

# e-Tutorial

## TDS Refund



# E-Tutorial

- 1. Important Information to raise request for “Refund”.**
- 2. Brief Steps of “TDS Refund Request”.**
- 3. Sample of “Maximum Refund Allowed Calculation.**
- 4. Pictorial Guide of “TDS Refund”.**



**TDS**  
Centralized Processing Cell

# 1. Important Information to raise request for “Refund”

- Deductor can apply for TDS refund from FY 2007-08 onwards.
- It is mandatory to register digital signature on TRACES to submit the Refund Request
- PAN of Deductor should be same as per TAN Master and TRACES profile and should be non blank.
- A refund request consists of maximum of Five Challans. For claiming more challans, submit new request.
- Maximum refund amount will be the minimum challan balance amount in the challan history.
- Available amount per challan must be greater than Rs.100/-.
- Ensure that all statement in which the challan has been claimed have been processed before claiming refund for the challan.

## 2. Brief Steps of “TDS Refund Request”

- Step 1** : Login to TRACES website and Go to “Request for Refund” under “ Statement Payment Tab“
- Step 2** : Go to Refund Checklist and click on “Proceed “
- Step 3** : Please select Section code:
  - ✓ Refund Request for Challan u/s 195
  - ✓ Refund Request for Challan other than sec. 195
  - ✓ Select Appropriate reason for raising the Refund Request, Click on “ Add Challan” after selecting appropriate reason for raising Refund Request.
- Step 4** : Give challan details & if challan pertains to appeal order than enter appeal order number for which deductor wants to claim refund.
- Step 5** : Give Bank details to submit refund request.
- Step 6** : Verification page : Click on “Proceed” to continue TDS refund request.
- Step 7** : Confirmation Page : Click on “Submit Refund Request” to continue TDS refund request.
- Step 8** : Select a “Digital Signature” and proceed.
- Step 9** : 26B has to be submitted within 14 days to the Assessing officer.
- Step 10** : Request will be available under “ Track refund Request”.
- Step 11** : Under “Track Refund Request” select search “Option “1 or Option 2” to view Refund Status with remarks.

### 3. Sample of “Maximum Refund Allowed Calculation”

REFUND CALCULATION				
F.Y	BSR	DOD	CSN	Challan Amount
2014-15	5252525	1-Apr-14	12345	20000
Statement Details- Original				
F.Y	Qtr	Form Type	TDS Amount Tagged against Deductees	
2018-19	2	26Q	2000	
Calculation of Maximum Refund Allowed:- Challan Amount = 20000    Utilized Amount= 2000 Maximum Refund Allowed Amount= Total Challan Amount - Maximum Utilized Amount in Challan History i.e 20000-2000=18000				
Available Balance in Oltas 18000		Maximum Refund Allowed Amount 18000		Remaining Available Balance 0
Statement Details- Correction				
F.Y	Qtr	Form Type	Correction TDS Amount against Deductees	
2018-19	2	26Q	0	
Calculation of Maximum Refund Allowed:- Challan Amount = 20000    Utilized Amount= 0 Maximum Refund Allowed Amount= Total Challan Amount - Maximum Utilized Amount in Challan History i.e 20000-2000=18000				
Available Balance in Oltas 20000		Maximum Refund Allowed Amount 18000		Remaining Available Balance 2000

## 4. Pictorial Guide of “TDS Refund”.

### TRACES Home Page

The screenshot shows the TRACES Home Page. At the top, there is a navigation bar with links: Home | About Us | Contact Us | e-Tutorials | Related Links | Login. A search bar is also present. Below the navigation bar, the TDS logo (Centralized Processing Cell) and the TRACES logo (TDS Reconciliation Analysis and Correction Enabling System) are displayed. The Government of India Income Tax Department logo is on the right. A horizontal menu contains links: Home (highlighted), Deductor, Tax Payer, and PAO. A red banner states: "Filing to Financial Year 2010-11 and below has been made non mandatory, Deductors can now submit". A callout bubble points to the 'Login' link in the left sidebar, with the text: "Click on 'Login' in TRACES home page and login as Tax Payer". The left sidebar includes a 'Login' section with links: Login, Register as New User, Forgot Password, and Forgot User ID. Below this is a 'Quick Links' section with links: Online Challan Correction (New), TDS CPC Communications (New), e-Tutorials, Circulars and Notifications, Rates and Tables, Forms, Conso File Formats, and TDS on Sale of Property. The main content area features a 'Centralized Processing Cell(TDS), Income Tax Department is presented National Award for e-Governance, 2014-15 "Gold Award" For Excellence in Government Process Re-engineering' section with an image of an award. Below this is an 'About the portal' section with a 'View All' link. The 'Highlights of the Portal' section lists: Download Conso File, View / Download Form 26AS, View Challan Status, Download Justification Report, Download Form 16 / 16A, and The Manage Profile. The right sidebar includes a 'Customer Care' section with Toll-Free numbers (1800 103 0344, 0120 4814600, 0120 4816105) and an email address (contactus@tdscpc.gov.in). Below this is a 'Popular FAQ' section with links: Justification report?, Late payment/Short payment/Late deduction/Short deduction, and Late-Filing. At the bottom right is a 'Tag Cloud' section with links: Tax Payer PAN, Tax Conso File, and others.

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

Search In Keyword

A A A

English

**TDS**  
Centralized Processing Cell

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

सत्यमेव जयते  
Government of India  
Income Tax Department

Home Deductor Tax Payer PAO

Home

Click on 'Login' in TRACES home page and login as Tax Payer

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

Customer Care

Toll-Free 1800 103 0344

0120 4814600

0120 4816105

contactus@tdscpc.gov.in

Popular FAQ View All

Justification report?

Late payment/Short payment/Late deduction/Short deduction

Late-Filing

Tag Cloud

Tax Payer PAN

Tax Conso File

Online Challan Correction New

TDS CPC Communications New

e-Tutorials

Circulars and Notifications

Rates and Tables

Forms

Conso File Formats

TDS on Sale of Property

About the portal View All

TRACES is a web-based application of the Income Tax Department that provides an interface to all stakeholders associated with TDS administration. It enables viewing of challan status, downloading of Conso File, Justification Report and Form 16 / 16A as well as viewing of annual tax credit statements (Form 26AS).

