

# E-Tutorial

1. Important Information to “Download Form 16B”.
2. Brief Steps to “Download Form 16B”.
3. Pictorial Guide to “Download Form 16B”.



# 1. Important Information to “Download Form 16B”

- Request for Downloading Form 16B (TDS on Sale of Immovable Property ) can only be submitted when 26QB Challan-cum Statement is processed.
- “Form 16B” can be downloaded by registered **Buyer of the property (Taxpayer)** only.
- “Form 16B” can be downloaded by **Buyer** on “TRACES” from **A.Y 2014-15 onwards**.
- “Form 16B” status will be available in “**Requested Downloads**”, Taxpayer can search request of “**Form 16B**” by using:
  - a) Request Number
  - b) Date
  - c) View All
- **Description of Requested Status :**
  1. **Submitted:** Request for Form 16B has been submitted .
  2. **Available:** Requested Form16B is available for Downloading.
  3. **Failed:** User need to request Form 16B again or can contact CPC(TDS).
- “**Form 16B**” consists detailed information about the “**26QB challan cum statement**” filed by **Buyer** (Taxpayer) for the particular **Acknowledgement, Assessment Year** and **PAN of Seller**.
- The “**Password**” to open “**Form 16B**” Zip file is “**Date of Birth (in DDMMYYYY format) of Buyer**”. e.g. 15051990.

## 2. Brief Steps to “Download Form 16B”

**Step 1 :** Login to TRACES website with “**User ID**”, “**Password**” and the “**Verification code**”. Landing Page will be displayed on the screen.

**Step 2 :** Click on “**Form 16B/16C/16D/16E (For Buyer/ Tenant/Payer/Buyer of VDA)**” available under “**Downloads**” tab.

**Step 3 :** Select “**Form Type**” “**Assessment Year**” from drop down list enter “**Acknowledgement Number**” and “**PAN of the Landlord**”.

**Step 4:** After clicking on “**Proceed**” list of challan(s) will be available to download “**Form 16B**”.

**Step 5 :** “**Details to be printed on Form 16B**” will reflect as per profile information on “**TRACES**”. Following details will appear-

- Full Name of Person Responsible for Deduction of Tax
- Father’s Name of Person Responsible for Deduction of Tax
- Designation of Person Responsible for Deduction of Tax

and click “**Submit Request**” to submit request for “**Form 16B**”.

**Step 6:** “**Request Number**” will be generated after submission of request.

**Step 7 :** In order to track the status of the request click on “**Requested Downloads**” available under “**Downloads**” tab.

Status of the request can be tracked by the search Options “**Request Number**”, “**Date**” or “**View All**”.

“**Form 16B**” can be downloaded only if the “**Submitted**” status changes to “**Available**”.

**Step 8 :** Click on “**Available**” status row then click on “**HTTP Download**” tab to download **Form 16B** Zip file. Enter the password to open Zip file of “**Form 16B**”.

# 3.Pictorial Guide to “Download Form 16B”

## TRACES Home Page

The screenshot shows the TRACES Home Page. At the top left is the TDS logo (Centralized Processing Cell) and the TRACES logo (TDS Reconciliation Analysis and Correction Enabling System). At the top right is the Government of India Income Tax Department logo. Below the logos is a navigation bar with links for Home, Deductor, Tax Payer, PAO, and Help. The main content area is divided into several sections: Login, Customer Care, About the portal, and Quick Links. A callout bubble points to the 'Login' link in the Login section.

**Login**

- [Login](#)
- [Register as New User](#)
- [Forgot Password](#)
- [Forgot User ID](#)

**Customer Care**

**Toll-Free** 1800 103 0344

**0120 4814600**

**0120 4816105**

**contactus@tdscpc.gov.in**

**Have a Grievance ?**  
View more to view E-Tutorial for raising a Grievance Online

**New FAQs [View more](#)**

- [Deductor](#)
- [Tax Payer](#)
- [General](#)

**About the portal** [View more](#)

TRACES is a web-based application of the Income Tax Department that provides an interface to all stakeholders associated with TDS administration. It enables viewing of challan status, downloading of Conso File, Justification Report and Form 16/ 16A/ 16B/ 16C/ 16D/ 16E/ 27D as well as viewing of annual tax credit statements (Form 26AS/Annual Tax Statement).

