

E-Tutorial

- 1. Important Information on Online Correction- Personal Information.**
- 2. Most common error while filing Online Correction.**
- 3. Brief Steps for Online Correction- Personal Information.**
- 4. Description for status of Online Correction Requests**
- 5. Pictorial guide for Online Correction- Personal Information.**



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 ha 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 filed 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 when 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- Personal Information

This feature enables deductor to update his Personal Information in the statement. **“Personal information”** should be updated with the latest information of the deductor.

- This functionality is available from FY 2007-08 onwards.
- Digital Signature Certificate is mandatory, should be registered on TRACES before making this correction, However, regular statement should be processed from TRACES.
- In case statement is not processed by TRACES, please file C1 (Personal Information) through Conso file then you will be able to proceed with online correction.

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: Select 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 using** DSC supported KYC option.

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 **“Personal Information”** correction.

- Make the required corrections in the selected file. Click on **“Submit for Processing”** to submit your correction (only available to Admin User).
- 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 for correction is initiated.
- **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- Personal Information

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

The screenshot shows the TRACES website interface. At the top, there are logos for TDS (Centralized Processing Cell) and TRACES (TDS Reconciliation Analysis and Correction Enabling System), along with the Government of India Income Tax Department logo. The navigation bar includes 'Deductor', 'Tax Payer', and 'PAO' tabs, with 'Deductor' selected. A 'Help' button is visible in the top right corner. Below the navigation bar, there are radio buttons for 'Login as : Deductor', 'Taxpayer', and 'PAO', with 'Deductor' selected. The main login section is titled 'Deductor Login' and contains the following fields: 'User Id*' (with a placeholder 'xxxxxxxx' and a help icon), 'Password*', 'TAN for Deductor*' (with a placeholder 'xxxxxxxx'), and 'Verification Code*' (with a CAPTCHA image showing 'K224D' and a 'Click to refresh image' link). Below these fields is a 'Login' button. At the bottom, there 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.

Click on Deductor Option

Enter user id and password

For more details on any screen, click on Help icon

Click on help icon (?) next to each field for more details

Enter TAN

Enter the text as displayed then click on Login

For Deductors:

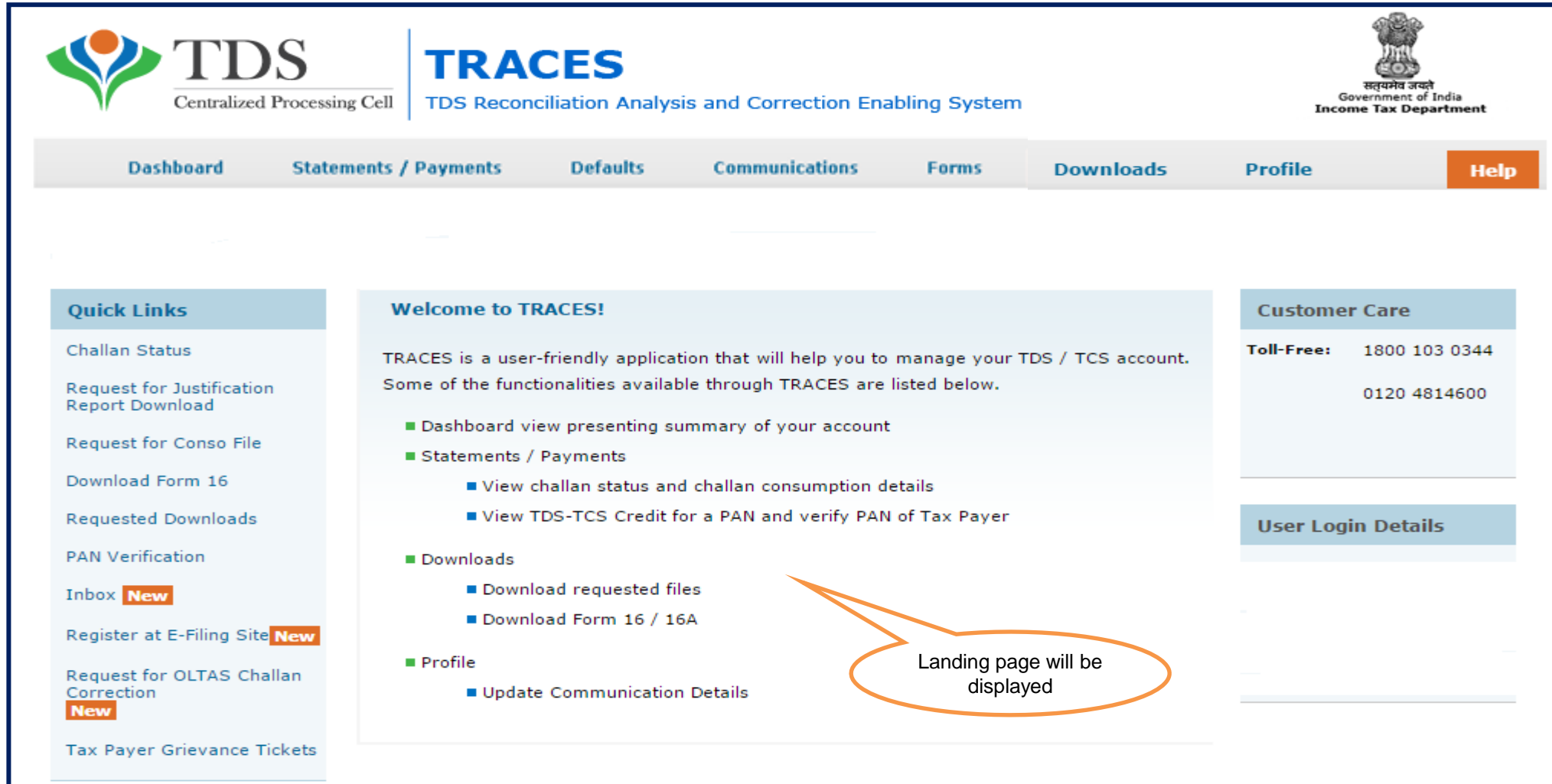
- If you are not yet registered in TRACES, you may login for first time with existing User Id & Password as provided by TIN and your TAN
- If you are unable to login with TIN User Id & Password, please register as new user in TRACES
- If you are already registered in TRACES, please login with your registered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

