

Presentation on e-Filing

What is e-Filing?

❑ The process of electronically filing Income tax returns through the internet is known as e-Filing.

❑ e-Filing of Returns/Forms is mandatory for :

1. In the case of an Individual/HUF

a) Where accounts are required to be audited under section 44AB

b) Where (a) is not applicable and

➤ The return is furnished in ITR-3 or in ITR-4; or

➤ The individual/HUF being a resident (other than not ordinarily resident) has Assets, including financial interest in any entity, located outside India, or signing authority in any account located outside India, or income from any source outside India

➤

What is e-Filing?

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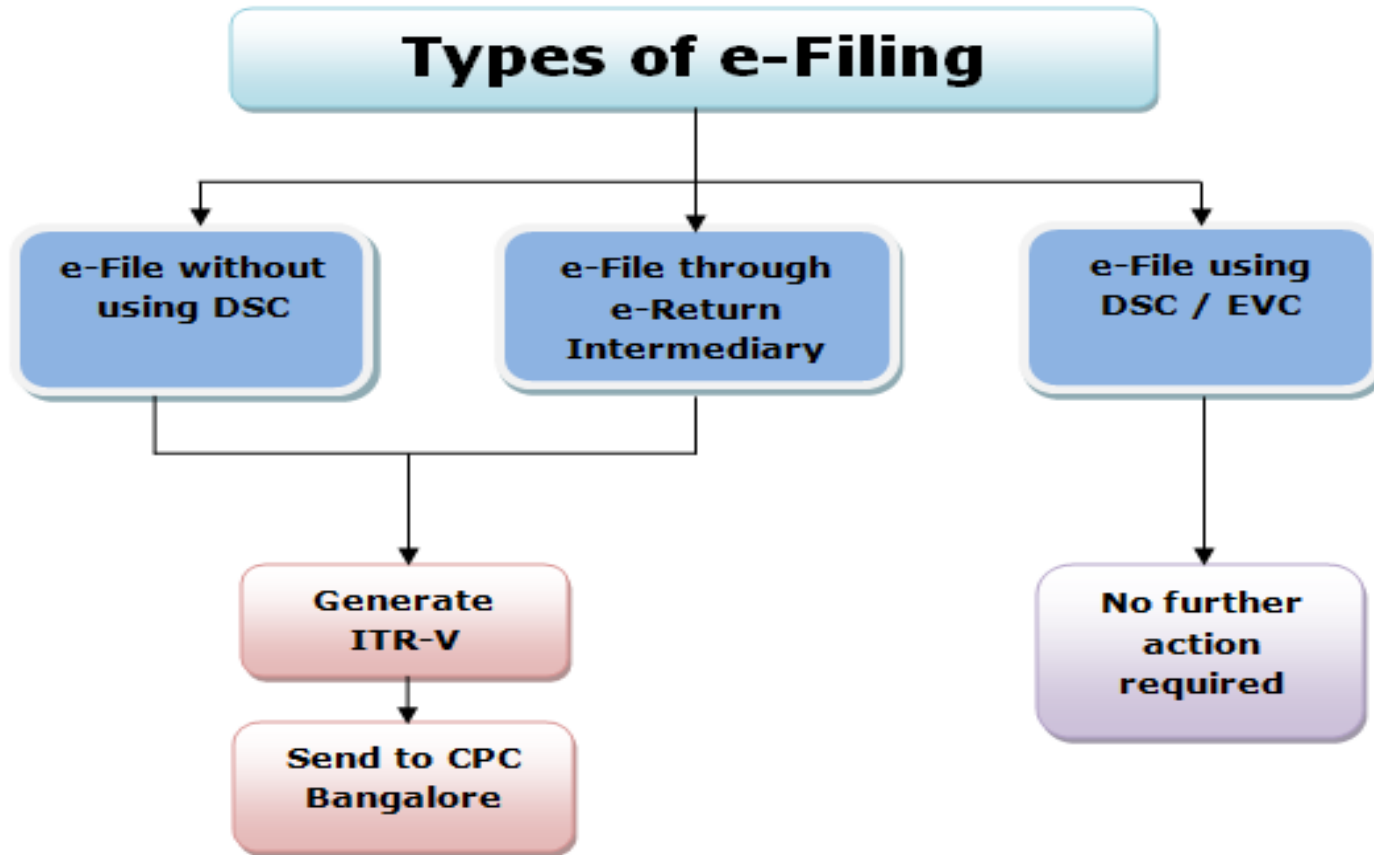
- Total income exceeds five lakh rupees or any refund is claimed (other than Super Senior Citizen furnishing ITR1 or ITR2)
 - c) In cases covered by (a) above, the return is required to be e-Filed using digital signature (DSC).
 - d) In cases covered by (b) above, the return is required to be e-Filed using any one of the following
 - ✓ Digital Signature Certificate (DSC) or
 - ✓ Electronic Verification Code (EVC), or
 - ✓ Verification of the return by submitting ITR-V.
2. In all cases of company the return is required to be e-Filed using digital signature(DSC)