**Quick Links**

- List of Hospitals : Approval u/s 17(2)(viii)(i)(b)
- Circulars / Notifications / Instructions
- TDS CPC Communications
- DIN Verification
- e-Tutorials
- Rates and Tables
- Forms
- Conso File Formats
- TDS on Sale of Property
- Right to Information
- Section codes for 26A/27BA
- Services
- Guidelines u/s 194-O(4) & 206C(1-i) of I.T. Act (pdf version Size 4559KB)
- Dos & Don'ts (pdf version Size 2309KB)
- A to Z of TDS (pdf version Size 4692KB)

# 3.Pictorial Guide to “Download Form 16B”

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

The screenshot shows the TRACES website login 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. The navigation menu includes Home, Deductor, Tax Payer, PAO, and Help. The main content area has a 'Login' section with radio buttons for Deductor, Taxpayer (selected), and PAO. Below are input fields for User Id\*, Password\*, PAN for Tax Payer, and Verification Code\*. A CAPTCHA image shows the text 'C3WAA'. A 'Login' button is at the bottom. A 'Help' icon is in the top right. A 'Common Note' section on the right explains that PAN is auto-populated based on the User Id.

**Callouts:**

- Click on Taxpayer
- Click on help icon next to each field for more details
- Enter user id and password
- PAN will be auto-populated.
- Click on Login to proceed further
- For more details on any screen, click on Help icon

**Common Note:**

- If you are already registered in TRACES, please login with your registered User Id (PAN), Password & PAN else register as new user
- User can not enter details in column PAN for Tax Payer/AIN for PAO as column will be auto-populated on the basis of User Id entered by user.

# 3.Pictorial Guide to “Download Form 16B”

Step 1(Contd.) : Landing Page will be displayed on the screen

The screenshot shows the TRACES landing page. 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. A navigation bar contains: My Home, Statements/Forms, View/ Verify Tax Credit, Request for Resolution, Downloads, Profile, and a Help button. A central message box says "Landing Page will be displayed on the screen". Below this is a "Welcome to TRACES!" section with a description of the application. A "Customer Care" section lists toll-free numbers. A "Quick Links" section includes Form 16B/16C/16D/16E, Update Communication, Pension Details report, and Change Password. A prominent "ATTENTION TAX PAYERS!!!!" banner contains a message about downloading Form 16/16A from Traces, with a "click here" link. Below the banner is a checkbox labeled "I agree to the usage and acceptance of Form 16 / 16A generated from TRACES" and a "Proceed" button. A callout points to the checkbox with the text "Click on the checkbox". Another callout points to the "Proceed" button with the text "Click on Proceed".

# 3.Pictorial Guide to “Download Form 16B”

Step 2 : Click on “Form 16B/16C/16D/16E (For Buyer/ Tenant/Payer)” available under “Downloads” tab

The screenshot displays the TRACES (TDS Reconciliation Analysis and Correction Enabling System) portal. At the top, there are logos for TDS Centralized Processing Cell, TRACES, and the Government of India Income Tax Department. A navigation bar includes tabs for My Home, Statements/Forms, View/ Verify Tax Credit, Request for Resolution, Downloads, and Profile. The Downloads tab is active, showing a dropdown menu with the following options: Requested Downloads, Form 16B/16C/16D/16E (For Buyer/ Tenant/Payer/Buyer of VDA), Download 197,206C(9) or 195(3)Certificate, Download 197 Certificate for section 194M (For Deductors), and Download Certificate u/s 195(2). A callout bubble points to the first option in the dropdown, with the text: "Click on 'Form 16B/16C/16D/16E(For Buyer/ Tenant)' available under 'Downloads' tab". On the left side, there is a Quick Links section with links for Form 16B/16C/16D/16E, Update Communication Details, Salary Details reported by Employer, Pension Details reported by Specified Bank (194P), and Change Password. The main content area features a "Welcome to TRACES!" message and a list of functionalities: View and download Form 26AS/Annual Tax Statement, Profile (with a sub-link for Update Communication Details), and Form 26QB/26QC/26QD Correction. At the bottom right, there is a User Login Details section.