Highlights of the Portal

Download Conso File View / Download Form 26AS View Challan Status

Download Justification Report Download Form 16 / 16A The Manage Profile

Updates

## 4. Pictorial Guide of “TDS Refund”

**Step 1 : Login to TRACES website with User ID, Password and the Verification code.**

The screenshot shows the TRACES website login interface. At the top, there is a navigation bar with links: Home, About Us, Contact Us, e-Tutorials, Related Links, and Login. A search bar and language selector (English) are also present. The main header features the TDS logo (Centralized Processing Cell) and the TRACES logo (TDS Reconciliation Analysis and Correction). A 'Help' button is located in the top right corner. Below the header, there is a navigation bar with links: Home, Deductor, Tax Payer, and PAO. The main content area includes a login form with the following fields: User Id, Password, TAN for Deductor, and Verification Code. A 'Login' button is at the bottom of the form. To the right of the login form, there is a 'For Deductors' section with instructions and a 'Common Note' section. Callouts are present: one pointing to the 'Help' button, one pointing to the help icons next to the User Id, Password, and TAN fields, one pointing to the TAN field, and one pointing to the Verification Code field.

For more details on any screen, click on Help icon

Click on help icon next to each field for more details

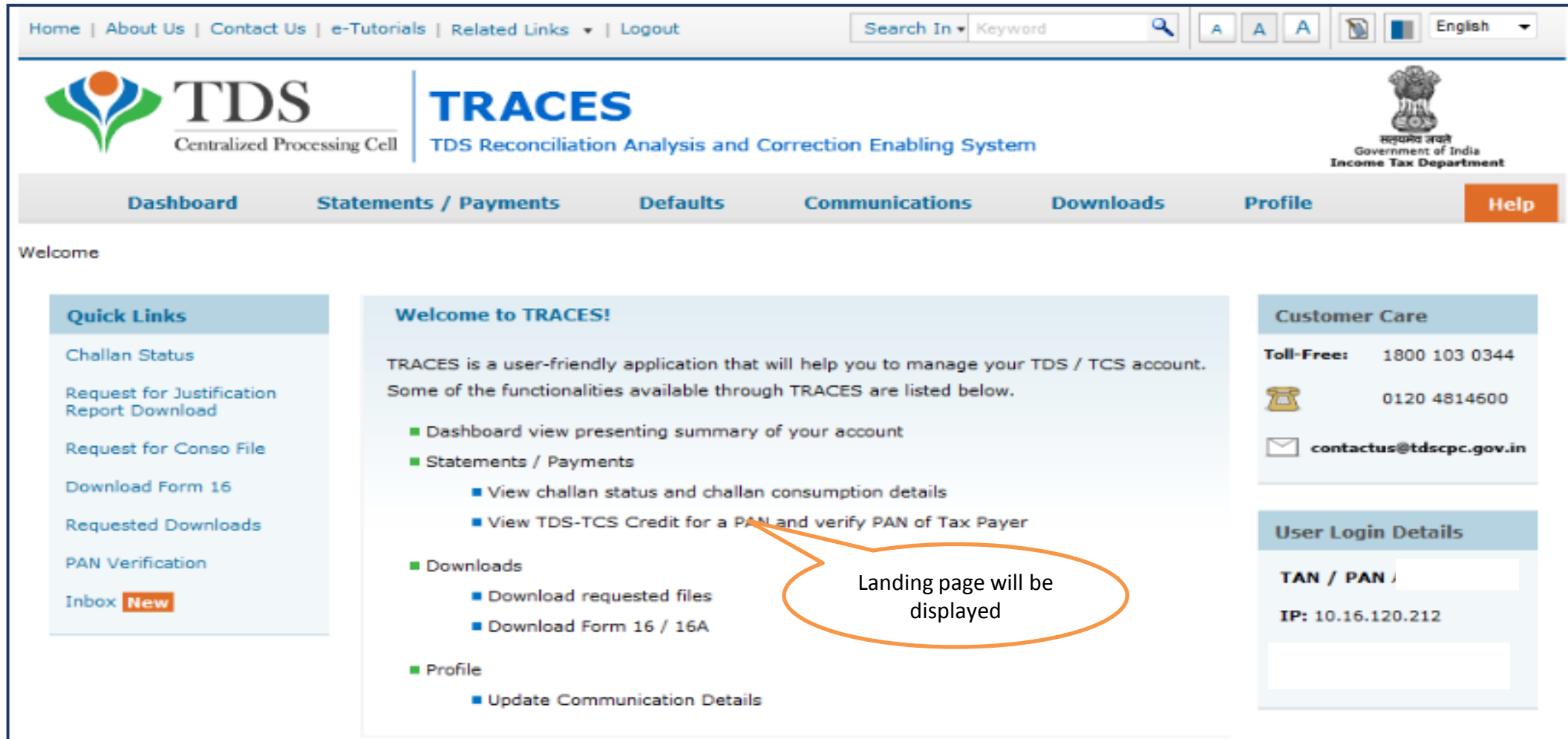
Enter user id and password

Mention TAN of Deductor

Enter the text as displayed in Verification Code

## 4.Pictorial Guide of “TDS Refund”

Step1(Contd.) : Landing Page will be displayed on the screen.



The screenshot displays the TRACES (TDS Reconciliation Analysis and Correction Enabling System) landing page. The page features a header with navigation links (Home, About Us, Contact Us, e-Tutorials, Related Links, Logout), a search bar, and language selection options. The main header includes the TDS Centralized Processing Cell logo and the TRACES title. A navigation bar contains links for Dashboard, Statements / Payments, Defaults, Communications, Downloads, Profile, and Help. The main content area is divided into three columns: Quick Links, Welcome to TRACES!, and Customer Care. The Welcome to TRACES! section contains a list of functionalities available through the system, including Dashboard view, Statements / Payments, Downloads, and Profile. A callout bubble points to the 'View TDS-TCS Credit for a PAN and verify PAN of Tax Payer' option, stating 'Landing page will be displayed'. The Customer Care section provides contact information, including a toll-free number and an email address. The User Login Details section shows the TAN / PAN and IP address.

