

E-Tutorial

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



1. Important Information to “Download Form 16E”

- **Request for Downloading Form 16E (TDS on Transfer of Virtual Digital Asset by Specified person u/s 194S) can only be submitted when 26QE Statement Cum Challan is processed.**
- **“Form 16E” can be downloaded by registered Buyer of VDA (Taxpayer) only.**
- **“Form 16E” can be downloaded by ‘Buyer of VDA’ at “TRACES” from A.Y 2023-24 onwards.**
- **“Form 16E” status will be available in “Requested Downloads”, Taxpayer can search request of “Form 16E” by using:**
 - a) Request Number
 - b) Date
 - c) View All
- **Description of Requested Status :**
 1. **Submitted:** Request for Form 16E has been submitted .
 2. **Available:** Requested Form16E is available for Downloading.
 3. **Failed:** User need to request Form 16E again or can contact CPC(TDS).
- **“Form 16E” consists detailed information about the “26QE statement Cum Challan” filed by Buyer of VDA (Taxpayer) for the particular Acknowledgement Number, Assessment Year and PAN of Seller of VDA .**
- **The “Password” to open “Form 16E” Zip file is “Date of Birth (in DDMMYYYY format) of Buyer of VDA ”. e.g. 15051990.**

Note: Form-16E will not be available for Transactions covered under Proviso to sub-section (1) of section 194S

2. Brief Steps to “Download Form 16E”

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 Seller of VDA**”.

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

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

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

3.Pictorial Guide to “Download Form 16E”

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 are the Government of India and Income Tax Department logos. A navigation bar contains links for Home, Deductor, Tax Payer, PAO, and Help. The main content area is divided into several sections: a 'Login' section with links for Login, Register as New User, Forgot Password, and Forgot User ID; a 'Customer Care' section with contact information (Toll-Free 1800 103 0344, 0120 4814600, 0120 4816105, and email contactus@tdscpc.gov.in); an 'About the portal' section with an image of a person using a laptop and a 'View more' link; and a 'Quick Links' section with various links like List of Hospitals, Circulars, TDS CPC Communications, etc. An orange callout bubble points to the 'Login' link in the 'Login' section with the text: "Click on 'Login' on TRACES home page and login as Tax Payer".

TRACES
TDS Reconciliation Analysis and Correction Enabling System

Home Deductor Tax Payer PAO Help

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

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)

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).

3.Pictorial Guide to “Download Form 16E”

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 logo and the 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. Callouts provide instructions: 'Click on Taxpayer' points to the selected radio button; 'Click on help icon next to each field for more details' points to question mark icons; 'Enter user id and password' points to the User Id and Password fields; 'PAN will be auto-populated.' points to the PAN field; 'Click on Login to proceed further' points to the Login button; and 'For more details on any screen, click on Help icon' points to the Help button. A 'Common Note' section on the right explains that PAN is auto-populated based on the User Id and that cookies are used for user preference.

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:

- 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 16E”

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 side. The main content area includes a 'Welcome to TRACES!' message, a 'Quick Links' section, and a 'Customer Care' section. A prominent blue banner reads 'ATTENTION TAX PAYERS!!!!' with the text 'Please insist on getting Form 16/16A from your Deductor downloaded only from Traces.Valid form 16/16A. [click here](#)'. Below this 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 of the last login.

Callouts on the page:

- Landing Page will be displayed on the screen
- Click on the checkbox
- Click on Proceed

3.Pictorial Guide to “Download Form 16E”

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) 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, listing 'Requested Downloads' with the following 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)'. The first option is highlighted in blue. An orange callout bubble points to this 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 side, there is a 'Quick Links' section with links for downloading Form 16B/16C/16D/16E, updating communication details, and viewing salary/pension details. The main content area features a 'Welcome to TRACES!' message and a list of functionalities including viewing Form 26AS, profile management, and form corrections. A 'User Login Details' section is visible at the bottom right.

3.Pictorial Guide to “Download Form 16E”

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

The screenshot shows the TDS 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 includes 'My Home', 'Statements/Forms', 'View/ Verify Tax Credit', 'Request for Resolution', 'Downloads' (highlighted), and 'Profile'. A 'Help' button is also visible.

The main heading is 'Download Form 16B/16C/16D/16E'. Below it, a progress indicator shows 'Step 1 --- Step 2 --- Step 3', with 'Step 3' being the current step.

