

# E-Tutorial

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# 1. Important Information for downloading Form 27D

- Form 27D is a TCS certificate certifying the **amount of TCS collected, Nature of Payments & the TCS Payments deposited** with the Income Tax Dept.
- Form 27D downloaded from TRACES website are considered as a valid TCS certificates, as per **CBDT circular 04/2013 dated 17<sup>th</sup> April'2013**.
- Form 27D is generated only for valid PAN. In case of invalid PAN or if the PAN is not reported in the TCS statement (27EQ), Form 27D will not be generated.
- TCS certificates downloaded from TRACES are **non-editable**.
- Password to open Form 27D is TAN number in Capital letters i.e. **ABCD12345E**.
- Form 27D can be downloaded from **Financial Year 2007-08 onwards**. Form 27D can be downloaded on quarterly basis for the processed statement by TRACES website.
- Collector can download Form 27D by using **HTTP Download** once it is available.
- Downloaded file will be in ZIP format. **Please do not Extract the File**.
- Collector need to convert the downloaded Form 27D zip file into PDF by using latest version of PDF convertor utility available on TRACES .
- Authorized person of collector is required to sign Form 27D manually or by using DSC.
- Form 27D can be signed digitally by using PDF Generation utility while converting Form 27D Zip file into PDF.

## 2. Brief Steps for downloading Form 27D

Please check statement status under “**Statements/Payments**” payment tab before raising the request for Form 27D.

- **Step 1:** Go to TRACES website ([www.tdscpc.gov.in](http://www.tdscpc.gov.in)). Login to TRACES website with your “**User ID**”, “**Password**”, “**TAN for Deductor**” and the “**Verification Code**” .
- **Step 2:** Click on “**Form 27D**” available under “**Downloads**” tab. Select Financial Year and Quarter for which Form 27D is required. Tax Collector can request for “**Form 27D**” through “**Search PAN download**” or “**Bulk PAN**” downloads option.
- **Step 3:** Authorized Person details to be printed on Form 27D will appear on the screen , click on “**Submit**” to proceed further.
- **Step 4:** Submit KYC details for the relevant TDS Statement. Financial Year, Form Type and Quarter for which KYC required will be auto populated. Enter Token Number of the Regular (**Original**) Statement only, corresponding to the Financial Year, Quarter and Form Type displayed on screen. Enter CIN/ Valid PAN details pertaining to the Financial Year, Quarter and Form Type displayed on the screen on the basis of latest statement filed. **Please DO NOT copy /paste the data.**
- After validating KYC details, an **Authentication Code** will be generated, which will remain valid for same calendar day for same Financial Year, Form Type and Quarter.
- **Step 5:** On successful submission of the request, a **unique request number** will be generated.
- **Step 6:** Form 27D will be available in “**Requested Download**” under “**Downloads**” section, Deductor can search for 27D requested status by using:
  - a) Request Number
  - b) Date
  - c) View All

## 2. Brief Steps for downloading Form 27D (Contd.)

- **Details of Requested Status:**
  - a) **Submitted:** Successful submission, request in processing.
  - b) **Available:** Form 27D file available for downloading.
  - c) **Disabled:** Duplicate request submitted for downloading.
  - d) **Failed:** User are advised to contact CPC(TDS).
- **Step 7:** Deductor can download Form 27D file by using “**HTTP Downloads**” once requested status is “**Available**”.
- User needs to wait for **24- 48 hrs** in case requested status is in “**Submitted**” status .
- To convert Form 27D zip file into PDF, Tax Collector should download “**Form 27D PDF Converter Utility 1.1**” from TRACES website.

# 3. Pictorial guide for downloading Form 27D

## Step 1: 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 and PAN-Aadhaar linkage), and 'About the portal' (with a background image of a person using a laptop). A 'CAUTION' pop-up box is overlaid on the 'About the portal' section, 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](http://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 >>](#)

A callout bubble with an orange border points to the 'Continue >>' button, containing the text: "Click on Continue to proceed further."

On the right side 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 for downloading Form 27D (Contd.)

Step 1 (Contd.): Login to TRACES website with “User ID”, “Password”, “TAN for Deductor” and the “Verification Code”

The screenshot shows the TRACES website interface for Deductors. 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 'Deductor', 'Tax Payer', and 'PAO' tabs, and a 'Help' button. The 'Login as' section has radio buttons for 'Deductor' (selected), 'Taxpayer', and 'PAO'. The 'Deductor Login' section contains four input fields: 'User Id\*' (with a callout 'Enter user id and password'), 'Password\*', 'TAN for Deductor\*' (with a callout 'Enter TAN'), and 'Verification Code\*' (with a callout 'Enter the text as displayed then click on Login'). A CAPTCHA image shows the text 'K224D' (with a callout 'Click on help icon (?) next to each field for more details'). A 'Login' button is at the bottom. A 'Common Note' section on the right provides instructions for new and existing users. A 'Help' icon is also present in the top right corner (with a callout 'For more details on any screen, click on Help icon').

Click on Deductor Option

Enter user id and password

Click on help icon (?) next to each field for more details

For more details on any screen, click on Help icon

Enter TAN

Enter the text as displayed then click on Login

**For Deductors:**

- If you are not yet registered in TRACES, you may login for first time with existing User Id & Password as provided by TIN and your TAN
- If you are unable to login with TIN User Id & Password, please register as new user in TRACES
- If you are already registered in TRACES, please login with your registered User Id, Password & TAN

**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 for downloading Form 27D (Contd.)

Landing page will be displayed

The screenshot displays the TRACES (TDS Reconciliation Analysis and Correction Enabling System) landing page. At the top, there is a navigation bar with links for Home, About Us, Contact Us, e-Tutorials, Related Links, and Logout. A search bar and language selector (English) are also present. The main header features the TDS Centralized Processing Cell logo and the TRACES logo, along with the Government of India Income Tax Department emblem. Below the header is a horizontal menu with options: Dashboard, Statements/Payments, Defaults, Communication, Forms, Downloads, Profile, and Help. The main content area is divided into three columns. The left column contains a 'Quick Links' section with items like Challan Status, Request for Justification Report Download, Request for Conso File, Download Form 16, Requested Downloads, PAN Verification, Inbox (New), Register at E-Filing Site (New), Request for OLTAS Challan Correction (New), and Tax Payer Grievance Tickets. The middle column has a 'Welcome to TRACES!' section with a brief introduction and a list of functionalities: Dashboard view, Statements / Payments (with sub-items for viewing challan status and TDS-TCS credit), Downloads (with sub-items for downloading requested files and Form 16 / 16A), and Profile (with sub-item for updating communication details). The right column contains a 'Customer Care' section with toll-free numbers (1800 103 0344 and 0120 4814600) and an email address (contactus@tdscpc.gov.in), and a 'User Login Details' section. A callout bubble points to the 'Downloads' section with the text 'Landing page will be displayed.'

# 3. Pictorial guide for downloading Form 27D (Contd.)

Step 2: Click on “Form 27D” option available under “Downloads” tab

The screenshot displays the TRACES (TDS Reconciliation Analysis and Correction Enabling System) portal. At the top, there is a navigation bar with links for Home, About Us, Contact Us, e-Tutorials, Related Links, and Logout. A search bar and language selector (English) are also present. The main header features the TDS logo and the TRACES logo. Below the header is a navigation menu with tabs for Dashboard, Statements/Payments, Defaults, Communication, Forms, Downloads, Profile, and Help. The Downloads tab is active, and a dropdown menu is open, listing various download options. The 'Form 27D' option is highlighted in blue. A callout box points to the 'Form 27D' option with the text 'Click on 'Form 27D' to place download request'. Another callout box points to the 'Help' icon with the text 'For more details on any screen, click on Help icon'. The main content area shows a 'Welcome to TRACES!' message and a list of functionalities available through the system, including Dashboard view, Statements / Payments, Downloads, and Profile. A footer message states: 'Do not use Back or Refresh button on any page as this may lead to inconsistent behaviour'.

# 3. Pictorial guide for downloading Form 27D (Contd.)

## Step 2 (Contd.): Select Financial Year and Quarter for which Form 27D is required

The screenshot shows the 'Download Form 27D' page with the following elements and callouts:

- Navigation Bar:** Dashboard, Statements/Payments, Defaults, Communication, Forms, Downloads, Profile, Help. A callout points to the 'Help' icon: "Click on Help icon for help text for this screen".
- Instructions:** "Select Financial Year and Quarter and enter PAN and click on 'Add'. Download request can be submitted for maximum of 10 PANs."
- Search PAN Section:** Includes dropdowns for 'Financial Year\*' (set to "--Select--") and 'Quarter\*' (set to "--Select--"), a text input for 'PAN\*', and an 'Add' button. A callout says: "Select Financial Year and Quarter for which 27D is required". Another callout says: "Enter PAN and click on 'Add' then click on 'Go'".
- Remove Button:** A 'Remove' button is present below the search section. A callout says: "Click here to 'Remove' PAN details from the list."
- Bulk PAN Download Section:** Includes dropdowns for 'Financial Year\*' (set to "2013-14") and 'Quarter\*' (set to "Q1"), and a 'Go' button. A callout says: "For downloading Form 27D for all PANs, select Financial Year and Quarter for which Form 27D is required and click on 'Go'".
- Footer Note:** "Forms will be generated only for valid PANs. To check if a PAN is valid or not, go to PAN Verification under 'Statement/Payments'".

**Note:** Form will be generated only for valid PANs.

# 3. Pictorial guide for downloading Form 27D (Contd.)

Step 3: Authorised Person details to be printed on Form 27D will appear on the screen , click on “Submit” button to proceed further.

Home | About Us | Contact Us | e-Tutorials | Related Links | Logout

Search In Keyword

English

**TDS** Centralized Processing Cell

**TRACES** TDS Reconciliation Analysis and Correction Enabling System

सत्यमेव जयते  
Government of India  
Income Tax Department

Dashboard Statements/Payments Defaults Communication Forms Downloads Profile Help

**Details To Be Printed On Form 27D**

*i* Details are populated as per your profile information. Admin User can update details in Profile section.

Name of Authorised Person	HARISH CHAND
Father's Name of Authorised Person	GYAN CHAND
Designation of Authorised Person	proprietor
Place	
Date	

Click here to submit download request for Form 27D

Submit Cancel

This information will be printed on Form 27D for each PAN. Details will be populated as per TRACES profile

### 3. Pictorial guide for downloading Form 27D (Contd.)

Step 4: After clicking on 'Submit' button KYC validation screen will appear.

The screenshot shows the TRACES 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. Below the logos is a navigation menu with items: Dashboard, Statements/Payments, Defaults, Communication, Forms, Downloads, Profile, and Help. The main content area is titled "Choose KYC Flow". It contains an information icon and text: "Since you have Digital Signature registered on TRACES, you do not require KYC to access all downloads, update profile, submit online correction without separate KYC for all functionalities or You can opt for a normal KYC Validation separately for each functionality without digital Signature". Below this text are two radio button options: "Digital Signature supported KYC validation" (which is selected) and "Normal KYC Validation (Without Digital Signature)". Below the options is another information icon and text: "Digital Signature will be validated for 'Digital Signature supported KYC validation' option". At the bottom left of the main content area is a button labeled "Validate DSC". Two orange callout boxes are present: one pointing to the "Validate DSC" button with the text "Click here to validate DSC", and another pointing to the selected radio button with the text "Select the option to validate KYC through digital signature".

- Digital Signature Support KYC validation screen will appear only if Digital Signature is registered. Deductor can register/re-register their Digital Signature in Profile..
- Normal KYC Validation (without Digital Signature) – User can opt a normal KYC validation separately for each functionality without digital signature.

