

E-Tutorial

1. **Brief Steps for Downloading “Form 16A”.**
2. **Important Information on “Form 16A”.**
3. **Pictorial Guide for Downloading “Form 16A” and “PDF Converter Utility V1.4 L”.**



TDS
Centralized Processing Cell

1. Brief Steps for Downloading “Form 16A”.

- **Step 1:** Login to TRACES website by entering the “**User ID, Password ,TAN of the Deductor and the Verification Code**”.
- **Step 2:** Landing page will be displayed. **Please check statement status under “Statement /Payment Tab ” before raising the request for Form 16A . Request for Downloading Form 16A can only be Submitted when Statement Status is either Statement Processed with Default or Statement Processed with out Default.**
- **Step 3:** Click on “**Form 16A**” available under “**Download’s**” tab.
- **Step 4:** Deductor can request for “**Form 16A**” through “**Search PAN download**” or “**Bulk PAN**” downloads option.
- **Step 5:** Authorized Persons details to be printed on Form 16A will appear on the screen , click on “**Submit**” to proceed further.
- **Step 6:** 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 . Enter CIN/ Valid PAN details pertaining to the Financial Year, Quarter and Form Type displayed on the screen on the basis of **latest correction statement filed by you. Please DO NOT copy /paste the data.**
- After providing correct KYC details, an authentication code will be generated, which is valid for same calendar day for same Financial Year, Form Type and Quarter.
- **Step 7:** On successful submission of the request, a unique “**Request number**” will be generated, which can be used to Track the status of the request. Form 16A can only be downloaded if the status is “**Available**”, user needs to wait for 24- 48 hrs incase request is in “**Submitted**” status .
- **Step 8:** Form 16A will be available in “**Requested Download**” tab, Deductor can check the status of Form 16A by using below mentioned options :

- Request Number

- Date

- View All

1. Brief Steps for Downloading “Form 16A”.

- **Step 9:** Deductor can download Form 16A using “**HTTP download**” or “**Download Manager option**”.
 - **HTTP Download** is useful to download small files. It will directly download file for the user
 - **Download Manager** is useful to download large files and where internet bandwidth is slow.
- **Status for the Request submitted for Form 16A can be :**
 - a) **Submitted:** Successful submission, Request in processing
 - b) **Available:** Form 16A available for Downloading
 - c) **Disabled:** Duplicate request submitted for downloading
 - d) **Failed:** User are advised to contact CPC(TDS)
 - e) **Not Available:** All PAN no. mentioned in the statement are Invalid
- **Step 10:** In order to convert Form 16A into PDF, Deductor should download “**Form 16A PDF Converter Utility 1.4 L**”

2. Important Information on “Form 16A”.

- Form 16A is a TDS Certificate certifying the amount of TDS deducted, Nature of Payments & the TDS Payments deposited with the Income Tax Dept.
- Form 16A downloaded **ONLY** from TRACES are considered as valid TDS certificates, as per CBDT circular 04/2013 dated 17th April'2013.
- Form 16A is generated only for valid PAN. In case of invalid PAN or if the PAN is not reported in TDS statement, Form 16A will not be generated.
- TDS certificates downloaded from TRACES are non-editable.
- Form 16A can be downloaded from F.Y 2007-08 onwards for the statement processed by TRACES.
- Deductor can download Form 16A by using HTTP Download or Download manager accordingly once it is available.
- Downloaded file will be in ZIP format. **Please do not Extract the File.**
- Deductor need to convert the downloaded Form 16A zip file into PDF by using latest version of PDF convertor utility available on TRACES.
- Authorized person of Deductor is required to Sign Form16A manually or by Using DSC.
- DSC can be placed on Form 16A using PDF Generation utility while converting Form 16 A Zip file into PDF.
- Password to open Form 16A is TAN number in Capital letters i.e. ABCD12345E.

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 is a navigation bar with links for Home, About Us, Contact Us, Help, and Related Links. 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). On the right, there is a logo for the Government of India Income Tax Department. Below the header, there are navigation tabs for Home, Deductor, and Tax Payer, and a Help button. The main content area is titled "Login" and contains several input fields: "User Id*", "Password*", "TAN for Deductor / PAN for Tax Payer*", and "Verification Code*". A "Login" button is at the bottom. A CAPTCHA image is displayed for the verification code. To the right, there is a "For Deductors:" section with instructions. Annotations in orange circles and lines point to various elements: "Enter user ID and password" points to the User Id field; "Password is mandatory" points to the Password field; "TAN / PAN is mandatory" points to the TAN/PAN field; "Enter TAN" points to the TAN/PAN field; "Verification Code is mandatory" points to the Verification Code field; "Enter the text as displayed in Verification Code" points to the Login button; and "For more details on any screen, click on Help icon" points to the Help button.

Home | About Us | Contact Us | Help | Related Links | Login

Search In Keyword

English

TDS
Centralized Processing Cell

TRACES
TDS Reconciliation Analysis and Correction Enabling System

सत्यमेव जयते
Government of India
Income Tax Department


Home Deductor Tax Payer Help

Login

User Id*

Password*

TAN for Deductor / PAN for Tax Payer*

Verification Code*  [Click to refresh image](#)

Enter text as in above image*

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

For Tax Payers:

- If you are already registered in TRACES, please login with your registered User Id (PAN), Password & PAN else register as new user

Common Note:

Step 2: 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 title (TDS Reconciliation Analysis and Correction Enabling System). At the top right is the Government of India logo and the Income Tax Department name. A navigation bar contains links for Dashboard, Statements / Payments, Defaults, Communications, Downloads, Profile, and Help. The main content area is divided into three columns: Quick Links (Challan Status, Request for Justification Report Download, Request for Conso File, Download Form 16, Requested Downloads, PAN Verification, and an Inbox with a 'New' badge), a central 'Welcome to TRACES!' section with a list of functionalities, and Customer Care (Toll-Free numbers and contact email). A 'User Login Details' section is also present. An orange callout bubble points to the central section with the text 'Landing page will be displayed'.

TDS
Centralized Processing Cell

TRACES
TDS Reconciliation Analysis and Correction Enabling System

सत्यमेव जयते
Government of India
Income Tax Department

Dashboard Statements / Payments Defaults Communications Downloads Profile Help

Quick Links

- Challan Status
- Request for Justification Report Download
- Request for Conso File
- Download Form 16
- Requested Downloads
- PAN Verification
- Inbox **New**

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

contactus@tdscpc.gov.in

User Login Details

Landing page will be displayed


Step 3: Click on “Form 16A” available under “Download’s” tab.

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


Search In Keyword

A A A


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 | Communications | **Downloads** | Profile | Help

Under 'Downloads', click on 'Form 16A' to place download request

Quick Links

- Challan Status
- Request for Justification Report Download
- Request for Conso File

Welcome to TRACES!

TRACES is a user-friendly application that will help you to manage your

Some of the functionalities available through TRACES are listed below.

- Dashboard view presenting summary of your account
- Statements / Payments

Downloads

- Requested Downloads
- Form 16
- Form 16A**
- Transaction Based Report
- Form 27D
- Download Challan Status Inquiry (.csi) File
- View your BIN

Customer Care

1800 103 0344

0120 4814600

contactus@tdscpc.gov.in

Step 4: Deductor can request for “Form 16A” through “Search PAN download” or “Bulk PAN” downloads option.

Download Form 16A

Select Financial Year and Quarter and enter PAN and click on 'Add'. Download request can be submitted for maximum of 10 PANs. Click [here](#) to download e-Tutorial for submitting download request for Form 16A

Search PAN

Financial Year* --Select-- Quarter* --Select-- Form Type* --Select-- PAN*

Valid PANs will be added to the list. Select a PAN and click on 'Remove' to remove it from the list.

click on 'Go' to Proceed further.

For individual PANs, select Financial Year, Quarter and Form Type for which Form 16A is required and enter PAN and click on 'Add'

- Validation screen will be presented on click of 'Go'
- PAN must be present in PAN database and also in the latest Form 26Q / 27Q statements of selected FY and Quarter
- Form Type field is used to populate validation screen on next step

Step 4 (Contd.) : Deductor can request for “Form 16A” through “Search PAN download” or “Bulk PAN” downloads option.

Bulk PAN Download

Financial Year* Quarter* Form Type*

For downloading Form 16A for all PANs , select Financial Year, Quarter and Form Type for which Form 16A is required and click on 'Go'

- Validation screen will be presented on click of 'Go'
- PAN must be present in PAN database and also in the latest Form 26Q / 27Q statements of selected FY and Quarter
- Form Type field is used to populate validation screen on next step

Step 5: Authorized Persons details to be printed on Form 16 A will appear on the screen , click on “Submit” to proceed further.

