

E-Tutorial

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1. Important Information to Download Aggregated TDS Compliance Report

- An entity level PAN associated with more than one TAN, for example PAN of the Central Office, Head quarter etc. having more than one TANS for its branches, can view the "Aggregated TDS Compliance" report on a regular basis to improve TDS compliance at Organization level.
- The feature assists in effective TDS administration, monitoring, control and compliance at Organization level.
- While conducting Audits, the above feature can be used for the purpose of identifying defaults in respect of all TANS associated with the entity level PAN.
- The feature will be extremely useful for the purpose of complying with the provisions of Section 40(a)(ia) and disclosure of certain information in Form 3CD of the Income Tax Act,1961.
- Functionality available from Financial Year 2007-08 onwards.
- PAN should be updated in the TAN database of the respective TANs. If Taxpayer having multiple TANs and still not able to view "**Aggregated TDS Compliance**" then it is required to update TAN database by filling Form 49B.
- The list of defaults of various TANs associated with a PAN will be available in Excel Format for which a request has to be placed.
- The report will not be available, If there are no Defaults or statements are yet to be processed.

1. Important Information to Download Aggregated TDS Compliance Report (Contd..)

Requested Status:

- **Submitted:** Request has been submitted by user.
- **Available:** Request has been processed and excel format file is available for downloading.
- **Not Available :** Request has been processed and file is not available for download as data requested for selected inputs criteria is not available.
- **Failed:** Request has not been processed due to technical issue.

2. Brief steps to Download Aggregated TDS Compliance Report

Go to TRACES website (www.tdscpc.gov.in).

•**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 “**Aggregated TDS Compliance**” tab. This option is available only to those Taxpayer (PAN) who are having multiple TANs.

Select one of the available download options which are as follows : (a) **Default Based Report** (b) **Financial Year Based Report**.

✓ **Option 1:** Select the relevant Financial year for which TDS Compliance Report is required.

✓ **Option 2:** Select the Default type for which TDS Compliance Report is required across all the Financial years.

•**Step 3:** On successful submission of the request, a unique Request number will be generated.

•**Step 4:** The Aggregated TDS Compliance Report will be available in “**Requested Download**”, Deductor can search the TDS Compliance Report by using: (a) **Request Number** (b) **Date** (c) **View All Download Requests**

•**Step 5:** Click on “**Available**” status row then click on “**HTTP Download**” tab to download the file.

3. Pictorial guide to Download Aggregated TDS Compliance Report

Go to TRACES website (www.tdscpc.gov.in)

The screenshot displays the TRACES website interface. At the top, there is a navigation bar with 'Home', 'Deductor', 'Tax Payer', and 'PAO' tabs, and a 'Help' button. The main content area features a central 'CAUTION' message box with a black border. The message contains 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 on Continue to proceed further."

The website also includes a 'Login' section on the left with options for 'Login', 'Register as New User', 'Forgot Password', and 'Forgot User ID'. Below this is a 'Quick Links' section with items like 'DIN Verification', 'e-Tutorials', 'Circulars and Notifications', 'Rates and Tables', 'Forms', 'Conso File', 'TDS on', and 'Right to Info'. On the right side, there is a 'Customer Care' section with 'Toll-Free' numbers (1800 103 0344, 0120 4814600, 0120 4816105) and an email address (contactus@tdscpc.gov.in). Below that is a 'New FAQs View more' section with categories for 'Deductor', 'Tax Payer', and 'General'. At the bottom right, there is a 'Tag Cloud' section.

3. Pictorial guide to Download Aggregated TDS Compliance Report

Step 1: Login to TRACES website with “User ID”, “Password” and the “Verification code”. Landing Page will be displayed on the screen.

