

E-Tutorial

- 1. Important Information on Tag/Replace Challan**
- 2. Brief Steps for Tag/ Replace Challan**
- 3. Pictorial Guide for Tag/Replace Challan**



1. Important Information on Tag/Replace challan

This feature is extremely useful as it is :

- Demand/ Penalty raised by AO can be closed through Tag/Replace challan.
- **List of challans with available balance will reflect on the screen shows as per the following rules:**
 - ✓ Only Unclaimed and partially claimed challans will be shown in output table.
 - ✓ Challans shown in output will be of the range **+/-1 year** of the year of demand.
 - ✓ Only those challans will be shown here on which there is no Online Challan correction request.
- Tag Challan can be done for a single demand at a time. Replace challan will be allowed only for a demand that has been tagged to a challan before.
- In case deductor tags challans against a demand and demand amount is reduced by the AO, then excess amount of challans tagged against the demand will be released.

2. Brief Steps for TAG/ Replace Challan

- **Step1** : Login to **TRACES** website.
- **Step2** : Go to “**Tag/ Replace Challan**” under “**Defaults**“
- **Step3** :Table of demand pertaining to all the Financial Years will be displayed on the screen .
- **Step4** : Select the row to Tag/ Replace challan.
- **Step5** : View the tagged challan by clicking the hyperlink.
- **Step 6**: Click on Tag Challan Tab , details of challan to be tagged will appear on screen.
- **Step 7**: Select the challan to tag , enter the amount to be consumed form challan and click on “**Create Request**“ button. Request number will display on the screen
- **Step 8**: To check the status of request , click on “**Track Request for Tag/ Replace Challan**” under “**Default Tab**”
- **Step 9** : Select the Financial Year and enter the request number to view the request status.

Following Status are possible for a Tag/Replace challan request:

- **Submitted** : When the request for Tag/Replace challan has been successfully submitted.
- **Processed** : When the request has been successfully processed.
- **Failed** : When the request fails either due to deletion of demand by AO or due to insufficient balance in challan.

3. Pictorial Guide for Tag/Replace Challan

Login to TRACES

The screenshot shows the TRACES login 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 page has three tabs: Deductor, Tax Payer, and PAO. The 'Deductor' tab is selected. A 'Help' icon is located in the top right corner. Below the tabs, there are radio buttons for 'Login as : Deductor', 'Taxpayer', and 'PAO'. The 'Deductor Login' section contains fields for 'User Id*', 'Password*', 'TAN for Deductor*', and 'Verification Code*'. A CAPTCHA image is displayed with the text 'K224D'. A 'Login' button is at the bottom. A 'Common Note' section on the right provides instructions for first-time users and those who are already registered. Callouts with orange borders point to various elements: 'Click on Deductor Option' points to the Deductor tab; 'Enter user id and password' points to the User Id and Password fields; 'Click on help icon (?) next to each field for more details' points to the question mark icons; 'Enter TAN' points to the TAN for Deductor field; 'Enter the text as displayed then click on Login' points to the CAPTCHA image and the Login button; and 'For more details on any screen, click on Help icon' points to the 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:

