

# E-Tutorial

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**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- Modify/Add Deductee Details

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"> <li>- JAVA version and Bit depending upon the system are not updated. Restart the system after updating JAVA .</li> <li>- Browsing history, cookies, temp files are to be cleared. Clear them first.</li> <li>- Pop-up blocker is NOT enabled currently.</li> <li>- Browser is not compatible in order to proceed with Online Correction .</li> </ul>
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- Modify/Add Deductee Details (Contd.)

Error Description	Explanation
Increase in amount claimed as interest , amount claimed as other and Levy should not be greater than the remaining available balance in challan.	This error occurs when Deductor claims more than the remaining available balance of the challan.
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.	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.
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.	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.
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).	This error may occur if book entry flag is “ Yes” which has to be changed to “No” . Please refer the E-Tutorial of the Online Correction Challan Correction.  OR  Incorrect TAN or Assessment Year is mentioned on challan, please contact A.O for challan correction

### 3. Brief Steps for Online Correction – Modify/Add Deductee Details

This feature enables Deductor to Add/modify deductee details:-

- If Deductor wants to make modification in deductee details.
- If Deductor wants to add new deductee row against a Challan with available balance.
- This functionality is available from F.Y 2013-14 onwards with DSC .

**Step 1 :** Login to TRACES website with your “**User ID**”, “**Password**”, “**TAN of the Deductor**” 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 “**Modify/Add Deductee Details**”.

**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 for 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 has to 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 for Online Correction- Modify/Add Deductee Details

Go to TRACES website ([www.tdscpc.gov.in](http://www.tdscpc.gov.in))

The screenshot shows the TRACES website interface. At the top, there are logos for TDS (Centralized Processing Cell) and TRACES (TDS Reconciliation Analysis and Correction Enabling System). The header includes navigation tabs for Home, Deductor, Tax Payer, and PAO, along with a Help button. The main content area is divided into sections: Login, Alerts/Updates, Customer Care, and About the portal. A CAUTION pop-up box is overlaid on the page, containing the following text:

**CAUTION**

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

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

[Continue >>](#)

A callout box with an orange border points to the 'Continue >>' button, containing the text: "Click on Continue to proceed further."

The background content includes a 'Login' section with links for Login, Register as New User, Forgot Password, and Forgot User ID. The 'Alerts/Updates' section contains a notice about Form 26QE and PAN-Aadhaar linkage. The 'Customer Care' section lists toll-free numbers and contact email. The 'About the portal' section provides a brief description of TRACES. The right sidebar contains links for Right to Information, Section codes for 26A/27BA, Services, Guidelines u/s 194-O(4) & 206C(1-I) of I.T. Act, Dos & Don'ts, and A to Z of TDS.

# 5. Pictorial guide for Online Correction – Modify/Add Deductee Details (Contd.)

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

The screenshot shows the TRACES website interface for Deductors. The page includes the TDS logo, the TRACES title, and the Government of India logo. The navigation bar has tabs for 'Deductor', 'Tax Payer', and 'PAO', with 'Deductor' selected. A 'Help' button is in the top right. The login section is titled 'Deductor Login' and contains the following fields and instructions:

- Login as:** Radio buttons for 'Deductor' (selected), 'Taxpayer', and 'PAO'. Callout: "Click on Deductor Option".
- User Id:** Text input field with 'XXXXXXXXXX' and a help icon (?). Callout: "Enter user id and password".
- Password:** Text input field. Callout: "Click on help icon (?) next to each field for more details".
- TAN for Deductor:** Text input field with 'XXXXXXXXXX'. Callout: "Enter TAN".
- Verification Code:** A CAPTCHA image showing 'K224D' and a 'Click to refresh image' link.
- Enter text as in above image:** Text input field with 'K224D'. Callout: "Enter the text as displayed then click on Login".

Below the login fields are links for 'Register as New User', 'Forgot Password?', and 'Forgot User Id?'. On the right side, there is a 'For Deductors:' section with instructions and a 'Common Note:' section.

**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

# 5. Pictorial guide for Online Correction – Modify/Add Deductee Details (Contd.)

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 for Online Correction – Modify/Add Deductee Details (Contd.)

Step 2: Click on 'Request for Correction' under 'Default' menu

The screenshot displays the TRACES (TDS Reconciliation Analysis and Correction Enabling System) web portal. At the top, there is a navigation bar with links for Home, About Us, Contact Us, e-Tutorials, Related Links, and Logout. A search bar is also present. The main header features the TDS logo (Centralized Processing Cell) and the TRACES logo (TDS Reconciliation Analysis and Correction Enabling System). The Government of India Income Tax Department logo is visible on the right. Below the header is a menu bar with options: Dashboard, Statements / Payments, Defaults, Communications, Forms, Downloads, Profile, and Help. The 'Defaults' menu is expanded, showing a list of options: View Default Summary, Request for Correction (highlighted with an orange callout), Request for Justification Report Download, Track Correction Request, View Saved Statements, Corrections Ready For Submission Tag / Replace Challan, and Track Request for Tag / Replace Challan. The callout bubble contains the text: "Select 'Request for correction'". The main content area includes a 'Quick Links' sidebar with items like 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 central area has a 'Welcome to TRACES!' message and a list of functionalities: Dashboard view, 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), and Profile (Update Communication Details). The right sidebar contains 'Customer Care' (Toll-Free: 1800 103 0344, 0120 4814600) and 'User Login Details'.

# 5. Pictorial guide for Online Correction – Modify/Add Deductee Details (Contd.)

Step 3 : Enter relevant Financial Year, Quarter, Form Type and Correction category should be “Online” and Click on “Submit Request” button.