# 3.Pictorial Guide to “Download Form 16B”

Step 3 : Select “Form Type” “Assessment Year” enter “Acknowledgement Number” and "PAN of the Seller”

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

Government of India  
Income Tax Department

My Home | Statements/Forms | View/ Verify Tax Credit | Request for Resolution | **Downloads** | Profile

Help

### Download Form 16B/16C/16D/16E

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

- 1 Download request for Form 16B/16C/16D/16E (for TDS on Sale of Immovable Property /TDS on Rent of Property/TDS on Payment to Resident Contractors, Payment of Commission, Brokerage charges and Fees for Professional Services/TDS on Transfer of Virtual Digital Asset by specified persons u/s 194S) can only be submitted by buyer/tenant/Payer/Buyer of VDA.
- 1 Enter values in below fields and submit download request for Form 16B/16C/16D/16E for a challan from the list of challan(s) displayed.
- 1 One Form 16B/16C/16D/16E will be generated for a Assessment Year, Acknowledgement Number and challan
- 1 Form-16B/16C/16D/16E can only be download by Buyer(From A.Y.2014-15 onwards)/Tenant(From A.Y. 2018-19 onwards)/Payer(From A.Y. 2014-15 onwards)/Buyer of VDA (From A.Y. 2023-24 onwards)

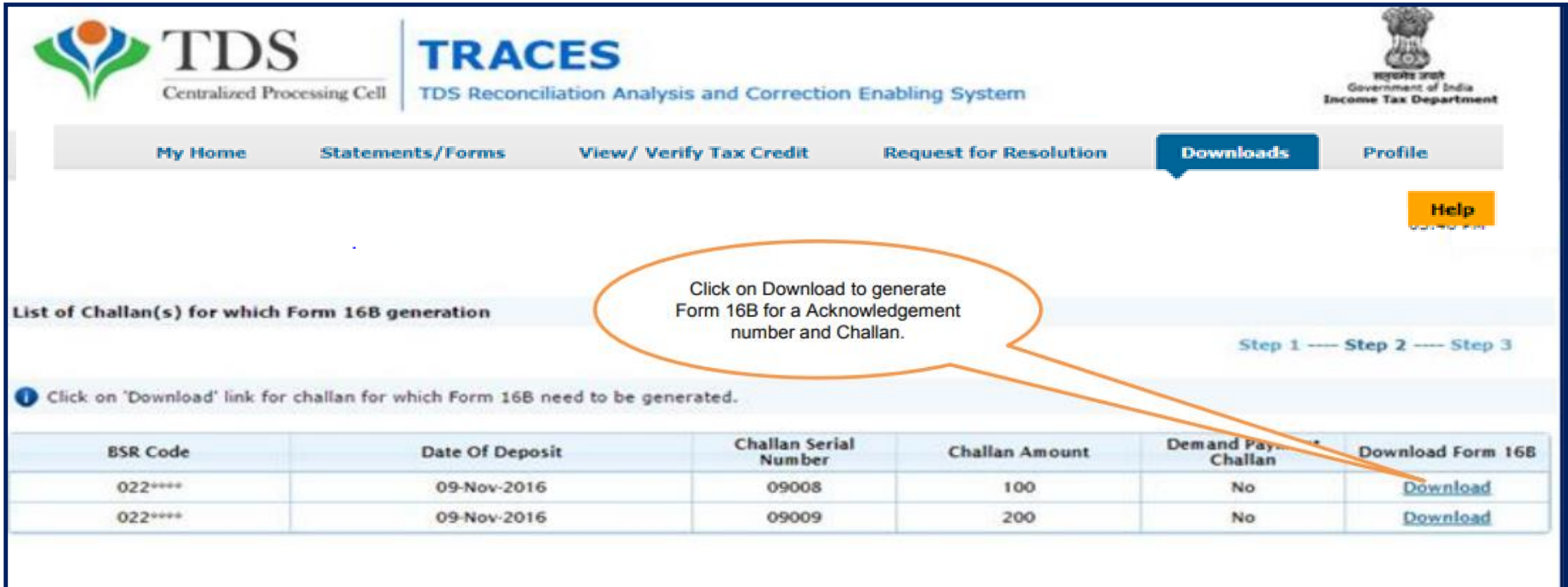
Form Type\* --Select-- Assessment Year\* --Select-- Ack No.\* PAN of Seller/Landlord/Payee\* Proceed

