

E-Tutorial

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TDS
Centralized Processing Cell

1.Important Information on Online Correction-Add Challan to Statement

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

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

This feature is extremely useful as it is :

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

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

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

Enhance efficiency: Error specific correction is possible

Note: For paper return online correction cannot be done

2. Most Common Error While filing Online Correction

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

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

Error Description	Explanation
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).	<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 Add Challan to Statement

This feature enables deductor to Add challan in the already filed statement , Add challan functionality is disabled through offline correction. 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 on TRACES.

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 “Add Challan to statement,

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

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

4. Description Status of Online Correction Requests

- **Requested** - When user submits request for correction.
- **Initiated** - Request 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 / Admin User has submitted correction statement to Admin User.
- **Submitted to ITD** - Admin User has submitted correction statement to ITD for processing.
- **Processed** - Statement has been processed by TDS CPC (either for Form 26AS or for defaults).
- **Rejected** - Statement has been rejected by TDS CPC after processing. Rejection reasons will be displayed in '**Remarks**' column.

5. Pictorial guide for Online Correction-Add Challan to Statement

Step 1: Go to TRACES website (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), along with the Government of India Income Tax Department logo. A navigation bar includes 'Home', 'Deductor', 'Tax Payer', 'PAO', and 'Help'. The main content area is divided into sections: 'Login' (with links for Login, Register as New User, Forgot Password, and Forgot User ID), 'Alerts/Updates' (with a notice about Form 26QE functionality), and 'About the portal' (with a background image of hands typing on a laptop). A prominent 'CAUTION' 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
- 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 bubble with an orange border points to the 'Continue >>' button, containing the text: 'Click on Continue to proceed further.'

On the right side of the page, there are links for 'Right to Information', 'Section codes for 26A/27BA', 'Services', 'Guidelines u/s 194-O(4) & 206C(1-I) of I.T. Act (pdf version Size 4559KB)', 'Dos & Don'ts (pdf version Size 2309KB)', and 'A to Z of TDS (pdf version Size 4692KB)'.

5. Pictorial guide for Online Correction-Add Challan to Statement (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. At the top, there are navigation links: Home | About Us | Contact Us | e-Tutorials | Related Links. A search bar is present with the text 'Search In Keyword'. The main header includes the TDS logo, 'TDS Reconciliation Analysis and Correction Enabling System', and the Government of India logo. A 'Deductor' button is highlighted in blue. A 'Help' button is located on the right side. The login section is titled 'Deductor Login' and includes the following fields and instructions:

- Login as :** Radio buttons for 'Deductor' (selected), 'Taxpayer', and 'PAO'. Callout: "Click on Deductor Option".
- User Id***: Input field with a help icon (?). Callout: "Enter user id and password".
- Password***: Input field with a help icon (?). Callout: "Click on help icon (?) next to each field for more details".
- TAN for Deductor***: Input field. Callout: "Enter TAN".
- Verification Code***: A CAPTCHA image showing the text 'EW60Y'. Callout: "Click to refresh image".
- Enter text as in above image***: Input field for the CAPTCHA text. Callout: "Enter the text as displayed then click on Login".
- Login**: A blue button to submit the login information.

On the right side, there is a 'Help' button and a section titled 'For Deductors:' with the following instructions:

- 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-Add Challan to Statement (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-Add Challan to Statement (Contd.)

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

The screenshot displays the TRACES (TDS Reconciliation Analysis and Correction Enabling System) 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 includes the TDS logo, the TRACES title, and the Government of India Income Tax Department logo. Below the header is a menu bar with options: Dashboard, Statements / Payments, Defaults, Communications, Forms, Downloads, and Profile. The 'Defaults' menu is expanded, showing a list of options: View Default Summary, Request for Correction (highlighted with an orange callout bubble), 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 is divided into several sections: 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), and Customer Care (Toll-Free: 1800 103 0344, 0120 4814600) and User Login Details (TAN / PAN, IP, Last logged in on).

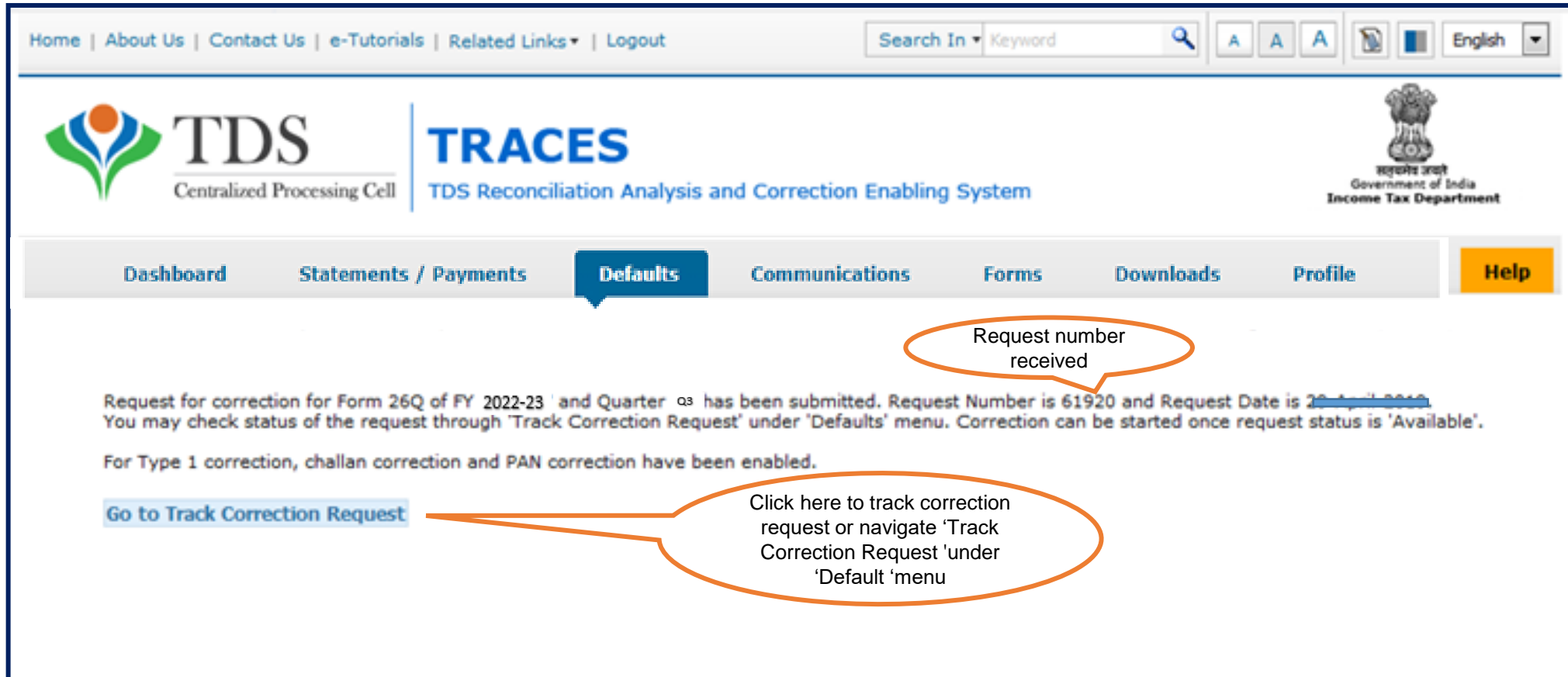
5. Pictorial guide for Online Correction-Add Challan to Statement (Contd.)