The screenshot shows the TRACES portal interface. At the top, there is a navigation bar with links like Home, About Us, Contact Us, e-Tutorials, Related Links, and Logout. A search bar is also present. The main header includes the TDS logo (Centralized Processing Cell) and the TRACES logo (TDS Reconciliation Analysis and Correction Enabling System). The Government of India logo and 'Income Tax Department' are also visible. Below the header is a menu with options: Dashboard, Statements / Payments, Defaults (selected), Communications, Forms, Downloads, Profile, and Help.

The main content area is titled 'Request for Correction'. It 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 ITD.

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

- Financial Year\***: 2016-17 (Callout: Enter Financial Year)
- Quarter\***: Q1 (Callout: Enter Quarter)
- Form Type\***: 26Q (Callout: Enter Form Type)
- Correction Category\***: Online (Callout: Correction category will be 'Online')
- Submit Request** button (Callout: Click on Submit Request)

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

# 5. Pictorial guide for Online Correction – Modify/Add Deductee Details (Contd.)

Step 3 (Contd.): 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' and a magnifying glass icon. To the right of the search bar are three font size adjustment buttons (A, A, A) and a language dropdown menu set to 'English'. Below the navigation bar, the TDS logo (Centralized Processing Cell) and the TRACES logo (TDS Reconciliation Analysis and Correction Enabling System) are displayed on the left. On the right, the Government of India Income Tax Department logo is shown. A horizontal menu bar contains several options: Dashboard, Statements / Payments, Defaults (highlighted with a blue background), Communications, Forms, Downloads, Profile, and Help (in an orange box). The main content area shows a message: 'Request for correction for Form 26Q of FY 2016-17 and Quarter Q1 has been submitted. Request Number is 61920 and Request Date is 29-April-2019. 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 this message is a blue button labeled 'Go to Track Correction Request'. Two orange callout boxes are present: one pointing to the 'Request number received' text in the message, and another 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'.

# 5. Pictorial guide for Online Correction – Modify/Add Deductee Details (Contd.)

## Step 3(Contd.): View submitted request

**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

Request Date	Request Number	Financial Year	Quarter	Form Type	Latest Token Number	Status	Correction Category	Remarks	New Token Number	Assigned To	Processed Date	Downloaded	Uploaded
29-Apr-2019	61920	2016-17	Q1	26Q	4100XXXXXXXXX535	Available	Online			CMBG05798C			
29-Apr-2019	61918	2018-19	Q1	26Q	4100XXXXXXXXX730	Cancelled	Online			CMBG05798C			
18-Apr-2019	61890	2016-17	Q2	27EQ	4100XXXXXXXXX437	Cancelled	Online			CMBG05798C			
18-Apr-2019	61889	2018-19	Q1	27Q	4100XXXXXXXXX739	Cancelled	Online			CMBG05798C			
18-Apr-2019	61887	2015-16	Q4	24Q	4100XXXXXXXXX987	Cancelled	Online			CMBG05798C			
03-Apr-2019	61850	2018-19	Q1	26Q	4100XXXXXXXXX730	Cancelled	Online			CMBG05798C			

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

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 for Online Correction – Modify/Add Deductee Details (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 for KYC selection. At the top, there are logos for TDS (Centralized Processing Cell) and TRACES (TDS Reconciliation Analysis and Correction Enabling System), along with the Government of India Income Tax Department logo. A navigation bar includes links for Dashboard, Statements / Payments, Defaults, Communications, Forms, Downloads, Profile, and Help. The main heading is "Choose KYC Flow". Below it, a text box explains that users with digital signatures can skip KYC for certain actions, while others can opt for normal KYC. Two radio buttons are present: "Digital Signature supported KYC validation" (selected) and "Normal KYC Validation (Without Digital Signature)". A blue button labeled "Validate DSC" is at the bottom left. Three callouts are present: one pointing to the selected radio button, one pointing to the "Validate DSC" button, and one pointing to the explanatory text box.

Select the option "Digital Signature supported KYC validation" (Step1)

Important note

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 for Online Correction – Modify/Add Deductee Details (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 page has a navigation bar with 'Dashboard', 'Statements / Payments', 'Defaults', 'Communications', 'Forms', 'Downloads', 'Profile', and 'Help'. The 'emSigner' pop-up window is the central focus. It contains the following elements:

- Content to Sign:** A text box containing 'ABCPA1234A'.
- Certificate Store:** A table listing available digital signature certificates.
- Buttons:** 'View Certificate', 'Sign', and 'Cancel'.

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

## 5. Pictorial guide for Online Correction – Modify/Add Deductee Details (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 Financial Year, 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 for Online Correction – Modify/Add Deductee Details (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 for Online Correction – Modify/Add Deductee Details (Contd.)

## Step 4 : Scenario 2: Normal KYC Validation

The screenshot displays the TRACES (TDS Reconciliation Analysis and Correction Enabling System) interface. At the top, there are logos for TDS Centralized Processing Cell, TRACES, and the Government of India Income Tax Department. A navigation bar includes links for Dashboard, Statements / Payments, Defaults (active), Communications, Forms, Downloads, Profile, and Help. The main content area is titled 'Choose KYC Flow' and contains an information message: '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 points to this option with the text: 'Select the option to validate KYC without Digital Signature'. At the bottom left, there is a 'Validate DSC' button.

# 5. Pictorial guide for Online Correction – Modify/Add Deductee Details (Contd.)

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

Login Date: 08-Nov-2015, 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: 27EQ  
Financial Year: 2016-17  
Quarter: Q1  
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.

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 for Online Correction – Modify/Add Deductee Details (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 (only Government Deductors)

Please enter a Challan with at least three distinct valid PAN-Amount combinations as 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 valid PAN-Amount combination, mention a challan with no valid PAN-Amount combination. Also select the checkbox (no valid PAN deductee row) in PAN Details section below.

