

E-Tutorial

1. Important Information to “Download Form 16C”.
2. Brief Steps to “Download Form 16C”.
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1. Important Information to “Download Form 16C”

- **Request for Downloading Form 16C (TDS on Rented Property) can only be submitted when Form 26QC Challan Cum Statement is processed.**
- **“Form 16C” can be downloaded by registered Tenant of the property (Taxpayer) only.**
- **“Form 16C” can be downloaded by Tenant on “TRACES” from A.Y 2018-19 onwards.**
- **“Form 16C” status will be available in “Requested Downloads”, Taxpayer can search request of “Form 16C” by using:**
 - a) Request Number
 - b) Date
 - c) View All
- **Description of Requested Status :**
 1. **Submitted:** Request for Form 16C has been submitted .
 2. **Available:** Requested Form16C is available for Downloading.
 3. **Failed:** User need to request Form 16C again or can contact CPC(TDS).
- **“Form 16C” consists detailed information about the “Form-26QC Challan Cum Statement” filed by Tenant (taxpayer) for the particular Acknowledgement, Assessment Year and PAN of Landlord.**
- **The “Password” to open “Form 16C” Zip file is “Date of Birth of Tenant” in the format of (DDMMYYYY) . e.g. If Date of Birth is 15 May 1990 then mention password as -15051990.**

2. Brief Steps to “Download Form 16 C”

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 Virtual Digital Asset)**” 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 16C**”.

Step 5 : “**Details to be printed on Form 16C**” 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 16C**”.

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 16C**” 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 16C Zip file. Enter the password to open Zip file of “**Form 16C**”.

3.Pictorial Guide to “Download Form 16C”

TRACES Home Page

The screenshot shows the TRACES Home Page. At the top, there is a navigation bar with links for Home, About Us, Contact Us, e-Tutorials, Related Links, Skip to main content, and Login. A search bar and language selector (English) are also present. The main header features the TDS Centralized Processing Cell logo and the TRACES logo (TDS Reconciliation Analysis and Correction Enabling System). Below the header is a menu with Home, Deductor, Tax Payer, and PAO, and a Help button.

The main content area is divided into several sections:

- Login:** Contains links for Login, Register as New User, Forgot Password, and Forgot User ID. A callout bubble points to the 'Login' link with the text: "Click on 'Login' in TRACES home page and login as Taxpayer".
- Customer Care:** Provides contact information including Toll-Free numbers (1800 103 0344, 0120 4814600, 0120 4816105) and the email contactus@tdscpc.gov.in.
- Quick Links:** Lists various links such as List of Hospitals, 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, Dos & Don'ts, and A to Z of TDS.
- About the portal:** Includes a "View more" link and an image of a person using a laptop.
- Highlights of the Portal:** Features icons and text for Online correction, Lower/Nil Deduction Certificate Application, Request for Resolution Taxpayer/Deductor, Form 26QB/ 26QC / 26QD Correction, TDS/TCS Certificate View/Download, and Download Conso File/ Justification Report/(Form 26AS/Annual tax Statement).

3.Pictorial Guide to “Download Form 16C” (Contd.)

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, there are navigation links (Home, About Us, Contact Us, e-Tutorials, Related Links, Login), a search bar, and language selection (English). The 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 present. The main navigation bar has tabs for Home, Deductor, Tax Payer, PAO, and Help. The login form is titled "Login" and has three radio buttons: Deductor, Taxpayer (selected), and PAO. The form fields are: User Id* (with a help icon), Password*, PAN for Tax Payer (with a help icon), Verification Code* (with a refresh icon), and a text input field for the verification code. A "Login" button is at the bottom of the form. Below the form are links for "Register as New User" and "Forgot Password?". On the right, there is a "Help" icon and a "Help" button. A "Common Note" section provides additional information. The footer contains copyright information and links to Terms and Conditions, Privacy Policy, Hyperlinking Policy, Feedback, and Sitemap.

Annotations on the screenshot:

- 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

3.Pictorial Guide to “Download Form 16C” (Contd.)

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, and Profile. A yellow 'Help' button is on the right. The main content area has a 'Welcome to TRACES!' message and a list of functionalities. A blue banner reads 'ATTENTION TAX PAYERS!!!!' with a warning about downloading Form 16/16A. Below this is a checkbox 'I agree to the usage and acceptance of Form 16 / 16A generated from TRACES' which is checked, and a 'Proceed' button. A 'Customer Care' section lists toll-free numbers. A 'Login Details' section is partially visible. Annotations include: 'Click on the checkbox' pointing to the agreement checkbox; 'Landing Page will be displayed on the screen' pointing to the main content area; and 'Click on Proceed' pointing to the 'Proceed' button.

TDS
Centralized Processing Cell

TRACES
TDS Reconciliation Analysis and Correction Enabling System

सत्यमेव जयते
Government of India
Income Tax Department

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

Help

Welcome to TRACES!
TRACES is a user-friendly application that will help you to manage your account with Income Tax Department.
Some of the functionalities available through TRACES are listed below.

ATTENTION TAX PAYERS!!!!
Please insist on getting Form 16/16A from your Deductor downloaded only from Traces. Valid form 16/16A. [click here](#).

I agree to the usage and acceptance of Form 16 / 16A generated from TRACES **Proceed**

Customer Care
Toll-Free: 1800 103 0344
0120 4814600

Login Details

3.Pictorial Guide to “Download Form 16C” (Contd.)

