



TRACES

TDS Reconciliation Analysis and Correction Enabling System

## E-Tutorial

# Tax Payer Registration

## Important information on Taxpayer Registration.

- Tax Payer will be able to perform the following activities through the portal:
  - Registration
  - View/Download Form 26AS
  - Download Form 16B
  - Verify TDS Certificate
  - View/Download Aggregated TDS Compliances Report
  - Manage profile, change password
  - Perform 26QB correction

# Brief Steps for Registration


- To register at TRACES, Taxpayer need to click on “Register as New User-Taxpayer”. For NRI Taxpayer , Please refer to e-Tutorial “ NRI Taxpayer Registration”
- **Step 1:** Taxpayer need to provide PAN Number, Date of Birth , Name (First, Middle and Surname) after verifying the same from [www.incometaxindiaefiling.gov.in](http://www.incometaxindiaefiling.gov.in)
- Taxpayer is required to fill details in either Option 1 ,Option 2or Option 3
- **Option 1** details can be filled from 26AS and Form 16/16A provided by the deductor
- **Option 2** details can be filed from the challan paid by the Taxpayer for Self Assessment Tax, Advance Tax and TDS on property
- **Option 3** details can be filled from 26AS and correction ID/ Request ID will be provided by the current buyer, this option can be used for Seller / Buyers registration for approval in 26QB correction
- **Step 2:** Taxpayer is required to fill Communication Address and Details such as House Number, Block, Mobile Number and Email id to proceed at Step 3
- **Step 3 :** Taxpayer is required to create password followed by the security question to proceed at step 4
- **Step 4 :** Taxpayer can see all the details filled earlier and can edit the details if required or else can confirm the same to proceed further
- After completion of all above steps, Taxpayer will receive activation link followed by activation codes on registered email id and mobile number, which can be used for activation of account
- After activation of account, user will be able to Login on TRACES

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**TDS**  
Centralized Processing Cell



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



सत्यमेव जयते  
Government of India  
Income Tax Department

Home Deductor Tax Payer PAO

Register on 27.10.2015. ■ DSC enabled KYC for requests pertaining to Financial Year 2010-11 and below has been made

**CAUTION**

- TRACES never asks for fee of any kind for registration on portal or for availing any electronic services delivered through its portal [www.tdscpc.gov.in](http://www.tdscpc.gov.in)
- The Income Tax Department NEVER asks for your PIN numbers, passwords or similar information for credit cards, banks or other financial accounts through e-mail
- The Income Tax Department appeals to Tax Payers NOT to respond to such fee requests and e-mails and NOT to share information relating to their credit card, bank and other financial accounts
- It is hereby informed that CPC TDS does not send and has not sent any communication or email stating automatic tax deduction from Deductors' or Taxpayers' respective bank account/ net banking accounts.

In case you have received such email/ communication, you are requested to ignore it.

[Continue >>](#)

Customer Care

Toll-Free 1800 103 0344

0120 4814600

0120 4816105

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

Popular FAQ [View All](#)

- Justification report?
- Late payment/Short payment/Late deduction/Short deduction
- Late-Filing

Tag Cloud

Tax Payer PAN  
Tax Conso File

Updates

Click on Continue to proceed further .




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**Home** Deductor Tax Payer PAO

**Login**

Login

Register as New User

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Forgot User ID

**Quick Links**

Online Challan Correction **New**

TDS CPC Communications **New**

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Rates and Tables

Forms

Conso File Formats

TDS on Sale of Property

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

**Centralized Processing Cell(TDS),  
Income Tax Department is  
presented National Award for  
e-Governance, 2014-15 "Gold Award"  
For Excellence in Government Process  
Re-engineering**

**Customer Care**

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**Tag Cloud**

**Tax Payer** PAN  
Tax Conso File

**TRACES** is a web-based application of the Income Tax Department that provides an interface to all stakeholders involved with TDS administration. It enables viewing of challan status, downloading of Conso Statement Report and Form 16 / 16A as well as viewing of annual tax credit statements (Form 10C).

