

E-Tutorial

- 1. Important information on PAN Verification & Consolidated TAN-PAN File.**
- 2. Brief steps for PAN verification and Consolidated TAN-PAN File.**
- 3. Pictorial guide for PAN Verification & Consolidated TAN- PAN File.**



1. Important information on PAN Verification & Consolidated TAN- PAN File

- By using this functionality, Deductor can verify the status of the PAN whether PANs are valid & operative or not, before filing the statement and can download the consolidated TAN-PAN file for particular Financial Year and Form Type.
- The Deductor before filing any statement can download this file for any previous Financial year and verify the PANs of Deductees to avoid repeating mistakes.
- Deductor can also copy valid PANs and paste them in the new statement to avoid typing errors in case of regular Deductees.

2. Brief steps for PAN verification and Consolidated TAN-PAN File

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

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

Step 2 : Click on “PAN Verification” option under ‘Statements/ Payments’ tab. Two options will be available-:

1). Search PAN (for single PAN verification) 2). Download Consolidated TAN –PAN file.

Step 3: Search PAN Option: Enter PAN and select Form Type from drop down and click on “Go” button.

Step 4: Download Consolidated TAN –PAN file: Select Financial Year and Form Type and click on “Go” button to submit request . After Clicking on ‘Go’ button KYC Validation Screen will appear.

➤ Submit KYC details for the relevant TDS Statement to submit request for Consolidated TAN –PAN file.

Step 5 : On successful submission of the request, a unique Request number will be generated.

Step 6 : The Consolidated TAN-PAN File will be available in “Requested Download”, Deductor can search for Consolidated TAN-PAN file by using below search options:

- a) Request Number
- b) Date
- c) View All

Description of Request Status:

a) Submitted: Successful submission, Request in processing.

b) Available: Consolidated TAN-PAN file available for Downloading.

Step 7: Deductor can download the Consolidated TAN-PAN file by using ‘HTTP Download’ once requested status is available.

3. Pictorial guide for PAN Verification & Consolidated TAN- PAN File

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

The screenshot shows the TRACES website homepage. 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 are the Government of India and Income Tax Department logos. A navigation bar contains 'Home', 'Deductor', 'Tax Payer', 'PAO', and a 'Help' button. A callout bubble with an orange border points to the 'Login' link in the 'Login' section. The 'Login' section includes links for 'Login', 'Register as New User', 'Forgot Password', and 'Forgot User ID'. The 'Customer Care' section lists toll-free numbers (1800 103 0344, 0120 4814600, 0120 4816105) and an email address (contactus@tdscpc.gov.in). The 'New FAQs' section lists 'Deductor', 'Tax Payer', and 'General'. The 'Quick Links' section lists various resources like 'List of Hospitals', 'Circulars / Notifications / Instructions', 'TDS CPC Communications', 'DIN Verification', 'e-Tutorials', 'Rates and Tables', 'Forms', 'Conso File Formats', 'TDS on Sale of Property', 'Right to Information', 'Section codes for 26A/27BA', 'Services', 'Guidelines u/s 194-O(4) & 206C(1-I) of I.T. Act', 'Dos & Don'ts', and 'A to Z of TDS'. The 'About the portal' section features an image of a person using a laptop and a paragraph describing TRACES as a web-based application for TDS administration.

Click here to login

Login

- Login
- Register as New User
- Forgot Password
- Forgot User ID

Customer Care

Toll-Free 1800 103 0344

0120 4814600

0120 4816105

contactus@tdscpc.gov.in

Have a Grievance ?
View more to view E-Tutorial for raising a Grievance Online

New FAQs View more

- Deductor
- Tax Payer
- General

Quick Links

- List of Hospitals : Approval u/s 17(2)(viii)(ii)(b)
- Circulars / Notifications / Instructions
- TDS CPC Communications
- DIN Verification
- e-Tutorials
- Rates and Tables
- Forms
- Conso File Formats
- TDS on Sale of Property
- Right to Information
- Section codes for 26A/27BA
- Services
- Guidelines u/s 194-O(4) & 206C(1-I) of I.T. Act (pdf version Size 4559KB)
- Dos & Don'ts (pdf version Size 2309KB)
- A to Z of TDS (pdf version Size 4692KB)

About the portal [View more](#)

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 challan status, downloading of Conso File, Justification Report and Form 16/ 16A/ 16B/ 16C/ 16D/ 16E/ 27D as well as viewing of annual tax credit statements (Form 26AS/Annual Tax Statement).