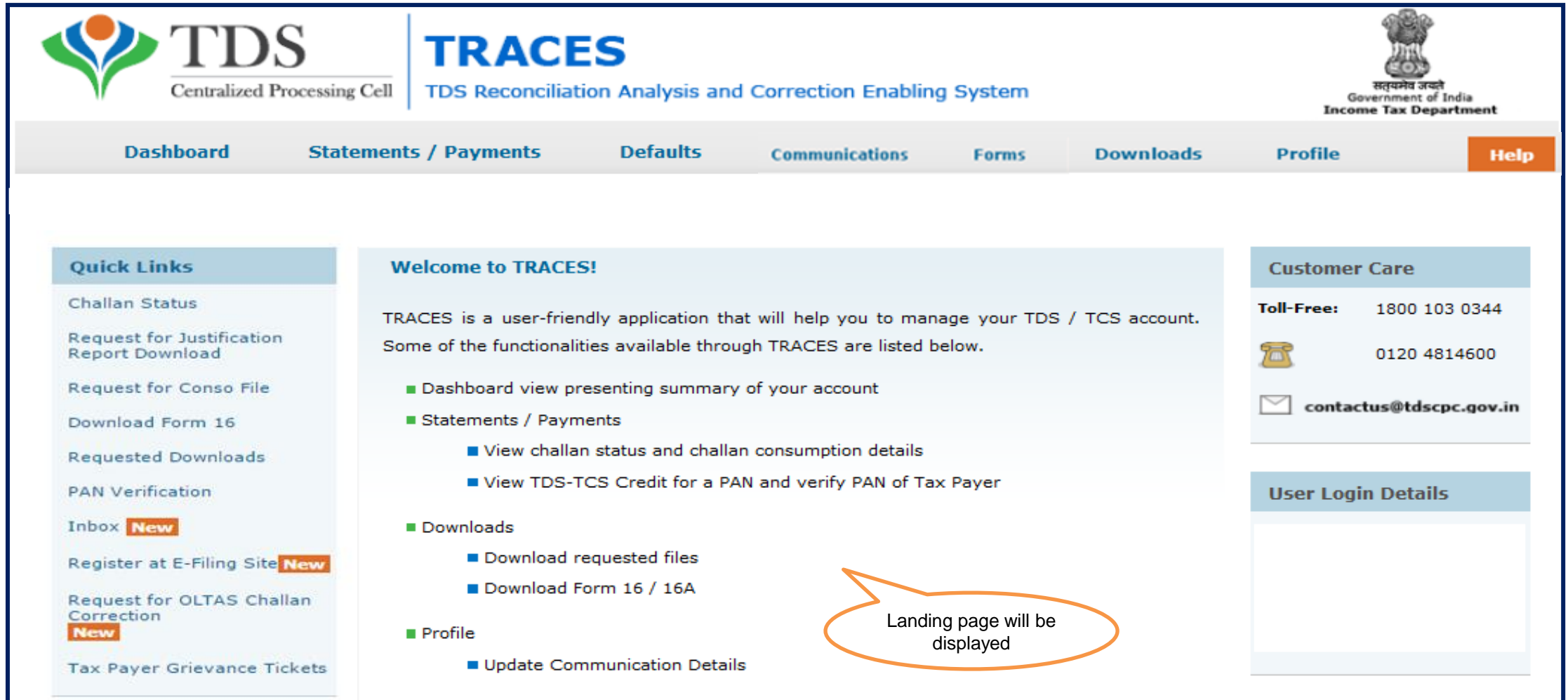
- If you are not yet registered in TRACES, you may login for first time with existing User Id & Password as provided by TIN and your TAN
- If you are unable to login with TIN User Id & Password, please register as new user in TRACES
- If you are already registered in TRACES, please login with your registered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

Welcome Page



The screenshot shows the TRACES (TDS Reconciliation Analysis and Correction Enabling System) Welcome Page. The page features a header with the TDS logo, the TRACES title, and the Government of India Income Tax Department logo. A navigation menu includes Dashboard, Statements / Payments, Defaults, Communications, Forms, Downloads, Profile, and Help. The main content area is divided into three columns: Quick Links, Welcome to TRACES!, and Customer Care. The Welcome to TRACES! section contains a list of functionalities available through the system, such as Dashboard view, Statements / Payments, Downloads, and Profile. A callout bubble points to 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 Forms 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**
- 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

contactus@tdscpc.gov.in

User Login Details

Landing page will be displayed

3. Pictorial Guide for Tag/Replace Challan

Select "Tag/ Replace Challan"

The screenshot displays the TRACES (TDS Reconciliation Analysis and Correction Enabling System) portal. At the top, there are navigation links (Home, About Us, Contact Us, e-Tutorials, Related Links, Logout) and a search bar. The header includes the TDS logo, the TRACES title, and the Government of India logo. A navigation bar contains tabs for Dashboard, Statements / Payments, Defaults, Communications, Forms, Downloads, Profile, and Help. The 'Defaults' tab is active, and its dropdown menu is open, listing various options. The 'Tag / Replace Challan' option is highlighted in blue. A callout bubble points to this option with the text: "Under 'Defaults' select ' Tag/ Replace Challan".