Home | About Us | Contact Us | Help | Related Links | Login

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 | Communications | **Downloads** | Profile

Details To Be Printed On Form 16

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

Name of Authorised Person	ABCD
Father's Name of Authorised Person	WXYZ
Designation of Authorised Person	Finance Officer
Place	Bangalore
Date	17-Aug-2012

Submit Cancel

This information will be printed on Form 16A for each PAN. Details will be populated from your profile information in TRACES

Click on 'Submit' to submit download request for Form 16A

Click on 'Cancel' and go to 'Profile' section to update details

Step 6: KYC Screen - User can choose “Digital Signature KYC” OR “Normal KYC”.

Digital Signature (without KYC) contd.

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

Dashboard Statements / Payments Defaults Communications Downloads Profile Help

Choose KYC Flow

Since you have Digital Signature registered on TRACES, you can submit KYC once and 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

Digital Signature supported KYC validation Normal KYC Validation (Without Digital Signature)

Please select the statement for which you want

Financial Year* --Select-- Form Type* --Select--

Digital Signature will be validated for "Digital Signature supported KYC validation" option

Validate DSC

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

Step 6 (Contd.): In case of Digital Signature KYC – Enter the password to proceed further.

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Search In Keyword

A A A

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 Communications Downloads Profile Help

Choose KYC Flow

1 Since you have Digital Signature registered on TRACES, you can submit KYC once and 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

Digital Signature supported KYC validation Normal KYC Validation (Without Digital Signature)

Please select the statement for which you want to provide KYC

Financial Year* 2014-15 Form Type* 26Q Quarter* Q2

1 Digital Signature will be validated for "Digital Signature supported KYC validation" option

Validate DSC

Enter 'Financial Year', Form Type' and 'Quarter' for which KYC will be provided by user (Step 2)

Click on 'Validate DSC' (Step 3)

After validating the DSC, one time KYC page will be displayed for the FY + Qtr + Form Type combination which has been selected by the user.

Step 6 (Contd.): In case of Digital Signature KYC – Enter the password to proceed further.

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

Dashboard Statements / Payments Defaults Communications Downloads Profile Help

Choose KYC Flow

Since you have Digital Signature registered on TRACES, you can submit KYC once and 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

Digital Signature supported KYC validation

Please select the statement for which you want to validate

Financial Year* 2013-14 Form Type

Digital Signature will be validated for "Digital Signature"

Validate DSC

Signing data with your private exchange key

An application is requesting access to a Protected item.

Password for: CryptoAPI Private Key

Remember password

OK Cancel Details...

Click on 'OK' (Step 5)

Enter 'Password' which was set at the time of installing the certificate (Step 4)

Note: 'Signing data with your private exchange key' will not be displayed if security level has been chosen as medium / low during installing DSC in browser / hard token and 'applet window' (as shown in the next screen) will appear directly.

Step 6 (Contd.) : Select the Digital Signature Certificate and Sign.

Digital Signature supported KYC Validation (Step 6 & 7)

The screenshot shows the TDS TRACES web interface. A 'Web Signer' dialog box is open, displaying the TDS logo and the text 'Content to Sign:'. Below this, there is a table of certificates with columns for 'Common Name', 'Issuer', and 'Serial No'. The certificate 'test14BCLPP6376L test14' is selected. Below the table, there are buttons for 'View Certificate', 'Sign', and 'Cancel'. Two callouts are present: one pointing to the selected certificate with the text 'Select the certificate for digital signature (Step 6)' and another pointing to the 'Sign' button with the text 'Click on 'Sign' to proceed further (Step 7)'.

Common Name	Issuer	Serial No
test test test	e-Mudhra Sub CA for Class 2 Gold...	34222
test1AAAPCD439K test1	e-Mudhra Sub CA for Class 2 Gold...	54311
test14BCLPP6376L test14	e-Mudhra Sub CA for Class 2 Gold...	54314
test test test	e-Mudhra Sub CA for Class 2 Gold...	34214
test test test	e-Mudhra Sub CA for Class 2 Gold...	34213

Step 6 (Contd.) : Enter the Token Number.

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

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

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

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

Form Type 27EQ

Financial Year 2013-14

Quarter Q1

Token Number / Provisional Receipt Number (PRN)* ?

Enter Token Number of only Regular (Original) Statement "Manually" corresponding to the Financial Year, Quarter and Form Type displayed above

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)

i Please enter a Challan with at least three distinct valid PAN-Amount combinations corresponding to the statement mentioned above. If there is no such Challan, mention a challan with at least two valid PAN-Amount combinations. If there is no such challan, mention a challan with at least one valid PAN-Amount combination. If you do not have any such challan, mention a challan with no valid PAN-Amount combination and also select the checkbox (no valid PAN dedcutee row) in the PAN Details section below.

Step 6 (Contd.) : Guidelines for KYC.

- 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** of the FY, 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 FY, Quarter and Form Type mentioned above.
- Government deductor can enter only Date of Deposit and Transfer Voucher amount mentioned in the relevant Statement.
- Amount should be entered in two decimal places (e.g., 1234.56).
- Only Valid PAN(s) reported in the TDS/TCS statement corresponding to the CIN/BIN details 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 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 only in case of challan is mentioned more than once in the statement.

Step 7: A unique “Request number” will be generated.

The screenshot displays the TDS TRACES portal interface. At the top, there is a navigation menu with links for Home, About Us, Contact Us, Help, 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 font size adjustment buttons (A, A, A) and a language dropdown menu 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 side of the header is the Government of India emblem and the text "सत्यमेव जयते Government of India Income Tax Department".

Below the header is a navigation bar with buttons for Dashboard, Statements / Payments, Defaults, Communications, Downloads, Profile, and a prominent orange Help button.

The main content area displays the heading "Download Request Confirmation". Below this, a light blue box contains the message: "Request for Form 16A has been submitted. Request Number is 61901. The file will be available in 'Downloads' section." An orange callout bubble points to the "Request Number is 61901" text, with the text "Request Number will be available here" inside the bubble.

Step 7: Status of “Request generated” can be tracked under “Requested Downloads” .

The screenshot displays 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, and a language selector set to English. The main header includes the TDS Centralized Processing Cell logo, the TRACES logo (TDS Reconciliation Analysis and Correction Enabling System), and the Government of India Income Tax Department emblem. A navigation bar contains tabs for Dashboard, Statements / Payments, Defaults, Communications, Downloads, Profile, and Help. The 'Downloads' tab is active, and its dropdown menu is open, showing options: Requested Downloads, Form 16, Form 16A, Transaction Based Report, Form 27D, Download Challan Status Inquiry (.csi) File, and View your BIN. The 'Requested Downloads' option is highlighted in blue. Below the navigation bar, a 'Download Request Confirmation' message states: 'Request for NSDL Conso File has been submitted. Request Number is 332488. The file will be available in Requested Downloads.' An orange callout box with a pointer to the 'Requested Downloads' menu item contains the text: 'Click on 'Requested Downloads' under 'Downloads''.

- File will be available in ‘Requested Downloads’

Step 8: Form 16A will be available in “Requested Download”, Deductor can search for Form 16A by using below mentioned options.

Income Tax Department

12:31 PM

Downloads

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 on your system.

Request Number
 Date
 View All

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

Request Date	Request Number	Financial Year	Quarter	Form Type	File Processed	Status	Remarks
06-Nov-2015	422310	2011-12	Q4	26Q/ 27Q	Bulk Form 16A File	Submitted	
17-Aug-2015	410566	2011-12	Q1	26Q/ 27Q	Bulk Form 16A File	Available	
17-Aug-2015	410564	2011-12	Q1	26Q/ 27Q	Bulk Form 16A File	Available	
17-Aug-2015	410563	2011-12	Q1	26Q/ 27Q	Form 16A	Available	
17-Aug-2015	410561	2011-12	Q1	26Q/ 27Q	Form 16A	Available	
17-Aug-2015	410560	2011-12	Q1	26Q/ 27Q	Form 16A	Available	
17-Aug-2015	410557	2011-12	Q1	26Q/ 27Q	Form 16A	Available	
17-Aug-2015	410556	2011-12	Q1	26Q/ 27Q	Form 16A	Available	
17-Aug-2015	410554	2011-12	Q1	26Q/ 27Q	Form 16A	Available	
17-Aug-2015	410552	2011-12	Q1	26Q/ 27Q	Form 16A	Available	

Page 1 of 10 View 1 - 10 of 100

Enter Request Number (Search Option 1) or Request Date (Search Option 2 or option 3 “view all” to view the download request

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

Click on a row to select it

Step 9: Deductor can download Form 16A using “HTTP download” or “Download Manager option”.