Select “Form Type”  
“Assessment Year”  
enter  
“Acknowledgement  
Number” and "PAN of  
the Seller”.

Click on “Proceed”

## 3.Pictorial Guide to “Download Form 16B”

Step 4: After clicking on “Proceed” list of challan(s) will be available to download “Form 16B”



The screenshot displays the TDS TRACES portal interface. At the top, there are logos for TDS (Centralized Processing Cell) and TRACES (TDS Reconciliation Analysis and Correction Enabling System), along with the Government of India Income Tax Department logo. A navigation menu includes 'My Home', 'Statements/Forms', 'View/ Verify Tax Credit', 'Request for Resolution', 'Downloads' (highlighted), and 'Profile'. A 'Help' button is also visible.

The main content area is titled 'List of Challan(s) for which Form 16B generation'. Below this title, there is a progress indicator showing 'Step 1 --- Step 2 --- Step 3'. A callout box with an orange border and a pointer to the 'Download' link in the table contains the text: 'Click on Download to generate Form 16B for a Acknowledgement number and Challan.'

Below the callout, there is an information icon and a note: 'Click on 'Download' link for challan for which Form 16B need to be generated.'

BSR Code	Date Of Deposit	Challan Serial Number	Challan Amount	Demand Payment Challan	Download Form 16B
022****	09-Nov-2016	09008	100	No	<a href="#">Download</a>
022****	09-Nov-2016	09009	200	No	<a href="#">Download</a>

**NOTE :** If Taxpayer deposits more than one Challan against same Acknowledgement Number for TDS Consumption, then Taxpayer can give download request for Form 16B for each challan (As per above screen ).

# 3.Pictorial Guide to “Download Form 16B”

Step 5: “Details to be printed on Form 16B” details will reflect as per profile information on “TRACES”

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

My Home | Statements/Forms | View/ Verify Tax Credit | Request for Resolution | **Downloads** | Profile

Help

**Details To Be Printed On Form 16B** Step 1 ---- Step 2 ---- Step 3

Details are populated as per your profile information, you can update details in Profile section. Father's Name is populated from PAN database, please visit [www.tin-nsdl.com](http://www.tin-nsdl.com) to update it

Full Name of Person Responsible for Deduction of Tax

Father's Name of Person Responsible for Deduction of Tax

Designation of Person Responsible for Deduction of Tax

Place

Submit Request Cancel

Click on 'Submit' to submit download request or on 'Cancel' to go to previous screen)

Verify these details and if required, update in Profile section (except Father's Name)

## 3.Pictorial Guide to “Download Form 16B”

Step 6 : “Request Number” will be generated after submission of request

The screenshot shows a web interface with a navigation bar at the top containing links for 'My Home', 'Statements/Forms', 'View/ Verify Tax Credit', 'Request for Resolution', 'Downloads', and 'Profile'. A 'Help' button is located in the top right corner. The main content area displays a confirmation message: 'Your request for download of Form 16B has been submitted. Request Number is 609791. The file will be available in 'Downloads' section.' Below this message is a button labeled '< Back to List of Challan(s)'. Two callouts provide additional information: one points to the button, stating that clicking it will redirect the taxpayer to a screen where they can download Form-16B for their specific challan; the other points to the 'Request Number' in the message, stating that it will be generated after the request is submitted.