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 Forms Downloads Profile Help

View Default Summary
Request for Correction
Request for Justification Report Download
Track Correction Request
View Saved Statements
Corrections Ready For Submission
Tag / Replace Challan
Track Request for Tag / Replace Challan

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 system designed to help you manage your TDS / TCS account. Some of the functionalities available below.

- Dashboard view presents the following information
 - 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

Login Details

Under 'Defaults' select ' Tag/ Replace Challan

3. Pictorial Guide for Tag/Replace Challan

List of Demand for all Financial Years

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Dashboard Statements / Payments Defaults Communications Forms Downloads Profile Help

Tag / Replace Challan

Click on the amount corresponding to the financial year to display demands for that financial year

Financial Year	Demand eligible for reduction through tag/replace challan	Demand eligible for reduction through online correction
2015-16	320.00	0.00
2018-19	2000.00	0.00

Table will display demand for all financial years

3. Pictorial Guide for Tag/Replace Challan

List of Demand for all Financial Years will be displayed

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

Tag / Replace Challan

Click on the amount corresponding to the financial year to display demands for that financial year

Financial Year	Demand eligible for reduction through tag/replace challan	Demand eligible for reduction through online correction
2015-16	320.00	0.00
2018-19	2000.00	0.00

Demand Details

Please select a demand and click on 'Tag Challan' to tag a new challan. Use 'Replace Challan' to edit/replace already tagged.

Select	Demand Type	Financial Year	Quarter	Form Type	Communication Reference Number	Demand Creation Date	Total Demand (₹)	Balance Total Demand (₹)	Tagged Challan Details
<input checked="" type="radio"/>	Others	2018-19	Q1	26Q			2,000.00	2,000.00	View

[Tag Challan](#) [Replace Challan](#)

Demands for which there is any open request for challan tagging or challan Replacement, that will not be displayed.

Select the row to Tag/Replace the challan

Click on Tag Challan


3. Pictorial Guide for Tag/Replace Challan

Option 1: Period of payment


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Search In Keyword

English

 **TDS**
Centralized Processing Cell

TRACES
TDS Reconciliation Analysis and Correction Enabling System


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Income Tax Department

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

Tag / Replace Challan

Demand Details

Demand Type	Financial Year	Quarter	Form Type	Communication Reference Number	Demand Creation Date	Total Demand (₹)	Balance Total Demand (₹)
Others	2018-19	Q1	26Q			2,000.00	2,000.00

List of Challans with Available Balance

Please use either of search options to search challans

Period of payment CIN Details

Search Option 1

Challan Deposit Date (dd-mmm-yyyy) From To Challan Amount equal to **Go**

Enter challans Deposit Date and Challan Amount . Click on ' Go '

3. Pictorial Guide for Tag/Replace Challan

Option 1: Period of payment

Search Option 1

Challan Deposit Date * (dd-mmm-yyyy) From To Challan Amount

Please enter amount to be consumed from challan and then select the challan to be tagged. Multiple challans can be tagged.

	Financial Year	Challan Identification Number			Total TDS deposited (₹)	Available Balance before Tagging (₹)	Amount To Be Consumed * (₹)	Available Balance after Tagging (₹)
		BSR Code	Challan Serial Number	Date Of Deposit				
<input type="checkbox"/>	2018-19	4872251	20156	25-Jun-2018	50,000.00	50,000.00	0.00	0.00

Only Unclaimed and partially claimed challans will be shown in output table.
• Challans shown in output will be of the range +/-1 year of the year of demand