What is e-Filing?

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3. In the case of a person required to file ITR-7:
 - For a political party the return is required to be e-Filed using digital signature
 - In any other case of ITR 7, the return is required to be e-Filed using any one of the following
 - ✓ Digital Signature Certificate (DSC) or
 - ✓ Electronic Verification Code (EVC), or
 - ✓ Verification of the return by submitting ITR-V.
4. In case of Firm or Limited Liability Partnership or any person (other than a person mentioned in A, B & C above) who are required to file return in Form ITR-5
 - Where accounts are required to be audited under section 44AB, the return is required to be e-Filed under digital signature (DSC)
 - In any other case the return is required to be e-Filed using any one of the following
 - ✓ Digital Signature Certificate (DSC) or
 - ✓ Electronic Verification Code (EVC), or
 - ✓ Verification of the return by submitting ITR-V.
5. A company and an assessee being individual or HUF who is liable to audit u/s 44AB are required to furnish Form BB (Return of Net Wealth) electronically using DSC.
6. Information to be furnished for payments, chargeable to tax, to a non-resident not being a company or to a foreign company in Form 15CA.
7. Appeal to the Commissioner (Appeals) in Form 35.

Types of e-Filing



Types of e-Filing

The below are three options to file Income Tax Returns electronically:

- **Option 1:** e-File without Digital Signature Certificate. In this case an ITR-V Form is generated. The Form should be printed, signed and submitted to CPC, Bangalore using Ordinary Post or Speed Post ONLY within 120 days from the date of e-Filing. There is no further action needed, if ITR-V Form is submitted.
- **Option 2:** e-File the Income Tax Return through an e-Return Intermediary (ERI) with or without Digital Signature Certificate (DSC).
- **Option 3:** Use Digital Signature Certificate (DSC) / EVC to e-File. There is no further action needed, if filed using DSC / EVC.

Note:

✓The Digital Signature Certificate (DSC) used in e-Filing the Income Tax Return/Forms should be registered on e-Filing application.

Pre-requisite for registration in e-Filing application

A user must register at www.incometaxindiaefiling.gov.in

Pre-requisites to register

- ✓ PAN (Permanent Account Number)
- ✓ TAN (Tax Deduction Account Number)
- ✓ Membership with ICAI - For Chartered Accountant

Registration process

- ✓ Provide PAN / TAN, Password details, Personal details as per PAN / TAN, Contact details and Digital signature (if available and applicable)
- ✓ Submit request
- ✓ On success, Activation link is sent to user through e-mail and a mobile PIN to mobile number. Click on the activation link and provide Mobile PIN to activate e-Filing account.