Click on a row to proceed

Request Date	Request Number	Financial Year	Quarter	Form Type	File Processed	Status
25-Oct-2012	2246	2008-09	Q2	26Q/27Q		

Click on the buttons to download file

Page 1 of 1 View 1 - 1 of 1

HTTP Download Download Manager

- **HTTP Download** is useful to download small files. It will directly download file for the user.
- **Download Manager** is useful to download large files and where internet bandwidth is slow.

Step to Download “PDF Converter Utility V1.4 L”

All content in this e-tutorial are purely for information purpose. All names may be trademarks of their respective owners.

Step 10: In order to convert Form 16A into PDF, Deductor should download "PDF Converter Utility 1.4 L"

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. The main header includes the TDS logo (Centralized Processing Cell) and the TRACES logo (TDS Reconciliation Analysis and Correction Enabling System). The Government of India logo and the Income Tax Department name are also visible. A navigation menu at the top contains Dashboard, Statements / Payments, Defaults, Communications, Downloads (highlighted), Profile, and Help. Below the menu, the section is titled "Files Requested For Download". An information box for "Attention Deductors" states: "To generate Form 16/16A, Transaction Based Report, 27D in PDF format and Justification Report in excel format, you will need TRACES Generation Utility. [Click here](#) to download the utility." An orange callout bubble points to this link with the text "Click here to download PDF Converter Utility V 1.4L". Below this, there is a section for "Please select one of the below Search Options" with radio buttons for "Request Number" (selected), "Date", and "View All". A search box for "Request Number" with a "Go" button is also visible.

Step 10: In order to convert Form 16A into PDF, Deductor should download “ PDF Converter Utility 1.4 L”

The screenshot displays 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. The main header features the TDS Centralized Processing Cell logo and the TRACES logo, along with the Government of India Income Tax Department emblem. A menu bar includes Dashboard, Statements / Payments, Defaults, Communications, Downloads, Profile, and Help. The main content area is titled 'Download TRACES Utility' and contains a message: 'Kindly submit the verification code to view the link for downloading the utility'. Below this, there is a 'Verification Code' section with a CAPTCHA image showing the code '6k710'. A 'Click to refresh image' link is provided next to the CAPTCHA. A text input field is labeled 'Enter text as in above image*' and contains the code '6k710'. A 'Submit' button is located below the input field. Three callout boxes provide instructions: one pointing to the 'Help' icon in the menu bar, one pointing to the CAPTCHA image, and one pointing to the 'Submit' button.

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

Dashboard Statements / Payments Defaults Communications Downloads Profile Help

Download TRACES Utility

Kindly submit the verification code to view the link for downloading the utility

Verification Code

6k710 Click to refresh image

Enter text as in above image*

Submit

For more details on any screen, click on Help icon

Enter the text as displayed in Verification Code

Click on Submit

Step 10: In order to convert Form 16A into PDF, Deductor should download "PDF Converter Utility 1.4 L"

The screenshot displays 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. A navigation bar contains links for Dashboard, Statements / Payments, Defaults, Communications, Downloads (highlighted), Profile, and Help. The main content area is titled "Download TRACES Utility". Below this, an information icon and text state: "You may download the utility using the link provided below". A list of utilities is shown, with the first item being "TRACES-PDF-CONVERTER V 1.4 Light Version (Needs JRE1.6 or above - Size ~9 MB)". A callout bubble with an orange border points to the link for this utility, containing the text: "Click here to download PDF Converter Utility V 1.4L". Other utilities listed include "Transaction based Report PDF-CONVERTER V 1.1 Light Version", "Form 27D PDF-CONVERTER V 1.0 Light Version", and "TRACES Justification Report Generation Utility V 2.2". A section titled "Steps to convert the Justification Report text file into an excel" follows, with four numbered steps.

Download TRACES Utility

i You may download the utility using the link provided below

TRACES-PDF-CONVERTER V 1.4 Light Version (Needs JRE1.6 or above - Size ~9 MB)

- [TRACES-PDF-CONVERTER V 1.4 L](#)

Installation Instruction

Transaction based Report PDF-CONVERTER V 1.1 Light Version (Needs JRE1.6 or above - Size ~9 MB)

- [Transaction based Report PDF-CONVERTER V 1.1](#)

Form 27D PDF-CONVERTER V 1.0 Light Version (Needs JRE1.6 or above - Size ~9 MB)

- [Form 27D PDF-CONVERTER V 1.0](#)

TRACES Justification Report Generation Utility V 2.2 (Needs Excel 2003 or later - Size ~400Kb)

- [TRACES Justification Report Generation Utility V 2.2](#)

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

Step 10: In order to convert Form 16A into PDF, Deductor should download “PDF Converter Utility 1.4 L”

- Extract TRACES-PDF-CONVERTERV1.4L.zip file in a folder on your system.
- If WinZip is not already installed on your system ,download it from www.winzip.com and install it.
- After extraction you will have **Run.bat** file and **TRACES-PDF-ConverterV1.4L.jar** in a same folder.
- To run this Utility, JAVA 8 update 45, JRE version 1.7 or above is required. Get the same from www.java.com and install.

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The image shows a screenshot of the Java website homepage. At the top left is the Java logo. To its right are navigation links: "Java in Action", "Downloads", and "Help Center". A search bar is located in the top right corner. The main heading reads "JAVA + YOU, DOWNLOAD TODAY!". Below this is a large red button labeled "Free Java Download". A speech bubble points to this button with the text "Click on 'Free Java Download' button". Another speech bubble at the top points to the "Downloads" link with the text "Go to www.java.com". Below the main heading are links for "What is Java?", "Do I have Java?", and "Need Help?". A section titled "Experience Java in Action" features six thumbnails: "Java + Alice", "Java + Livescribe", "Java + Neil Young", "Java + Blu-ray Disc", "Java Developer Conferences", and "Java + Amazon Kindle". The Oracle logo is in the bottom right corner. At the bottom left, there are links for "Select Language", "About Java", "Developers", "Privacy", "Terms of Use", "Trademarks", and "Disclaimer".

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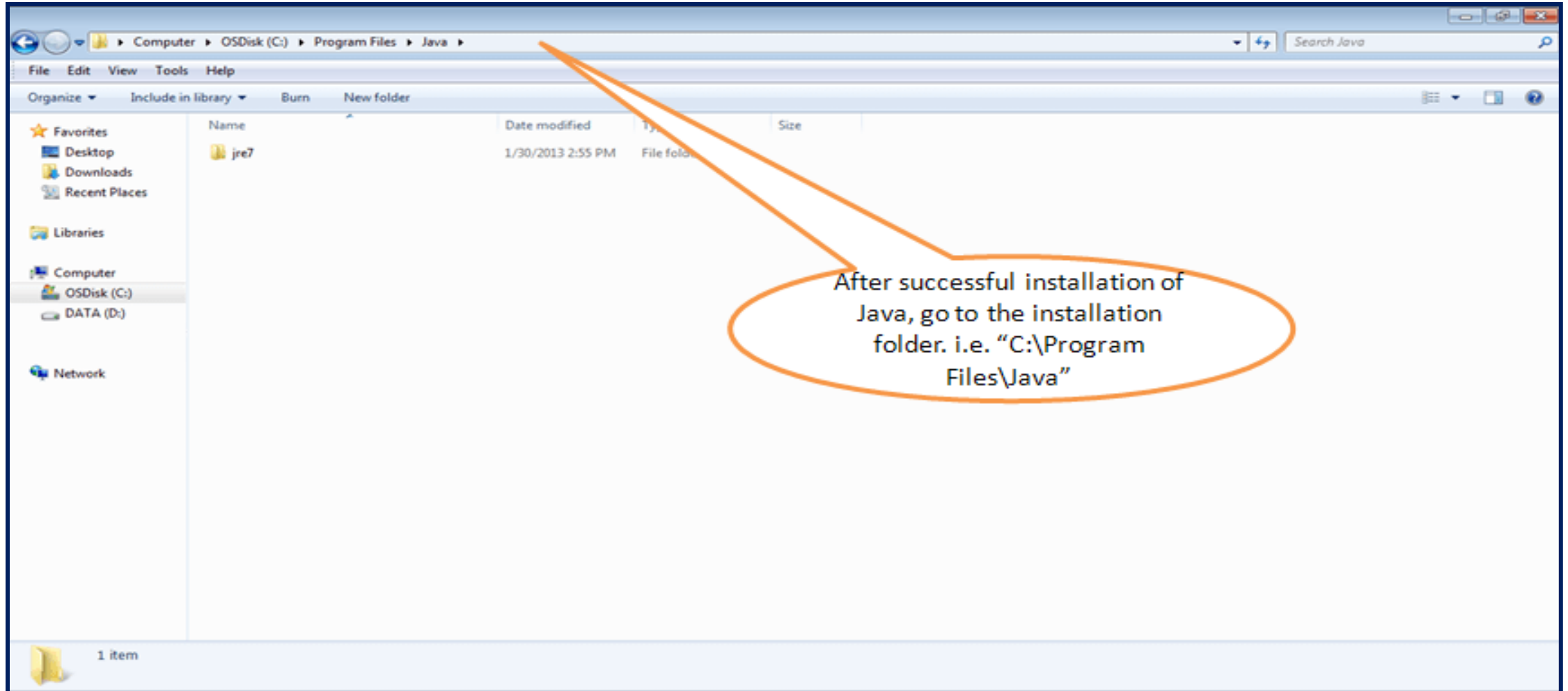
The screenshot shows the Java website's download page for Windows. The page features a red header with the Java logo and navigation links for 'Java in Action', 'Downloads', and 'Help Center'. A search bar is located in the top right corner. On the left, there is a 'Help Resources' sidebar with links to 'What is Java?', 'Remove Older Versions', 'Disable Java', 'Error Messages', 'Troubleshoot Java', and 'Other Help'. The main content area is titled 'Download Java for Windows' and includes the text 'Recommended Version 7 Update 11 (filesize: 30 MB)'. A prominent red button labeled 'Agree and Start Free Download' is centered on the page. Below this button, there is a disclaimer: 'By downloading Java you acknowledge that you have read and accepted the terms of the [end user license agreement](#)'. A blue icon with a checkmark is followed by the text: 'When your Java installation completes, you may need to restart your computer (and re-open windows and re-open) to enable the Java installation.' Below this, there are two links: 'Installation Instructions' and 'System Requirements'. At the bottom of the page, there is a footer with links for 'Select Language', 'About Java', 'Support', 'Downloads', 'Privacy', 'Terms of Use', 'Trademarks', and 'Disclaimer', along with the Oracle logo.