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 the Income Tax Department name 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' and contains three informational messages. The form below has four fields: Financial Year (set to 2022-23), Quarter (set to Q3), Form Type (set to 26Q), and Correction Category (set to Online). A 'Submit Request' button is located below the form. Four callouts with orange circles and lines point to the form fields: 'Enter Financial Year' points to the Financial Year dropdown; 'Enter Quarter' points to the Quarter dropdown; 'Enter Form Type' points to the Form Type dropdown; and 'Click on Submit Request' points to the Submit Request button. A fifth callout, 'Correction category will be 'Online'', points to the Correction Category dropdown.

5. Pictorial guide for Online Correction-Add Challan to Statement (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 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. A horizontal menu bar includes Dashboard, Statements / Payments, Defaults (highlighted), Communications, Forms, Downloads, Profile, and Help. The main content area shows a confirmation message: "Request for correction for Form 26Q of FY 2022-23 and Quarter 03 has been submitted. Request Number is 61920 and Request Date is 20 April 2022. You may check status of the request through 'Track Correction Request' under 'Defaults' menu. Correction can be started once request status is 'Available'." Below this, it states "For Type 1 correction, challan correction and PAN correction have been enabled." A blue button labeled "Go to Track Correction Request" is visible. Two callout boxes are present: one pointing to the request number "61920" with the text "Request number received", 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".

Request number received

Request for correction for Form 26Q of FY 2022-23 and Quarter 03 has been submitted. Request Number is 61920 and Request Date is 20 April 2022. You may check status of the request through 'Track Correction Request' under 'Defaults' menu. Correction can be started once request status is 'Available'.

For Type 1 correction, challan correction and PAN correction have been enabled.

[Go to Track Correction Request](#)

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

5. Pictorial guide for Online Correction-Add Challan to Statement (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

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
24-Jun-2023	61920	2022-23	Q3	26Q	4100XXXXXXXXX535	Available	Online						
29-Apr-2019	61918	2018-19	Q1	26Q	4100XXXXXXXXX730	Cancelled	Online						
18-Apr-2019	61890	2016-17	Q2	27EQ	4100XXXXXXXXX437	Cancelled	Online						
18-Apr-2019	61889	2018-19	Q1	27Q	4100XXXXXXXXX739	Cancelled	Online						
18-Apr-2019	61887	2015-16	Q4	24Q	4100XXXXXXXXX987	Cancelled	Online						
03-Apr-2019	61850	2018-19	Q1	26Q	4100XXXXXXXXX730	Cancelled	Online						

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-Add Challan to Statement (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 selecting a KYC flow. At the top, there are logos for TDS Centralized Processing Cell, TRACES (TDS Reconciliation Analysis and Correction Enabling System), and the Government of India Income Tax Department. A navigation bar includes 'Dashboard', 'Statements / Payments', 'Defaults' (highlighted), 'Communications', 'Forms', 'Downloads', 'Profile', and 'Help'. The main heading is 'Choose KYC Flow'. Below it, an information box states: 'Since you have Digital Signature registered on TRACES, you do not require KYC to access all downloads, update profile, submit online correction without separate KYC for all functionalities or You can opt for a normal KYC Validation separately for each functionality without digital Signature'. Two radio button options are present: 'Digital Signature supported KYC validation' (selected) and 'Normal KYC Validation (Without Digital Signature)'. A note below says 'Digital Signature will be validated for "Digital Signature supported KYC validation" option'. At the bottom left, there is a 'Validate DSC' button. Three callouts are present: one pointing to the selected radio button with the text 'Select the option "Digital Signature supported KYC validation" (Step1)', one pointing to the information box with the text 'Important note', and one pointing to the 'Validate DSC' button with the text 'Click here to validate DSC'.

- Digital Signature Support KYC validation screen will appear only if Digital Signature is registered. Deductor can register/re register their Digital Signature in Profile. Please refer – Digital Signature Certificate Registration e-Tutorial for more information.
- Normal KYC Validation (without Digital Signature) – User can opt a normal KYC validation separately for each functionality without digital signature.

Note: While signing data with your DSC token, please enter password to validate the DSC

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

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

The screenshot shows the TDS TRACES portal interface. The main header includes the TDS logo, the TRACES title, and the Government of India Income Tax Department logo. The navigation menu contains: Dashboard, Statements / Payments, Defaults, Communications, Forms, Downloads, Profile, and Help. A central message box contains instructions about digital signature registration and KYC validation, with a 'Validate DSC' button. An 'emSigner' window is overlaid on the page, showing the 'Content to Sign' as 'ABCPA1234A'. Below this is a 'Certificate Store' table with the following data:

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

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 proceed further', and another pointing to the certificate list with the text 'Select required Digital Signature Certificate.'

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

Step 4 : Scenario 2: Normal KYC Validation

The screenshot displays the TRACES portal interface. At the top left is the TDS logo (Centralized Processing Cell) and the TRACES logo (TDS Reconciliation Analysis and Correction Enabling System). At the top right is the Government of India Income Tax Department logo. Below the logos is a navigation menu with buttons for Dashboard, Statements / Payments, Defaults, Communications, Forms, Downloads, Profile, and Help. The main content area is titled 'Choose KYC Flow'. It contains an information icon and text: '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 text are two radio button options: 'Digital Signature supported KYC validation' and 'Normal KYC Validation (Without Digital Signature)'. The second option is selected. Below the options is another information icon and text: 'Digital Signature will be validated for "Digital Signature supported KYC validation" option'. At the bottom left of the form is a 'Validate DSC' button. An orange callout box with a pointer highlights the selected radio button, containing the text: 'Select the option to validate KYC without Digital Signature'.

5. Pictorial guide for Online Correction- Add Challan to Statement (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

Enter Authentication Code if the validation is done earlier and you have the Authentication Code

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

Form Type 26Q

Financial Year 2022-23

Quarter Q3

Token Number / Provisional Receipt Number (PRN)*

Enter Token Number of only Regular (Original) Statement "Manually" corresponding to the Financial Year, Quarter and Form Type displayed above

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.