3. Pictorial guide for PAN Verification & Consolidated TAN- PAN File (Contd.)

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

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

Government of India
Income Tax Department

Home **Deductor** Tax Payer PAO **Help**


Login as : Deductor Taxpayer PAO

Deductor Login

User Id* ?

Password*

TAN for Deductor*

Verification Code*  Click to refresh image

Enter text as in above image*

Login

[Register as New User](#) [Forgot Password?](#) [Forgot User Id?](#)

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

For more details on any screen, click on Help icon

Select Deductor option

Enter user id and password

Click on ? icon for more details

Mention TAN of Deductor

Enter the text as displayed then click on Login button

3. Pictorial guide for PAN Verification & Consolidated TAN- PAN File (Contd.)

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

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**

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

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

Landing page will be displayed

3. Pictorial guide for PAN Verification & Consolidated TAN- PAN File (Contd.)

Step 2 : Click on “PAN Verification” option under ‘Statements/ Payments’ tab

The screenshot displays the TDS TRACES portal interface. At the top, there are navigation links: Home, About Us, Contact Us, e-Tutorials, Related Links, and Logout. A search bar is present with the text 'Search In Keyword'. The page 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 also visible. The main navigation bar includes Dashboard, Statements / Payments, Defaults, Communications, Forms, Downloads, Profile, and Help. The 'Statements / Payments' menu is expanded, showing options such as Statement Status, Challan Status, View TDS / TCS Credit, PAN Verification, Request for Conso File, Validate Lower Deduction Certificate u/s 197/195(3), Request for Refund, Track Refund Request, Declaration for Non - Filing of Statements, Declaration To Deposit Lower TDS, Request for OLTAS Challan Correction, Track Oltas Challan Correction Request, Request for 26A/27BA, and Track request for 26A/27BA. An orange callout bubble points to the 'PAN Verification' option with the text: 'Click on “PAN verification” option available under Statements/Payments'. A 'Quick Links' sidebar on the left lists various services like 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), and Tax Payer Grievance Tickets. A 'Customer Care' section on the right provides contact information: Toll-Free: 1800 103 0344, 0120 4814600, and contactus@tdscpc.gov.in. A 'User Login Details' section is also present. A footer note states: 'Do not use Back or Refresh button on any page as this may lead to inconsistent behaviour'.

3. Pictorial guide for PAN Verification & Consolidated TAN- PAN File (Contd.)

Step 2(Contd.): Two options will be available to verify PAN

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 present with the text 'Search In Keyword'. The main header features the TDS Centralized Processing Cell logo and the TRACES TDS Reconciliation Analysis and Correction Enabling System logo. The Government of India Income Tax Department logo is also visible. A navigation menu includes Dashboard, Statements / Payments, Defaults, Communications, Forms, Downloads, Profile, and Help. The main content area is titled 'PAN Verification' and contains two primary options: 'Search PAN' and 'Download Consolidated TAN - PAN File'. The 'Search PAN' option is highlighted with an orange callout box containing the text 'Option 1: Search PAN (for single PAN verification)'. Below this option is a form with a 'PAN*' input field, a 'Form Type*' dropdown menu, and a 'Go' button. The 'Download Consolidated TAN - PAN File' option is also highlighted with an orange callout box containing the text 'Option 2: Download Consolidated TAN - PAN file'. Below this option is a form with a 'Financial Year*' dropdown menu, a 'Form Type*' dropdown menu, and a 'Go' button. An information message states: 'Information about PAN and corresponding Form Type is being captured and can be used to generate reports in future'.

3. Pictorial guide for PAN Verification & Consolidated TAN- PAN File (Contd.)

Step 3: Search PAN Option: Enter PAN and select Form Type from drop down and click on “Go” button

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

PAN Verification

Search PAN

Information about PAN and corresponding Form Type is being captured and can be used to generate reports in future

PAN* Form Type*

Enter PAN and select Form Type from drop down then click on “Go” button

PAN Details

Status	Name
Valid and Operative	XXXXXXXXXX

Output table will be displayed with status of PAN and name of PAN holder

Download Consolidated TAN - PAN File

Financial Year* Form Type*

3. Pictorial guide for PAN Verification & Consolidated TAN- PAN File (Contd.)

Step 4: Download Consolidated TAN-PAN file: Select Financial Year and Form Type and click on “Go” button