[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

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

**PART 2. Enter Unique PAN-Amount Combinations**

Please select if you do not have any valid PAN corresponding to above challan details

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

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.

Please enter TDS deposited amount for respective PAN's

# 5. Pictorial guide for Online Correction- Modify/Add Deductee Details (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 (selected), Communications, Forms, Downloads, Profile, and Help.

The main content area shows the following information:

- Details validated for Form 26Q of FY : 2018-17 and Quarter Q4.
- Authentication code valid for today is 4eDRZM
- Please copy and save the code given below.
- Copy from:

An orange 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

At the bottom, there is a button labeled "Proceed with Transaction".

# 5. Pictorial guide for Online Correction – Modify/Add Deductee Details (Contd.)

## Step 5 : Select Modify/Add Deductee Details

**File Correction**

<b>TAN</b>	xxxxxxxx	<b>Original RRR Number</b>	4567XXXXXXXX7576	<b>Latest RRR Number</b>	4100XXXXXXXX5144
<b>Financial Year</b>	2016-17	<b>Quarter</b>	Q4	<b>Form Type</b>	27Q

**Type of Correction** Modify / Add Deductee Details View Details

Default 5 Modify/Add Deductee Details 5 for Form Click on 'View Details'.

**Default Summary Details**

Sr.No.	Type of Default	Default Amount (₹)	Amount Reported As 'Interest / Others' Claimed in the Statement (₹)	Payable (₹)
1	Short Payment	14000.00	0.00	14000.00
2	Short Deduction	1513000.00	0.00	1513000.00
3	Interest on Payments Default u/s 201(1A)			
3(a)	Interest on Short Payment *	3570.00	0.00	3570.00
3(b)	Interest on Late Payment	1800.00	0.00	1800.00
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 **	257210.00	0.00	257210.00
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			
5(a)	Late Filing Levy	0.00	0.00	0.00
5(b)	Additional Late Filing levy against the processing of latest correction	0.00	0.00	0.00

# 5. Pictorial guide for Online Correction – Modify/Add Deductee Details (Contd.)

Step 5 (Contd.): After click on 'View Details' tab, user need to select type of deductees.

## Modify / Add Deductee Details – Default Deductee

**File Correction**

<b>TAN</b>	XXXXXXXXXX	<b>Original RRR Number</b>	5324XXXXXXXX5301	<b>Latest RRR Number</b>	5324XXXXXXXX5301
<b>Financial Year</b>	2016-17	<b>Quarter</b>	Q2	<b>Form Type</b>	27Q

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

**Modify/Add Deductee details**

**Default Deductees** | **All Deductees** | **Add New Deductees**

**Select tab 'Default Deductee'**

**List of deductee rows as per the statement with defaults**

**Click on hyperlinks to view the details of SP an SD**

**Click to know how to close SP due to difference in deducted/collected and deposited, SP due to insufficient balance and Short deduction**

**PAN as per Statement\***  [Search](#) [Reset Search](#)

**Enter PAN as per statement or CD Record number or SP/SD to edit the deductee row**

**CD Record Number\***  **DD Record Number**  [Search](#) [Reset Search](#)

**Select Type of default from drop down to filter deductee rows based on SP/SD/(SP and SD)** --Select-- [Reset Search](#)

**Important Notes**

**Please select a row and click on 'Edit Deductee Row' to edit deductee details and 'View challan details' to view details of the challan for the deductee row**

### Full form of abbreviations :

- CD – Challan Detail
- DD – Deductee Detail
- SP – Short Payment

# 5. Pictorial guide for Online Correction – Modify/Add Deductee Details (Contd.)

Step 5 (Contd.): After click on 'View Details' tab, user need to select type of deductees.

## Modify / Add Deductee Details – Default Deductee

Please select a row and click on 'Edit Deductee Row' to edit deductee details and 'View challan details' to view details of the challan for the deductee row

CD Record Number (1)	DD Record Number (2)	Deductee reference number provided by the deductor, if available (3)	Deductee code (01-Company 02-Other than company) (4)	PAN of the deductee (5)	Name of the deductee (6)	Section code (7)	Date Of payment or credit (8)	Amount paid or credited (₹) (9)	Tax (₹) (10)	Surcharge (₹) (11)	Education Cess (₹) (12)	Total tax deducted (₹) (13) (10)+(11)+(12)	Total Tax Deposited (₹) (14)	Date of deduction (15)	Rate at which deducted (%) (16)
<input type="checkbox"/>	1	1	02	XXXXXXXXXX	XXXXXXXXXX			1,000,000.00	4,000.00	0.00	0.00	4,000.00	4,000.00	03-Jul-2013	2.0000
<input type="checkbox"/>	1	2	02	XXXXXXXXXX	XXXXXXXXXX			1,000,000.00	4,000.00	0.00	0.00	4,000.00	4,000.00	03-Jul-2013	2.0000
<input type="checkbox"/>	1	3	02	XXXXXXXXXX	XXXXXXXXXX	195	03-Jul-2013	1,000,000.00	4,000.00	0.00	0.00	4,000.00	4,000.00	03-Jul-2013	2.0000

Edited Row Deleted Row

Edit Deductee Row Reset View Challan Details

[View Default Summary](#)

