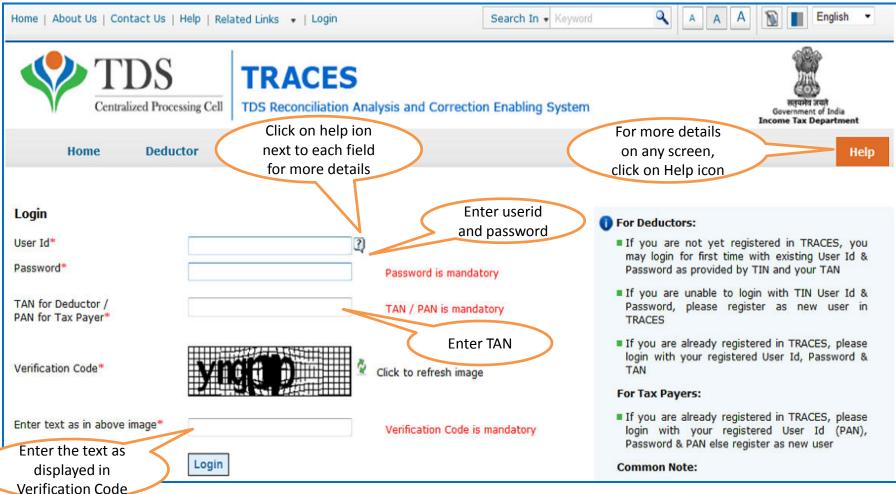




# e-Tutorial

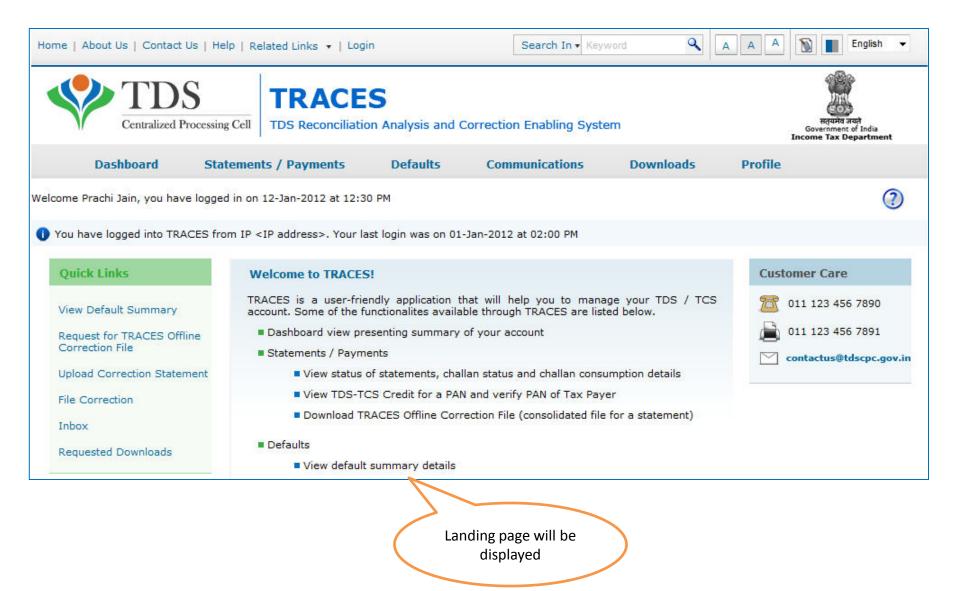
# **Download Form 16A**

#### **Login to TRACES**



 For first time login to TRACES, migrated user from TIN must enter the User Id and Password for their TAN Account in TIN

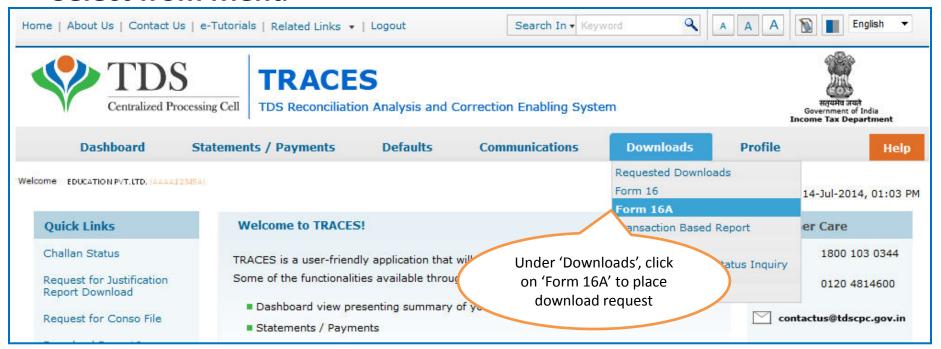
#### **Landing Page**



#### **Important Notes:**

- Form 16 A downloaded from TRACES are considered as valid TDS certificates, as per CBDT circular 04/2013 dated 17th April'2013.
- Form 16 A is generated only for valid PAN. In case of invalid PAN or if the PAN is not reported in TDS statement, Form 16 A will not be generated.
- TDS certificates downloaded from TRACES are non-editable.
- Password to open Form 16 A is TAN number in Capital letters i.e. ABCD12345E.

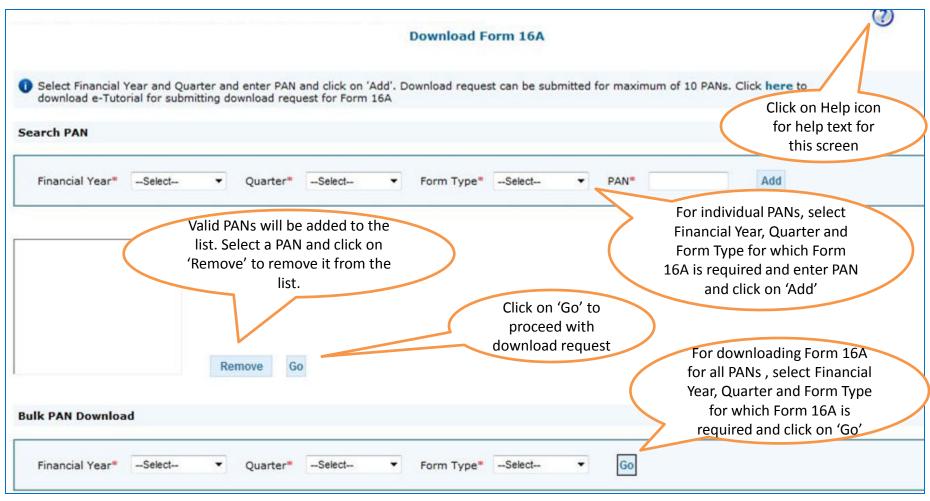
#### **Select from Menu**



- Download request for Form 16A for a particular FY and Quarter can be submitted only after Form 26Q or 27Q statement for selected FY and Quarter is filed by deductor and processed by TDS CPC. Statement filed should not have been cancelled or NIL Statement.
- Form 16A can be downloaded from FY 2007-08 onwards
- Data in Form 16A will be as per latest statement processed (Form 26Q and 27Q) for selected FY & Quarter
- For a given FY, Quarter, TAN and PAN, there will be only one Form 16A for all Form
   Types and Section Codes

