

E-Tutorial

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



1. Important Information to “Download Form 16D”

- Request for Downloading Form 16D (TDS on Payment to resident contractors, Payment of Commission, Brokerage charges and Fees for Professional Services) can only be submitted when 26QD Statement cum Challan is processed.
- Form 16D can be downloaded by registered Payer as per the filed 26QD.
- Form 16D can be downloaded by Payer from “TRACES” website from A.Y 2020-21 onwards.
- Non Individual PAN holders need to update PAN of Authorized Person in Profile Section for submitting request to download Form 16D.
- Form 16D status will be available in “Requested Downloads”, Taxpayer can search the request placed for “Form 16D” by using:
 - a) Request Number
 - b) Date
 - c) View All
- Description of Request Status:
 1. Submitted: Request for Form 16D has been submitted .
 2. Available: Requested Form16D is available for Downloading.
 3. Failed: User need to request Form 16D again or contact CPC(TDS).
- Form 16D consists detailed information about the “26QD Statement cum Challan ” filed by Payer (Taxpayer who has deducted tax) for the particular Acknowledgement, Assessment Year and PAN of Payee.
- The “Password” to open "Form 16D” Zip file is “Date of Birth of Payer” (in DDMMYYYY format) e.g. 15051990.

2. Brief Steps to “Download Form 16D”

Go to TRACES website (www.tdscpc.gov.in).

Step 1 : Login to TRACES website with “User ID”, “Password” and the “Verification code”. Post login 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” as 26QD, “Assessment Year” from drop down list enter “Acknowledgement Number” and “PAN of the Payee”.

Step 4: After clicking on “Proceed” list of challan(s) will be available to download “Form 16D”. Click on Download to generate Form 16D for an acknowledgement number and challan.

Step 5 : “Details to be printed on Form 16D” will reflect as per “TRACES” profile .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.

then click “Submit Request” to submit request for “Form 16D”.

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 using the search Options “Request Number”, “ Request Date” or “View All”.

“Form 16D” can be downloaded once the status changes from “Submitted” to “Available”.

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

3.Pictorial Guide to “Download Form 16D”

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 16D”

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 logos for TDS (Centralized Processing Cell) and TRACES (TDS Reconciliation Analysis and Correction Enabling System), along with the Government of India Income Tax Department logo. A navigation bar includes links for Home, Deductor, Tax Payer, PAO, and Help. The main content area is titled 'Login' and features three radio buttons for 'Deductor', 'Taxpayer', and 'PAO', with 'Taxpayer' selected. Below these are input fields for 'User Id*', 'Password*', and 'PAN for Tax Payer'. A CAPTCHA image with the text 'C3WAA' is shown, followed by a text input field for 'Enter text as in above image*' containing 'C3waa'. A 'Login' button is at the bottom left. A 'Help' icon is located next to the User Id field. A 'Common Note' section on the right provides additional information.

Callouts and instructions:

- 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.

■ This website uses cookies to maintain user preference and session information. Disabling cookies in your browser might not allow you to perform certain activities

3. Pictorial Guide to “Download Form 16D”

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. Below the logos is a navigation bar with tabs: My Home, Statements/Forms, View/ Verify Tax Credit, Request for Resolution, Downloads, and Profile. A 'Help' button is located on the right. The main content area includes a 'Welcome to TRACES!' message, a 'Customer Care' section with toll-free numbers, and a 'Quick Links' section. A prominent blue banner reads 'ATTENTION TAX PAYERS!!!!' with a warning message and 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 'Last logged in on:' section shows the date and time. Three callouts are present: one pointing to the 'Landing Page will be displayed on the screen' text, one pointing to the checkbox, and one pointing to the 'Proceed' button.

Quick Links

- Form 16B/16C/16D/16E (For Buyer/Tenant/Payer/Buyer of VDA)
- Update Communication
- Employer
- Pension Details report Specified Bank (194F)
- Change Password

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.