Proceed to correction statement

Submit Correction Statement

Page 1 of 180

Deductee record will be displayed as per option selected

# 5. Pictorial guide for Online Correction – Modify/Add Deductee Details (Contd.)

## Step 5 (Contd.): Modify/Add Deductee Details – Default Deductee

### Modify / Add Deductee Details – Default Deductee

CD Record Number (1)	DD Record Number (2)	Deductee reference number provided by the deductor, if available (3)	Deductee code (01-Company 02-Other than company) (4)	PAN of the deductee (5)	Name of the deductee (6)	Section code (7)	Date Of payment or credit (8)	Amount paid or credited (₹) (9)	Tax (₹) (10)	Surcharge (₹) (11)	Education Cess (₹) (12)	Total tax deducted (₹) (13) (10)+(11)+(12)	Total Tax Deposited (₹) (14)	Date of deduction (15)	Rate at which deducted (%) (16)
<input checked="" type="checkbox"/>	1	1	02	XXXXXXXXXX	SHYAMAR KUMAR	195	03-Jul-2013	1,000,000.00	4,000.00	0.00	0.00	4,000.00	4,000.00	03-Jul-2013	2.0000
<input type="checkbox"/>	1	2		XXXXXXXXXX	SHYAMAR KUMAR	195	03-Jul-2013	1,000,000.00	4,000.00	0.00	0.00	4,000.00	4,000.00	03-Jul-2013	2.0000
<input type="checkbox"/>	1	3		XXXXXXXXXX	SHYAMAR KUMAR	195	03-Jul-2013	1,000,000.00	4,000.00	0.00	0.00	4,000.00	4,000.00	03-Jul-2013	2.0000
<input type="checkbox"/>	1	4	02	XXXXXXXXXX	SHYAMAR KUMAR	195	03-Jul-2013	1,000,000.00	4,000.00	0.00	0.00	4,000.00	4,000.00	03-Jul-2013	2.0000
<input type="checkbox"/>	1			XXXXXXXXXX	SHYAMAR KUMAR	195	03-Jul-2013	1,000,000.00	4,000.00	0.00	0.00	4,000.00	4,000.00	03-Jul-2013	2.0000

Edited Row     Deleted Row

[View Default Summary](#)  
 Proceed to correction statement

Page 1 of 180    5

Select deductee row to edit

If user select 'Edit Deductee Row' Slide 28 will be displayed for edition

Once user select the deductee row all three buttons will be active

If user select 'reset', the deductee row values will be reset to the original values

If needed User can view details of the challan /available balance for the deductee row by clicking on 'View Challan details'

**View Challan details** - User who may want to see the challan to which the deductee row pertains, so that when he edits/modifies the row, he is aware of the challan balance available.

# 5. Pictorial guide for Online Correction – Modify/Add Deductee Details (Contd.)

Step 5 (Contd.): User can edit deductee details then click on 'Save' tab to proceed further.

## Modify / Add Deductee Details – Default Deductee

**Important Notes :**

- Date of Payment or Credit -Date on which payment was made to deductee. Date cannot be future date.
- Amount Paid or Credited -Transaction Amount is the amount paid / credited to deductee on transaction date. Amount must be greater than equal to zero .
- Total Tax Deducted - Total Tax Deducted / Collected is the sum of TDS / TCS, Surcharge and Education Cess . Amount must be less than equal to amount paid or credited.
- Total Tax Deposited - Amount cannot be greater than TDS deducted. Amount must be less than equal to total tax deposited in CD detail
- Amount to be displayed in exactly two decimal places (e.g., 2450.09, 2450.90)
- Rate at which deducted / collected - Rate at which tax is deducted for a particular deductee. Rate to be mentioned in exactly four decimal places.
- Reason for Non deduction/ lower deduction - .It should be mandatory if TDS deducted = zero and TDS rate = zero, flags applicable: A,B,S,T,Y,Z.
- Number of Certificate - It should be mandatory when user raised Flag A / B for respective forms .

**Form Fields:**

- Buttons: Edit Deductee Row, Reset, View Challan Details
- Message: Clicking on 'Save' will update details in the statement
- Fields: Deductee reference number, Deductee Code (02), PAN of the deductee (XXXXXXXXXX), Name of the deductee (XXXXXXXXXXXX), Section code (195), Date of payment or credit (03-Apr-2013), Amount paid or credited (₹) (1000000.00), Tax (₹) (4000.00), Surcharge (₹) (0.00), Education Cess (₹) (0.00), Total tax deducted (₹) (4000.00), Total tax deposited (₹) (4000.00), Date Of Deduction (03-Apr-2013), Rate at Which Deducted / Collected (2.0000 (%)), Reason for non-deduction/ lower deduction/grossing up/ Higher Deduction (--Select--), Number of the certificate issued by the Assessing Officer for non-deduction/lower deduction, Whether the rate of TDS is as per IT Act (a)DTAA(b) (A), Nature of Remittance, Unique Acknowledgement of the corresponding Form No. 15CA, if available, Country to which remittance is made (INDIA), Grossing up indicator
- Buttons: Save, Cancel
- Link: View Default Summary
- Text: Proceed to correction statement

**Callouts:**

- Orange circle around 'Save' button: After editing click on 'Save'
- Orange circle around 'Edit the deductee row' button: Edit the deductee row