**Highlights of the portal**

- Download Status
- Download Jus... Image Profile

**Updates**

**10C for requests pertaining to Financial Year 2010-11 and below has been made non mandatory, Deductors can now submit**

Click on Register as a new User and Select Type of User as 'Tax Payer'




# Select the User Type

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English



Home Deductor Tax Payer PAO Help

**Version V1.2 of TRACES Offline Correction utility has been rolled out. Please download and use latest**

### Login

User Id\*

Password\*

TAN for Deductor /  
PAN for Tax Payer  
AIN for PAO\*

Login

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

Register as New User

Please select type of user:

Tax Payer

Proceed Cancel

**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:**

- This website uses cookies to maintain user preference and session information. Disabling cookies in your browser might not allow you to perform certain activities

Select Type of User as 'Tax Payer'

# Register as New User – Step 1: Validation Details

Home Deductor **Tax Payer** PAO Help

**Register as New User** Step 1 ---- Step 2 ---- Step 3 ---- Step 4

**Validation Details**

**i** PAN details (first name/middle name/Last Name / Surname) may include "spaces" in between. The same need to be entered accordingly. you may check positioning of "spaces" from "Know Your Pan Link" on incometaxindiaefiling site.

**i** In case you've deposited challan recently, please try registration after 3 working days from Date of Challan Deposit.

PAN\*  ?

Date of Birth / Date of Incorporation\* (dd-mmm-yyyy; e.g., 12-Dec-1980)  ?

Last Name / Surname\*  ?

First Name  ?

Middle Name  ?

For more details on any screen, click on Help icon

Enter PAN to be registered. Date of Birth and Name should be verified form Income tax India Website

Click on help icon next to each field for more details

**Note: Fields marked by asterisk are mandatory**

## Register as New User – Step 1: “Option 1” Validation Details

Provide values for either Option 1 , Option 2 or Option 3 for validation purpose

**Option 1-Details of TDS Deducted/Collected**

TAN of Deductor	<input type="text"/>	?				
Type of Deduction	--Select--	▼				
Month-Year	--Select--	▼	--Select--	▼	?	
TDS / TCS Amount (Rs.) (e.g., 1987.00)	<input type="text"/>					?

Please select month of deduction and the TDS amount deposited respectively

**Note: Option-1 (Enter any TAN of deductor who has deducted TDS from the Tax Payer on or after April 1, 2011 and the deduction details).**

## Register as New User – Step 1: “Option 2” Validation Details

Provide values for either Option 1 , Option 2 or Option 3 for validation purpose

**Option 2- Challan details of Tax Deposited by Taxpayer**

Assessment Year	--Select--	?
Challan Serial Number (e.g. 50920)		?
Amount (Rs.) (e.g., 1987.00)		?

**Note: Option-2 (In case you have paid challan for Self Assessment Tax, Advance Tax or TDS on property after April 1, 2011 you can select this option).**

**Enter challan serial number and amount for the selected assessment year for any tax paid by the Tax Payer**

# Register as New User – Step 1: “Option 3” Validation Details

Provide values for either Option 1 , Option 2 or Option 3 for validation purpose

**Option 3-Mention Details of 26QB statement details filed by Buyer before correction**

Acknowledgement Number  ?

PAN of the Buyer  ?


Amount Paid/Credited(Rs.) (e.g., 1987.00)  ?

Correction Id/ Request Id  ?

Updated Pan of the Buyer  Pan of Seller

PAN of Seller  ?

**i** It is mandatory to fill all values in either Option 1 or Option 2 or Option 3

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

Enter the text as displayed in Verification Code

Enter text as in above image\*

Correction ID/ Request ID will be provided by the current Buyer

Previous Seller can select this option

Updated Buyer can select this option

Enter the text as displayed in Verification Code

Click on 'Proceed' to continue

**Note :Option 3 ( In case of 26QB correction for the Seller and buyer approval , taxpayer can select this option and proceed with registration procedure) .**