Four informational messages are displayed:

- 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) (from A.Y. 2020-21 onwards)/Buyer of VDA (From A.Y. 2023-24 onwards)

The form fields are:

- Form Type* (Dropdown menu showing '26QE')
- Assessment Year* (Dropdown menu showing '2023-24')
- Financial Year (Text field showing '2022-23')
- Acknowledgement Number* (Text field with a blue bar)
- PAN of Seller/Landlord/Payee/Seller of VDA* (Text field with a blue bar)
- Proceed (Button)

Callout bubbles provide instructions:

- One bubble points to the 'Form Type' and 'Assessment Year' dropdowns, containing the text: "Select 'Form Type' 'Assessment Year' enter 'Acknowledgement Number' and 'PAN of the Seller of VDA'".
- Another bubble points to the 'Proceed' button, containing the text: "Click on 'Proceed'".

3.Pictorial Guide to “Download Form 16E”

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

The screenshot shows the TDS 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 menu includes 'My Home', 'Statements/Forms', 'View/ Verify Tax Credit', 'Request for Resolution', 'Downloads' (highlighted), and 'Profile'. A 'Help' button is also visible.

Below the navigation, the section is titled 'List of Challan(s) for Form 16E generation'. A callout bubble points to the 'Download' link in the table, with the text: 'Click on Download to request Form 16E for acknowledgement number and challan'. Below the table, there is a note: 'Click on 'Download' link for challan for which Form 16E need to be generated.'

BSR/Bank Code	Date Of Deposit	Challan Serial Number	TDS Desoposited	Demand Payment Challan	Download Form 16E
181****	05-May-2023	09622	10000	No	Download
181****	10-Dec-2022	37652	40000	No	Download

3.Pictorial Guide to “Download Form 16E”

Step 5: “Details to be printed on Form 16E” 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 16E

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

i 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	XXXXXXXXXXXXXXA
Father's Name of Person Responsible for Deduction of Tax	RATIRAM
Designation of Person Responsible for Deduction of Tax	Buyer of Virtual Digital Asset
Place:	UP

[Submit Request](#) [Cancel](#)

3.Pictorial Guide to “Download Form 16E”

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

The screenshot displays the TDS TRACES portal interface. At the top left, the TDS Centralized Processing Cell logo is shown. In the center, the TRACES logo (TDS Reconciliation Analysis and Correction Enabling System) is displayed. On the top right, the Government of India Income Tax Department logo is visible. Below the logos is a navigation menu with the following items: My Home, Statements/Forms, View/ Verify Tax Credit, Request for Resolution, Downloads, and Profile. A yellow Help button is located on the right side. The main content area shows a confirmation message: "Your request for download of Form 16E has been submitted. Request Number is 940197. The file will be available in 'Requested Downloads' under 'Downloads' section." Below this message is a blue button labeled "< Back to List of Challan(s)". Two orange callout boxes provide additional information: one points to the button and explains that clicking it will redirect the taxpayer to a screen where they can download Form-16E for other challans; the other points to the message and states that the "Request Number" will be generated after the request is submitted.

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

Your request for download of Form 16E has been submitted. Request Number is 940197. The file will be available in 'Requested Downloads' under 'Downloads' section.

< Back to List of Challan(s)

If Taxpayer click on Back to List of Challan(s) then taxpayer will be redirect to screen where List of Challans available to download Form-16E, if taxpayer wants to download Form-16E of other challan.

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

3.Pictorial Guide to “Download Form 16E”

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 contains tabs: 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: 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). An orange callout bubble points to the 'Requested Downloads' option with the text: "Click on 'Requested Downloads' to track requested status." Below the navigation bar, the main content area includes a 'Quick Links' sidebar with links 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 central area features a 'Welcome to TRACES!' message and a list of functionalities: 'View and download Form 26AS/Annual Tax Statement', 'Profile', 'Update Communication Details', and 'Form 26QB/26QC/26QD Correction'. On the right, there are 'Toll-Free' numbers (1800 103 0344 and 0120 4814600) and a 'User Login Details' section.

3.Pictorial Guide to “Download form 16E”

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

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. A navigation menu includes 'My Home', 'Statements/Forms', 'View/ Verify Tax Credit', 'Request for Resolution', 'Downloads' (highlighted), and 'Profile'. A 'Help' button is located on the right. 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 is a search box with the label 'Request Number', an input field, and a 'View Request' button. A callout bubble points to the 'Request Number' option 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'. At the bottom, there is a link to download utilities and an information icon with the text: 'Click on 'Help' in menu bar to view details on 'Status' and 'Password''.

