

E-Tutorial

- 1. Important Information on Declaration of Non filing of Statement.**
- 2. Brief Steps for Declaration of Non Filing of Statements**
- 3. Pictorial guide for Declaration of Non Filing of Statements.**

1. Important Information on Declaration of Non filing of Statement

- If a Deductor is not required to file statement for a particular period, then Intimation or Show Cause notice from the Department can be avoided by giving Non Filing declaration.
- Non Filing Declaration is implemented from Financial Year **2013-14** onwards.
- It is required to select the reason for Non-Filing of statement from the drop down list.
- Confirmation mail is sent to Deductor on registered e-mail ID after completion of Non- Filing Declaration.

Guidelines for Non- Filing Declaration

- Non-filing to filing status is allowed only once.
- Non-filing declaration cannot be submitted if the statement is already filed.

2. Brief Steps for Declaration of Non Filing of Statements

Step 1 : Login to TRACES website with your “**User ID**”, “**Password**”, “**TAN of the Deductor**” and the “**Verification Code**”.

Landing page will be displayed on Screen.

Step 2 : Click on ‘Declaration for Non-Filing of Statements’ under ‘Statements/Payments’ menu.

Step 3 : Enter relevant Financial Year, Quarter, Form Type & Reason.

Step 4 : Verification Details will be appear on the screen.

Step 5 : Confirmation message will be displayed on the screen (Deductor will receive confirmation e-mail for the same.)

3. Pictorial guide for Declaration of Non Filing of Statements

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). The header includes navigation tabs for Home, Deductor, Tax Payer, and PAO, along with a Help button. The main content area is divided into sections: Login, Alerts/Updates, Customer Care, and About the portal. A CAUTION pop-up 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 >>](#)

A callout bubble points to the 'Continue >>' button with the text: "Click on Continue to proceed further."

The background content includes a 'Login' section with links for Login, Register as New User, Forgot Password, and Forgot User ID. The 'Alerts/Updates' section contains a notice about Form 26QE and PAN-Aadhaar linkage. The 'Customer Care' section lists toll-free and contact numbers, and an email address. The 'About the portal' section provides a brief description of TRACES. The right sidebar contains links for Right to Information, Section codes for 26A/27BA, Services, Guidelines u/s 194-O(4) & 206C(1-I) of I.T. Act, Dos & Don'ts, and A to Z of TDS.

3. Pictorial guide for Declaration of Non Filing of Statements (Contd.)

Step 1: Login to TRACES website by entering the “User ID, Password ,TAN of the Deductor and the Verification Code”

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 '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 help icon), '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 of the form. On the right, a 'For Deductors:' section provides instructions: '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', and 'If you are already registered in TRACES, please login with your registered User Id, Password & TAN'. A 'Common Note:' section states: '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 Declaration of Non Filing of Statements (Contd.)

Landing Page will be displayed

The screenshot displays 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. A navigation bar contains tabs for Dashboard, Statements / Payments, Defaults, Communications, Forms, Downloads, Profile, and Help. The main content area is divided into three columns: Quick Links, a central welcome message, and Customer Care. The Quick Links column lists various services like Challan Status, Report Download, and PAN Verification. The central column features a 'Welcome to TRACES!' message and a list of functionalities such as account summary, statements, downloads, and profile updates. The Customer Care column provides toll-free numbers for assistance.

Quick Links

- 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**
- Tax Payer Grievance Tickets

Welcome to TRACES!

TRACES is a user-friendly application that will help you to manage your TDS / TCS account. Some of the functionalities available through TRACES are listed below.

- Dashboard view presenting summary of your account
- Statements / Payments
 - View challan status and challan consumption details
 - View TDS-TCS Credit for a PAN and verify PAN of Tax Payer
- Downloads
 - Download requested files
 - Download Form 16 / 16A
- Profile
 - Update Communication Details

Customer Care

Toll-Free: 1800 103 0344
0120 4814600

User Login Details

3. Pictorial guide for Declaration of Non Filing of Statements (Contd.)

Step 2: Click on 'Declaration for Non-Filing of Statements' under 'Statements/Payments' menu.

The screenshot displays the TDS TRACES portal 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 also present. The main header features the TDS logo (Centralized Processing Cell) and the TRACES logo (TDS Reconciliation Analysis and Correction Enabling System). The Government of India Income Tax Department logo is visible on the right. The main menu includes Dashboard, Statements / Payments, Defaults, Communications, Forms, Downloads, Profile, and Help. The 'Statements / Payments' menu is expanded, showing options like Statement Status, Challan Status, and Declaration for Non-Filing of Statements. A callout box with an orange border points to the 'Declaration for Non-Filing of Statements' option, with the text 'Click on Declaration for Non-Filing of Statements'. The 'Quick Links' section on the left lists various services like Challan Status, Request for Justification Report Download, and PAN Verification. The 'Customer Care' section on the right provides contact information: Toll-Free: 1800 103 0344, 0120 4814600, and contactus@tdscpc.gov.in. The 'User Login Details' section is also visible. A footer note states: 'Do not use Back or Refresh button on any page as this may lead to inconsistent behaviour'.