The screenshot displays the TRACES (TDS Reconciliation Analysis and Correction Enabling System) interface. At the top, there are navigation links (Home, About Us, Contact Us, e-Tutorials, Related Links, Logout), a search bar, and a language dropdown set to English. The header includes the TDS logo, the TRACES logo, and the Government of India Income Tax Department emblem. A menu bar contains links for Dashboard, Statements / Payments, Defaults, Communications, Forms, Downloads, Profile, and Help. The main content area is titled 'PAN Verification' and features a 'Search PAN' section with a text input for PAN and a dropdown for Form Type. Below this is a section titled 'Download Consolidated TAN - PAN File' with dropdowns for Financial Year (set to 2014-15) and Form Type (set to 27Q), and a 'Go' button. An orange callout box highlights the 'Go' button with the instruction: 'Select Financial Year and Form Type and click on “Go” button to submit request'.

3. Pictorial guide for PAN Verification & Consolidated TAN- PAN File (Contd.)

Step 4(Contd..) : After Clicking on 'GO' button KYC Validation Screen will appear

The screenshot shows the TRACES 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. Below the logos is a navigation menu with items: Dashboard, Statements / Payments, Defaults, Communications, Forms, Downloads, Profile, and Help. The main heading is "Choose KYC Flow". Below this is an information box stating: "Since you have Digital Signature registered on TRACES, you do not require KYC to 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". There are two radio button options: "Digital Signature supported KYC validation" (which is selected) and "Normal KYC Validation (Without Digital Signature)". Below the options is another information box: "Digital Signature will be validated for 'Digital Signature supported KYC validation' option". At the bottom left, there is a "Validate DSC" button. Two callouts are present: one pointing to the "Validate DSC" button with the text "Click here to validate DSC", and another pointing to the selected radio button with the text "Select the option to validate KYC through digital signature".

- Digital Signature Support KYC validation screen will appear only if Digital Signature is registered. Deductor can register/re-register their Digital Signature in Profile..
- Normal KYC Validation (without Digital Signature) – User can opt a normal KYC validation separately for each functionality without digital signature.
- **Note: While signing data with your DSC token, please enter password to validate the DSC**

3. Pictorial guide for PAN Verification & Consolidated TAN- PAN File (Contd.)

Step 4(Contd..) : Digital Signature supported KYC Validation

The screenshot shows the TDS TRACES portal interface. The main window displays a message about digital signature registration and a 'Validate DSC' button. An 'emSigner' dialog box is open, showing the content to sign as 'ABCPA1234A' and a table of certificates in the Certificate Store. The table has columns for Common Name, Issuer Name, Serial No, and Expiry Date. The 'Sign' button is highlighted with a callout that says 'Click here to proceed further'. Another callout points to the certificate list with the text 'Select required Digital Signature Certificate.'

Common Name	Issuer Name	Serial No	Expiry Date
test16	e-Mudhra Sub CA for Cl...	1748778a36	02-07-2020
test15	e-Mudhra Sub CA for Cl...	1748778a39	02-07-2020
test14	e-Mudhra Sub CA for Cl...	1748778a37	02-07-2020
test13	e-Mudhra Sub CA for Cl...	1748778a35	02-07-2020
test12	e-Mudhra Sub CA for Cl...	1748778a33	02-07-2020

3. Pictorial guide for PAN Verification & Consolidated TAN- PAN File (Contd.)

Notes for Normal KYC validation

- **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 on the basis of F.Y, 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.
- Government Deductors can enter only Date of Deposit and Transfer Voucher amount mentioned in the relevant Statement.
- Only Valid PAN(s) reported in the TDS/TCS statement corresponding to the CIN /BIN details mentioned 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 TDS deposited 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 if same challan is mentioned more than one time in the statement.

3. Pictorial guide for PAN Verification & Consolidated TAN- PAN File (Contd.)

Notes for Normal KYC validation (Contd.)

Examples of Unique PAN and Amount combination:

Condition 1 : -If statement contains 3 Deductee rows with same PAN i.e. AAAAA0000N and corresponding amount against Deductees are : 1000.00, 1000.00 and 2000.00, then Deductor need to fill details like :

- a) AAAAA0000N 1000.00
- b) AAAAA0000N 2000.00

Condition 2: -If statement contains 4 Deductee rows with PAN i.e. AAAAA0000N and corresponding amount against Deductees are : 1000.00, 1000.00 , 1500.00 and 2000.00, then Deductor need to fill details like :

- a) AAAAA0000N 1000.00
- b) AAAAA0000N 1500.00
- c) AAAAA0000N 2000.00

Note: For Further guidance please refer Guide 1 and Guide 2 available on TRACES portal.