3.Pictorial Guide to “Download form 16E”

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

The screenshot shows the TDS 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 menu includes 'My Home', 'Statements/Forms', 'View/ Verify Tax Credit', 'Request for Resolution', 'Downloads', and 'Profile'. A 'Help' button is also present.

The main section is titled 'Files Requested For Download'. Below this, there are search options: 'Request Number', 'Date', and 'View All' (selected). An information icon indicates: '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
25-May-2023	940194	2023-24	26QE	JYQHR91045	Justification Report for Taxpayer	Submitted	
25-May-2023	940193	2023-24	26QE	JYQHR91045	Justification Report for Taxpayer	Available	
25-May-2023	940192	2023-24	26QE	JYQHR91045	Form 16E	Available	
25-May-2023	940191	2023-24	26QE	JYQHR91045	Form 16E	Available	
25-May-2023	940190	2023-24	26QE	JYQHR91045	Form 16E	Available	
25-May-2023	940188	2023-24	26QE	JYQHR91045	Form 16E	Available	
25-May-2023	940187	2023-24	26QE	JYQHR91045	Justification Report for Taxpayer	Available	
17-May-2023	940160	2023-24	26QE	JYQHR91066	Justification Report for Taxpayer	Available	
04-May-2023	938973	2023-24	26QE	JYQHR91045	Justification Report for Taxpayer	Available	
01-May-2023	938927	2023-24	26QE	JYQHR91066	Justification Report for Taxpayer	Available	

At the bottom of the table, there is a pagination control showing 'Page 1 of 3' and 'View 1 - 10 of 22'. Below the table, there is an 'HTTP Download' button.

In case of submitted status, please wait for 24 to 48hrs

3.Pictorial Guide to “Download form 16E”

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

For requests with status as 'Available', click on a row to select it and click on 'HTTP Download' to download 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
25-May-2023	940194	2023-24	26QE	JYQHR91045	Justification Report for Taxpayer	Submitted	
25-May-2023	940193	2023-24	26QE	JYQHR91045	Justification Report for Taxpayer	Available	
25-May-2023	940192	2023-24	26QE	JYQHR91045	Form 16E	Available	
25-May-2023	940191	2023-24	26QE	JYQHR91045	Form 16E	Available	
25-May-2023	940190	2023-24	26QE	JYQHR91045	Form 16E	Available	
25-May-2023	940188	2023-24	26QE	JYQHR91045	Form 16E	Available	
25-May-2023	940187	2023-24	26QE	JYQHR91045	Justification Report for Taxpayer	Available	
17-May-2023	940160	2023-24	26QE	JYQHR91066	Justification Report for Taxpayer	Available	
04-May-2023	938973	2023-24	26QE	JYQHR91045	Justification Report for Taxpayer	Available	
01-May-2023	938927	2023-24	26QE	JYQHR91066	Justification Report for Taxpayer	Available	




Page 1 of 3 | View 1 - 10 of 22

[HTTP Download](#)

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

3.Pictorial Guide to “Download form 16E”

Sample Form-16E

 TDS Centralized Processing Cell					 TRACES TDS Reconciliation Analysis and Correction Enabling System					 Government of India Income Tax Department				
FORM NO. 16E														
[See rule 31(3D)]														
Certificate under Section 203 of the Income Tax Act, 1961 for Tax Deducted at Source														
Certificate No. : XWQSQNA					Last Updated On: 20-Apr-2023									
Name and Address of the Deductor (Buyer)					Name and Address of the Deductee (Seller)									
DINESH KUMAR GWALIOR - 475110 Madhya Pradesh					NISHANT KUMAR MUNGER - 811212 Bihar					IA,				
Permanent Account Number of the Deductor (Buyer)			Permanent Account Number of the Deductee (Seller)			Financial Year of Deduction								
						2022-23								
Summary of Transaction(s)														
Sr. No.	Unique Acknowledgement Number	Amount Paid / Credited (Rs.)	Date of Payment / Credited (dd-mmm-yyyy)	Amount of tax deducted and deposited in respect of the deductee										
1	JYQHR91045-1	5000000.00	05-Aug-2022	40000.00										
Total (Rs.)		5000000.00												
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	40000.00	5817177	10-Dec-2022	12841										
Total (Rs.)		40000.00												
Verification														
I, ARADHNA KUMAR SHARMA, son / daughter of RATIRAM in the capacity of Buyer of Virtual Digital Asset do hereby certify that a sum of Rs. 40000.00 [Rs. Forty Thousand 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.														
Place:	UP				Signature of Person Responsible for Deduction of Tax:									
Date:	21-Jun-2023				Full Name: ARADHNA KUMAR SHARMA									

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