3. Pictorial guide for Declaration of Non Filing of Statements (Contd.)

Step 3: Enter relevant Financial Year, Quarter, Form Type & Reason.

The screenshot displays the TRACES portal interface. At the top, there are navigation links (Home, About Us, Contact Us, e-Tutorials, Related Links, Logout), a search bar, and language settings (English). 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 (highlighted), Defaults, Communications, Forms, Downloads, Profile, and Help.

The main content area is titled "Declaration for Non - Filing". It contains a form with the following fields and callouts:

- Financial Year*:** A dropdown menu showing "2014-15".
- Quarter*:** A dropdown menu with options Q1, Q2, Q3 (highlighted), and Q4. A callout bubble points to this field with the text: "Enter FY, Qtr, Form type for non filing of statement".
- Form Type*:** A dropdown menu with options 24Q, 26Q (highlighted), 27Q, and 27EQ. A callout bubble points to this field with the text: "Click on Add Statement Details after selecting Reason & Form Type, F.Y, Qtr for Non Filing Declaration".
- Reason*:** A dropdown menu with options: --Select--, Not Liabile to deduct for the selected statement period (highlighted), No Payment made / Credited to Deductee, Temporarily Business Closed, Permanently Business Closed, Payment Below Threshold to Deductee, Branch Shifted, and Any Other Reason. A callout bubble points to this field with the text: "Select reason for non filing of statement".
- Add Statement Details:** A blue button located below the Reason field. A callout bubble points to this button with the text: "Click on Add Statement Details to proceed further".

3. Pictorial guide for Declaration of Non Filing of Statements (Contd.)

Step 3 (Contd.): Statement details will be displayed on the screen. Click on 'Proceed' tab.

Declaration for Non - Filing

Provide details below to add the statement details for non - filing

Financial Year* --Select-- Quarter*
 Q1
 Q2
 Q3
 Q4

Form Type*
 24Q
 26Q
 27Q
 27EQ

Reason* --Select-- [Add Statement Details](#)

Non - Filing of Statement Details for TAN AGRJ10022F

Sr.No.	Financial Year	Quarter	Form Type	Reason
1	2014-15	Q2	26Q	Temporarily Business Closed

Page 1 of 1 View 1 - 1 of 1

[Proceed](#) *Click on proceed to submit Non Filing Declaration*

3. Pictorial guide for Declaration of Non Filing of Statements (Contd.)




Step 3 (Contd.): User need to tick all the check boxes then click on 'I Agree' tab to proceed further.

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

Search In Keyword

A A A

English



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

Declaration for Non - Filing

Declaration for Non - Filing of Statement Details for TAN /XXXXXXXXXX

Sr.No.	Financial Year	Quarter	Form Type	Reason
1	2015-16	Q3	26Q	Not Liable to deduct for the selected statement period

Page 1 of 1 View 1 - 1 of 1

I solemnly declare that the information mentioned above is correct to the best of my knowledge and belief and that:

- Reason provided for non filing is correct
- I will not file any statement for the above details without updating the Filing Status on TRACES
- Late Filing fee will be applicable after due date if I file the statement after updating the Filing Status on TRACES
- I will not file any statement for the TAN if I have selected the reason for Non-Filing as 'Permanently Business Closed' or 'Branch Shifted'

Deductor needs to select all the check boxes

Click on 'I Agree' to proceed further

3. Pictorial guide for Declaration of Non Filing of Statements (Contd.)

Step 4: Verification Details will be appear on the screen.

The screenshot displays the TRACES (TDS Reconciliation Analysis and Correction Enabling System) interface. At the top left, there is the TDS logo (Centralized Processing Cell) and the TRACES logo. To the right, the Government of India Income Tax Department logo is visible. A navigation menu includes Dashboard, Statements / Payments (highlighted), Defaults, Communications, Forms, Downloads, Profile, and Help. The main heading is 'Declaration for Non - Filing'. Below it, a section titled 'Verification Details' contains an information icon and the text: 'Details are populated as per your profile information. Admin User can update details in Profile section'. A list of fields is shown: Name of Authorised Person, Father's Name of Authorised Person, Designation of Authorised Person, Place, Date, and Email. At the bottom, there are 'Proceed' and 'Back' buttons. An orange callout bubble points to the 'Proceed' button with the text: 'Click on 'Proceed' after confirming the verification detail or back to go on slide 8'.

3. Pictorial guide for Declaration of Non Filing of Statements (Contd.)

Step 5: Confirmation message will be displayed on the screen

The screenshot shows the TRACES portal 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 also present. Below the navigation bar, the TDS logo and 'Centralized Processing Cell' are on the left, and the TRACES logo and 'TDS Reconciliation Analysis and Correction Enabling System' are in the center. On the right, the Government of India logo and 'Income Tax Department' are displayed. A horizontal menu contains links for Dashboard, Statements / Payments (highlighted), Defaults, Communications, Forms, Downloads, Profile, and Help. The main content area displays a confirmation message: 'Filing Status for the statements selected by you has successfully changed. You will receive the details of the statements for which filing status has changed on your email.'

Declaration for non filing of statement has successfully submitted , Deductor will receive confirmation e-mail for the same.

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