3. Pictorial guide for Online Correction- Add Challan to Statement (Contd.)

Step 4 (Contd.): Enter CIN details like BSR Code , Date of Deposit, Challan Serial Number & Challan Amount along with PAN combination

PART 1. Challan Identification Number (CIN) Details / Transfer Voucher Details as quoted in the above Statement

Please select if you have ONLY NIL Challan(s)(Challan(s) with zero challan amount) in the statement. It is mandatory to enter unique PAN-Amount Combination in PART 2 for NIL Challan statement.

Please select if the payment was done by book adjustment (for Government Deductors)

1 Please enter a Challan with at least three distinct valid PAN-Amount combinations corresponding to the statement mentioned above. If there is no such Challan, mention a challan with at least one valid PAN-Amount combination. 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 (Tick in the first row) in the PAN Details section below.

Guide to identify a suitable challan

Click on the Guide to select suitable challan option

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

Enter CIN details for a challan used in the statement

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

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

PART 2. Enter Unique PAN-Amount Combination / Transfer Voucher entered above

Please select if there is no valid PAN-Amount combination corresponding to the Challan / Transfer Voucher mentioned above

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

Guide to identify the Unique PAN-Amount Combinations

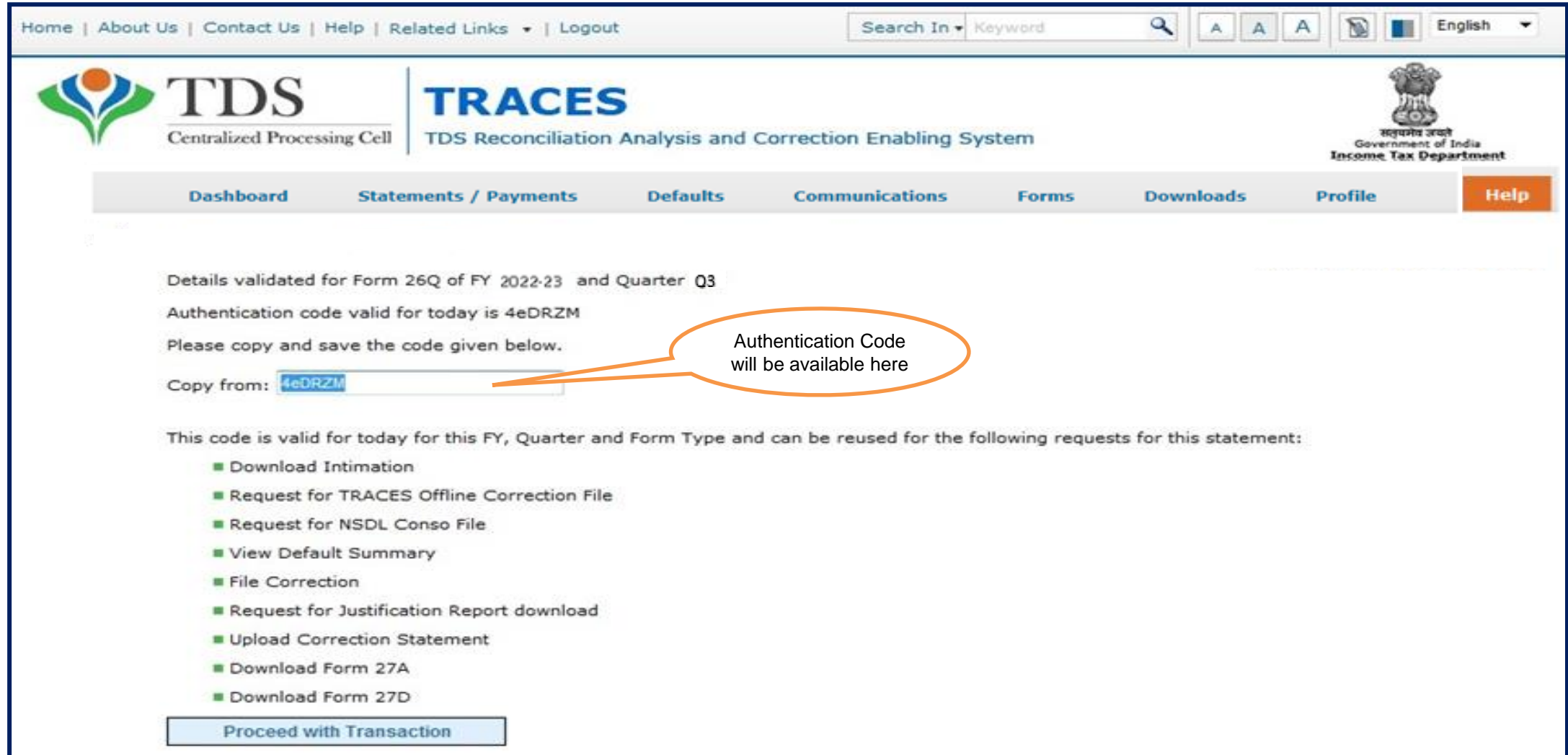
Click on the Guide to select suitable PAN amount combination

PAN as in Statement	Total Amount Deposited (Rs.)
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Please enter TDS deposited amount for respective PAN's

5. Pictorial guide for Online Correction-Add Challan to Statement (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 (Centralized Processing Cell) and the TRACES logo (TDS Reconciliation Analysis and Correction Enabling System), along with the Government of India Income Tax Department emblem.

The main navigation menu contains: Dashboard, Statements / Payments, Defaults, Communications, Forms, Downloads, Profile, and Help.

The central content area shows the following information:

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

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-Add Challan to Statement (Contd.)

Step 5: Select Add Challan To Statement from the drop down then click on “View Details” button

The screenshot displays the TRACES TDS Reconciliation Analysis and Correction Enabling System interface. The navigation menu includes Dashboard, Statements / Payments, Defaults (active), Communications, Forms, Downloads, and Profile. A Help button is visible in the top right.