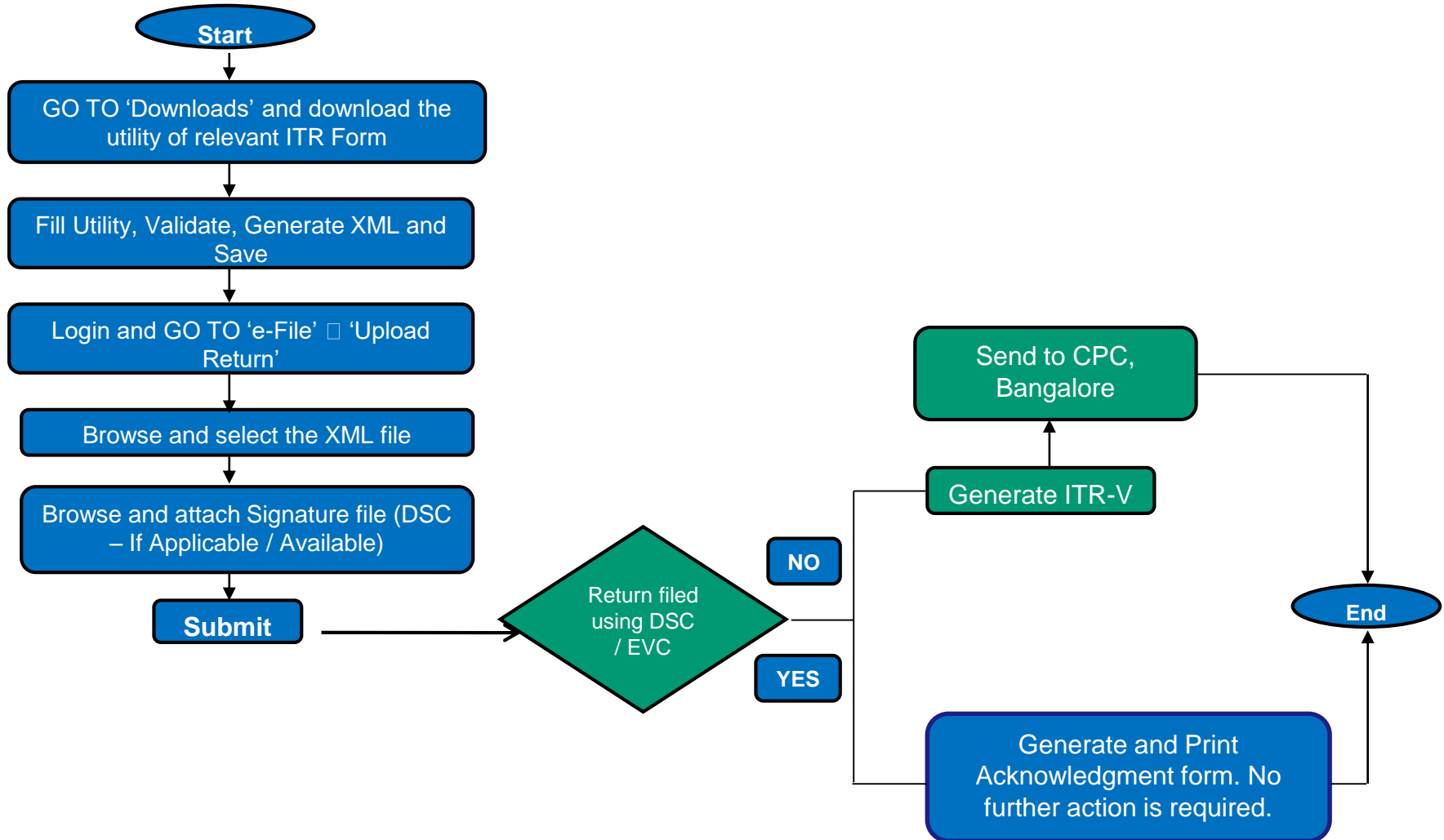
**Once registered, LOGIN using User ID, Password ,Date of Birth/
Incorporation and Captcha code**

Methods of e-Filing

An Income Tax return can be e-Filed by:

- **Preparing the Income Tax return offline** using return preparation software available free of cost at the Income Tax Department e-Filing website and Uploading the Income Tax Return data- A taxpayer can e-File Income Tax Return from ITR 1 to ITR 7.
- **Submit ITR-1/ITR4S Online-** An Individual taxpayer can prepare and submit Income Tax Return- ITR 1/ITR4S –Online.

Upload Income Tax Return - Offline



Steps to upload Income Tax Return - Offline

Step 1: www.incometaxindiaefiling.gov.in - e-Filing Home Page

Step 2: Click on the “ITR” under “Downloads”

Step 3: Click on “Download” link and save the ZIP file (Excel or JAVA utility)

Step 4: Extract the downloaded ZIP File

Step 5: Open the utility, Click on “Import Personal / Tax details from XML” → Browse and attached the downloaded Prefill XML file to populate the personal information and TDS details.