# 5. Pictorial guide for Online Correction – Modify/Add Deductee Details (Contd.)

Step 5 (Contd.): Once the details edited, row will be highlighted

## Modify / Add Deductee Details – All Deductee

CD Record Number (1)	DD Record Number (2)	Deductee reference number provided by the deductor, if available (3)	Deductee code (01-Company 02-Other than company) (4)	PAN of the deductee (5)	Name of the deductee (6)	Section code (7)	Date Of payment or credit (8)	Amount paid or credited (₹) (9)	Tax (₹) (10)	Surcharge (₹) (11)	Education Cess (₹) (12)	Total tax deducted (₹) (13) (10)+(11)+(12)	Total Tax Deposited (₹) (14)	Date of deduction (15)	Rate at which deducted (%) (16)	
<input checked="" type="checkbox"/>	1	1	1	02	<del>ADDK1053R</del>	<del>SHEKHAR KUMAR</del>	195	03-Jul-2013	1,000,000.00	4,000.00	0.00	0.00	4,000.00	3,500.00	03-Jul-2013	2.0000
<input type="checkbox"/>	1	2		02	<del>ADDK1053R</del>	<del>SHEKHAR KUMAR</del>			4,000.00	0.00	0.00	4,000.00	4,000.00	03-Jul-2013	2.0000	
<input type="checkbox"/>	1	3		02	<del>ADDK1053R</del>	<del>SHEKHAR KUMAR</del>			4,000.00	0.00	0.00	4,000.00	4,000.00	03-Jul-2013	2.0000	
<input type="checkbox"/>	1	4		02	<del>ADDK1053R</del>	<del>SHEKHAR KUMAR</del>	195	03-Jul-2013	1,000,000.00	4,000.00	0.00	0.00	4,000.00	4,000.00	03-Jul-2013	2.0000
<input type="checkbox"/>	1	5		02	<del>ADDK1053R</del>	<del>SHEKHAR KUMAR</del>	195	03-Jul-2013	1,000,000.00	4,000.00	0.00	0.00	4,000.00	4,000.00	03-Jul-2013	2.0000

Once the detail edited, row will be highlighted

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Legend: ■ Edited Row ■ Deleted Row

Buttons: Edit Deductee Row, Reset, View Challan Details

View Default Summary

Proceed to correction statement

Submit Correction Statement

User can click here to submit the correction statement

# 5. Pictorial guide for Online Correction – Modify/Add Deductee Details (Contd.)

## Step 5 (Contd.): Modify / Add Deductee Details – All Deductees

### Modify / Add Deductee Details – All Deductee

Modify/Add Deductee details

[Default Deductees](#) | **[All Deductees](#)** | [Add New Deductees](#)

1 List of deductee rows as per the statement to which the challan will be displayed in 'Add New Deductees' tab  
 2 Input PAN or CD/DD Record number and click on 'Search' to display the deductee row

PAN as per Statement\*

CD Record Number\*  DD Record Number

3 Please select a row and click on 'Edit Deductee Row' to edit deductee details. Click on 'View challan details' to view details of the challan for the deductee row

CD Record Number (1)	DD Record Number (2)	Deductee reference number provided by the deductor, if available (3)	Deductee Code (01-Company, 02-Other than Company) (4)	PAN as per Statement (5)	PAN of the deductee (6)	Name of the deductee (7)	Section Code (8)	Date of payment or credit (9)	Amount paid or credited (₹) (10)	Total Tax Deducted (₹) (11)	Total Tax Deposited (₹) (12)	Date of deduction (13)	Rate at which deducted (14)	Reason for non-deduction/ lower deduction/ Higher Deduction/ Threshold/ Transporter (15)	Number of the certificate under section 197 issued by the Assessing Officer for non-deduction/lower deduction (16)	SP - Due to Insufficient balance (₹) (17)	SP - Difference between Deducted and Deposited (₹) (18)	Total SP (₹) (17)-(18)
<input type="checkbox"/> 2	16		02	CYFPS8996C	CYFPS8996C	SWAATI SAREEN	194A	03-Apr-2013	10,000.00	10,000.00	10,000.00	03-Apr-2013	2.0000			0.00	0.00	0.00
<input type="checkbox"/> 2	17		02	CYFPS8996C	CYFPS8996C	SWAATI SAREEN	194A	03-Apr-2013	10,000.00	10,000.00	10,000.00	03-Apr-2013	2.0000			0.00	0.00	0.00
<input type="checkbox"/> 2	18		02	CYFPS8996C	CYFPS8996C	SWAATI SAREEN	194A	03-Apr-2013	10,000.00	10,000.00	10,000.00	03-Apr-2013	2.0000			0.00	0.00	0.00
<input type="checkbox"/> 2	19		02	CYFPS8996C	CYFPS8996C	SWAATI SAREEN	194A	03-Apr-2013	10,000.00	10,000.00	10,000.00	03-Apr-2013	2.0000			0.00	0.00	0.00
<input type="checkbox"/> 2	20		02	CYFPS8996C	CYFPS8996C	SWAATI SAREEN	194A	03-Apr-2013	10,000.00	10,000.00	10,000.00	03-Apr-2013	2.0000			0.00	0.00	0.00

Edited Row  Deleted Row

Page 1 of 1

# 5. Pictorial guide for Online Correction – Modify/Add Deductee Details (Contd.)

## Step 5 (Contd.): Modify / Add Deductee Details – Add New Deductees

### Modify / Add Deductee Details – All Deductee

**File Correction**

TAN	XXXXXXXXXX	Original RRR Number	1123XXXXXXXX5515	Latest RRR Number	1123XXXXXXXX5153
Financial Year	2016-17	Quarter	Q1	Form Type	26Q

Type of Correction:  [View Details](#)

**Modify/Add Deductee details**

Default Deductees | All Deductees | **Add New Deductees**

**List of Challan(s) with available balance**

Select challan to be consumed towards deductee row(s)

List of added deductees in the statement as part of this correction. Deductees moved from one challan to another challan will be displayed here

