link with the text 'Click on hyperlink to view the edited detail for specific default'.

Both Admin User and Sub-user can able to view statements saved by them.

5. Pictorial guide to request for Online Correction – Challan Correction (Contd.)

Step 9 (Contd.) : User can cancel the correction statement after click on 'Cancel Statement 'tab.

The screenshot displays the TDS TRACES web interface. At the top, there are navigation links (Home, About Us, Contact Us, e-Tutorials, Related Links, Logout), a search bar, and a language dropdown set to English. The main header includes the TDS logo, the TRACES title, and the Government of India Income Tax Department logo. A navigation menu contains tabs for Dashboard, Statements / Payments, Defaults (active), Communications, Forms, Downloads, Profile, and Help. A modal dialog box titled "Message from webpage" is centered on the screen, asking "Do you want to cancel the Correction Statement" with "OK" and "Cancel" buttons. Below the dialog, a table shows the "Financial Year" as "2022-23". At the bottom of the table, there are "View Statement" and "Cancel Statement" buttons. Three orange callout boxes provide instructions: one points to the "Cancel Statement" button, another points to the "OK" button in the dialog, and a third points to the "Cancel Statement" button in the table.

Select the row for action

Click on ' Cancel Statement' in case user wants to cancel the correction

Click on ok to take action for cancellation

5. Pictorial guide to request for Online Correction – Challan Correction (Contd.)

Step 9(Contd.): User can view correction details after click on 'View Statement' tab.

The screenshot shows the TRACES portal interface. At the top, there are navigation links (Home, About Us, Contact Us, e-Tutorials, Related Links, Logout), a search bar, and a language dropdown set to English. The header includes 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.

The main navigation bar contains tabs: Dashboard, Statements / Payments, **Defaults** (highlighted), Communications, Forms, Downloads, Profile, and Help.

The main content area displays the heading "Correction Statements Ready For Submission" and a tip: "Select a row and click on 'View Statement' to view Action Summary screen for the statement."

Financial Year	Quarter	Form Type	User Id
2022-23	Q3	28Q	AGRA10007EP

Below the table are two buttons: "View Statement" and "Cancel Statement".

Click on 'View Statement' to proceed further

Select the row for action

5. Pictorial guide to request for Online Correction – Challan Correction (Contd.)

Step 9 (Contd.) Action Summary- Submit For Processing

The screenshot displays the TRACES portal interface. At the top left, there is the TDS logo (Centralized Processing Cell) and the TRACES logo (TDS Reconciliation Analysis and Correction Enabling System). On the top right, the Government of India Income Tax Department logo is visible. A navigation menu contains links for Dashboard, Statements / Payments, Defaults, Communications, Forms, Downloads, and Profile. A yellow 'Help' button is located on the right side. The main heading is 'Action Summary for Q3 of FY 2022-23 for Form 26Q'. Below this, there is an 'Action Summary' section with a table:

Correction Type	Change
Challan Changes	View Corrections
PAN Errors	View Corrections
Deductee Changes	View Corrections

Below the table, there are three buttons: 'Submit for Processing', 'Edit Correction Statement', and 'Back'. Two callouts are present: one pointing to 'Submit for Processing' with the text 'Click here to submit correction for processing', and another pointing to 'Edit Correction Statement' with the text 'Click here to edit correction Statement'.

5. Pictorial guide to request for Online Correction – Challan Correction (Contd.)

Step 9 (Contd.): DSC Validation for final submission of Correction statement.

The screenshot shows the TDS TRACES web interface. A 'Web Signer' dialog box is open, displaying the TDS logo and the text 'Content to Sign:'. Below this, a long alphanumeric string is shown. A callout bubble points to a list of digital certificates, with the text 'Select and attach digital Signatures'. The list has columns for 'Common Name', 'Issuer Name', and 'Serial No.'. At the bottom of the dialog are 'View Certificate', 'Sign', and 'Cancel' buttons.

Content to Sign:
SCH^WF^163434^RDYSUB^10037158^2014-08-14 14:30:17.0^26Q^^410000000661

Select and attach digital Signatures

Common Name	Issuer Name	Serial No.
test test test	e-Mudhra Sub CA for Class 2 Gold...	50070
test test test	e-Mudhra Sub CA for Class 2 Gold...	34222
test test test	e-Mudhra Sub CA for Class 2 Gold...	34214
test test test	e-Mudhra Sub CA for Class 2 Gold...	34213

5. Pictorial guide to request for Online Correction – Challan Correction (Contd.)

Step 10 : After final submission of correction statement , success message will be displayed.