Welcome Page



The screenshot displays the TRACES (TDS Reconciliation Analysis and Correction Enabling System) Welcome Page. The page features a navigation menu at the top with options: Dashboard, Statements / Payments, Defaults, Communications, Forms, Downloads, Profile, and Help. The main content area is divided into three columns. The left column contains 'Quick Links' such as 'Challan Status', 'Request for Justification Report Download', and 'Inbox New'. The middle column, titled 'Welcome to TRACES!', provides a brief overview of the system and lists key functionalities: Dashboard view, Statements / Payments (including viewing challan status and TDS-TCS credit), Downloads (including requested files and Form 16/16A), and Profile (including communication details). The right column contains 'Customer Care' information (Toll-Free: 1800 103 0344, 0120 4814600) and 'User Login Details'. An orange callout bubble points to the 'Downloads' section, stating '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- Personal Information (Contd.)

Step 2 : Click on “Request for correction” under “Defaults” Tab

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 (Government of India, Income Tax Department). Below the header is a navigation menu with tabs for Dashboard, Statements / Payments, Defaults, Communications, Forms, Downloads, Profile, and Help. The 'Defaults' tab is selected, and a dropdown menu is open, showing options: View Default Summary, Request for Correction (highlighted), 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. An orange callout bubble points to the 'Request for Correction' option with the text 'Select “Request for Correction”'. The main content area includes a 'Quick Links' sidebar, a 'Welcome to TRACES!' message, and a 'Customer Care' section with contact numbers.

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

सत्यमेव जयते Government of India Income Tax Department

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

View Default Summary
Request for Correction
Request for Justification Report Download
Track Correction Request
View Saved Statements
Corrections Ready For Submission Tag / Replace Challan
Track Request for Tag / Replace Challan

Select “Request for Correction”

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 Some of the functionalities
■ Dashboard view prese
■ 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
TAN / PAN :
IP:
Last logged in on:

5. Pictorial guide for Online Correction- Personal Information (Contd.)

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

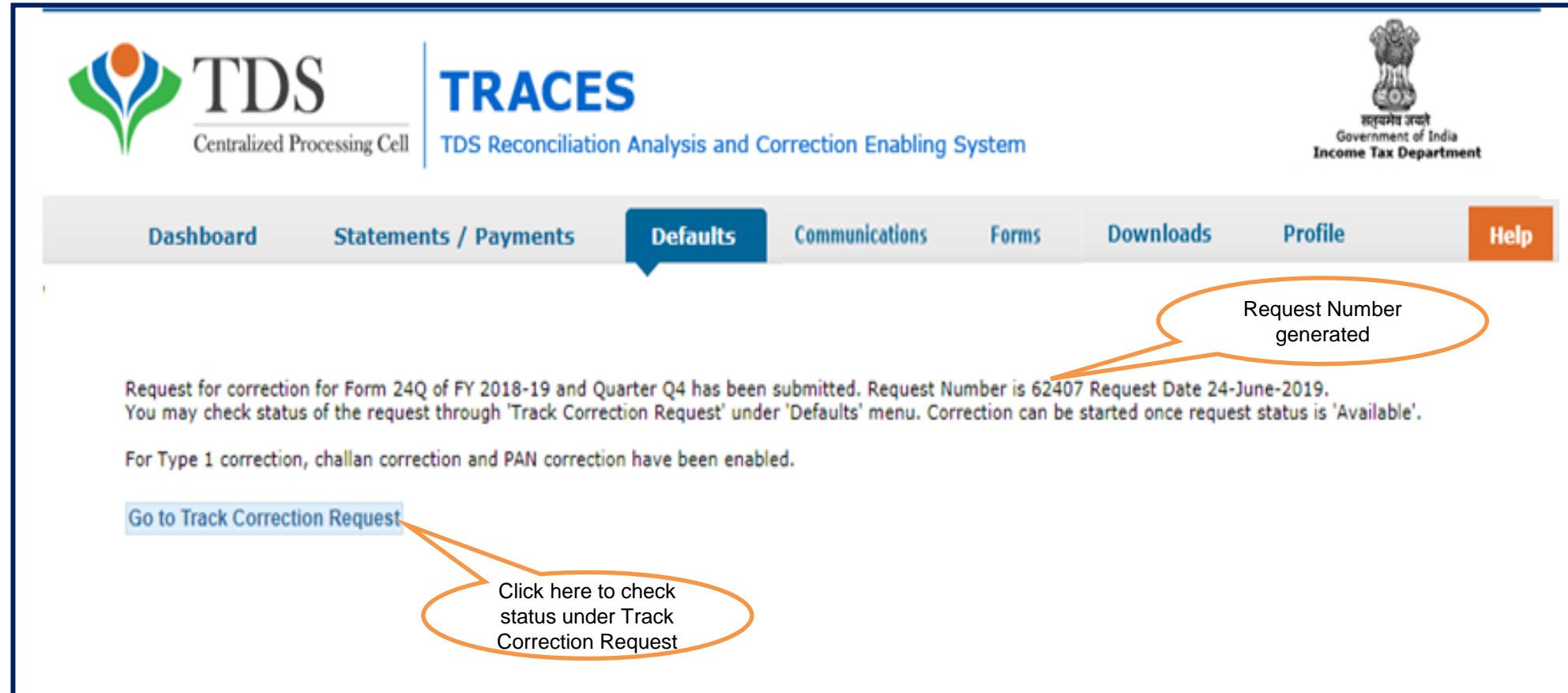
The screenshot shows the TRACES web portal interface. At the top, there is a navigation bar with links for Home, About Us, Contact Us, e-Tutorials, Related Links, and Logout. A search bar is also present. The main header features the TDS Centralized Processing Cell logo and the TRACES (TDS Reconciliation Analysis and Correction Enabling System) logo, along with the Government of India Income Tax Department emblem. Below the header is a menu bar with options: Dashboard, Statements / Payments, Defaults (selected), Communications, Forms, Downloads, Profile, and Help. The main content area is titled 'Request for Correction' and contains several informational messages. The form fields are: Financial Year* (dropdown), Quarter* (dropdown), Form Type* (dropdown), and Correction Category* (dropdown). A 'Submit Request' button is located below these fields. Two orange callout boxes are present: one pointing to the dropdown menus with the text 'Select Financial Year, Quarter and Form Type, correction category', and another pointing to the 'Submit Request' button with the text 'Click on Submit Request'.