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

Search In Keyword

A A A

English

**TDS**  
Centralized Processing Cell

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

सत्यमेव जयते  
Government of India  
Income Tax Department

Dashboard Statements / Payments Defaults Communications Downloads Profile Help

Welcome

**Quick Links**

- Challan Status
- Request for Justification Report Download
- Request for Conso File
- Download Form 16
- Requested Downloads
- PAN Verification
- Inbox **New**

**Welcome to TRACES!**

TRACES is a user-friendly application that will help you to manage your TDS / TCS account. Some of the functionalities available through TRACES are listed below.

- Dashboard view presenting summary of your account
- Statements / Payments
  - View challan status and challan consumption details
  - View TDS-TCS Credit for a PAN and verify PAN of Tax Payer
- Downloads
  - Download requested files
  - Download Form 16 / 16A
- Profile
  - Update Communication Details

**Customer Care**

**Toll-Free:** 1800 103 0344

0120 4814600

contactus@tdscpc.gov.in

**User Login Details**

**TAN / PAN** [Redacted]

**IP:** 10.16.120.212

Landing page will be displayed

## 4.Pictorial Guide of “TDS Refund.

**Step1 (Contd.) : Click on “Request for refund” available under “Statements / Payments” tab.**

The screenshot displays the TDS TRACES portal interface. At the top, there are navigation links: Home, About Us, Contact Us, e-Tutorials, Related Links, and Logout. A search bar is present with a dropdown menu set to 'English'. The portal logo 'TDS Centralized Processing Cell' and 'TRACES TDS Reconciliation Analysis and Correction Enabling System' are visible. The main navigation bar includes tabs: Dashboard, Statements / Payments (selected), Defaults, Communications, Downloads, Profile, and Help. The 'Statements / Payments' dropdown menu is open, showing options: Statement Status, Challan Status, Challan Status for Statement, View TDS / TCS Credit, PAN Verification, Request for Conso File, Validate Lower Deduction Certificate u/s 197/195(3), Request for Refund (highlighted with an orange circle), Track Refund Request, Declaration for Non - Filing of Statements, Declaration To Deposit Lower TDS, Request for OLTAS Challan Correction, and Track OLTAS Challan Correction Request. An orange callout bubble points to the 'Request for Refund' option with the text: 'Under 'Statement/ Payments' select "Request for Refund"'. Another orange callout bubble points to the 'Help' icon in the top right corner with the text: 'For more details on any screen, click on Help icon'. The left sidebar contains 'Quick Links' such as Challan Status, Request for Justification Report Download, Request for Conso File, Download Form 16, Requested Downloads, PAN Verification, and Inbox (marked New). The right sidebar includes 'Customer Care' with toll-free and contact numbers, and 'User Login Details' showing TAN / PAN, IP, and last login time.

## 4.Pictorial Guide of “TDS Refund.

**Step 2 : Before submitting the refund request go through the checklist and click on “Proceed”.**

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

Search In Keyword

A A A

English

**TDS**  
Centralized Processing Cell

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

Government of India  
Income Tax Department

Dashboard | **Statements / Payments** | Defaults | Communications | Downloads | Profile | Help

Welcome

Login Date: 14-Nov-2018, 12:25 PM

### Refund Checklist

Sr. No.	Validation
1	Digital Signature for your PAN of Authorised Person should be register on TRACES at the time of submitting Refund request.
2	No Outstanding demand for your TAN should be present while processing of refund request.
3	PAN of Deductor as per TAN Master and TRACES profile should be same and non blank while submitting refund request.
4	No Total Outstanding demand against your TAN and against your TAN(s) associated with your PAN of Deductor should be present (if applicable) while processing of refund request.
5	No Outstanding Demand should be present against your PAN of Deductor while processing of refund request
6	OLTAS challans where unclaimed amount * is greater than Rs.100.00 per challan(* Maximum Refund Allowed amount will be the minimum challan balance amount in the challan history)
7	You cannot claim the credit of challans (used in refund request) in any statements or otherwise except the remaining available balance
8	Please ensure that all statements in which the challan has been claimed have been processed before claiming refund for the challan
9	A refund request can consist of maximum 5 challans
10	Refund cheque will be issued in the Name of the Deductor and Address as per TRACES Profile
11	Undertaking by PAN duly verified by the PAN's Assessing Officer that there is no outstanding demand against the PAN.
12	Maximum Refund Allowed amount can be changed by Assessing Officer in case of appeal order.
13	Maximum Refund Amount may be issued subject to the verification of challan consumption history by Assessing Officer.

**Proceed**

Click on “ Proceed” option

Before proceed deductor need to check the “Refund checklist”

## 4. Pictorial Guide of “TDS Refund”.

### Step 3: Select section code of challan & reason of raising request , click on “add challan”

The screenshot shows the 'Request for Refund - Form 26B' interface. The top navigation bar includes 'Dashboard', 'Statements / Payments' (active), 'Defaults', 'Communications', 'Downloads', 'Profile', and 'Help'. The user is logged in on 19-Nov-2018 at 05:07 PM.

**Refund Request**

Please select section code of challan for refund Request Type

☐ Refund Request for challan(s) u/s 195    ☒ Refund Request for challan(s) u/s other than 195

A Refund Request can have challan(s) either u/s 195 or challans u/s other than 195

**Notes:**

- Refund Request can be submitted for OLTAS challans where unclaimed amount is greater than ₹100.00 per challan
- Refund Request can consist of maximum 5 challans
- You cannot claim the credit of challans (used in refund request) in any statements or otherwise except the remaining available balance
- Please ensure that all statements wherein the challan (s) has/have been claimed must be processed before claiming refund. [Click here to view Statement Status](#)
- Maximum Refund Amount may be issued subject to the verification of challan consumption history by Assessing Officer.
- Click on 'Add Challan' to add challan for which refund is to be claimed

Please select atleast one of the below mentioned reasons for raising refund request:

- ☒ I have made an excess payment of tax by mistake and the amount of refund claimed is not the part of tax deducted/deductible.
- ☒ I have closed my business and there is no outstanding liability of tax deducted at source.
- ☒ Refund due to appeal effect
- ☐ Other

**Callouts:**

- Callout 1: Select Request for Challan's u/s 195 or other than 195 (points to the radio button selection).
- Callout 2: Select Appropriate reason for raising the refund request (points to the list of reasons).
- Callout 3: Click on “Add Challan” after selecting appropriate reason for raising refund request (points to the 'Add Challan' button).

**Add Challan**

Activate Windows  
Go to Settings to activate Windows.

