



TRACES

TDS Reconciliation Analysis and Correction Enabling System

# e-Tutorial

## Download Form 16B

# Home Page – Login to TRACES

The screenshot shows the TRACES home page. At the top, there is a navigation bar with links for Home, About Us, Contact Us, e-Tutorials, Related Links, and Login. 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, the Government of India logo and the Income Tax Department name are displayed. Below the header, there is a navigation bar with 'Home' and 'PAO' tabs. A callout bubble with an orange border points to the 'Login' link in the left sidebar, containing the text: 'Click on 'Login' in TRACES home page and login as Tax Payer'. The main content area includes a 'Login' section with links for 'Login', 'Register as New User', and 'Forgot Password'. A central banner features a photo of a man and the text 'I have a query. To whom should I ask?'. To the right, there is a 'Customer Care' section with contact information: Toll-Free 1800 103 0344, 0120 4814600, and contactus@tdscpc.gov.in. Below this is a 'Popular FAQ' section with a 'View All' link and a question: 'How can a registered user in TIN login to TRACES?'. At the bottom, there is an 'About the Portal' section with a 'View All' link and a brief description of TRACES.

Home | About Us | Contact Us | e-Tutorials | 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 PAO

Click on 'Login' in TRACES home page and login as Tax Payer

■ For any type of correction in challan, contact your Jurisdictional Officer

**Login**

Login

Register as New User

Forgot Password

**Quick Links**

TDS CPC Communications **New**

**About the Portal** [View All](#)

TRACES is a web-based application of the Income Tax Department that provides an interface to all stakeholders associated with TDS administration. It enables viewing of

**Customer Care**

**Toll-Free** 1800 103 0344

0120 4814600

[contactus@tdscpc.gov.in](mailto:contactus@tdscpc.gov.in)

**Popular FAQ** [View All](#)


■ How can a registered user in TIN login to TRACES?

# Login to TRACES


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

Search In Keyword

English

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Home Deductor **Help**

**Login**

User Id\*  ?

Password\*  Password is mandatory

TAN for Deductor / PAN for Tax Payer\*  TAN / PAN is mandatory

Verification Code\*  Click to refresh image

Enter text as in above image\*  Verification Code is mandatory

**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:**

Annotations:  
- Click on help ion next to each field for more details  
- For more details on any screen, click on Help icon  
- Enter userid and password  
- Enter PAN  
- Enter the text as displayed in Verification Code

# Form 16B (For Buyer)

The screenshot displays the TRACES (TDS Reconciliation Analysis and Correction Enabler) web portal. At the top, there is a navigation bar with links for Home, About Us, Contact Us, e-Tutorials, and Related Links, along with a search bar and a language dropdown set to English. The main header features the TDS Centralized Processing Cell logo and the TRACES title. A callout bubble points to the 'Downloads' menu item, which is expanded to show 'Form 16B (For Buyer)'. The user is logged in as Prachi Jain on 01-Oct-2012 at 12:30 PM. The main content area includes a 'Welcome to TRACES!' message, a list of functionalities (View 26AS and Profile), and a 'Quick Links' sidebar with options like 'View Form 26AS', 'Update Communication Details', and 'Change Password'. A 'Customer Care' section provides contact information, and a 'User Login Details' section shows the user's TAN/PAN, IP address, and last login time.

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Search In Keyword

English

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Income Tax Department

View Tax Credit (Form 26AS) | Grievance | **Downloads** | Profile

Welcome Prachi Jain, Logged in on 01-Oct-2012 at 12:30 PM

Requested Downloads  
**Form 16B (For Buyer)**

**Quick Links**

- View Form 26AS
- Update Communication Details
- Change Password

**Welcome to TRACES!**

TRACES is a user-friendly application that will help you to manage your account with Income Tax Department.

Some of the functionalities available through TRACES are listed below.

- View 26AS
  - View and download Form 26AS containing details of tax deduction, collection, tax payment, refund and AIR transactions
- Profile
  - Update your profile information

**Customer Care**

**Toll-Free** 1800 103 0344

0120 4814600

contactus@tdscpc.gov.in

**User Login Details**

**TAN / PAN:** AGRA10003A

**IP:** 120.61.183.193

**Last Logged in on:** 26-Dec-2012 at 02:31 PM

Do not use Back or Refresh button on any page as this may lead to inconsistent behaviour

- Only buyer of property will be able to submit download request for Form 16B

# Enter Input Criteria for Form 16B

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

Search In Keyword

A A A

English

**TDS**  
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**TRACES**  
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**Income Tax Department**

[View Tax Credit \(Form 26AS\)](#) [Grievance](#) [Downloads](#) [Profile](#)

Welcome Prachi Jain, Logged in on 01-Oct-2012 at 12:30 PM

[Download Form 16B](#)

**i** Download request for Form 16B (for TDS on sale of immovable property) can only be submitted by buyer of the property

**i** Enter values in below fields and submit download request for Form 16B

Assessment Year\*  ? Acknowledgement Number\*  ? PAN of Seller\*  ?