Click on “Agree and Start Free Download”

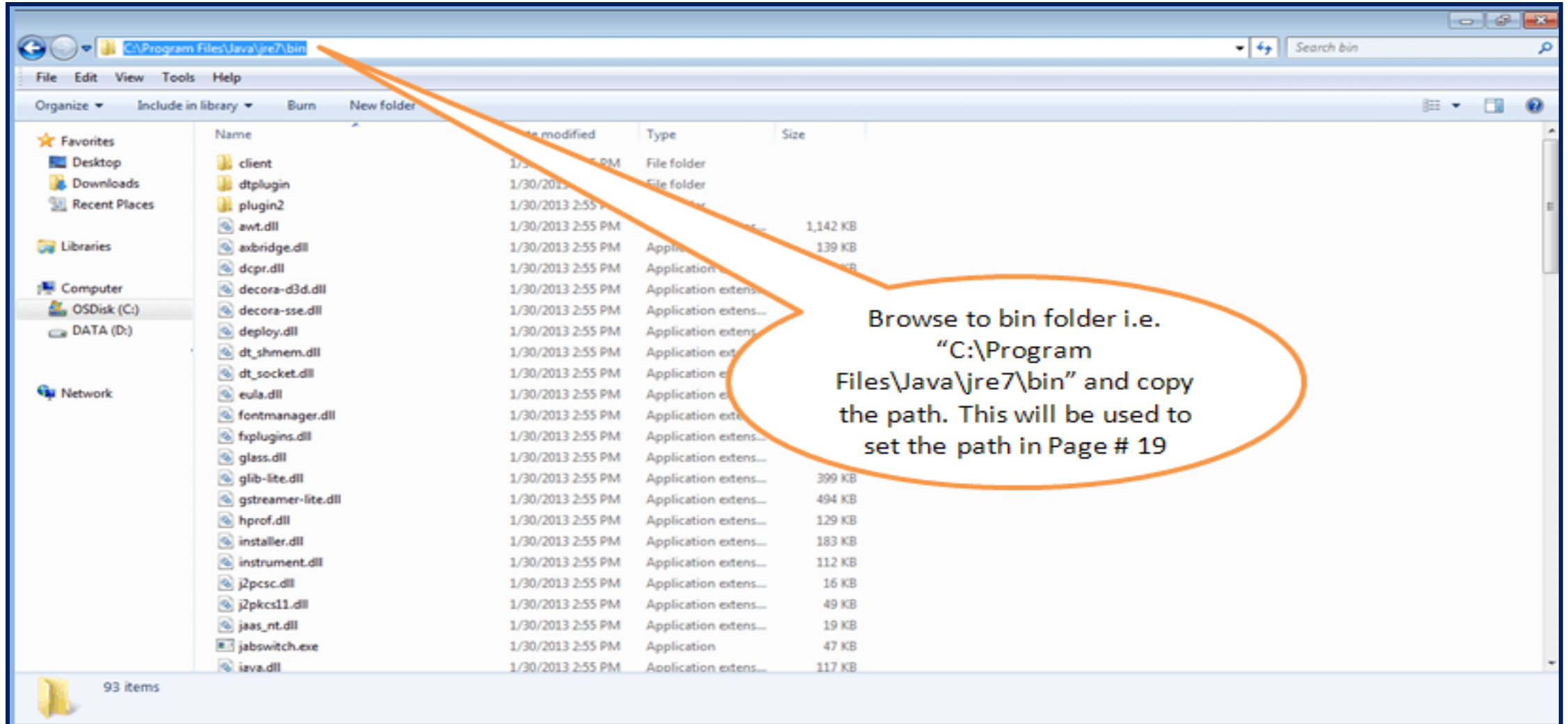
If you want to know how to install Java, please click on “Installation Instructions” link.