File Correction

TAN: XXXXXXX119 | Original RRR Number: 0288XXXXXXXX1193 | Latest RRR Number: 0288XXXXXXXX1193
Financial Year: 2022-23 | Quarter: Q3 | Form Type: 26Q

Type of Correction: **Modify / Add Deductee Details** (dropdown menu open)

- Select-----
- Personal Information
- Challan Correction
- PAN Correction
- Pay 2201,LP,LD,Interest, Late Filing Levy
- Add Challan To Statement** (highlighted)
- Modify / Add Deductee Details
- Add / Delete Salary Details - Annexure-II
- Add/Delete Pension/Interest Income of Specified Senior Citizen-Annexure-II

View Details

Q3 of FY 2022-23 for Form 26Q

Sr.No.		Amount (₹)	Amount Reported As 'Interest / Others' Claimed in the Statement (₹)	Payable (₹)
1	Short Payment	1000.00	0.00	1000.00
2	Short Deduction	18010.00	0.00	18010.00
3	Interest on Payments Default u/s 201(1A)			
3(a)	Interest on Short Payment *	15.00	0.00	15.00
3(b)	Interest on Late Payment	0.00	0.00	0.00
3(c)	Additional Late Payment interest against the processing of latest correction.	NA	NA	NA

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

The screenshot displays the TRACES TDS portal interface. At the top, there are logos for TDS Centralized Processing Cell, TRACES (TDS Reconciliation Analysis and Correction Enabling System), and the Government of India Income Tax Department. A navigation menu includes Dashboard, Statements / Payments, Defaults, Communications, Forms, Downloads, and Profile. A Help button is also present.

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

TAN	XXXXXXXX1199	Original RRR Number	5278XXXXXXXX5700	Latest RRR Number	5278XXXXXXXX5720
Financial Year	2022-23	Quarter		Type	26Q

Below the table, the "Type of Correction" is set to "Add Challan To Statement".

Under "Newly added Challans", there is a disclaimer: "# 'Available Balance','Remaining Available Balance' are for indicative purpose only. The actual balance of the challan can vary based on the consumption for TDS/Interest/Levy."

There are five buttons in a row: "Add Challan (Minor Head Code-200/400)", "Add Challan (Minor Head Code-100)", "Add Book Entry Receipts", "Amount Allocation Interest/Levy", and "Remove Currently Added Challan".

Callouts provide instructions for each button:

- "Click here to add BIN" points to the "Add Challan (Minor Head Code-100)" button.
- "Click here to add 281 challan" points to the "Add Challan (Minor Head Code-200/400)" button.
- "Click here to add 280 challan (paid by Taxpayer as a Advance Tax)" points to the "Add Book Entry Receipts" button.
- "Click here if challan added mistakenly" points to the "Remove Currently Added Challan" button.

At the bottom, there are two buttons: "Proceed to correction statement" and "Submit Correction Statement".

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

Step 5 (Contd.): Click on Add Challan (Minor Head Code-200/400)

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

Type of Correction: Add Challan To Statement [View Details](#)

List of Challans in Statement

Click on 'Add Challan' / 'Add Book Entry Receipts' to add challan to statement which can then be used for closing defaults in the statement. Newly added challans are color coded differently for easier identification

BSR / Bank Code / Receipt Number	Date on which Tax Deposited	Challan Serial Number / DDO Serial Number	TDS / TCS (₹)	Surcharge (₹)	Education Cess (₹)	Interest(₹)	Levy (₹)	Others (₹)	Total Tax Deposited (₹)	Cheque No. / DD No.	Whether TDS / TCS Deposited by Book Adjustment? (Yes / No)	Amount Claimed as 'Total Tax Deposited' (₹)	Amount Claimed as 'Interest' (₹)	Amount Claimed as 'Others' (₹)	Available Balance in Challan (₹) #
			5,000.00	0.00	0.00	0.00	0.00	0.00	5,000.00		No	2,000.00	500.00	0.00	3,000.00

Page 1 of 1 5

View 1 - 1 of 1

Newly added

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

[Add Challan \(Minor Head Code-200/400\)](#) [Add Challan \(Minor Head Code-100\)](#) [Add Book Entry Receipts](#) [Amount Allocation Interest/Levy](#) [Remove Currently Added Challan](#)

[View Default Summary](#)

Proceed to correction statement

[Submit Correction Statement](#)

Click here to add challan with Minor Head Code -200-400

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

Step 5 (Contd.): Click on Add Challan (Minor Head Code-200/400)

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

Type of Correction: Add Challan To Statement [View Details](#)

List of Challans in Statement

Click on 'Add Challan' / 'Add Book Entry Receipts' to add challan to statement which can then be used for closing defaults in the statement. Newly added challans are color coded differently for easier identification

BSR / Bank Code / Receipt Number	Date on which Tax Deposited	Challan Serial Number / DDO Serial Number	TDS / TCS (₹)	Surcharge (₹)	Education Cess (₹)	Interest(₹)	Levy (₹)	Others (₹)	Total Tax Deposited (₹)	Cheque No. / DD No.	Whether TDS / TCS Deposited by Book Adjustment? (Yes / No)	Amount Claimed as 'Total Tax Deposited' (₹)	Amount Claimed as 'Interest' (₹)	Amount Claimed as 'Others' (₹)	Available Balance in Challan (₹) #
029****	05-Dec-2022	20050	5,000.00	0.00	0.00	0.00	0.00	0.00	5,000.00		No	2,000.00	500.00	0.00	3,000.00

Page 1 of 1 5

■ Newly added Challans

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

[Add Challan \(Minor Head Code-200/400\)](#) [Add Challan \(Minor Head Code-100\)](#) [Add Book Entry Receipts](#) [Amount Allocation Interest/Levy](#) [Remove Currently Added Challan](#)

[View Default Summary](#)

Proceed to correction statement

[Submit Correction Statement](#)

List of Challans with available balance will appear

Select the challan then click on Add challan

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

Step 5 (Contd.): List of Challans will display

File Correction

TAN	██████████	Original RRR Number	1123XXXXXXXX4513	Latest RRR Number	4100XXXXXXXX1764
Financial Year	2022-23	Quarter	Q3	Form Type	26Q

Type of Correction: [View Details](#)

List of Challan(s) in Oltas available for adding to the statement

For Financial Year of the challan: [Show](#)

i Select challan and click on 'Add Challan to Statement'

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)	Available Balance in Challan (₹)
000****	05-Dec-2022	17	1,135,000.00	0.00	0.00	0.00	0.00	0.00	1,135,000.00		No	1,033,000.00
020****	05-Dec-2022	15841	2,235,000.00	0.00	0.00	0.00	0.00	0.00	2,235,000.00		No	2,213,000.00
020****	05-Dec-2022	16443	2,235,000.00	0.00	0.00	0.00	0.00	0.00	2,235,000.00		No	1,898,000.00

Page 1 of 1 [View 1 - 3 of 3](#)

[Add Challan To Statement](#) [Cancel](#)

Financial Year drop down will be +/- 1 year from the current year

List of Challans with available balance will appear

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

Step 5 (Contd.) : Select Challan from challan list & click on 'Add Challan to statement' tab to proceed further

File Correction

TAN	██████████	Original RRR Number	1123XXXXXXXX4513	Latest RRR Number	4100XXXXXXXX1764
Financial Year	2022-23	Quarter	Q3	Form Type	26Q