**Note:** While signing data with your DSC token, please enter password to validate the DSC.

# 3. Pictorial guide for downloading Form 27D (Contd.)

## Step 4 (Contd.): Digital Signature supported KYC validation

The screenshot shows the TDS TRACES portal interface. The main window displays the TDS logo and the TRACES system name. A navigation menu includes Dashboard, Statements/Payments, Defaults, Communication, Forms, Downloads, Profile, and Help. A message box indicates that digital signature supported KYC validation is selected. A modal window titled 'emSigner' is open, showing the content to sign as 'ABCPA1234A'. Below this, a 'Certificate Store' table lists several certificates. A callout points to the 'Sign' button, and another callout points to the certificate list.

Common Name	Issuer Name	Serial No	Expiry Date
test16	e-Mudhra Sub CA for Cl...	1748778a36	02-07-2020
test15	e-Mudhra Sub CA for Cl...	1748778a39	02-07-2020
test14	e-Mudhra Sub CA for Cl...	1748778a37	02-07-2020
test13	e-Mudhra Sub CA for Cl...	1748778a35	02-07-2020
test12	e-Mudhra Sub CA for Cl...	1748778a33	02-07-2020

# 3. Pictorial guide for downloading Form 27D (Contd.)

## Notes for Normal KYC Validation

- **Authentication code** is generated after KYC information details validation ,which remains valid for the same calendar day for same form type, financial year and quarter.
- Token Number must be of the regular statement on the basis on Financial Year, Quarter and Form Type displayed on the screen.
- CIN/BIN details must be entered for the challan/book entry mentioned in the statement corresponding to the Financial Year, Quarter and Form Type.
- Government Deductors can enter only Date of Deposit and Transfer Voucher amount mentioned in the relevant Statement.
- Only Valid PAN(s) reported in the TDS/TCS statement corresponding to the CIN /BIN details mentioned in Part1, must be entered in Part 2 of the KYC. Guide available on the screen can be referred for valid combinations.
- Maximum of 3 distinct valid PANs and corresponding TDS deposited amount must be entered.
- If there are less than three such combinations in the challan ,user must enter all (either two or one).
- CD Record no. is mandatory if same challan is mentioned more than one time in the statement.

# 3. Pictorial guide for downloading Form 27D (Contd.)

## Notes for Normal KYC Validation

Examples of Unique PAN and Amount combination:

**Condition 1 :** -If statement contains 3 Deductee rows with same PAN i.e. **AAAAA0000N** and corresponding amount against Deductees are : 1000.00, 1000.00 and 2000.00, then Deductor need to fill details like :

- a) AAAAA0000N 1000.00
- b) AAAAA0000N 2000.00

**Condition 2:** -If statement contains 4 Deductee rows with PAN i.e. **AAAAA0000N** and corresponding amount against Deductees are : 1000.00, 1000.00 , 1500.00 and 2000.00, then Deductor need to fill details like :

- a) AAAAA0000N 1000.00
- b) AAAAA0000N 1500.00
- c) AAAAA0000N 2000.00

**Note:** For Further guidance please refer Guide 1 and Guide 2 available on TRACES portal.

# 3. Pictorial guide for downloading Form 27D (Contd.)

## Step 4 (Contd.): Normal KYC Validation

The screenshot shows 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. Below the logos is a navigation menu with the following items: Dashboard, Statements/Payments, Defaults, Communication, Forms, Downloads, Profile, and Help. The main content area is titled "Choose KYC Flow". It contains an information box stating: "Since you have Digital Signature registered on TRACES, you do not require KYC to access all downloads, update profile, submit online correction without separate KYC for all functionalities or You can opt for a normal KYC Validation separately for each functionality without digital Signature". Below this are two radio button options: "Digital Signature supported KYC validation" (which is unselected) and "Normal KYC Validation (Without Digital Signature)" (which is selected). A callout box with an orange border and arrow points to the selected option, containing the text "Select Normal KYC validate option." Below the radio buttons is another information box stating: "Digital Signature will be validated for 'Digital Signature supported KYC validation' option". At the bottom left of the form area is a button labeled "Validate DSC".

# 3. Pictorial guide for downloading Form 27D (Contd.)

## Step 4 (Contd.): Normal KYC Validation

Dashboard Statements/Payments Defaults Communication Forms Downloads Profile Help

Please enter Token Number of Regular Statement Filed for Financial Year, Quarter and Form Type mentioned below

**i** Authentication code is generated after you fill in the below details and submit. If you have already generated the Authentication Code today for this statement, please enter and proceed else fill in the details below

**Authentication Code**

Proceed with Authentication Code

**i** If you do not have Authentication Code, please fill in the details below

Form Type	27EQ
Financial Year	2012-13
Quarter	Q3
Token Number / Provisional Receipt Number (PRN)**	<input type="text"/>

**PART 1. Challan Identification Number (CIN) Details / Transfer Voucher Details as quoted in the above Statement**

Please select if you have ONLY NIL Challan(s)(Challan(s) with zero challan amount) in the statement. **It is mandatory to enter unique PAN-Amount Combination in PART 2 for NIL Challan statement.**

Please select if the payment was done by book adjustment (for Government Deductors)

Enter Authentication Code if the validation is done earlier and you have the Authentication Code

Enter Token Number of only Regular (Original) Statement "Manually", corresponding to the Financial Year, Quarter and Form Type displayed. **DO NOT COPY/PASTE**

# 3. Pictorial guide for downloading Form 27D (Contd.)

## Step 4 (Contd.): Normal KYC Validation

**PART 1. Challan Identification Number (CIN) Details / Transfer Voucher Details as quoted in the above Statement**

Please select if you have ONLY NIL Challan(s)(Challan(s) with zero challan amount) in the statement. It is mandatory to enter unique PAN-Amount Combination in PART 2 for NIL Challan statement.

Please select if the payment was done by book adjustment (for Government Deductors)

**Guide to identify a suitable challan**

BSR Code / Receipt Number\*

Date on which Tax Deposited\* (dd-mmm-yyyy; e.g., 12-Dec-1980)

Challan Serial Number / DDO\* Serial Number (5-digits; e.g., 00053)

Challan Amount / Transfer Voucher\* Amount (Rs.)(e.g., 1987.00)

CD Record Number

**PART 2. Enter Unique PAN-Amount Combination**

Please select if there are no valid PAN-Amount combinations entered above

**Guide to identify the Unique PAN-Amount Combinations**

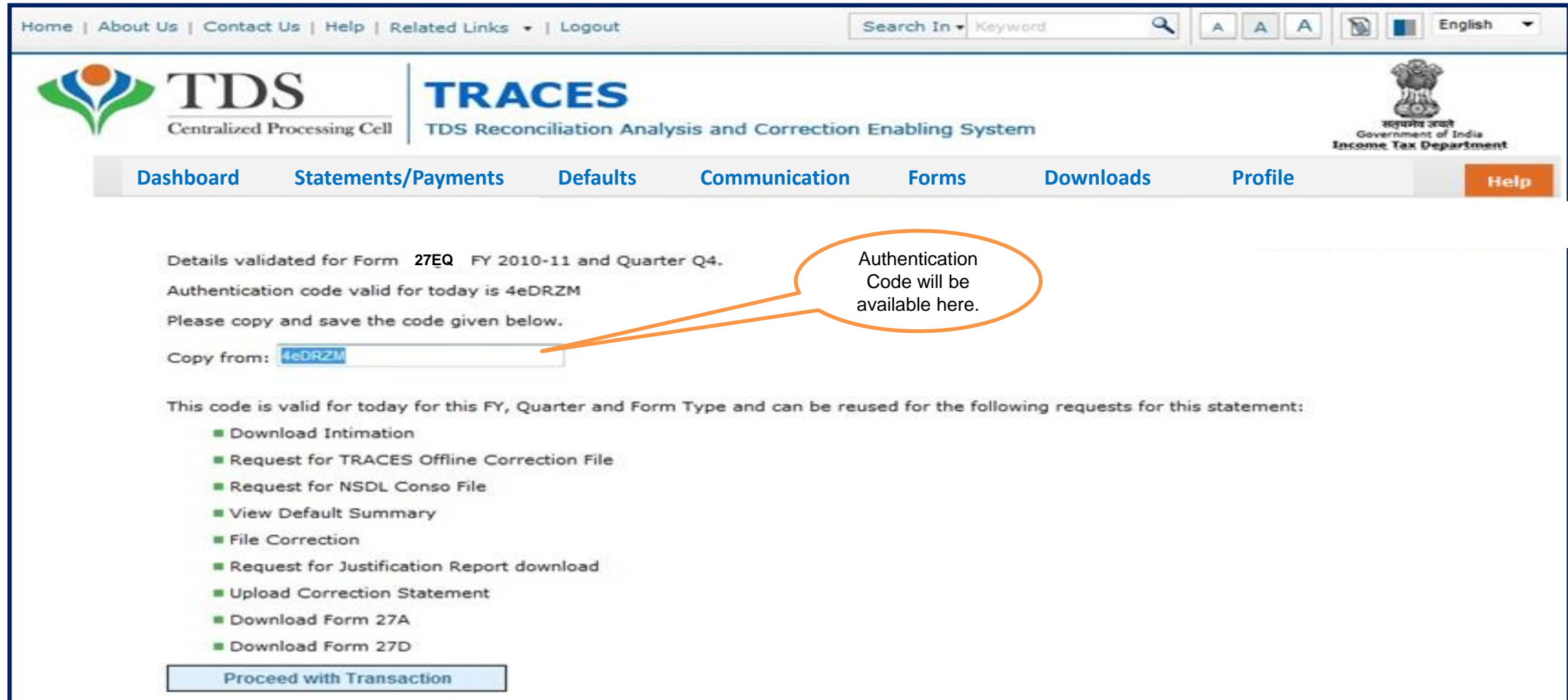
PAN as in Statement	Total Amount Deposited (Rs.)

**Callouts:**

- Tick the check box for nil challan or book adjustment
- If Government Deductors are not having BIN details then tick here and need not to provide BSR code and challan serial number
- Click on the 'Guide' to select suitable challan option
- Enter CIN details for a challan used in the statement
- CD Record number is not mandatory. This column is required to be filled only when same challan is mentioned more than once in statement.
- Tick here if you do not have any valid PAN corresponding to above challan details
- Click on the Guide to select suitable PAN amount combination
- Please enter TDS deposited amount for respective PAN's
- Click here to proceed further

### 3. Pictorial guide for downloading Form 27D (Contd.)

Step 4 (Contd.): : After validating KYC details, an Authentication Code will be generated, which will be remain valid for same calendar day for same Financial Year, Form Type and Quarter.



The screenshot shows the TDS TRACES portal interface. At the top, there is a navigation bar with links for Home, About Us, Contact Us, Help, Related Links, and Logout. A search bar is also present. The main header includes the TDS logo (Centralized Processing Cell) and the TRACES logo (TDS Reconciliation Analysis and Correction Enabling System). On the right, there is the Government of India logo and the Income Tax Department name. Below the header is a menu with options: Dashboard, Statements/Payments, Defaults, Communication, Forms, Downloads, Profile, and Help. The main content area displays the following information:

Details validated for Form 27EQ FY 2010-11 and Quarter Q4.  
Authentication code valid for today is 4eDRZM  
Please copy and save the code given below.  
Copy from:

This code is valid for today for this FY, Quarter and Form Type and can be reused for the following requests for this statement:

- Download Intimation
- Request for TRACES Offline Correction File
- Request for NSDL Conso File
- View Default Summary
- File Correction
- Request for Justification Report download
- Upload Correction Statement
- Download Form 27A
- Download Form 27D

At the bottom, there is a button labeled "Proceed with Transaction".