3. Pictorial guide for PAN Verification & Consolidated TAN- PAN File (Contd.)

Step 4 (Contd.): Normal KYC Validation

The screenshot displays the TRACES (TDS Reconciliation Analysis and Correction Enabling System) interface. At the top, there are logos for TDS Centralized Processing Cell and the Government of India Income Tax Department. A navigation menu includes Dashboard, Statements / Payments, Defaults, Communications, Forms, Downloads, Profile, and Help. The main content area is titled 'Choose KYC Flow' and contains an information box stating that users with digital signatures do not need KYC for all functions, but can opt for normal KYC validation. Below this, two radio button options are shown: 'Digital Signature supported KYC validation' and 'Normal KYC Validation (Without Digital Signature)'. The second option is selected. A callout box with an orange border points to this selected option, containing the text: 'Select the option to validate KYC without Digital Signature'. A 'Validate DSC' button is visible at the bottom left of the form area.

3. Pictorial guide for PAN Verification & Consolidated TAN- PAN File (Contd.)

Step 4 (Contd.): Normal KYC Validation

Dashboard Statements / Payments Defaults Communications Forms Downloads Profile Help

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

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

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

Form Type	26Q
Financial Year	2012-13
Quarter	Q3
Token Number / Provisional Receipt Number (PRN)**	<input type="text"/>

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)

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

Enter Token Number of only Regular (Original) Statement "Manually", corresponding to the Financial Year, Quarter and Form Type displayed .**DO NOT COPY/PASTE**

3. Pictorial guide for PAN Verification & Consolidated TAN- PAN File (Contd.)

Step 4 (Contd.): Normal KYC Validation

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)

1 Please enter a Challan with at least three distinct valid PAN-Amount combinations corresponding to the state mentioned above. If there is no such Challan, mention a challan with at least two valid PAN-Amount combinations. If you do not have any valid PAN-Amount combination, mention a challan with no valid PAN-Amount combination and also select the checkbox (no valid PAN deductee rows) in PART 2.

Guide to identify a suitable challan

BSR Code / Receipt Number*

Date on which Tax Deposited* (dd-mmm-yyyy; e.g., 12-Dec-1980)

Challan Serial Number / DDO* Serial Number (5 digits; e.g., 00053)

Challan Amount / Transfer Voucher* Amount (Rs.)(e.g., 1987.00)

CD Record Number

PART 2. Enter Unique PAN-Amount Combination for Challan / Transfer Voucher mentioned above

Please select if there are no valid PAN deductee rows corresponding to the Challan / Transfer Voucher mentioned above

1 Please enter three distinct PAN-Amount combinations corresponding to the challan details mentioned above. If there are less than three PANs corresponding to the specified challan, mention all available (one or two) PAN-Amount combinations.

Guide to identify the Unique PAN-Amount Combinations

PAN as in Statement	Total Amount Deposited (Rs.)
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Tick in check box for nil challan or book adjustment

Click on the Guide to select suitable challan option

Enter CIN details for a challan used in the statement

Government deductor not having BIN details tick here and need not provide BSR code and challan serial number

CD Record number is not mandatory. This column is required to be filled only when same challan is mentioned more than once in statement.

Tick here if you do not have any valid PAN corresponding to above challan details