Select Financial Year, Quarter and Form Type, correction category

Click on Submit Request

5. Pictorial guide for Online Correction- Personal Information (Contd.)

Step 3(Contd.): Request Number will be generated



The screenshot displays the TDS TRACES portal interface. At the top left is the TDS Centralized Processing Cell logo, and at the top right is the Government of India Income Tax Department logo. A navigation bar contains the following items: Dashboard, Statements / Payments, Defaults (highlighted with a blue speech bubble), Communications, Forms, Downloads, Profile, and Help (orange button). The main content area shows a confirmation message: "Request for correction for Form 24Q of FY 2018-19 and Quarter Q4 has been submitted. Request Number is 62407 Request Date 24-June-2019. You may check status of the request through 'Track Correction Request' under 'Defaults' menu. Correction can be started once request status is 'Available'." Below this message is a link "Go to Track Correction Request" which is highlighted with a blue box and a callout bubble stating "Click here to check status under Track Correction Request". Another callout bubble points to the "Request Number generated" text in the message.

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

Request for correction for Form 24Q of FY 2018-19 and Quarter Q4 has been submitted. Request Number is 62407 Request Date 24-June-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.

[Go to Track Correction Request](#)

Request Number generated

Click here to check status under Track Correction Request

5. Pictorial guide for Online Correction- Personal Information (Contd.)

Step 3(Contd.): Request will be available under “Track Correction Request”

Track Correction Request

Please select one of the below Search Options

Request Number Date View All

Enter Request Number (Search Option 1) or Request Date (Search Option 2) or “view all” (Search option 3) to view all the Request status

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
24-Jun-2019	62407	2018-19	Q4	24Q	4100XXXXXXXX140	Available	Online			MRIA018918			

Cancel Statement

Page 1 of 1

View 1 - 1 of 1

Click on “Available” or “In Progress” 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- Personal Information (Contd.)

Step 4: Validate KYC using DSC supported KYC option

TDS Centralized Processing Cell | **TRACES** TDS Reconciliation Analysis and Correction Enabling System | Government of India Income Tax Department

Dashboard Statements / Payments Defaults Communications Forms Downloads Profile Help

Choose KYC Flow

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

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

i Digital Signature will be validated for "Digital Signature supported KYC validation" option

[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.
- **Note: While signing data with your DSC token, please enter password to validate the DSC**
- Authentication Code will not appear on the screen in case DSC Supported KYC.

5. Pictorial guide for Online Correction- Personal Information (Contd.)

Step 4 (Contd.): Validate KYC using DSC supported KYC option

The screenshot shows the TDS TRACES portal interface. The main page has a navigation menu with options: Dashboard, Statements / Payments, Defaults, Communications, Forms, Downloads, Profile, and Help. A central message area contains information about digital signature registration and KYC validation options. A 'Validate DSC' button is visible. An 'emSigner' dialog box is overlaid on the page, showing the 'Content to Sign' as 'ABCPA1234A'. Below this, a 'Certificate Store' section displays a table of available certificates:

Common Name	Issuer Name	Serial No	Expiry Date
test16	e-Mudhra Sub CA for Cl...	1748778a32	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

At the bottom of the dialog box, there are buttons for 'View Certificate', 'Sign', and 'Cancel'. Two callouts provide instructions: 'Select required Digital Signature Certificate.' pointing to the certificate list, and 'Click here to proceed further' pointing to the 'Sign' button.

5. Pictorial guide for Online Correction- Personal Information (Contd.)

Step 5: After KYC validation, select the Type of Correction Category from the drop down as “Personal Information Correction”

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 navigation menu contains: Dashboard, Statements / Payments, Defaults (highlighted), Communications, Forms, Downloads, Profile, and Help.

The main section is titled "File Correction" and contains a table with the following data:

TAN	<input type="text"/>	Original RRR Number	3399XXXXXXXX5965	Latest RRR Number	4100XXXXXXXX1322
Financial Year	2018-19	Quarter	Q4	Form Type	24Q

Below the table, there is a "Type of Correction" dropdown menu. The dropdown is open, showing the following options:

- 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

An orange callout bubble points to the "Personal Information" option with the text: "Select Personal Information Type of Correction".