Enter details pertaining to the property transaction for which Form 16B is to be requested

Click on 'Proceed'

- PAN of user logged in should not be same as PAN of seller




# Details to be Printed on Form 16B

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Search In Keyword

A A A

English



**View Tax Credit (Form 26AS)**   **Grievance**   **Downloads**   **Profile**

Welcome Prachi Jain, Logged in on 01-Oct-2012 at 12:30 PM

**Details To Be Printed on Form 16B**

**i** Details are populated as per your profile information, you can update details in Profile section. Father's Name is populated from PAN database, please visit [www.tin-nsdl.com](http://www.tin-nsdl.com) to update it

Full Name of Person Responsible for Deduction of Tax	Bruce Wayne
Father's Name of Person Responsible for Deduction of Tax	Tyler Durdan
Designation of Person Responsible for Deduction of Tax	Buyer of Immovable Property
Place	Bangalore

Verify these details and if required, update in Profile section (except Father's Name)

Click on 'Submit' to submit download request or on 'Cancel' to go to previous screen


# Download Request For Form 16B Submitted – Success Message

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Search In Keyword

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Income Tax Department

[View Tax Credit \(Form 26AS\)](#) | [Grievance](#) | **Downloads** | [Profile](#)

Welcome Prachi Jain, Logged in on 01-Oct-2012 at 12:30 PM

**Your request for download of Form 16B has been submitted. Request Number is <Request Number>. The file will be available in 'Downloads' section.**

Success message on submission of download request. Please note the Request Number to search for the download request


# Requested Downloads

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


Search In Keyword

A A A

English

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Centralized Processing Cell

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



[View Tax Credit \(Form 26AS\)](#) | [Grievance](#) | **Downloads** | [Profile](#)

Welcome Prachi Jain, Logged in on 01-Oct-2012 at 12:30 PM

**Requested Downloads**  
Form 16B (For Buyer)

**Your request for download of Form 16B has been submitted. Request Number <Request Number>. The file will be available in 'Downloads' section.**

Click on 'Requested Downloads' to download requested files

# Search Download Request

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

Search In Keyword

**TDS** Centralized Processing Cell | **TRACES** TDS Reconciliation Analysis and Correction Enabling System

सर्वकार्यं ब्रह्म  
Government of India  
Income Tax Department

[View Tax Credit \(Form 26AS\)](#) [Grievance](#) [Profile](#) [Downloads](#)

Welcome <User Name> | Last logged in on 12-Jan-2013 at 02.30 PM

**Files Requested For Download**

Filter requests by entering search criteria

**Search Option 1**

Request Number  [View Request](#)

**Search Option 2**

Request Date (dd-mmm-yyyy) From  To  [View Request](#)

Click on 'View All' to view all download requests

[View All](#)

Enter Request Number (Search Option 1) or Request Date (Search Option 2) to search for the download request submitted for Form 16B

Click on 'View All' to view all download requests

# Search Results and Download File

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

Search In Keyword

TDS Centralized Processing Cell

TRACES TDS Reconciliation Analysis and Correction Enabling System

Government of India Income Tax Department

View Tax Credit (Form 26AS) Grievance Profile Downloads

Welcome <User Name> | Last logged in on 12-Jan-2013 at 02:30 PM

Files Requested For Download

Filter requests by entering search criteria

Search Option 1: Request Number  View Request

Search Option 2: Request Date (dd-mmm-yyyy) From  To  View Request

Click on 'View All' to view all download requests

View All

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

Request Date	Request Number	Assessment Year	Form Type	File Processed	Status
04-Mar-2013	62304	2013-14	26AS	Form 26AS	Submitted
01-Mar-2013	62300	2011-12	26AS	Form 26AS	Submitted
27-Feb-2013	62200	2013-14	26AS	Form 26AS	Available

HTTP Download

Click on 'Help' in menu to view details on 'Status'

List of requests pertaining to the search criteria will be displayed, Select the row containing Form 16B PDF file and click on download button

Click on the buttons to download file