Type of Correction: [View Details](#)

List of Challan(s) in Ditas available for adding to the statement

For Financial Year of the challan: [Show](#)

Select challan and click on 'Add Challan to Statement'

ESR Code / Receipt Number	Date on which Tax Deposited	Challan Serial Number / DDO Serial Number	TDS / TCS (₹)	Surchage (₹)	Education Cess (₹)	Interest (₹)	Levy (₹)	Others (₹)	Total Tax Deposited (₹)	Cheque No. / DD No.	Whether TDS / TCS Deposited by Book Adjustment? (Yes / No)	Available Balance in Challan (₹)
000****	05-Dec-2022	17	1,133,000.00	0.00	0.00	0.00	0.00	0.00	1,133,000.00		No	1,033,000.00
020****	05-Dec-2022	15841	2,235,000.00	0.00	0.00	0.00	0.00	0.00	2,235,000.00		No	2,213,000.00
020****	05-Dec-2022	16443	2,235,000.00	0.00	0.00	0.00	0.00	0.00	2,235,000.00		No	1,898,000.00

Page 1 of 1 [View 1 - 3 of 3](#)

[Add Challan To Statement](#) [Cancel](#)

[Tag Challan to Statement](#)

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Annotations: "Clicks on 'Add challan to statement'" points to the "Add Challan To Statement" button. "select challan" points to the first row of the table.

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

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

(1) BSR Code / Receipt Number	371****
(2) Date on which Tax Deposited	-----
(3) Challan Serial Number / DDO Serial Number	71124
(4) TDS / TCS (₹)*	<input type="text" value="50000.00"/>
(5) Surcharge (₹)*	<input type="text" value="0.00"/>
(6) Education Cess (₹)*	<input type="text" value="0.00"/>
(7) Interest (₹)*	<input type="text" value="0.00"/>
(8) Levy ^ (₹)*	<input type="text" value="0.00"/>
(9) Others (₹)*	<input type="text" value="0.00"/>
(10) Total Tax Deposited	50000.00
(11) Whether TDS / TCS Deposited by Book Adjustment? (Yes / No)	No
(12) Cheque No. / DO No.	<input type="text"/>
(13) Remaining Available Balance	50000.00
(14) Amount Claimed as 'Total Tax Deposited' (₹)	0.00
Payment for demand under section 201(1A) and section 220(2)	
(15) Amount Claimed as 'Interest' ^ (₹)*	<input type="text" value="0.00"/>
Payment for demand under section 234E towards Fee for delayed filing of Regular TDS Statement	
(16) Amount Claimed as 'Others' ^ (₹)*	<input type="text" value="0.00"/>
Save Cancel	
View Default Summary	
Proceed to correction statement	
Submit Correction Statement	

Click on 'Save' button to save edited details

Important Notes:

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

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

Step 5(Contd.) : After clicking on “Save” button Added challan will be highlighted

File Correction

TAN	██████████	Original RRR Number	1123XXXXXXXX4513	Latest RRR Number	4100XXXXXXXX1764
Financial Year	2022-23	Quarter	Q3	Form Type	26Q

Type of Correction: [View Details](#)

List of Challans in Statement

Click on 'Add Challan' / 'Add Book Entry Receipts' to add challan to statement which can then be used for closing defaults in the statement. Newly added challans are color coded differently for easier identification

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 in Challan (₹)
000****	05-Dec-2022	17	1,135,000.00	0.00	0.00	0.00	0.00	0.00	1,135,000.00		No	0.00	0.00	0.00	1,033,000.00
020****	05-Dec-2022	16443	2,235,000.00	0.00	0.00	0.00	0.00	0.00	2,235,000.00	0	No	90,000.00	1,000.00	51,000.00	1,898,000.00
020****	05-Dec-2022	16443	2,235,000.00	0.00	0.00	0.00	0.00	0.00	2,235,000.00		No	0.00	0.00	0.00	1,898,000.00

Page 1 of 1

■ Newly added Challans

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

[Add Challan](#)
(Minor Head Code-200/400)

[Add Challan](#)
(Minor Head Code-100)

[Add Book Entry Receipts](#)

[Amount Allocation Interest/Levy](#)

[Remove Current](#)

[Submit Correction Statement](#)

Saved Challan will be highlighted in 'Yellow'

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

Step 5(Contd.) : User can remove added challan through 'Remove Challan' option

File Correction

TAN	██████████	Original RRR Number	1123XXXXXXXX4513	Latest RRR Number	4100XXXXXXXX1764
Financial Year	2022-23	Quarter	Q3	Form Type	26Q

Type of Correction: [View Details](#)

List of Challans in Statement

Important Notes

Click on 'Add Challan' / 'Add Book Entry Receipts' to add challan to statement which can then be used for closing defaults in the statement. Newly added challans are color coded differently for easier identification

ESR 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 in Challan (₹)
000****	05-Dec-2022	17	1,135,000.00	0.00	0.00	0.00	0.00	0.00	1,135,000.00		No	0.00	0.00	0.00	1,033,000.00
020****	05-Dec-2022	16443	2,235,000.00	0.00	0.00	0.00	0.00	0.00	2,235,000.00	0	No	90,000.00	1,000.00	51,000.00	1,898,000.00
020****	05-Dec-2022	16443	2,235,000.00	0.00	0.00	0.00	0.00	0.00	2,235,000.00		No	0.00	0.00	0.00	1,898,000.00

Newly added Challans

'Available Balance', 'Remaining Available Balance' are for indicative purpose only. The actual balance is subject to consumption for TDS/Interest/Levy.

[Add Challan](#) (Minor Head Code-200/400) [Add Challan](#) (Minor Head Code-100) [Add Book Entry Receipts](#) [Amount Allocation Interest/Levy](#) [Remove Currently Added Challan](#)

[Submit Correction Statement](#)

Click here to remove Challan which is added

Note: Only the newly added challan can be removed from the statement. Challans previously existing in the statement cannot be removed.

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

Step 5(Contd.) : User can remove added Challan through 'Remove Challan' option

The screenshot displays the 'List of Challans in Statement' interface. At the top, there are fields for TAN, Financial Year (2022-23), Original RRR Number (1123XXXXXXX4513), Latest RRR Number (4100XXXXXXX1764), Quarter (Q3), and Form Type (26Q). Below this is a 'Type of Correction' dropdown menu and a 'View Details' button.

The main section is titled 'List of Challans in Statement' and contains a table with the following columns: BSR Code / Receipt Number, Date on which Tax Deposited, Challan Serial Number / DDO Serial Number, TDS / TCS (₹), Tax (₹), 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' (₹), and Available Balance in Challan (₹). The first row is highlighted in yellow.

