

E-Tutorial

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1. Important information of Request for Form 13- Resident

Form 13 is an application by a person for a certificate under section 197/206C(9) of the income-tax Act,1961 for no deduction/collection of tax or deduction/collection at lower rate.

- Form 13 can be submitted through TRACES from current financial year only.
- Taxpayer can raise more than one original requests for Form-13 if status of previous request is '**Submitted**'.
- DSC (Digital Signature Certificate)of Authorized person or E- Verification (Through Internet Banking) or Mobile OTP or Aadhaar Number validation is required for submission of Form 13.

Note: Submission of application can be done by Digital Signature Certificate only in case of NRI Services.

Note:

- If DSC (Digital Signature Certificate) is not registered at TRACES, kindly register your DSC.
- Mobile OTP facility is not available for Jammu & Kashmir users and the users coming through NRI Website: www.nriservices.tdscpc.gov.in
- Aadhaar Number option is not available for the users coming through NRI Website: www.nriservices.tdscpc.gov.in
- After submission of Form 13 on TRACES, request will be sent to Assessing Officer (AO) for approval.

Note: Jurisdictional Assessing Officer (AO) for approval will be decided on the basis of State and District provided by the applicant in original application of Form 13.

- Please upload Self/ Authorized person certificate of estimated income computation for which financial year certificate is sought for Form 13 in case of original application .
- Please upload details of income claimed to be exempt and not included in the total income for Form-13 application.
- Please upload self/ Authorized person certificate computation of estimated income for any of the four previous year preceding year to the previous year incase return has not been filed for requesting original application of Form 13.
- Please upload assessment year orders if assessed, for the last four assessment years in case of original Form 13 request.
- Please upload return of Income for any of the four previous years has been filed in Paper Form if any for Form-13 application.

2. Brief steps of Request for Form 13- Resident

- Step 1 :** Login to TRACES website with your “**User ID**”, “**Password**”, “**PAN for the Taxpayer**” and the “**Verification Code**”. Landing page will be displayed on screen.
- Step 2 :** Go to ‘**Statements/Forms**’ tab and click on ‘**Request for Form 13**’ to initiate request. A Pop-Up window will be displayed (If **DSC is not registered**). Click on ‘**Yes**’ to proceed further.
- Step 3 :** Select the residential status as ‘**Resident**’.
- Step 4:** **Check list for 197/ 206C(9)** will appear on the next screen. Click on ‘**Proceed**’ button to proceed further. User can also download the checklist after clicking on “**Download**” button. Downloaded file will be available in PDF format.
- Step 5:** **Form No. (Form-13)** will be auto-populated, select **Financial Year** and **Request Type** from drop down then click on ‘**Proceed**’ button.
- Step 6:** Select option “**With (TAN & Amount)- Deductor TAN (s) & Amount both are available**”. A Pop up will be displayed on the screen to select the number of entries. Select on ‘**Less than or equal to 50 (Online)**’ option to submit request through online.
- Step 7:** User need to fill details which needs to be furnished in **Form -13**, some of the details are auto-populated on the basis of Traces Profile. Also user need to select atleast any one **declaration for exemption under section 10, section 11 or section 12 for certain entities covered under Income Tax Rule 28AB** or not .
- Step 8:** **Scenario 1:** If user selects a declaration for exemption under section 10, section 11 or section 12 for certain entities covered under Income Tax Rule 28AB.(Either Declaration No.1 or Declaration No.2)
After filling up the basic details Annexure-I will open to fill the annexure details.

2. Brief steps of Request for Form 13- Resident (Contd.)

Step 9: Scenario 2: If user selects a declaration of 'Other than Rule 28AB of the Income Tax Rules 1962'. (Declaration No. 3)

Select the **type of annexure** from dropdown and click on '**Proceed**' button. User has to select '**Annexure-I for No/Lower Deduction**' in case of **Tax deduction at Source (TDS)** or '**Annexure-III for Lower Collection**' in case of **Tax Collection at Source (TCS)**.

Click on '**Template**' button to fill **Computation of Estimated Income of Financial Year for which certificate is sought** then **submit**. **Details saved successfully message will appear on screen.**

Note: Template is mandatory to be filled.

Following document are required to be upload:

1. Upload & Fill Estimated Income Computation for which F.Y certificate is sought. For Form-13 (Template for estimated income is mandatory to be filled by clicking on Template)
2. Upload & Fill computation of estimated total income of any of the four previous year preceding to the previous year for which return of income has not been filed.
3. Upload registration/exemption Certificate in case of certain entities covered under section 11 or 12. It is mandatory, **if declaration no. 1 is selected as a resident covered under Rule 28AB.**
4. Upload registration/exemption Certificate incase of certain entities covered under section 139(4C) where income is exempt under section 10, **If declaration no. 2 is selected as a resident covered under Rule 28AB.**
5. Upload Assessment Orders if assessed, for the last four assessment years.
6. Upload return of income for any of the four previous year has been filed in paper form.

2. Brief steps of Request for Form 13- Resident (Contd.)

7. Upload Details of income claimed to be exempt and not included in the total income: If amount is provided in column of basic details then this will be enabled & mandatory
8. Upload any other document (For example: Estimated Profits & Loss Account, Estimated Balance Sheet. Working of MAT liability for all relevant A.Y etc.).

Note: Size of file should not be larger than 5MB.

Step 9: After submitting declaration, click on '**Preview & Submit**' button to review the form details. User need to click on "**Submit**" for final submission.

After clicking on **Submit** button, a pop-up will be displayed to **validate the Form 13 request through DSC (Digital Signature Certificate) ,E- Verification (Through Internet Banking) or Aadhaar Number and Mobile OTP.**

Click on '**Proceed**' after selecting available validating option. After validation, request for Form -13 will be submitted successfully. an **e-mail and SMS** will be **sent** for submission of Form -13.

Step 10: User can check the status under '**Track Request Form-13**' option available under '**Statement/Forms**' tab. User can cancel the requests till the status is '**Submitted** ' and on the status '**Clarification required by AO**'.

Note: E Verification (EVC), Aadhaar Number and Mobile OTP options are not available on NRI website www.nriservices.tdscpc.gov.in

3. Description for requested status of Request for Form 13-Resident

Status	Description
In Progress	Request for Form-13 is ' In Progress ', user need to click on status ' In Progress ' to start work.
Submitted	Status will be ' Submitted ' after final submission of Form-13.
Pending for AO assignment	Status will be shown ' Pending for AO Assignment ' till the request is assigned to AO.
Pending with AO	Request will be ' Pending with AO ' for approval.
Under Withdrawal Process	Status will be ' Under Withdrawal Process ' if request is under withdrawal process and status will be updated after sometime.
Withdrawal Cancelled	Status will be ' Withdrawal Cancelled ' if request is under certificate generation then withdrawal will be rejected.
Withdrawn	Status will be ' Withdrawn ' if withdrawn request is accepted by A.O
Clarification Required by AO	Status will be ' Clarification Required by AO ', if AO wants some clarification from the user .
Approved	Status will be ' Approved ' if AO has approved the request of Form-13 and 197 certificate will be available to download.
Approved with Partial Rejection	Status will be ' Approved with Partial Rejection ', if request is partially rejected for some TANs. Approved 197 certificate will be available to download.
Cancelled	Status will be ' Cancelled ' if request is cancelled by the user before Approval.
Rejected	Status will be ' Rejected ' if request is rejected by AO or TDS CPC.

4. Pictorial guide of Request for Form 13- Resident

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

The screenshot shows the TRACES (TDS Reconciliation Analysis and Correction Enabling System) login page. The page header includes the TDS logo, the TRACES title, and the Government of India Income Tax Department logo. The navigation bar has links for Home, Deductor, Tax Payer, and PAO. A Help icon is located in the top right corner. The main content area is titled 'TRACES WebSocket : of your registered' and features a 'Login' section. The login form includes fields for User Id, Password, PAN for Tax Payer / AIN for PAO, and a Verification Code. A 'Login' button is at the bottom of the form. Annotations with callouts provide guidance: 'Click on Taxpayer/PAO option' points to the 'Taxpayer/PAO' radio button; 'Click on help icon next to each field for more details' points to the question mark icons; 'Enter user id and password' points to the User Id and Password fields; 'PAN will be auto-populated.' points to the PAN field; 'Enter the text as displayed in Verification Code' points to the text entry field below the verification code image; and 'For more details on any screen, click on Help icon' points to the Help icon. A 'Common Note' section on the right states that the website uses cookies and provides instructions for new users.

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

Home Deductor Tax Payer PAO

TRACES WebSocket : of your registered

Login

☐ Deductor ☒ Taxpayer/PAO

User Id* asdf12345C (?)

Password*

PAN for Tax Payer / AIN for PAO* asdf12345C

Verification Code*

Enter text as in above image*

Login

Register as New User Forgot Password?

For more details on any screen, click on Help icon

Click on help icon next to each field for more details

Enter user id and password

PAN will be auto-populated.

Enter the text as displayed in Verification Code

For Tax Payers:

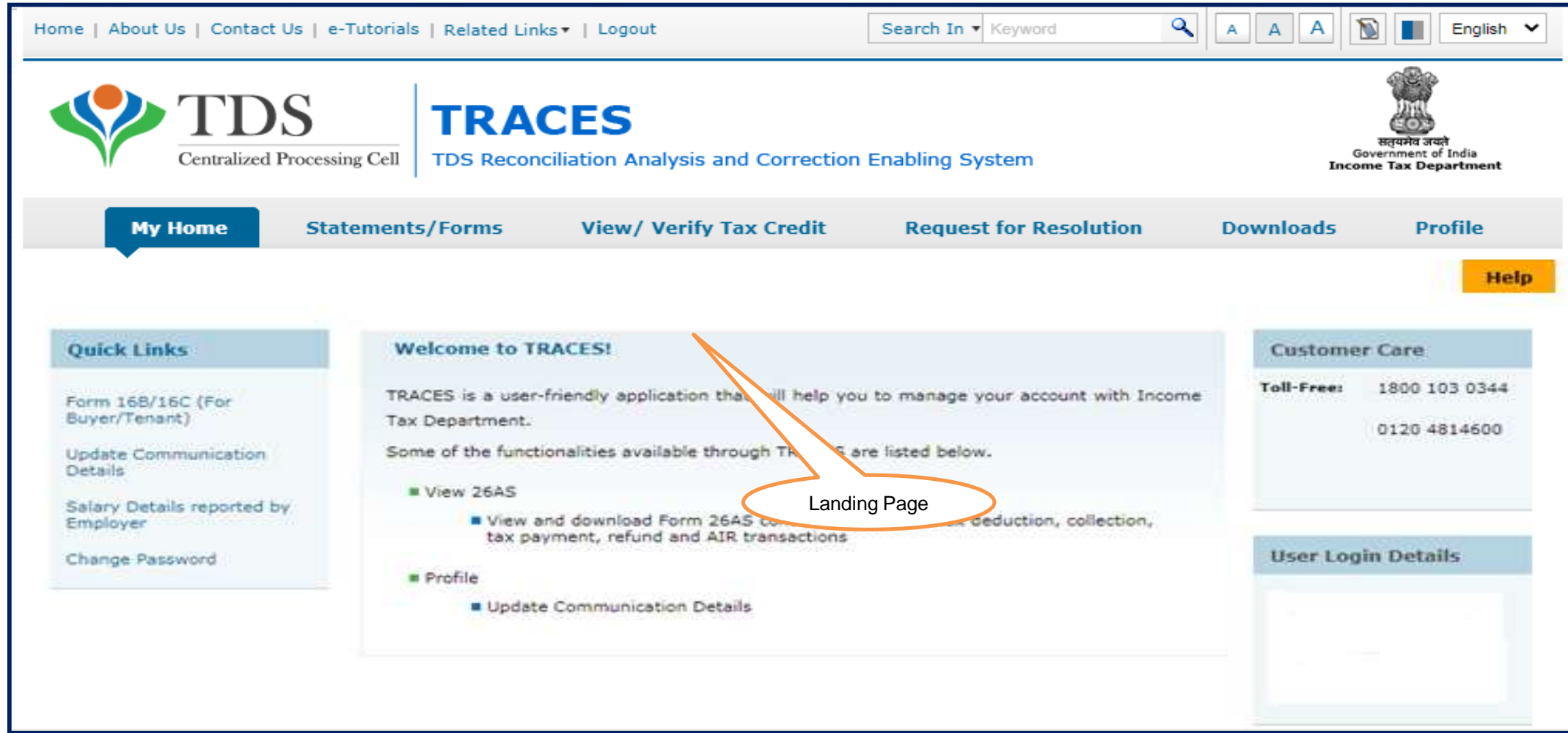
- If you are already registered in TRACES, please login with your registered User Id (PAN), Password & PAN else register as new user
- User can not enter details in column PAN for Tax Payer/AIN for PAO as column will be auto-populated on the basis of User Id entered by user.

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

4. Pictorial guide of Request for Form 13- Resident (Contd.)

Step 1 (Contd.) : Landing page will be displayed on Screen.



The screenshot displays the TRACES (TDS Reconciliation Analysis and Correction Enabling System) landing page. At the top, there is a navigation bar with links: Home, About Us, Contact Us, e-Tutorials, Related Links, and Logout. A search bar is also present. The header section includes the TDS Centralized Processing Cell logo, the TRACES title, and the Government of India Income Tax Department emblem. Below the header is a menu bar with options: My Home (highlighted), Statements/Forms, View/ Verify Tax Credit, Request for Resolution, Downloads, and Profile. A Help button is located on the right. The main content area is divided into three columns. The left column, titled 'Quick Links', contains links for Form 16B/16C, Update Communication Details, Salary Details reported by Employer, and Change Password. The middle column, titled 'Welcome to TRACES!', provides a brief introduction and lists functionalities: View 26AS, View and download Form 26AS (with a sub-link for tax deduction, collection, tax payment, refund and AIR transactions), Profile, and Update Communication Details. The right column, titled 'Customer Care', lists toll-free numbers (1800 103 0344 and 0120 4814600) and a 'User Login Details' section. An orange arrow points from the text 'Landing Page' to the 'Welcome to TRACES!' section.

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My Home | Statements/Forms | View/ Verify Tax Credit | Request for Resolution | Downloads | Profile

Help

Quick Links

- Form 16B/16C (For Buyer/Tenant)
- Update Communication Details
- Salary Details reported by Employer
- Change Password

Welcome to TRACES!

TRACES is a user-friendly application that will help you to manage your account with Income Tax Department.

Some of the functionalities available through TRACES are listed below.

- View 26AS
 - View and download Form 26AS (Tax deduction, collection, tax payment, refund and AIR transactions)
- Profile
 - Update Communication Details

Customer Care

Toll-Free: 1800 103 0344
0120 4814600

User Login Details

Landing Page

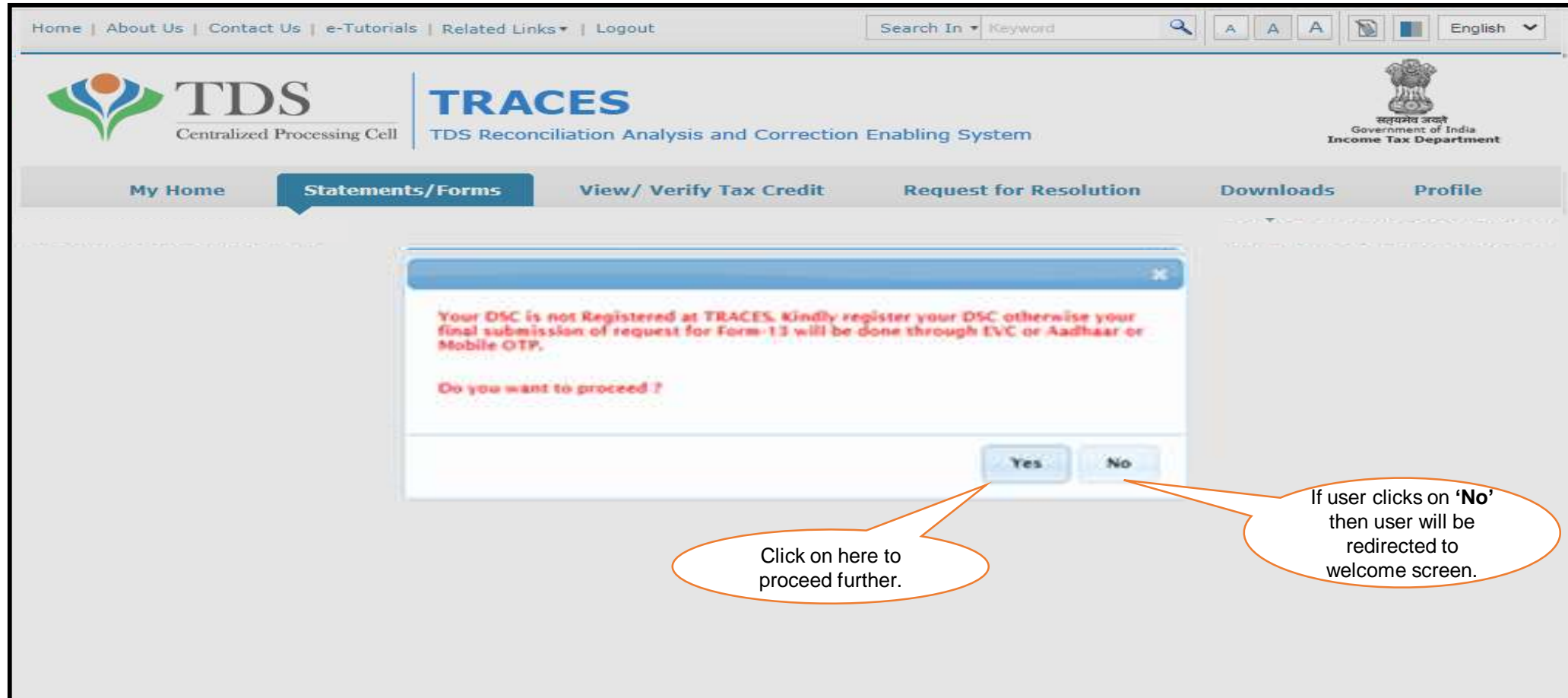
4. Pictorial guide of Request for Form 13- Resident (Contd.)

Step 2: Go to 'Statements/Forms' tab and click on 'Request for Form 13' tab to initiate request.