An orange callout bubble points to the text "Authentication Code will be available here." which is positioned above the input field containing the code "4eDRZM".

### 3. Pictorial guide for downloading Form 27D (Contd.)

Step 5: On successful submission of the request, a unique request number will be generated.

The screenshot displays the TRACES (TDS Reconciliation Analysis and Correction Enabling System) interface. At the top, there is a navigation bar with links for Home, About Us, Contact Us, e-Tutorials, Related Links, and Logout. A search bar is present with the text 'Search In Keyword' and a magnifying glass icon. To the right of the search bar are three 'A' icons for font size adjustment and a language dropdown menu set to 'English'. Below the navigation bar, the TDS logo (Centralized Processing Cell) and the TRACES logo (TDS Reconciliation Analysis and Correction Enabling System) are displayed on the left. On the right, the Government of India emblem and the text 'सत्यमेव जयते Government of India Income Tax Department' are visible. A horizontal menu contains the following items: Dashboard, Statements/Payments Defaults, Communication, Forms, Downloads Profile, and a red 'Help' button. The main content area features a heading 'Download Request Confirmation' and a light blue message box stating: 'Request for Form 27D has been submitted. Request Number is 422312. The file will be available in 'Downloads' section.'

Request Number will be generated after successful submission of the request

### 3. Pictorial guide for downloading Form 27D (Contd.)

Step 6: Form 27D will be available in 'Requested Download' option under 'Downloads' section.

The screenshot shows the TDS TRACES portal interface. At the top, there are navigation links: Home | About Us | Contact Us | e-Tutorials | Related Links | Logout. A search bar is present with the text 'Search In Keyword'. There are also font size controls (A A A) and a language dropdown set to 'English'. The main header features the TDS logo (Centralized Processing Cell) and the TRACES logo (TDS Reconciliation Analysis and Correction Enabling System). On the right, the Government of India logo and 'Income Tax Department' are displayed. A navigation bar contains the following options: Dashboard, Statements/Payments, Defaults, Communication, Forms, Downloads, Profile, and Help. The 'Downloads' menu is open, showing a list of options: Requested Downloads, Form 16, Form 16A, Transaction Based Report, Form 27D, Download Challan Status Inquiry(.csi) File, View your BIN, Download 197, 206C(9) certificate, and Download 197/206C(9) certificate for the deductee(s) covered u/s-10(26)/10(26A)/10(26AAA). An orange callout points to the 'Requested Downloads' option with the text 'Click on 'Requested Downloads' option.'. Below the menu, a message states: 'Request for Form 27D has been submitted. Request Number is 422312. The file will be'.

# 3. Pictorial guide for downloading Form 27D (Contd.)

Step 6 (Contd.): Deductor can search the status for Form 27D file by using: a) Request Number b) Date c) View All.

The screenshot shows the TDS TRACES portal interface. At the top, there are navigation links (Home, About Us, Contact Us, e-Tutorials, Related Links, Logout) and a search bar. The main header includes the TDS logo, the TRACES logo, and the Government of India Income Tax Department logo. Below the header is a navigation menu with options: Dashboard, Statements / Payments, Defaults, Communications, Forms, Downloads, and Profile. The 'Downloads' menu is expanded, showing options: Requested Downloads, Form 16, Form 16A, Transaction Based Report, Form 27D, Download, and Inq. The main content area is titled 'Files Requested For Download' and contains instructions for searching and downloading. There are three radio buttons for search options: Request Number, Date, and View All. A table below shows a list of requests with columns: Request Date, Request Number, Financial Year, Quarter, Form Type, File Processed, Status, and Remarks. The first row shows a request for Form 27D with a status of 'Submitted'. Two callouts provide additional instructions: one pointing to the 'View All' option and another pointing to the 'Submitted' status in the table.

Please select one of the below Search Options  
To work on/open offline correction input file, you will need winzip 17 or below installed in your system.

Please check if Pop up blocker is disabled in your browser settings or not. If not please disable the same for using this feature.

Request Number  Date:  View All

1 Click on a row to proceed and select 'HTTP Download' or 'Download Manager' for the requests with status as 'Available'

2 As per Notification 36/2019, Please provide required details as per new format of 24Q, Annexure-II from 2018-19 onwards

Request Date	Request Number	Financial Year	Quarter	Form Type	File Processed	Status	Remarks
11-Jan-2021	867867	2020-21	Q3	27EQ	Bulk Form 27D File	Submitted	

Page 1 of 1

Enter Request Number) or Request Date or View All to view the requested status

In case of Submitted status please wait for 24 – 48 hrs.

### 3. Pictorial guide for downloading Form 27D (Contd.)

Step 7: Deductor can download the Form 27D file by using 'HTTP Downloads' once requested status is 'Available'

Dashboard   Statements / Payments   Defaults   Communications   Forms   **Downloads**   Profile   Help

**Files Requested For Download**

Please select one of the below Search Options  
To work on/open offline correction input file, you will need winzip 17 or below installed in your system.

Please check if Pop up blocker is disabled in your browser settings or not. If not please disable the same for using this functionality

Request Number    Date:    View All

1 Click on a row to proceed and select 'HTTP Download' or 'Download Manager' for the requests with status as 'Available'

1 As per Notification 36/2019, Please provide required details as per new format of 24Q, Annexure-II from 2018-19 onwards

Request Date	Request Number	Financial Year	Quarter	Form Type	File Processed	Status	Remarks
11-Jan-2021	867867	2020-21	Q3	27EQ	Bulk Form 27D File	Available	

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HTTP Download

1 Click here for Password related help. Click on help icon on the top right corner of the page to view details on 'Status' and 'Remarks'

Click on a row to select it, file can be downloaded only if the status is 'Available'

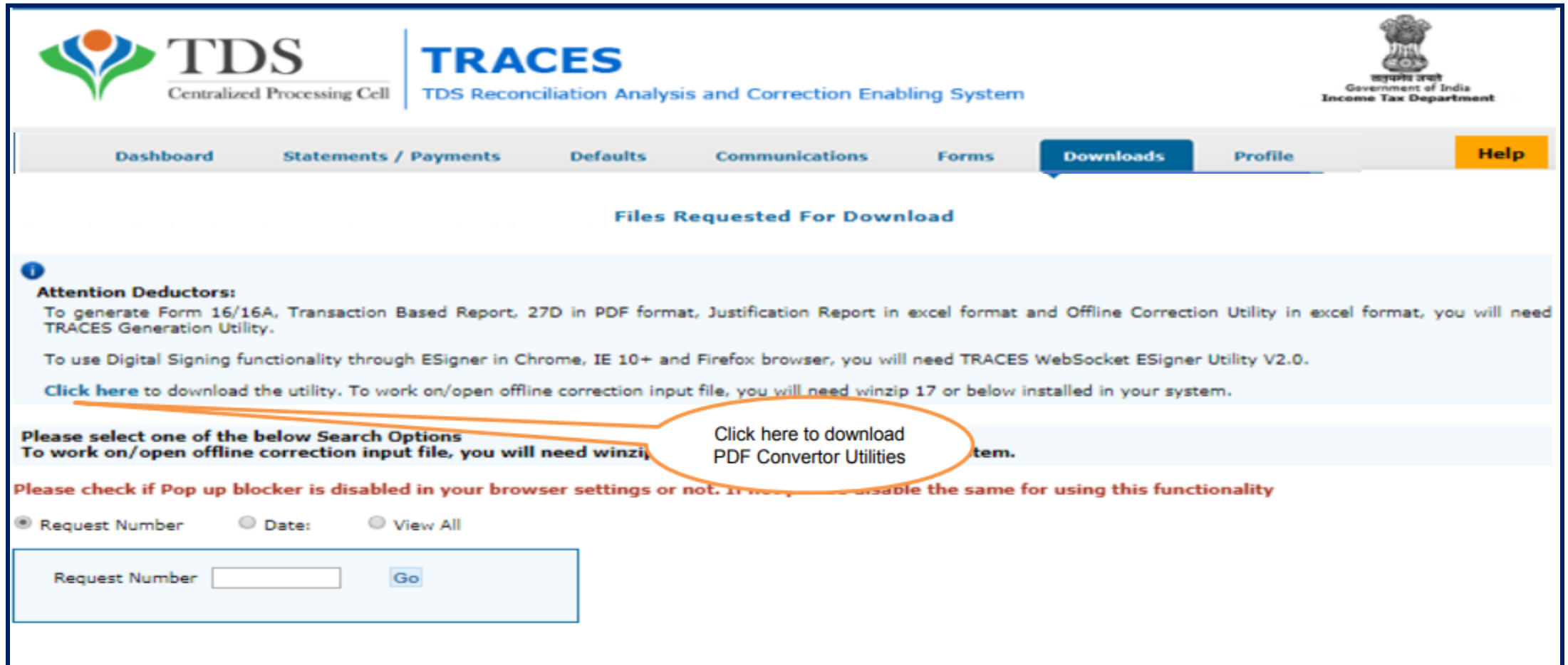
Click here to download Form 27D zip file

## 4. Steps to download PDF Converter Utility for Form 27D



## 4. Steps to download PDF Converter Utility for Form 27D

Step 1: Click on “Requested downloads” option available under “Downloads” then click on hyper link “Click here” to download Utility



The screenshot displays the TRACES (TDS Reconciliation Analysis and Correction Enabling System) portal. The header includes the TDS Centralized Processing Cell logo, the TRACES title, and the Government of India Income Tax Department logo. The navigation menu shows 'Downloads' as the active tab. The main content area is titled 'Files Requested For Download' and contains an information box with the following text:

**Attention Deductors:**  
To generate Form 16/16A, Transaction Based Report, 27D in PDF format, Justification Report in excel format and Offline Correction Utility in excel format, you will need TRACES Generation Utility.  
To use Digital Signing functionality through ESigner in Chrome, IE 10+ and Firefox browser, you will need TRACES WebSocket ESigner Utility V2.0.  
[Click here](#) to download the utility. To work on/open offline correction input file, you will need winzip 17 or below installed in your system.

**Please select one of the below Search Options**  
To work on/open offline correction input file, you will need winzip 17 or below installed in your system. [Click here to download PDF Converter Utilities](#) item.

**Please check if Pop up blocker is disabled in your browser settings or not. It may be disable the same for using this functionality**

Search options:  Request Number,  Date,  View All

Search form: Request Number

## 4. Steps to download PDF Converter Utility for Form 27D (Contd.)

Step 2: Enter text as displayed in the Verification Code then click on 'Submit' to proceed further.

The screenshot displays the TRACES (TDS Reconciliation Analysis and Correction Enabling System) interface. At the top, the TDS Centralized Processing Cell logo and the Government of India Income Tax Department emblem are visible. The navigation menu includes Dashboard, Statements / Payments, Defaults, Communications, Forms, Downloads (selected), Profile, and Help. The main heading is "Download TRACES Utility". A message states: "Kindly submit the verification code to view the link for downloading the utility". Below this, there is a "Verification Code" section with a grid image showing the code "6x710" and a "Click to refresh image" link. A text input field is labeled "Enter text as in above image\*". A "Submit" button is located below the input field. Three callouts provide instructions: one pointing to the "Submit" button with the text "Click on Submit", one pointing to the input field with the text "Enter the text as displayed in Verification Code", and one pointing to the "Help" button in the navigation menu with the text "For more details on any screen, click on Help icon".