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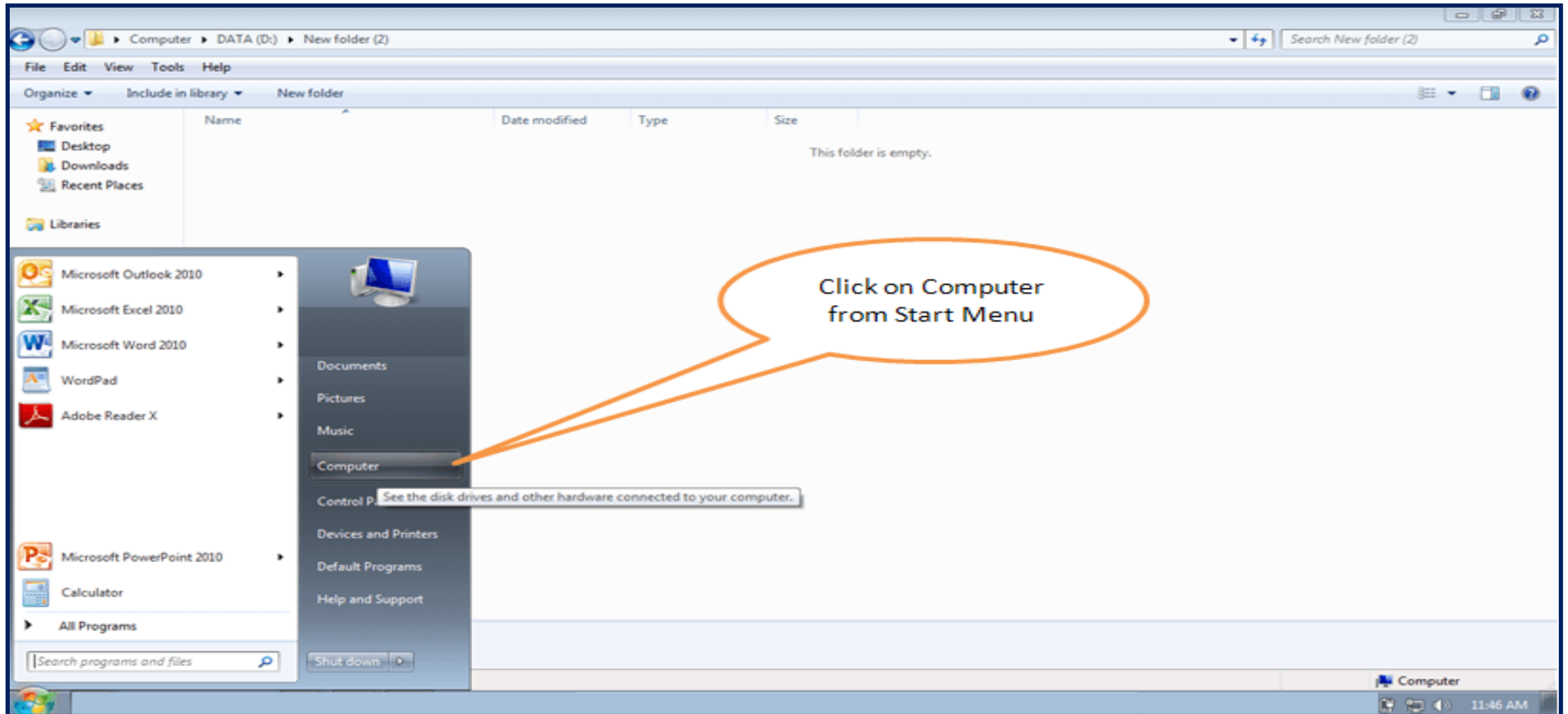
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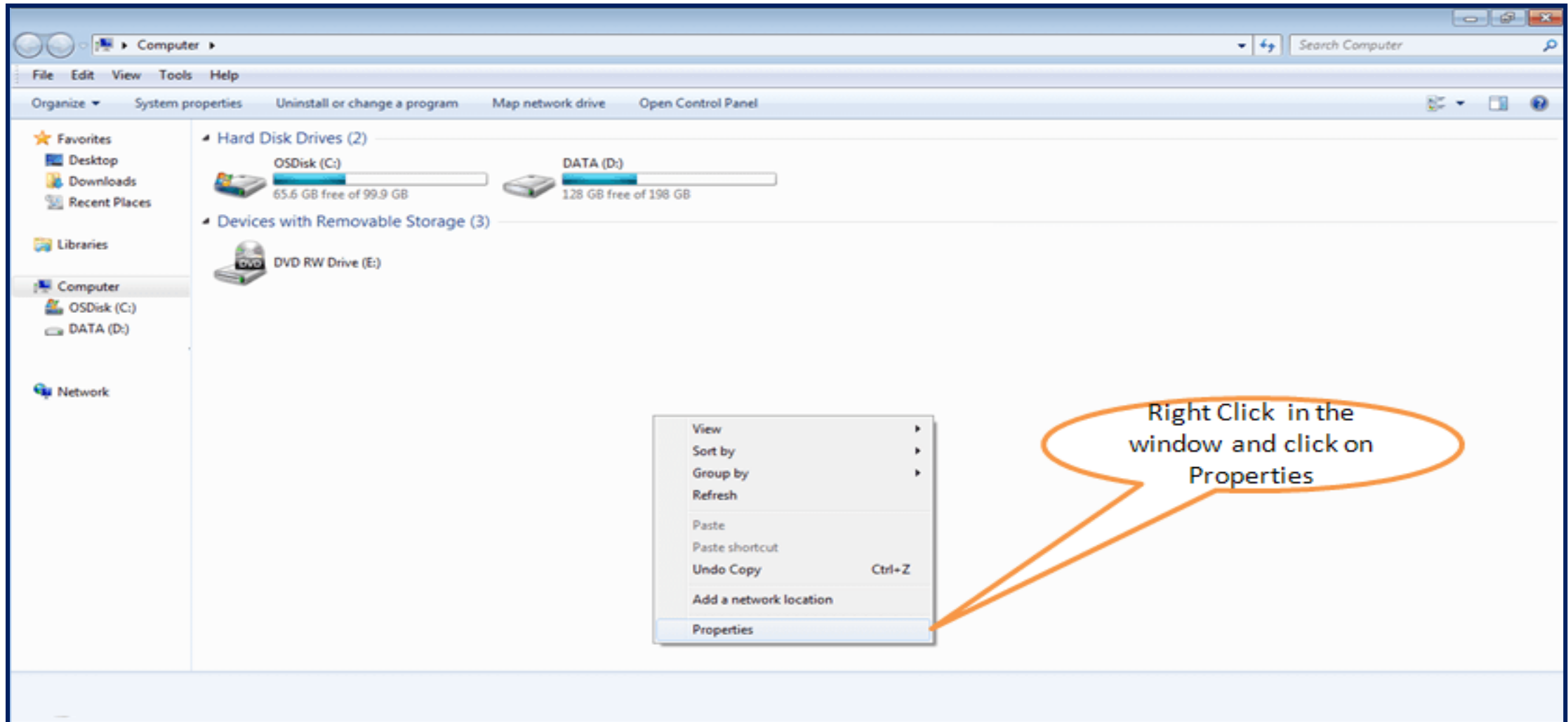
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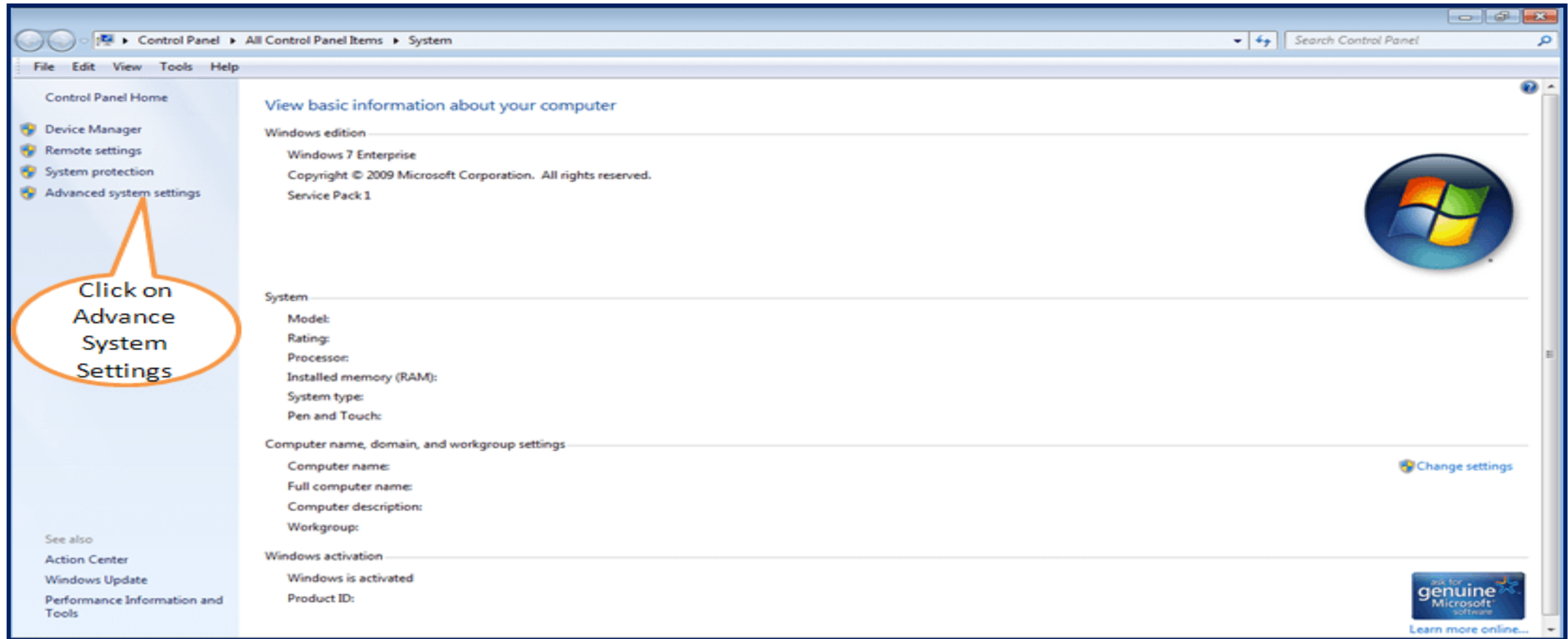
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Step 10: In order to convert Form 16A into PDF, Deductor should download “PDF Converter Utility 1.4 L”