# Register as New User – Step 1: Important Notes

- In Step-1 - First Name & Middle Name and surname must be entered
- In case PAN Details provided as per PAN card are shown as invalid on TRACES, then please verify the PAN details from [www.incometaxindiaefiling.gov.in](http://www.incometaxindiaefiling.gov.in)
- Date of birth should be entered in correct format (dd-mmm-yyyy) as per calendar provided
- Amount should be entered in two decimal places (e.g., 1234.56)
- **Option 1** details can be filled from 26AS and Form 16/16A provided by the deductor
- In option-1 Taxpayer has to select the month in which Tax has been deducted instead of Tax deposited
- For Example : TDS deducted in month of December and deposited in the month of January than user has to select December month
- **Option 2** details can be filed from the challan paid by the Taxpayer for Self Assessment Tax, Advance Tax and TDS on property
- **Option 3** details can be filled from 26AS and correction ID/ Request ID will be provided by the current Buyer, this option can be used for seller / Buyers registration for approval in 26QB correction

# Register as New User – Step 2: Address & Communication Details

Income Tax Department

Home Deductor **Tax Payer** PAO Help

**Register as New User** Step 1 ---- Step 2 ---- Step 3 ---- Step 4

**Details entered in this form will be saved only in TRACES and will not be updated in PAN database.**

**Communication Address**

Flat / Door / Block No.\*

Name of Premises / Building / Village

Road / Street / Post Office

Area / Locality

Town / City / District\*

State / Union Territory\*

PIN Code\*

**Communication Details**

STD Code-Phone No.   ?

Country code-Mobile Number\*   ?

Alternate Mobile Number

Email Id\*  x ?

Enter address and communication details for your TRACES account. It should be of the current Address. In case of different from PAN, please update details by filing 49A.

Enter 10 digit mobile number, with country code and e-mail id are mandatory

- Details entered here will be saved only in TRACES and will not be updated in PAN database
- To change details in PAN database, submit PAN change request form at [www.tin-nsdl.com](http://www.tin-nsdl.com)

# Register as New User – Step 3: Login Details

**Register as New User**

Step 1 ---- Step 2 ---- **Step 3** ---- Step 4

**Login Details**

User Id

Password\*

Confirm Password\*

Security Question\*

Answer\*

[< Back](#) [Create Account](#)

Callouts:

- User Id will be PAN of Tax Payer
- Enter same password in both password fields
- Select a security question and enter its answer
- Click on 'Back' to go to Step 2
- Click on 'Create Account' to view confirmation screen

- Details entered in Step 3 will not be lost if user navigates to Step 2

# Register as New User – Step 4: Confirmation Screen

**Register as New User** Step 1 ---- Step 2 ---- Step 3 ---- Step 4

**Type of User**

Type of User

**Tax Payer Details**

PAN

Date of Birth / Date of Incorporation

First Name

Middle Name

Surname

**Communication Address**

Flat / Door / Block No.

Name of Premises / Building / Village

Road / Street / Post Office

Area / Locality

Town / City / District

State / Union Territory

PIN Code

Confirmation screen will display values entered by user in previous screens

- User cannot edit details on confirmation screen

# Register as New User – Step 4: Confirmation Screen

The screenshot displays a registration confirmation screen with two main sections: 'Communication Details' and 'Login details'. The 'Communication Details' section includes fields for 'STD Code-Phone No.', 'Mobile Number', 'Alternate Mobile Number', and 'Email Id'. The 'Login details' section includes fields for 'User Id' and 'Security Question'. The 'Security Question' field is currently set to 'What is the year of your graduation?'. At the bottom of the form, there are two buttons: 'Edit' and 'Confirm'.

Click on 'Edit' to go to Step 2 to edit details

Click on 'Confirm' to confirm registration of PAN

# Register as New User – Success Message

The screenshot shows the TRACES (TDS Reconciliation Analysis and Correction Enabling System) interface. 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. The Government of India Income Tax Department logo is visible in the top right corner. A navigation menu below the header includes Home, Deductor, Tax Payer (highlighted), and PAO. A Help button is located on the right side of the menu.