# 4. Steps to download PDF Converter Utility for Form 27D (Contd.)

Step 3: Click on hyper link “Form 27D PDF-Converter” to download PDF converter utility

**Download TRACES Utility**

**You may download the utility using the link provided below**

**FORM 16 PART-A/16A TRACES-PDF-CONVERTER V 1.9 Light Version (Needs JRE1.6 or above - Size ~9 MB)**

- [TRACES-PDF-CONVERTER V 1.9 L](#)

**FORM 16 PART-B TRACES-PDF-CONVERTER V 1.5 Light Version (Needs JRE1.6 or above - Size ~10 MB)**

- [TRACES-PDF-CONVERTER V 1.5L \(PART B\)](#)

**Installation Instruction**

**Transaction based Report PDF-CONVERTER V 1.3 Light Version (Needs JRE1.6 or above - Size ~9 MB)**

- [Transaction based Report PDF-CONVERTER V 1.3](#)

**Form 27D PDF-CONVERTER V 1.2 Light Version (Needs JRE1.6 or above - Size ~9 MB)**

- [Form 27D PDF-CONVERTER V 1.2](#)

**TRACES Justification Report Generation Utility V 3.0 (Needs Excel 2003 or later - Size ~400Kb)**

- [TRACES Justification Report Generation Utility V 3.0](#)

**Steps to convert the Justification Report text file into an excel**

- Download the zip file from 'Requested Downloads' screen and save to your local machine
- Unzip the file using Winzip. Password to unzip is 'JR\_<TAN>\_<Form Type>\_<Quarter>\_<FY>', e.g., JR\_AAAAAA1235A\_24Q\_Q3\_2010-11. This will save the Justification Report as a text file
- Download the macro utility for Justification Report from this screen
- Double-click the utility, excel sheet will open
- Click on 'Enable Content' in the warning message to enable macros
- Select the Justification Report text file and the folder to save the output excel file and click on button 'Generate TDS CPC Justification Report'
- The text file will be converted into excel spreadsheet and saved in the selected folder
- Open the Justification Report excel file from the folder in which it has been saved

**TRACES Offline Correction Generation Utility V 1.2 (Needs Excel 2003 or later. To work on/open offline correction input file, you will need winzip 17 or below installed in your system.)**

- [TRACES Offline Correction Generation Utility V 1.2](#)

**Steps to convert the Offline Correction file into an excel**

- Download the file from 'Requested Downloads' screen and save to your local machine

Click here to download Form 27D PDF-Converter

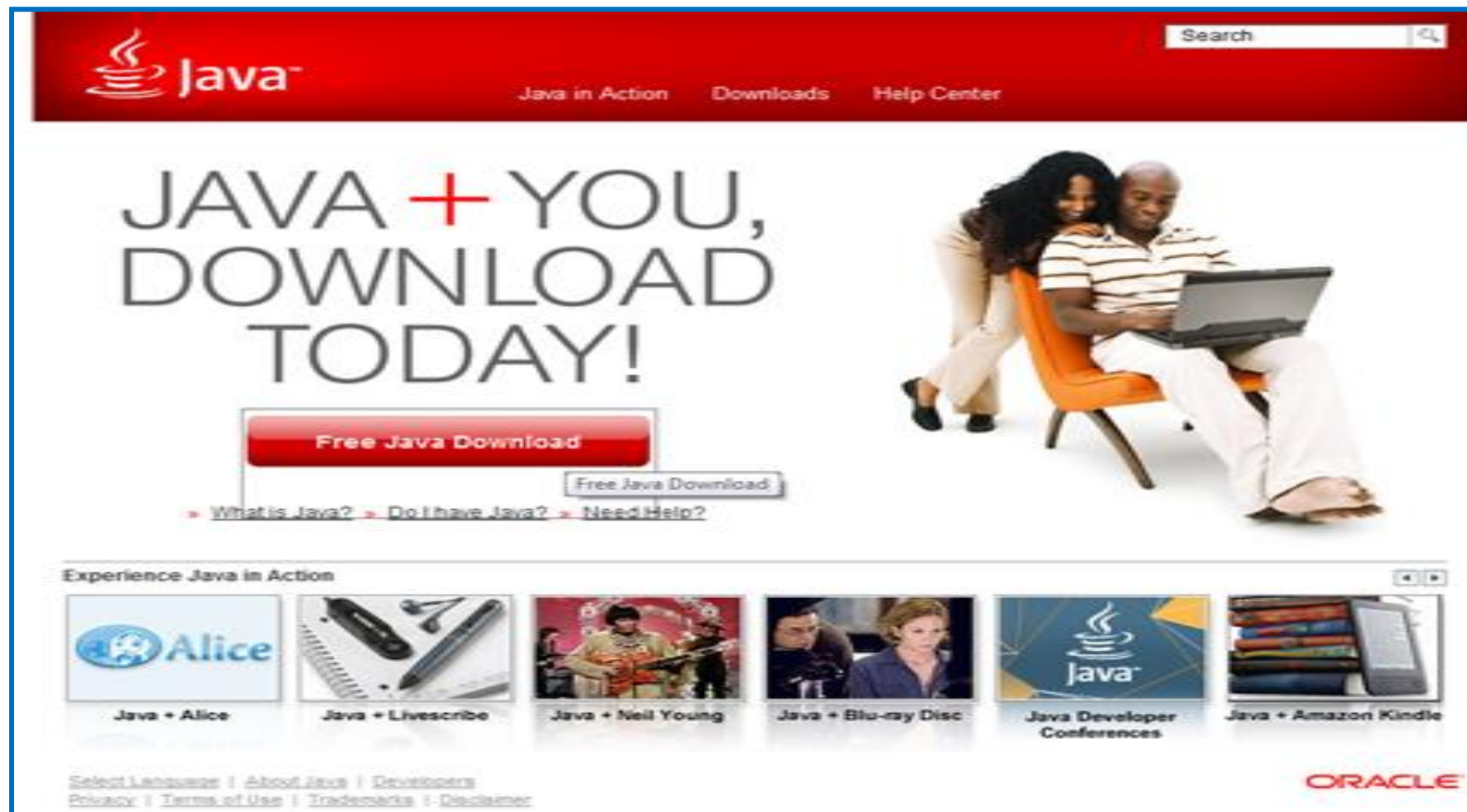
## 4. Steps to download PDF Converter Utility for Form 27D (Contd.)

### Step 3: Click on “Form 27D PDF-Converter V 1.1” to download PDF converter utility

- Extract **TRACES-PDF-CONVERTER** .zip file in a folder on your system.
- If Win ZIP is not already installed on your system ,download it from [www.winzip.com](http://www.winzip.com) and install it.
- After extraction you will have **Run.bat** file and **TRACES-PDF-Converter .jar** in a same folder.
- To run this Utility, JAVA version should be compatible, JRE version 1.7 or above is required. Get the same from [www.java.com](http://www.java.com) and install (Steps are given in pages 28 to 40).


Oracle and Java are registered trademarks of Oracle and/or its affiliates. Other names may be trademarks of their respective owners

# Java Installation Steps



The screenshot shows the Java website homepage. At the top, there is a red navigation bar with the Java logo on the left, a search bar on the right, and links for "Java in Action", "Downloads", and "Help Center" in the center. Below the navigation bar, the main content area features the text "JAVA + YOU, DOWNLOAD TODAY!" in large, bold letters. To the right of this text is a photograph of a man and a woman sitting together, looking at a laptop. Below the main text, there is a prominent red button labeled "Free Java Download". Underneath this button, there are three links: "What is Java?", "Do I have Java?", and "Need Help?". Below these links, there is a section titled "Experience Java in Action" which contains six small thumbnail images with captions: "Java + Alice", "Java + Livescribe", "Java + Neil Young", "Java + Blu-ray Disc", "Java Developer Conferences", and "Java + Amazon Kindle". At the bottom of the page, there are several small links: "Select Language", "About Java", "Developers", "Privacy", "Terms of Use", "Trademarks", and "Disclaimer". The Oracle logo is visible in the bottom right corner.

## Java Installation Steps (contd.)



Java

Java in Action Downloads Help Center

Search

Help Resources

- What is Java?
- Remove Older Versions
- Disable Java
- Error Messages
- Troubleshoot Java
- Other Help

### Download Java for Windows

Recommended Version 7 Update 11 (filesize: 30 MB)

**Agree and Start Free Download**

Click on "Agree and Start Free Download"

By downloading Java you acknowledge that you have read and accepted the terms of the [end user license agreement](#)

When your Java installation completes, you may need to restart your browser (close all browser windows and re-open) to enable the Java installation.

- [Installation Instructions](#)
- [System Requirements](#)

Not the right operating system? [See all Java downloads.](#)

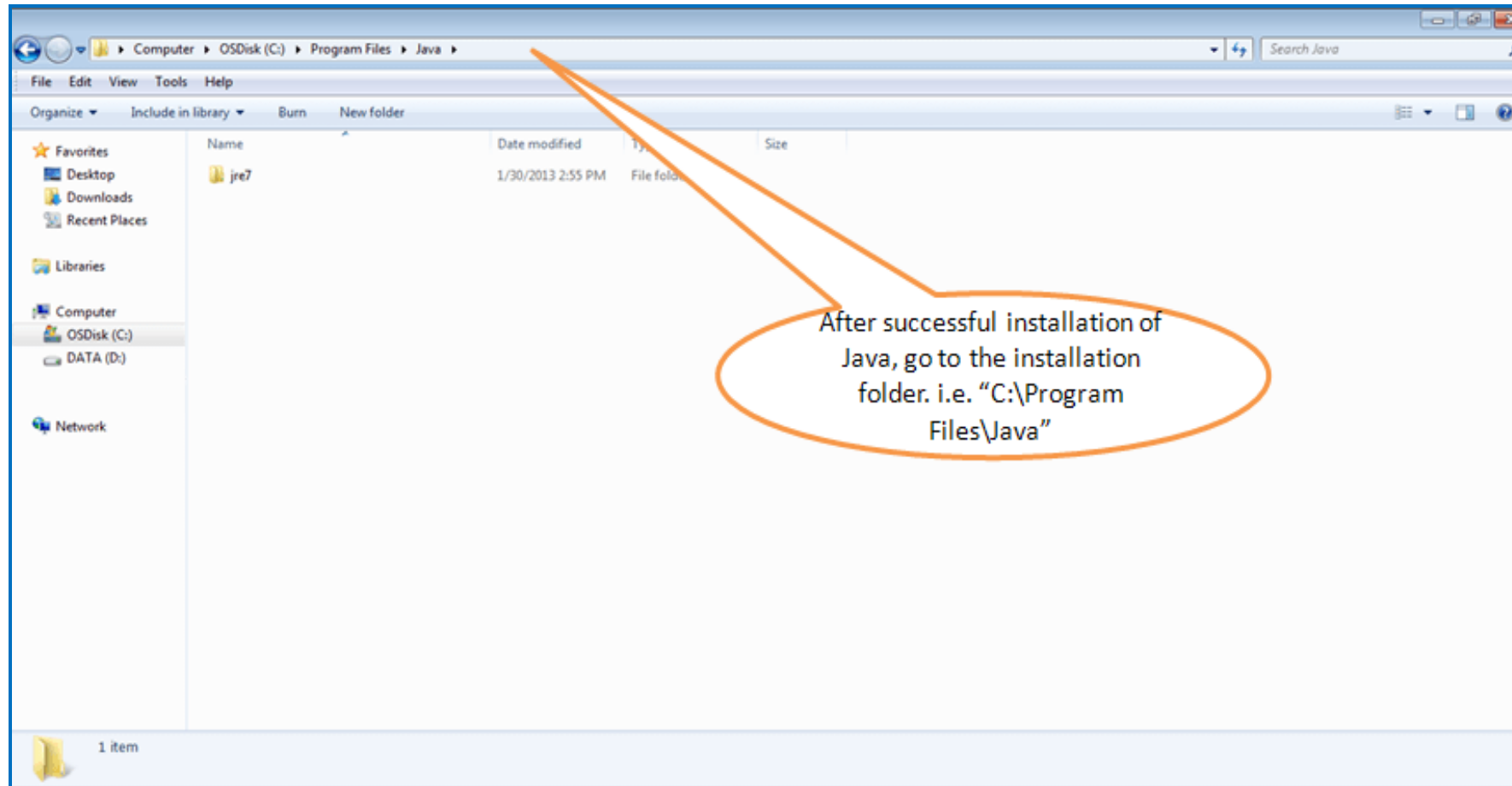
Java software for your computer, or the Java Runtime Environment, is also referred to as the Java Runtime, Runtime Environment, Runtime, JRE, Java Virtual Machine, Virtual Machine, Java VM, JVM, VM, or Java download.