## 4. Pictorial Guide of “TDS Refund”.

### Step 4: Enter challan details and click on “View challan details”

The screenshot displays the TDS TRACES portal interface. At the top, the TDS logo and 'TRACES' title are visible, along with the Government of India Income Tax Department emblem. The navigation bar includes 'Dashboard', 'Statements / Payments', 'Defaults', 'Communications', 'Downloads', 'Profile', and 'Help'. The 'Statements / Payments' tab is active.

Below the navigation bar, the 'Add Challan' section is highlighted. It contains a form for entering challan details. The form fields are as follows:

Field	Value
BSR Code*	3625698
Date Of Deposit* (dd-mmm-yyyy; e.g., 12-Dec-1980)	15-Sep-2018
Challan Serial Number*	36526
Challan Amount (₹)* (e.g., 1000.00)	990000.00
Whether Challan pertains* to appeal order	No
Appeal Order Number*	

Annotations on the form:

- Enter Challan details to raise refund request**: Points to the form fields.
- Click on 'Cancel' and go to previous page**: Points to the 'Cancel' button.
- Select "Yes" or "No" option if challan pertains to appeal order, also enter the appeal order number**: Points to the 'Whether Challan pertains\*' dropdown and the 'Appeal Order Number\*' field.
- To View challan details click on "View challan details"**: Points to the 'View Challan Details' link.

At the bottom right, there is a watermark that says 'Activate Windows Go to Settings to activate Windows'.

## 4. Pictorial Guide of “TDS Refund”.

### Step 4 (Contd.) : Check challan consumption details and click to “I Agree” for the declaration

**Challan Consumption Details**

This table will not be displayed as challan has not been consumed in any statement

Financial Year	Quarter	Form Type	Consumed Amount(₹)	Latest Token Number	Challan Status	Available Amount as per OLTAS(₹)	Maximum Refund Allowed ± (₹)	Remaining Available Balance(₹)
----------------	---------	-----------	--------------------	---------------------	----------------	----------------------------------	------------------------------	--------------------------------

**Declaration**

I solemnly declare that the information mentioned above is true and belief and that:

- ☐ I confirm that there is no demand against me.
- ☐ The amount available in the challan is correct.
- ☐ I have consumed this challan to the extent of the demand ONLY and in no other statement.
- ☐ I will not consume the challan for the Refund Request in any statement in future except for the remaining available balance.
- ☐ I have not claimed for these challans against any demand.
- ☐ The reason of refund selected is correct.

Activate Windows  
Go to Settings to activate Windows.

Copyright © 2012 Income Tax Department  
Site Last Updated on 12/11/2018  
Terms and Conditions | Privacy Policy | Hyperlinking Policy | Feedback | Sitemap  
Site best viewed on IE 10+, Mozilla 40+ and Google Chrome 50+

Select the tick boxes of declaration to proceed further

Click here to agree the declaration

Click on 'Cancel' and go to previous page

If the user disagree to the declaration, gets two option either add another challan or move back to the challan detail page to accept the declaration.

## 4. Pictorial Guide of “TDS Refund”.

### Step 4 (Contd.) : Click on “Proceed” to continue TDS refund request

Centralized Processing Cell | TDS Reconciliation Analysis and Correction Enabling System | Income Tax Department

Dashboard | **Statements / Payments** | Defaults | Communications | Downloads | Profile | Help

Welcome | Login Date: 19-Nov-2018, 05:07 PM

**Request for Refund - Form 26B**

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

**Challan Details**

Details of sum paid in the Central Government account through challans out of which refund is being claimed				Challan Amount Consumed in TDS Statement(s) (₹)	Refund Details		
Challan Identification Number (CIN)				Total Amount Consumed (₹)	Available Amount as per OLTAS (₹)	Maximum Refund Allowed ₹ (₹)	Remaining Available Balance(₹)
BSR Code of the Bank Branch	Date on which Tax Deposited	Challan Serial Number	Challan Amount (₹)				
362****	15-Sep-2018	36526	990,000.00	0.00	990,000.00	990,000.00	0.00
990,000.00				0.00	990,000.00	990,000.00	0.00

Click here to add more challans. Maximum five challans can be added.

Once challan row will select, enable the remove button, Click here to remove the challan

Click on 'Proceed' to continue

Add Challan Remove Challan Proceed

Activate Windows  
Go to Settings to activate Windows.

Copyright © 2012 Income Tax Department | Terms and Conditions | Privacy Policy | Hyperlinking Policy | Feedback | Sitemap  
Site Last Updated on 12/11/2018 | Site best viewed on IE 10+, Mozilla 49+ and Google Chrome 50+

Note : If deductor wants to add more challan than need to click on “add challan” option and it will redirect to slide no. 11 for enter the challan details.


## 4. Pictorial Guide of “TDS Refund”.

### Step 5: Enter Bank Details and click on “Proceed” option.


← → ↻ ⓘ Not secure | 10.48.147.201:8080/app/dea/refndrequest.xhtml

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

Search In ▾ Keyword 🔍 A A A 🇮🇳 English ▾

 **TDS**  
Centralized Processing Cell

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

  
सत्यमेव जयते  
Government of India  
Income Tax Department

Dashboard | **Statements / Payments** | Defaults | Communications | Downloads | Profile | **Help**

Welcome

Login Date: 19-Nov-2018, 05:07 PM

**Request for Refund - Form 26B**

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

❗ Values cannot be edited on screen. Select a checkbox in 'Bank Details' section to populate values from Last Refund

❗ The refund cheque will be issued in the Name of the Deductor as displayed below. If you want to change the name, kindly change it through a TAN application.

**Deductor Details**

TAN of Deductor: NSKS20167A

Name of Deductor\*: SHREE AMEY CONSTRUCTION

PAN Of Deductor\*: ABCPA1234B ⓘ

**Communication Address**

❗ The refund cheque will be issued in the Name of the Deductor as displayed below. If you want to change the name, kindly change it through a TAN application.

Flat / Door / Block No.\*: GHAZIABAD

Deductor details will be reflected auto populated

Activate Windows  
Go to Settings to activate Windows.

## 4. Pictorial Guide of “TDS Refund”.

**Step 5 (Contd. ): Enter Bank Details and click on “Proceed” option.**

**Deductor Details**

TAN of Deductor: NSKS20167A

Name of Deductor\*: SHREE AMEY CONSTRUCTION

PAN Of Deductor\*: ABCPA1234B ?

