

E-Tutorial

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TDS
Centralized Processing Cell

1. Important Information to view Provisional Certificate

- **Taxpayer** can view “**Provisional TDS 16/16A/27D Certificate**” and “**Provisional TDS Certificate 16B**” functionality available on TRACES.
- This Functionality is available from Financial Year 2016-17 onwards.
- Taxpayer can also view provisional certificates 16/16A/27D and 16B through **E-filing** (www.incometax.gov.in) or **Internet banking website**

Note: This is only provisional certificate . User will not be able to download certificates. Final TDS/TCS certificate will be provided by Deductor only.

2. Brief Steps to view Provisional Certificate

Go to TRACES website (www.tdscpc.gov.in) and login as a Taxpayer.

Steps to view “Provisional Certificate 16/16A/27D”

- **Step 1** : Login to **TRACES** website with “**User ID**”, “**Password**” and enter “**Verification code**”. Landing Page will be displayed on the screen.
- **Step 2** : Click on “**View/ Verify Tax Credit**” tab.
- **Step 3** : Click on “**Provisional TDS Certificate 16/16A/27D**” option.
- **Step 4** : Enter : “**TAN of Deductor**” select “**Financial Year**”, “**Provisional Certificate Type**” and **Quarter** then click on “**View**” button.

Steps to view “Provisional Certificate 16B”:

- **Step 1**: Click on “**View/ Verify Tax Credit**” tab.
- **Step 2**: Click on “**Provisional TDS Certificate 16B**” option.
- **Step 3** : Select “**Assessment Year**” enter “**Acknowledgment Number**” and “**PAN of Buyer**” then click on “**Submit**” button to view Form 16B.

3. Pictorial guide to view Provisional Certificate 16/16A/27D

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. The 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), 'Customer Care' (with contact numbers and email), and 'About the portal' (with a description of the system). A '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 >>](#)

An orange callout bubble points to the 'Continue >>' button with the text: 'Click here to continue for proceed further'.

At the bottom 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)'.

3. Pictorial guide to view Provisional Certificate 16/16A/27D

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

The screenshot shows the TRACES website 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 name. Below the logos is a navigation bar with links for Home, Deductor, Tax Payer, PAO, and Help. The main content area is titled "Login" and has three radio buttons: Deductor, Taxpayer (selected), and PAO. There are four input fields: "User Id*" (containing "XXXXXXXXXX"), "Password*" (containing "*****"), "PAN for Tax Payer" (containing "XXXXXXXXXX"), and "Verification Code*" (containing "C3WAA"). A "Login" button is at the bottom. Callouts point to the "Taxpayer" radio button, the "User Id" field, the "Password" field, the "PAN for Tax Payer" field, the "Verification Code" field, and the "Login" button. A help icon is also visible next to the "User Id" field. A "Common Note" section on the right explains that PAN will be auto-populated based on the User Id.

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 view Provisional Certificate 16/16A/27D

Step 2 : Click on “View/ Verify Tax Credit” tab

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

Quick Links

- Form 16B/16C/16D (For Buyer/Tenant/Payer)
- Update Communication Details
- Salary Details reported by Employer
- 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.

- View 26AS
 - View and download Form 26AS containing details of tax deduction, collection, tax payment, refund and AIR transactions
- Profile
 - Update Communication Details

Customer Care

Toll-Free: 1800 103 0344
0120 4814600

User Login Details

3. Pictorial guide to view Provisional Certificate 16/16A/27D

Step 3 : Click on “Provisional TDS Certificate 16/16A/27D” option

The screenshot displays the TRACES portal interface. At the top, a navigation bar includes 'My Home', 'Statements/Forms', 'View/ Verify Tax Credit', 'Request for Resolution', 'Downloads', and 'Profile'. The 'View/ Verify Tax Credit' menu is open, showing options: 'View Form 26AS', 'Verify TDS Certificate', 'Provisional TDS Certificate 16/16A/27D' (highlighted in blue), and 'Provisional TDS Certificate 16B'. An orange callout bubble points to the highlighted option with the text 'Click here to proceed'. On the right, a 'Help' button is visible. The main content area features a 'Welcome to TRACES!' message, a description of the application, and a list of functionalities: 'View 26AS' (with sub-options for viewing and downloading Form 26AS) and 'Profile' (with an option to update communication details). A 'Quick Links' sidebar on the left lists actions like 'Form 16B/16C/16D (For Buyer/Tenant/Payer)', 'Update Communication Details', 'Salary Details reported by Employer', and 'Change Password'. A 'Customer Care' section on the right provides toll-free numbers: 1800 103 0344 and 0120 4814600. A 'User Login Details' section is also present at the bottom right.