A confirmation dialog box is overlaid on the table, asking 'Do you really want to remove the challan?' with 'OK' and 'Cancel' buttons. Two callouts point to these buttons: one pointing to 'OK' says 'OK' will remove the challan and message will be displayed 'Challan Removed', and another pointing to 'Cancel' says 'Cancel' will take the user to the previous screen with the challan selected.

At the bottom of the interface, there are several buttons: 'Add Challan (Minor Head Code-200/400)', 'Add Challan (Minor Head Code-100)', 'Add Book Entry Receipts', 'Amount Allocation Interest/Levy', and 'Remove Currently Added Challan'. Below these buttons, there is a section for entering amounts, with fields for BSR Code / Receipt Number, Date on which Tax Deposited, Challan Serial Number / DDO Serial Number, TDS / TCS (₹), Surcharge (₹), and Education Cess (₹).

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

Step 5(Contd.): Click on “Submit Correction Statement” to submit correction

File Correction

TAN	██████████	Original RRR Number	1123XXXXXXXX4513	Latest RRR Number	4100XXXXXXXX1764
Financial Year	2022-23	Quarter	Q3	Form Type	26Q

Type of Correction: [View Details](#)

List of Challans in Statement

Click on 'Add Challan' / 'Add Book Entry Receipts' to add challan to statement which can then be used for closing defaults in the statement. Newly added challans are color coded differently for easier identification

ESR 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 in Challan (₹)
000****	05-Dec-2022	17	1,135,000.00	0.00	0.00	0.00	0.00	0.00	1,135,000.00		No	0.00	0.00	0.00	1,033,000.00
020****	05-Dec-2022	16443	2,235,000.00	0.00	0.00	0.00	0.00	0.00	2,235,000.00	0	No	90,000.00	1,000.00	51,000.00	1,898,000.00
020****	05-Dec-2022	16443	2,235,000.00	0.00	0.00	0.00	0.00	0.00	2,235,000.00		No	0.00	0.00	0.00	1,898,000.00

■ Newly added Challans

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

[Add Challan](#) (Minor Head Code-200/400) [Add Challan](#) (Minor Head Code-100) [Add Book Entry Receipts](#) [Amount Allocation Interest/Levy](#) [Remove Currently Added Challan](#)

[Submit Correction Statement](#) Click here to submit correction

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

Step 5(Contd.): Add Challan (Minor Head Code-100)

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

Type of Correction: Add Challan To Statement [View Details](#)

List of Challans in Statement

Click on 'Add Challan' / 'Add Book Entry Receipts' to add challan to statement which can then be used for closing defaults in the statement. Newly added challans are color coded differently for easier identification

BSR / Bank Code / Receipt Number	Date on which Tax Deposited	Challan Serial Number / DDO Serial Number	TDS / TCS (₹)	Surcharge (₹)	Education Cess (₹)	Interest(₹)	Levy (₹)	Others (₹)	Total Tax Deposited (₹)	Cheque No. / DD No.	Whether TDS / TCS Deposited by Book Adjustment? (Yes / No)	Amount Claimed as 'Total Tax Deposited' (₹)	Amount Claimed as 'Interest' (₹)	Amount Claimed as 'Others' (₹)	Available Balance in Challan (₹) #
029****	05-Dec-2022	20050	5.000			0.00	0.00	0.00	5.000.00	-	No	2.000.00	500.00	0.00	3.000.00

Page 1 of 1 5 View 1 - 1 of 1

■ Newly added Challans

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

[Add Challan \(Minor Head Code-200/400\)](#) [Add Challan \(Minor Head Code-100\)](#) [Add Book Entry Receipts](#) [Amount Allocation Interest/Levy](#) [Remove Currently Added Challan](#)

[View Default Summary](#)

Proceed to correction statement

[Submit Correction Statement](#)

Click here to challan of Minor Head 100

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

Step 5(Contd.): Add Challan (Minor Head Code-100) (Contd..)

Dashboard Statements / Payments Defaults Communications Forms Downloads Profile

Help

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

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

PAN* xxxxxxxxx BSR/Bank Code* 4324366 Date of Deposit* 20-Oct-2022 Challan Serial Number* 10216

Challan Amount * 500000.00

Search Challan Back

PAN	Name of Taxpayer	Assessment Year	Minor Head	Major Head	BSR/ Bank Code	Date of Deposit	Challan Serial Number	Basic Tax (₹)	Surcharge (₹)	Education Cess (₹)	Interest(₹)	Levy (₹)	Others (₹)	Total Tax Deposited (₹)
xxxxxxx	Lochan	2023	100			2022	10216	500,000.00	0.00	0.00	0.00	0.00	0.00	500,000.00

Add Challan To Statement Cancel

Enter challan details to search challan (Minor Head 100)

Challan will appear

Click here after selecting challan

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

Step 5(Contd.): Add Challan (Minor Head Code-100) (Contd..)

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

(1) BSR / Bank Code / Receipt Number	432****
(2) Date on which Tax Deposited	20-Oct-2022
(3) Challan Serial Number / DDO Serial Number	10216
(4) TDS / TCS (₹)*	<input type="text" value="500000.00"/>
(5) Surcharge (₹)*	<input type="text" value="0.00"/>
(6) Education Cess (₹)*	<input type="text" value="0.00"/>
(7) Interest (₹)*	<input type="text" value="0.00"/>
(8) Levy ^ (₹)*	<input type="text" value="0.00"/>
(9) Others (₹)*	<input type="text" value="0.00"/>
(10) Total Tax Deposited	500000.00
(11) Whether TDS / TCS Deposited by Book Adjustment? (Yes / No)	No
(12) Cheque No. / DD No.	<input type="text"/>
(13) Remaining Available Balance	500000.00
(14) Amount Claimed as 'Total Tax Deposited' (₹)	0.00

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

(15) Amount Claimed as 'Interest' ^ (₹)*	<input type="text" value="0.00"/>
--	-----------------------------------

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

(16) Amount Claimed as 'Others' ^ (₹)*	<input type="text" value="0.00"/>
--	-----------------------------------

Enter required details

Click here to save details

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

Step 5(Contd.): Add Challan (Minor Head Code-100) (Contd..)

