

E-Tutorial

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1. Important Information of “Verify TDS Certificate”

- **Deductee can verify TDS Certificate (16/16A) with the help of “Verify TDS Certificate” option available at TRACES.**
- **Verification of TDS certificate enables Taxpayer to verify whether the deducted tax has actually been received by the Government or not.**
- **TDS Certificates (16/16A) can be verified from Assessment Year 2009-10 onwards at TRACES for Salary & Non Salary.**

2. Brief Steps of “Verify TDS Certificate”

- Go to the website www.tdscpc.gov.in. TRACES homepage will appear, Click on “**Continue**” to proceed further.
- **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 “**Verify TDS Certificate**” option available under “**View / Verify Tax Credit**” tab.
- **Step 3** : Enter “**TAN of Deductor**”, “**TDS Certificate Number**”, “**Total amount deducted as per Certificate**”, select “**Assessment Year**” and “**Source of Income**” then click on “**Validate**” button.

Note: Please DO NOT copy /paste any details.

- **Step 4** : After clicking on “**Validate**” button, details of TDS Certificate will appear on screen.

3. Pictorial Guide of “Verify TDS Certificate”

Go to the website www.tdscpc.gov.in. TRACES homepage will appear , click on “Continue” to proceed further

The screenshot shows the TRACES homepage with the following elements:

- Header:** TDS Centralized Processing Cell | TRACES TDS Reconciliation Analysis and Correction Enabling System. Government of India Income Tax Department logo.
- Navigation:** Home (selected), Deductor, Tax Payer, PAO, Help.
- Left Sidebar:** Login (Login, Register as New User, Forgot Password, Forgot User ID), Customer Care (Toll-Free: 1800 103 0344, 0120 4814600, 0120 4816105; Email: contactus@tdscpc.gov.in), Have a Grievance?, New FAQs View more.
- Alerts/Updates:** The functionality to file correction in Form 26QE is enabled from... Deductor(s) are advised to check PAN-Aadhaar linkage of Deductor. Check for Section 208AB & 206CCA before making payment to T...
- About the portal:** 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).
- CAUTION Pop-up:**
 - 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 >>](#)
- Right Sidebar:** Right to Information, Section codes for 26A/27BA, Services (Guidelines u/s 194-O(4) & 206C(1-4) 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 of “Verify TDS Certificate” (Contd.)

Step 1: Login to TRACES website with User ID, Password and 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 Income Tax Department logo. The navigation bar 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 'C3waaA'. A 'Login' button is at the bottom. Callouts provide 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.', and 'Click on Login to proceed further'. A 'Help' icon is circled with a callout: 'For more details on any screen, click on Help icon'. A 'Common Note' section on the right explains login requirements and cookie usage.

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 of “Verify TDS Certificate” (Contd.)

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

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

reduced rates and period of delay for the purpose of computation of defaults (Late payment interest, interest u/s 220(2) and late filing) in the syst

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!

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

Customer Care

Toll-Free: 1800 103 0344
0120 4814600

User Login Details

Landing Page

3. Pictorial Guide of “Verify TDS Certificate” (Contd.)

Step 2 : Click on “Verify TDS Certificate” option available under “View / Verify Tax Credit” 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 'View / Verify Tax Credit' tab is active, and its dropdown menu is open, showing options: View Form 26AS, Verify TDS Certificate, Provisional TDS Certificate 16/16A/27D, and Provisional TDS Certificate 16B. The 'Verify TDS Certificate' option is highlighted in blue. An orange callout bubble points to this option with the text: "Click on 'Verify TDS Certificate' option available under 'View / Verify Tax Credit' tab". Below the navigation bar, there is a 'Help' button. The main content area is divided into three columns: '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/26QE Correction), and 'Customer Care' (with Toll-Free numbers 1800 103 0344 and 0120 4814600). A 'User Login Details' section is partially visible at the bottom right.

3. Pictorial Guide of “Verify TDS Certificate” (Contd.)

Step 3 : Enter “TAN of Deductor”, “TDS Certificate Number”, “Total amount deducted as per Certificate”, select “Assessment Year” and “Source of Income” then click on “Validate” button

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Search In Keyword

English

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

Online Verification of TDS Certificate

Provide details below to validate the TDS Certificate issued by your Deductor

TAN of Deductor* Assessment Year* --Select-- TDS Amount Deducted as per Certificate (Rs.)*

TDS Certificate Number* Source of Income* --Select--

< Back to Form 26AS

Enter details as per the TDS Certificate received by Taxpayer and Click on “Validate” button

3. Pictorial Guide of “Verify TDS Certificate” (Contd.)

Step 4 : After clicking on “Validate” button, Details of TDS Certificate will appear on screen

The screenshot shows the 'View/ Verify Tax Credit' section of the Income Tax Department's portal. The navigation bar includes '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 heading is 'Online Verification of TDS Certificate'. Below this, a message states: 'Provide details below to validate the TDS Certificate issued by your Deductor'. The form contains the following fields: 'TAN of Deductor' (text input), 'Assessment Year' (dropdown menu set to '2017-18'), 'TDS Amount Deducted as per Certificate (Rs.)' (text input set to '3912'), 'TDS Certificate Number' (text input), and 'Source of Income' (dropdown menu set to 'Salary'). A 'Validate' button is positioned to the right of the 'Source of Income' dropdown. Below the form, a confirmation message reads: 'The TDS Certificate with below particulars is valid.' This is followed by a table displaying the verified details:

TDS Certificate Number	XXXXXXXXXX
Assessment Year	2017-18
TAN of Deductor	XXXXXXXXXX
PAN of Deductee	XXXXXXXXXX
TDS Amount Deducted (Rs.)	3912

Below the table, there is a link: 'If you are not satisfied with the above information, please [Click here](#) for "Request for Resolution"'. At the bottom left, there is a link: '< Back to Form 26AS'.

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