The screenshot displays the TDS TRACES portal interface. At the top, the TDS logo and 'Centralized Processing Cell' are on the left, and the TRACES logo with 'TDS Reconciliation Analysis and Correction Enabling System' is in the center. The Government of India Income Tax Department logo is on the right. Below the header, a navigation bar contains tabs: 'My Home', 'Statements/Forms', 'View/ Verify Tax Credit', 'Request for Resolution', 'Downloads', and 'Profile'. The 'Statements/Forms' tab is active, and its dropdown menu is open, showing options like 'Request for Correction', 'Track Correction Request', 'View Default Summary', 'Request for Justification Report Download', 'Request for Refund (For Forms 26QB/26QC/26QD)', 'Track Refund Request (For Forms 26QB/26QC/26QD)', 'Request for Form 13' (highlighted with an orange circle and a callout bubble saying 'Clicks on "Request for Form 13"'), 'Track Request Form 13', and 'Challan Status'. On the left, a 'Quick Links' section includes 'Form 16B/16C/16D (For Buyer/Tenant/Payer)', 'Update Communication Details', 'Salary Details reported by Employer', and 'Change Password'. On the right, a 'Customer Care' section lists 'Toll-Free: 1800 103 0344' and '0120 4814600', and a 'User Login Details' section is partially visible. A 'Help' button is located in the top right corner.

4. Pictorial guide of Request for Form 13- Resident (Contd.)

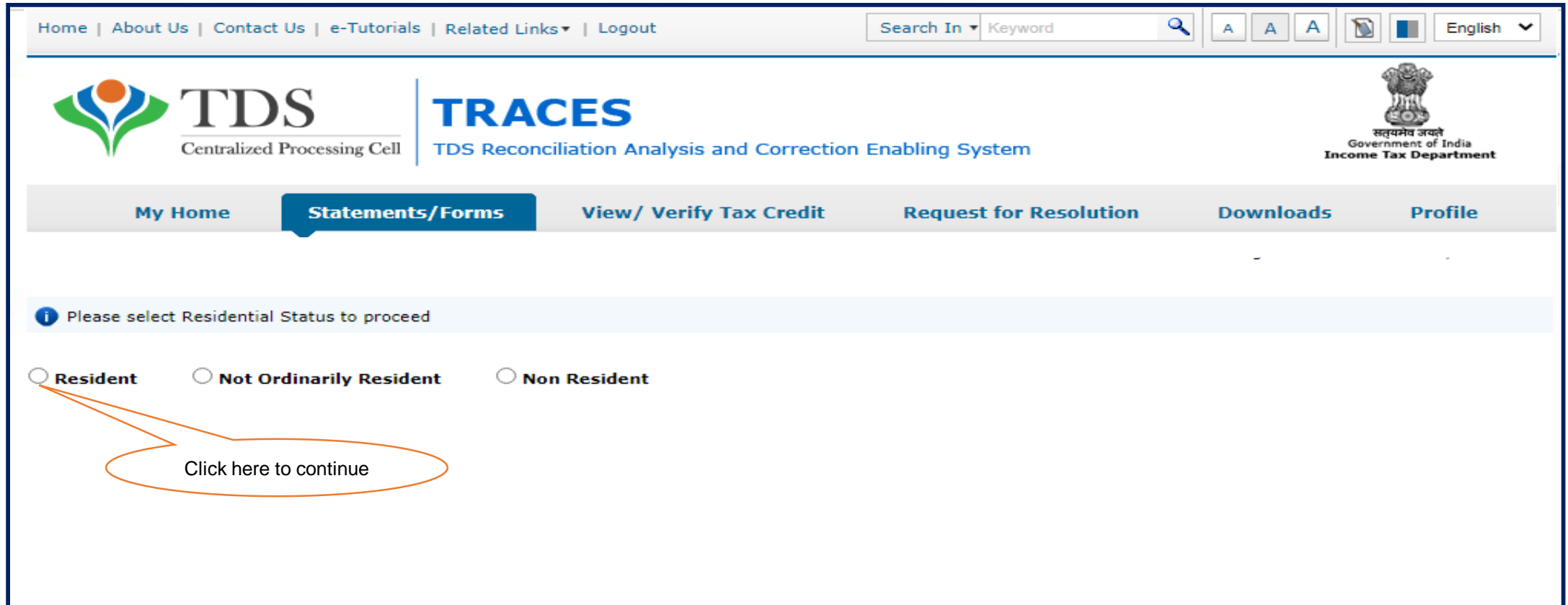
Step 2 (Contd.) : Pop-Up window will be displayed (If DSC is not registered).



Note: E- Verification(EVC), Aadhaar Number and Mobile OTP options are not available on NRI TRACES website :
www.nriservices.tdscpc.gov.in

4. Pictorial guide of Request for Form 13- Resident (Contd.)

Step 3: Select the residential status as 'Resident'.



The screenshot displays the TDS TRACES portal interface. At the top, there is a navigation bar with links: Home, About Us, Contact Us, e-Tutorials, Related Links, and Logout. A search bar is also present. Below the navigation bar, the TDS logo and 'Centralized Processing Cell' are on the left, and the TRACES logo and 'TDS Reconciliation Analysis and Correction Enabling System' are on the right. The Government of India Income Tax Department logo is on the far right. A horizontal menu bar contains: My Home, Statements/Forms (highlighted), View/ Verify Tax Credit, Request for Resolution, Downloads, and Profile. Below the menu bar, a message box says 'Please select Residential Status to proceed'. Three radio buttons are listed: Resident, Not Ordinarily Resident, and Non Resident. An orange callout bubble points to the 'Resident' radio button with the text 'Click here to continue'.

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My Home **Statements/Forms** View/ Verify Tax Credit Request for Resolution Downloads Profile

Please select Residential Status to proceed

☐ Resident ☐ Not Ordinarily Resident ☐ Non Resident

Click here to continue

4. Pictorial guide of Request for Form 13- Resident (Contd.)


Step 4: Checklist for 197/206 (9) will appear on the next screen. Click on 'Proceed' button.

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SL. No.	Checklist for 197 & 206C(9)
1	Form-13 application can be submit through TRACES from F.Y 2018-19 onwards.
2	DSC or E-Verification (Through Internet Banking) or Mobile OTP is required for submission of Form. If DSC is not registered at TRACES kindly register your DSC. Note: Submission of application can be done by Digital Signature Certificate only in case of NRI Services.
3	Jurisdictional AO will be decided on the basis of State & District provided by the applicant in original application of Form-13 and same will be applicable for next original(s) & revision(s) .
4	Offline mode will be applicable for uploading annexure in case number of entries are more than 50. Use the templates & utility suggested by TRACES available in ' Requested Downloads ' under 'Downloads' menu.
5	Please upload Self/Authorized person certified Estimated income computation for which F.Y Certificate is sought for Form-13 application.
6	Please upload details of income claimed to be exempt and not included in the total income for Form-13 application.
7	Please upload Self /Authorized person certified computation of Estimated Income for any of the four previous year preceding to the previous year in case return has not been filed for Form-13 application.
8	Please upload Assessment Orders if assessed, for the last four assessment years for Form-13 application.
9	Please upload return of Income for any of the four previous year has been filed in Paper Form if any, for Form-13 application.

Proceed Download

Click here to proceed further

Click here to download the checklist Downloaded file will be available in PDF format.

Note: E- Verification(EVC), Aadhaar Number and Mobile OTP options are not available on NRI TRACES website :

www.nriservices.tdscpc.gov.in

4. Pictorial guide of Request for Form 13- Resident (Contd.)


Step 5: Select Request Type as 'Original' and Financial Year from drop down then click on 'Proceed' button

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Request for certificate u/s 197 & 206C(9)

Form No.* Form-13 Request Type* Original Financial Year* 2020-21

Proceed

Auto populate

Select Request Type "Original".

Select Financial Year from drop down

Click here to Proceed

4. Pictorial guide of Request for Form 13- Resident (Contd.)

Step 6: Select option “With (TAN & Amount)- Deductor TAN(s) & amount both are available”

The screenshot displays the TDS TRACES portal interface. At the top, there is a navigation bar with links: Home, About Us, Contact Us, e-Tutorials, Related Links, and Logout. A search bar is also present. The main header features the TDS Centralized Processing Cell logo and the TRACES (TDS Reconciliation Analysis and Correction Enabling System) title. The Government of India Income Tax Department logo is on the right. Below the header, a menu bar includes: My Home, Statements/Forms (highlighted), View/ Verify Tax Credit, Request for Resolution, Downloads, and Profile. A message states: "Status of the Request No. can be tracked through 'Track Request Form 13' under tab 'Statements/Forms'." Below this, a text input field for "Request No." contains the value "32472". Another message says: "Kindly choose below option to proceed further". There are two radio button options. The first option, "With (TAN & Amount) - Deductor TAN(s) & amount both are available", is selected and circled in orange. An orange callout bubble points to this option with the text "Select here to continue". The second option is "Without TAN & Amount - Deductor TAN(s) & amount both are available". At the bottom, a red note states: "Note: Application of Form-13 without TAN in case of Annexure-II will be available subsequently".

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Status of the Request No. can be tracked through 'Track Request Form 13' under tab 'Statements/Forms'.

Request No. 32472

Kindly choose below option to proceed further

☒ With (TAN & Amount) - Deductor TAN(s) & amount both are available

☐ Without TAN & Amount - Deductor TAN(s) & amount both are available

Select here to continue

Note: Application of Form-13 without TAN in case of Annexure-II will be available subsequently

4. Pictorial guide of Request for Form 13- Resident (Contd.)

Step 6 (Contd.) : A window will be displayed on the screen to select the number of entries. Select on 'Less than or equal to 50 (Online)' option.

The screenshot displays the TDS TRACES portal interface. At the top, there is a navigation bar with links: Home, About Us, Contact Us, e-Tutorials, Related Links, and Logout. A search bar is also present. The main header features the TDS Centralized Processing Cell logo and the TRACES TDS Reconciliation Analysis and Correction Enabling System logo, along with the Government of India Income Tax Department emblem. Below the header, a menu bar includes: My Home, Statements/Forms (highlighted), View/ Verify Tax Credit, Request for Resolution, Downloads, and Profile. A message states: "Status of the Request No. can be tracked through 'Track Request Form 13' under tab 'Statements/Forms'." A text input field for "Request No." contains the value "32472". A message prompts the user to "Kindly choose below option to proceed". Two radio button options are shown: "Less than or equal to 50 (Online)" (selected) and "More than 50 (Offline upload of Annexure(s))". A red note at the bottom states: "Note: Application of Form-13 without TAN in case of Annexure-II will be available subsequently". An orange callout bubble points to the selected radio button with the text "Selects here to proceed further".

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My Home **Statements/Forms** View/ Verify Tax Credit Request for Resolution Downloads Profile

Status of the Request No. can be tracked through 'Track Request Form 13' under tab 'Statements/Forms'.

Request No. 32472

Kindly choose below option to proceed

☒ Less than or equal to 50 (Online) ☐ More than 50 (Offline upload of Annexure(s))

With (TAN & Amount) - Deductor TAN

Note: Application of Form-13 without TAN in case of Annexure-II will be available subsequently

Selects here to proceed further

4. Pictorial guide of Request for Form 13- Resident (Contd.)

Step 7: Details will be auto populated as per profile information available in TRACES on screen.

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My Home Statements/Forms View/ Verify Tax Credit Request for Resolution Downloads Profile

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

Maximum limit to enter the amount in amount column is 18 digit (e.g., 999999999999999999)

Status of the Request No. can be tracked through 'Track Request Form 13' under tab 'Statements/Forms'.

Request No. 32472

Please fill up the following details to be furnished in Form-13

The particulars of my income and other relevant details are as under :

(i) Status (State whether individual, Hindu undivided family, firm, body of individuals, etc.)

(ii) Residential status (Whether resident during the year which is sought)

(iii) Permanent Account No.

(iv) Email Id

Alternate Email Id

(v) Mobile Number

Alternate Mobile Number

State (Please enter State as per current address of Taxpayer) *

District*

Note: Jurisdictional A.O will be assigned on the basis of State & District given by taxpayer in Original application of Form-13

Individual

Resident

+91

+91

--Select--

--Select--

Some of the details will be auto populated as per profile information

4. Pictorial guide of Request for Form 13- Resident (Contd.)

Step 7 (Contd.) : Some of the details will be populated as per taxpayer profile. User need to select any one Declaration for exemption under section 10, section 11 or section 12 for certain entities covered under Income Tax Rule 28AB or not to proceed further

Note: Jurisdictional A.O will be assigned on the basis of State & District given by taxpayer in Original application of Form-13

(vi) Details of existing liability under Income-tax Act, 1961 and Wealth-tax Act, 1957:

Assessment Year (1)	Liability under the Income-tax Act, 1961				Amount payable under the Wealth-tax Act, 1957(₹)
	Amount payable in respect of advance-tax(₹) (2)	Amount payable for self assessment tax(₹) (3)	Amount for which notice of demand under section 156 has been served but not paid(₹) (4)	Amount payable as deductor or collector which had become due but not paid(₹) (5)	
2020-21	0	0	0	0	0

(vii) Previous year to which the payments relate. 2020-21

(viii) Estimated total income of the previous year referred to in (vii)*
(Please upload computation of estimated total income of the previous year in upload section)

(ix) Total tax including interest payable for the total income referred to in (viii)

(x) Details of income claimed to be exempt and not included in the total income in (viii)
(Please upload a note giving reason for claiming such exemption)

(xi) Details of payment of advance-tax and tax already deducted/collected, if any, for the previous year referred to in (vii) till date
(If the date of Application is on or after 1st April for which Financial year certificate is sought)

Nature of prepaid tax	Amount of Tax Paid (₹)
Advance Tax	0
TDS	0
TCS	0

(xii) Declaration for exemption under section 10, section 11 or section 12 of Income Tax Act 1961 or under Income tax Rule 28AB or not *

Kindly select any one of the below declaration carefully. After filling up the data in next screen(s) if declaration is changed then the filled details will be removed.

- ☐ It is hereby declared that the income of the applicant is exempt under section 11 or section 12 of Income Tax Act 1961 (Please upload registration/exemption certificate in upload section)
- ☐ It is hereby declared that the applicant furnishes return of income as referred to in sub section (4C) of section 139 where income is exempt under section 10 of Income Tax Act 1961 (Please upload registration/exemption certificate in upload section, if any)
- ☐ Other than Rule 28AB of the Income Tax Rules, 1962

(xiii) Where return of income for any of the four previous year preceding to the previous year referred to in (vii) has not been filed.
(Please upload a computation of estimated total income of the previous year for which return of income has not been filed in upload section.)

(x) Where return of income for any of the four previous year has been filed in paper form
(Please upload the copy of such returns in upload section.)

Save Save & Proceed

Auto populate on the basis of F.Y selected by the user

Estimated total income of the previous year relevant to the assessment year will be filled by user.

If amount is provided in this column then upload will be enabled for this & will be mandatory.

Amount of Tax paid column will be filled by user.

Click here to save details

Click here to proceed further.

Note:

- State & District will remain non-editable in second Originals requests of Form-13
- In first request of Form-13, some details will be auto populated from TRACES profile but In case of other than first Original request, Basic details will be auto populated from latest submitted/processed request (whether it is original or revision) but same will be editable.

4. Pictorial guide of Request for Form 13- Resident (Contd.)

Step 8: Scenario 1: Declaration basic detail page (On the basis of selected Declaration either 1 or 2) : User need to enter details like TAN number , Section Code ,Estimate amount of Income & requested rate of deduction.

Click on 'Save & Proceed' Button to proceed the Form details

Maximum length to enter the amount in amount column is 18 digit (e.g., 999999999999999999)

Provide Deductor's PAN for section 194M

Annexure-I - No Deduction
[For the purpose of tax deduction at source]

Section Code	193	194A	194D	194	194M
Nature of Payment	Interest on securities	Interest other than Interest on securities	Insurance commission	Dividends	Salary
Rate	10.000	10.000	5.000	10.000	30.000

Click here to save details. Details saved successfully message will display on screen

Select Section Code from the drop down.

(See Section-193,194A,194D,194,192,194Ka),194Hb),194H,194M,194L,194LA,194LB,194LBC,194M,194O & 194K)

Sl. No	Tax deduction and collection Account No. (TAN) Note: PAN of Deductor is allowed for section 194M	Tax deduction and collection /Permanent Account Name	Section at	Nature Of Payment	Estimated amount of income/sum to be received (Rs.)	Requested rate of Deduction
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1	bbn0007b	INSPECTOR OF SCHOOLS JAIPUR	194A		0	0

Go to Basic Details Edit Save Add Row Remove Row Save & Proceed

Click here to go to basic details screen

Click here to edit details

Click here to add transaction details

Click here to save details and proceed further.

Note: 1. Requested rate of deductions can be 0 but should not be equal to or more than section rate.
2. For section 194M only Individual & HUF PAN is allowed

4. Pictorial guide of Request for Form13- Resident (Contd.)

Step 8: Scenario 1: Declaration basic detail page (On the basis of selected Declaration either 1 or 2) : User need to enter details like TAN number, Section Code ,Estimate amount of Income & requested rate of deduction.(Contd.)

Click on 'Save & Proceed' Button to proceed the Form details

Maximum length to enter the amount in amount column is 18 digit (e.g., 999999999999999999)

Provide Deductor's PAN for section 194M

Annexure-I - No Deduction
[For the purpose of tax deduction at source]

193 194A 194D 194 194J

Select nature of payment:

Section Code

Fee for technical services

Fees for professional services & others

Cancel

Click here to save details.
Details saved Successfully
message will display on
Screen

Click here to go to
basic details
screen

Click here to add
transaction details

Click here to save
details and proceed
further.

Select nature of Payment ,
in case of Sec 194 J.

Incase user selects
section 194J
then a pop
window will be
open to select
the type of
services.

Sl. No	Section Code	TAN No. (TAN No. of Deductor is allowed for section 194M)	Tax Deduction and Collection /Permanent Account Name	at source is to be deducted	Nature Of Payment	Income/sum to be received (Rs.)	Requested rate of Deduction
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1	194J	bbni00407	INSPECTOR OF SCHOOLS JAIPUR	194J	Select	0	

Go to Basic Details Edit Save Add Row Remove Row Save & Proceed

Note: Requested rate of deductions can be 0 but should not be equal to or more than section rate.
For section 194M only Individual & HUF PAN is allowed.

