

# HOW TO REQUEST FOR TDS(26Q/27Q) CERIFICATE

- Go to <https://www.tdscpc.gov.in>
- Login via TAN for Deductor

The screenshot shows the login page of the TDS TRACES system. The login form is circled in black. It includes fields for User Id, Password, and TAN for Deductor / PAN for Tax Payer / AIN for PAO. There are also links for Register as New User, Forgot Password?, and Forgot User Id (Deductor?). The page header shows the TDS Centralized Processing Cell logo and the TRACES TDS Reconciliation Analysis and Correction Enabling System logo. The footer shows the Government of India Income Tax Department logo.

- After login the screen will be open like as given below

# HOW TO REQUEST FOR TDS(26Q/27Q) CERIFICATE

The screenshot shows the TRACES portal home page for user MALLIDAYS INFOTECH PRIVATE LIMITED (MRTM06230A). The page includes a navigation bar with links like Dashboard, Statements / Payments, Defaults, Communications, Downloads, Profile, and Help. A central 'Welcome to TRACES!' section lists functionalities such as viewing challan status, downloading Form 16, and updating communication details. A 'Quick Links' sidebar on the left provides shortcuts to various services. A 'Customer Care' section on the right lists toll-free numbers. The footer contains copyright information and a disclaimer about using the Back or Refresh button.

## ○ GO to Downloads and FORM 16A

This screenshot shows the 'Downloads' menu expanded on the TRACES portal. The menu options include Requested Downloads, Form 16, Form 16A, Transaction Based Report, Form 27D, Download Challan Status Inquiry(.csi) File, and View your BIN. A black arrow points to the 'Form 16A' option. The background shows the same portal interface as the first screenshot, with the 'Downloads' tab highlighted in the navigation bar.

# HOW TO REQUEST FOR TDS(26Q/27Q) CERIFICATE

○ GO to BULK PAN DOWNLOAD

○ Fill the following details like Financial Year , Quarter and Form Type

The screenshot shows the TDS(26Q/27Q) Certificate Request Form on the TDS CPC website. The form is titled "Bulk PAN Download" and contains the following fields:

- Financial Year\* (Dropdown menu)
- Quarter\* (Dropdown menu)
- Form Type\* (Dropdown menu)
- PAN\* (Text input field)
- Go (Button)

Arrows point to the "Financial Year\*", "Quarter\*", and "Form Type\*" dropdown menus, which are circled in red. The "Go" button is also circled in red. The form is located at the bottom of the page, below the "Search PAN" section.

○ And then click on GO

○ And click on SUBMIT

# HOW TO REQUEST FOR TDS(26Q/27Q) CERIFICATE

Details To Be Printed On Form 16A

Details are populated as per your profile information. Admin User can update details in Profile section

Name of Authorised Person

Father's Name of Authorised Person

Designation of Authorised Person DIRECTOR

Place NOIDA

Date 06-Nov-2017

[Submit](#) [Cancel](#)

## Enter the TOKEN NUMBER

Authentication Code

[Proceed with Authentication Code](#)

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

Form Type 26Q

Financial Year 2017-18

Quarter Q2

Token Number / Provisional Receipt Number (PRN)\*

**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)

**Guide to identify a suitable challan**

BSR Code / Receipt Number\*

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

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- **AND enter the following details also like**
  - **BSR Code / Receipt Number**
  - **Date on which Tax Deposited**
  - **Challan Serial Number / DDO**
  - **Challan Amount / Transfer Voucher**
- **ALSO fill details of LIKE**
  - **PAN IN THE STATEMENT**
  - **AND TOTAL AMOUNT DEPOSITED**

combination and also select the checkbox (no valid PAN deductee row) in the PAN Details section below.

**Guide to identify a suitable challan**

BSR Code / Receipt Number\* 0302275 ?

Date on which Tax Deposited\* 28-Oct-2017 ?  
(dd-mmm-yyyy; e.g., 12-Dec-1980)

Challan Serial Number / DDO\* 00914 ?  
Serial Number (5 digits; e.g., 00053)

Challan Amount / Transfer Voucher\* 5195.00 ?  
Amount (Rs.)(e.g., 1987.00)

CD Record Number ?

**PART 2. Enter Unique PAN-Amount Combination for Challan / Transfer Voucher entered 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. ) |
|---------------------|-------------------------------|
| AARPJ9664N ?        | 3000.00 ?                     |
| AARPJ9664N          | 2000.00                       |
|                     |                               |

[Proceed](#)

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- **AND click on PROCEED**
- **AND THEN CLICK ON PROCEED WITH TRANSACTION**

# HOW TO REQUEST FOR TDS(26Q/27Q) CERIFICATE

The screenshot shows the TDS TRACES portal interface. The user is logged in as MALLIDAYS INFOTECH PRIVATE LIMITED (MRTM06230A). The page displays a welcome message and a list of available services. A black arrow points to the 'Proceed with Transaction' button at the bottom of the list.

Dashboard Statements / Payments Defaults Communications Downloads Profile Help

Welcome MALLIDAYS INFOTECH PRIVATE LIMITED ( MRTM06230A ) Login Date: 06-Nov-2017, 02:01 PM

Details validated for Form 26Q of FY 2017-18 and Quarter Q2.  
Authentication code valid for today is RBndw1  
Please copy and save the code given below.  
Copy from:

This code is valid for today for this FY, Quarter and Form Type and can be reused for the following requests for this statement:

- Download Intimation
- Request for TRACES Offline Correction File
- Request for Conso File
- View Default Summary
- File Correction
- Request for Justification Report download
- Upload Correction Statement
- Download Form 27A
- Download Form 27D

[Proceed with Transaction](#)

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○ AND finally the request is submitted successfully as shown in desktop

The screenshot shows the TDS TRACES portal interface after a successful request submission. The page displays a 'Download Request Confirmation' message, which is highlighted with a red box.

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

Search In Keyword

Dashboard Statements / Payments Defaults Communications Downloads Profile Help

Welcome MALLIDAYS INFOTECH PRIVATE LIMITED ( MRTM06230A ) Login Date: 06-Nov-2017, 02:01 PM

**Download Request Confirmation**

Request for Form 16A has been submitted. Request Number is 60704952. The file will be available in 'Downloads' section.

# HOW TO REQUEST FOR TDS(26Q/27Q) CERIFICATE

- And see the status of request sent whether it is submitted or not
- Go to Download and click on REQUESTED DOWNLOADS
- IT takes 1 day to complete the request and it will be shown in very next day on TDS PORTAL then you can download the TDS CERTIFICATE IN BULK