**Communication Address**

*i* The refund cheque will be issued in the Name of the Deductor as displayed below. If you want to change the name, kindly change it through a TAN application.

Flat / Door / Block No.\*: GHAZIABAD

Name of Premises / Building / Village:

Road / Street / Post Office:

Area / Locality: KOSI

Town / City / District\*: MATHURA

State / Union Territory\*: Uttar Pradesh

PIN Code\*: 281403

**Bank Details**

☐ Same as in previous refund request. [View Bank Details as per Previous Refund Request](#)

Bank Name\*: --Select-- ?

Bank Account Number\*: ?

Confirm Bank Account Number\*: ?

IFSC Code\*: ?

Type of Account\*: -----Select----- ?

[Proceed](#) [Back](#)

**Callouts:**

- Tick the box if user wants to replicate the bank detail mentioned in the previous refund request (if any)
- User will be able to view details as in previous refund request submitted by deductor as an overlay
- Please fill Bank Account details
- Click on 'Proceed' to continue
- Click on 'Back' to go to previous screen

**Note :** Provide the bank details or select details same as previous Refund Request

Copyright © 2012 Income Tax Department | [Terms and Conditions](#) | [Privacy Policy](#) | [Hyperlinking Policy](#) | [Feedback](#) | [Sitemap](#)  
Site Last Updated on 12/11/2018 | Site best viewed on IE 10+, Mozilla 40+ and Google Chrome 50+

## 4. Pictorial Guide of “TDS Refund”

**Step 6 Verification page : Click on “Proceed” to continue TDS refund request**

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

Search In Keyword

A A A

English

**TDS** Centralized Processing Cell

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

Government of India  
Income Tax Department

Dashboard Statements / Payments Defaults Communications Downloads Profile Help

Welcome Login Date: 19-Nov-2018, 05:07 PM

**Request for Refund - Form 26B**

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

**Verification Details**

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

Name of Authorised Person	SURINDER KUMAR ARORA
Father's Name of Authorised Person	ROOP CHAND ARORA
Designation of Authorised Person	CEO
Place:	MATHURA
Date	19-Nov-2018

Please note that the refund cheque will be issued in the name of the deductor and at the address of the Deductor as submitted in this form. If you change the name, kindly change it through a TAN application. If you want to change the address, kindly change it from TRACES profile.

Click on 'Proceed' to confirm detail

Proceed <Back

Click on 'Back' to go to previous screen

These details will be populated from Deductors profile in TRACES; date will be date on which request is being submitted

Activate Windows  
Go to Settings to activate Windows.

Copyright © 2012 Income Tax Department | Terms and Conditions | Privacy Policy | Superlinking Policy | Feedback | Sitemap

## 4. Pictorial Guide of “TDS Refund”


**Step 7 Confirmation Page : Click on “Submit Refund Request” to continue TDS refund request**

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


Search In Keyword

A A A

English

 **TDS**  
Centralized Processing Cell

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

  
सत्यमेव जयते  
Government of India  
Income Tax Department

[Dashboard](#) [Statements / Payments](#) [Defaults](#) [Communications](#) [Downloads](#) [Profile](#) [Help](#)

Welcome :

Login Date: 19-Nov-2018, 05:07 PM

**Request for Refund - Form 26B - Confirmation Page**

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

Clicking on 'Edit' for a section will navigate user to the particular screen. User can edit values and proceed

**Challan Details**

Details of sum paid in the Central Government account through challans out of which refund is being claimed				Challan Amount Consumed in TDS Statement(s) (₹)	Refund Details			Appeal Details	
Challan Identification Number (CIN)			Challan Amount (₹)	Total Amount Consumed (₹)	Available Amount as per OLTAS (₹)	Maximum Refund Allowed ₹ (₹)	Remaining Available Balance(₹)	Whether Challan pertains to appeal order	Appeal Order Number
BSR Code of the Bank Branch	Date on which Tax Deposited	Challan Serial Number							
362****	15-Sep-2018	36526	990,000.00	0.00	990,000.00	990,000.00	0.00	No	
<b>Total (₹)</b>			<b>990,000.00</b>	<b>0.00</b>	<b>990,000.00</b>	<b>990,000.00</b>	<b>0.00</b>		

**Deductor Details**

Name of Deductor SHREE AMEY CONSTRUCTION

PAN Of Deductor ABCPA1234B

**Communication Address**

Flat / Door / Block No. GHAZIABAD

[Edit](#)

Activate Windows  
Go to Settings to activate Windows.

## 4. Pictorial Guide of “TDS Refund”

**Step 7(Contd.) Confirmation Page : Click on “Submit Refund Request” to continue TDS refund request**

BSR Code of the Bank Branch	Date on which Tax Deposited	Challan Serial Number	Amount (₹)	Consumed (₹)	Amount as per OLTAS (₹)	Allowed ₹ (₹)	Available Balance(₹)	Challan pertains to appeal order	Appeal Order Number
362****	15-Sep-2018	36526	990,000.00	0.00	990,000.00	990,000.00	0.00	No	
<b>Total (₹)</b>			<b>990,000.00</b>	<b>0.00</b>	<b>990,000.00</b>	<b>990,000.00</b>	<b>0.00</b>		

**Deductor Details**  
Name of Deductor: SHREE AMEY CONSTRUCTION  
PAN Of Deductor: ABCPA1234B

**Communication Address**  
Flat / Door / Block No.: GHAZIABAD  
Name of Premises / Building / Village:  
Road / Street / Post Office:  
Area / Locality: KOSI  
Town / City / District: MATHURA  
State / Union Territory: Uttar Pradesh  
PIN Code: 281403

**Bank Details**  
Bank Name: ORIENTAL BANK OF COMMERCE  
Bank Account Number: 1111111111111111  
IFSC Code: ORBC0100703  
Type of Account: Current account

[Submit Refund Request](#)

[Edit](#)

All fields will be non editable in confirmation page

Clicking on 'Edit' for a section will navigate user to the particular screen. User can edit values and proceed

After clicking on 'Submit Refund Request', user has to select the digital signature

Activate Windows  
Go to Settings to activate Windows.

