

Registration Procedure on Traces

TRACES registration is mandatory for every **deductor/taxpayer and PAO** who wants to avail facilities provided by TRACES.

Before know about how to do registration on TRACES we need to know about that who is the Tax Deductor, Taxpayer and PAO.

1. Deductor – A person deducting Tax at source or Collecting any TCS
2. Taxpayer – Taxpayer or Deductee means the person whose tax has been deducted
3. PAO – PAO or Pay & Accounts Office is a person specified to file such Form 24G

STEPS OF REGISTRATION ON TRACES

A. In Case of Deductor

1. First go to website <https://www.tdscpc.gov.in/>
2. Click on “Register as New User” tab, select “Deductor” and proceed
3. After that Enter Tan number and verification code and proceed
4. After that deductor need to fill following information for registration: –
 - a. Token Number of last filed regular(original) return
 - b. Detail of deposited challan
 - BSR code
 - Date on which tax deposited
 - Challan serial Number
 - Challan amount
 - CD record Number (optional)
 - c. Enter Maximum of 3 distinct valid PANs and corresponding amount of tax deposited and proceed
5. After that Deductor need to provide pan Number and dob of authorised person of deductor.
6. Now Deductor can provide User ID, Password and click on create on account
7. The confirmation page will display, check all the details once. Click on “Edit” to modify the details, click on “Confirm” to continue to Registration.
8. Finally, Deductor will receive the message “Registration request successfully submitted”
9. Deductor will received activation link and codes to the email address and mobile number provided by Deductor during registration.

10. Open the mail Id and click on activation link within 48 hours and enter the activation code sent via email and mobile number.

11. Now, Deductor are successfully registered on TRACES

B. IN CASE OF TAXPAYER

1. First go to website <https://www.tdscpc.gov.in/>

2. Click on “Register as New User” tab, select “Taxpayer” and proceed

3. Next enter PAN number, DOB, Name of the Tax payer and proceed

4. After that taxpayer get 4 options for registration

Option -1 Detail of TDS/TCS Deposited: –

Taxpayer need to fill following information: –

- TAN of deductor
- Type of Deduction
- Assessment year
- Month year
- **TDS/TCS** amount

Option -2 Challan Details of Tax Deposited by Taxpayer (ie Advance tax, Self-Assessment Tax, TDS on property, TDS on rent) –

Taxpayer need to fill following information: –

- Assessment Year
- Challan Serial Number
- Amount

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

Taxpayer need to fill following information: –

- Acknowledgement Number
- PAN of Buyer
- Amount Paid/Credited
- Correction Id/Request Id
- Pan of seller

Option -4- Authentication through Aadhar/ VID

Note- choose one option and fill the information and proceed

5. After input of required details, click on '**Create Account**'. A confirmation screen will appear to validate the submitted details. If you want to edit any data shown on the confirmation screen, edit tab can be used in order to change the submitted information.
6. Taxpayer will receive activation link and codes to the email address and mobile number provided by taxpayer.
7. Open the mail Id and click on activation link within 48 hours and enter the activation code sent via email and mobile number.
8. Now, Applicant are successfully registered on TRACES

C. IN CASE OF PAO

1. First go to website <https://www.tdscpc.gov.in/>
2. Click on "Register as New User" tab, select "PAO" and proceed
3. Enter the AIN Number (it is mandatory)
4. Enter either Receipt Number of 24G or AIN registration Number with TIN and proceed
5. Enter the organization details and communication address
6. Enter the user ID (AIN NUMBER) And Password than proceed
7. After that you will receive activation link on registered mail id and codes to the email address and mobile number provided by taxpayer.
8. Open the mail Id and click on activation link within 48 hours and enter the activation code sent via email and mobile number.
9. Now, Applicant are successfully registered on TRACES

Some Important Points

1. If maximum 3 Pan number not available in challan than, deductor must enter all (either two or one)
2. Deductor are eligible to registered on traces after filing of first **TDS return** of
3. 24G is a statement which is filed by government officer where tax has been paid by book entries (without payment through challan)
4. If you wrong login attempt more than 5 times in a day than your traces account will be lock for one hour.
5. 26QB filed at the time of purchase of property.

Source : Taxguru