4. Pictorial guide of Request for Form 13- Resident (Contd.)

Step 8 (Contd.): Scenario 1: Declaration basic detail page(On the basis of Selected Declaration either 1 or 2) : After entering details like TAN number , Section Code ,Estimate amount of Income & requested rate of deduction, user need to click on save then click on “Save and Proceed”

Annexure-I - No Deduction
[For the purpose of tax deduction at source]

Section Code	193	194A	194D	194	194M
Nature of Payment	Interest on securities	Interest other than Interest on securities	Insurance commission	Dividends	Salary
Rate	10.000	10.000	5.000	10.000	30.000

Click here to save details. Details saved Successfully message will display on screen

See Section-193,194A,194D,194,192,194(a),194(b),194H,194C,194G,194J,194LA,194LB,194LC,194M,194O & 194K)

SL. No	Section	TAN of section	Tax deduction and collection /Permanent Account Name	Section under which tax at source is to be deducted	Nature Of Payment	Estimated amount of income/sum to be received (₹)	Requested rate of Deduction	
			(1)	(2)		(4)	(5)	
1	<input type="checkbox"/>	MRJND		NEPHZAT TECHNOLOGIES	194J	Fee for technical services	1000000	0.
2	<input type="checkbox"/>	MRJND		NEPHZAT TECHNOLOGIES	194J	Fees for professional services & others	1000000	0.
3	<input type="checkbox"/>	MRJND09		NEPHZAT TECHNOLOGIES	194K	Income in respect of units	1000000	0.
4	<input type="checkbox"/>	MRJND0912		NEPHZAT TECHNOLOGIES	194O	Payment of certain sums by e-commerce operator to e-commerce participant	1000000	0.

Click here to go to basic details screen

Click here to add transaction details

Click here to save details and proceed further.

Go to Basic Details Edit Save Add Row Remove Row Save & Proceed

Note: Requested rate of deductions can be 0 but should not be equal to or more than section rate.
For section 194M only Individual & HUF PAN is allowed.

4. Pictorial guide of Request for Form 13- Resident (Contd.)

Step 9: Scenario 2: Where user selected Declaration no. 3- Other than Rule 28AB of the Income Tax Rules 1962.

(vi) Details of existing liability under Income-tax Act, 1961 and Wealth-tax Act, 1957:

Assessment Year (1)	Liability under the Income-tax Act, 1961				Amount payable under the Wealth-tax Act, 1957(₹) (6)
	Amount payable in respect of advance-tax(₹) (2)	Amount payable for self assessment tax(₹) (3)	Amount for which notice of demand under section 156 has been served but not paid(₹) (4)	Amount payable as deductor or collector which had become due but not paid(₹) (5)	
2020-21	0	0	0	0	0

(vii) Previous year to which the payments relate.

(viii) Estimated total income of the previous year referred to in (vii)*
(Please upload computation of estimated total income of the previous year in upload section)

(ix) Total tax including interest payable for the total income referred to in (viii)

(x) Details of income claimed to be exempt and not included in the total income in (viii)
(Please upload a note giving reason for claiming such exemption)

(xi) Details of payment of advance-tax and tax already deducted/collected, if any, for the previous year referred to in (vii) till date
(If the date of Application is on or after 1st April for which Financial year certificate is sought)

Nature of prepaid tax	Amount of Tax Paid (₹)
Advance Tax	<input type="text" value="0"/>
TDS	<input type="text" value="0"/>
TCS	<input type="text" value="0"/>

(xii) Declaration for exemption under section 10, section 11 or section 12 for certain entities covered under Income Tax Rule 28AB *

☒ Kindly select any one of the below declaration carefully. After filling up the data in next screen(s) if declaration is changed then the filled details will be removed.

- ☐ It is hereby declared that the income of the applicant is exempt under section 11 or section 12 of Income Tax Act 1961
(Please upload registration/exemption certificate in upload section)
- ☐ It is hereby declared that the applicant furnishes return of income as referred to in sub section (4C) of section 139 where income is exempt under section 10 of Income Tax Act 1961 (Please upload registration/exemption certificate in upload section, if any)
- ☒ Other than Rule 28AB of the Income Tax Rules, 1962

(xiii) Where return of income for any of the four previous year preceding to the previous year referred to in (vii) has not been filed,
(Please upload a computation of estimated total income of the previous year for which return of income has not been filed in upload section.)

(xiv) Where return of income for any of the four previous year has been filed in paper form
(Please upload the copy of such returns in upload section.)

4. Pictorial guide of Request for Form 13- Resident (Contd.)

Step 9 (Contd.):Scenario 2: Select the type of annexure from dropdown and click on 'Proceed' button.

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

Government of India
Income Tax Department

My Home | **Statements/Forms** | View/ Verify Tax Credit | Request for Resolution | Downloads | Profile

Help

Please select the type of annexure from dropdown.

Multiple Annexure(s) can be filled in one request by selecting values from the dropdowns "Type of Annexure" as per requirement. Save button is to be clicked before proceeding to next annexure

Status of the Request No. can be tracked through **Track Request Form 13** under tab 'Statement/Forms'.

Request No. 17907

Type of Annexure

--Select--
--Select--
Annexure-I For No/Lower Deduction
Annexure-III For Lower Collection

Proceed

Select Annexure-I For No/Lower Deduction for TDS

Select Annexure-III For Lower Collection for TCS

Click here to proceed further

4. Pictorial guide of Request for Form 13- Resident (Contd.)

Step 9 (Contd.):Scenario 2: After selecting Annexure-I (No/Lower Deduction). Click on 'Add Row' button to add transaction details in Annexure-I then enter details like TAN number, Section Code, Estimate amount of Income and requested rate of deduction then click on 'Save & Proceed' button

Click on Edit to update the details and click on 'Save' to Save the updates

Click on 'Save & Proceed' Button to proceed the Form details

Maximum length to enter the amount in amount column is 18 digit (e.g., 999999999999999999)

Provide Deductor's PAN for section 194M

Section Code	193	194A	194D	194	19
Nature of Payment	Interest on securities	Interest other than "Interest on securities"	Insurance commission	Dividends	Sale
	10.000	10.000	5.000	10.000	30.0

Click here to save details. Details saved successfully message will display on screen

Sl. No	Tax deduction and collection Account No. (TAN) Note: PAN of Deductor is allowed for section 194M	Tax deduction and collection /Permanent Account Name	Section under which tax at source is to be deducted	Nature Of Payment	Estimated amount of income/sum to be received (₹)	Requested rate of Deduction
(1)	(2)	(3)	(4)	(5)		
1	<input type="checkbox"/> BLR 6978	VIJAYLAXMI CREDIT CORPORATION	194I(b) ▼	Rent - Land and Building / furniture / fittings	4566	0.5

Go to Basic Details Edit Save Add Row Remove Row Save & Proceed

Click here to go to basic details screen

Click here to add transaction details

Click here to remove transaction details which is added

Click here to save details and proceed further.

Note: Requested rate of deductions can be 0 but should not be equal to or more than section rate.

4. Pictorial guide of Request for Form 13- Resident (Contd.)

Step 9 (Contd.):Scenario 2: After selecting Annexure-III (Lower Collection). Click on 'Add Row' button to add transaction details in Annexure-I then enter details like TAN number , Section Code, Estimate amount of Income and requested rate of collection then click on 'Save & Proceed' button

Click on 'Save & Proceed' Button to proceed the Form details

Maximum length to enter the amount in amount column is 18 digit (e.g., 9999999999999999)

Provide Deductor's PAN for section 194M

Rate Table

Select nature of payment

Section Code
Fee for technical services
Fees for professional services & others

Cancel

Select nature of payment , in case of Sec 194J.

Click here to save details. Details saved Successfully message will display on Screen

(See Section 193, 194A, 194D, 194, 192, 194(a), 194(b), 194H, 194C, 194G, 194J, 194IA, 194LB, 194LC, 194M, 194O & 194K)

Sl. No	(1)	(2)	(3)	(4)	(5)
	TAN No. (TAN) Note: PAN of Deductor is allowed for section 194M	Tax deduction and collection / Permanent Account Name	Section under which tax at source is to be deducted	Nature Of Payment	Estimated amount of income/sum to be received (₹)
1	BLRVD...	VIJAYLAXMI CREDIT CORPORATION	194(b)	Rent - Land and Building / furniture / fittings	4566
2	BLRHD21...	HKE SOCIETYS	194J	Select-	0

Go to Basic Details Edit Save Add Row Remove Row Save & Proceed

Click here to go to basic details screen

Click here to add transaction details

Click here to remove transaction details which is added

Click here to save details and proceed further.

Incase user selects section 194J then a pop window will be open to select the type of services.

Note: Requested rate of deductions should be greater than 0 but should not be equal to or more than section rate.

4. Pictorial guide of Request for Form 13- Resident (Contd.)

Step 9 (Contd.):Scenario 2: After selecting Annexure-III (Lower Collection). Click on 'Add Row' button to add transaction details in Annexure-I then enter details like TAN number, Section Code, Estimate amount of Income and requested rate of collection then click on 'Save & Proceed' button

Click on Edit to update the details and click on 'Save' to Save the updates

Click on 'Save & Proceed' Button to proceed

Maximum length to enter the amount

Section Code

Nature of Payment	A-Collection at source from Alcoholic Liquor for human consumption
Rate	1.00

Select collection code

Collection Code

- A-Collection at source from Alcoholic Liquor for human consumption
- B-Collection at source from Timber obtained under a forest lease
- C-Collection at source from Timber obtained by any mode other than a forest lease
- D-Collection at source from Any other forest produce (not being Tendu Leaves)
- E-Collection at source from Scrap
- F-Collection at source from Contractors or licensee or lease relating to parking lots
- G-Collection at source from Contractors or licensee or lease relating to toll plaza
- H-Collection at source from Contractors or licensee or lease relating to mine or quarry
- I-Collection at source from Tendu leaves
- J-Collection at source from on sale of certain Minerals, being Coal or Lignite or Iron ore

Cancel

(See 206C)

Sl. No	<input type="checkbox"/>	Tax deduction and collection Account No. (TAN)	Tax deduction and collection Account Name	Section under which tax at source is to be collected	Estimated amount to be paid (Rs.)	Requested rate of Collection
		(1)	(2)	(3)	(4)	(5)
1	<input checked="" type="checkbox"/>	TVDI00967B	IBIL SOLUTIONS PRIVATE LIMITED	--Select--	0	0

Go to Basic Details Edit Save Add Row Remove Row Save & Proceed

Click here to go to basic details screen

Click here to add transaction details

Click here to remove transaction details which is added

Click here to save details and proceed further.

For Section Rate, user need to click here.

Note: Requested rate of deductions should be greater than 0 but should not be equal to or more than section rate.

4. Pictorial guide of Request for Form 13- Resident (Contd.)

Step 10: User need to give the declaration to proceed further. Click on 'Preview & Submit' button to review the submitted details for Form-13

The screenshot shows the 'Upload File' section of the Form 13 interface. It includes a list of 8 items to be uploaded, each with a 'Browse' button and a 'Files Uploaded' status. Callouts provide instructions: 'Enter verification code here' points to the CAPTCHA area; 'Click here to browse selected file' points to a 'Browse' button; 'Click here to View/remove uploaded files' points to a 'Files Uploaded' button; 'Click on Template Button then pop-up screen will be displayed' points to a 'Template' button; and 'If amount provided in column of Basic details then this will be enabled & mandatorily to upload' points to a 'Browse' button. An 'Upload' button is at the bottom left.

Upload File

Click on 'Browse' to select a file and then click on 'Upload' to upload the document in tiff, .pdf, .zip, .JPEG formats. File not being larger than 5MB can be uploaded.

Enter verification code here. Verification Code*

Enter text as in above image *

1. Upload & Fill Estimated Income Computation for which F.Y certificate is sought (Template for estimated income is mandatory to fill by clicking on 'Template')*

2. Upload & Fill computation of estimated total income any of the four previous year preceding to the previous year for which return of income has not been filed

3. Upload registration/exemption Certificate in case of certain entities covered under section 11 or 12**

4. Upload registration/exemption Certificate in case of certain entities covered under section 139(4C) where income is exempt under section 10

5. Upload Assessment Orders if assessed, for the last four assessment years

6. Upload return of income for any of the four previous year has been filed in paper form

7. Upload Details of income claimed to be exempt and not included in the total income**

8. Upload any other document (For example: Estimated Profit & Loss Account, estimated Balance sheet, Working of MAT liability for all relevant A.Y etc.)

Click here to upload the document

Click here to browse selected file

Click here to View/remove uploaded files

Click on Template Button then pop-up screen will be displayed

If amount provided in column of Basic details then this will be enabled & mandatorily to upload

Note :

- Upload Button enables only when users browse all the files successfully. After that user need to click on '**Upload**' button to upload all the browse files ,once all the files have been uploaded, Success Message will be displayed "**Files uploaded successfully**" and "**Upload**" button will be disabled again.
- Same file(name & Format) couldn't be upload twice.
- If user wants to change/remove attachment/s then user need to click on '**Files Uploaded**' button then select the required file and click on '**Remove upload**'. User can browse new files again. Upload the document in tiff, .pdf, .zip, . JPEG formats only.
- Size of file should not be larger than 5MB. Kindly upload password free file.
- Details of Income claimed to be exempt and not included in the total income is mandatory on the basis of amount provided in basic details

4. Pictorial guide of Request for Form 13- Resident (Contd.)

Step 10(Contd.): User need to give the declaration to proceed further. Click on 'Preview & Submit' button to review the submitted details for Form-13

The screenshot shows a web application interface with a navigation bar at the top containing links: My Home, Statements/Forms, View/ Verify Tax Credit, Request for Resolution, Downloads, and Profile. A 'Help' button is visible on the right. The main content area is titled 'Upload File'. A modal window titled 'Successfully Uploaded Files' is open, displaying a table of uploaded files. The table has columns for 'Sl. No', a checkbox, and 'Files Uploaded'. One file is listed: 'Estimated Income .JPEG'. Below the table is a 'Remove Upload' button. A callout bubble points to this button with the text 'Click here to remove the uploaded file'. In the background, there are instructions: 'Click on 'Browse' to select a file and the file not being larger than 5MB can be uploaded.' and 'Password protected file cannot be uploaded.' Below the modal, there is a 'Verification Code' field with a CAPTCHA image and a text input field with the label 'Enter text as in above image *'.

Sl. No		Files Uploaded
1	<input type="checkbox"/>	Estimated Income .JPEG

[Remove Upload](#)

Click here to remove the uploaded file

4. Pictorial guide of Request for Form 13- Resident (Contd.)

Step 10 (Contd.): After clicking on 'Template' button a pop up will displayed to fill computation of Estimated Income of Financial Year for which certificate is sought.

The screenshot shows a web interface for filing Form 13. The main heading is 'Computation of Estimated Income Year 2020-21'. The form contains a table for 'Computation of Income Details' with columns for item number, description, and amount. The first row is '1. Gross Receipt/ Turnover (GR/TO)*' with a value of '20000'. Other rows include 'Income from Salary', 'Income/Loss from House Property', 'Income/Loss from Business or Profession', 'Income chargeable to tax at special rate under section 111A, 112 etc.', 'Income/Loss from Capital Gains', 'Income from Other Sources', 'Presumptive Income U/S 44AD, 44ADA, 44AE', 'Gross Total Income', 'Less: Deduction u/s 80', 'Less: Deduction u/s 10/10A', 'Taxable Income (After Rebate u/s 87A including Surcharge and Cess)', 'Tax payable', 'Tax Payable u/s 115JB', 'Less: MAT Credit u/s 115JAA', 'Gross Tax Payable', 'Less: Rebate u/s 89', 'Add: Interest u/s 234A, 234B, 234C', 'Total tax Payable*', 'Less: - TDS/TCS, Self Assessment Tax, Advance Tax', and 'Net Tax Payable/Refund'. A 'Submit' button is at the bottom right. Callouts provide instructions: 'This field is mandatory to fill.' points to the first row; 'Numeric Values are allowed.' points to the amount column; 'This Field is mandatory to fill. Amount cannot be more than the amount mentioned in column 1' points to the 'Total tax Payable*' row; and 'Click here to submit details. Details saved successfully message will display' points to the 'Submit' button.

	Amount(₹)
1. Gross Receipt/ Turnover (GR/TO)*	20000
2. Income from Salary	
3. Income/Loss from House Property	
4. Income/Loss from Business or Profession (After Adjustment of B/F Losses and Unabsorbed Depreciation)	
5. Income chargeable to tax at special rate under section 111A, 112 etc.	
6. Income/Loss from Capital Gains	
7. Income from Other Sources	
8. Presumptive Income U/S 44AD, 44ADA, 44AE	
9. Gross Total Income	
10. Less: Deduction u/s 80	
11. Less: Deduction u/s 10/10A	
12. Taxable Income (After Rebate u/s 87A including Surcharge and Cess)	
13. Tax payable	
14. Tax Payable u/s 115JB	
15. Less: MAT Credit u/s 115JAA	
16. Gross Tax Payable	
17. Less: Rebate u/s 89	
18. Add: Interest u/s 234A, 234B, 234C	
19. Total tax Payable*	
20. Less: - TDS/TCS, Self Assessment Tax, Advance Tax	
21. Net Tax Payable/Refund	

Note:

- Total Tax Payable should not be greater than Gross Receipt/ Turnover/ (GR/TO).
- In case of first request of Form -13 above template will be opened but in case of second request of Form-13 user will get options to increase and decrease amount of GR/TO (as shown in next slide).

4. Pictorial guide of Request for Form 13- Resident (Contd.)

Step 10 (Contd.): In case of second original request of Form-13 below 'Template' will be opened to fill Computation of Estimated Income of Financial Year for which certificate is sought.

Click here to increase GR/TO amount

Click here to decrease GR/TO amount

This amount will be shown as per previous request of Form-13

New values of Total Gross Receipt/Turnover (GR/TO)

This field is mandatory to fill. Amount cannot be more than the amount mentioned in column 1.