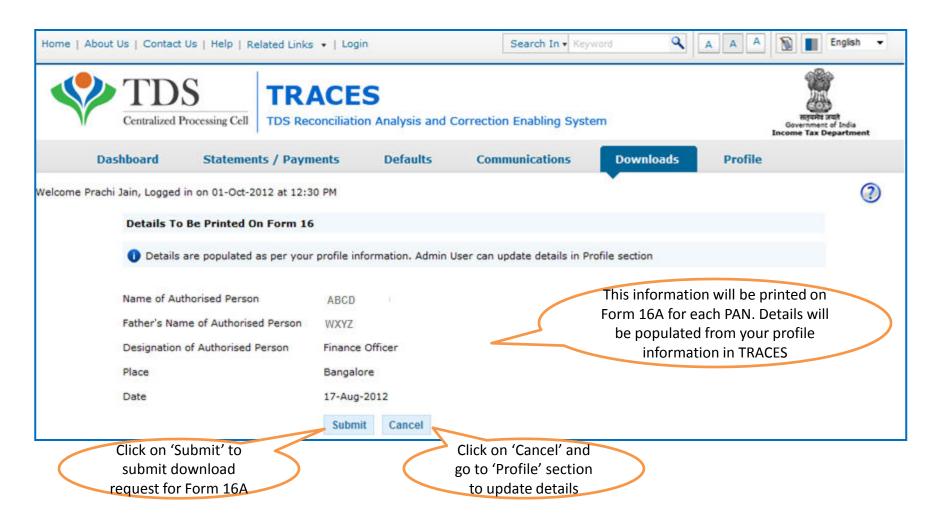
   Copyright © 2012 Income Tax Department

#### **Enter Search Criteria**

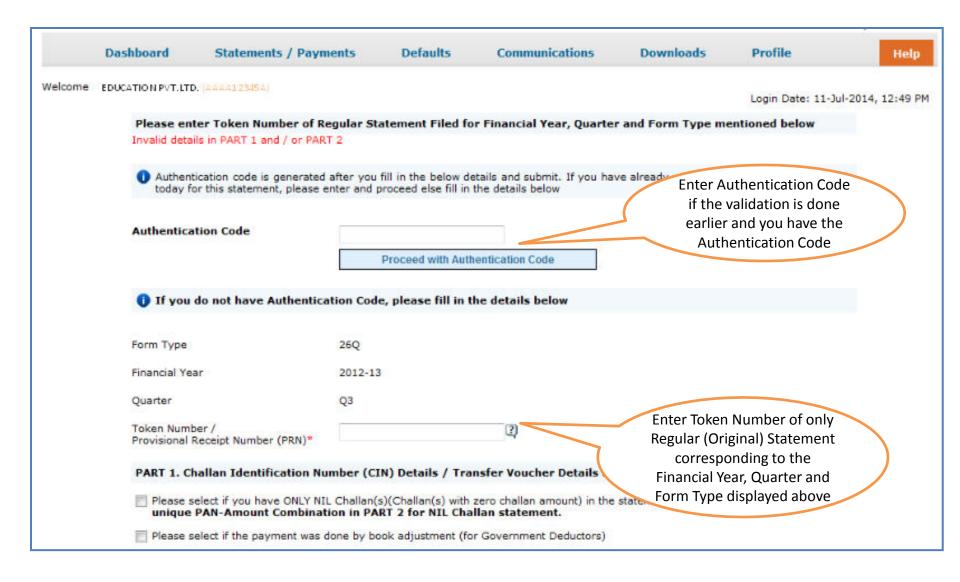


- Validation screen will be presented on click of 'Go'
- PAN must be present in PAN database and also in the latest Form 26Q / 27Q statements of selected FY and Quarter
- Form Type field is used to populate validation screen on next step

#### **Details to be printed on Form 16A**



#### **Token Number Details**



# **Token Number Details (Contd.)**

PART 1. Challan Identification Nu	mber (CIN) Details / Transfer Voucher Details as quoted in the above Statement	
mandatory to enter unique PA	Tick in Check Box for NIL Challan or Book Adjustment Corresponding to the statement mentioned above need not need provide BSR and Challan Serial Number below  Tick in Check Box for NIL Challan Challan  Tick in Check Box for NIL Challan  Challan or Book Adjustment  Corresponding to the statement mentioned above such challan, mention a challan with no valid P the PAN Details section below.	on a
Guide to identify a suitable challan	Click on Guide to select	
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 (歌(e.g., 1987.00)	Suitable Challan option  Enter CIN details for a challan used in the statement  Tick here if you do not any Valid PAN corresponding to above Challan details  Tick here if you do not any Voucher entered above  Challan / Transfer Voucher mentioned above	
i) 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 (one or two) PAN-Amount combinations.  Click on Guide to select		
Guide to identify the Unique PAN-	suitable PAN amount	
PAN as in Statement	Combinations  Total Amount Deductor:  PANs entered must be those for which payment has been done using the CIN / BIN entered on this screen	>