Step 6: Enter all the Mandatory Fields → Validate all the sheets → Calculate Tax → Generate XML.

Step 7: Login using e-Filing user credentials

Step 8: Navigate to “e-File” Tab → Click on “Upload Return”

Step 9: Select “ITR Form Name” and “Assessment Year” from the dropdown provided.

Step 10: Browse and attach XML file.

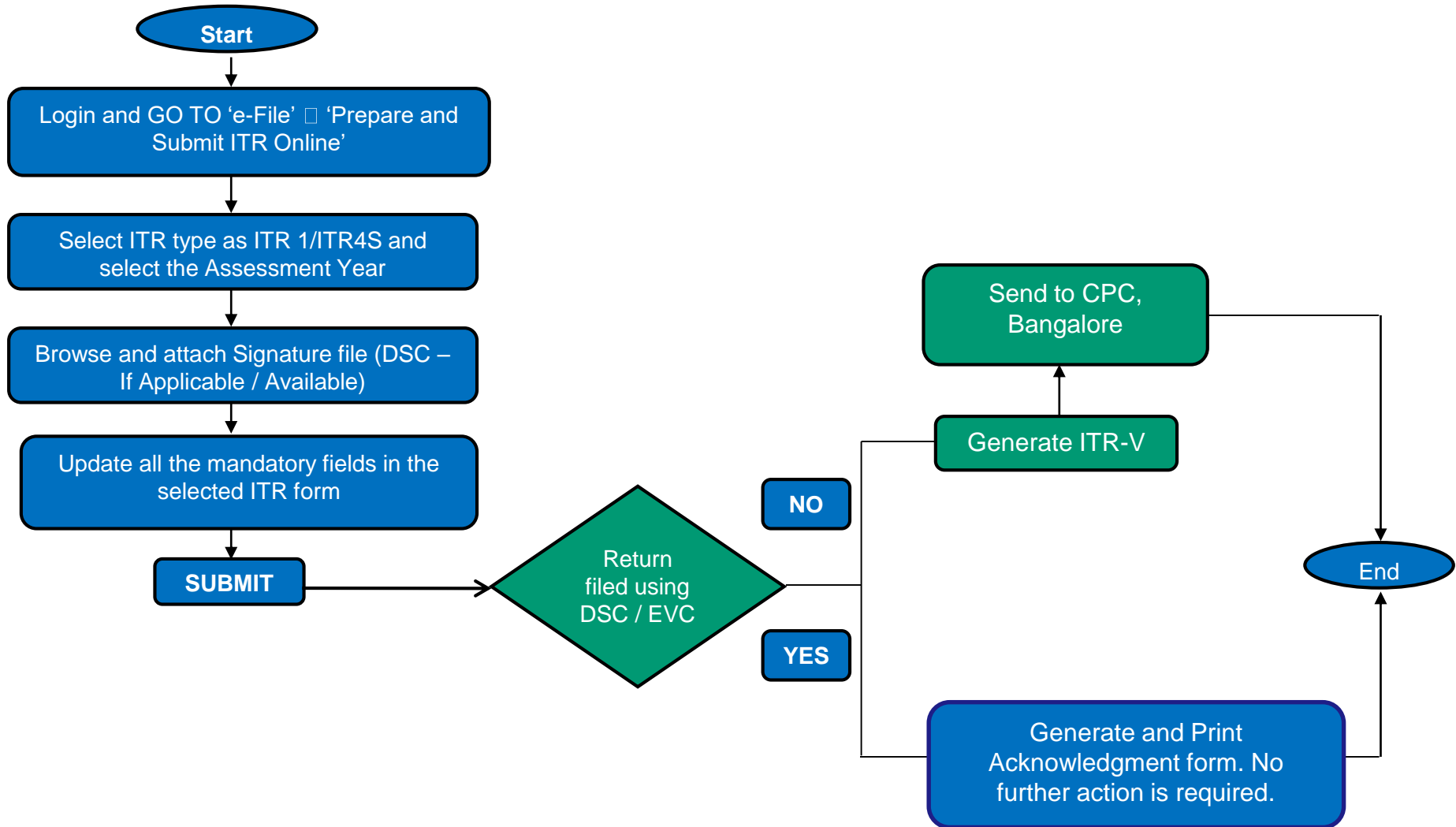
Step 11: Select “Do you want to digitally sign?” → Submit.