Click here to submit details. Details saved successfully message will display

	Amount(₹)
1. Gross Receipt/ Turnover (GR/TO)*	89504
2. Income from Salary	54
3. Income/Loss from House Property	89510
4. Income/Loss from Business or Profession (After Adjustment of B/F Losses and Unabsorbed Depreciation)	
5. Income chargeable to tax at special rate under section 111A, 112 etc.	
6. Income/Loss from Capital Gains	
7. Income from Other Sources	
8. Presumptive Income U/s 44AD, 44ADA, 44AE	
9. Gross Total Income	
10. Less: Deduction u/s 80	
11. Less: Deduction u/s 10/10A	
12. Taxable Income (After Rebate u/s 87A including Surcharge and Cess)	
13. Tax payable	
14. Tax Payable u/s 115JB	
15. Less: MAT Credit u/s 115JAA	
16. Gross Tax Payable	
17. Less: Rebate u/s 89	
18. Add: Interest u/s 234A, 234B, 234C	
19. Total tax Payable*	45678
20. Less: - TDS/TCS, Self Assessment Tax, Advance Tax	
21. Net Tax Payable/Refund	

Notes : (Maximum 500 characters) :

Submit Close

Note: **Details of income claimed to be exempt and not included in the total income is mandatory on the basis of amount provided in basic detail

Note: Total Tax Payable should not be greater than Gross Receipt/ Turnover/ (GR/TO).

4. Pictorial guide of Request for Form 13- Resident (Contd.)

Step 10(Contd.): User need to give the declaration to proceed further. Click on 'Preview & Submit' button to review the submitted details for Form-13

The screenshot displays the 'Request for Form 13- Resident' submission page. It includes a 'Verification Code' field with a callout 'Enter verification code here.' pointing to a grid of characters. Below this is a list of eight steps for uploading documents, each with a 'Browse' button and a 'Files Uploaded' status. A callout 'Click here to browse selected file' points to a 'Browse' button. Another callout 'Click here to View/remove uploaded files' points to a 'Files Uploaded' status. A third callout 'Click on Template Button then pop-up screen will be displayed' points to a 'Template' button. A callout 'Auto populated on the basis of TRACES Profile' points to a field. A callout 'User need to fill the place' points to a 'Place' field. A callout 'Click here to go to basic details screen' points to a 'Go to Basic Details' button. A callout 'Click here to go to previous screen' points to a 'Back' button. A callout 'Click here to review the details of Form-13' points to a 'Preview & Submit' button. The page also features a declaration section and a 'Note' at the bottom.

Verification Code**

Enter text as in above image

Your Estimated Income Computation details have been successfully saved

1. Upload & Fill Estimated Income Computation for which F.I.R certificate is sought (Template for estimated income is mandatory to fill by clicking on 'Template')*
2. Upload & Fill computation of estimated total income any of the four previous year preceding to the previous year for which return of income has not been filed
3. Upload registration/exemption Certificate in case of certain entities covered under section 11 or 12**
4. Upload registration/exemption Certificate in case of certain entities covered under section 139(4C) where income is exempt under section 10
5. Upload Assessment Orders if assessed, for the last four assessment years
6. Upload return of income for any of the four previous year has been filed in paper form
7. Upload Details of income claimed to be exempt and not included in the total income
8. Upload any other Document (For example: Estimate sheet, Working of MAT liability for all relevant A.Y.)

Upload

I, **[Name]** do hereby declare that to the best of my knowledge and belief what is stated above is correct, complete and truly stated, I declare that the incomes/sum referred to in this form are not includible in the total income of any other person under sections 60 to 64 of the Income-tax Act, 1961. I further declare that what is stated in this application is correct. I further declare that I am making application in my capacity as Principal Officer of **[Company Name]** and I am also competent to make this application and verify it. I am holding permanent account number **[PAN]**

Place** **[Place]** Date = **04-Apr-2019**

Go to Basic Details Back Preview & Submit

Note:
**Details of income claimed to be exempt and not included in the total income is not provided in basic detail

Callouts:

- Enter verification code here.
- Click here to browse selected file
- Click here to View/remove uploaded files
- Click on Template Button then pop-up screen will be displayed
- Auto populated on the basis of TRACES Profile
- User need to fill the place
- Click here to go to basic details screen
- Click here to go to previous screen
- Click here to review the details of Form-13

4. Pictorial guide of Request for Form 13- Resident (Contd.)

Step 11: After clicking on 'Preview & Submit' button, user can review details of Form-13

Form 13
[See rules 28 and 37G]
Application by a person for a certificate under sections 197 and/or 206C(9) of the Income-tax Act, 1961, for no deduction/collection of tax or deduction/collection of tax at a lower rate

To
The Assessing Officer
Sir,

1. I, ANKUSH SINGH do, hereby, request that a certificate may be issued to the person responsible for paying me the incomes/sum, authorizing him not to deduct/deduct income-tax at lower rate, at the time of payment of such income/sum to me. The details are specified in Annexure-I.

2. The particulars of my income and other relevant details are as under :

(i) Status	Individual
(ii) Residential status	Resident
(iii) Permanent Account No.	
(iv) Email Id	
(v) Mobile Number	
State	
District	

Note: Jurisdictional A.O will be assigned on the basis of State & District given by taxpayer in Original application of Form-13

(vi) Details of existing liability under Income-tax Act, 1961 and Wealth-tax Act, 1957:

4. Pictorial guide of Request for Form 13- Resident (Contd.)

Form 13 details will be appear on the screen

(vi) Details of existing liability under Income-tax Act, 1961 and Wealth-tax Act, 1957:

Assessment Year (1)	Liability under the Income-tax Act, 1961				Amount payable under the Wealth-tax Act, 1957(₹) (6)
	Amount payable in respect of advance-tax(₹) (2)	Amount payable for self assessment tax(₹) (3)	Amount for which notice of demand under section 156 has been served but not paid(₹) (4)	Amount payable as deductor or collector which had become due but not paid(₹) (5)	
2019-20	0	0	0	0	0

(vii) Previous year to which the payments relate.

2018-19

(viii) Estimated total income of the previous year referred to in (vii)

900000

(ix) Total tax including interest payable for the total income referred to in(viii)

850000

(x) Details of income claimed to be exempt and not included in the total income in (viii)

(xi) Details of payment of advance-tax and tax already deducted/collected, if any, for the previous year referred to in (vii) till date. (If the date of Application is on or after 1st April for which Financial year certificate is sought)

Nature of prepaid tax	Amount of Tax Paid (₹)
Advance Tax	0
TDS	0
TCS	0

(xii) Declaration for exemption under section 10, section 11 or section 12 for certain entities covered under Income Tax Rule 28AB or not *

It is hereby declared that the applicant furnishes return of income as referred to in sub-section (4C) of section 139 of Income Tax Act 1961

(xiii) Where return of income for any of the four previous year preceding to the previous year referred to in (vii) has not been filed,

(xiv) Where return of income for any of the four previous year has been filed in paper form

4. Pictorial guide of Request for Form 13- Resident (Contd.)

Step 11(Contd.) :User need to click on “Submit” for final submission

Annexure-I(No/Lower Deduction)

(See Section 193,194A,194D,194,192,194I(a),194I(b),194H,194C,194G,194J,194LA,194LB,194LC,194M,194O & 194K)						
Sl. No	Tax deduction and collection Account No. (TAN) Note: PAN of Deductor is allowed for section 194M (1)	Tax deduction and collection /Permanent Account Name (2)	Section under which tax at source is to be deducted (3)	Nature of Payment (4)	Estimated amount of income/sum to be received (₹) (5)	Requested rate of Deduction (6)
1		VIJAYLAXMI CREDIT CORPORATION	194I(b)	Rent - Land and Building / furniture / fittings	4566	0.5
2		HKE SOCIETYS	194J	Fee for technical services	4544	0.6

Annexure-III(Lower Collection)

(See 206C)					
Sl. No	Tax deduction and collection Account No. (TAN) (1)	Tax deduction and collection Account Name (2)	Section under which tax at source is to be collected (3)	Estimated amount to be paid (₹) (4)	Requested rate of Collection (5)
1		K B AUTOS	F-Collection at source from Contractors or licensee or lease relating to parking lots	5464	0.5

I, do hereby declare that to the best of my knowledge and belief what is stated above is correct,complete and truly stated, I declare that the incomes/sum referred to in this form are not includible in the total income of any other person under sections 60 to 64 of the Income-tax Act, 1961. I further declare that what is stated in this application is correct. I further declare that I am making application in my capacity as Self and I am also competent to make this application and verify it. I am holding permanent account number

Date: 15-Apr-2021

Place: delhi

 If you want to edit the details please click on back button & this will redirect to previous screen

[Back](#) [Submit](#)

Click here to Submit Form-13

Click on 'Back' button redirect to upload screen

4. Pictorial guide of Request for Form 13- Resident (Contd.)

Step 12: After clicking on 'Submit' button, Validation pop up will be displayed.

(xiv) Where return of income for any of the four previous year has been filed in paper form

Annexure-I(No/Lower Deduction)

(See Section-193,194A,194D,194,192,194(a),194(b),194H,194C,194G,194J,194LA,194LBB,194LBC,194M,194O & 194K)

Sl. No	Tax deduction and collection Account No. (TAN) Note: PAN of Deductor is allowed for section 194M	Tax deduction and collection /Permanent Account Name	Section under which tax at source is to be deducted	Nature of Payment (4)	Estimated amount of income/sum to be received (Rs.)	Requested rate of Deduction (6)
1						0

Do you want to validate the form request through:

☐ DSC (?) ☐ e-verify (Net Banking) (?) ☐ Aadhaar Number (?) ☐ Mobile OTP (?)

I, [redacted] do hereby declare that to the best of my knowledge and belief what is stated above is correct,complete and truly stated. I declare that the incomes/sum referred to in this form are not includible in the total income of any other person under sections 60 to 64 of the Income-tax Act, 1961. I further declare that what is stated in this application is correct. I further declare that I am making application in my capacity as Self and I am also competent to make this application and verify it. I am holding permanent account number [redacted]

Date: 29-Apr-2021
Place: delhi

If you want to edit the d

After clicking on 'Submit' button, A validation pop up will appear for request submission.

Note: E- Verification(EVC), Aadhaar Number and Mobile OTP options are not available on NRI TRACES website :
www.nriservices.tdscpc.gov.in

5. Pictorial guide of Request for Form13-Resident with DSC(Digital Signature Certificate)

Step 1 : Click on “DSC(Digital Signature Certificate)” option if user wants to validate the request with DSC.

(xiv) Where return of income for any of the four previous year has been filed in paper form

Annexure-I(No/Lower Deduction)

(See Section-193,194A,194D,194,192,194K(a),194K(b),194H,194C,194G,194J,194EA,194LBB,194LBC,194M,194O & 194K)

Sl. No	Tax deduction and collection /Permanent Account Name	Section under which tax at source is to be deducted	Nature of Payment (4)	Estimated amount of income/sum to be received (Rs.)	Requested rate of Deduction
1					

Do you want to validate the form request through:

☒ DSC (?) ☐ e-verify (Net Banking) (?) ☐ Aadhaar Number (?) ☐ Mobile OTP (?)

[Proceed](#)

I, [redacted] do hereby declare that to the best of my knowledge and belief what is stated above is correct,complete and truly stated. I declare that the incomes/sum referred to in this form are not includible in the total income of any other person under sections 60 to 64 of the Income-tax Act, 1961. I further declare that what is stated in this application is correct. I further declare that I am making application in my capacity as Self and I am also competent to make this application and verify it. I am holding permanent account number [redacted]

Date: 29-Apr-2021
Place: delhi

[Back](#) [Submit](#)

If you want to edit the details please click on back button & this will redirect to previous screen

5. Pictorial guide of Request for Form13-Resident with DSC(Digital Signature Certificate) (Contd.)

Step 2: After validating DSC(Digital Signature Certificate), Click on 'Submit'.

(xii) Declaration for exemption under section 10, section 11 or section 12 for certain entities covered under Income Tax Rule 28AB (Not Applicable)

(xiii) Where return of income for any of the four previous year preceding to the previous year referred to in (vii) has not been filed.

(xiv) Where return of income for any of the four previous year has been filed in paper form.

Annexure-I(No/Lower Deduction)

(See Section-193,194A,194D,194E)

Sl. No	Tax deduction and collection Account No. (TAN)	Tax deduction and Account Name
1	AGRC10809T	CANARA BANK

(See Section-206CA,206CB,206CC)

Sl. No	Tax deduction and collection Account No. (TAN)	Tax deduction and Account Name
1	AGRC10809T	CANARA BANK

I, _____ do hereby declare that to the best of my knowledge and belief the incomes/sum referred to in this form are not includible in the total income stated in this application is correct. I further declare that I am making application and I am also competent to make this application and verify it. I am holding Date: 5-Nov-2019 Place: Ghaziabad

Click here to submit Form-13 request

If you want to view the details please click on back button & this will refresh the details.

Back Submit

emSigner

Content to Sign:
000000000000002083034

Click on "Sign" button

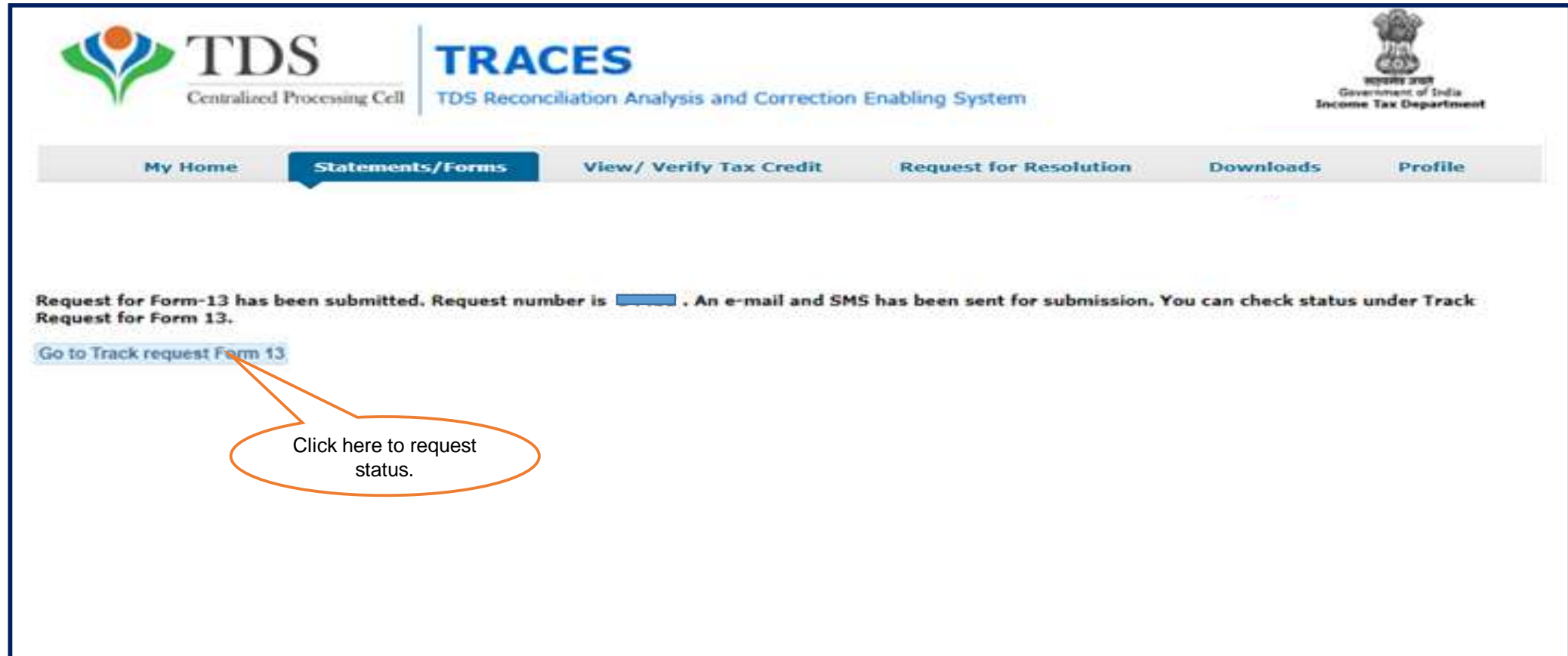
Select required Digital Signature Certificate.

Common Name	Issuer Name	Serial Number	Expiry Date
test12	e-Mudhra Sub CA for CI...	773598d8	30-06-2018
test14	e-Mudhra Sub CA for CI...	1748778a37	02-07-2020
test13	e-Mudhra Sub CA for CI...	1748778a35	02-07-2020
test12	e-Mudhra Sub CA for CI...	1748778a33	02-07-2020
test11	e-Mudhra Sub CA for CI...	1748778a31	02-07-2020

View Certificate Sign Cancel

5. Pictorial guide of Request for Form13-Resident with DSC(Digital Signature Certificate) (Contd.)

Step 3: Request for Form -13 has been submitted', success message will be displayed on screen and request number will be generated.



6. Pictorial guide on submission of Request for Form 13-Resident with E-Verified (Internet Banking)

- **E-Verified Service link is available at banks website:**
- User has to log in to Bank Website and click on link “**View 26AS**”.
- It gets navigated to a new page which shows link “**E-Verified services**” on **TRACES**.
- Click on “**E-Verified services on TRACES**”, user gets navigated to the **TRACES website** with the pre populated **Username** and **PAN of Taxpayer**.
- This facility helps taxpayers to get **Verified** through Internet Banking.
- This can be used for “**Submitting Request for Form 13**” request without **Digital Signature**.
- This option is not available for NRI Website: www.nriservices.tdscpc.gov.in .

6. Pictorial guide on submission of Request for Form13-Resident with E-Verified (Internet Banking) (Contd.)

Step 1 : User need to Click on E-Verify (Net Banking) option

(xiv) Where return of income for any of the four previous year has been filed in paper form

Annexure-I(No/Lower Deduction)

(See Section-193,194A,194D,194,192,194Ka),194Kb),194H,194C,194G,194J,194LA,194LB,194LBC,194M,194O & 194k)

Sl. No	Tax deduction and collection Account No. (TAN) Note: PAN of Deductor is allowed for section 194M	Tax deduction and collection /Permanent Account Name	Section under which tax at source is to be deducted	Nature of Payment (4)	Estimated amount of income/sum to be received (Rs.)	Requested rate of Deduction
1						

Do you want to validate the form request through:

☐ DSC (?) ☒ e-verify (Net Banking) (?) ☐ Aadhaar Number (?) ☐ Mobile OTP (?)