File Correction

TAN	XXXXXXXXXX	Original RRR Number	1123XXXXXXXX4513	Latest RRR Number	4100XXXXXXXX1764
Financial Year	2022-23	Quarter	Q3	Form Type	26Q

Type of Correction: [View Details](#)

List of Challans in Statement

Click on 'Add Challan' / 'Add Book Entry Receipts' to add challan to statement which can then be used for closing defaults in the statement. Newly added challans are color coded differently for easier identification

PAN	Name of Taxpayer	Assessment Year	Minor Head	Major Head	BSR/ Bank Code	Date of Deposit	Challan Serial Number	Basic Tax (₹)	Surcharge (₹)	Education Cess (₹)	Interest (₹)	Levy (₹)	Others (₹)	Total Tax Deposited (₹)
XXXXXXXX	XXXXXX	2023	100	21	432AAA	20-Oct-2022	10216	500,000.00	0.00	0.00	0.00	0.00	0.00	500,000.00

■ Newly added Challans

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

[Add Challan](#) (Minor Head Code-200/400) [Add Challan](#) (Minor Head Code-100) [Add Book Entry Receipts](#) [Amount Allocation Interest/Levy](#) [Remove Currently Added Challan](#)

[View Default Summary](#)

[Proceed to correction statement](#)

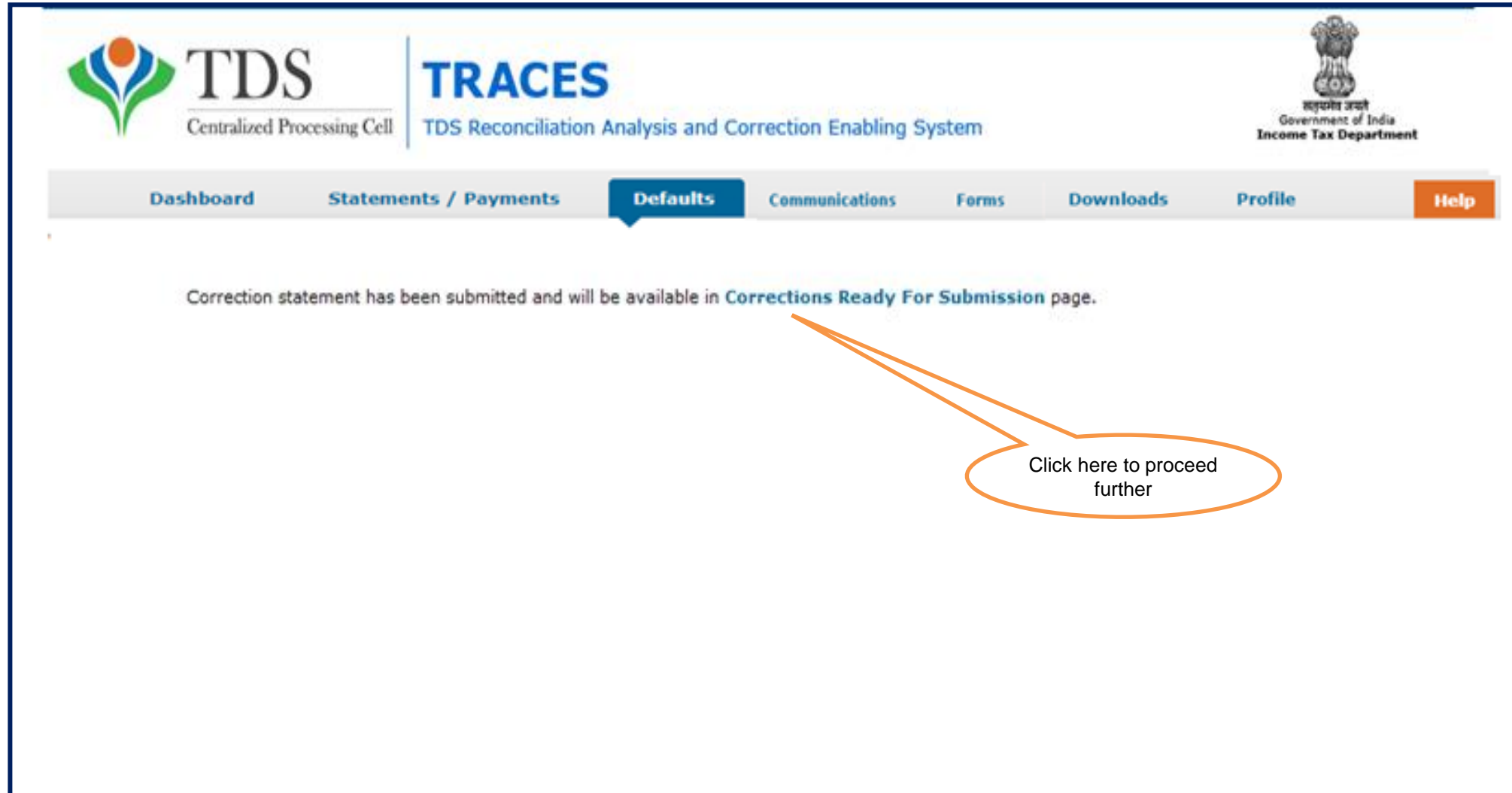
[Submit Correction Statement](#)

Click here to submit correction statement

Saved challan will be highlighted in Yellow

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

Step 5(Contd.): After submitting correction below message will display on screen



The screenshot displays the TDS TRACES portal interface. At the top left, there is the TDS logo (Centralized Processing Cell) and the TRACES logo (TDS Reconciliation Analysis and Correction Enabling System). At the top right, there is the Government of India logo and the text 'Income Tax Department'. Below the logos is a navigation menu with the following items: Dashboard, Statements / Payments, Defaults (highlighted with a blue bar), Communications, Forms, Downloads, Profile, and Help (in an orange box). The main content area shows a message: '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 underlined link in the message.

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

Step 5(Contd.): Action Summary- Sub-User log in

The screenshot displays the TDS TRACES interface. At the top left is the TDS Centralized Processing Cell logo. In the center is the TRACES logo (TDS Reconciliation Analysis and Correction Enabling System). At the top right is the Government of India Income Tax Department logo. A navigation bar contains: Dashboard, Statements / Payments, Defaults (active), Communications, Forms, Downloads, Profile, and Help. Below the navigation bar, the heading 'Correction Statements Ready For Submission' is shown. A blue instruction box states: '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
2022-23	Q3	26Q	

Below the table are two buttons: 'View Statement' and 'Cancel Statement'. Three callout boxes provide instructions: one pointing to the 'View Statement' button with the text 'Click here to proceed further', one pointing to the 'Cancel Statement' button with the text 'Click here to cancel statement', and one pointing to the first row of the table with the text 'Click on row'.

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

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

Step 5 (Contd.): Action Summary – Submit to Admin User

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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	XXXXXXXXXX	Original RRR Number	0106XXXXXXXX8466	Latest RRR Number	1100XXXXXXXX2690
Financial Year	2022-23	Quarter	Q3	Form Type	26Q

Type of Correction: ----Select----

View Details

Action Summary for Q3 of FY 2022-23 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-Add Challan to Statement (Contd.)