Click on the Guide to select suitable PAN amount combination

Click here to proceed further

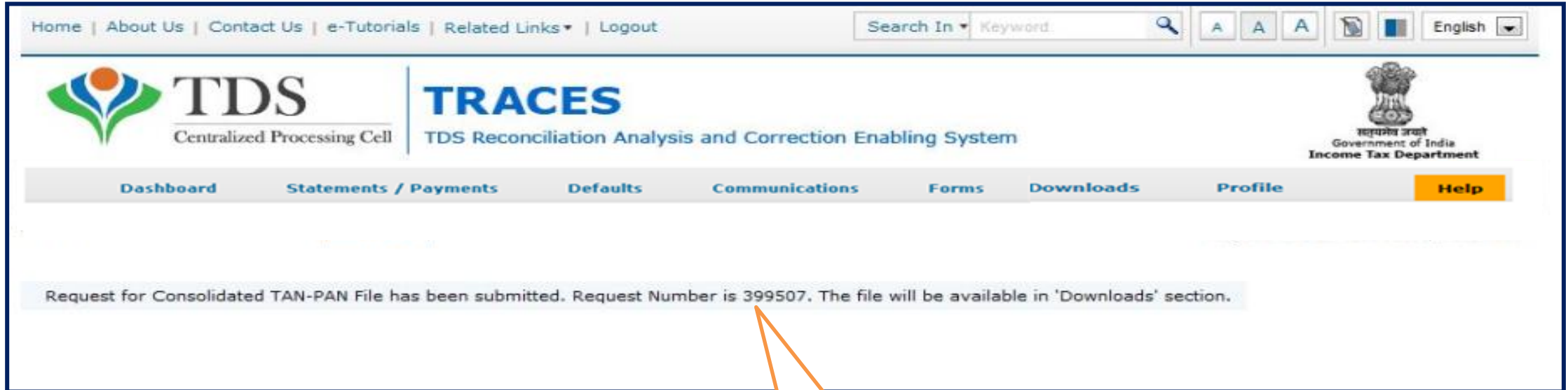
3. Pictorial guide for PAN Verification & Consolidated TAN- PAN File (Contd.)

Step 4 (Contd.): After KYC information details validation , Authentication code will be generated which remains valid for the same calendar day for same form type, financial year and quarter

The screenshot shows the TDS TRACES portal interface. At the top, there are navigation links: Home | About Us | Contact Us | Help | Related Links | Logout. A search bar is present with the text 'Search In Keyword'. There are also font size controls (A A A) and a language dropdown 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, there is the Government of India logo and the text 'Income Tax Department'. Below the header is a navigation menu with links: Dashboard, Statements / Payments, Defaults, Communications, Forms, Downloads, Profile, and Help. The main content area displays the following text: 'Details validated for Form 26Q of FY 2010-11 and Quarter Q4. Authentication code valid for today is 4eDRZM. Please copy and save the code given below.' Below this, there is a text input field with 'Copy from: 4eDRZM'. An orange callout bubble points to the code '4eDRZM' with the text 'Authentication Code will be available here'. Below the code, there is a list of services for which the code is valid: Download Intimation, Request for TRACES Offline Correction File, Request for NSDL Conso File, View Default Summary, File Correction, Request for Justification Report download, Upload Correction Statement, Download Form 27A, and Download Form 27D. At the bottom, there is a button labeled 'Proceed with Transaction'.

3. Pictorial guide for PAN Verification & Consolidated TAN- PAN File (Contd.)

Step 5 : On successful submission of the request, a unique Request number will be generated.



The screenshot shows the TRACES portal interface. At the top, there are navigation links: Home, About Us, Contact Us, e-Tutorials, Related Links, and Logout. A search bar is present with the text 'Search In Keyword'. 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 Centralized Processing Cell logo on the left and the TRACES logo (TDS Reconciliation Analysis and Correction Enabling System) in the center. On the right side of the header is the Government of India Income Tax Department logo. Below the header is a navigation menu with buttons for Dashboard, Statements / Payments, Defaults, Communications, Forms, Downloads, Profile, and Help. A message box in the center of the page states: 'Request for Consolidated TAN-PAN File has been submitted. Request Number is 399507. The file will be available in 'Downloads' section.'

Request for consolidated TAN-PAN has been submitted

3. Pictorial guide for PAN Verification & Consolidated TAN- PAN File (Contd.)

Step 6 : The Consolidated TAN-PAN File will be available in “Requested Download”

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 language settings. The main header includes the TDS logo (Centralized Processing Cell) and the TRACES logo (TDS Reconciliation Analysis and Correction Enabling System). On the right, the Government of India Income Tax Department logo is visible. A navigation menu contains options: Dashboard, Statements / Payments, Defaults, Communications, Forms, Downloads, Profile, and Help. The 'Downloads' menu is expanded, showing a list of options: Requested Downloads, Form 16, Form 16A, Transaction Based Report, Form 27D, Download Challan Status Inquiry(.csi) File, View your BIN, Download 197, 206C(9) certificate, and Download Certificate u/s 195(2). An orange callout box highlights the 'Requested Downloads' option with the text: "Click on “Requested Downloads” option available under “Downloads”". Below the navigation menu, a message states: "Request for Consolidated TAN-PAN File has been submitted. Request will be available in 15 days."