[Proceed](#)

1. I, [redacted] do hereby declare that to the best of my knowledge and belief what is stated above is correct,complete and truly stated, I declare that the incomes/sum referred to in this application is the total income of any other person under sections 60 to 64 of the Income-tax Act, 1961. I further declare that what is stated in this application in my capacity as Self and I am also competent to make this application and verify it, I am holding permanent account no. [redacted]

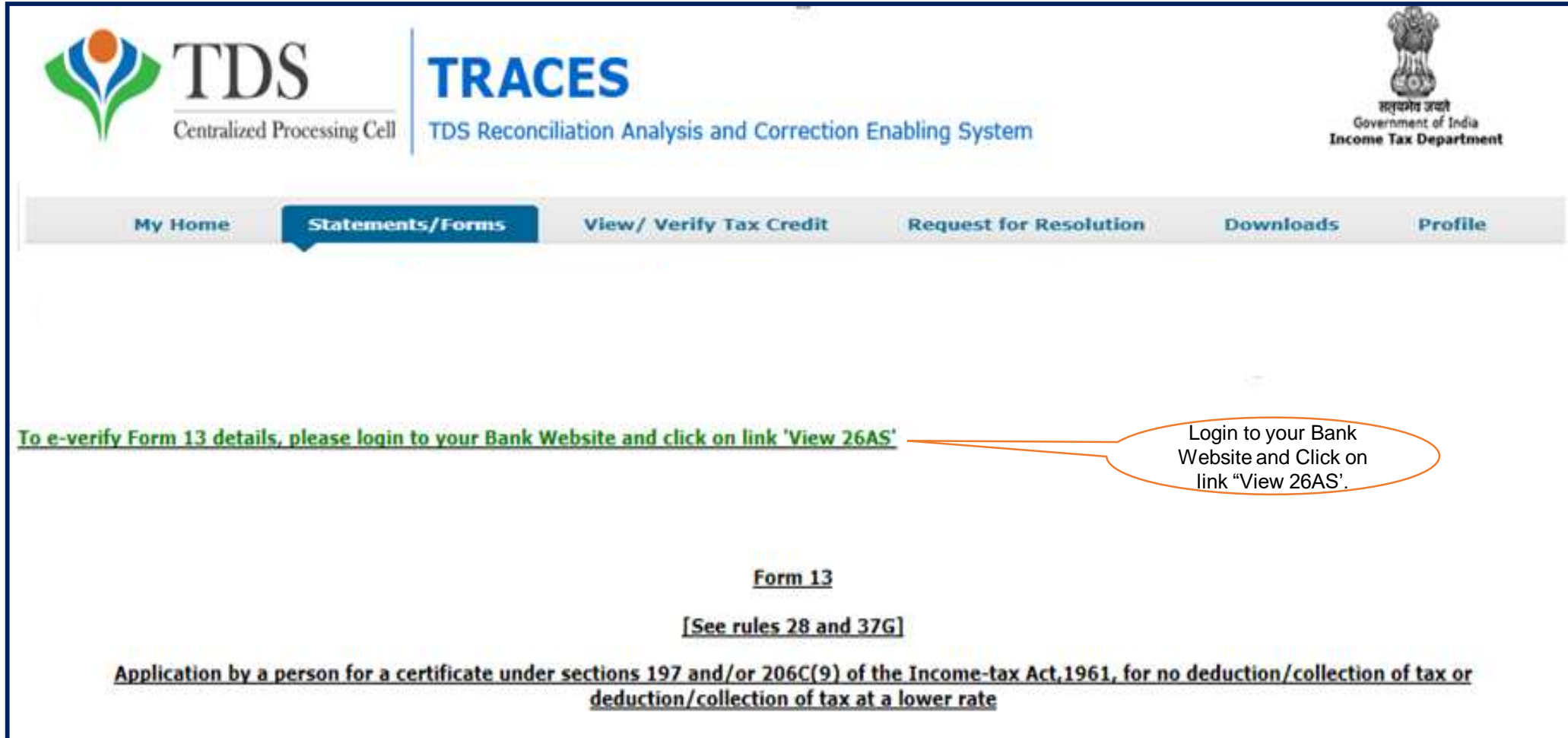
Date: 29-Apr-2021
Place: delhi

i If you want to edit the details please click on back button & this will redirect to previous screen.

[Back](#) [Submit](#)

6. Pictorial guide on submission of Request for Form13-Resident with E-Verified (Internet Banking) (Contd.)

Step 2 : To E-Verify Request for Form -13, please login to your Bank Website and click on link “View 26AS”.



The screenshot displays the TDS TRACES portal. At the top left is the TDS Centralized Processing Cell logo. To its right is the TRACES logo with the text "TDS Reconciliation Analysis and Correction Enabling System". At the top right is the Government of India Income Tax Department logo. Below these is a navigation bar with tabs: "My Home", "Statements/Forms" (highlighted), "View/ Verify Tax Credit", "Request for Resolution", "Downloads", and "Profile". The main content area contains the following text:

To e-verify Form 13 details, please login to your Bank Website and click on link 'View 26AS'

Form 13

[See rules 28 and 37G]

Application by a person for a certificate under sections 197 and/or 206C(9) of the Income-tax Act, 1961, for no deduction/collection of tax or deduction/collection of tax at a lower rate

An orange callout bubble points to the instruction "To e-verify Form 13 details, please login to your Bank Website and click on link 'View 26AS'", containing the text: "Login to your Bank Website and Click on link 'View 26AS'."

6. Pictorial guide on submission of Request for Form13-Resident with E-Verified (Internet Banking) (Contd.)

Step 2 : To E-Verify Request for Form -13, please login to your Bank Website and click on link “View 26AS”.

Home | Logout

TDS
Centralized Processing Cell

TRACES
TDS Reconciliation Analysis and Correction Enabling System

English

View/ Verify Tax Credit Register on TRACES E-Verified Services Help

Annual Tax Statement (Form 26AS) is now generated from TRACES.

ATTENTION TAX PAYERS!!!!

Please insist on getting Form 16/16A from your Deductor downloaded only from Traces. Valid form 16/16A. [click here](#).

☐ I agree to the usage and acceptance of Form 16 / 16A generated from TRACES [Proceed](#)

Click here to proceed further

Form 26AS can be viewed by registering with TRACES or through net banking account of tax payers held with banks that have registered with TRACES to provide this facility or through demat accounts of tax payers accessed from the e-Services website of NSDL.

Click [View Tax Credit \(Form 26AS\)](#) to view your Form 26AS.

Click [E-Verified services on TRACES](#) to know about E-Verified services on TRACES

6. Pictorial guide on submission of Request for Form13-Resident with E-Verified (Internet Banking) (Contd.)

Step 3 :User will log in to Bank website and selects option “Click of view 26AS” then It gets navigated to a new page which shows link “E-Verified services on TRACES”.

TDS
Centralized Processing Cell

TRACES
TDS Reconciliation Analysis and Correction Enabling System

Government of India
Income Tax Department

[View Tax Credit \(Form 26AS\)](#) [Register on TRACES](#) [E-Verified Services](#) [Help](#)

Annual Tax Statement (Form 26AS) is now generated from TRACES.

Form 26AS contains details of:

- Tax deducted by deductors on behalf of Tax Payer
- Tax collected by collectors on behalf of Tax Payer
- Advance / Self-Assessment tax deposited by Tax Payer
- Refund paid by ITD to Tax Payer
- AIR Transactions

Form 26AS can be viewed by registering with TRACES or through net banking account of tax payers held with banks that have registered with TRACES to provide this facility.

Click [View Tax Credit \(Form 26AS\)](#) to view your Form 26AS.

Click [E-Verified services on TRACES](#) to know about E-Verified services on TRACES

User has to click on E-Verified services on TRACES

6. Pictorial guide on submission of Request for Form13-Resident with E-Verified (Internet Banking) (Contd.)

Step 4: User need to Click on “E-Verified Services on TRACES” under “E- Verified Services” tab.

The screenshot displays the TDS TRACES portal interface. At the top, there are links for 'Home' and 'Logout', and a language dropdown set to 'English'. The header features the TDS Centralized Processing Cell logo and the TRACES logo (TDS Reconciliation Analysis and Correction Enabling System). On the right, the Government of India Income Tax Department emblem is visible. A navigation bar contains four tabs: 'View/ Verify Tax Credit', 'Register on TRACES', 'E-Verified Services' (which is highlighted with a blue background), and 'Help'. Below the navigation bar, a section titled 'Using this facility Tax Payer can E-Verify and submit:' lists two bullet points: 'Form 13 details for Assessing Officer Approval without using Digital Signature Certificate' and '26QB Correction statement for processing without using Digital Signature Certificate and approval from Assessing Officer'. A text line states: 'On click of below button 'E-Verified Services on TRACES', Tax Payer will be redirected to TRACES login'. Below this text is a button labeled 'E-Verified services on TRACES'. An orange callout bubble points to this button with the text: 'User has to click on E-Verified services on TRACES'.

6. Pictorial guide on submission of Request for Form13-Resident with E-Verified (Internet Banking) (Contd.)

Step 5 : After clicking on E-Verified Services on Traces, user gets navigated to the TRACES website with the Pre populated Username and PAN. User can login and continue.

The screenshot shows the TRACES (TDS Reconciliation Analysis and Correction Enabling System) website. The header includes navigation links (Home, About Us, Contact Us, Help, Related Links, Login), a search bar, and language selection (English). The main header features the TDS logo, the TRACES title, and the Government of India Income Tax Department logo. Below the header is a navigation bar with 'Home', 'Deductor', 'Tax Payer', and 'Help' tabs.

The login section is titled 'Login' and contains the following fields and annotations:

- User Id***: A text box containing 'ACCPB4256G'. An annotation bubble points to it with the text 'Pre populated Username.'
- Password***: A text box. An annotation bubble points to it with the text 'Pre populated PAN'.
- TAN for Deductor / PAN for Tax Payer***: A text box containing 'ACCPB4256G'. A red message 'TAN / PAN is mandatory' is displayed next to it.
- Verification Code***: A CAPTCHA image showing the text 'yng10p'. A red message 'Verification Code is mandatory' is displayed next to it. An annotation bubble points to the input field below the CAPTCHA with the text 'Enter the text as displayed in Verification Code'.
- Login**: A blue button.

On the right side, there is a section titled 'For Deductors:' with the following instructions:

- 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

Below this is a section titled 'For Tax Payers:' with the following instruction:

- If you are already registered in TRACES, please login with your registered User Id (PAN), Password & PAN else register as new user

A 'Common Note:' section is also present at the bottom right.

6. Pictorial guide on submission of Request for Form13-Resident with E-Verified (Internet Banking) (Contd.)

Step 6 : Go to “ Track Request Form-13” option under “Statements/Forms” tab and initiate the request

The screenshot displays the TDS TRACES portal interface. At the top, the TDS logo (Centralized Processing Cell) and the TRACES logo (TDS Reconciliation Analysis and Correction Enabling System) are visible, along with the Government of India Income Tax Department emblem. The navigation bar includes tabs: My Home, Statements/Forms, View/ Verify Tax Credit, Request for Resolution, Downloads, and Profile. A dropdown menu is open under the 'Statements/Forms' tab, listing options: Request for Correction, Track Correction Request, View Default Summary, Request for Justification Report Download, Request for Refund (For Forms 26QB/26QC/26QD), Track Refund Request (For Forms 26QB/26QC/26QD), Request for Form 13, **Track Request Form 13** (highlighted with an orange circle), and Challan Status. An orange callout bubble points to the highlighted option with the text: "Click here to Track Request for Form 13". On the left, the 'Quick Links' section includes: Form 16B/16C/16D (For Buyer/Tenant/Payer), Update Communication Details, Salary Details reported by Employer, and Change Password. On the right, the 'Customer Care' section lists Toll-Free numbers: 1800 103 0344 and 0120 4814600. Below it is the 'User Login Details' section. A 'Help' button is located in the top right corner.

6. Pictorial guide on submission of Request for Form13-Resident with E-Verified (Internet Banking) (Contd.)

Step 6(Contd.) : Go to “ Track Request Form-13” option under “Statements/Forms” tab and initiate the request. Click on “In Progress” status to continue

Track Request Form 13

1 Enter any of the below search options to view original/revision requests.

1 Click on a row to select it and click on status as 'In Progress' to start or work on original/revision for a form.

1 View/Download Form button will be enabled after submitting the request of Form-13.

☒ Request ☐ Date ☐ View All

Request Number:

Request Date	Request No.	F.Y.	Form Type	Form Category	Application Type	Residential status	Status	Remarks	Date of Submission of form	A.O. Details	Download Request ID for Rejection Reason	Download Speaking Order & Any other documents uploaded by A.O
04-Feb-2021	107348	2020-21	Form-13	Original	Online	Resident-Covered under Rule 28AB	In Progress		04-Feb-2021			

Page 1 of 1 View 1 - 1 of 1

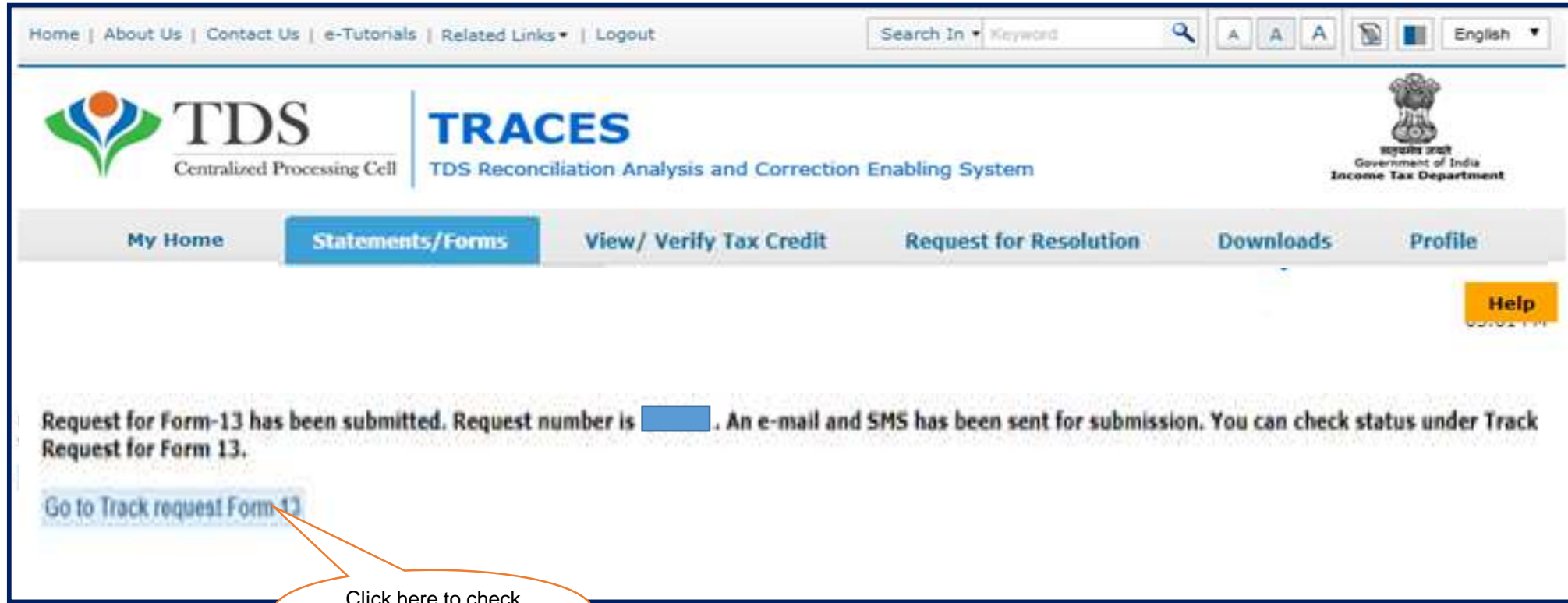
Click on 'In Progress' to submit Form 13 request

This option will be enabled after completion of PAN with other validation in Form13

Click here to Cancel the request

6. Pictorial guide on submission of Request for Form13-Resident with E-Verified (Internet Banking) (Contd.)

Step 7: 'Request for Form -13 has been submitted', success message will be displayed on screen and request number will be generated.



The screenshot displays the TDS TRACES portal interface. At the top, there is a navigation bar with links: Home | About Us | Contact Us | e-Tutorials | Related Links | 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). On the right, the Government of India Income Tax Department logo is visible. Below the header, a menu bar contains links: My Home, Statements/Forms (highlighted), View/ Verify Tax Credit, Request for Resolution, Downloads, and Profile. A yellow 'Help' button is located on the right. The main content area displays a success message: 'Request for Form-13 has been submitted. Request number is [redacted]. An e-mail and SMS has been sent for submission. You can check status under Track Request for Form 13.' Below this message is a blue button labeled 'Go to Track request Form 13'. An orange callout bubble points to this button with the text 'Click here to check request status'.

Request for Form-13 has been submitted. Request number is [redacted]. An e-mail and SMS has been sent for submission. You can check status under Track Request for Form 13.

[Go to Track request Form 13](#)

Click here to check request status

7. Pictorial guide on submission of Request for Form13-Resident with Aadhaar Number

Step 1: User need to choose Aadhaar Number option

The screenshot displays the 'Validate Form' step in the Income Tax e-filing process. At the top, a table summarizes tax details for the year 2019-20:

(1)	(2)	(3)	(4)	(5)	(6)
	Amount payable in respect of advance-tax(₹)	Amount payable for self assessment tax(₹)	of section 244B but	deductor or collector which had become due but not paid(₹)	Act, 1957(₹)
2019-20	0	0		0	0

Below the table, a modal window titled 'Do you want to validate the form request through:-' is displayed. It offers four options: DSC, e-verify (Net Banking), **Aadhaar Number** (selected), and Mobile OTP. A 'Proceed' button is located at the bottom of the modal. A callout bubble points to the 'Aadhaar Number' option, stating 'User needs to choose Aadhaar Number option'. Another callout bubble points to the 'Proceed' button, stating 'Click here to proceed further'.

At the bottom of the screen, there is a 'Back' button and a 'Submit' button. A note at the bottom states: 'If you want to edit the details please click on back button & this will redirect to previous screen'.