3. Pictorial guide to view Provisional Certificate 16/16A/27D

Step 4 : Enter :”TAN of Deductor” select “Financial Year”, “Provisional Certificate Type” and Quarter then click on “View” button

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 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 'Provisional TDS Certificate 16/16A/27D'. It contains a form with the following fields and callouts:

- TAN of Deductor***: A text input field with a callout: "Enter 'TAN of Deductor'".
- Financial Year***: A dropdown menu with "--Select--" and a callout: "Select 'Financial Year'".
- Assessment Year**: A text input field with a callout: "Assessment year will be auto populated as per Financial Year".
- Provisional Certificate Type***: A dropdown menu with "--Select--" and a callout: "'Provisional Certificate Type' (24Q/26Q/27EQ)".
- Quarter***: A dropdown menu with "--Select--" and a callout: "Select Quarter (incase of 26Q & 24Q)".

A blue 'View' button is located below the form, with a callout: "Click on 'View' button".

3. Pictorial guide to view Provisional Certificate 16/16A/27D

Sample Provisional Certificate

Help

Provisional Form 16

PART A Last updated on 22-Jul-2021

Name and address of the Employer		Name and address of the Employee	
[Redacted]		[Redacted]	
PAN of the Deductor		TAN of the Deductor	PAN of the Deductee
[Redacted]		[Redacted]	[Redacted]
CIT (TDS)		Assessment Year	Period with the Employer
Room [Redacted]		2020-21	From 01-Apr-2019 To 31-Mar-2020

PROVISIONAL

Summary of amount paid/credited and tax deducted at source thereon in respect of the employee				
Quarters)	Receipt Numbers of original quarterly statements of TDS under sub-section (3) of Section 200	Amount paid/credited(Rs.)	Amount of tax deducted(Rs.)	Amount of tax deposited / remitted(Rs.)
Q1	[Redacted]	71584.00	0.00	0.00
Q2	[Redacted]	76068.00	0.00	0.00
Q3	[Redacted]	75398.00	0.00	0.00
Q4	[Redacted]	80391.00	0.00	0.00
Total(Rs.)		303441.00	0.00	0.00

Page 1 of 1 View 1 - 4 of 4

I. DETAILS OF TAX DEDUCTED AND DEPOSITED IN THE CENTRAL GOVERNMENT ACCOUNT THROUGH BOOK ADJUSTMENT (The deductor to provide payment wise details of tax deducted and deposited with respect to the deductee)					
Sl. No.	Tax Deposited in respect of the deductee(Rs.)	Receipt Numbers of Form No. 24G	Book Identification Number (BIN) DDO serial number in Form no. 24G	Date of transfer voucher(dd/mm/yyyy)	Status of matching with Form no. 24G
Total(Rs.)					
Page 0 of 0 No records to view					

II. DETAILS OF TAX DEDUCTED AND DEPOSITED IN THE CENTRAL GOVERNMENT ACCOUNT THROUGH CHALLAN (The deductor to provide payment wise details of tax deducted and deposited with respect to the deductee)					
Sl. No.	Tax Deposited in respect of the deductee(Rs.)	BSR Code of the Bank Branch	Date on which Tax deposited (dd/mm/yyyy)	Challan Serial Number	Status of matching with OLTAS*
1	0.00	-	06-05-2019	-	F
2	0.00	-	06-06-2019	-	F
3	0.00	-	05-07-2019	-	F
4	0.00	-	06-08-2019	-	F
5	0.00	-	05-09-2019	-	F
6	0.00	-	04-10-2019	-	F
7	0.00	-	06-11-2019	-	F
8	0.00	-	05-12-2019	-	F
Total(Rs.)		0.00			

Page 1 of 1 View 1 - 12 of 12

*Kindly note this is provisional TDS certificate. Final TDS Certificate will be provided by Deductor

4. Pictorial guide to view Provisional Certificate 16B

Step 1 : Click on “View/ Verify Tax Credit” tab

The screenshot displays the TRACES (TDS Reconciliation Analysis and Correction Enabling System) portal. At the top left is the TDS Centralized Processing Cell logo. In the center is the TRACES logo and name. At the top right is the Government of India Income Tax Department logo. A navigation bar contains the following tabs: My Home, Statements/Forms, View/ Verify Tax Credit, Request for Resolution, Downloads, and Profile. The 'View/ Verify Tax Credit' tab is highlighted with an orange callout bubble containing the text 'Click on View/ Verify Tax Credit'. To the right of the navigation bar is a yellow 'Help' button. Below the navigation bar, the page is divided into three main sections: 'Quick Links' on the left, a central 'Welcome to TRACES!' message, and 'Customer Care' on the right. The 'Quick Links' section includes: Form 16B/16C/16D (For Buyer/Tenant/Payer), Update Communication Details, Salary Details reported by Employer, and Change Password. The central 'Welcome to TRACES!' section includes a welcome message and a list of functionalities: View 26AS (with a sub-item: View and download Form 26AS containing details of tax deduction, collection, tax payment, refund and AIR transactions), Profile, and Update Communication Details. The 'Customer Care' section includes Toll-Free numbers: 1800 103 0344 and 0120 4814600. At the bottom right, there is a 'User Login Details' section.