3. Pictorial Guide for Tag/Replace Challan

Option 2: Enter CIN details

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

Tag / Replace Challan

Demand Details

Demand Type	Financial Year	Quarter	Form Type	Communication Reference Number	Demand Creation Date	Total Demand (₹)	Balance Total Demand (₹)
Others	2018-19	Q1	26Q			2,000.00	2,000.00

List of Challans with Available Balance

Please use either of search options to search challans

Period of payment CIN Details

Search Option 2

BSR Code* Date Of Deposit* (dd-mmm-yyyy; e.g., 12-Dec-1980) Challan Serial Number* Challan Amount (₹)*

Enter challans BSR Code, Date of Deposit, Challan Serial Number & Challan amount then click on 'Go'

3. Pictorial Guide for Tag/Replace Challan

Create Request

Tag / Replace Challan

Demand Details

Demand Type	Financial Year	Quarter	Form Type	Communication Reference Number	Demand Creation Date	Total Demand (₹)	Balance Total Demand (₹)
Others	2018-19	Q1	26Q			2,000.00	2,000.00

List of Challans with Available Balance

Please use either of search options to search challans

Period of payment CIN Details

Search Option 2

BSR Code* Date Of Deposit* Challan Serial Number* Challan Amount (₹)*

(dd-mmm-yyyy; e.g., 12-Dec-1980)

Please enter amount to be consumed from challan and then select the challan to be tagged. Multiple challans can be tagged.

	Financial Year	Challan Identification Number			Total TDS deposited (₹)	Available Balance before Tagging (₹)	Amount To Be Consumed * (₹)	Available balance after Tagging (₹)
		BSR Code	Challan Serial Number	Date Of Deposit				
<input checked="" type="checkbox"/>	2018-19	4872251	20156	25-Jun-2018	50,000.00	50,000.00	1,500.00	48,500.00
Total Amount from Selected Challan(s) (₹)							1,500.00	

Remaining Balance Demand Amount(₹) : 500.00

Select challans to tag with a demand, enter the amount to be consumed from challan

Only Unclaimed and partially claimed challans will be shown in output table.
• Challans shown in output will be of the range +/-1 year of the year of demand

Click on 'Create Request' button




3. Pictorial Guide for Tag/Replace Challan

Confirmation Screen

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English



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

Tag / Replace Challan

Demand Details

Demand Type	Financial Year	Quarter	Form Type	Communication Reference Number	Demand Creation Date	Total Demand (₹)	Balance Total Demand (₹)
Others	2018-19	Q1	26Q			2,000.00	2,000.00

Added Challan Detail

Financial Year	Challan Identification Number			Total TDS deposited (₹)	Available Balance before Tagging (₹)	Amount To Be Consumed (₹)	Available Balance after Tagging (₹)
	BSR Code	Challan Serial Number	Date Of Deposit				
2018-19	4872251	20156	25-Jun-2018	50,000.00	50,000.00	1,500.00	48,500.00
Total Amount from Selected Challan(s) (₹)						1,500.00	

Remaining Balance Demand Amount(₹) : 500.00

Are you sure you want to tag the selected demand with 1 challans?

Click on 'Yes' to create the request or 'No' to go back to the previous slide

3. Pictorial Guide for Tag/Replace Challan

Request Created

The screenshot shows 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 on the right. A navigation menu includes Dashboard, Statements / Payments, Defaults (highlighted), Communications, Forms, Downloads, Profile, and Help. The main content area displays the title "Tag / Replace Challan" and a message: "Your Request for tagging of challan has been successfully submitted." Below this, a table shows the "Request Number" as "4434". A callout bubble points to the number 4434 with the text "Request number will be displayed". At the bottom, a note says "Please note down the request number for tracking your request."

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

Tag / Replace Challan

Your Request for tagging of challan has been successfully submitted.

Request Number	4434
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Please note down the request number for tracking your request.