Copyright © 2012 Income Tax Department | Terms and Conditions | Privacy Policy | Hyperlinking Policy | Feedback | Sitemap  
Site Last Updated on 12/11/2018 | Site best viewed on IE 10+, Mozilla 40+ and Google Chrome 50+

## 4. Pictorial Guide of “TDS Refund”

### Step 8 : Select a “Digital Signature” and proceed

Challan Identification Number (CIN)			(₹)	(₹)	(₹)	(₹)	(₹)		
BSR Code of the Bank Branch	Date on which Tax Deposited	Challan Serial Number	Challan Amount	Total Amount Consumed	Available Amount as per OLTAS	Maximum Refund Allowed	Remaining Available Balance	Whether Challan pertains to appeal order	Appeal Order Number
752****	10-Aug-2018	49024	200,000.00	0.00	200,000.00	200,000.00	0.00	No	
<b>Total (₹)</b>			<b>200,000.00</b>	<b>0.00</b>	<b>200,000.00</b>	<b>200,000.00</b>	<b>0.00</b>		

**Deductor Details**  
Name of Deductor: SHREE AM  
PAN Of Deductor: ABCPA123  
**Communication Address**  
Flat / Door / Block No.: GHAZIABA  
Name of Premises / Building / Village Road / Street / Post Office Area / Locality: KOSI  
Town / City / District: MATHURA  
State / Union Territory: Uttar Pradesh  
PIN Code: 281403  
**Bank Details**  
Bank Name: ORIENTAL  
Bank Account Number: 11111111  
IFSC Code: ORBC0100  
Type of Account: Current account

**emSigner**  
Content to Sign:  
ABCPA1234B^SHREE AMEY CONSTRUCTION^NSKS20167A^1^CR^Thu Nov 22 12:38  
Certificate Store  

Common Name	Issuer Name	Serial No	Expiry Date
test12	e-Mudhra Sub CA for Cl...	773598d8	30-06-2018
test14	e-Mudhra Sub CA for Cl...	1748778a37	02-07-2020
test13	e-Mudhra Sub CA for Cl...	1748778a35	02-07-2020
test12	e-Mudhra Sub CA for Cl...	1748778a33	02-07-2020
test11	e-Mudhra Sub CA for Cl...	1748778a31	02-07-2020

  
View Certificate Sign Cancel

Selects a digital signature and proceed

Copyright © 2012 Income Tax Department | Terms and Conditions | Privacy Policy | Hyperlinking Policy | Feedback | Sitemap  
Site Last Updated on 12/11/2018 | Site best viewed on IE 10+, Mozilla 40+ and Google Chrome 50+

**Note : “Digital Signatures” are mandatory to submit TDS refund request**

## 4. Pictorial Guide of “TDS Refund”

**Step 9 : Successful message will be displayed and click on “Preview and print form 26B acknowledgment”**

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 logo (Centralized Processing Cell) and the TRACES logo (TDS Reconciliation Analysis and Correction Enabling System). Below the header, a menu bar includes Dashboard, Statements / Payments (highlighted), Defaults, Communications, and Downloads. The main content area shows a welcome message followed by a bold notification: "Refund request submitted successfully! Please submit 26B Acknowledgement within 14 days along with the requisite documents mentioned below". Below this, it states the Refund Request Number is 10002159 and provides instructions on how to track the request and submit the 26B acknowledgment. A list of required documents for validation is provided. At the bottom, a button labeled "Preview and Print Form 26B Acknowledgment" is highlighted with an orange circle and a callout bubble that says "Click here to view the 26B acknowledgement". Another orange circle and callout bubble points to the success message, stating "Success message will be displayed confirming refund request submitted".

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

Search In Keyword

TDS Centralized Processing Cell

TRACES TDS Reconciliation Analysis and Correction Enabling System

Dashboard Statements / Payments Defaults Communications Downloads

Welcome

**Refund request submitted successfully! Please submit 26B Acknowledgement within 14 days along with the requisite documents mentioned below**

Refund Request Number is 10002159 You can check the status of the request in 'Track Refund Request' under 'Statements/Payments'.

You are requested to print the Form 26B acknowledgment and submit the duly signed document to your Jurisdictional Assessing Officer within 14 days from the date of transmitting the data electronically. Failure to do so will lead to rejection of your Refund Request.

Please carry verification document for validation of your bank details along with the Form 26B Acknowledgment.

- 1) Bank details verification document eg. Bank PassBook, Cancelled Cheque etc.
- 2) Verification document for PAN of Deductor, e.g. Copy of PAN Card, Copy of ITR etc.
- 3) Undertaking by PAN duly verified by the PAN's Assessing Officer that there is no outstanding demand against the PAN.

Preview and Print Form 26B Acknowledgment


Click here to view the 26B acknowledgement

Success message will be displayed confirming refund request submitted

## 4. Pictorial Guide of “TDS Refund”.

### Step 9 (Contd.) : Furnish “Form 26B Acknowledgement”

#### Request for Refund

 **FORM 26B - ACKNOWLEDGEMENT**

Request No.: Refund Request ~~Not Provided~~ Date of Request: Date on which request is submitted

Name and Address of the Deductor

Name and Address as per deductor details and communication address in Form 26B

FAN at Deductor	FAN at Deductor	Total Refund Amount Claimed (₹)	Number of Challans
FAN-As per deductor details	FAN-As per deductor details	Total of Maximum Amount Allowed in per form 26B	Level of total Challans

DETAILS OF CHALLANS CLAIMED IN THE REFUND REQUEST

Sr. No.	Challan Identification number (LIN)	Available Amount (₹)	Refund Amount Claimed (₹)	Remaining Available Balance (₹)
	Bank Code of the Bank Branch Date on which Tax Deposited (dd-mm-yyyy)	Challan Serial Number		
1	Bank Code -As per form 26B Date on which Tax Deposited -As per form 26B	Challan Serial Number -As per form 26B	Available Amount -As per form 26B	Maximum Amount Allowed in per form 26B
2	Bank Code -As per form 26B Date on which Tax Deposited -As per form 26B	Challan Serial Number -As per form 26B	Available Amount -As per form 26B	Maximum Amount Allowed in per form 26B
Total (₹)			Sum total of above amounts	Sum total of above amounts

I undertake that a

- Sum of ₹ Total Refund Amount Claimed as above (₹ - .....in words) has been claimed as refund which is the minimum available balance of Credit of total ~~Challans~~ **Challans** as on date
- I shall not claim the credit of these challans in TDS statements or otherwise except for the remaining available balance of Total Remaining balance as given above

The above given information is true, complete and correct and is based on the best TDS deposited and other available records.