7. Pictorial guide on submission of Request for Form13-Resident with Aadhaar Number(Contd.)

Step 2: After clicking on Aadhaar Number option, a pop-up will be displayed where user can view steps to use Aadhaar Authentication

Steps to use Aadhaar Authentication

Step 1 Please verify if the Name, Date of Birth, Gender as per Aadhaar card matches the details as per your PAN data. Enter your Aadhaar Number in the text box provided below and Click on "Next" button.

Step 2 Income Tax Department will validate your Name, Date of Birth, Gender as per PAN and Aadhaar Number with UIDAI. Please note that if the details do not match, the Aadhaar E-validation will fail.

Step 3 Once the validation is successful, OTP will be sent to the mobile number/email Id registered with UIDAI.

Name as per PAN details	ANKUSH SINGH
Date of Birth as per PAN details	01-Feb-1992
Gender as per PAN details	Male

Please select option to authenticate ☒ Aadhaar ☐ VID

☐ I hereby give my consent to CPC(TDS) to use my Name, Date of Birth, Gender and Aadhaar/VID number with UIDAI for authentication purpose.

[Next](#) [Cancel](#)

Note: A callout bubble points to the PAN details table with the text: "These details will appear as per PAN database"

Note: Details like Name, Date of Birth and Gender will appear as per PAN data base.

7. Pictorial guide on submission of Request for Form13-Resident with Aadhaar Number(Contd.)

Step 3: Select option Aadhaar or VID to authenticate

Steps to use Aadhaar Authentication

Step 1 Please verify if the Name, Date of Birth, Gender as per Aadhaar card matches the details as per your PAN data. Enter your Aadhaar Number in the text box provided below and Click on "Next" button.

Step 2 Income Tax Department will validate your Name, Date of Birth, Gender as per PAN and Aadhaar Number with UIDAI. Please note that if the details do not match, the Aadhaar E-validation will fail.

Step 3 Once the validation is successful, OTP will be sent to the mobile number/email Id registered with UIDAI.

Name as per PAN details	ANKUSH SINGH
Date of Birth as per PAN details	01-Feb-1992
Gender as per PAN details	Male

Please select option to authenticate ☒ Aadhaar ☐ VID

☐ I hereby give my consent to CPC(TDS) to use my Name, Date of Birth, Gender and Aadhaar/VID number with UIDAI for authentication purpose.

Next Cancel

User can choose option i.e. Aadhaar Number or VID (if available)

Note: User can create VID (Virtual-ID) on UIDAI site

7. Pictorial guide on submission of Request for Form13-Resident with Aadhaar Number(Contd.)

Step 4: Aadhaar Authentication: Select Aadhaar option then enter 12 digit number of Aadhaar

Steps to use Aadhaar Authentication

Step 1 Please verify if the Name, Date of Birth, Gender as per Aadhaar card matches the details as per your PAN data. Enter your Aadhaar Number in the text box provided below and Click on "Next" button.

Step 2 Income Tax Department will validate your Name, Date of Birth, Gender as per PAN and Aadhaar Number with UIDAI. Please note that if the details do not match, the Aadhaar E-validation will fail.

Step 3 Once the validation is successful, OTP will be sent to the mobile number/email Id registered with UIDAI.

Name as per PAN details	ANKUSH SINGH
Date of Birth as per PAN details	01-Feb-1992
Gender as per PAN details	Male

Please select option to authenticate ☒ **Aadhaar** ☐ VID

Please enter Aadhaar Number*

☒ I hereby give my consent to CPC(TDS) to use my Name, Date of Birth, Gender and Aadhaar/VID number with UIDAI for authentication purpose.

Click here to proceed further

Select Aadhaar option

Enter 12 digit Aadhaar Number

7. Pictorial guide on submission of Request for Form13-Resident with Aadhaar Number(Contd.)

Step 5: VID Authentication: Select VID option then enter 16 digit Number of VID

Steps to use Aadhaar Authentication

Step 1 Please verify if the Name, Date of Birth, Gender as per Aadhaar card matches the details as per your PAN data. Enter your Aadhaar Number in the text box provided below and Click on "Next" button.

Step 2 Income Tax Department will validate your Name, Date of Birth, Gender as per PAN and Aadhaar Number with UIDAI. Please note that if the details do not match, the Aadhaar E-validation will fail.

Step 3 Once the validation is successful, OTP will be sent to the mobile number/email Id registered with UIDAI.

Name as per PAN details	SURINDER SINGH ARORA
Date of Birth as per PAN details	22-Sep-1990
Gender as per PAN details	Male

Please select option to authenticate ☐ Aadhaar ☒ VID

Please enter VID Number

☐ I hereby give my consent to CPC(TDS) to use my Name, Date of Birth, Gender and Aadhaar/VID number with UIDAI for authentication purpose.

Click here to proceed further

Select VID option

Enter 16 digit VID Number

To: The Assessing Officer Sir,

1. I, SURINDER SINGH ARORA, of the incomes/sum, authorizing

2. The particulars of my income and

(i) Status

(ii) Residential status

(iii) Permanent Account No.

Resident

Not Ordinarily Resident

AARCS4276N

7. Pictorial guide on submission of Request for Form13-Resident with Aadhaar Number(Contd.)

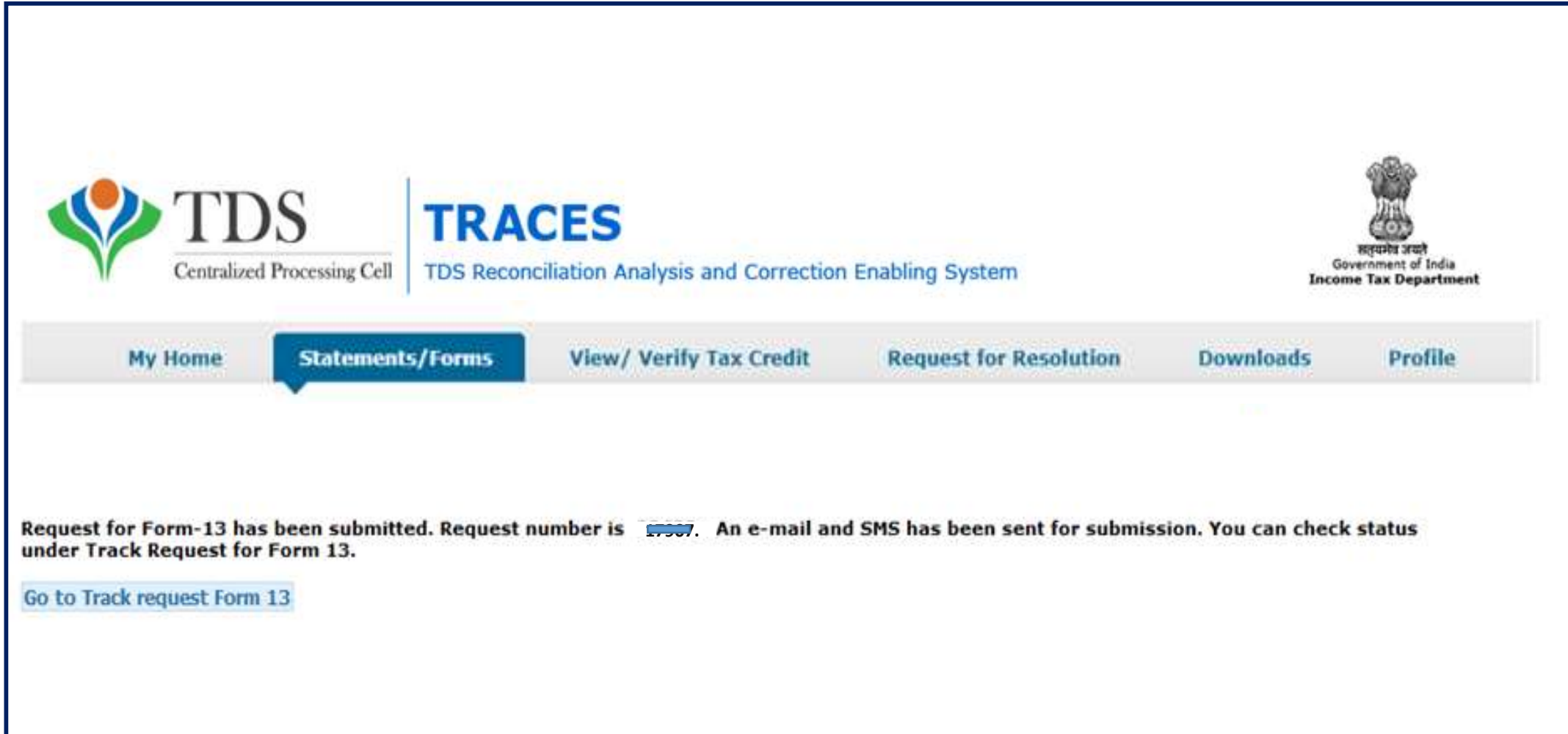
Step 6: After successful validation with Aadhaar or VID, a pop-up will be displayed to enter OTP. User need to enter OTP received on registered mobile number/email Id registered With UIDAI

The screenshot displays the 'Request for Resolution' page on the Income Tax Department portal. A pop-up window titled 'Enter OTP' is centered on the screen. The pop-up contains the following text: 'Please enter valid 6 digit OTP received on mobile number/email id registered with UIDAI', 'Please do not "Close" or "Refresh" or press the "Cancel" button.', and 'OTP has been sent to mobile number: *****6903'. Below this text is an input field labeled 'Enter OTP' and a 'Submit' button. There are also 'Resend OTP' and 'Cancel' buttons. Three callout boxes provide instructions: 'Enter OTP' points to the input field, 'After entering OTP click here to proceed further' points to the 'Submit' button, and 'Click here to resend OTP' points to the 'Resend OTP' button. The background shows a partially filled Form 13 for ANKUSH SINGH, with fields for Status (Individual), Residential status (Resident), Permanent Account No. (FYBPS3731Q), and Email Id (ANS_USER@TDSOCPCTO.NET).

Note: OTP will be received on mobile number/email ID registered with UIDAI

7. Pictorial guide on submission of Request for Form13-Resident with Aadhaar Number(Contd.)

Step 6 (Contd.): 'Request for Form -13 has been submitted', success message will be displayed on screen and request number will be generated.



The screenshot displays the TDS TRACES portal interface. At the top left is the TDS Centralized Processing Cell logo. To its right is the TRACES logo with the text 'TDS Reconciliation Analysis and Correction Enabling System'. On the top right is the Government of India Income Tax Department emblem. Below these is a navigation bar with links: 'My Home', 'Statements/Forms' (highlighted), 'View/ Verify Tax Credit', 'Request for Resolution', 'Downloads', and 'Profile'. The main content area shows a success message: 'Request for Form-13 has been submitted. Request number is 17307. An e-mail and SMS has been sent for submission. You can check status under Track Request for Form 13.' Below this message is a button labeled 'Go to Track request Form 13'.

TDS
Centralized Processing Cell

TRACES
TDS Reconciliation Analysis and Correction Enabling System

Government of India
Income Tax Department

My Home | **Statements/Forms** | View/ Verify Tax Credit | Request for Resolution | Downloads | Profile

Request for Form-13 has been submitted. Request number is **17307**. An e-mail and SMS has been sent for submission. You can check status under Track Request for Form 13.

[Go to Track request Form 13](#)

7. Pictorial guide on submission of Request for Form13-Resident with Aadhaar Number(Contd.)

Step 7: If Name, Date of Birth, Gender as per Pan and Aadhaar will not matched then validation will be failed and user will get below error

The screenshot displays the 'Request for Resolution' page on the Income Tax Department's portal. A modal window titled 'Authenticate using Aadhaar' is open, showing an 'Authentication Failed' message. The message states: 'Name, Date of Birth or Gender in PAN database does not match with Aadhaar database. To update your PAN details please contact NSDL at <https://tin.tin.nsdl.com/pan/correction.html> and to update your Aadhaar card details please contact UIDAI at <https://resident.uidai.net/in/update-data>.' The background shows the 'Application by a person for' form, which includes fields for 'To: The Assessing Officer, Sir,' and a table for 'The particulars of my income and other relevant details are as under:'. The table has columns for (i) Status, (ii) Residential status, (iii) Permanent Account No., (iv) Email Id, and (v) Aadhaar Number. The values entered are: (i) Individual, (ii) Resident, (iii) FYBPS3731Q, (iv) ANS_USER@TDS CPCTO.NET, and (v) 12345678901234567890.

The particulars of my income and other relevant details are as under :				
(i) Status	Individual			
(ii) Residential status	Resident			
(iii) Permanent Account No.	FYBPS3731Q			
(iv) Email Id	ANS_USER@TDS CPCTO.NET			
(v) Aadhaar Number	12345678901234567890			

Note: To update PAN details please contact NSDL or to update Aadhaar Card details please contact UIDAI

8. Pictorial guide on submission of Request for Form13-Resident with Mobile OTP

Step 1 : User need to choose Mobile OTP option for Form-13 Validation

(1)	Amount payable in respect of advance-tax(₹)	Amount payable for self assessment tax(₹)	of demand under section 156 has been served but not paid(₹)	deductor or collector which had become due but not paid(₹)	Act, 1957(₹)
(2)	(3)	(4)	(5)	(6)	
2019-20	0	0	0	0	0

(vii) Previous year to which the payments relate. 2018-19

(viii) Estimated total income of the previous year referred to in (vii) 999999999999999999

(ix) Total tax including interest payable for the total income referred to in(viii) 0

(x) Details of income claimed to be exempt and not included in the total income in (viii)

(xi) Details of payment of advance-tax and tax already deducted/collected, if any, for the previous year referred to in (vii) till date: (If the date of Application is on or after 1st April for which Financial year certificate is sought)

Nature of prepaid tax	Amount of Tax Paid (₹)

(xii) Declaration for exemp
It is hereby declared that the
(xiii) Where return of income
(xiv) Where return of income

1. MAYANKI DHAYA PATIL
Incomes
stat
If
D
Place

Do you want to validate the form request through:
☐ DSC [?] ☐ e-verify (Net Banking) [?] ☐ Aadhaar Number [?] ☐ Mobile OTP [?]

Proceed

Click here to proceed further

stated, I declare that the further declare that what is
MICIPAL CORPORATION

If you want to edit the details please click on back button & this will redirect to previous screen

Back Submit

Note:

- Mobile OTP facility is not available for Jammu & Kashmir users and the users coming through NRI Website:
www.nriservices.tdscpc.gov.in
- OTP will be received on the registered Mobile Number in case user choose Mobile OTP option

8. Pictorial guide on submission of Request for Form13-Resident with Mobile OTP (Contd.)

Step 2 : Click on Request OTP, OTP will be sent on registered mobile no. and Enter OTP Pop-up will be opened

The screenshot shows the 'Annexure-I (No/Lower Deduction)' section of the Form 13 submission process. A pop-up window titled 'OTP will be sent to registered mobile no. as below :' is displayed in the center. The pop-up contains the text 'Registered mobile no. as per Profile : XXXXXX9099' and three buttons: 'Already Have OTP', 'Request OTP', and 'Update Mobile no.'. A speech bubble points to the 'Request OTP' button with the text: 'If User clicks on Request OTP, OTP will be sent on registered mobile no. and Enter OTP Pop-up will be open.' Another speech bubble points to the 'Already Have OTP' button with the text: 'This option will be enabled if user has already requested for OTP.' The background form includes sections for TDS/TCS, declarations, and a table for tax deductions.

Sl. No	Tax deduction and No. (T)	e/sum	Requested rate of Deduction
1	PTNGO	1	0.6

Place: dem

If you want to edit the details please click on back button & this will redirect to previous screen

Back Submit

Note: OTP will be received on the registered Mobile Number in case user choose Mobile OTP option.

8. Pictorial guide on submission of Request for Form13-Resident with Mobile OTP (Contd.)

Step 3 : Enter OTP received on Registered mobile number

The screenshot shows the 'Annexure-I (No/Lower Deduction)' section of the Form 13 submission process. A modal window is displayed in the center, titled 'Please enter valid 6 digit OTP received on registered mobile no. :'. The modal contains the text 'OTP has been re-sent to registered mobile no. XXXXXX7962', an 'Enter OTP' input field with a note '(OTP valid for 15 minutes)', and three buttons: 'Back', 'Resend OTP', and 'Submit'. Three callout boxes provide instructions: one points to the modal title, another to the 'Submit' button, and a third to the 'Back' button.

	Advance Tax	
	0	
	TDS	0
	TCS	0

(xii) Declaration for exemption under section 10, section 11 or section 12 for certain entities covered under Income Tax Rule 28AB (Not Applicable)

(xiii) Where return of income for any of the four previous year preceding to the previous year referred to in (vi) has not been filed,

(xiv) Where return of income for any of the four previous year has been filed in paper form

Annexure-I (No/Lower Deduction)

Please enter valid 6 digit OTP received on registered mobile no. :
OTP has been re-sent to registered mobile no. XXXXXX7962

Enter OTP
(OTP valid for 15 minutes)

[Back](#) [Resend OTP](#) [Submit](#)

If User Clicks on Back Button, User will go back to Preview screen of Form-13 Request

Resend OTP Button will be disabled until 1 minute from click on Request OTP Button

After clicking on Request OTP Button, this message will be shown

After entering OTP, Click here to submit request

8. Pictorial guide on submission of Request for Form13-Resident with Mobile OTP (Contd.)

Step 4 : Taxpayer can change Registered Mobile Number to get OTP on Updated Mobile Number

TCS 0

(xii) Declaration for exemption under section 10, section 11 or section 12 for certain entities covered under Income Tax Rule 28AB (Not Applicable)

(xiii) Where return of income for any of the four previous year preceding to the previous year referred to in (vii) has not been filed,

(xiv) Where return of income for any of the four previous year has been filed in paper form

Annexure-I(No/Lower Deduction)

Sl. No	Tax deduction and No. (1)	e/sum	Requested rate of Deduction
1	CALBO	123	(5) 0

OTP will be sent to registered mobile no as below :

Registered mobile no. as per Profile : XXXXXX7962

[Request OTP](#) [Update Mobile no.](#)

Click here to Update mobile no., then Profile Page will be open to change registered mobile no. in Profile

I, _____ do hereby declare that the details of my knowledge and belief that the income tax return is correct. I further declare that the incomes/sum referred to in this form are not includible in the total income of any other person under sections 60 to 64 of the Income-tax Act, 1961. I further declare that what is stated in this application is correct. I further declare that I am making application in my capacity as Self and I am also competent to make this application and verify it. I am holding permanent account number _____

Date: 15-Mar-2019
Place: delhi

i If you want to edit the details please click on back button & this will redirect to previous screen

[Back](#) [Submit](#)

8. Pictorial guide on submission of Request for Form13-Resident with Mobile OTP (Contd.)

Step 4 (Contd..) : Taxpayer can change Registered Mobile Number to get OTP on Updated Mobile Number

The screenshot displays the TDS TRACES portal interface. The top navigation bar includes links for 'My Home', 'Statements/Forms', 'View/ Verify Tax Credit', 'Request for Resolution', 'Downloads', and 'Profile'. The 'Profile' section is active, showing 'User Details' and 'Tax Payer Details'. The 'Communication Details' tab is selected, displaying fields for 'Flat / Door / Block No.', 'Name of Premises / Building / Village', 'Road / Street / Post Office', 'Area / Locality', 'Town / City / District', 'State / Union Territory', 'PIN Code', 'STD Code-Phone No.', 'Mobile Number', 'Alternate Mobile Number', and 'Email Id'. A callout bubble points to the 'Mobile Number' field, stating: 'Taxpayer can change Registered Mobile Number to get OTP on Updated Mobile Number'. The footer contains copyright information and links for 'Terms and Conditions', 'Privacy Policy', 'Hyperlinking Policy', 'Feedback', and 'Sitemap'.