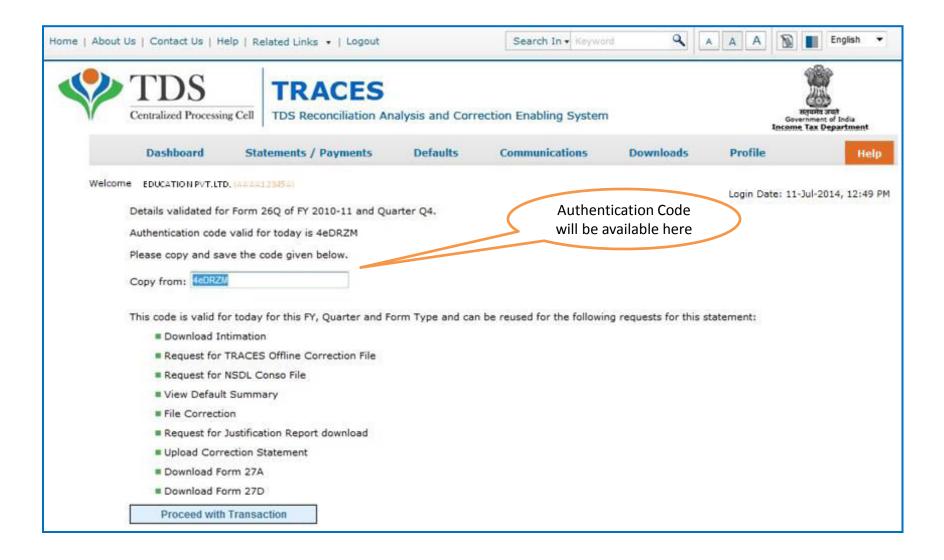
#### **Notes for Validation Screen**

- Authentication code is generated when you clear validation details for a statement for certain functionalities such as Download Form 16 / 16A, Download Conso File, Download Justification Report, etc. Authentication code generated for a particular statement will be valid for the calendar day (i.e., an authentication code generated on 10-Dec-2012 can be used only on 10-Dec-2012 to clear validation details for the same statement. It will not be valid the next day).
- Validation will be bypassed for the same statement within the same session
- Token Number must be of the statement of the FY, Quarter and Form Type displayed on the screen
- CIN details must be entered for the challan which is deposited and mentioned in the statement corresponding to the FY, Quarter and Form Type mentioned above
- Transfer Voucher details to be entered for government deductors
- Amount should be entered in two decimal places (e.g., 1234.56)

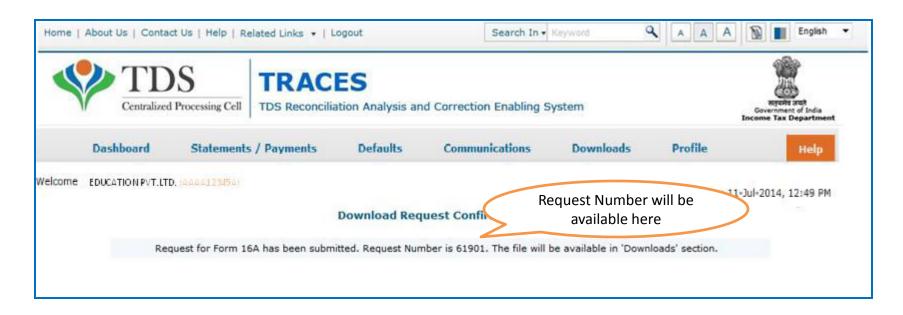
#### **Notes for Validation Screen**

- Maximum of 3 distinct PANs and corresponding amount must be entered
- If there are more than three such combinations in the challan, user can enter any 3
- If there less than three such combinations in the challan, user must enter all (either one or two)
- PAN mentioned must be that for which payment has been done using the challan / Transfer Voucher mentioned on this screen

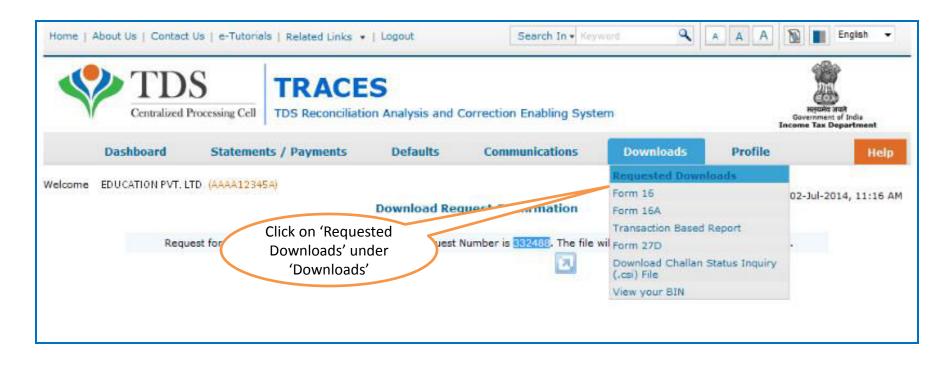
#### **Authentication Code Screen**



#### **Request Number Screen**

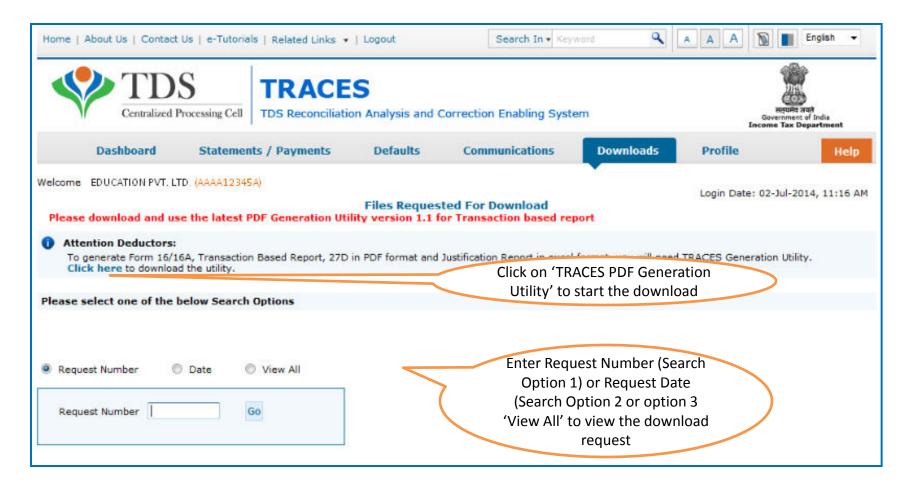


## **Downloading Form 16A**



• File will be available in 'Requested Downloads'