The screenshot shows the TRACES website login 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 links for Home, Deductor, Tax Payer, and PAO. A Help icon is located in the top right corner. The main content area is titled "Login" and has two radio buttons: "Deductor" and "Taxpayer/PAO". The "Taxpayer/PAO" option is selected. Below the radio buttons are four input fields: "User Id" (containing "asdf12345C"), "Password", "PAN for Tax Payer / AIN for PAO" (containing "asdf12345C"), and "Verification Code" (containing a CAPTCHA image). A "Login" button is at the bottom of the form. There are also links for "Register as New User" and "Forgot Password?". A callout bubble points to the "Taxpayer/PAO" radio button with the text "Click on Taxpayer/PAO option". Another callout bubble points to the question mark icon next to the "User Id" field with the text "Click on help icon next to each field for more details". A third callout bubble points to the "User Id" field with the text "Enter user id and password". A fourth callout bubble points to the "PAN for Tax Payer / AIN for PAO" field with the text "PAN will be auto-populated.". A fifth callout bubble points to the "Verification Code" field with the text "Enter the text as displayed in Verification Code". A sixth callout bubble points to the "Help" icon with the text "For more details on any screen, click on Help icon". On the right side of the page, there is a "For Tax Payers:" section with two bullet points: "If you are already registered in TRACES, please login with your registered User Id (PAN), Password & PAN else register as new user" and "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." Below this is a "Common Note:" section with one bullet point: "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 Aggregated TDS Compliance Report

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

The screenshot displays the TRACES (TDS Reconciliation Analysis and Correction Enabling System) landing page. At the top left is the TDS logo with 'Centralized Processing Cell' and the TRACES logo with 'TDS Reconciliation Analysis and Correction Enabling System'. On the top right is the Government of India Income Tax Department logo. A navigation bar contains tabs: 'My Home' (active), 'Statements/Forms', 'View/ Verify Tax Credit', 'Request for Resolution', 'Downloads', and 'Profile'. Below the navigation bar, the main content area features a 'Welcome to TRACES!' message, a 'Quick Links' sidebar, a 'Customer Care' section with toll-free numbers, and a 'User Login Details' section. A callout bubble points to the central welcome message.

Aggregated TDS Compliance [Help](#)

Quick Links

- Form 16B/16C (For Buyer/Tenant)
- Update Communication Details
- Salary Details reported by Employer
- Change Password

Welcome to TRACES!

TRACES is a user-friendly application that will help you interact with the 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

Landing Page will be displayed on the screen

3. Pictorial guide to Download Aggregated TDS Compliance Report

Step 2: Click on “Aggregated TDS Compliance” tab. This option is available only to those Taxpayer (PAN) who are having multiple TANs

The screenshot shows the 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 contains tabs: My Home, Statements/Forms, View/ Verify Tax Credit, Request for Resolution, Downloads, and Profile. The 'Aggregated TDS Compliance' tab is highlighted with an orange callout bubble containing the text: "Click on 'Aggregated TDS Compliance' tab". Below the navigation bar, the page content includes a 'Quick Links' sidebar, a central 'Welcome to TRACES!' message with a list of services (View 26AS, Profile, Update Communication Details), and a 'Customer Care' section with toll-free numbers. A 'User Login Details' section is also visible at the bottom right.

“Aggregated TDS Compliance” option is available only to those Taxpayer (PAN) who are having multiple TANs

3. Pictorial guide to Download Aggregated TDS Compliance Report

Step 2: Select download Option 1: “Default based Report” ” or Option 2: “Financial Year Based Report” for downloading Aggregated TDS Compliance report

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

Search In Keyword

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

Aggregated TDS Compliance Help

Select download option 1 or option 2 for downloading Aggregated TDS Compliance report

Aggregated TDS Compliance Download Request

Please select download option below for downloading Aggregated TDS Compliance TAN Wise

Default Based Report Financial Year Based Report

Financial Year* --Select-- Submit Request

3. Pictorial guide to Download Aggregated TDS Compliance Report

Step 2 (Contd.): Option 1: "Default Based Report"

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

Search In Keyword

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

Aggregated TDS Compliance [Help](#)

Aggregated TDS Compliance Download Request

Please select download option below for downloading Aggregated TDS Compliance TAN Wise

Default Based Report Financial Year Based Report

Default Type* --Select-- [Submit Request](#)