Customer Care

Toll-Free: 1800 103 0344
0120 4814600

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](#)

Last logged in on:
04-May-2024 at 11:35 AM

3. Pictorial Guide to “Download Form 16D”

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. The 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 'Form 16B/16C/16D/16E (For Buyer/Tenant/Payer/Buyer of VDA)' option with the text: 'Click on “Form 16B/16C/16D/16E (For Buyer/ Tenant/Payer/ Buyer of VDA)” available under “Downloads” tab'. 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 has a 'Welcome to TRACES!' message and a list of functionalities including 'View and download Form 26AS/Annual Tax Statement', 'Profile', 'Update Communication Details', and 'Form 26QB/26QC/26QD Correction'. At the bottom right, there is a 'User Login Details' section.

NOTE : Non Individual PAN (HUF) holders need to update PAN of Authorized Person in Profile Section for submit request to Download Form 16D.

3. Pictorial Guide to “Download Form 16D”

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

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 f
- 1 One Form 16B/16C/16D/16E will be generated for a Assessment Year, Acknowledgement
- 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. 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”
“Assessment Year”
enter
“Acknowledgement
Number” and "PAN of
the Seller”.

Click on” Proceed”

3. Pictorial Guide to “Download Form 16D”

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

The screenshot shows the 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', and 'Profile'. A 'Help' button is visible on the right. Below the navigation, there is a section titled 'List of Challan(s) for Form 16D generation'. A callout bubble with an orange border points to the 'Download' link in the table, with the text: 'Click on Download to place request for downloading of Form 16D for the acknowledgement number and challan'. Below the table, there is a note: 'Click on 'Download' link for challan for which Form 16D need to be generated.'

BSR Code	Date Of Deposit	Challan Serial Number	Challan Amount	Demand Payment Challan	Download Form 16D
762****	11 Dec 2016	58661	1000	No	Download
762****	11 Dec 2016	58663	1000	No	Download

NOTE : If Taxpayer deposited more than one Challan against same Acknowledgement Number for TDS consumption, then Taxpayer can give download request for Form 16D of each challan (As per above screen).

3. Pictorial Guide to “Download Form 16D”

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

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

Details To Be Printed On Form 16D

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 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:

Click here to submit download request

Click here to cancel request (user will be redirected to previous screen)

Verify these details and if required, Update in profile section (except Father's name)

3. Pictorial Guide to “Download Form 16D”

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

The screenshot displays the TDS 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. A navigation bar contains links for My Home, Statements/Forms, View/ Verify Tax Credit, Request for Resolution, Downloads (highlighted), and Profile. A yellow Help button is visible on the right. The main content area shows a confirmation message: "Your request for download of Form 16D has been submitted. Request Number is 823976. The file will be available in 'Requested Downloads' under 'Downloads' section." Below the message is a button labeled "< Back to List of Challan(s)".

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

Your request for download of Form 16D has been submitted. Request Number is 823976. The file will be available in 'Requested Downloads' under 'Downloads' section.

< Back to List of Challan(s)

Click on 'Back to List of Challan(s)' to be redirected to the screen with 'List of Challans available to download Form-16D', in case Form-16D for a different challan is required.

3. Pictorial Guide to “Download Form 16D”

Step 7 : 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 and TRACES, along with the Government of India Income Tax Department emblem. 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 its dropdown menu is open, showing options like Form 16B/16C/16D/16E, Download 197,206C(9) or 195(3) Certificate, and Download Certificate u/s 195(2). The 'Requested Downloads' option is highlighted in blue. A callout bubble points to this option with the text: "Click on “Requested Downloads” to track status of the Form 16D download request".

Quick Links

- 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)
- Change Password

Welcome to TRACES!

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Some of the functionalities available through TRACES are listed below.

- View and download Form 26AS/Annual Tax Statement
- Profile
 - Update Communication Details
- Form 26QB/26QC/26QD Correction

Toll-Free: 1800 103 0344
0120 4814600

User Login Details

3. Pictorial Guide to “Download form 16D”

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

The screenshot displays the TRACES web 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). On the top right, the Government of India Income Tax Department logo is visible. A navigation menu includes 'My Home', 'Statements/Forms', 'View/ Verify Tax Credit', 'Request for Resolution', 'Downloads' (highlighted), and 'Profile'. A 'Help' button is located in the top right corner.