Request number will be displayed

3. Pictorial Guide for Tag/Replace Challan

Replace Challan

3. Pictorial Guide for Tag/Replace Challan

Replace Challan

The screenshot displays the TRACES (TDS Reconciliation Analysis and Correction Enabling System) web 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 is also present. The main header includes 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 navigation menu with tabs for Dashboard, Statements / Payments, Defaults, Communications, Forms, Downloads, Profile, and Help. The 'Defaults' tab is selected, and its dropdown menu is open, showing options such as View Default Summary, Request for Correction, Request for Justification Report Download, Track Correction Request, View Saved Statements, Corrections Ready For Submission, **Tag / Replace Challan** (highlighted), and Track Request for Tag / Replace Challan. A callout bubble points to the 'Tag / Replace Challan' option with the text: "Under 'Defaults' select 'Tag/ Replace Challan'". The main content area features a 'Welcome to TRACES!' message and a list of functionalities, including viewing challan status and consumption details, downloading requested files, and updating communication details. A 'Quick Links' sidebar on the left provides shortcuts for various services like Challan Status, Request for Justification Report Download, and PAN Verification. A 'Customer Care' section on the right provides contact information, including a toll-free number and an email address.

3. Pictorial Guide for Tag/Replace Challan

List of Demand for all Financial Years

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Search In Keyword

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

Tag / Replace Challan

Click on the amount corresponding to the financial year to display demands for that financial year

Financial Year	Demand eligible for reduction through tag/replace challan	Demand eligible for reduction through online correction
Prior Years	16486561.00	0.00
2014-15	6000.00	0.00
2015-16	449760.00	541750.00
2016-17	544970.00	4805100.00
2017-18	345990.00	0.00
2018-19	0.00	110550.00

Demand Details

Please select a demand and click on 'Tag Challan' to tag a new challan. Use 'Replace Challan' to edit/replace already tagged challans.

Select	Demand Type	Financial Year	Quarter	Form Type	Communication Reference Number	Demand Creation Date	Total Demand (₹)	Balance Total Demand (₹)	Tagged Challan Details
<input type="radio"/>	Penalty	2016-17	Q1	24Q			560,000.00	544,970.00	View

[Tag Challan](#) [Replace Challan](#)

Demand for which there is any open request for challan tagging or challan Replacement, that will not be displayed

Click here for 'Replace Challan'.

Table will display demand for all financial years.

Important Note

3. Pictorial Guide for Tag/Replace Challan

Replace Challan

List of Tagged Challans by Deductor
Please edit amount to be consumed from already tagged challans and select the row that needs to be sent for processing. You can add a new challan to be consumed from 'List of Un-tagged challans'

Financial Year	BSR Code	Challan Identification Number		Date Of Deposit	Total TDS deposited (₹)	Available Balance before Tagging (₹)	Amount To Be Consumed * (₹)	Available Balance after Tagging (₹)
		Challan Serial Number						
<input checked="" type="checkbox"/>	2016	5411416	87067	20-Jun-2016	15,000,000.00	14,990,090.00	0.05	14,990,089.95
Total Amount proposed to be consumed from selected challan(s)(₹)(B)							0.05	
15000.00								
Total Amount already tagged with challan(s)(₹)(A)								

List of Challans with Available Balance
Please use either of search options to search challans

Period of payment CIN Details

Search Option 1

Challan Deposit Date (dd-mmm-yyyy) From: 01-Apr-2016 To: 31-Mar-2017 Challan Amount: equal to

Please enter amount to be consumed from challan and then select the challan to be tagged. Multiple challans can be tagged.

Financial Year	BSR Code	Challan Identification Number		Date Of Deposit	Total TDS deposited (₹)	Available Balance before Tagging (₹)	Amount To Be Consumed * (₹)	Available Balance after Tagging (₹)
		Challan Serial Number						
<input checked="" type="checkbox"/>	2016-17	1231000	45678	21-May-2016	100,000,000.00	99,095,240.00	15,030.00	99,080,240.00
<input type="checkbox"/>	2016-17	5411416	87067	20-Jun-2016	15,000,000.00	14,975,090.00	0	14,975,089.95
Total Amount from Selected Challan(s)(₹)(C)							15,030.00	

544969.95

List of Tagged Challans with available balance are displayed .