3. Pictorial guide for PAN Verification & Consolidated TAN- PAN File (Contd.)

Step 6 (Contd.): Deductor can search for Consolidated TAN-PAN file by using below search options: a) Request Number b) Date c) View All

The screenshot shows the TDS TRACES portal interface. At the top, there are navigation links (Home, About Us, Contact Us, e-Tutorials, Related Links, Logout) and a search bar. The main header includes the TDS logo and the TRACES title: "TDS Reconciliation Analysis and Correction Enabling System". Below the header is a navigation menu with options: Dashboard, Statements / Payments, Defaults, Communications, Forms, Downloads, Profile, and Help.

The main content area is titled "Files Requested For Download". It contains instructions and search options:

- Please select one of the below Search Options
To work on/open offline correction input file, you will need winzip 17 or below installed in your system.
- Please check if Pop up blocker is disabled in your browser settings or not. If not, please disable it. It is the same for using this tool.
- Search Options: Request Number, Date, View All
- Click on a row to proceed and select 'HTTP Download' or 'Download Manager' for the requests with status as 'Available'
- As per Notification 36/2019, Please provide required details as per new format of 24Q, Annexure-II from 2018-19 onwards

A table displays the requested files:

Request Date	Request Number	Financial Year	Quarter	Form Type	File Processed	Status	Remarks
22-Jan-2015	399507	2014-15	-	ALL	Consolidated TAN-PAN File	Submitted	
22-Jan-2015	399506	2014-15	Q3	26Q/ 27Q	Bulk Form 16A File	Available	
22-Jan-2015	399505	2014-15	Q3	26Q/ 27Q	Bulk Form 16A File	Available	
22-Jan-2015	399504	2014-15	Q3	26Q/ 27Q	Bulk Form 16A File	Available	
21-Jan-2015	399503	2014-15	Q3	26Q/ 27Q	Bulk Form 16A File	Available	

At the bottom of the table, there is a pagination bar showing "Page 1 of 1" and "View 1 - 5 of 5". A "HTTP Download" button is visible at the bottom left.

Two callout boxes provide additional instructions:

- Enter Request Number) or Request Date or View All to view the requested status
- In case of Submitted status please wait for 24 – 48 hrs.

3. Pictorial guide for PAN Verification & Consolidated TAN- PAN File (Contd.)

Step 7: Deductor can download the Consolidated TAN-PAN file by using HTTP Download once requested status is "Available"

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

Search In Keyword

English

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

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 in your system.

Please check if Pop up blocker is disabled in your browser settings or not. If not please disable the same for using this functionality

Request Number Date: View All

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

As per Notification 36/2019, Please provide required details as per new format of 24Q, Annexure-II from 2018-19 onwards

Request Date	Request Number	Financial Year	Quarter	Form Type	File Processed	Status	Remarks
22-Jan-2015	399507	2014-15	-	ALL	Consolidated TAN-PAN File	Available	
22-Jan-2015	399506	2014-15	Q3	26Q/ 27Q	Bulk Form 16A File	Available	
22-Jan-2015	399505	2014-15	Q3	26Q/ 27Q	Bulk Form 16A File	Available	
22-Jan-2015	399504	2014-15	Q3	26Q/ 27Q	Bulk Form 16A File	Available	
21-Jan-2015	399503	2014-15	Q3	26Q/ 27Q	Bulk Form 16A File	Available	

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HTTP Download

Click on a row to select it, then click on "HTTP Download"

3. Pictorial guide for PAN Verification & Consolidated TAN- PAN File (Contd.)

Sample Consolidated TAN-PAN file

Sr. No.	PAN Number	PAN Name (as per Statement)	PAN Name (as per PAN Master)	Form Type
1	AAAAA0002A	TRUTK	ISHER	26Q
2	AAAAA0003A	TRUTK	ISHER	27Q
3	AAAAA0004A	KYK	ATUL	26Q
4	AAAAA0005A	KYK	ATUL	27Q
5	AAAAA0006A	HR	VEENA	26Q
6	AAAAA0007A	HR	VEENA	27Q
7	AAAAA0008A	YYKYU	PRASAD AGRAWAL	26Q
8	AAAAA0009A	YYKYU	PRASAD AGRAWAL	27Q
9	AAAAA0010A	RT	BEHRAM JEHANGIR	26Q
10	AAAAA0011A	RT	BEHRAM JEHANGIR	27Q
11	AAAAA0012A	ADD 194DA	LAHU PATIL	26Q
12	AAAAA0013A	NEW DEDUCTEE1	LAHU PATIL	27Q

Consolidated TAN-
PAN file in excel
format

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