Select Language | About Java | Support | Downloads  
Privacy | Terms of Use | Statements | Disclaimers

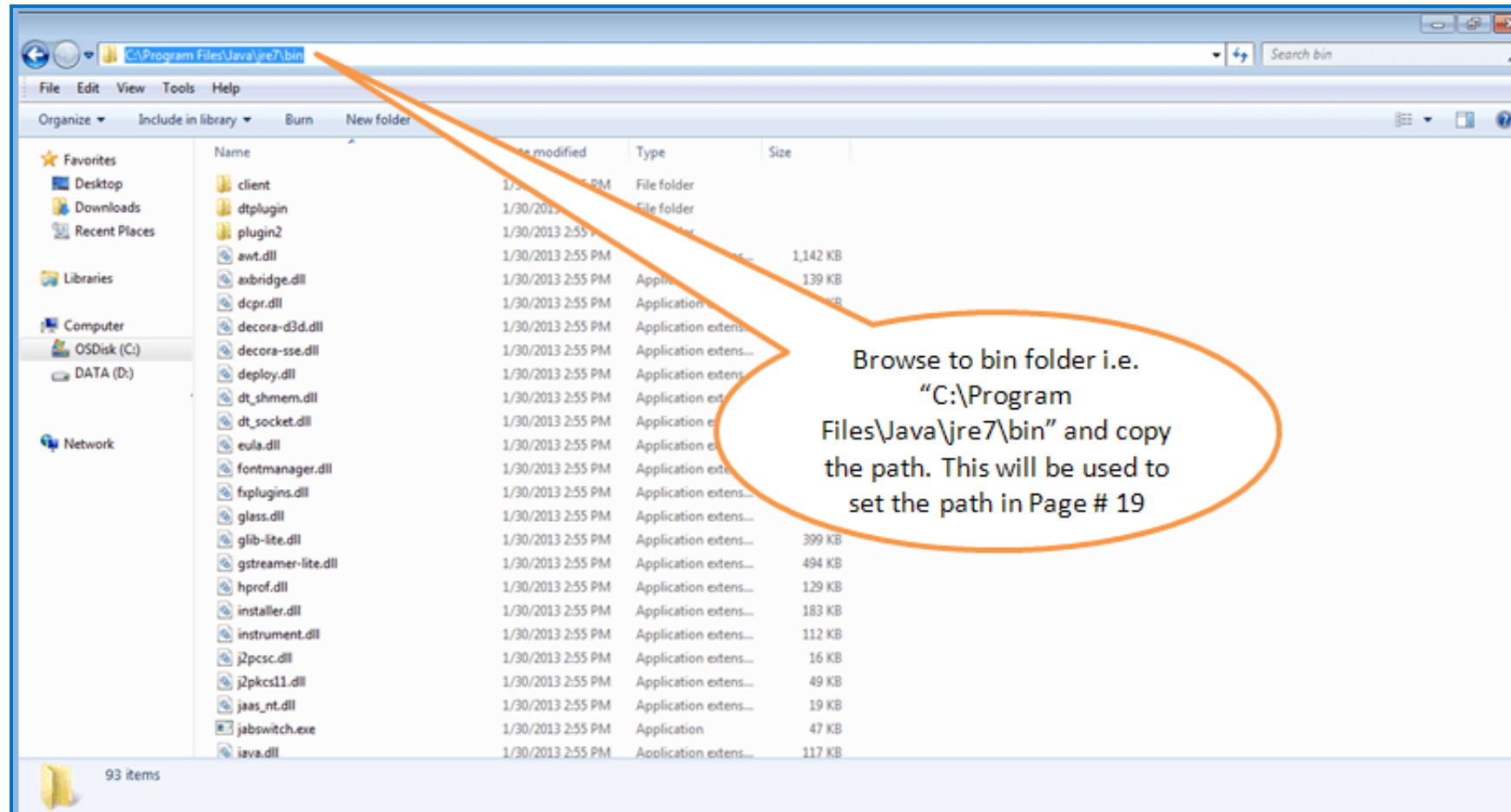
ORACLE

If you want to know how to install Java, please click on "Installation Instructions" link.

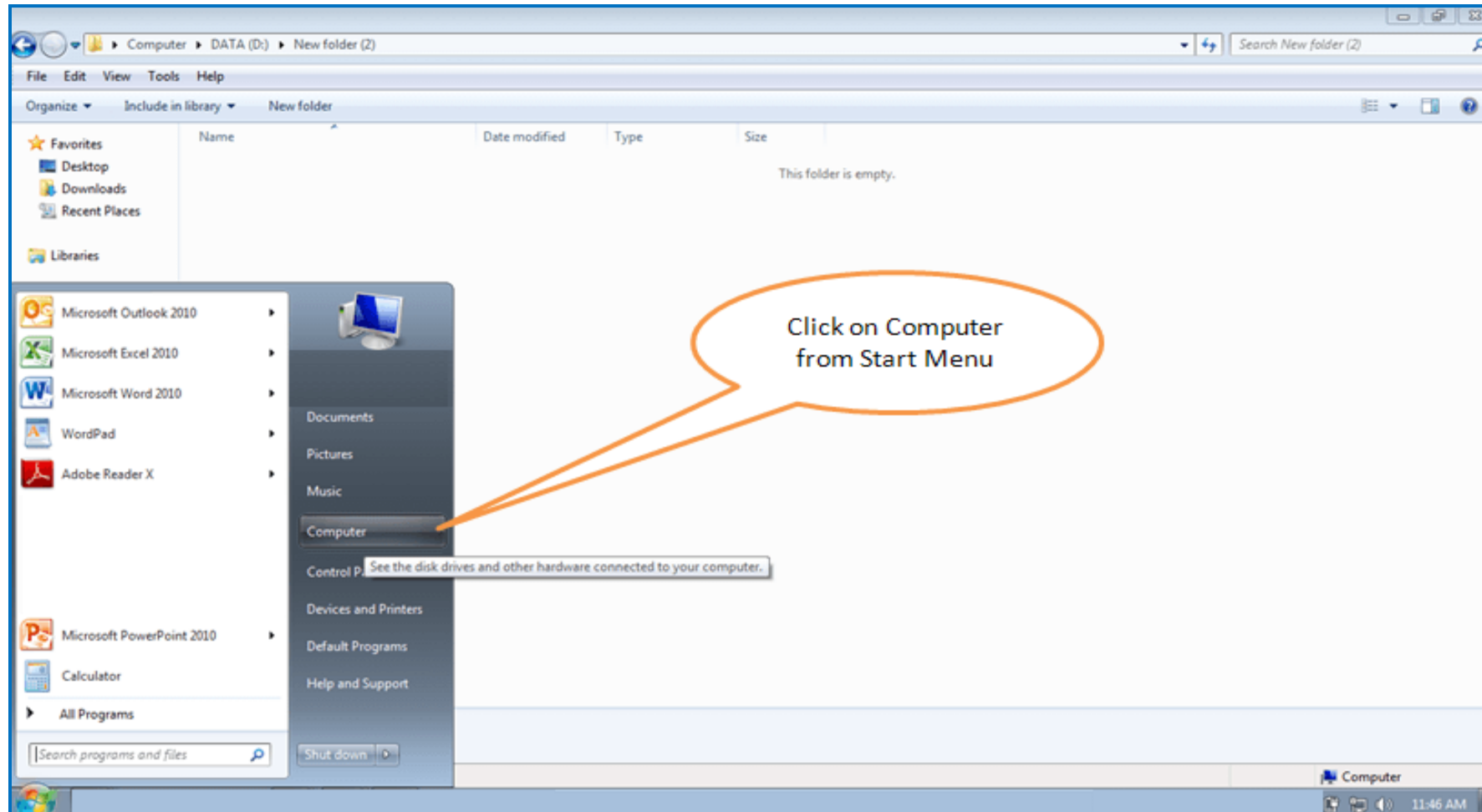
# Setting Java Path in Environment Variable



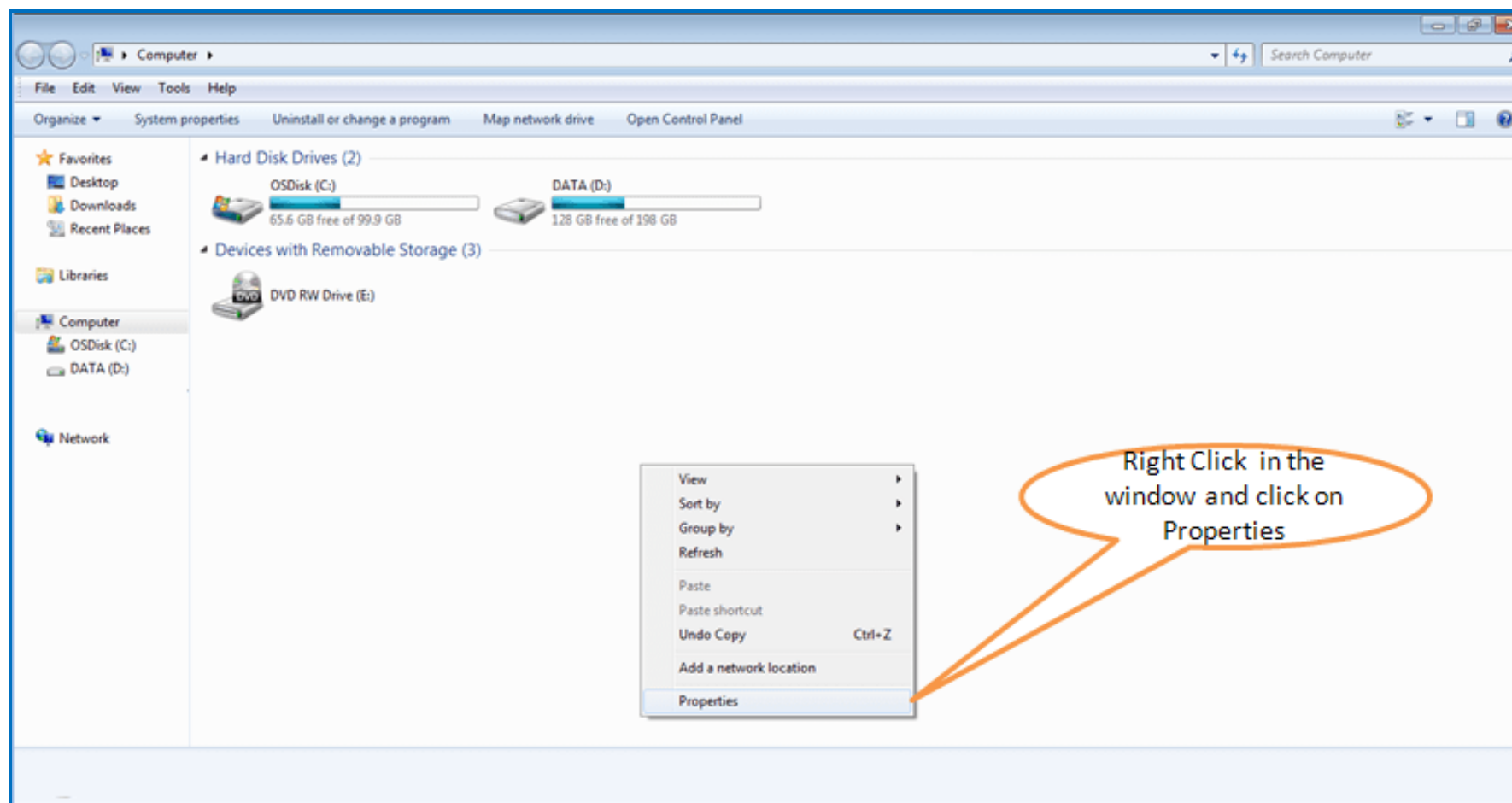
# Setting Java Path in Environment Variable(contd.)