4. Pictorial guide to view Provisional Certificate 16B

Step 2 : Click on “Provisional TDS Certificate 16B” option

The screenshot displays the TRACES (TDS Reconciliation Analysis and Correction Enabling System) portal. At the top left is the TDS Centralized Processing Cell logo, and at the top right is the Government of India Income Tax Department logo. A navigation bar contains the following tabs: My Home, Statements/Forms, View/ Verify Tax Credit, Request for Resolution, Downloads, and Profile. The 'View/ Verify Tax Credit' tab is active, and its dropdown menu is open, showing the following options: View Form 26AS, Verify TDS Certificate, Provisional TDS Certificate 16/16A/27D, and Provisional TDS Certificate 16B. The 'Provisional TDS Certificate 16B' option is highlighted in blue. An orange callout bubble points to this option with the text: "Click on 'Provisional TDS Certificate 16B'". Below the navigation bar, the main content area includes a 'Quick Links' section on the left with links for Form 16B/16C/16D, Update Communication Details, Salary Details reported by Employer, and Change Password. The central area features a 'Welcome to TRACES!' message and a list of functionalities: View 26AS (with sub-option: View and download Form 26AS containing details of tax deduction, collection, tax payment, refund and AIR transactions) and Profile (with sub-option: Update Communication Details). On the right, there is a 'Customer Care' section with toll-free numbers (1800 103 0344 and 0120 4814600) and a 'User Login Details' section.

4. Pictorial guide to view Provisional Certificate 16B

Step 3 : Select “Assessment Year” enter “Acknowledgment Number” and “PAN of Buyer” then click on “Submit” button to view Form 16B

The screenshot displays the TRACES (TDS Reconciliation Analysis and Correction Enabling System) interface. At the top left is the TDS Centralized Processing Cell logo, and 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', and 'Profile'. A yellow 'Help' button is located on the right. The main heading is 'Provisional TDS Certificate 16B'. Below this, there is a form with the following fields: 'Assessment Year*' with a dropdown menu showing '--Select--', 'Ack No.*' with a text input field, and 'PAN of Buyer*' with a text input field. A blue 'Proceed' button is positioned to the right of the PAN field. Four orange callout boxes provide instructions: one pointing to the 'Assessment Year' dropdown with the text 'Select “Assessment Year”', one pointing to the 'Ack No.' field with 'Enter Acknowledgment Number', one pointing to the 'PAN of Buyer' field with 'Enter PAN of Buyer', and one pointing to the 'Proceed' button with 'Click here to view Form 16B'.

4. Pictorial guide to view Provisional Certificate 16B

Sample Provisional Certificate 16B



TDS
Centralized Processing Cell



TRACES
TDS Reconciliation Analysis and Correction Enabling System



संघनारा अरुण
Government of India
Income Tax Department

[My Home](#)
[Statements/Forms](#)
[View/ Verify Tax Credit](#)
[Request for Resolution](#)
[Downloads](#)
[Profile](#)

[Help](#)

Provisional TDS Certificate 16B

Last Updated On: 02-May-2019

Name and Address of the Deductor (Transferee)	Name and Address of the Deductee (Transferor)
DELHI - 110005 Delhi	PRADEEP KUMAR SAXENA FLAT NO DELHI - Delhi
PAN of the Deductor (Transferee) AJGPT2912F	PAN of the Deductee (Transferor) [REDACTED]
Assessment Year 2020-21	

Summary of Transaction(s)			
Sr. No.	Unique Acknowledgement Number	Amount Paid / Credited (Rs.)	Date of Payment / Credit (dd-mmm-yyyy)
1	[REDACTED]	7000000.00	01-Apr-2019

I. DETAILS OF TAX DEDUCTED AND DEPOSITED WITH RESPECT TO THE DEDUCTEE (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	70000.0	6390340	29-Apr-2019	50277

II. DETAILS OF TAX DEPOSITED IN THE CENTRAL GOVERNMENT ACCOUNT THROUGH CHALLAN (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	70000.0	6390340	29-Apr-2019	50277

*Kindly note this is provisional TDS certificate, Final TDS Certificate will be provided by Deductor (Transferee)

THANK YOU

Notes:

- 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