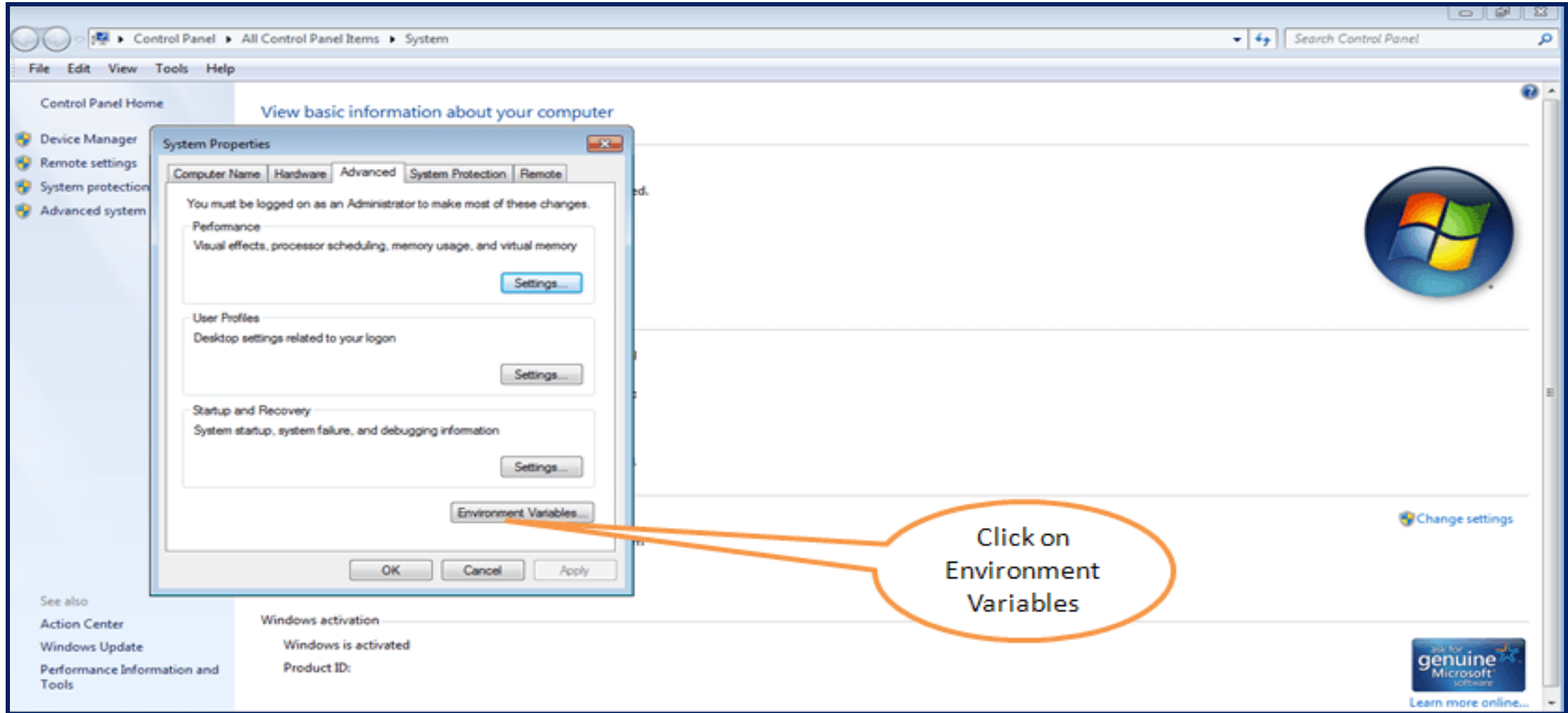


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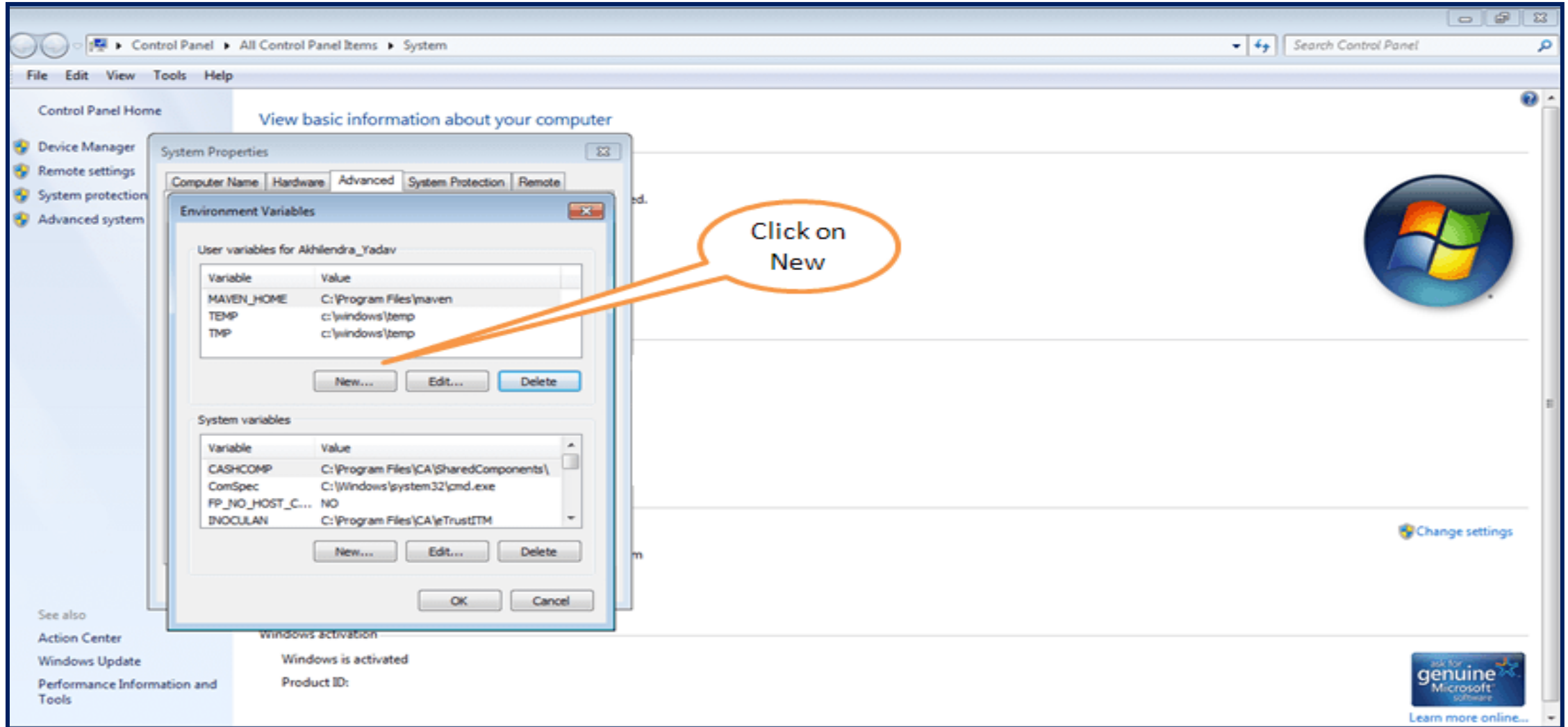


The screen may vary if Windows version is other than 7. Please look for ‘Advanced System Settings’ option in the screen if it is different then what is shown above.