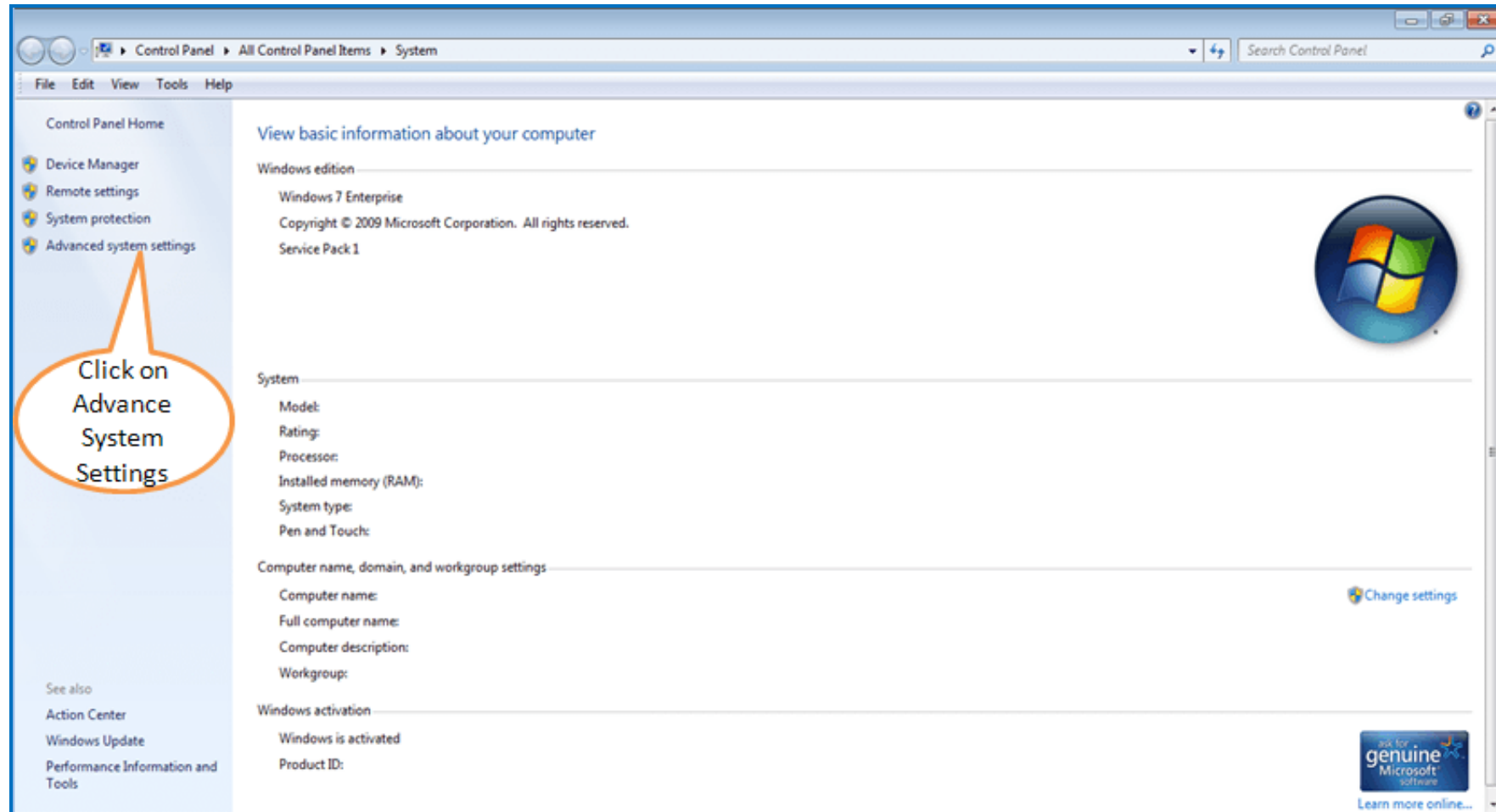
## Setting Java Path in Environment Variable(contd.)



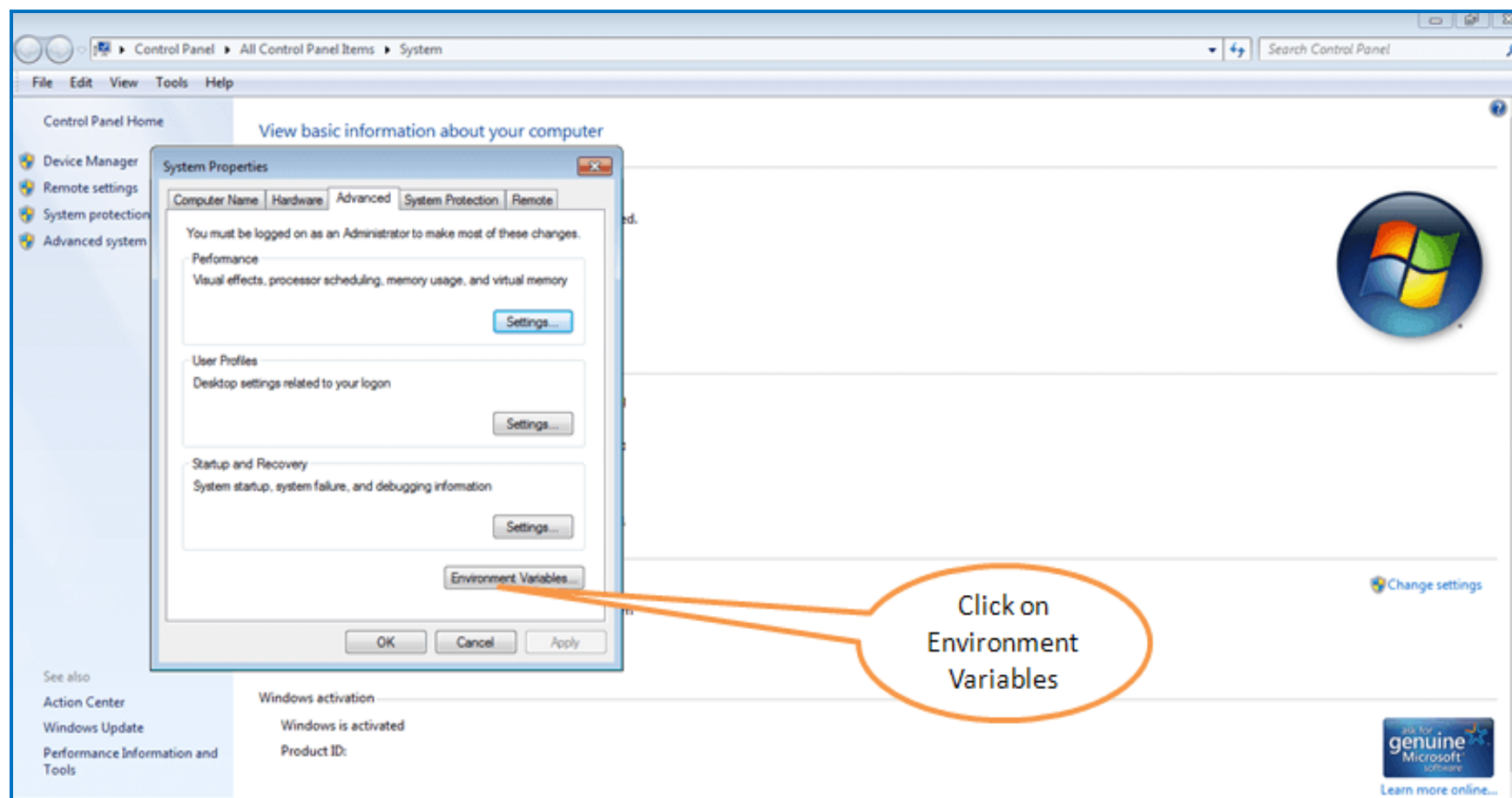
## Setting Java Path in Environment Variable(contd.)



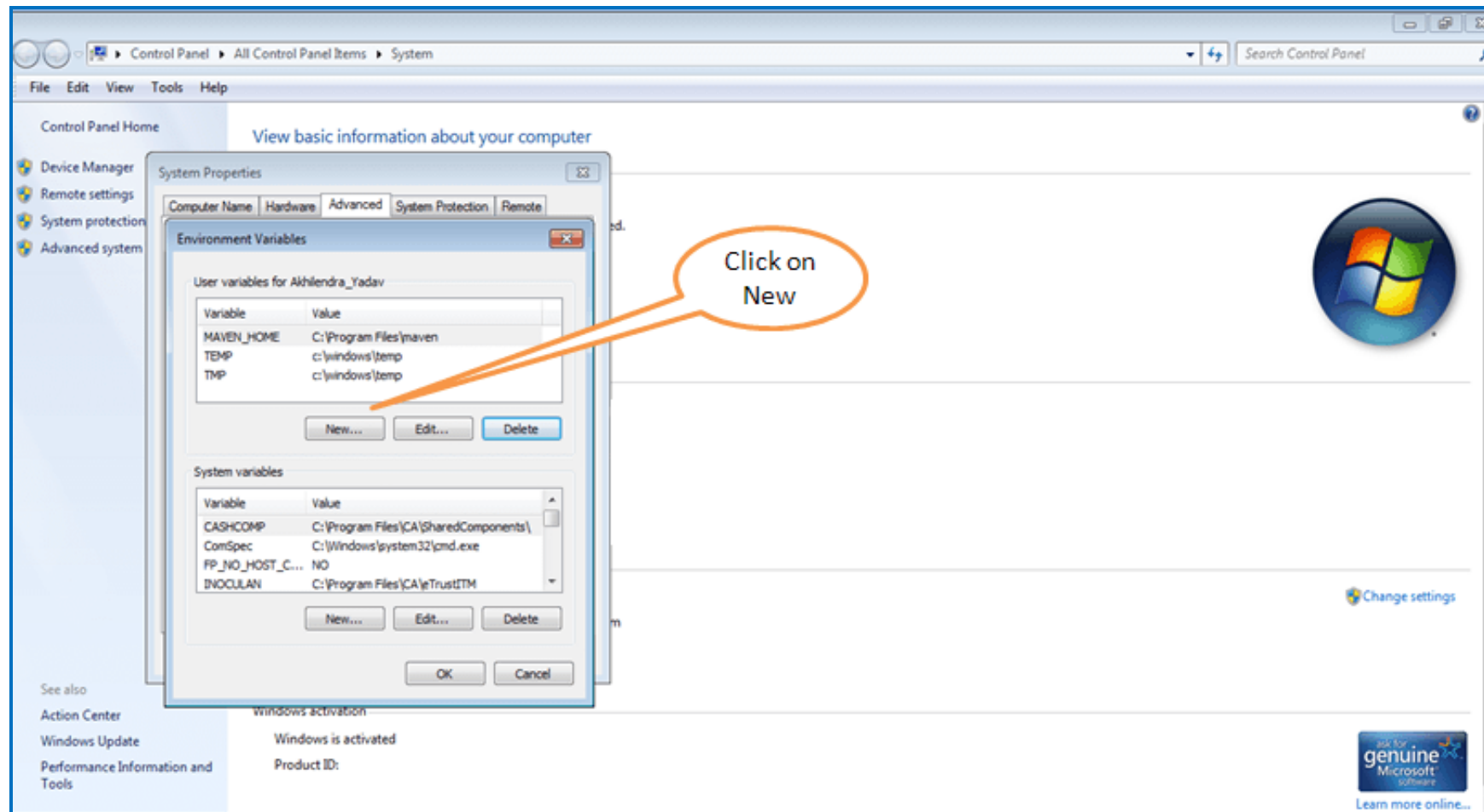
# Setting Java Path in Environment Variable(contd.)