	BSR 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 / Tax Deposited by/through Appointment / No)	Amount Claimed as 'Total Tax Deposited' (₹)	Amount Claimed as 'Interest' (₹)	Amount Claimed as 'Others' (₹)	Available Balance before the Correction (₹)	Remaining Available Balance in Challan (₹)
<input type="checkbox"/>	966****	24-May-2013	936	30,000.00 0.00	0.00	0.00	0.00	0.00	0.00	30,000.00 .00	0	No	10,000.00	1,000.00	1,000.00	29,850,000 .00	29,850,000 .00
<input type="checkbox"/>	966****	24-May-2013	936	30,000.00 0.00	0.00	0.00	0.00	0.00	0.00	30,000.00 .00	0	No	0.00	0.00	0.00	29,850,000 .00	29,850,000 .00
<input type="checkbox"/>	966****	24-May-2013	936	30,000.00 0.00	0.00	0.00	0.00	0.00	0.00	30,000.00 .00	0	No	20,000.00	1,000.00	1,000.00	29,850,000 .00	29,850,000 .00
<input type="checkbox"/>	966****	24-May-2013	936	30,000.00 0.00	0.00	0.00	0.00	0.00	0.00	30,000.00 .00	0	No	40,000.00	1,000.00	1,000.00	29,850,000 .00	29,850,000 .00
<input type="checkbox"/>	966****	24-May-2013	936	30,000.00 0.00	0.00	0.00	0.00	0.00	0.00	30,000.00 .00	0	No	30,000.00	1,000.00	1,000.00	29,850,000 .00	29,850,000 .00

Page 1 of 3    View 1 - 5 of 12

[Add Deductee Row](#)   [Add Book Entry Receipts](#)   [Add Challan](#)

Select tab 'Add New Deductee'

All the Challans in the statement with Available balance will be shown

User Can add new Challan/Book Entry from OLTAS by Clicking the buttons

# 5. Pictorial guide for Online Correction – Modify/Add Deductee Details (Contd.)

Step 5 (Contd.): Select Challan to tag with deductee row

## Modify / Add Deductee Details – Add New Deductees

File Correction

TAN	██████████	Original RRR Number	1123XXXXXXXX5515	Latest RRR Number	1123XXXXXXXX5153
Financial Year	2016-17	Quarter	Q1	Form Type	26Q

Type of Correction:  [View Details](#)

Modify/Add Deductee details

Default Deductees | All Deductees | **Add New Deductees**

List of Challan(s) with available balance

1 Select challan to be consumed towards deductee row(s)

1 List of added deductees in the statement as part of this correction. Deductees moved from one challan to another challan will be displayed here

BSR 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' (₹)	Available Balance before the Correction (₹)	Remaining Available Balance in Challan (₹)
<input checked="" type="checkbox"/> 966****	24-May-2013	936	30,000.00 0.00	0.00	0.00	0.00	0.00	0.00	30,000.00 0.00	0	No	10,000.00	1,000.00	1,000.00	29,850,000 00	29,850,000 00
<input type="checkbox"/> 966****	24-May-2013	936	30,000.00 0.00	0.00	0.00	0.00	0.00	0.00	30,000.00 0.00	0	No	0.00	0.00	0.00	29,850,000 00	29,850,000 00
<input type="checkbox"/> 966****	24-May-2013	936	30,000.00 0.00	0.00	0.00	0.00	0.00	0.00	30,000.00 0.00	0	No	20,000.00	1,000.00	1,000.00	29,850,000 00	29,850,000 00
<input type="checkbox"/> 966****	24-May-2013	936	30,000.00 0.00	0.00	0.00	0.00	0.00	0.00	30,000.00 0.00	0	No	40,000.00	1,000.00	1,000.00	29,850,000 00	29,850,000 00
<input type="checkbox"/> 966****	24-May-2013	936	30,000.00 0.00	0.00	0.00	0.00	0.00	0.00	30,000.00 0.00	0	No	30,000.00	1,000.00	1,000.00	29,850,000 00	29,850,000 00

Select Challan to tag with deductee row

Page 1 of 3 View 1 - 5 of 12

[Add Deductee Row](#) [Add Book Entry Receipts](#)  [Add Challan](#)

[View Default Summary](#)

[Proceed to correction statement](#)

[Submit Correction Statement](#)

# 5. Pictorial guide for Online Correction – Modify/Add Deductee Details (Contd.)

## Step 5 (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 Income Tax Department

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

### File Correction

TAN	██████████	Original RRR Number	112310000005515	Latest RRR Number	112310000005153
Financial Year	2016-17	Quarter	Q1	Form Type	26Q

Type of Correction:  [View Details](#)

Action summary for Q1 of FY 2013-14 for Form 26Q

#### Action Summary

Challan Correction	Correct	Change
--------------------	---------	--------

[Submit To Admin](#)

Click on Submit to Admin

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

# 5. Pictorial guide for Online Correction – Modify/Add Deductee Details (Contd.)

## Step 5 (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 for Online Correction – Modify/Add Deductee Details (Contd.)

## Step 6 : Action Summary- Admin User Login

The screenshot displays the TRACES TDS 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 and language selector (English) are also present. The main header features the TDS Centralized Processing Cell logo and the TRACES TDS Reconciliation Analysis and Correction Enabling System logo, along with the Government of India Income Tax Department emblem.

The navigation menu includes 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, a blue box contains the instruction: "Select a row and click on 'View Statement' to view Action Summary screen for the statement".

Financial Year	Quarter	Form Type	User Id
2016-17	Q1	26Q	

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

# 5. Pictorial guide for Online Correction – Modify/Add Deductee Details (Contd.)

## Step 6 (Contd.): View Edited Statement

### Action Summary – View Edited Statement

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

File Correction

TAN	██████████	Original RRR Number	1123XXXXXXXX4513	Latest RRR Number	4100XXXXXXXX1764
Financial Year			Q1	Form Type	26Q

Type of Correct [Details](#)

FY 2013-14 for Form 26Q

Action Summary

Correction Type	Change
Challan Change	<a href="#">View Corrections</a>
PAN Errors	<a href="#">View Corrections</a>
Deductee Changes	<a href="#">View Corrections</a>

[Confirm](#)

Admin user Click on 'Confirm' the correction to be submitted by sub user and Correction Ready for Submission

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 for Online Correction – Modify/Add Deductee Details (Contd.)