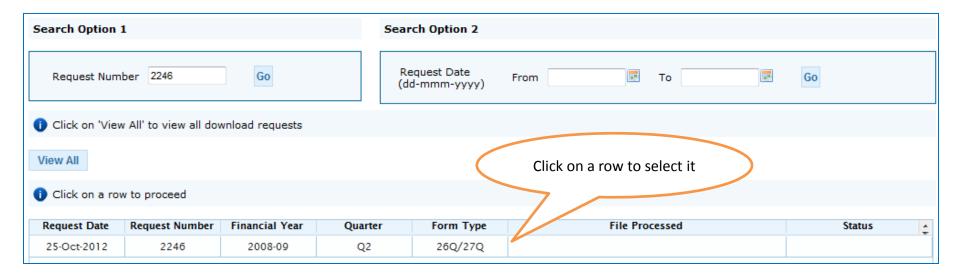
#### **Downloading Form 16A (contd.)**



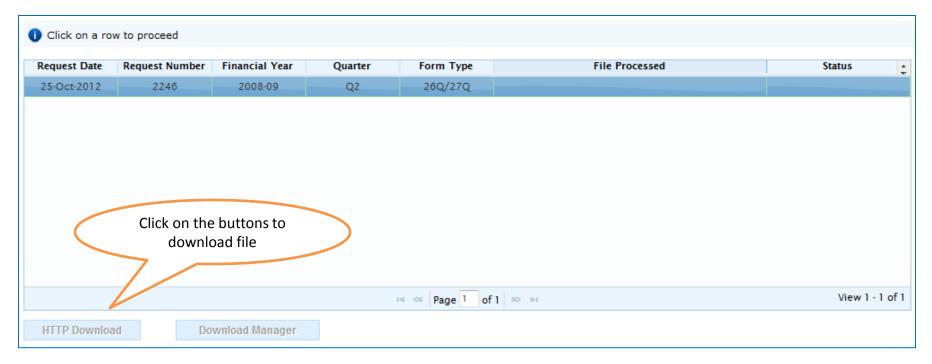
If PDS Utility is already downloaded, mentioned the request options and proceed further.

If Utility is not Downloaded earlier then follow the procedure from slide 19 onwards

#### **Search Results**

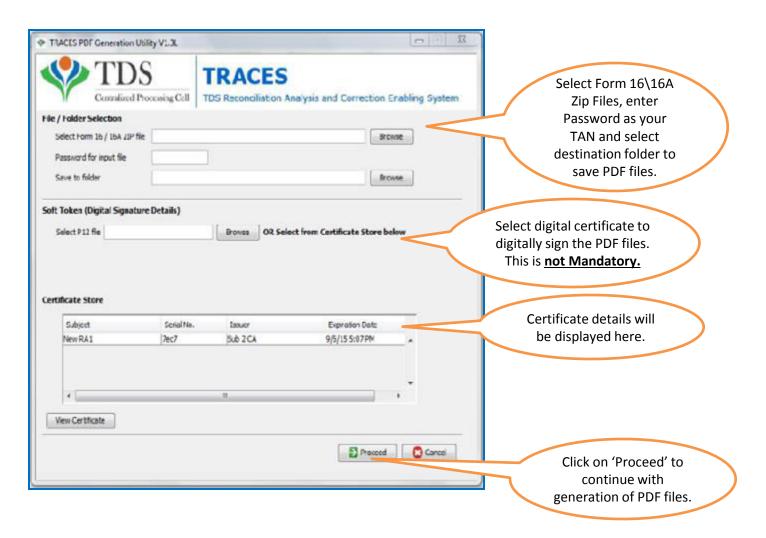


# **Search Results (contd.)**

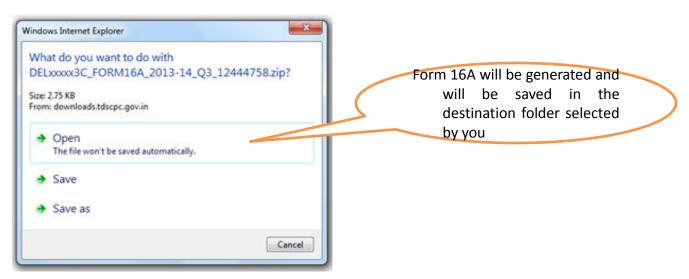


- HTTP Download is useful to download small files. It will directly download file for the user
- Download Manager is useful to download large files and where internet bandwidth is slow. This will launch a window, which will download an applet. The Applet is a large file, hence first time download might take time. But for subsequent requests, it should load immediately. User can use this tool to download file. This tool has the ability to resume download in case of failure

#### **Downloading Form 16 A**



#### **Convert .ZIP File into PDF**



- .Zip file will contain Form 16A details for all requested PANs
- Download 'TRACES PDF Generation Utility' from the website and install it on your desktop
- Pass the ZIP file through the utility to convert it into individual PDF files for each PAN
- User can opt to digitally sign the Form 16As during conversion
- Deductor can also opt to manually sign the PDF files after printing.

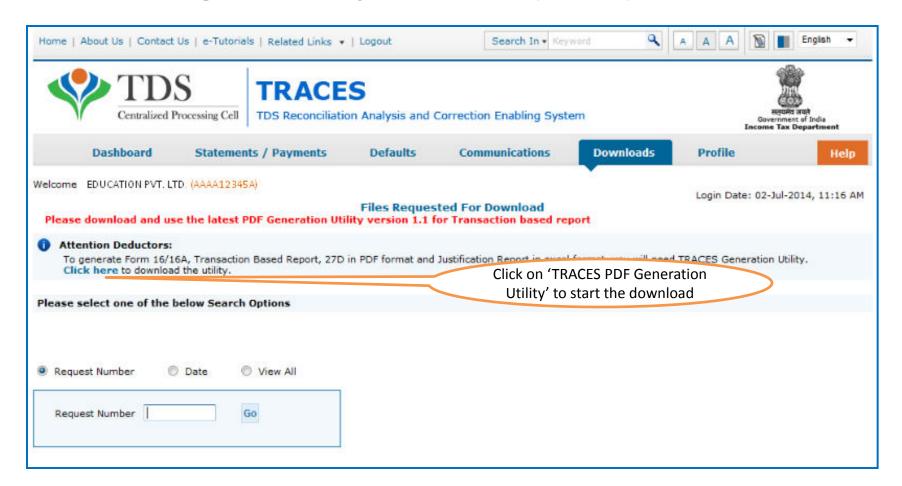




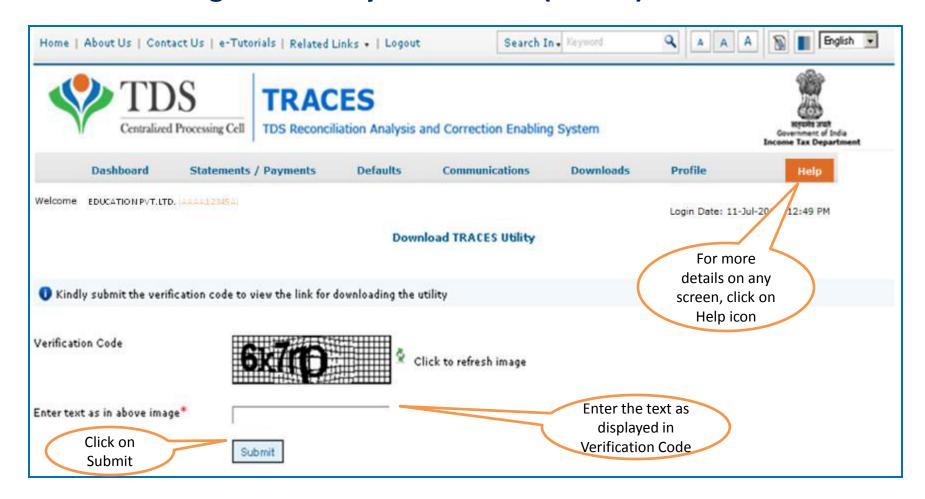
# Step to Download Traces PDF Converter V1.3L Light Version