- Total Default
- Short Payment
- Short Deduction
- Interest on Payments Default u/s 201
- Interest on Deduction Default u/s 201
- Late Filing Fee u/s 234E
- Interest u/s 220(2)
- PAN Errors

Select "Default Based Report" option

Select default type from drop down then click on "submit request" button

3. Pictorial guide to Download Aggregated TDS Compliance Report

Step 2 (Contd.): Option 2: “Financial Year Based Report”

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

Search In Keyword

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

Aggregated TDS Compliance Help

Aggregated TDS Compliance Download Request

Please select for downloading Aggregated TDS Compliance TAN Wise

Default Based Report Financial Year Based Report

Financial Year* --Select-- Submit Request

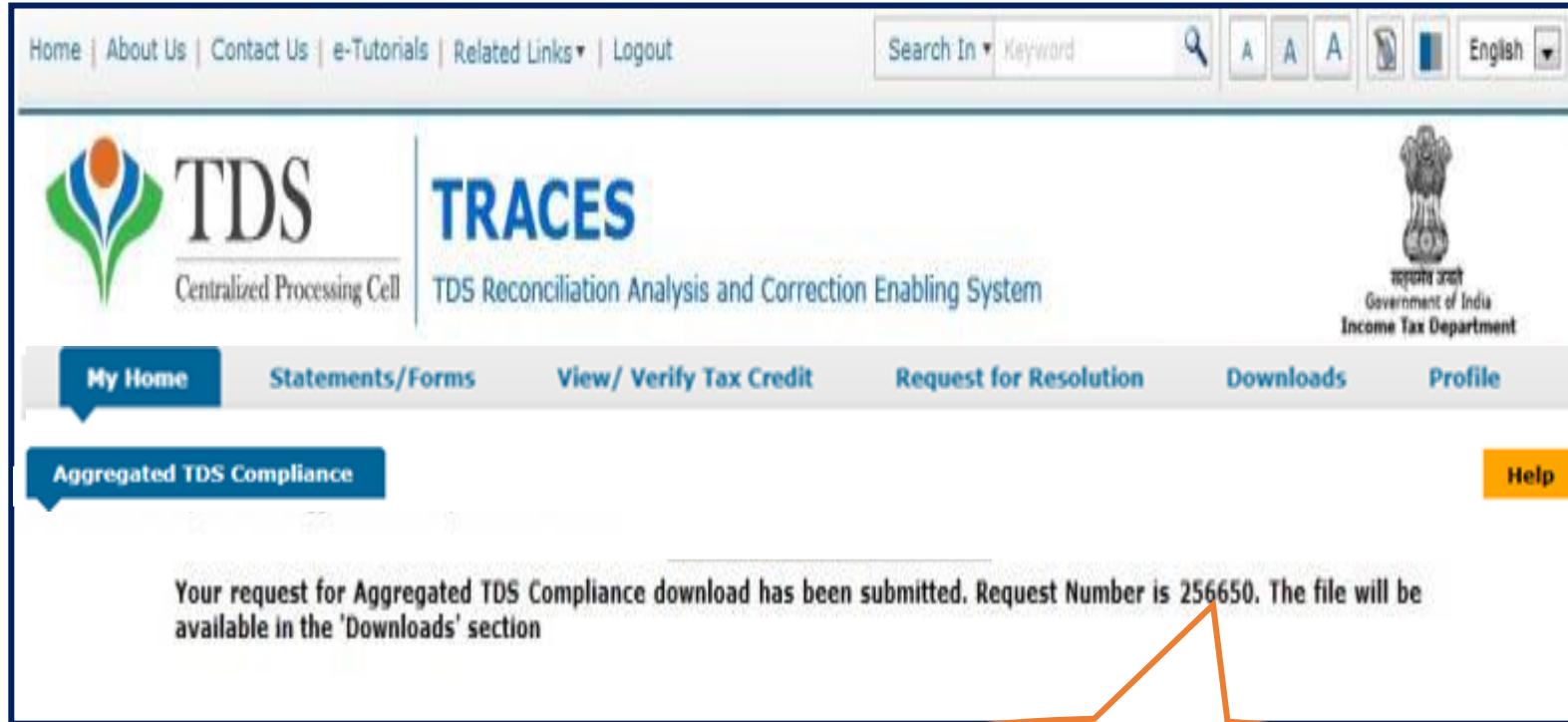
--Select--
All Years
2007-08
2008-09
2009-10
2010-11
2011-12
2012-13
2013-14
2014-15