5. Pictorial guide for Online Correction- Personal Information (Contd.)


Select Personal Information

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


Search In Keyword

A A A

English

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

File Correction

TAN	<input type="text"/>	Original RRR Number	3399XXXXXXXX5965	Latest RRR Number	4100XXXXXXXX1322
Financial Year	2018-19	Quarter	Q4	Form Type	24Q

Type of Correction

-----Select----- [View 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

Default Summary Detail

Click on View Details

5. Pictorial guide for Online Correction- Personal Information (Contd.)

Online Correction Flow- Personal Information

The screenshot displays a web form for online correction of personal information. It is divided into two main sections: 'Name of Deductor / Collector' and 'Particulars of Responsible Person'. Each section contains fields for communication address (Flat / Door / Block No., Road / Street / Post Office, Town / City / District, PIN Code, Mobile Number) and premises details (Name of Premises / Building / Village, Area / Locality, State / Union Territory, STD Code-Phone No., Email Id). A 'Save' button is located below the responsible person section, and a 'Reset' button is located below the deductor section. A 'Submit Correction Statement' button is at the bottom. Callout boxes provide instructions: 'Click on Check box to Replace the Personal Information as mentioned while registering with Traces' (pointing to a checkbox), 'Communication details and Responsible persons details of the Deductor will be pre-populated from the latest statement filed by deductor for the selected FY, Quarter and Form Type' (pointing to the pre-filled fields), 'After editing personal information click on save' (pointing to the Save button), 'Click here to reset value in all fields as per latest accepted statement' (pointing to the Reset button), and 'User can click here to submit the correction statement' (pointing to the Submit Correction Statement button).

Same as in TRACES Profile. View Details as in TRACES Profile

Name of Deductor / Collector **Type of Deductor** (C)

Branch / Division (if any)

Communication Address

Flat / Door / Block No.*

Road / Street / Post Office

Town / City / District*

PIN Code*

Mobile Number*

Name of Premises / Building / Village

Area / Locality

State / Union Territory*

STD Code-Phone No.

Email Id*

Particulars of Responsible Person

Name of Responsible Person

Communication Address

Flat / Door / Block No.*

Road / Street / Post Office

Town / City / District*

PIN Code*

Name of Premises / Building

Area / Locality

State / Union Territory*

STD Code-Phone No.

[View Default Summary](#)

Proceed to correction statement

Click on Check box to Replace the Personal Information as mentioned while registering with Traces

Communication details and Responsible persons details of the Deductor will be pre-populated from the latest statement filed by deductor for the selected FY, Quarter and Form Type

After editing personal information click on save

Click here to reset value in all fields as per latest accepted statement

User can click here to submit the correction statement

5. Pictorial guide for Online Correction- Personal Information (Contd.)

Online Correction Flow- Personal Information

The screenshot displays the TRACES portal interface. At the top left is the TDS Centralized Processing Cell logo, and at the top right is the Government of India Income Tax Department logo. A navigation menu includes Dashboard, Statements / Payments, Defaults, Communications, Forms, Downloads, Profile, and Help. A message states: "Correction statement has been submitted and will be available in **Corrections Ready For Submission** page." An orange callout bubble with the text "Click here to proceed further" points to the "Corrections Ready For Submission" link in the message.

5. Pictorial guide for Online Correction- Personal Information (Contd.)

Select a row and click on 'View Statement' button to view Action Summary

The screenshot displays the TRACES (TDS Reconciliation Analysis and Correction Enabling System) interface. At the top, there are logos for TDS Centralized Processing Cell and the Government of India Income Tax Department. A navigation menu includes Dashboard, Statements / Payments, Defaults, Communications, Forms, Downloads, Profile, and Help. The main heading is "Correction Statements Ready For Submission". Below this, a message states: "Select a row and click on 'View Statement' to view Action Summary screen for the statement".

Financial Year	Quarter	Form Type	User Id
2018-19	Q4	24Q	

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

Callout for "View Statement": Click here to proceed further

Callout for "Cancel Statement": Click here to cancel statement

5. Pictorial guide for Online Correction- Personal Information (Contd.)

Select a row and click on 'View Statement' button to view Action Summary

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: 3399XXXXXXXX5965 Latest RRR Number: 4100XXXXXXXX1322
Financial Year: 2018-19 Quarter: Q4 Form Type: 24Q

Type of Correction: [View Details](#)

Action Summary for Q4 of FY 2018-19 for Form 24Q

Correction Type	Change
Personal Information	View Corrections
PAN Errors	View Corrections
Deductee Changes	View Corrections

[Submit To Admin](#)

Click here to submit correction to Admin User

Click here to view corrected details

Above Screen will appear in case where correction submitted by Sub-user and status under Track Correction Request will be shown as "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- Personal Information (Contd.)