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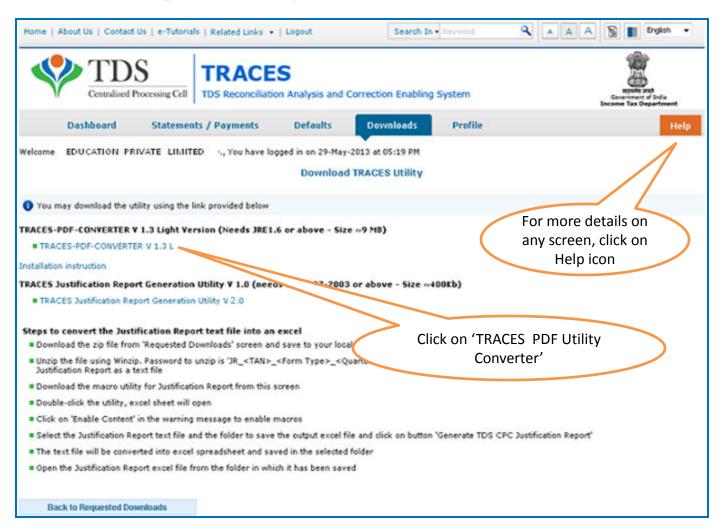
# **Downloading PDF Utility Conversion (contd.)**



#### **Downloading PDF Utility Conversion (contd.)**



#### **Downloading PDF Utility Conversion (contd.)**



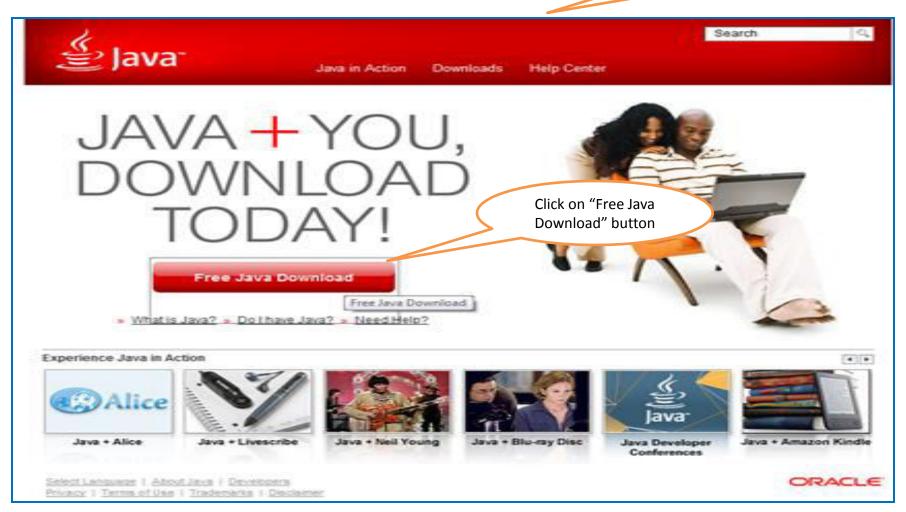
#### **Downloading Traces PDF Converter V1.3L Light Version**

- Extract TRACES-PDF-CONVERTERV1.3L.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-ConverterV1.3L.jar in a same folder.
- To run this Utility, JRE version 1.6 or above is needed. Get the same from <a href="https://www.java.com">www.java.com</a> and install (Steps are given in pages 10 to 22).

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# **Java Installation Steps**