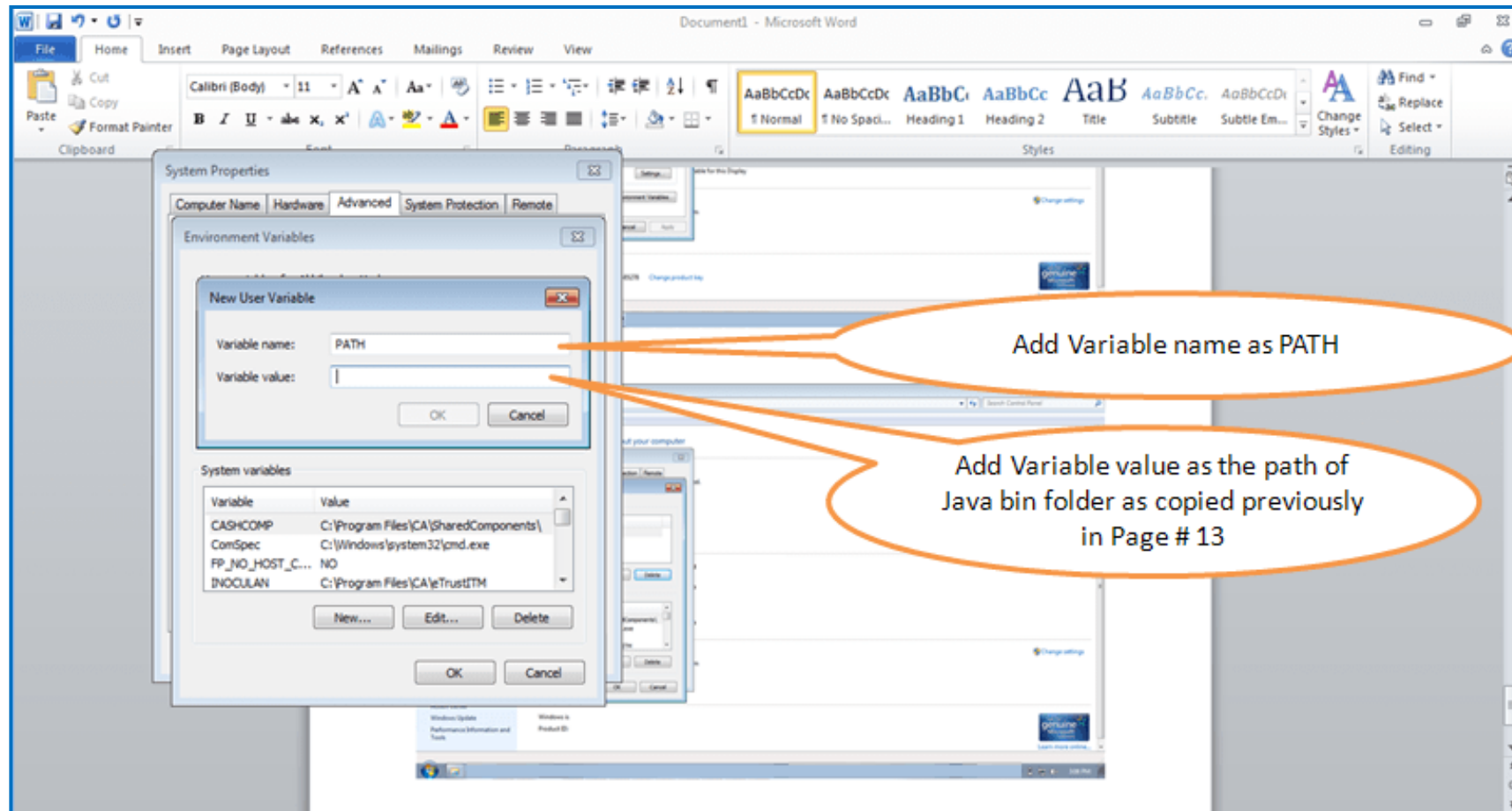
## Setting Java Path in Environment Variable(contd.)



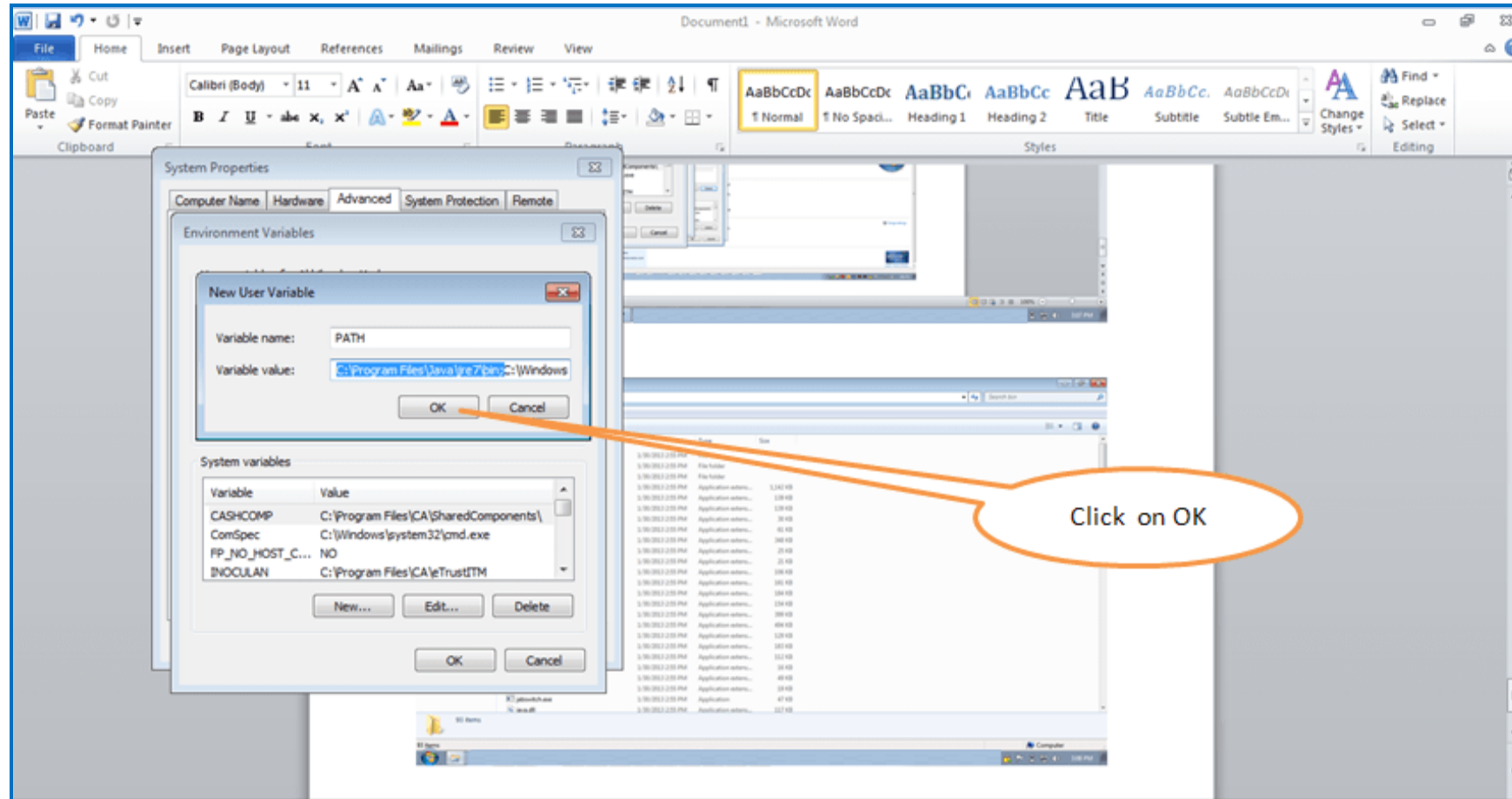
# Setting Java Path in Environment Variable(contd.)



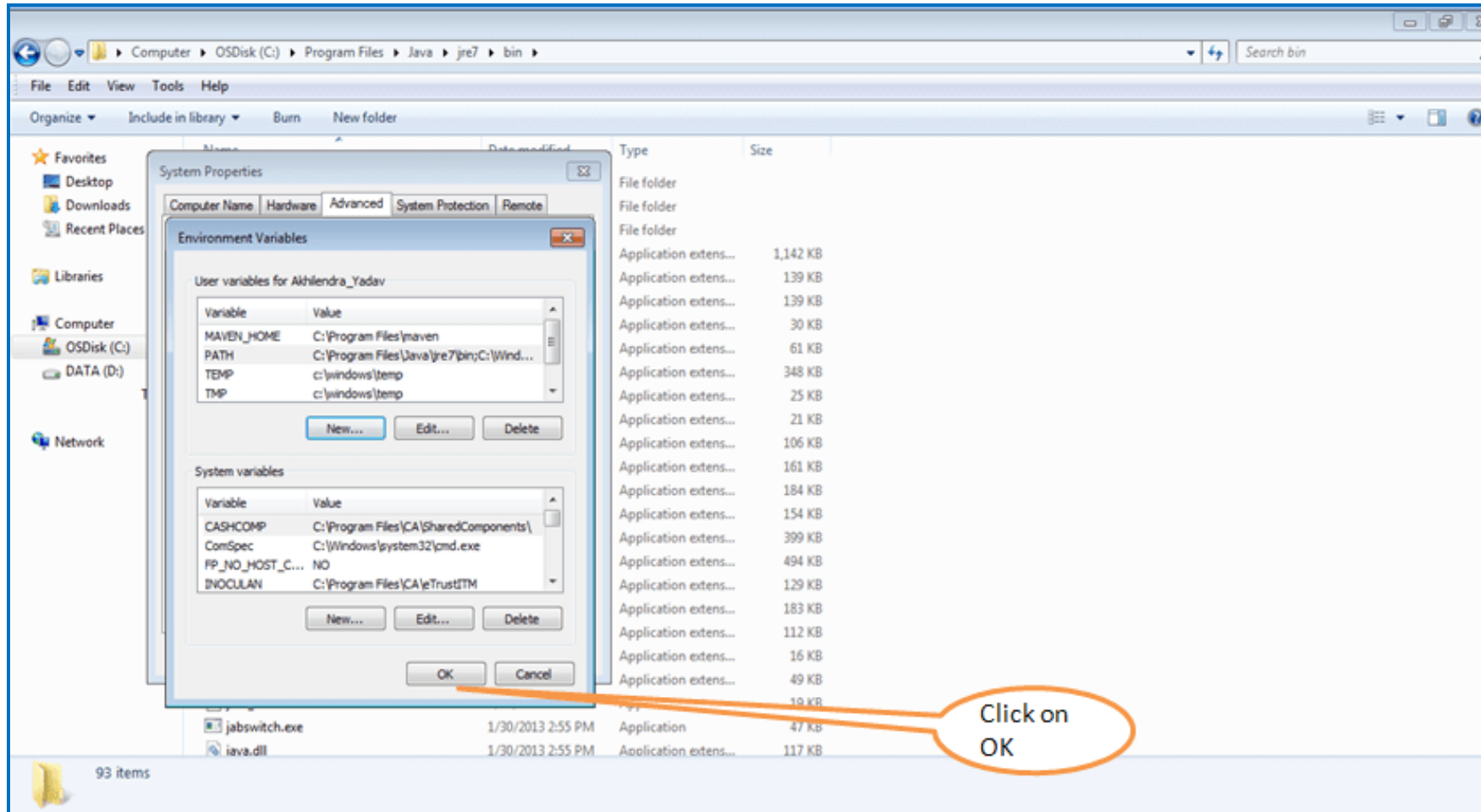
## Setting Java Path in Environment Variable(contd.)