Select “Financial Year Based Report” option

Select Financial Year from drop down then click on “submit request” button

3. Pictorial guide to Download Aggregated TDS Compliance Report

Step 3: On successful submission of the request, a unique Request number will be generated



Request number will be generated on successful submission of request

Once request is successfully placed, Excel File can be downloaded from “Requested Downloads” option under 'Downloads' menu.

3. Pictorial guide to Download Aggregated TDS Compliance Report

Step 4: The Aggregated TDS Compliance Report will be available in “Requested Download” option under “Downloads” menu

The screenshot displays the TRACES (TDS Reconciliation Analysis and Correction Enabling System) portal. The header includes the TDS logo, the TRACES title, and the Government of India Income Tax Department logo. The navigation menu contains 'My Home', 'Statements/Forms', 'View/ Verify Tax Credit', 'Request for Resolution', 'Downloads', and 'Profile'. The 'Downloads' menu is expanded, showing 'Requested Downloads', 'Form 16B/16C (For Buyer/Tenant)', 'Download 197,206C(9) Certificate', and 'Download 197 Certificate for section 194M (For Deductors)'. The 'Requested Downloads' option is highlighted in blue. An orange callout bubble points to this option with the text 'Click on “Requested Downloads” option'. The main content area shows 'Aggregated TDS Compliance' and 'Quick Links' including 'Form 16B/16C (For Buyer/Tenant)', 'Update Communication Details', 'Salary Details reported by Employer', and 'Change Password'. The footer contains a warning: 'Do not use Back or Refresh button on any page as this may lead to inconsistent behaviour'.

3. Pictorial guide to Download Aggregated TDS Compliance Report

Step 4 (Contd.): Deductor can search the TDS Compliance Report by using: (a) Request Number (b) Date (c) View All Downloads Requests.

The screenshot shows a web interface for downloading TDS compliance reports. At the top, there are two search boxes: one for 'Request Number' and one for 'Request Date' (with 'From' and 'To' sub-fields). Below these are instructions: 'Click on 'View All' to view all download requests' and 'For requests with status as 'Available', click on a row to select it and click on 'HTTP Download' to download Form 26AS as a text file / Form 16B as a PDF file'. A table lists various requests with columns for Request Date, Request Number, Assessment Year, Form Type, File Processed, and Status. Callouts provide additional instructions: 'Click on here to view all download requests' points to the 'View All Download Requests' button; 'Enter Request Number (Search Option 1) or Request Date (Search Option 2)' points to the search boxes; and 'In case of Submitted status please wait for 24 to 48hrs' points to a 'Submitted' status in the table. The table footer shows 'Page 1 of 10' and 'View 1 - 10 of 92'. An 'HTTP Download' button is visible at the bottom left.

Request Number [View Request](#)

Request Date From To [View Request](#)
(dd-mmm-yyyy; e.g., 12-Dec-1980)

i Click on 'View All' to view all download requests

[View All Download Requests](#)

i For requests with status as 'Available', click on a row to select it and click on 'HTTP Download' to download Form 26AS as a text file / Form 16B as a PDF file

Request Date	Request Number	Assesment Year	Form Type	File Processed	Status	
30-Apr-2014	256650	2010-11	-	Aggregated TDS Compliance TAN wise	Submitted	
29-Apr-2014	256639		-	Aggregated TDS Compliance TAN wise	Available	-
29-Apr-2014	256638		-	Aggregated TDS Compliance TAN wise	Not Available	Either Statements of all TANs mapped the PAN are not processed or there are no defaults
29-Apr-2014	256637		-	Aggregated TDS Compliance TAN wise	Available	-
29-Apr-2014	256635		-	Aggregated TDS Compliance TAN wise	Available	-
29-Apr-2014	256634		-	Aggregated TDS Compliance TAN wise	Available	-
29-Apr-2014	256633		-	Aggregated TDS Compliance TAN wise	Available	-
29-Apr-2014	256631		-	Aggregated TDS Compliance TAN wise	Available	-
29-Apr-2014	256629		-	Aggregated TDS Compliance TAN wise	Available	-