The main content area displays a success message: "Registration request successfully submitted!". Below this message, there are four bullet points providing instructions for activation. A "Go to Home Page" button is located below the instructions. Three callout boxes are overlaid on the screenshot:

- One callout box points to the success message and contains the text: "Success message will be displayed confirming registration of PAN with TRACES".
- Another callout box points to the "Go to Home Page" button and contains the text: "Click here to go to home page".
- A third callout box points to the instructions and contains the text: "Registration is successful . Check your email and mobile for activation link and codes to activate your account".

- Details entered here will be saved only in TRACES and will not be updated in PAN database
- To change details in PAN database, submit PAN change request form at [www.tin-nsdl.com](http://www.tin-nsdl.com)
- **In case incorrect communication detail and address detail are submitted , wait for 48 hours. Once ,account gets deactivated, try to register again as new user with correct details**

## Register as New User – Activation

This page will be displayed when user clicks on the activation link sent through email

Enter details below to activate account

User Id\*

Code sent through email\*

Code sent through SMS\*

Submit

Enter User Id of the Tax Payer as registered on TRACES (i.e., PAN)

Enter activation codes sent through email and SMS

The screenshot shows a web form for account activation. At the top right is a help icon. Below it is a header bar with an information icon and the text 'Enter details below to activate account'. The form contains three input fields: 'User Id\*', 'Code sent through email\*', and 'Code sent through SMS\*'. A 'Submit' button is located below the input fields. Three callout boxes with orange borders point to the form: one points to the top of the form, another points to the 'User Id\*' field, and a third points to the 'Code sent through email\*' and 'Code sent through SMS\*' fields.

Click here to submit activation details and activate your account

Success message indicated account has been activated

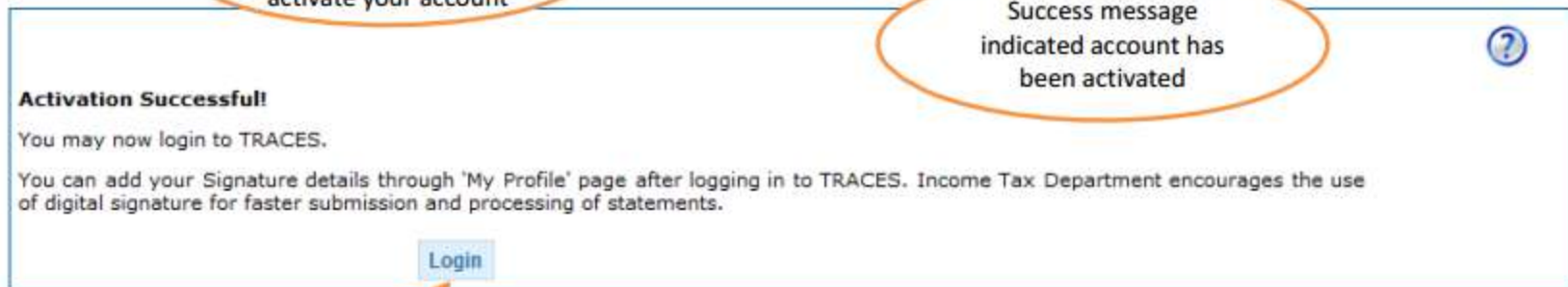
**Activation Successful!**

You may now login to TRACES.

You can add your Signature details through 'My Profile' page after logging in to TRACES. Income Tax Department encourages the use of digital signature for faster submission and processing of statements.

Login

Click here to login to TRACES


The screenshot shows a success message page. At the top right is a help icon. The main text reads 'Activation Successful!' followed by 'You may now login to TRACES.' and a paragraph about adding signature details. A 'Login' button is centered at the bottom. Two callout boxes with orange borders are present: one points to the 'Submit' button from the previous page, and another points to the success message text.

# Login to TRACES


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




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

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

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

**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:**

Click on help icon next to each field for more details

Enter userid and password

Enter PAN

Enter the text as displayed in Verification Code

For more details on any screen, click on Help icon

# THANK YOU

## Please Note:

- 1) **For Feedback** : You can share your feedback on [contactus@tdscpc.gov.in](mailto:contactus@tdscpc.gov.in)
- 2) **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