# 3.Pictorial Guide to “Download Form 16B”

Step 7 : In order to track the status of the request Click on “Requested Downloads” available under “Downloads” tab

The screenshot displays the TRACES (TDS Reconciliation Analysis and Correction Enabling System) portal. At the top, there are logos for TDS Centralized Processing Cell, TRACES, and the Government of India Income Tax Department. A navigation bar includes tabs for 'My Home', 'Statements/Forms', 'View/ Verify Tax Credit', 'Request for Resolution', 'Downloads', and 'Profile'. The 'Downloads' tab is active, and a dropdown menu is open, showing 'Requested Downloads' as the selected option. An orange callout bubble points to this option with the text: 'Click on “Requested Downloads” to track requested status.' The dropdown menu lists several download options: 'Form 16B/16C/16D/16E (For Buyer/Tenant/Payer/Buyer of VDA)', 'Download 197,206C(9) or 195(3)Certificate', 'Download 197 Certificate for section 194M (For Deductors)', and 'Download Certificate u/s 195(2)'. Below the navigation bar, the page content is divided into sections: 'Quick Links' on the left, a 'Welcome to TRACES!' message in the center, and 'User Login Details' on the right. The 'Quick Links' section includes links for downloading Form 16B/16C/16D/16E, updating communication details, and viewing salary and pension details. The 'Welcome to TRACES!' section provides a brief overview of the system and lists functionalities such as viewing and downloading Form 26AS, updating communication details, and correcting Form 26QB/26QC/26QD. The 'User Login Details' section is currently empty.

# 3.Pictorial Guide to “Download form 16B”

Step 7 (Contd.) : Status of the request can be tracked by the search Options

**My Home**   **Statements/Forms**   **View/ Verify Tax Credit**   **Request for Resolution**   **Downloads**   **Profile**

**Help**

### Files Requested For Download

Please select one of the below Search Options

Request Number    Date    View All

Request Number  [View Request](#)

Enter “Request Number” (Search Option 1) or “Request Date” (Search Option 2 or option 3 “View All” to view the download request

[Click here to download the utility for TRACES WebSigner Setup V 2.0](#) (Please ensure that you have ADMIN rights to install this setup in your machine)

**i** Click on 'Help' in menu bar to view details on 'Status' and 'Password'

# 3.Pictorial Guide to “Download form 16B”

Step 8 : Form 16B can be downloaded only if “Submitted” status changes to “Available”

The screenshot shows a web portal interface with a navigation bar at the top containing: My Home, Statements/Forms, View/ Verify Tax Credit, Request for Resolution, Downloads (highlighted), and Profile. A Help button is visible in the top right corner.

Below the navigation bar, there is a section titled "Please select one of the below Search Options" with three radio buttons: Request Number, Date, and View All (selected).

An information icon (i) is followed by the text: "For requests with status as 'Available', click on a row to select it and click on 'HTTP Download' to download Form 26AS/Annual Tax Statement as a Text file or Excel file / Form 16B/16C/16D/16E as a PDF".

The main content is a table with the following columns: Request Date, Request Number, Assesment Year, Form Type, Acknowledgement Number, File Processed, Status, and Remarks.

Request Date	Request Number	Assesment Year	Form Type	Acknowledgement Number	File Processed	Status	Remarks
02-Jun-2017	609791	2014-15	26QB		Form 16B	Submitted	
21-Feb-2017	609389	2014-15	26QB		Justification Report for Taxpayer	Available	
06-Feb-2017	609147	2014-15	26QB		Justification Report for Taxpayer	Available	
02-Feb-2017	609138	2014-15	26QB		Justification Report for Taxpayer	Not A	
20-Sep-2016	480347	2015-16	26AS	-	Form 26AS	Availa	
09-Aug-2016	470797	2014-15	26AS	-	Form 26AS	Available	
09-Aug-2016	470796	2014-15	26AS	-	Form 26AS	Available	
29-Jul-2016	470650	2014-15	26QB		Justification Report for Taxpayer	Available	
25-Jul-2016	470571	2015-16	26AS	-	Form 26AS	Available	
22-Jul-2016	470569	2014-15	26AS	-	Form 26AS	Available	

An orange callout bubble points to the 'Submitted' status in the first row, containing the text: "In case of Submitted status please wait for 24 – 48 hrs." Below the table, there is an "HTTP Download" button.