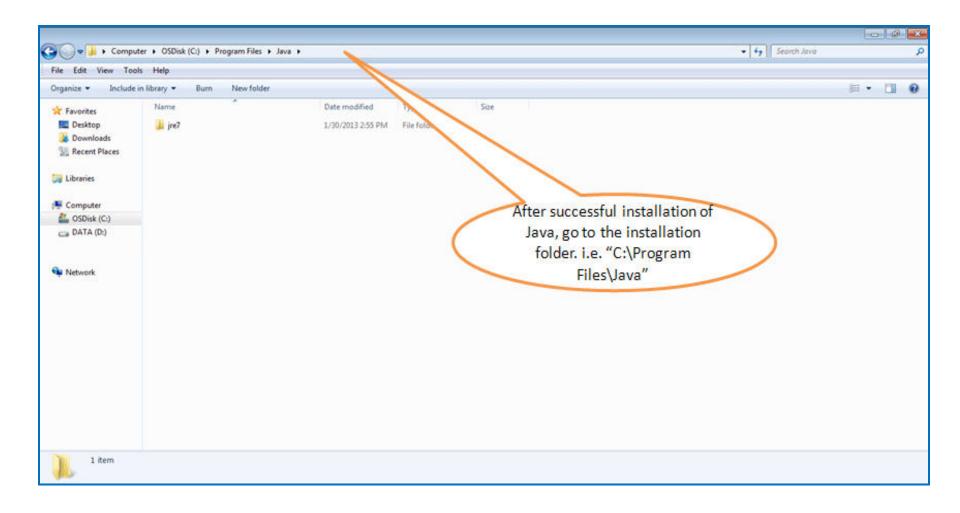


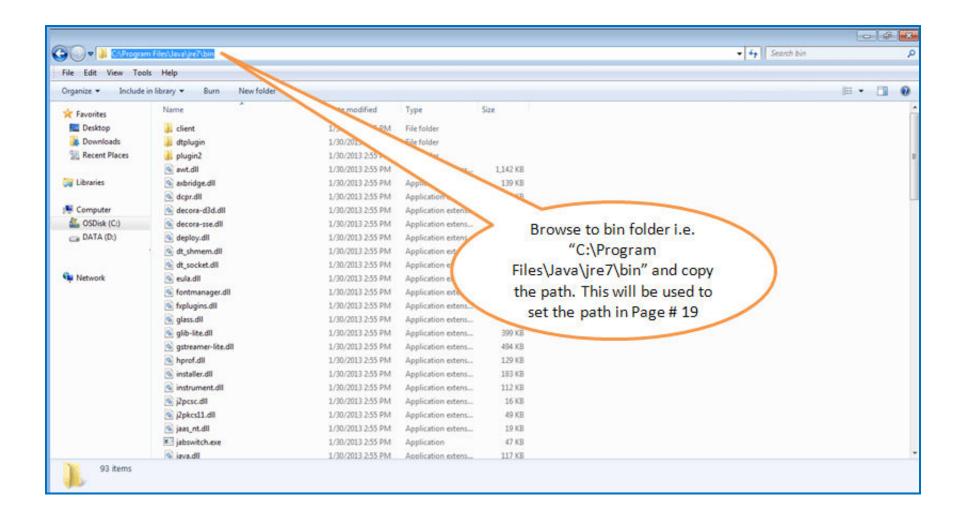
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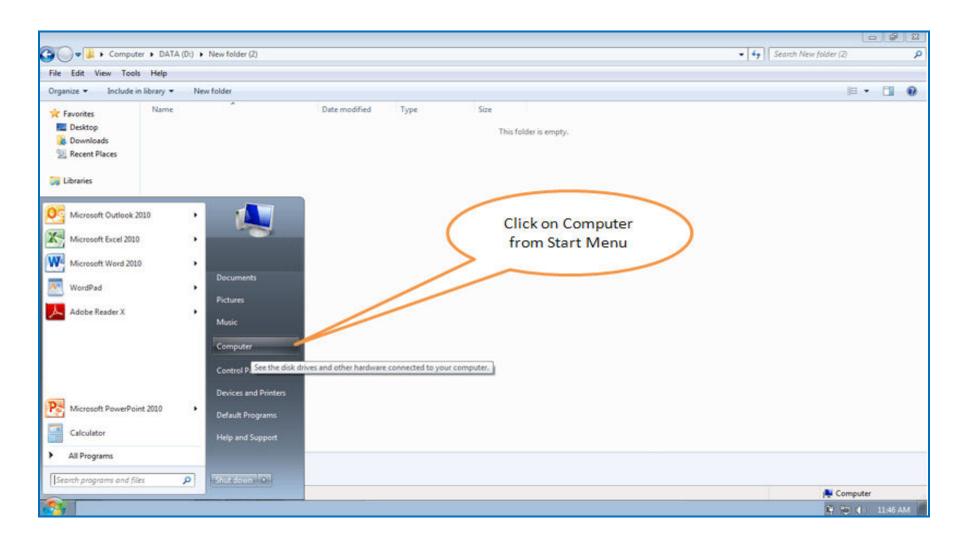
# Java Installation Steps (contd.)

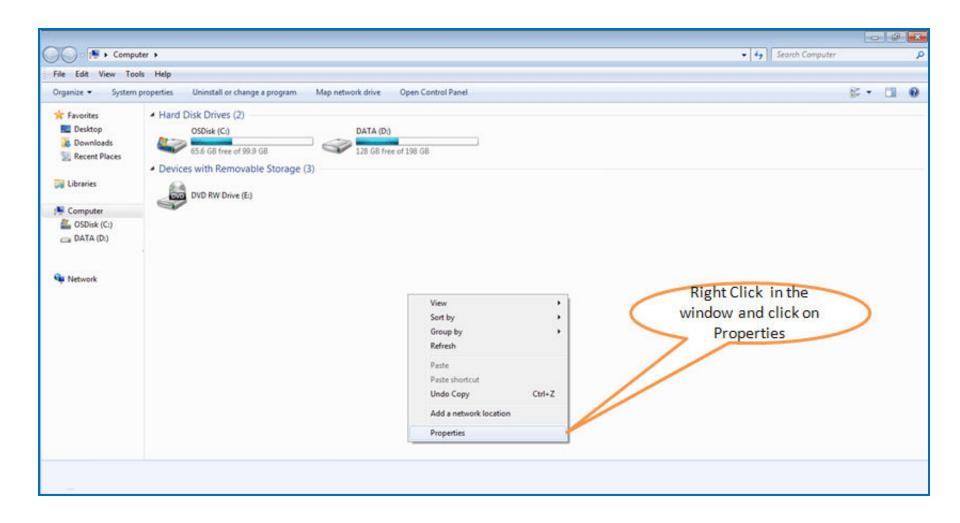


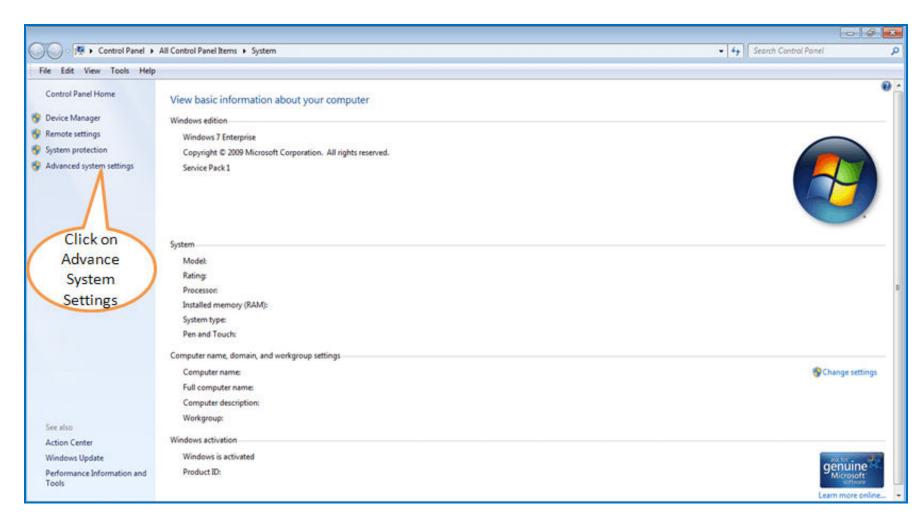
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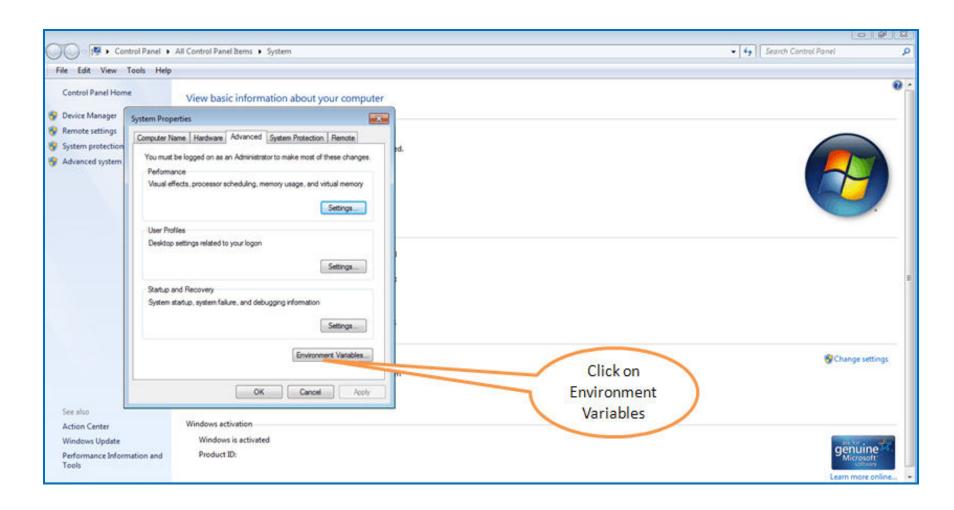