Request No.: Refund Request ~~Not Provided~~ of Deductor FAN-As per form 26B

Place: \_\_\_\_\_ Place from Public on TRACES

Date: \_\_\_\_\_ By whom Date

Designation: \_\_\_\_\_ Designation from Public on TRACES

Signature of Authorised Person: \_\_\_\_\_ Full Name from Public on TRACES

Note: Please furnish Form 26B Acknowledgement to your Jurisdictional Assessing Officer within 14 days from the date of transmitting the data electronically. Failing to do so will lead to rejection of your Refund Request.

Furnish Form 26B acknowledgement to your Jurisdictional Assessing Officer **within 14 days from the date of transmitting the data electronically.** Failing to do so will lead to rejection of your refund request.

View the 26B acknowledgement

## 4. Pictorial Guide of “TDS Refund”.

**“Some of the common rejection reasons are:”**

- Request will be rejected by AO or Refund Banker in case Invalid Bank Details.
- Request will be rejected in case change in available balance due to change in associated challan.
- Request will be rejected in case open challan correction due to change in associated challan.
- Request will be rejected in case force challan matching by AO due to change in associated challan.
- Request will be rejected in case of Outstanding Demand.

**CLARIFICATION ABOUT STATUS OF REQUEST OF REFUND AFTER SUBMITTING 26B (ACKNOWLEDGMENT OF REQUEST) TO A.O.**

- **PENDING WITH AO TDS** : Status will be Pending with A.O once the request is submitted for A.O Approval.
- **PENDING WITH TDS-CPC** : Status will be pending with TDS CPC if request is approved by AO.
- **PENDING WITH REFUND BANKER:** Status will be pending with Refund Banker if request is with Bank.

## 4. Pictorial Guide of “TDS Refund”.

**Step 10 : Click on “Track Refund Request” to track the request**

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). The Government of India Income Tax Department logo is on the right. Below the header, a horizontal menu bar contains: Dashboard, Statements / Payments, Defaults, Communications, Downloads, Profile, and Help. The 'Statements / Payments' menu is expanded, showing a list of options: Statement Status, Challan Status, Challan Status for Statement, View TDS / TCS Credit, PAN Verification, Request for Conso File, 197 Certificate Validation, Request for Refund, **Track Refund Request** (highlighted with an orange circle), Declaration for Non - Filing of Statements, and Declaration To Deposit Lower TDS. A callout box with an orange border and arrow points to the 'Track Refund Request' option, containing the text: 'Click here to Track the refund request'. On the left, a 'Quick Links' sidebar lists various actions like Challan Status, Request for Justification Report Download, Request for Conso File, Download Form 16, Requested Downloads, PAN Verification, and an Inbox with a 'New' badge. On the right, there are sections for 'Customer Care' (Toll-Free: 1800 103 0344, 0120 4814600, contactus@tdscpc.gov.in) and 'User Login Details' (TAN / PAN, IP: 125.19.234.74, Last logged in on:). A footer note at the bottom states: 'Do not use Back or Refresh button on any page as this may lead to inconsistent behaviour'.

## 4. Pictorial Guide of “TDS Refund”.

Step 11 : Choose “option 1 or Option 2” to search Refund Status

### Request for Refund (contd.)

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

Search In Keyword

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

Ministry of Revenue  
Government of India  
Income Tax Department

Dashboard | **Statements / Payments** | Defaults | Communications | Downloads | Profile | Help

Welcome | Login Date: 23-Apr-2015, 12:27 PM

**Track Status of Refund Request**

Please use either of search options to search Refund Status

☒ Search Option 1 ☐ Search Option 2

**Search Option 1**  
Please enter either request number or request date range

Refund Request Number/Refund Validation Request Number  Refund Request Date  From  To

(dd-mmm-yyyy; e.g., 12-Dec-1980)

Track the request through either search option 1 or 2

- Search Option 1 : user can enter either Refund Request Number or Refund Request Date or both
- Search Option 2 : user must enter BSR Code, Date of Deposit and Challan Serial Number of the challan for which refund request has been submitted

## 4. Pictorial Guide of “TDS Refund”.

Step 11(Contd.) : User can see the Refund Status under “Track Refund Request”.

### Track Refund Request

**Search Option 1**  
Please enter either request number or request date range

Refund Request Number/Refund Validation Request Number  Refund Request Date From  To

(dd-mmm-yyyy; e.g., 12-Dec-1980)

**1** Click on refund status as 'Validated' for the selected row to start on submitting Refund Request

**1** Click on a row to select it and click on any button to proceed

Refund Request Number	Refund Request Date	Refund Amount (₹)	Status As On Date	Refund Status	Date of Submission of Form 26B Acknowledgment	Remarks
10001160	23-Apr-2015	403410.00	23-Apr-2015	Pending with AO TDS		
10001159	23-Apr-2015	403410.00	23-Apr-2015	Request Rejected		Outstanding demand for TANs associated with

Click here to view the refund detail

Select the row to view the refund details

Status will be pending with AO TDS if request is not approved by AO

## 4. Pictorial Guide of “TDS Refund”.

Step 11 (Contd.): Status will be pending with TDSCPC if request is approved by AO

### Track Refund Request

☒ Search Option 1 ☐ Search Option 2

**Search Option 1**  
Please enter either request number or request date range

Refund Request Number/Refund Validation Request Number  Refund Request Date From  To  [View Request Status](#)  
(dd-mm-yyyy; e.g., 12-Dec-1980)

**Click on refund status as "Validated" for the selected row to start on submitting Refund Request**

**Click on a row to select it and click on any button to proceed**

Refund Request Number	Refund Request Date	Refund Amount (₹)	Status As On Date	Refund Status	Date of Submission of Form 26B Acknowledgment	Remarks
10001160	23-Apr-2015	403410.00	23-Apr-2015	Pending with TDS Pending with TDSCPC		Outstanding
10001159	23-Apr-2015	403410.00	23-Apr-2015	Request Rejected		

Page 1 of 1

[View Refund Details](#) [Edit Bank Details/Address Details](#) [View / Download Form 26B Acknowledgment](#) [Cancel Refund Request](#)