# 3.Pictorial Guide to “Download form 16B”

Step 8 (Contd.): Click on “Available” status row then click on “HTTP Download” tab to download 16B Zip file

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

My Home | Statements/Forms | View/ Verify Tax Credit | Request for Resolution | **Downloads** | Profile

Help

### Files Requested For Download

Please select one of the below Search Options

Request Number  Date:  View All

**1** For requests with status as 'Available', click on a row to select it and click on 'HTTP Download' to download Form 26AS/Annual Tax Statement as a Text file or Excel file / Form 16B/16C/16D/16E as a PDF


Request Date	Request Number	Assessment Year	Form Type	Ack No.	File Processed	Status	Remarks
02-Jun-2017	609791	2014-15	26QB		Form 16B	Available	
25-May-2023	940193	2023-24	26QE		Justification Report for Taxpayer	Available	
25-May-2023	940192	2023-24	26QE		Form 16E	Available	
25-May-2023	940191	2023-24	26QE		Form 16E	Available	
25-May-2023	940190	2023-24	26QE		Form 16E	Available	
25-May-2023	940188	2023-24	26QE		Form 16E	Available	
25-May-2023	940187	2023-24	26QE		Justification Report for Taxpayer	Available	
17-May-2023	940160	2023-24	26QE		Justification Report for Taxpayer	Available	
04-May-2023	938973	2023-24	26QE		Justification Report for Taxpayer	Available	
01-May-2023	938927	2023-24	26QE		Justification Report for Taxpayer	Available	

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**HTTP Download**

# 3.Pictorial Guide to “Download form 16B”

## Sample Form-16B

TDS Centralised Processing Cell		TRACES TDS Reconciliation Analysis and Correction Enabling System		 Government of India Income Tax Department	
<b>FORM NO. 16B</b>					
[See rule 31(1)(b)]					
Certificate under Section 203 of the Income Tax Act, 1961 for Tax Deducted at Source					
Certificate No.: XXAHQXH			Last Updated On: 14-Aug-2013		
Name and Address of the Deductor (Transferee)			Name and Address of the Deductee (Transferor)		
AHMEDABAD - 380054 Gujarat			MUMBAI - 400079 Maharashtra		
PAN of the Deductor (Transferee)		PAN of the Deductee (Transferor)		Assessment Year	
				2014-15	
Summary of Transaction(s)					
Sr. No.	Unique Acknowledgement Number	Amount Paid / Credited (Rs.)		Date of Payment / Credit (dd-mmm-yyyy)	
1		858424.00		09-Aug-2013	
<b>I. DETAILS OF TAX DEDUCTED AND DEPOSITED WITH RESPECT TO THE DEDUCTEE</b> (Income Tax + Surcharge + Edu. Cess)					
Sr. No.	Amount (Rs.)	Challan Identification Number (CIN)			
		BSR Code of the Bank Branch	Date on which Tax Deposited (dd-mmm-yyyy)	Challan Serial Number	
1	8585.00	6360218	09-Aug-2013	00413	
<b>II. DETAILS OF TAX DEPOSITED IN THE CENTRAL GOVERNMENT ACCOUNT THROUGH CHALLAN</b> (Income Tax + Surcharge + Edu. Cess + Fee + Interest)					
Sr. No.	Amount (Rs.)	Challan Identification Number (CIN)			
		BSR Code of the Bank Branch	Date on which Tax Deposited (dd-mmm-yyyy)	Challan Serial Number	
1	8585.00	6360218	09-Aug-2013	00413	
Verification					
I, DANAYAK, son / daughter of RAHUL JAYANTIBHAI DANAYAK in the capacity of Buyer of Immovable Property (Designation) do hereby certify that a sum of Rs. 8585.00 [Rs. Eight Thousand Five Hundred and Eighty Five Only (in words)] has been deducted and deposited to the credit of the Central Government. I further certify that the information given above is true, complete and correct and is based on the books of account, documents, TDS statements, TDS deposited and other available records.					
Place:	PUNE	Signature of Person Responsible for Deduction of Tax:			
Date:	22-Aug-2013	Full Name: DANAYAK			

# THANK YOU

## Please Note:

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