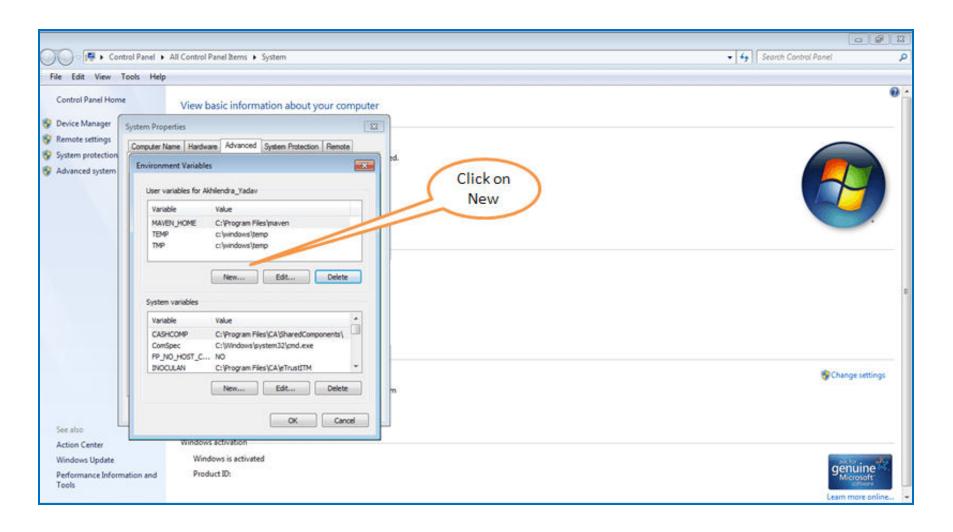


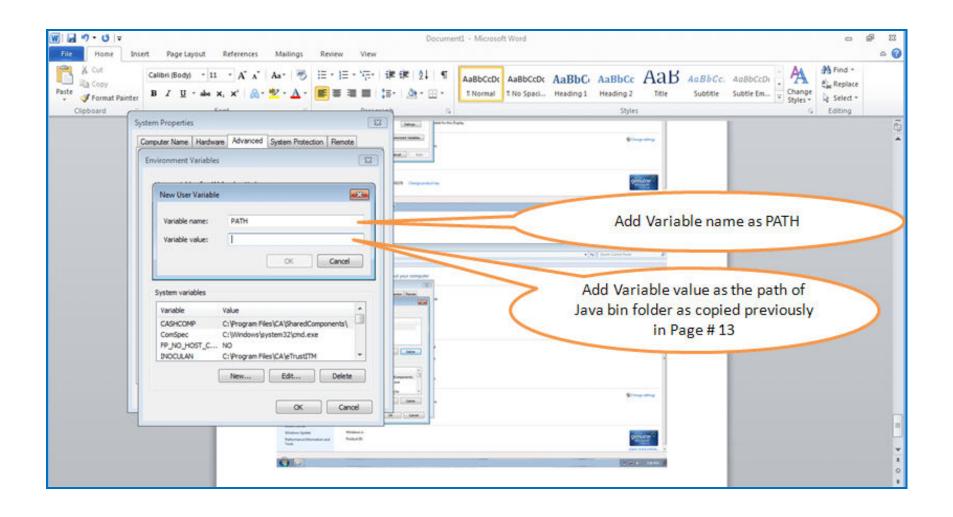


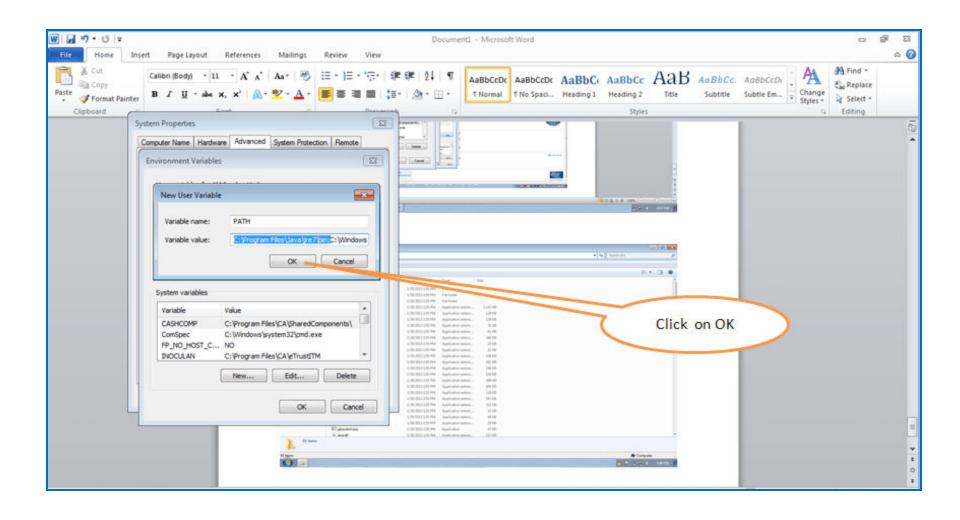


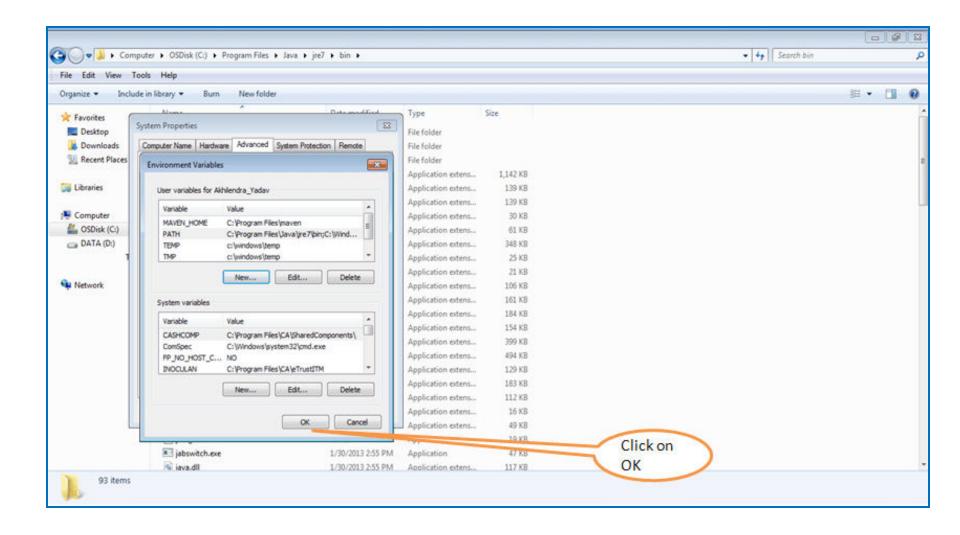
The screen may vary if Windows version is other than 7. Please look for 'Advanced System Settings' option in the screen if it is different then what is shown above.