# Setting Java Path in Environment Variable(contd.)



## Setting Java Path in Environment Variable(contd.)



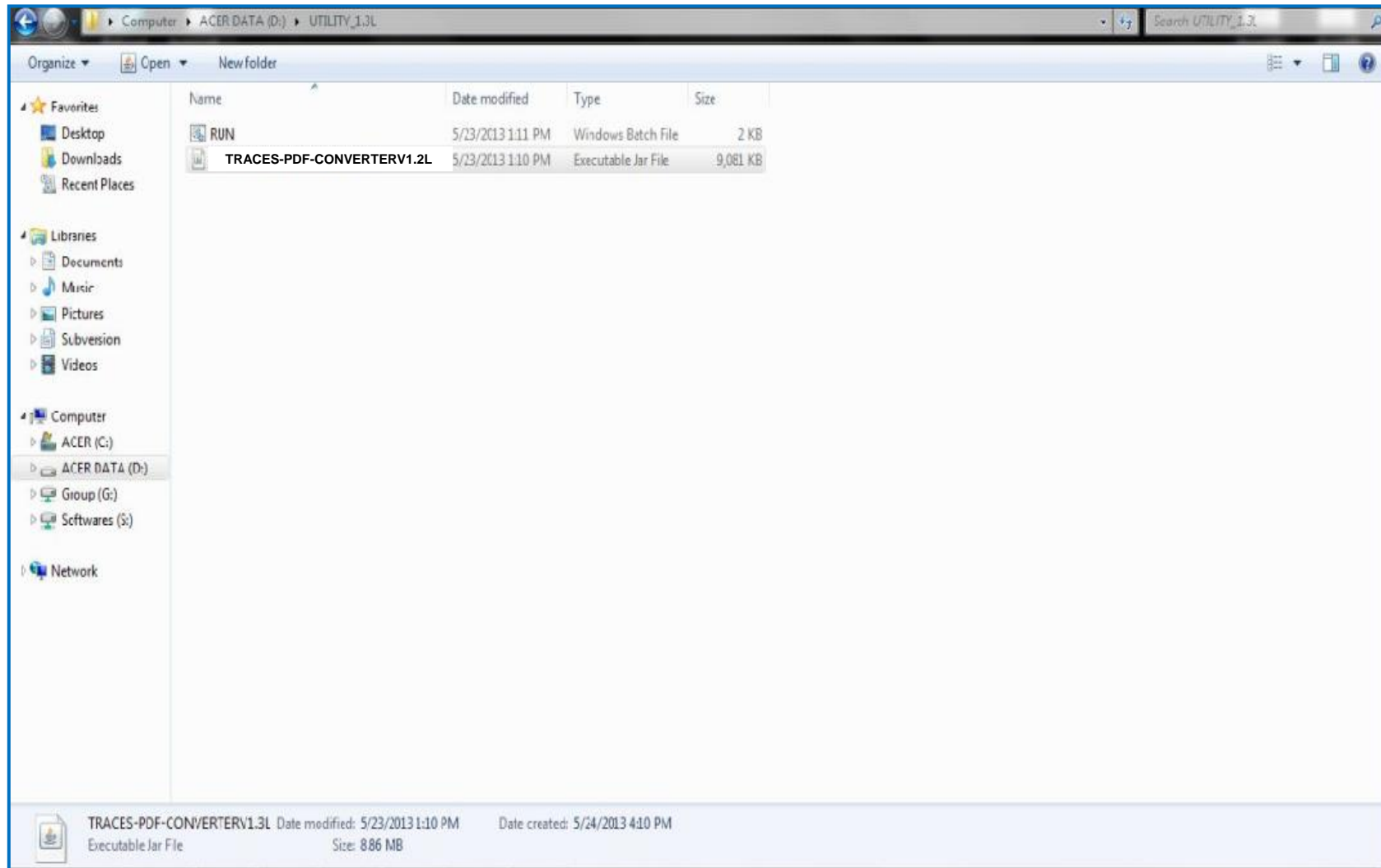
The screenshot shows the Windows System Properties dialog box, specifically the Environment Variables tab. The dialog is open over a File Explorer window showing the path C:\Program Files\Java\jre7\bin. The Environment Variables dialog has two sections: User variables for Akhlendra\_Yadav and System variables. The PATH variable in the User variables section is selected and its value is being edited to include the Java bin directory path. An orange callout bubble points to the OK button at the bottom of the dialog with the text "Click on OK".

Variable	Value
MAVEN_HOME	C:\Program Files\maven
PATH	C:\Program Files\Java\jre7\bin;C:\Wind...
TEMP	c:\windows\temp
TMP	c:\windows\temp

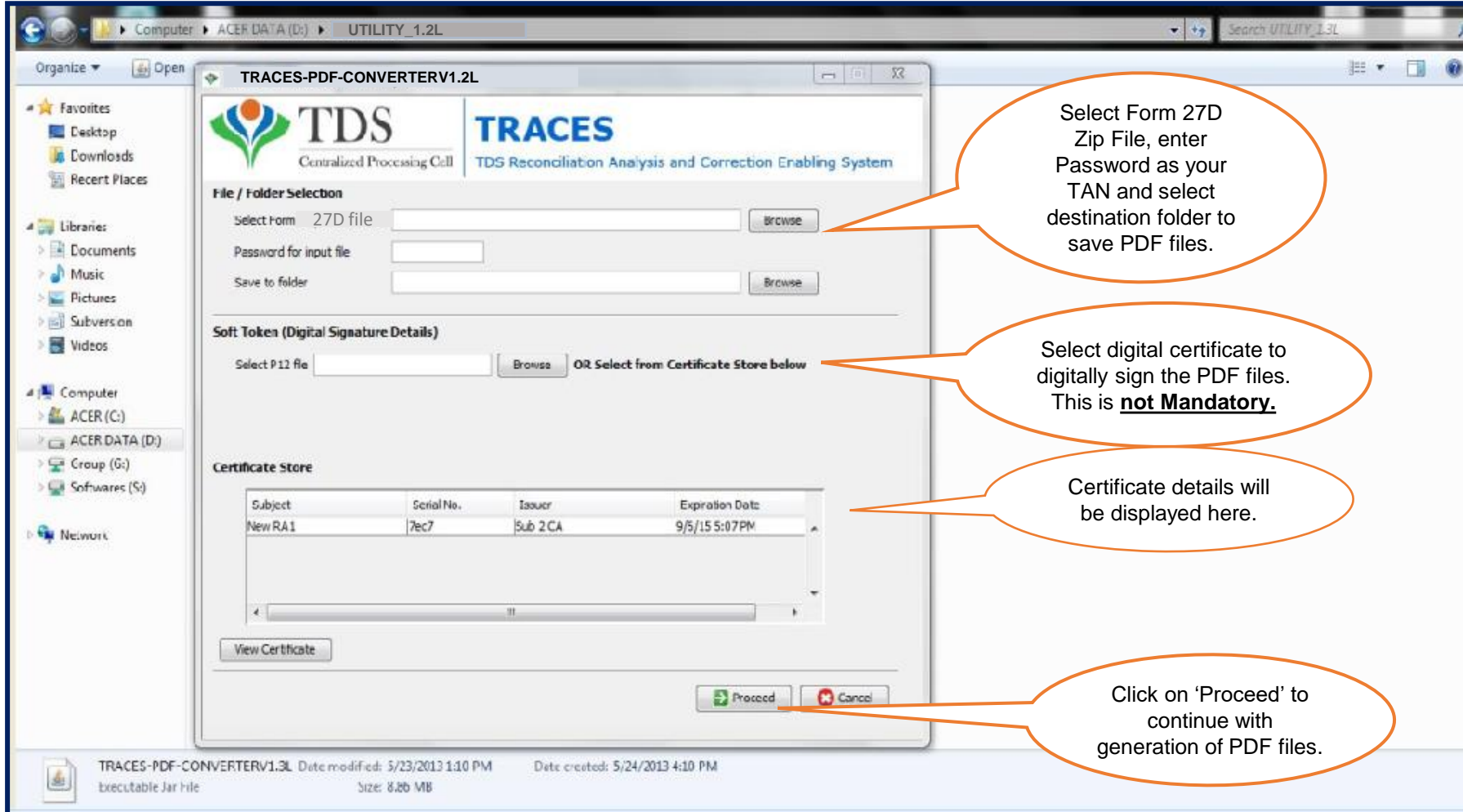
  

Variable	Value
CASHCOMP	C:\Program Files\CA\SharedComponents\
ComSpec	C:\Windows\system32\cmd.exe
FP_NO_HOST_C...	NO
INOCULAN	C:\Program Files\CA\Trust\TM

# Launching TRACES PDF Converter V1.1L



# Double Click Run .Bat file, which will launch User Interface



The screenshot shows the TRACES-PDF-CONVERTERV1.2L application window. The interface includes a file selection section, a digital signature section, and a certificate store table. Callouts provide instructions for each section:

- File / Folder Selection:** Select Form 27D Zip File, enter Password as your TAN and select destination folder to save PDF files.
- Soft Token (Digital Signature Details):** Select digital certificate to digitally sign the PDF files. This is **not Mandatory**.
- Certificate Store:** Certificate details will be displayed here.
- Buttons:** Click on 'Proceed' to continue with generation of PDF files.

Subject	Serial No.	Issuer	Expiration Date
New RA1	7ec7	Sub 2 CA	9/5/15 5:07PM

File / Folder Selection

Select Form 27D file  Browse

Password for input file

Save to folder  Browse

Soft Token (Digital Signature Details)

Select P12 file  Browse OR Select from Certificate Store below

Certificate Store

View Certificate

Proceed Cancel

TRACES-PDF-CONVERTERV1.2L Date modified: 5/23/2013 1:10 PM Date created: 5/24/2013 4:10 PM  
Executable Jar file Size: 8.26 MB

- Separate PDF files will be generated for each PAN and will be saved in the destination folder selected by you.
- User can opt to manually sign Form 27D PDFs after printing them.

# THANK YOU

## Please Note:

- 1) **For Feedback** : You can share your feedback on [contactus@tdscpc.gov.in](mailto: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