The main heading is 'Files Requested For Download'. Below it, a section titled 'Please select one of the below Search Options' contains three radio buttons: 'Request Number' (selected), 'Date:', and 'View All'. Below these options is a search form with a text input field labeled 'Request Number' and a 'View Request' button. An orange callout bubble points to the 'View Request' button with the text: 'Enter “Request Number” (Search Option 1) or “Request Date” (Search Option 2 or option 3 “View All” to view the download request'. Below the search form, there is a link: '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)'. At the bottom, there is an information icon and the text: 'Click on 'Help' in menu bar to view details on "Status" and "Password"'. The entire interface is enclosed in a blue border.

3. Pictorial Guide to “Download form 16D”

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

The screenshot shows the 'Downloads' section of a web portal. At the top, there are navigation tabs: '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.

The main heading is 'Files Requested For Download'. Below it, there is a section for search options: 'Please select one of the below Search Options'. There are three radio buttons: 'Request Number', 'Date', and 'View All'. The 'Request Number' option is selected. Below the radio buttons, there is a text input field for 'Request Number' and a 'View Request' button.

Below the search options, there is a blue information box with a circular icon containing 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, Assessment Year, Form Type, Ack No., File Processed, Status, and Remarks. The table contains one row of data:

Request Date	Request Number	Assessment Year	Form Type	Ack No.	File Processed	Status	Remarks
28-Jan-2020	823976	2020-21	26QD	SOP0005323	Form 16D	Submitted	

Below the table, there is a pagination control showing 'Page 1 of 1' and a 'View 1 - 1 of 1' link. At the bottom of the table area, there is an 'HTTP Download' button.

A callout bubble points to the 'Submitted' status in the table row, containing the text: 'In case the status is 'Submitted' please wait for 24 to 48 hrs'.

3. Pictorial Guide to “Download form 16D”

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

Files Requested For Download

Please select one of the below Search Options

Request Number Date: View All

Request Number [View Request](#)

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
28-Jan-2020	823977	2020-21	26D	SOP0005323	Form 16D	Available	-

Page 1 of 1 View 1 - 1 of 1

[HTTP Download](#)

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

Click on row to select it

Click here to download the certificate in Form 16D

The “Password” to open "Form 16D” Zip file is “Date of Birth of Payer” (in DDMMYYYY format) e.g. 15051990

3. Pictorial Guide to “Download form 16D”

Sample Form 16D

TDS		TRACES		Income Tax Department	
Centralised Processing Cell		TDS Reconciliation Analysis and Correction Enabling System		Government of India	
FORM NO. 16D					
[See rule 31(3B)]					
Certificate under Section 203 of the Income Tax Act, 1961 for Tax Deducted at Source					
Certificate No. : XOCOAVN			Last Updated On: 27-Dec-2019		
Name and Address of the Deductor (Payer)			Name and Address of the Deductee (Payee)		
PAN of the Deductor (Payer)		PAN of the Deductee (Payee)		Financial Year of Deduction	
XXXXXXXXXX		XXXXXXXXXX		2019-20	
Summary of Transaction(s)					
Sr. No.	Unique Acknowledgement Number	Nature of Payment	Amount Paid / Credited (Rs.)	Date of Payment / Credit (dd-mmm-yyyy)	Amount of tax deducted and deposited in respect of the deductee
1	XXXXXXXXXX	194M	32000.00	01-Dec-2019	1550.00
Total (Rs.)			32000.00		
DETAILS OF TAX DEPOSITED TO THE CREDIT OF THE CENTRAL GOVERNMENT FOR WHICH CREDIT IS TO BE GIVEN TO THE DEDUCTEE					
Sr. No.	Amount of tax deposited in respect of deductee (Rs.)	Challan Identification Number (CIN)			
		BSR Code of the Bank Branch	Date on which Tax Deposited (dd-mmm-yyyy)	Challan Serial Number	
1	1550.00	9856418	31-Jan-2020	92614	
Total	1550.00				
Verification					
I, XXXXXXXX ARORA, son / daughter of XXXXXXXX in the capacity of Admin do hereby certify that a sum of Rs. 1550.00 [Rs. One Thousand Five Hundred and Fifty 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, challan-cum-statement of deduction of tax, TDS deposited and other available records.					

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