Note: After updating the registered Primary mobile no. in Profile , user needs to click on “In Progress” status under Track Request For Form-13 then Taxpayer can submit request for Form-13 after entering OTP received on updated Mobile Number

8. Pictorial guide on submission of Request for Form13-Resident with Mobile OTP (Contd.)

Step 4 (Contd..) : Resend OTP Button will be disabled until 1 minute from click on Request OTP Button

The screenshot shows the 'Annexure-1 (No Income Deduction)' section of the Form 13 submission process. A modal window is open, prompting the user to enter a 6-digit OTP received on their registered mobile number. The modal text states: 'Please enter valid 6 digit OTP received on registered mobile no. : OTP has been sent to registered mobile no. XXXXXX7962'. Below this, there is an 'Enter OTP' input field with a note '(OTP valid for 15 minutes)'. At the bottom of the modal are three buttons: 'Back', 'Resend OTP', and 'Submit'. An orange callout bubble points to the 'Submit' button with the text: 'After entering OTP, Click here to submit request'. Another orange callout bubble points to the 'Resend OTP' button with the text: 'Resend OTP Button will be disabled until 1 minute from click on Request OTP Button'. The background shows a table with columns for 'Advance Tax', 'TDS', and 'TCS', all with values of 0. Below this is a declaration section with checkboxes for exemption under section 10, 11, or 12. Further down is a table for 'Tax deduction and No. (T)' with one entry for 'CALBO'. At the bottom, there is a date field (15-Mar-2019), a place field (delhi), and a final 'Back' and 'Submit' button.

Advance Tax	TDS	TCS
0	0	0

(xi) Declaration for exemption under section 10, section 11 or section 12 for certain entities covered under Income Tax Rule 28AB (Not Applicable)

(xii) Where return of income for any of the four previous year preceding to the previous year referred to in (vii) has not been filed;

(xiv) Where return of income for any of the four previous year has been filed in paper form.

Annexure-1 (No Income Deduction)

Sl. No	Tax deduction and No. (T)
1	CALBO

I, [Name] do hereby referred to in this form are not application is correct. I further declare that I am making application in my capacity as Self and I am also competent to make this application and verify it. I am holding permanent account number [Number]

Date: 15-Mar-2019
Place: delhi

If you want to edit the details please click on back button

Back Submit

Modal Window:

Please enter valid 6 digit OTP received on registered mobile no. :
OTP has been sent to registered mobile no. XXXXXX7962

Enter OTP [Input Field]
(OTP valid for 15 minutes)

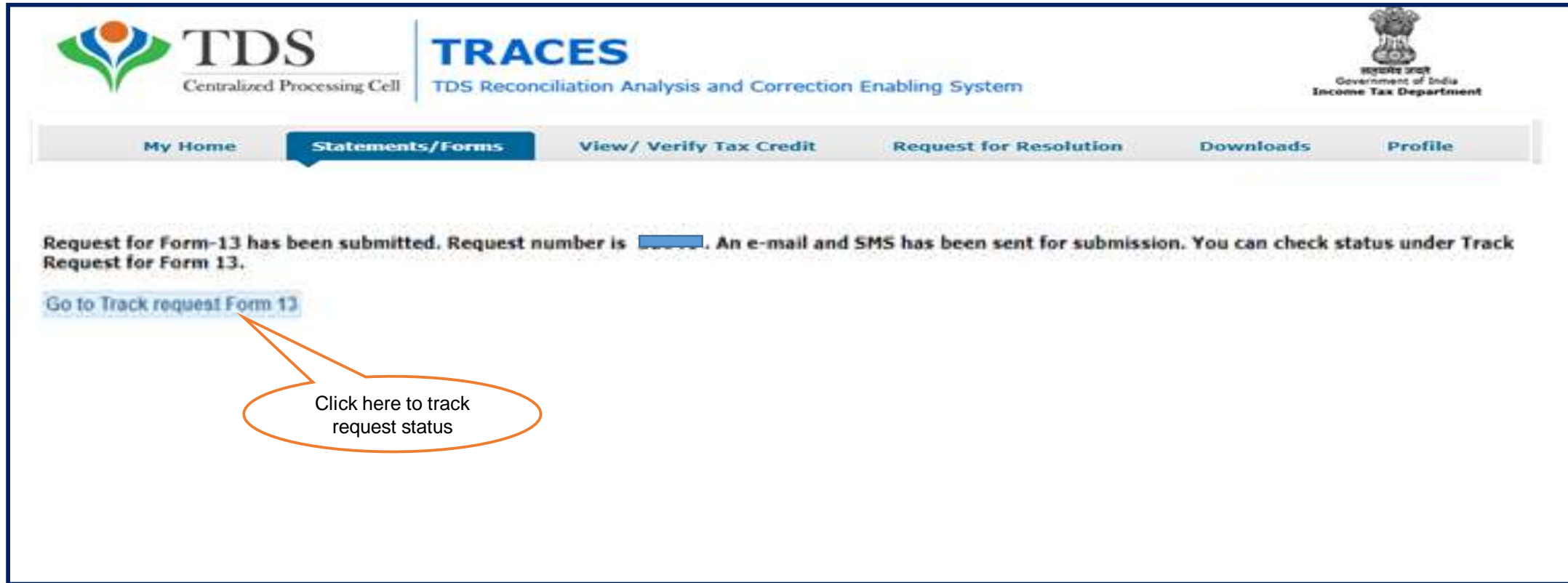
Back Resend OTP Submit

Callout 1: After entering OTP, Click here to submit request (points to Submit button)

Callout 2: Resend OTP Button will be disabled until 1 minute from click on Request OTP Button (points to Resend OTP button)

8. Pictorial guide on submission of Request for Form13-Resident with Mobile OTP (Contd.)

Step 4 (Cond..) 'Request for Form -13 has been submitted', success message will be displayed on screen and request number will be generated.



The screenshot displays the TDS TRACES portal interface. At the top, the TDS logo (Centralized Processing Cell) and the TRACES logo (TDS Reconciliation Analysis and Correction Enabling System) are visible on the left, and the Government of India Income Tax Department logo is on the right. Below the logos is a navigation bar with links: My Home, Statements/Forms (highlighted), View/ Verify Tax Credit, Request for Resolution, Downloads, and Profile. The main content area shows a success message: "Request for Form-13 has been submitted. Request number is [redacted]. An e-mail and SMS has been sent for submission. You can check status under Track Request for Form 13." Below this message is a blue button labeled "Go to Track request Form 13". An orange callout bubble points to this button with the text "Click here to track request status".

9. Pictorial guide of Track Request for Form 13- Resident

Step 10: User can check the status under 'Track Request Form13' option available under 'Statements/Forms' tab

The screenshot displays the TDS TRACES portal interface. At the top, the TDS logo and 'Centralized Processing Cell' are on the left, the 'TRACES' title and 'TDS Reconciliation Analysis and Correction Enabling System' are in the center, and the Government of India Income Tax Department logo is on the right. Below the header is a navigation bar with tabs: 'My Home', 'Statements/Forms', 'View/ Verify Tax Credit', 'Request for Resolution', 'Downloads', and 'Profile'. The 'Statements/Forms' tab is active, and its dropdown menu is open, showing options like 'Request for Correction', 'Track Correction Request', 'View Default Summary', 'Request for Justification Report Download', 'Request for Refund (For Forms 26QB/26QC/26QD)', 'Track Refund Request (For Forms 26QB/26QC/26QD)', 'Request for Form 13', 'Track Request Form 13' (highlighted with a blue bar), and 'Challan Status'. On the left side, there is a 'Quick Links' section with links for 'Form 16B/16C/16D (For Buyer/Tenant/Payer)', 'Update Communication Details', 'Salary Details reported by Employer', and 'Change Password'. On the right side, there is a 'Customer Care' section with 'Toll-Free' numbers '1800 103 0344' and '0120 4814600', and a 'User Login Details' section. A callout bubble with an orange border points to the 'Track Request Form 13' option, containing the text 'Click here to check requested status.'

9. Pictorial guide to Track Request for Form 13- Resident

Status :Submitted

My Home **Statements/Forms** View/ Verify Tax Credit Request for Resolution Downloads Profile

Track Request Form-13

1 Enter any of the below search options to view original/revision requests.

1 Click on a row to select it and click on status as 'In Progress' to start or work on original/revision for a form.

1 View/Download button will be enabled after completion of PAN with other validations in case of Form 13.

☒ Request ☐ Date: ☐ View All

Request Number [Go](#)

Request Date	Request No.	F.Y.	Form Type	Form Category	Application Type	Residential status	Status	Remarks	Date of Submission of form	A.O. Details	Download Request ID for Rejection Reason	Download Speaking Order & Any other documents uploaded by A.O
15-Apr-2021	108211	2021-22	Form-13	Original	Online	Resident-Other than Rule 28AB	Submitted		15-Apr-2021			

Page 1 of 1 View 1 - 1 of 1

[View/Download Form](#) [Cancel Request](#) [Withdraw Request](#)

9. Pictorial guide of Track Request for Form 13- Resident (Contd.)

Status: Pending for AO Assignment

Track Request Form 13

Enter any of the below search options to view original/revision requests.

Click on a row to select it and click on status as 'In Progress' to start or work on original/revision for a form.

View/Download Form button will be enabled after submitting the request of Form-13.

☒ Request ☐ Date ☐ View All

Request Number: [Go](#)

Request No.	F.Y.	Form Type	Form Category	Application Type	Residential status	Status	Remarks	Date of Submission of form	A.O. Details	Download Request ID for Rejection Reason	Download Speaking Order & Any other documents uploaded by A.O
01-Feb-21	102317	2020-21	Form-13	Original	Online	Resident-Covered under Rule 28AB	Pending For AO Assignment	01-Feb-2021			

Page 1 of 1 View 1 - 1 of 1

[View/Download Form](#) [Cancel Request](#) [Withdraw Request](#)

This option will be enabled after completion of PAN with other validation in Form13

User can not cancel the request if request is pending for A.O Assignment

9. Pictorial guide of Track Request for Form 13- Resident (Contd.)

Status: Pending with AO

Track Request Form-13

1 Enter any of the below search options to view original/revision requests.

1 Click on a row to select it and click on status as 'In Progress' to start or work on original/revision for a form.

1 View/Download button will be enabled after completion of PAN with other validations in case of Form 13.

☒ Request ☐ Date: ☐ View All

Request Number [Go](#)

			Form Type	Form Category	Application Type	Residential status	Status	Remarks	Date of Submission of form	A.O. Details	Download Request ID for Rejection Reason	Download Speaking Order & Any other documents uploaded by A.O
15-Apr	108211	2021-22	Form-13	Original	Online	Resident-Other than Rule 28AB	Pending with AO		15-Apr-2021	DCIT/ACIT-TDS, GUWAHATI, SAIKIA COMMERCIAL COMPLEX, G S ROAD, GUWAHATI		

Page 1 of 1 View 1 - 1 of 1

[View/Download Form](#) [Cancel Request](#) [Withdraw Request](#)

This option will be enabled after completion of PAN with other validation in Form13

User can withdraw request the request if request is pending with AO

User can not cancel the request if request is pending with AO

9. Pictorial guide of Track Request for Form 13- Resident (Contd.)

Status: Under Withdrawal Process

Track Request Form-13

1 Enter any of the below search options to view original/revision requests.

1 Click on a row to select it and click on status as 'In Progress' to start or work on original/revision for a form.

1 View/Download button will be enabled after completion of PAN with other validations in case of Form 13.

☒ Request ☐ Date: ☐ View All

Request Number [Go](#)

Request Date	Request No.	F.Y.	Form Type	Form Category	Application Type	Residential status	Status	Remarks	Date of Submission of form	A.O. Details	Download Request ID for Rejection Reason	Download Speaking Order & Any other documents uploaded by A.O
15-Apr-2021	108214	2021-22	Form-13	Original	Online	Resident-Other than Rule 28AB	Under Withdrawal process	Status will be updated after some time.	15-Apr-2021	DCIT/ACIT-TDS, GUWAHATI, SAKIA COMMERCIAL COMPLEX, G S ROAD, GUWAHATI		

Page 1 of 1 View 1 - 1 of 1

[View/Download Form](#) [Cancel Request](#) [Withdraw Request](#)

Status will be 'Under Withdrawal Process' if request is under withdrawal process and status will be updated after sometime.

9. Pictorial guide of Track Request for Form 13- Resident (Contd.)

Status: Withdrawal Cancelled

[My Home](#) [Statements/Forms](#) [View/ Verify Tax Credit](#) [Request for Resolution](#) [Downloads](#) [Profile](#)

Track Request Form-13

1 Enter any of the below search options to view original/revision requests.

1 Click on a row to select it and click on status as 'In Progress' to start or work on original/revision for a form.

1 View/Download button will be enabled after completion of PAN with other validations in case of Form 13.

☒ Request ☐ Date: ☐ View All

Request Number

108214

Go

Request Date	Request No.	F.Y.	Form Type	Form Category	Application Type	Residential status	Status	Remarks	Date of Submission of form	A.O. Details	Download Request ID for Rejection Reason	Download Speaking Order & Any other documents uploaded by A.O
15-Apr-2021	108214	2021-22	Form-13	Original	Online	Resident-Other than Rule 28AB	Withdrawal Cancelled	Request is under certificate generation.	15-Apr-2021	DCIT/ACIT-TDS, GUWAHATI, SAIKIA COMMERCIAL COMPLEX, G S ROAD, GUWAHATI		

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View 1 · 1 of 1

[View/Download Form](#) [Cancel Request](#) [Withdraw Request](#)

9. Pictorial guide of Track Request for Form 13- Resident (Contd.)

Status: Withdrawn

Track Request Form 13

1 Enter any of the below search options to view original/revision requests.

1 Click on a row to select it and click on status as 'In Progress' to start or work on original/revision for a form.

1 View/Download Form button will be enabled after submitting the request of Form-13.

☒ Request ☐ Date ☐ View All

Request Number [Go](#)

Request Date	Request No.	F.Y.	Form Type	Form Category	Application Type	Residential status	Status	Remarks	Date of Submission of form	A.O. Details	Download Request ID for Rejection Reason	Download Speaking Order & Any other documents uploaded by A.O
01-Feb-2021	102317	2020-21	Form-13	Original	Online	Resident-Covered under Rule 28AB	Withdrawn		01-Feb-2021	DCIT/ACIT(TDS), SHILLONG, KHARMALK RAOD, SHILLONG		

Page 1 of 1 View 1 - 1 of 1

[View/Download Form](#) [Cancel Request](#) [Withdraw Request](#)

9. Pictorial guide of Track Request for Form 13- Resident (Contd.)

Status: Clarification required by AO

The screenshot shows the 'Track Request Form 13' interface. At the top, there is a navigation bar with links: 'My Home', 'Statements/Forms' (highlighted), 'View/ Verify Tax Credit', 'Request for Resolution', 'Downloads', and 'Profile'. Below the navigation bar, the title 'Track Request Form 13' is displayed. Three instructions are provided: 1. Enter any of the below search options to view original/revision requests. 2. Click on a row to select it and click on status as 'In Progress' to start or work on original/revision for a form. 3. View/Download button will be enabled after completion of PAN with other validations in case of Form 13. Below the instructions, there are search filters for 'Request', 'Date', and 'View All'. A 'Go' button is present. A table displays the request details. The first row shows a request for Form 13, Original, Online, with status 'Clarification required by AO'. The 'Remarks' column contains 'Clarification Raised - 107351/CLD2'. The 'Date of Submission of form' is '04-Feb-2021'. The 'A.O. Details' are 'ITO (TDS)-1, CHANDIGARH, C.R. BUILDING, CHANDIGARH'. The 'Download Request ID for Rejection Reason' and 'Download Speaking Order & Any other documents uploaded by A.O.' columns are empty. A 'Download' link is present in the last column. Below the table, there are buttons: 'View/Download Form', 'Cancel Request', and 'Withdraw Request'. Annotations include: 'This option will be enabled after completion of PAN and other validation in case of Form 13' pointing to the 'View/Download Form' button; 'Click on hyper link to provide clarification' pointing to the 'Clarification required by AO' status; and 'Click here to Cancel the request' pointing to the 'Cancel Request' button.

Track Request Form 13

Enter any of the below search options to view original/revision requests.

Click on a row to select it and click on status as 'In Progress' to start or work on original/revision for a form.

View/Download button will be enabled after completion of PAN with other validations in case of Form 13.

Request Date View All

Go

Request	Date	View All	Form Type	Form Category	Application Type	Residential status	Status	Remarks	Date of Submission of form	A.O. Details	Download Request ID for Rejection Reason	Download Speaking Order & Any other documents uploaded by A.O.
04-Feb	107351	2020-21	Form-13	Original	Online	Resident-Covered under Rule 28AB	Clarification required by AO	Clarification Raised - 107351/CLD2	04-Feb-2021	ITO (TDS)-1, CHANDIGARH, C.R. BUILDING, CHANDIGARH		Download

Page 1 of 1

DCIT(TDS) CGN View 1 - 1 of 1

View/Download Form Cancel Request Withdraw Request

Note: User can check submitted request status under “Track Request Form-13” option under “Statements/Forms”. If user do not want to give clarification or if clarification is not available with the user he can cancel this request at “Clarification required by AO” status.