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

The screenshot displays the TRACES (TDS Reconciliation Analysis and Correction Enabling System) interface. At the top, there are logos for TDS Centralized Processing Cell, TRACES, and the Government of India Income Tax Department. A navigation bar includes tabs for My Home, Statements/Forms, View/ Verify Tax Credit, Request for Resolution, Downloads, and Profile. The Downloads tab is active, showing a list of requested downloads. A callout box highlights the option: "Form 16B/16C/16D/16E (For Buyer/Tenant/Payer/Buyer of VDA)". Other options in the list include downloading certificates for sections 195(3), 194M, 10(26)/10(26A)/10(26AAA), and 195(2). On the left, there is a Quick Links section with options like "Form 16B/16C/16D/16E (For Buyer/Tenant/Payer/Buyer of VDA)", "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 such as "View and download Form 26AS/Annual Tax Statement", "Profile", "Update Communication Details", and "Form 26QB/26QC/26QD Correction". A "User Login Details" section is visible at the bottom right.

3.Pictorial Guide to “Download Form 16C” (Contd.)

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

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**

- 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.
- 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
- One Form 16B/16C/16D/16E will be generated for a Assessment Year, Acknowledgement Number and challan
- 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. 2020-21 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”

Select “Assessment Year”

Enter “Pan of Landlord”

Click on “Proceed”

Enter “Acknowledgement Number”

3.Pictorial Guide to “Download Form 16C” (Contd.)

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

The screenshot shows 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). The Government of India Income Tax Department logo is also present. A navigation menu includes 'My Home', 'Statements/Forms', 'View/ Verify Tax Credit', 'Request for Resolution', 'Downloads' (highlighted), and 'Profile'. A 'Help' button is visible on the right. Below the navigation, the page title is 'List of Challan(s) for Form 16C generation'. A progress indicator shows 'Step 1 ---- Step 2 ---- Step 3'. An information icon and text state: 'Click on 'Download' link for challan for which Form 16C need to be generated.' Below this is a table with the following data:

BSR Code	Date Of Deposit	Challan Serial Number	Challan Amount	Demand Payment Challan	Download Form 16C
639****	31-Mar-2007	00004	200	No	Download
022****	10-Aug-2017	08866	100	No	Download

An orange callout box with a pointer to the 'Download' links in the table contains the text: 'Click on 'Download' to generate Form 16C for a Acknowledgement Number and Challan.'

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

3.Pictorial Guide to “Download Form 16C” (Contd.)

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

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

Help

Your request for download of Form 16C has been submitted. Request Number is ████████. The file will be available in 'Downloads' section.

[< Back to List of Challan\(s\)](#)

Click here to view the List of Challans available to download Form-16C, if taxpayer wants to download Form-16C of other challan.

“Request Number” will be generated after submission of request.

3.Pictorial Guide to “Download Form 16C” (Contd.)

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

The screenshot displays the TRACES 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 bar contains tabs: 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. A callout box points to 'Requested Downloads' 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 main content area is divided into sections: 'Quick Links' (with links for Form 16B/16C/16D/16E, Update Communication Details, Salary Details, Pension Details, and Change Password), 'Welcome to TRACES!' (with a description of the system and a list of functionalities: View and download Form 26AS/Annual Tax Statement, Profile, Update Communication Details, and Form 26QB/26QC/26QD Correction), and 'User Login Details' (with a toll-free number 1800 103 0344 and a contact number 0120 4814600).

3.Pictorial Guide to “Download Form 16C” (Contd.)

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 16C” (Contd.)

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

Files Requested For Download

Please select one of the below Search Options

Request Number Date View All

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	Assesment Year	Form Type	Ack No.	File Processed	Status	Remarks
10-Nov-2017	666630	2018-19	26QC	Form 16C	Submitted	
09-Nov-2017	666629	2018-19	26QC	Justification Report for Taxpayer	Subm Submitted	
08-Nov-2017	666628	2018-19	26QC	Form 16C	Available	
08-Nov-2017	666627	2018-19	26QC	Form 16C	Available	
08-Nov-2017	666626	2018-19	26QC	Form 16C	Available	
07-Nov-2017	666625	2018-19	26QC	Justification Report for Taxpayer	Available	
13-Oct-2017	665473	2018-19	26QC	Form 16C	Available	
13-Oct-2017	665200	2018-19	26QC	Form 16C	Available	
13-Oct-2017	665060	2018-19	26QC	Form 16C	Available	
13-Oct-2017	664917	2018-19	26QC	Form 16C	Available	

[HTTP Download](#)

[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)

'Submitted' status will become Available with 24 to 48hrs

3.Pictorial Guide to “Download Form 16C” (Contd.)

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

Files Requested For Download

Please select one of the below Search Options

Request Number Date View All

i 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	Assesment Year	Form Type	ACK NO.	File Processed	Status	Remarks
10-Nov-2017	666630	2018-19	26QC	Form 16C	Available	
09-Nov-2017	666629	2018-19	26QC	Justification Report for Taxpayer	Submitted	
08-Nov-2017	666628	2018-19	26QC	Form 16C	Available	
08-Nov-2017	666627	2018-19	26QC	Form 16C	Available	
08-Nov-2017	666626	2018-19	26QC	Form 16C	Available	
07-Nov-2017	666625	2018-19	26QC	Justification Report for Taxpayer	Available	
13-Oct-2017	665473	2018-19	26QC	Q.....	Form 16C	Available	
13-Oct-2017	665200	2018-19	26QC	Form 16C	Available	
13-Oct-2017	665060	2018-19	26QC	Form 16C	Available	
13-Oct-2017	664917	2018-19	26QC	DCPR00001	Form 16C	Available	

HTTP Download

Click on “Available” status row

Click on 'HTTP download' tab to download Form 16C Zip file.

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