Action Summary

The screenshot displays the TRACES (TDS Reconciliation Analysis and Correction Enabling System) interface. At the top, there is a navigation bar with links for Home, About Us, Contact Us, e-Tutorials, Related Links, and Logout. A search bar is also present. The main header features the TDS Centralized Processing Cell logo and the TRACES title. On the right, the Government of India Income Tax Department logo is visible. A navigation menu includes Dashboard, Statements / Payments, Defaults, Com, Profile, and Help. A message box in the center states: "Request successfully submitted to Admin User". Below this, a confirmation message reads: "Correction statement has been submitted to Admin user for review."

5. Pictorial guide for Online Correction- Personal Information (Contd.)

Action Summary- Admin-User login

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: 3399XXXXXXXX5965 Latest RRR Number: 4100XXXXXXXX1322
Financial Year: 2018-19 Quarter: Q4 Form Type: 24Q

Type of Correction: [View Details](#)

Action Summary for Q4 of FY 2018-19 for Form 24Q

Correction Type	Change
Personal Information	View Corrections
PAN Errors	View Corrections
Deductee Changes	View Corrections

[Confirm](#) [Click here to view corrected details](#)

Click here to confirm the correction

5. Pictorial guide for Online Correction- Personal Information (Contd.)

After confirmation of correction click on “Submit for Processing” button

The screenshot displays the TDS TRACES interface. At the top left is the TDS Centralized Processing Cell logo, and at the top right is the Government of India Income Tax Department logo. A navigation bar contains links for Dashboard, Statements / Payments, Defaults, Communications, Forms, Downloads, Profile, and Help. The main content area is titled 'Action Summary for Q4 of FY 2018-19 for Form 24Q'. Below this is a table with two columns: 'Correction Type' and 'Change'. The table lists 'Personal Information', 'PAN Errors', and 'Deductee Changes', each with a 'View Corrections' link. Below the table are three buttons: 'Submit for Processing', 'Edit Correction Statement', and 'Back'. Two callouts with orange outlines point to the 'Submit for Processing' and 'Edit Correction Statement' buttons, with text indicating where to click to submit or edit the correction.

Correction Type	Change
Personal Information	View Corrections
PAN Errors	View Corrections
Deductee Changes	View Corrections