9. Pictorial guide of Track Request for Form 13- Resident (Contd.)

After click on “Clarification required by AO”, user can give clarification with supported documents

The screenshot displays the 'Statements/Forms' section of a web application. The navigation bar includes 'My Home', 'Statements/Forms' (active), 'View/ Verify Tax Credit', 'Request for Resolution', 'Downloads', and 'Profile'. A 'Help' button is located in the top right corner.

Below the navigation bar, there are three informational messages:

- It is mandatory to either enter comments or attach supporting documents
- Allowed Special Characters are space, single quotes, &, double quotes, comma, forward slash, hyphen, semicolon and dot
- Click on 'Browse' to select a file and then click on 'Upload' to upload the document in .tiff, .pdf, .zip, JPEG formats only. Any number of files, subject to each single file not being larger than 5MB can be uploaded

The main form area contains the following fields and controls:

- Query:** A text input field with the placeholder text 'Please Provide Input'.
- Comments (Maximum 500 characters):** A larger text input field.
- Verification Code:** A field containing a CAPTCHA image showing the text 'B64R3'. To the right of the image is a 'Click to refresh image' link.
- Enter text as in above image:** A text input field for the CAPTCHA verification.
- Select a file to upload:** A file selection input field.
- Buttons:** 'Browse' (to select a file), 'Upload' (to upload the file), 'Files Uploaded' (to view uploaded files), 'Submit', and 'Close'.

9. Pictorial guide of Track Request for Form 13- Resident (Contd.)

Status: Approved

My Home **Statements/Forms** View/ Verify Tax Credit Request for Resolution Downloads Profile

Track Request Form 13

1 Enter any of the below search options to view original/revision requests.

1 Click on a row to select it and click on status as 'In Progress' to start or work on original/revision for a form.

1 View/Download button will be enabled after completion of PAN with other validations in case of Form 13.

☒ Request ☐ Date: ☐ View All

Request Number: [Go](#)

Request Date	Request No.	F.Y.	Form Type	Form Category	Application Type	Residential status	Status	Remarks	Date of Submission of form	A.O. Details	Download Request ID for Rejection Reason	Download Speaking Order & Any other documents uploaded by A.O
01-Feb-2021	102317	2020-21	Form-13	Original	Online	Resident-Covered under Rule 28AB	Approved	Certificates available for downloading under downloads menu	01-Feb-2021	D-CIT/ACIT(TDS), SHILLONG, KHARMALK RAOD, SHILLONG		

Page 1 of 1 View 1 - 1 of 1

[View/Download Form](#) [Cancel Request](#) [Withdraw Request](#)

After clicking on hyper link, user will redirect to Downloads to download 197/206C certificate

9. Pictorial guide of Track Request for Form 13- Resident (Contd.)

Status : Approved with partial Rejection

Track Request Form-13

1 Enter any of the below search options to view original/revision requests.

1 Click on a row to select it and click on status as 'In Progress' to start or work on original/revision for a form.

1 View/Download button will be enabled after completion of PAN with other validations in case of Form 13.

☒ Request ☐ Date: ☐ View All

Request Number [Go](#)

Request Date	Request No.	F.Y.	Form Type	Form Category	Application Type	Residential status	Status	Remarks	Date of Submission of form	A.O. Details	Download Request ID for Rejection Reason	Download Speaking Order & Any other documents uploaded by A.O
15-Apr-2021	108211	2021-22	Form-13	Original	Online	Resident-Other than Rule 28AB	Approved with Partial Rejection	1. Approved Certificates available for downloading under downloads menu 2. Rejected TAN/PAN list is available by clicking on hyperlink of Approved with partial rejection link	15-Apr-2021	DCIT/ACIT-TDS, GUWAHATI, SAIKIA COMMERCIAL COMPLEX, G S ROAD, GUWAHATI		

Page 1 of 1 View 1 - 1 of 1

[View/Download Form](#) [Cancel Request](#) [Withdraw Request](#)

After clicking on link pop up will open with two hyperlinks.

9. Pictorial guide of Track Request for Form 13- Resident (Contd.)

Status : Approved with partial Rejection (Contd.)

1 Enter any of the below search options

1 Click on a row to select it and click on View/Download button

1 View/Download button will be enabled

☒ Request: ☐ Date: ☐ View All

Request Number:

Approved with Partial Rejection

[Certificates available for downloading under downloads menu](#)
[Rejected PAN/TAN List](#)

Click on first hyperlink, user will redirect to downloads to download certificate

Click here to check rejected TAN list

Request Date	Request No.	F.Y.	Form Type	Form Category	Application Type	Residential status	Status	Remarks	Date of Submission of form	A.O. Details	Download Request ID for Rejection Reason	Download Speaking Order & Any other documents uploaded by A.O
15-Apr-2021	108211	2021-22	Form-13	Original	Online	Resident-Other than Rule 28AB	Approved with Partial Rejection	1. Approved Certificates available for downloading under downloads menu 2. Rejected TAN/PAN list is available by clicking on hyperlink of Approved with partial rejection link	15-Apr-2021	DCIT/ACIT-TDS, GUWAHATI, SAKIA COMMERCIAL COMPLEX, G'S ROAD, GUWAHATI		

Page 1 of 1 View 1 - 1 of 1

9. Pictorial guide of Track Request for Form 13- Resident (Contd.)

Status : Approved with partial Rejection (Contd.)

The screenshot displays the 'Track Request for Form 13- Resident' interface. A modal window titled 'List of PAN/TAN's rejected by A.O.' is open, showing a table with one entry:

Sr. No.	TAN/PAN	Section Code
1	BLRVO36978	194I(b)

An orange arrow points from the text 'Rejected TAN list' to the table. The background interface includes a search bar with 'Request Number' 108211 and a 'Go' button. Below the search bar is a table with columns: Request Date, Request No., F.Y., Form Type, Form Category, and Application Type. The first row shows: 15-Apr-2021, 108211, 2021-22, Form-13, Original, Online. At the bottom, there are buttons for 'View/Download Form', 'Cancel Request', and 'Withdraw Request'. The page number is 'Page 1 of 1'.

9. Pictorial guide of Track Request for Form 13- Resident (Contd.)

Status : Rejected

[My Home](#) [Statements/Forms](#) [View/ Verify Tax Credit](#) [Request for Resolution](#) [Downloads](#) [Profile](#)

Track Request Form 13

1 Enter any of the below search options to view original/revision requests.

1 Click on a row to select it and click on status as 'In Progress' to start or work on original/revision for a form.

1 View/Download button will be enabled after completion of PAN with other validations in case of Form 13.

☒ Request ☐ Date ☐ View All

Request Date	Request No.	F.Y.	Form Type	Form Category	Application Type	Residential status	Status	Remarks	Date of Submission of form	A.O. Details	Download Request ID for Rejection Reason	Download Speaking Order & Any other documents uploaded by A.O
01-Feb-2021	102317	2020-21	Form-13	Original	Online	Resident-Covered under Rule 28AB	Rejected	Rejected by AO	01-Feb-2021	DCIT/ACIT(TDS), SHILLONG, KHARMALKI, RAOD, SHILLONG		

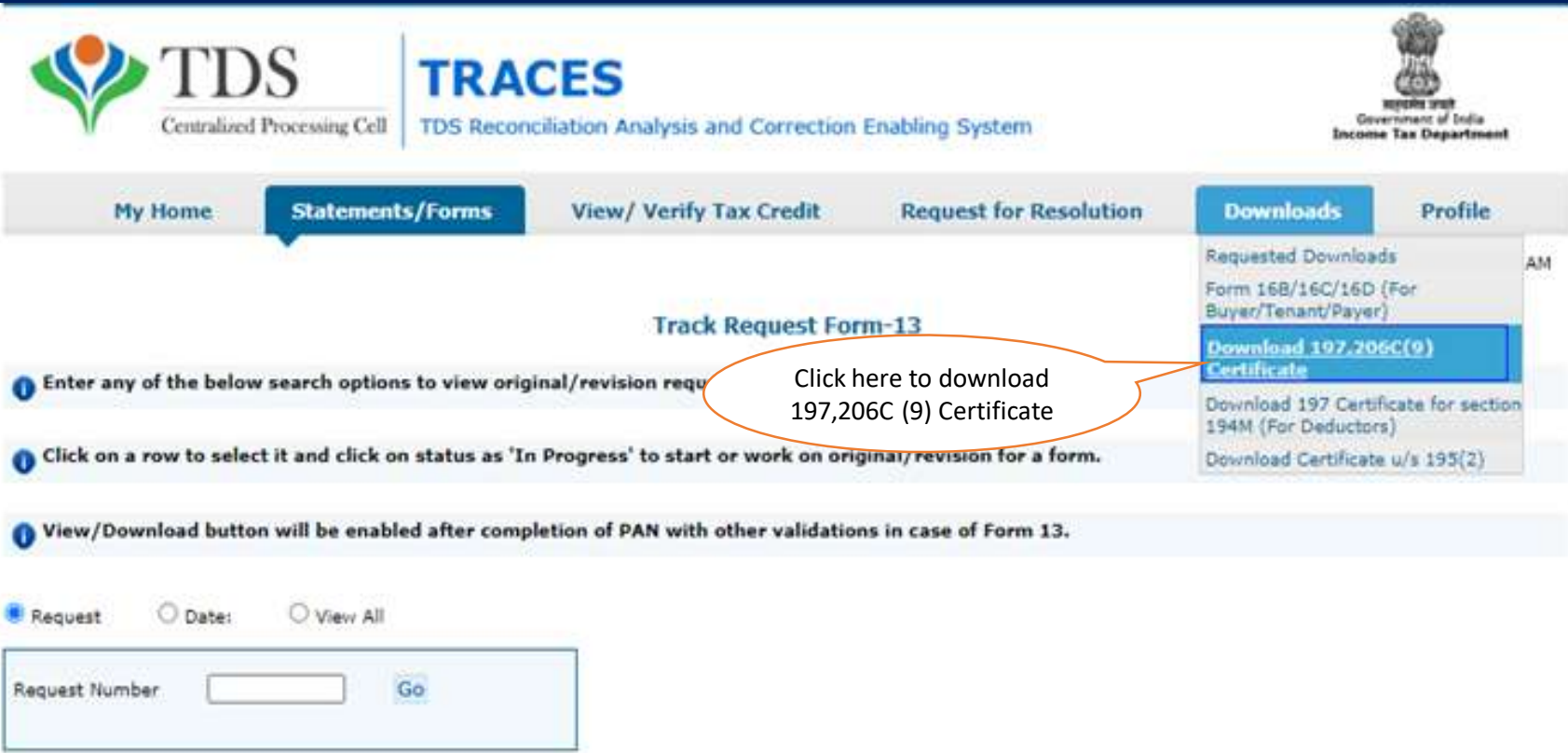
Page 1 of 1 View 1 - 1 of 1

[View/Download Form](#) [Cancel Request](#) [Withdraw Request](#)

10. Pictorial guide to download 197/206C Certificate

10. Pictorial guide to download 197/206C Certificate

Step 1: After log in on TRACES. Go to 'Downloads' tab and click on Download 197, 206C(9) Certificate



The screenshot displays the TRACES (TDS Reconciliation Analysis and Correction Enabling System) portal. The header includes the TDS Centralized Processing Cell logo, the TRACES title, and the Government of India Income Tax Department emblem. The navigation bar features tabs for 'My Home', 'Statements/Forms', 'View/ Verify Tax Credit', 'Request for Resolution', 'Downloads', and 'Profile'. The 'Downloads' tab is active, showing a dropdown menu with options: 'Requested Downloads', 'Form 16B/16C/16D (For Buyer/Tenant/Payer)', 'Download 197, 206C(9) Certificate' (highlighted), 'Download 197 Certificate for section 194M (For Deductors)', and 'Download Certificate u/s 195(2)'. A callout bubble points to the highlighted option with the text 'Click here to download 197,206C (9) Certificate'. Below the navigation bar, the 'Track Request Form-13' section contains instructions and a search form with radio buttons for 'Request', 'Date', and 'View All', and a 'Request Number' input field with a 'Go' button.

10. Pictorial guide to download 197/206C Certificate

Step 2: User need to select search option either 1 or 2 or 3

Download 197, 206C(9) Certificate

1 Enter values in below fields to download 197/206C(9) certificate

Search Option 1 for downloading consolidate certificate

Financial Year* Form No.* **Proceed**

Search Option 2 for downloading TAN/PAN wise certificate

Financial Year* Deductor TAN/PAN **Proceed**

Search Option 3 for downloading bulk certificate of TAN(s)/PAN(s)

Financial Year* **Proceed**

Callouts:

- Select Financial Year & Form No.
- Select Financial Year & Deductor TAN/PAN to download certificate TAN/PAN wise
- Select search option 3 to download bulk certificate

Note: Registered Deductor can also download 197/206C Certificate on TRACES login from Downloads or Inbox

10. Pictorial guide to download 197/206C Certificate

Step 2(Contd.): Search Option 3: For Downloading bulk certificate of TAN(s)/PAN(s)

Search Option 3 for downloading bulk certificate of TAN(s)/PAN(s)

Financial Year* 2021-22 [Proceed](#)

Select Financial Year and click on 'Proceed' button to download bulk certificate

Sr. No.	Total Count	Download/View Certificate
1	1	Download/View Certificate

Click here to download/view certificate

Page 1 of 1 View 1 - 1 of 1

Request for Certificate download has been submitted. Request No. 873989 for downloading certificates under requested downloads

Request has been submitted message will display and request number will be generated

Note: User can download requested Certificate from **'Requested Downloads'** option available under **'Downloads'** tab.

10. Pictorial guide to download 197/206C Certificate

Step 3: Click on 'Requested Downloads' option available under 'Downloads'

The screenshot displays the TDS TRACES portal interface. At the top, the TDS Centralized Processing Cell logo and the TRACES (TDS Reconciliation Analysis and Correction Enabling System) title are visible. The Government of India Income Tax Department logo is on the right. A navigation bar contains links: My Home, Statements/Forms, View/ Verify Tax Credit, Request for Resolution, Downloads, and Profile. The 'Downloads' menu is open, showing options: Requested Downloads, Form 16B/16C/16D (For Buyer/Tenant/Payer), Download 197,206C(9) Certificate, Download 197 Certificate for section 194M (For Deductors), Download 10(26)/10(26A)/10(26AAA) Certificate, and Download Certificate u/s 195(2). A callout bubble points to 'Requested Downloads' with the text: 'Click on Requested Downloads option to view requested status'. Below the navigation bar, the section 'Files Requested For Download' is shown, followed by a search options section with radio buttons for 'Request Number', 'Date:', and 'View All' (which is selected). A footer note states: 'For requests with status as 'Available', click on a row to select it and click on 'HTTP Download' to download Form 26AS as a Text file or Excel file / Form 16B/16C/16D as a PDF'.

10. Pictorial guide to download 197/206C Certificate

Step 3(Contd.): Click on 'Requested Downloads' option available under 'Downloads'

The screenshot shows the TRACES portal 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. A navigation bar includes links for My Home, Statements/Forms, View/ Verify Tax Credit, Request for Resolution, Downloads (highlighted), and Profile. A Help button is also present.

Below the navigation bar, the section is titled "Files Requested For Download". It prompts the user to "Please select one of the below Search Options" with radio buttons for Request Number, Date, and View All (selected). A callout points to these options, stating: "Choose Search Option: Request Number or Date or View All to view downloading request".

A note below the search options states: "For requests with status as 'Available', click on a row to select it and click on 'HTTP Download' to download Form 26AS as a Text file or Excel file / Form 16B/16C/16D as a PDF".

A table displays the requested files:

Request Date	Request Number	Assessment Year	Form Type	Ack No.	File Processed	Status	Remarks
15-Apr-2021	873989	2021-22	13	:	Form 13 Bulk Certificate Download Request	Available	-

Below the table, there is a "Page 1 of 1" indicator and a "View 1 - 1 of 1" link. A callout points to the "Available" status in the table, stating: "Click on 'Available' status row".

Below the table, there is a link labeled "HTTP Download". A callout points to this link, stating: "Click here to download Certificate".

At the bottom, there is a note: "Click here to download the utility for TRACES Web Signer Setup V 2.0 & TRACES Form 13 Annexure Validation Utility [Offline] V 4.0 (Please ensure that you have ADMIN rights to install this setup in your machine)".

10. Pictorial guide to download 197/206C Certificate

Sample of Certificate u/s 197/206C



Office of WARD TDS, ALAPPUZHA
Aarattukulakkara complex, A.N. Puram, Alappuzha

Ref No. : 197(1)_206C(9)/AAAPA0142R/2021-22/1

Date : 15-Apr-2021

Subject: Certificate u/s 197 for PAN : [REDACTED]

Deductor(s) with TAN/PAN (as per column 3) is/are hereby authorized to make payment or credit the amount under section (as per column 5 of the table below) to the extent (as per column 7) after deducting tax at the rate (as per column 8, excluding education cess/ Surcharge as applicable) to, or as the case may be to the account of ABCD KUMAR, 156A, UP, GUJARAT, Pincode- 110092 (PAN- AAAPA0142R). As per details below:

Sr.No. (1)	Certificate Number (2)	TAN/PAN (3)	TAN/PAN Name (4)	Section (5)	Nature of payment (6)	Amount (Rs.) (7)	Certifi- cate Rate (%) (8)	Valid from Date (9)	Valid till date (as per the original certificate) (10)	Valid till (Cancellat- ion Date) (11)	Remarks
1	1AA0421A AW	[REDACTED]	[REDACTED] TRADERS	206C	G-Collection at source from Contractors or licensee or lease relating to toll plaza	45363	0.50	15-Apr- 2021	31-Mar- 2022		

Certificate(s) is/are non-transferable and valid for applicant PAN -AAAPA0142R for sums which are to be received or receivable, whichever is earlier between the period as per column 9 and 10, unless it is cancelled by the undersigned under intimation to respective TAN(s)/ PAN(s) before that date.

K P HARIDAS

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