Step 6 (Contd.) : User can cancel the correction statement after click on 'Cancel Statement 'tab.

The screenshot displays the TDS TRACES web application interface. At the top, there is a navigation bar with links for Home, About Us, Contact Us, e-Tutorials, Related Links, and Logout. A search bar is also present. The main header features the TDS logo (Centralized Processing Cell) and the TRACES logo (TDS Reconciliation Analysis and Correction Enabling System). The Government of India Income Tax Department logo is visible in the top right corner. Below the header, there is a menu bar with options: Dashboard, Statements / Payments, Defaults (selected), Communications, Forms, Downloads, Profile, and Help. The main content area shows a table with columns for Financial Year and User Id. The Financial Year is set to 2016-17. Below the table, there are two buttons: View Statement and Cancel Statement. A modal dialog box titled "Message from webpage" is open, asking "Do you want to cancel the Correction Statement" with OK and Cancel buttons. Three callout boxes provide instructions: "Select the row for action" points to the table, "Click on 'Cancel Statement' in case user wants to cancel the correction" points to the Cancel Statement button, and "Click on ok to take action for cancellation" points to the OK button in the dialog box.

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 for Online Correction – Modify/Add Deductee Details (Contd.)

Step 6 (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 main header includes the TDS logo, the TRACES logo, and the Government of India Income Tax Department logo. Below the header is a navigation menu with tabs: Dashboard, Statements / Payments, Defaults (selected), Communications, Forms, Downloads, Profile, and Help.

The main content area displays the heading "Correction Statements Ready For Submission" and an instruction: "Select a row and click on 'View Statement' to view Action Summary screen for the statement". Below this is a table with the following data:

Financial Year	Quarter	Form Type	User Id
2016-17	Q1	28Q	AGRA10007EP

Below the table are two buttons: "View Statement" and "Cancel Statement". Two callout boxes provide instructions: one pointing to the "View Statement" button with the text "Click on 'View Statement' to proceed further", and another pointing to the table row with the text "Select the row for action".

# 5. Pictorial guide for Online Correction – Modify/Add Deductee Details (Contd.)

## Step 6 (Contd.) Action Summary- Submit For Processing

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

Income Tax Department

Dashboard Statements / Payments Defaults Communications Forms Downloads Profile Help

### Action Summary for Q1 of FY 2016-17 for Form 26Q

Action Summary

Correction Type	Change
Deductee Changes	<a href="#">View Corrections</a>
PAN Errors	<a href="#">View Corrections</a>
Personal Information	<a href="#">View Corrections</a>

[Submit For Processing](#) [Edit Correction Statement](#) [Back](#)

Click on hyperlinks to view the Action Summary

Select 'Submit for Processing' to proceed further', in case edit select ' Edit Correction Statement'

# 5. Pictorial guide for Online Correction – Modify/Add Deductee Details (Contd.)

Step 6 (Contd.): DSC Validation for final submission of Correction statement.

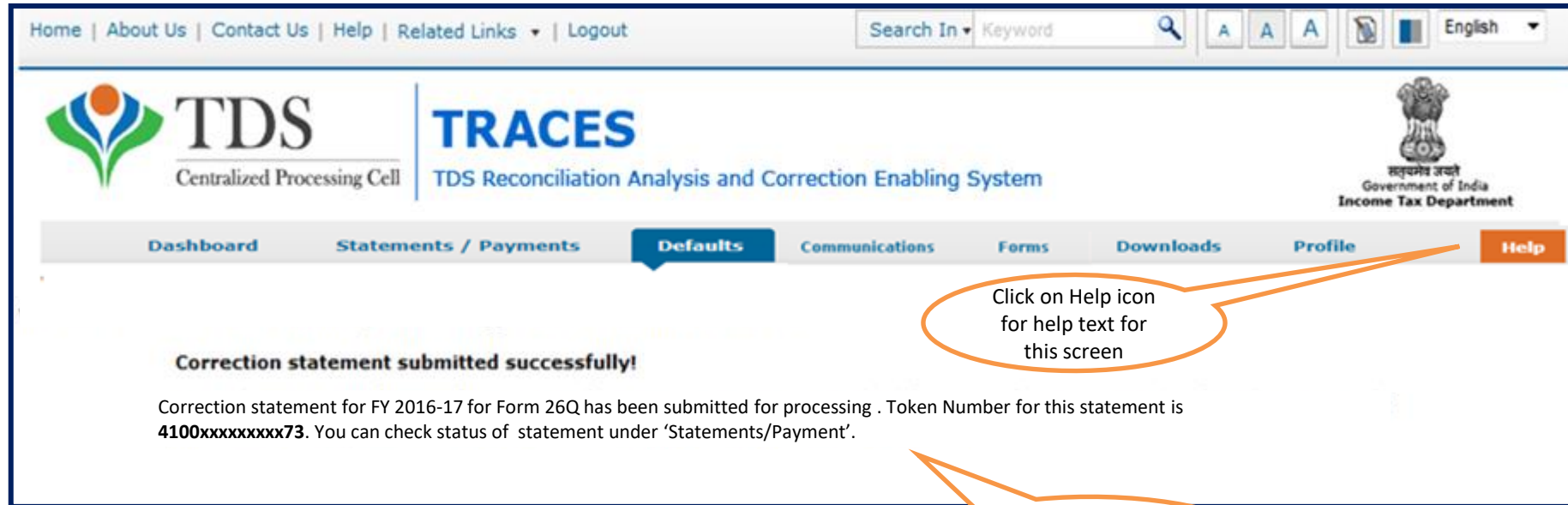
The screenshot displays the TDS TRACES web portal. A 'Web Signer' dialog box is open, showing the content to be signed: `SCH^WF^163434^RDYSUB^10037158^2014-08-14 14:30:17.0^26Q^^410000000661`. Below this, a table lists available digital certificates for selection:

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

An orange callout bubble points to the table with the text: "Select and attach digital Signatures". The dialog also includes a 'View Certificate' button and 'Sign' and 'Cancel' buttons at the bottom.