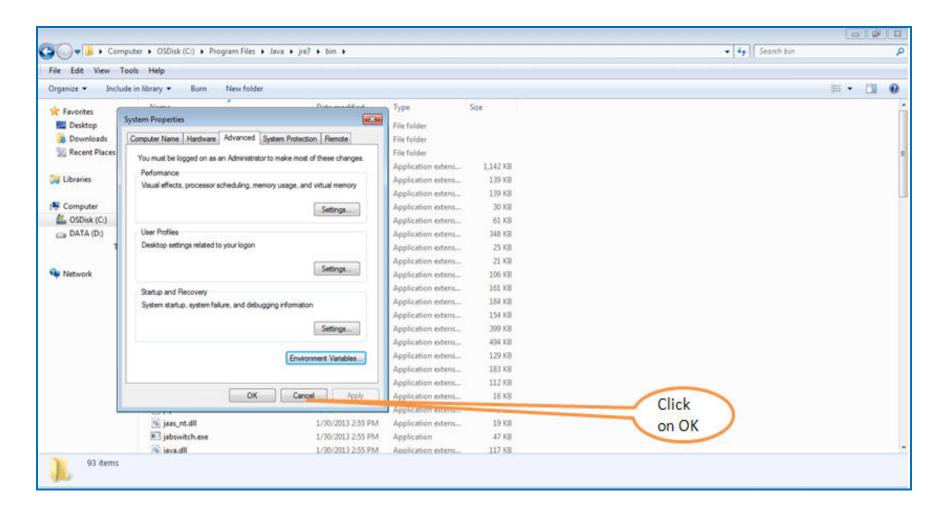




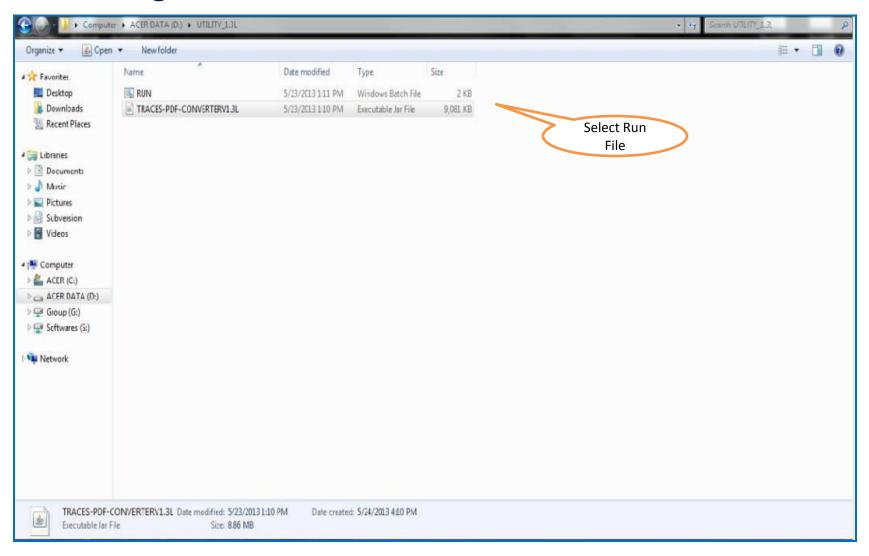




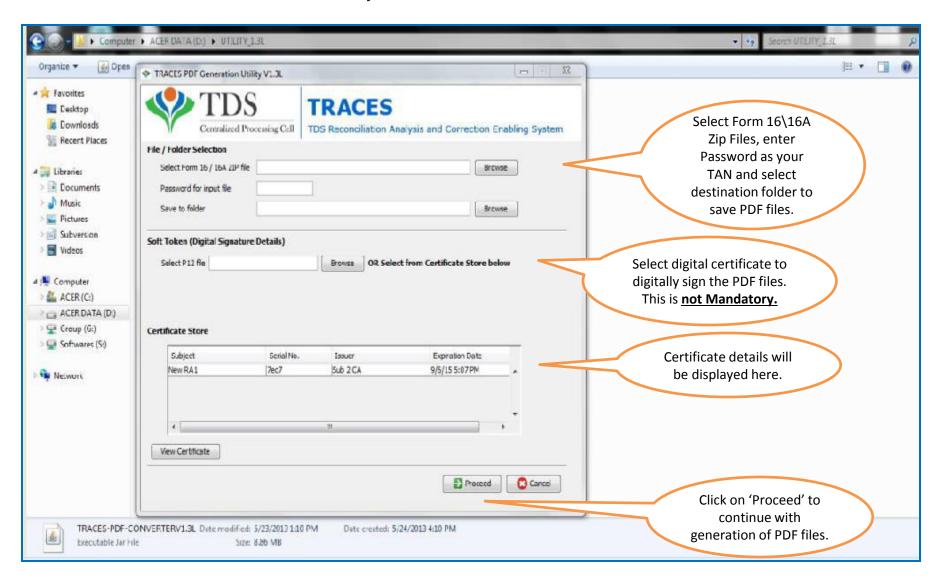




# **Launching TRACES PDF Converter V1.3L**



#### Double Click Run.Bat file, which will launch User Interface



#### **PDF Files**

- 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 / 16A PDFs after printing them