Step 5 (Contd.) : Request successfully submitted to Admin User



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 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) title. The Government of India Income Tax Department logo is visible on the right. A navigation menu includes Dashboard, Statements / Payments, Defaults, Corrections, Profile, and Help. A message box in the center of the page states: "Correction statement has been submitted to Admin user for review." An orange speech bubble highlights the text "Request successfully submitted to Admin User" above the message box.

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-Add Challan to Statement (Contd.)

Step 6 : Action Summary- Admin User Login

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 and language selector (English) are 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. A navigation menu includes Dashboard, Statements / Payments, Defaults (highlighted), Communications, Forms, Downloads, Profile, and Help.

The main content area is titled "Correction Statements Ready For Submission". Below this title, there is a table with the following data:

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

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

Callouts in the image provide instructions:

- "Click here to proceed further" points to the "View Statement" button.
- "Click here to cancel statement" points to the "Cancel Statement" button.
- "Click on row" points to the row containing the statement data.

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

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

The screenshot displays the TDS TRACES portal interface. At the top, there are navigation links (Home, About Us, Contact Us, e-Tutorials, Related Links, Logout) and a search bar. The main header includes the TDS logo, the TRACES title, and the Government of India logo. Below the header is a navigation menu with tabs: Dashboard, Statements / Payments, Defaults (selected), Communications, Forms, Downloads, Profile, and Help. 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 a table row; "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.

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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

Message from webpage

Do you want to cancel the Correction Statement

OK Cancel

Select the row for action

Select a row and click on 'view' or 'cancel' to view details

Financial Year

2022-23

User Id

View Statement Cancel Statement

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

Click on ok to take action for cancellation

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

Step 6 (Contd.): Click on 'Confirm' button to proceed further

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

Type of Correction: View Details

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

Correction	Change
Challan Changes	View Corrections
PAN Errors	View Corrections
Personal Information	View Corrections

Confirm

Click here to proceed further

Click on hyperlink to view the edited detail for specific default

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

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

Step 6 (Contd.): After confirmation of correction click on “Submit for Processing” button

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

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

Action Summary

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

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-Add Challan to Statement (Contd.)

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


The screenshot shows the TDS TRACES portal interface. A window titled 'emSigner' is open, displaying the TDS logo and 'Centralized Processing Cell'. The 'Content to Sign' field contains a long alphanumeric 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 CI...	1748778a35	02-07-2020
test12	e-Mudhra Sub CA for CI...	1748778a33	02-07-2020
test11	e-Mudhra Sub CA for CI...	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 'Select the signature', and another pointing to the 'Certificate Store' table with the text 'Click here to validate DSC'.

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

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



The screenshot displays the TDS TRACES portal interface. At the top, there is a navigation bar with links for Home, About Us, Contact Us, 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. A navigation menu includes Dashboard, Statements / Payments, Defaults (highlighted), Communications, Forms, Downloads, Profile, and Help. A callout bubble points to the Help icon with the text: "Click on Help icon for help text for this screen". The main content area displays a success message: "Correction statement submitted successfully! Correction statement for Q3 of FY 2022-23 for Form 26Q has been submitted for processing. Token Number for this statement is [redacted]. You can check status of statements under 'Statements / Payments'." A second callout bubble points to this message with the text: "Message showing that correction statement is successfully submitted".

Note: Note down the Token Number for future reference

5. Pictorial guide for Online Correction-Add Challan to Statement (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

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-2023	61920	2022-23	Q3	26Q	4100XXXXXXXX535	Submitted to ITD	Online		4100XXXXXXXX875				
29-Apr-2019	61918	2018-19	Q1	26Q	4100XXXXXXXX730	Cancelled	Online						
18-Apr-2019	61890	2016-17	Q2	27EQ	4100XXXXXXXX437	Cancelled	Online						
18-Apr-2019	61889	2018-19	Q1	27Q	4100XXXXXXXX739	Cancelled	Online						
18-Apr-2019	61887	2015-16	Q4	24Q	4100XXXXXXXX987	Cancelled	Online						
03-Apr-2019	61850	2018-19	Q1	26Q	4100XXXXXXXX730	Cancelled	Online						
07-Mar-2019	61750	2018-19	Q2	26Q	4100XXXXXXXX743	Processed	Online		4100XXXXXXXX744		07-Mar-2019		
07-Mar-2019	61749	2018-19	Q2	26Q	1222XXXXXXXX792	Processed	Online		4100XXXXXXXX743		07-Mar-2019		

Submitted to ITD

Note: Note down the Token Number for future reference

5. Pictorial guide for Online Correction-Add Challan to Statement (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
24-Jun-2023	61920	2022-23	Q3	26Q	4100XXXXXXXX535	Accepted	Online		4100XXXXXXXX875				
29-Apr-2019	61918	2018-19	Q1	26Q	4100XXXXXXXX730	Cancelled	Online						
18-Apr-2019	61890	2016-17	Q2	27EQ	4100XXXXXXXX437	Cancelled	Online						
18-Apr-2019	61889	2018-19	Q1	27Q	4100XXXXXXXX739	Cancelled	Online						
18-Apr-2019	61887	2015-16	Q4	24Q	4100XXXXXXXX987	Cancelled	Online						
03-Apr-2019	61850	2018-19	Q1	26Q	4100XXXXXXXX730	Cancelled	Online						
07-Mar-2019	61750	2018-19	Q2	26Q	4100XXXXXXXX743	Processed	Online		4100XXXXXXXX744		07-Mar-2019		
07-Mar-2019	61749	2018-19	Q2	26Q	1222XXXXXXXX792	Processed	Online		4100XXXXXXXX743		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-Add Challan to Statement (Contd.)

Status- Processed

Track Correction Request

Please select one of the below Search Options

Request Number Date: View All

Correction Request Details

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

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-2023	61920	2022-23	Q3	26Q	4100XXXXXXXX535	Processed	Online		4100XXXXXXXX875		29-Apr-2019		
29-Apr-2019	61918	2018-19	Q1	26Q	4100XXXXXXXX730	Cancelled	Online						
18-Apr-2019	61890	2016-17	Q2	27EQ	4100XXXXXXXX437	Cancelled	Online						
07-Feb-2019	61605	2016-17	Q1	26Q	4100XXXXXXXX535	Rejected	Online	View Rejection Reason	4100XXXXXXXX711				

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[Cancel Statement](#)

Note: Note down the Token Number for future reference

THANK YOU

Please Note:

- 1) **For Feedback** : You can share your feedback on contactus@tdscpc.gov.in
- 2) **For any Query** : You can raise your concern on “Request for Resolution” as Online Grievance on TRACES Website.
- 3) **For any query related to website:** You can raise your concern on below mentioned numbers
Toll Free Number - 1800103 0344
Land Line Number - 0120 4814600