# 5. Pictorial guide for Online Correction – Modify/Add Deductee Details (Contd.)

Step 7 : After final submission of correction statement , success message will be displayed.



The screenshot shows the TRACES (TDS Reconciliation Analysis and Correction Enabling System) portal. The header includes navigation links (Home, About Us, Contact Us, Help, Related Links, Logout), a search bar, and language settings (English). The main header features the TDS Centralized Processing Cell logo and the TRACES logo. Below the header is a navigation menu with options: Dashboard, Statements / Payments, Defaults (selected), Communications, Forms, Downloads, Profile, and Help. The main content area displays a success message: "Correction statement submitted successfully!" followed by a detailed message: "Correction statement for FY 2016-17 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 with orange borders provide instructions: one points to the Help icon in the navigation menu, stating "Click on Help icon for help text for this screen", and another points to the success message, stating "Message showing that correction statement is successfully submitted".

**Note:** Note down the Token Number for future reference

# 5. Pictorial guide for Online Correction- Modify/Add Deductee Details (Contd.)

## Status- Submitted to ITD

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

**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

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
29-Apr-2019	61920	2016-17	Q1	26Q	4100XXXXXXXX535	Submitted to ITD	Online		4100XXXXXXXX875	CMBG05798C			
29-Apr-2019	61918	2018-19	Q1	26Q	4100XXXXXXXX730	Cancelled	Online			CMBG05798C			
18-Apr-2019	61890	2016-17	Q2	27EQ	4100XXXXXXXX437	Cancelled	Online			CMBG05798C			
18-Apr-2019	61889	2018-19	Q1	27Q	4100XXXXXXXX739	Cancelled	Online			CMBG05798C			
18-Apr-2019	61887	2015-16	Q4	24Q	4100XXXXXXXX987	Cancelled	Online			CMBG05798C			
03-Apr-2019	61850	2018-19	Q1	26Q	4100XXXXXXXX730	Cancelled	Online			CMBG05798C			
07-Mar-2019	61750	2018-19	Q2	26Q	4100XXXXXXXX743	Processed	Online		4100XXXXXXXX744	CMBG05798C	07-Mar-2019		
07-Mar-2019	61749	2018-19	Q2	26Q	1222XXXXXXXX792	Processed	Online		4100XXXXXXXX743	CMBG05798C	07-Mar-2019		

Submitted to ITD

**Note:** Note down the Token Number for future reference

# 5. Pictorial guide for Online Correction- Modify/Add Deductee Details (Contd.)

## Status- Accepted

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

**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
- View the Latest Token Number by clicking on the 'New Token Number' given for the respective correction request

Request Date	Request Number	Financial Year	Quarter	Form Type	Latest Token Number	Status	Correction Category	Remarks	New Token Number	Assigned To	Processed Date	Downloaded	Uploaded
29-Apr-2019	61920	2016-17	Q1	26Q	4100XXXXXXXXX535	Accepted	Online		4100XXXXXXXXX875	CMBG05798C			
29-Apr-2019	61918	2018-19	Q1	26Q	4100XXXXXXXXX730	Cancelled	Online			CMBG05798C			
18-Apr-2019	61890	2016-17	Q2	27EQ	4100XXXXXXXXX437	Cancelled	Online			CMBG05798C			
18-Apr-2019	61889	2018-19	Q1	27Q	4100XXXXXXXXX739	Cancelled	Online			CMBG05798C			
18-Apr-2019	61887	2015-16	Q4	24Q	4100XXXXXXXXX987	Cancelled	Online			CMBG05798C			
03-Apr-2019	61850	2018-19	Q1	26Q	4100XXXXXXXXX730	Cancelled	Online			CMBG05798C			
07-Mar-2019	61750	2018-19	Q2	26Q	4100XXXXXXXXX743	Processed	Online		4100XXXXXXXXX744	CMBG05798C	07-Mar-2019		
07-Mar-2019	61749	2018-19	Q2	26Q	1222XXXXXXXXX792	Processed	Online		4100XXXXXXXXX743	CMBG05798C	07-Mar-2019		

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- Modify/Add Deductee Details (Contd.)

## Status- Processed

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

Home    New    Log Out

### 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
- View the Latest Token Number by clicking on the 'New Token Number' given for the respective correction

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
29-Apr-2019	61920	2016-17	Q1	26Q	4100XXXXXXXX535	Processed	Online		4100XXXXXXXX875	CMBC05798C	29-Apr-2019		
29-Apr-2019	61918	2018-19	Q1	26Q	4100XXXXXXXX730	Cancelled	Online			CMBC05798C			
18-Apr-2019	61890	2016-17	Q2	27EQ	4100XXXXXXXX437	Cancelled	Online			CMBC05798C			
18-Apr-2019	61889	2018-19	Q1	27Q	4100XXXXXXXX739	Cancelled	Online			CMBC05798C			
18-Apr-2019	61887	2015-16	Q4	24Q	4100XXXXXXXX987	Cancelled	Online			CMBC05798C			
03-Apr-2019	61850	2018-19	Q1	26Q	4100XXXXXXXX730	Cancelled	Online			CMBC05798C			
07-Feb-2019	61605	2016-17	Q1	26Q	4100XXXXXXXX535	Rejected	Online	View Rejection Reason	4100XXXXXXXX711	CMBC05798C			

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[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](mailto: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