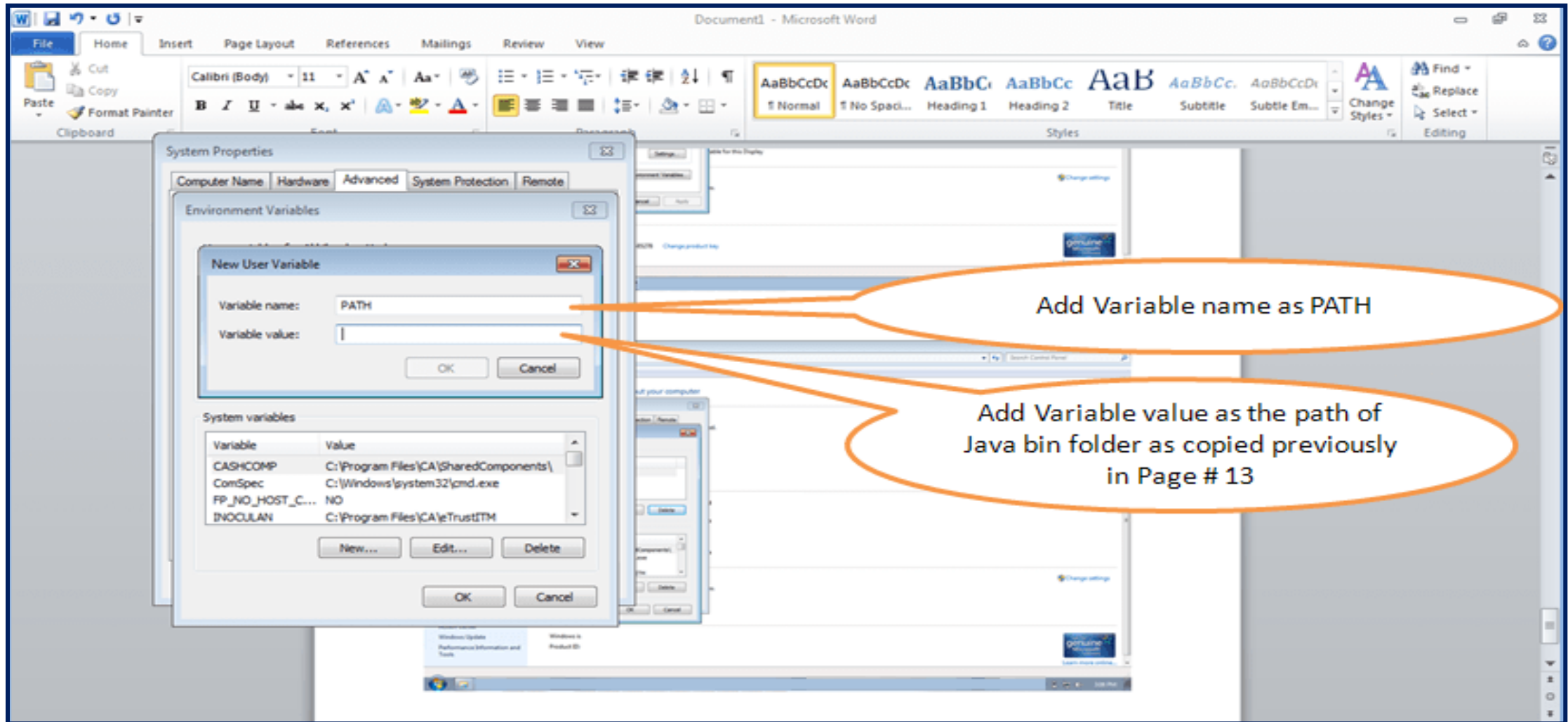
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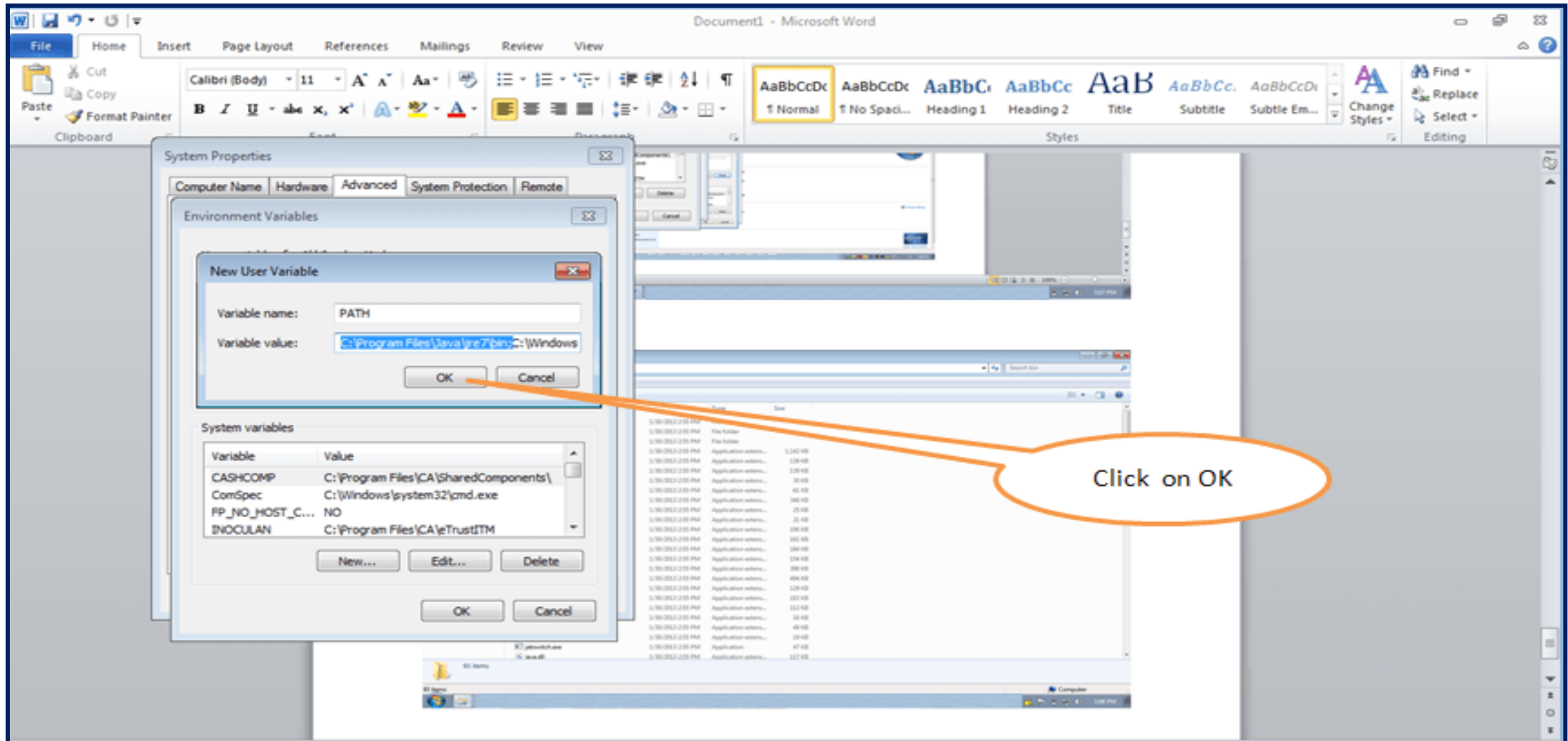
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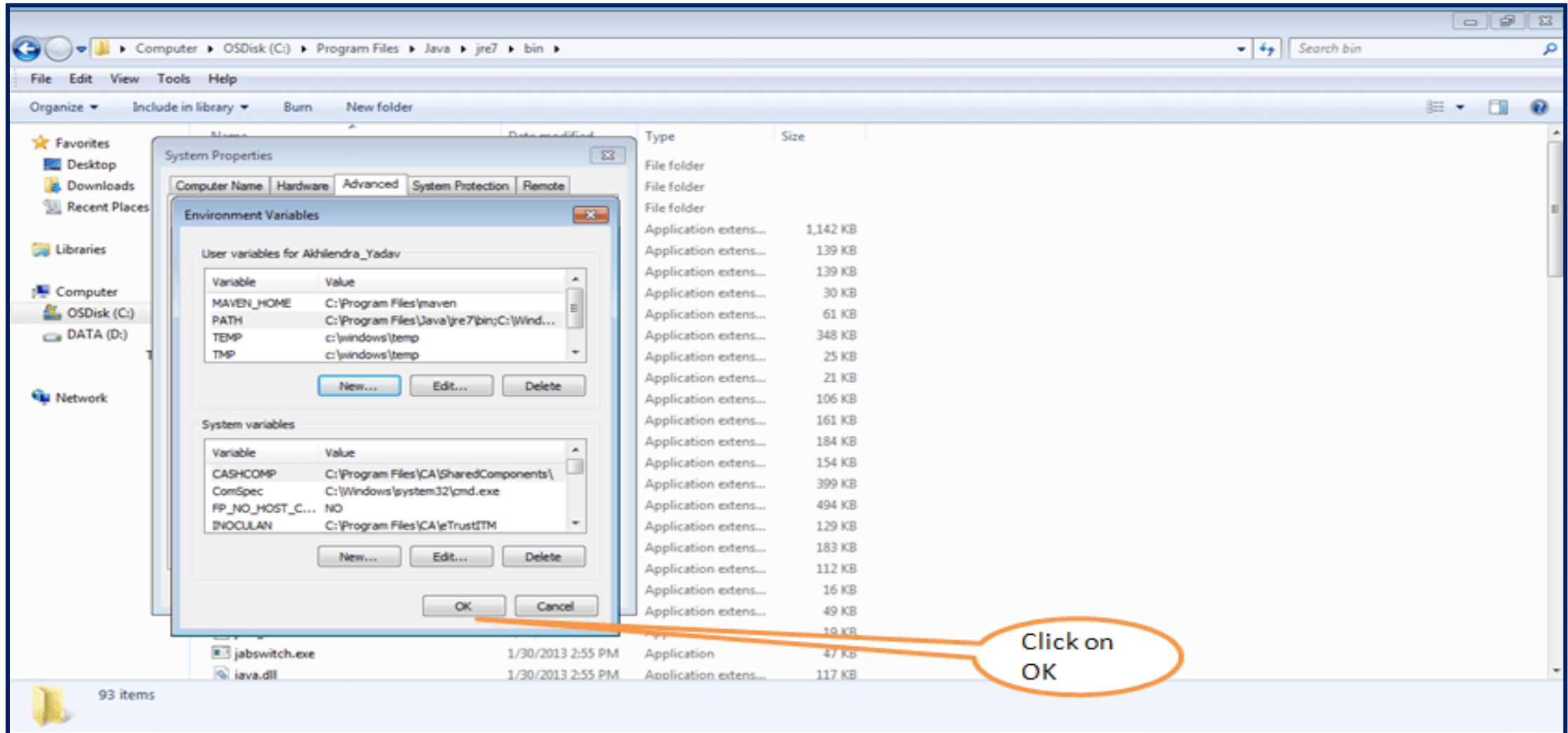
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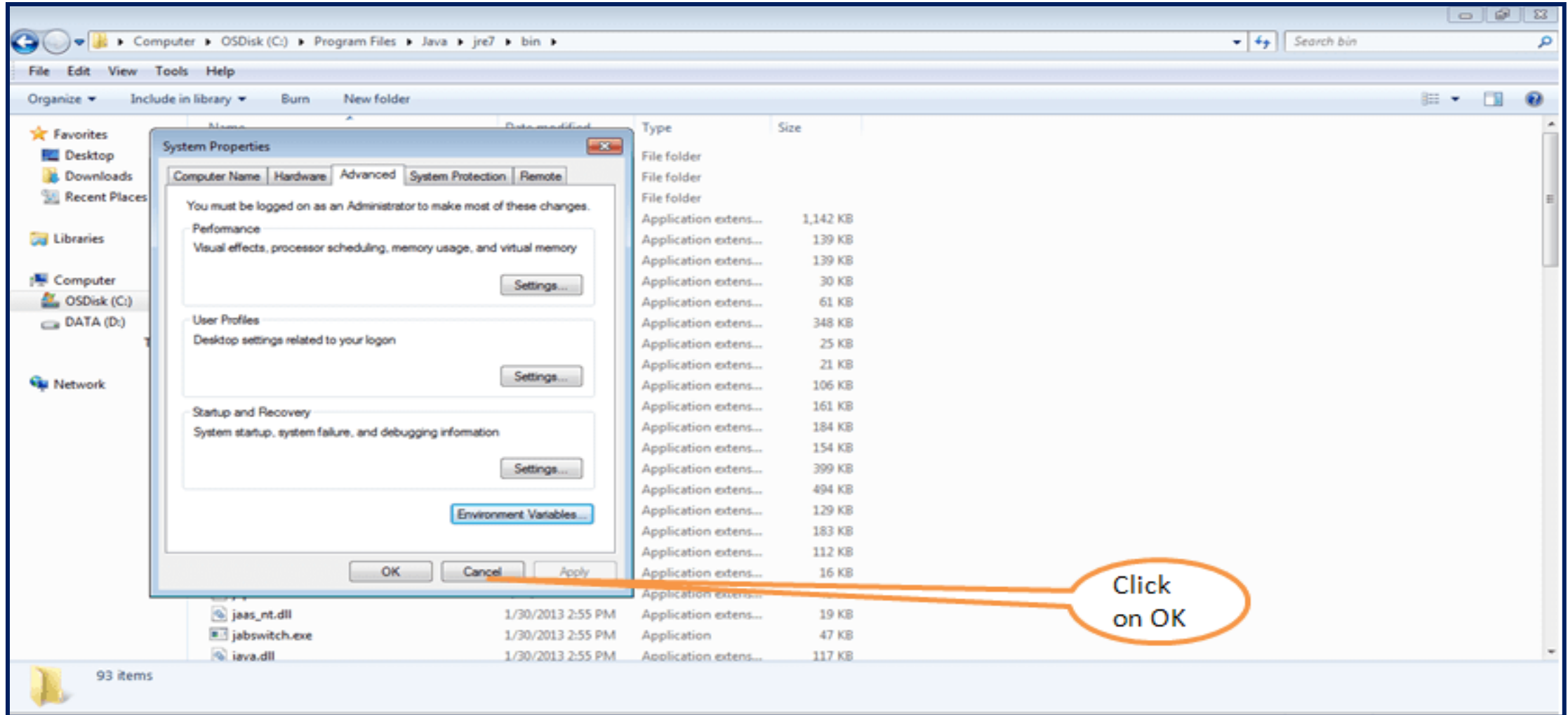
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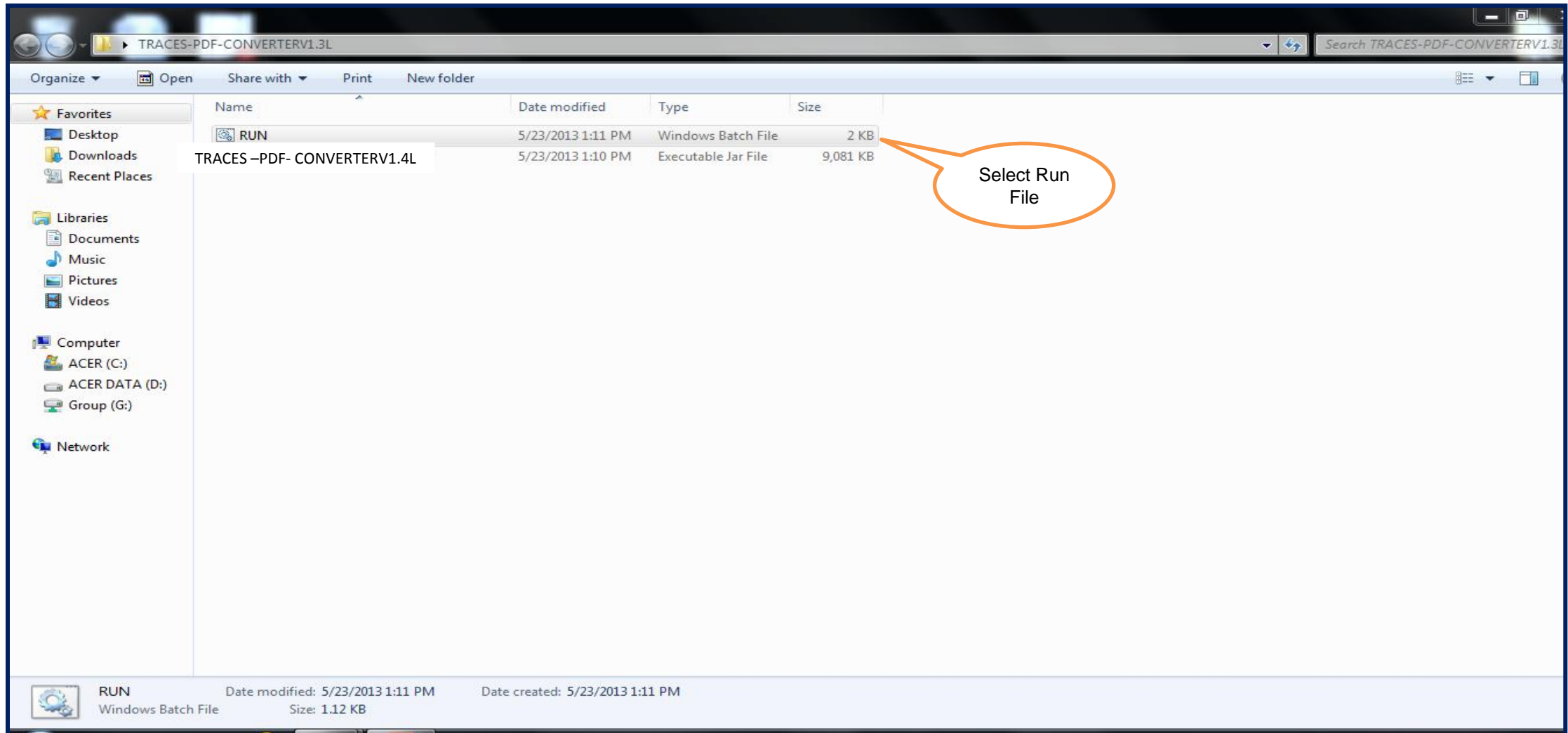
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The screenshot shows the TRACES-PDF-CONVERTERV1.4L application window. The interface includes a file selection section, a soft token section, and a certificate store table. Callouts provide instructions for each section.

File / Folder Selection

Select Form 16 / 16A ZIP file

Password for input file

Save to folder

Soft Token (Digital Signature Details)

Select P12 file OR Select from Certificate Store below

Certificate Store

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

Callout 1: Select Form 16\16A Zip Files, enter Password as your TAN and select destination folder to save PDF files.

Callout 2: Select digital certificate to digitally sign the PDF files. This is **not Mandatory**.

Callout 3: Certificate details will be displayed here.

Callout 4: Click on 'Proceed' to continue with generation of PDF files.

File Name: TRACES-PDF-CONVERTERV1.3L Date modified: 5/23/2013 1:10 PM Date created: 5/24/2013 4:10 PM Size: 8.86 MB

Step 10: In order to convert Form 16A into PDF, Deductor should download “PDF Converter Utility 1.4 L”

- 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 16 A PDFs after printing them.

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
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Land Line Number - 0120 4814600