Page 1 of 10 View 1 - 10 of 92

[HTTP Download](#)

3. Pictorial guide to Download Aggregated TDS Compliance Report

Step 5: Click on “Available” status row then click on “HTTP Download” tab to download the file

i Click on 'View All' to view all download requests

[View All Download Requests](#)

i For requests with status as 'Available', click on a row to select it and click on 'HTTP Download' to download Form 26AS as a text file / Form 16B as a PDF

Request Date	Request Number	Assesment Year	Form Type	File Processed	Status	Remarks
30-Apr-2014	256650	2010-11	-	Aggregated TDS Compliance TAN wise	Not Available	Either Statements of all TANs mapped the PAN are not processed or there are no defaults
29-Apr-2014	256639		-	Aggregated TDS Compliance TAN wise	Available	-
29-Apr-2014	256638		-	Aggregated TDS Compliance TAN wise	Not Available	Either Statements of all TANs mapped the PAN are not processed or there are no defaults
29-Apr-2014	256637		-	Aggregated TDS Compliance TAN wise	Available	-
29-Apr-2014	256635		-	Aggregated TDS Compliance TAN wise	Available	-
29-Apr-2014	256634		-	Aggregated TDS Compliance TAN wise	Available	-
29-Apr-2014	256633		-	Aggregated TDS Compliance TAN wise	Available	-
29-Apr-2014	256631		-	Aggregated TDS Compliance TAN wise	Available	-

Click on row to select it

Click here to download file

[HTTP Download](#)

Page 1 of 10 View 1 - 10 of 92

3. Pictorial guide to Download Aggregated TDS Compliance Report

Sample file as per search option 1: Default Based Report

TANs	Name of Deductor	Address	Short Payment	Short Deduction	Interest on Payments default u/s 201	Interest on Deduction Default u/s 201	Late Filing Fee u/s 234E	Interest u/s 220(2)	Total Default	PAN Errors
TAN 1	ABC	New Delhi	672746	70900	409500	54744	74340	172746	5172746	223
TAN 2	ABC	Chandni Chowk	972746	70900	409500	54744	74340	172746	5172746	323
TAN 3	ABC	Mayur Vihar	972746	70900	409500	54744	74340	172746	5172746	343
TAN 4	ABC	Parliament Street	972746	70900	409500	54744	74340	172746	5172746	323
TAN 5	ABC	Vivek Vihar	972746	70900	409500	54744	74340	172746	5172746	343
TAN 6	ABC	South Ex	972746	70900	409500	54744	74340	172746	5172746	323
Total			172746	70900	409500	54744	74340	172746	7172746	1233
Number of TANs with default			500	232	343	44	321	232	921	284

3. Pictorial guide to Download Aggregated TDS Compliance Report

Sample file as per search option 2 : Financial Year Report

TANs	Name of Deductor	Address	FY 2007-08	FY 2008-09	FY 2009-10	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14	Total
TAN 1	ABC	New Delhi	672746	70900	409500	54744	74340	172746	5172746	5172746
TAN 2	ABC	Chandni Chowk	972746	70900	409500	54744	74340	172746	5172746	5172746
TAN 3	ABC	Mayur Vihar	972746	70900	409500	54744	74340	172746	5172746	5172746
TAN 4	ABC	Parliament Street	972746	70900	409500	54744	74340	172746	5172746	5172746
TAN 5	ABC	Vivek Vihar	972746	70900	409500	54744	74340	172746	5172746	5172746
TAN 6	ABC	South Ex	972746	70900	409500	54744	74340	172746	5172746	5172746
Total			172746	70900	409500	54744	74340	172746	7172746	1233
Number of TANs with			500	232	343	44	321	232	921	284

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