Status will be pending with TDS CPC if request is approved by AO

## 4. Pictorial Guide of “TDS Refund”.

Step 11 (Contd.): Status will be pending with Refund Banker if request is with Bank

### Track Refund Request

#### Search Option 1

Please enter either request number or request date range

Refund Request Number/Refund  
Validation Request Number

Refund Request Date

From 23-Apr-2015

To 23-Apr-2015

View Request Status

(dd-mm-yyyy; e.g., 12-Dec-1980)

Click on refund status as 'Validated' for the selected row to start on submitting Refund Request

Click on a row to select it and click on any button to proceed

Refund Request Number	Refund Request Date	Refund Amount (₹)	Status As On Date	Refund Status	Date of Submission of Form 26B Acknowledgment	Remarks
10001180	23-Apr-2015	403410.00	23-Apr-2015	Pending with Refund Banker		
10001159	23-Apr-2015	403410.00	23-Apr-2015	Request Rejected		Outstanding demand for TANs associated with the PAN of

Page 1 of 1

View Refund Details

Edit Bank Details/Address Details

View / Download

Cancel Refund Request

Status will be Pending with Refund Banker if request is with Bank

## 4. Pictorial Guide of “TDS Refund”.

Step 11 (Contd.) : Status will be rejected by AO or Refund Banker incase of Invalid Bank Details

### Track Refund Request

☒ Search Option 1 ☐ Search Option 2

#### Search Option 1

Please enter either request number or request date range

Refund Request Number/Refund Validation Request Number  Refund Request Date From 23-Apr-2015  To 23-Apr-2015  [View Request Status](#)  
(dd-mm-yyyy; e.g., 12-Dec-1980)

**i** Click on refund status as "Validated" for the selected row to start on submitting Refund Request

**i** Click on a row to select it and click on any button to proceed

Refund Request Number	Refund Request Date	Refund Amount (₹)	Status As On Date	Refund Status	Date of Submission of Form 26B Acknowledgment	Remarks
10001160	23-Apr-2015	403410.00	23-Apr-2015	Pending with Refund Banker		
10001158	23-Apr-2015	403410.00	23-Apr-2015	Rejected by AO TDS		Invalid Bank

Page 1 of 1

[View Refund Details](#)

[Edit Bank Details/Address Details](#)

[View / Download Form](#)

[Cancel Refund Request](#)

Request will be rejected by AO in case invalid Bank Details

## 4. Pictorial Guide of “TDS Refund”.

Step 11 (Contd.): Status will be rejected in case force challan matching by AO due to change in associated challan

### Track Refund Request

☒ Search Option 1    ☐ Search Option 2

**Search Option 1**  
Please enter either request number or request date range

Refund Request Number/Refund Validation Request Number:     Refund Request Date: From: 23-Apr-2015 To: 23-Apr-2015    [View Request Status](#)

(dd-mm-yyyy; e.g., 12-Dec-1980)

**1** Click on refund status as "Validated" for the selected row to start on submitting Refund Request.

**1** Click on a row to select it and click on any button to proceed

Refund Request Number	Refund Request Date	Refund Amount (₹)	Status As On Date	Refund Status	Date of Submission of Form 26B Acknowledgment	Remarks
10001160	23-Apr-2015	403410.00	23-Apr-2015	Pending with Refund Banker		
10001158	23-Apr-2015	403410.00	23-Apr-2015	Request Rejected		challan force matching in progress

Page 1 of 1    View 1 - 2 of 2

[View Refund Details](#)    [Edit Bank Details/Address Details](#)    [Cancel Refund Request](#)    [Payment](#)

Request will be rejected in case force challan matching by AO due to change in associated challan

## 4. Pictorial Guide of “TDS Refund”.

### Step 11 (Contd.) : Status will be rejected in case of outstanding demand on “TAN”

**Track Status of Refund Request**

Please use either of search options to search Refund Status

☒ Search Option 1    ☐ Search Option 2

**Search Option 1**  
Please enter either request number or request date range

Refund Request Number/Refund Validation Request Number:     Refund Request Date From:  To:  [View Request Status](#)

(dd-mmm-yyyy; e.g., 12-Dec-1980)

**Click on refund status as 'Validated' for the selected row to start on submitting Refund Request**

**Click on a row to select it and click on any button to proceed**

Refund Request Number	Refund Request Date	Refund Amount (₹)	Status As On Date	Refund Status	Date of Submission of Form 26B Acknowledgement	Remarks
<a href="#">10050481</a>	<a href="#">17-Sep-2018</a>	<a href="#">20000.00</a>	<a href="#">18-Sep-2018</a>	<a href="#">Rejected by TDS CPC</a>	<a href="#">17-Sep-2018</a>	<a href="#">Demand outstanding</a>

Page 1 of 1    View 1 - 1 of 1

[View Refund Details](#)   [Edit Bank Details/Address Details](#)   [View / Download Form 26B Acknowledgement](#)   [Cancel Refund Request](#)

Request rejected by tdscpc in case of outstanding demand of “TAN”

## 4. Pictorial Guide of “TDS Refund”.

### Step 11 : Status will be rejected by Addl. Commissioner

#### Track Status of Refund Request

Please use either of search options to search Refund Status

☒ Search Option 1    ☐ Search Option 2

**Search Option 1**  
Please enter either request number or request date range

Refund Request  
Number/Refund Validation Request  
Number

Refund Request Date

From

To,

[View Request Status](#)

(dd-mmm-yyyy; e.g., 12-Dec-1980)

*Click on refund status as 'Validated' for the selected row to start on submitting Refund Request*

*Click on a row to select it and click on any button to proceed*

Refund Request Number	Refund Request Date	Refund Amount (₹)	Status As On Date	Refund Status	Date of Submission of Form 26B Acknowledgement	Remarks
<a href="#">10044920</a>	<a href="#">26-Jul-2018</a>	<a href="#">200000.00</a>	<a href="#">20-Jul-2018</a>	<a href="#">Rejected by ADC</a>	<a href="#">20-Jul-2018</a>	<a href="#">Rejection by Additional Commissioner</a>

Page 1 of 1    View 1 - 1 of 1

[View Refund Details](#)   [Edit Bank Details/Address Details](#)   [View / Download Form 26B Acknowledgement](#)   [Cancel Refund Request](#)

Request rejected by Additional Commissioner

# THANK YOU

## Please Note:

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