Step 12: On successful submit taxpayer will get an option to e-verify return.

Note:

- To e-File using Digital Signature Certificate (DSC), the DSC should be registered in the application.
- If the Income Tax Return is uploaded with DSC (digitally signed) or EVC, no further action required.
- If the return is not uploaded with a DSC (digitally signed) / EVC , The ITR-V should be signed and submitted to CPC. The Return filing process shall be complete only on receipt of the ITR-V at CPC, Bangalore.

Submit ITR-1/ITR4S - Online



Steps to submit ITR-1/ITR4S - Online

Step 1 - Login to e-Filing application

Step 2 - GO TO 'e-File' --> 'Prepare and Submit ITR Online'

Step 3 - Select the Income Tax Return Form ITR 1/ITR4S and the Assessment Year.

Step 4 - Fill in the details and click the SUBMIT button

Step 5 - On successful submission, Acknowledgement detail is displayed. Click on the link to view or generate a printout of Acknowledgement/ITR-V Form.

Note:

- To e-File using Digital Signature Certificate (DSC), the DSC should be registered in the application.
- If the Income Tax Return is uploaded with DSC (digitally signed) or EVC, on generation of "Acknowledgement", the Return Filing process is complete.
- If the return is not uploaded with a DSC (digitally signed) / EVC , on successful upload of e-Return, an ITR-V Form will be generated. This is an Acknowledgement / Verification form. A duly verified ITR-V form should be signed and submitted to CPC. The Return filing process shall be complete only on receipt of the ITR-V at CPC, Bangalore.

Modes of Electronic Verification of Returns / Forms

The below are the options provided to electronically verify the returns

- **Option 1** : e-Verification using e-Filing OTP (only available if Total Income is less than or equal to Rupees 5 Lakhs and Refund or Tax payable upto 100 Rupees.
- **Option 2** : e-Verification using NetBanking login
- **Option 3** : e-Verification using Aadhaar OTP validation.
- **Option 4** : e-Verification using Bank ATM
- **Option 5** : e-Verification using Bank Account Number
- **Option 6** : e-Verification using Demat Account

Note: No Further actions required by the taxpayer post e-Verifying the Return.

Additional features to assist in preparing ITR

Pre-Fill- Personal and Tax Information can be pre-filled in the Income Tax Return.

- Login to e-Filing application
- GO TO → My Account → Download Pre-filled XML . Save the XML in the desired path/destination in your desktop/system.
- Open the Excel utility (ITR) and click the "Import Personal/Tax Details from XML" button. This will require you to select the path/destination where you have saved the XML and click OK. The details will be uploaded into your utility. You may edit the tax details, if needed

OR

- Open the Java utility, click on 'Pre-fill' button, enter e-Filing User ID, password and Date of Birth/Incorporation and choose "Pre-fill Address" option click on Submit

In case of ITR 1/ITR 4S online, ITR will open with auto-filled only personal and Tax particulars (as per Form 26AS details)

View 26 AS Statement- An annual consolidated tax statement, which is provided to the assessee is called Tax Credit Statement (Form 26AS). This statement has details of Tax Deducted at Source (TDS), Tax Collected at Source (TCS), Advance Tax/ Self Assessment Tax deposited in the bank by tax payers, and Refund details for an assessment year.

e-Filing Functionalities

View Status – Income Tax Return, ITR-V, Rectification

View the status of your ITR, Demand/ Refund and Rectification details.

View e-Filed Return/Form

View the Income Tax Returns, ITR-V Acknowledgment Form and the uploaded XML for the last three assessment years. You can view these documents online anytime or save and print.

Refund Re-issue request

Request for refund re-issue if the Income Tax Return has been processed. If a refund is determined and it fails to reach the taxpayer then a request can be raised.

File Rectification

Rectify e-filed Income Tax Returns online, if required, only after completion of Income Tax Return processing by CPC of the Income Tax department.

e-File Defective Income Tax Return u/s 139(9)

Taxpayer can e-File Income Tax Return against the Defective Notice issued to them u/s 139 (9) for AY 2011-12 onwards.

Thank you