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

Click here to submit the correction

Click here to edit the correction

5. Pictorial guide for Online Correction- Personal Information (Contd.)

Web signer window will be displayed to validate the DSC

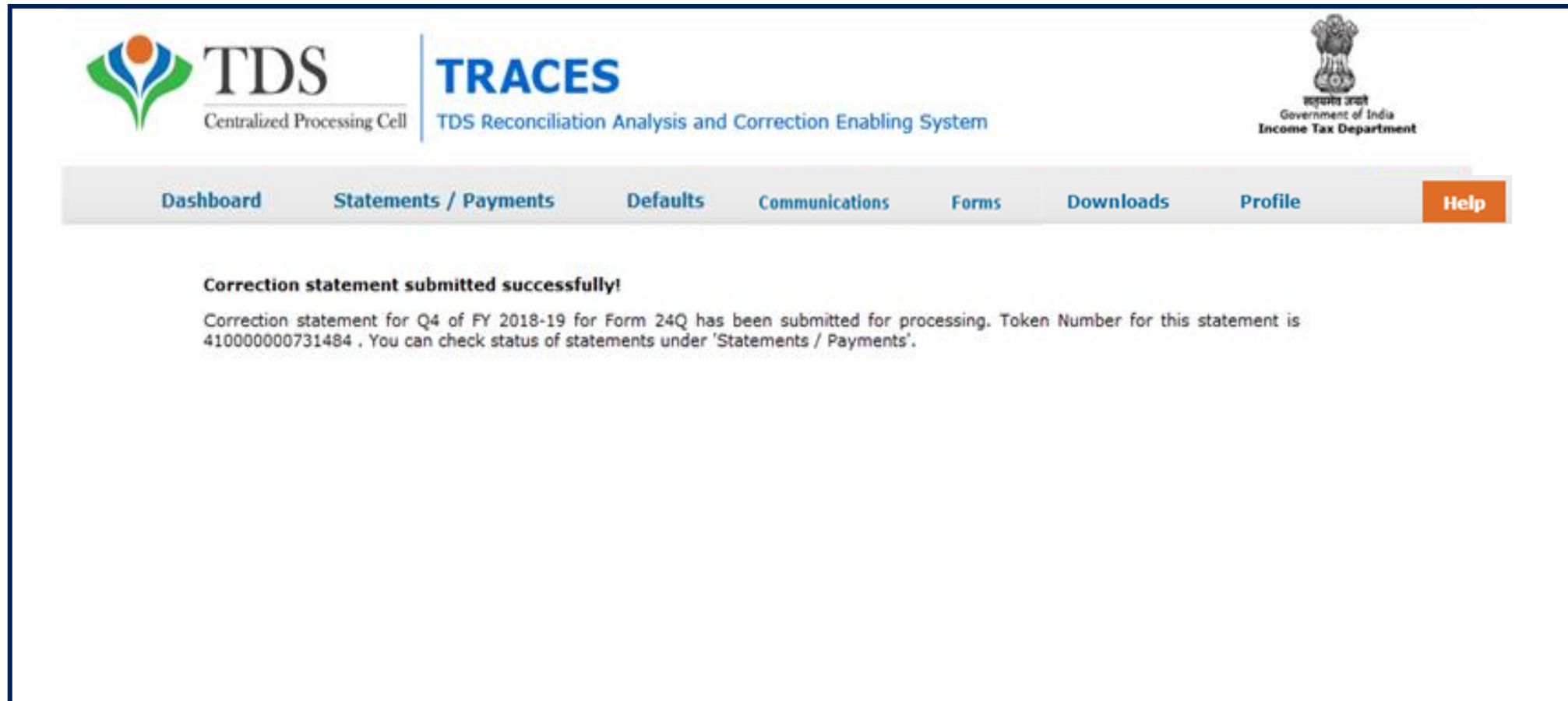
The screenshot shows the TDS TRACES web interface. The main page has a header with the TDS logo and 'TRACES TDS Reconciliation Analysis and Correction Enabling System'. A navigation bar includes 'Dashboard' and 'Statements / Pay'. A sidebar on the left shows 'Action Summary' with options like 'Personal Information', 'PAN Errors', and 'Deductee Changes'. A 'Help' button is visible in the top right. An 'emSigner' window is overlaid in the center, displaying the TDS logo and 'Content to Sign' field containing the string: 'SCM^WF^180810^RDYSUB^10041884^2019-06-26 11:35:36.0^24Q^4100000007'. Below this is a 'Certificate Store' table with the following data:

Common Name	Issuer Name	Serial No	Expiry Date
test13	e-Mudhra Sub CA for Cl...	1748778a35	02-07-2020
test12	e-Mudhra Sub CA for Cl...	1748778a33	02-07-2020
test11	e-Mudhra Sub CA for Cl...	1748778a31	02-07-2020

At the bottom of the emSigner window are buttons for 'View Certificate', 'Sign', and 'Cancel'. Two callouts are present: one pointing to the 'Sign' button with the text 'Click here to validate DSC', and another pointing to the table with the text 'Select the signature'.

5. Pictorial guide for Online Correction- Personal Information (Contd.)

“Correction statement submitted successfully” message will appear on the screen after final submission correction



The screenshot displays the TDS TRACES portal interface. At the top left, the TDS logo (Centralized Processing Cell) and the TRACES logo (TDS Reconciliation Analysis and Correction Enabling System) are visible. On the top right, the Government of India Income Tax Department logo is present. A navigation bar contains the following tabs: Dashboard, Statements / Payments, Defaults, Communications, Forms, Downloads, Profile, and Help. The main content area shows a success message: "Correction statement submitted successfully!". Below this, it states: "Correction statement for Q4 of FY 2018-19 for Form 24Q has been submitted for processing. Token Number for this statement is 41000000731484 . You can check status of statements under 'Statements / Payments'."

Note: Please note down the Token Number for future reference. Deductor can check the status under “Track Correction Request” option available under “Defaults” tab.

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