The screenshot displays the TDS TRACES portal interface. At the top, there is a navigation bar with links for Home, About Us, Contact Us, Help, 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). On the right, the Government of India Income Tax Department logo is visible. 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 success message: "Correction statement submitted successfully!". Below this message, it states: "Correction statement for FY 2022-23 for Form 26Q has been submitted for processing . Token Number for this statement is 4100xxxxxxxx73. You can check status of statement under 'Statements/Payment'." Two callout boxes are present: one pointing to the Help icon in the menu bar with the text "Click on Help icon for help text for this screen", and another pointing to the success message with the text "Message showing that correction statement is successfully submitted".

Click on Help icon for help text for this screen

Message showing that correction statement is successfully submitted

Note: Note down the Token Number for future reference

5. Pictorial guide for Online Correction- Challan Correction (Contd.)

Status- Submitted to ITD

Track Correction Request

Please select one of the below Search Options

Request Number Date: View All

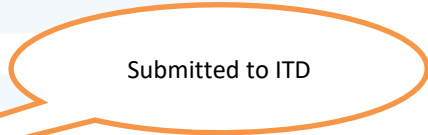
Correction Request Details

- Click on a row to select it and click on status as 'Available' or 'In Progress' to start or work on correction for a statement
- Click on a row to select it and enter User Id in 'Assign To' field and submit to assign the statement to another user
- View the Latest Token Number by clicking on the 'New Token Number' given for the respective correction statement

Request Date	Request Number	Financial Year	Quarter	Form Type	Latest Token Number	Status	Correction Category	Remarks	New Token Number	Assigned To	Processed Date	Download	Upload
03-Feb-2023	69231	2022-23	Q3	26Q	5276XXXXXXXX8724	Submitted to ITD	Online		4100XXXXXXXX0151				

Page 1 of 1 View 1 - 1 of 1

[Cancel Statement](#)



Note: Note down the Token Number for future reference

5. Pictorial guide for Online Correction- Challan Correction (Contd.)

Status- Accepted

Track Correction Request

Please select one of the below Search Options

Request Number Date: View All

Correction Request Details

- Click on a row to select it and click on status as 'Available' or 'In Progress' to start or work on correction for a statement
- Click on a row to select it and enter User Id in 'Assign To' field and submit to assign the statement to another user
- View the Latest Token Number by clicking on the 'New Token Number' given for the respective correction statement

Request Date	Request Number	Financial Year	Quarter	Form Type	Latest Token Number	Status	Correction Category	Remarks	New Token Number	Assigned To	Processed Date	Download	Upload
03-Feb-2023	69231	2022-23	Q3	26Q	5276XXXXXXXX8724	Accepted	Online		4100XXXXXXXX0151	<input type="text"/>			

Page 1 of 1 View 1 - 1 of 1

[Cancel Statement](#)

After submitted to ITD, correction status will be changed to "Accepted"

Note: Note down the Token Number for future reference

5. Pictorial guide for Online Correction- Challan Correction (Contd.)

Status- Processed

Track Correction Request

Please select one of the below Search Options

Request Number Date: View All

Correction Request Details

- Click on a row to select it and click on status as 'Available' or 'In Progress' to start or work on correction for a statement
- Click on a row to select it and enter User Id in 'Assign To' field and submit to assign the statement to another user
- View the Latest Token Number by clicking on the 'New Token Number' given for the respective correction statement

Request Date	Request Number	Financial Year	Quarter	Form Type	Latest Token Number	Status	Correction Category	Remarks	New Token Number	Assigned To	Processed Date	Download	Upload
03-Feb-2023	69231	2022-23	Q3	26Q	5276XXXXXXXX8724	Processed	Online		4100XXXXXXXX0151		03-Feb-2023		

Page 1 of 1 View 1 · 1 of 1

[Cancel Statement](#)

After submitted to ITD, correction status will be changed to "Processed"

Note: Note down the Token Number for future reference

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