Select a row to edit "Amount to be consumed"

Important Notes

Click on 'Create Request' button

List of untagged challans with available balance are displayed.

Select Challans to tag with a demand, enter the amount to be consumed from challan.

Important Note: User can edit "amount to be consumed" from already tagged Challans. Also, If user reduce the amount from the already tagged challan, then they must tag another challan with the amount equal to or greater than the amount, reduced from the already tagged challan.

3. Pictorial Guide for Tag/Replace Challan

Confirmation Screen

The screenshot shows the TRACES web application 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 text 'Income Tax Department' are also visible. A menu bar contains options: Dashboard, Statements / Payments, Defaults (highlighted), Communications, Forms, Downloads, Profile, and Help. The main content area is titled 'Tag / Replace Challan'. Below this, there is a 'Demand Details' section with a table showing the following data:

Demand Type	Financial Year	Quarter	Form Type	Communication Reference Number	Demand Creation Date	Total Demand (₹)	Balance Total Demand (₹)
Penalty	2016-17	Q1	24Q			560,000.00	544,970.00

Below the table, it states 'Remaining Balance Demand Amount(₹) : 544969.95'. The confirmation question is 'Are you sure you want to replace the tagged challans with selected challans?'. There are two buttons: 'Yes' and 'No'. An orange callout bubble points to the 'Yes' button.

Click on 'Yes' to create the request or 'No' to go back to the previous slide

3. Pictorial Guide for Tag/Replace Challan

Request Created

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), along with the Government of India Income Tax Department emblem. A menu bar includes Dashboard, Statements / Payments, Defaults (selected), Communications, Forms, Downloads, Profile, and Help. The main content area is titled "Tag / Replace Challan" and contains the message: "Your Request for replacing of challan has been successfully submitted." Below this, a table displays the request details:

Request Number	4436
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Below the table, a note states: "Please note down the request number for tracking your request." An orange callout bubble points to the request number 4436, containing the text: "Request number will be displayed".

3. Pictorial Guide for Tag/Replace Challan

Select Track Request Option- To Track Request Status

The screenshot displays the TRACES (TDS Reconciliation Analysis and Correction Enabling System) web portal. 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 header includes the TDS Centralized Processing Cell logo and the Government of India Income Tax Department emblem. A navigation bar contains tabs for Dashboard, Statements / Payments, Defaults, Communications, Forms, Downloads, Profile, and Help. The 'Defaults' tab is active, and its dropdown menu is open, listing various options. The option 'Track Request for Tag / Replace Challan' is highlighted in blue. An orange callout bubble points to this option with the text: 'Under 'Defaults' select 'Track Request for Tag/ Replace Challan''. Below the menu, there is a form with a dropdown for 'Financial Year' (set to '--Select--') and a text input for 'Request Number'.

3. Pictorial Guide for Tag/Replace Challan

Select Track Request Option- To Track Request Status

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TRACES TDS Reconciliation Analysis and Correction Enabling System

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Dashboard Statements / Payments Defaults Communications Forms Downloads Profile Help

Track Request for Tag / Replace Challan

Please enter demand financial year and request number to track request

Financial Year* 2016-17 Request Number 4436 Search

Select the Financial Year and enter the request number to view the request status

Request Number	Demand Type	Financial Year	Quarter	Form Type	Total Demand (₹)	Status	Remarks	Tagged Challans
4436	Penalty	2016-17	Q1	24Q	544969.95	Submitted		

3. Pictorial Guide for Tag/Replace Challan

Select Track Request Option- To Track Request Status

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

Track Request for Tag / Replace Challan

Please enter demand financial year and request number to track request

Financial Year* 2016-17 Request Number 4436 Search

Select the Financial Year and enter the request number to view the request status

Request Number	Demand Type	Financial Year	Quarter	Form Type	Total Demand (₹)	Status	Remarks	Tagged Challans
4436	Penalty	2016-17	Q1	24Q	544969.95	Processed		

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