
E-filing & New IT Return Forms

- **Income Tax**

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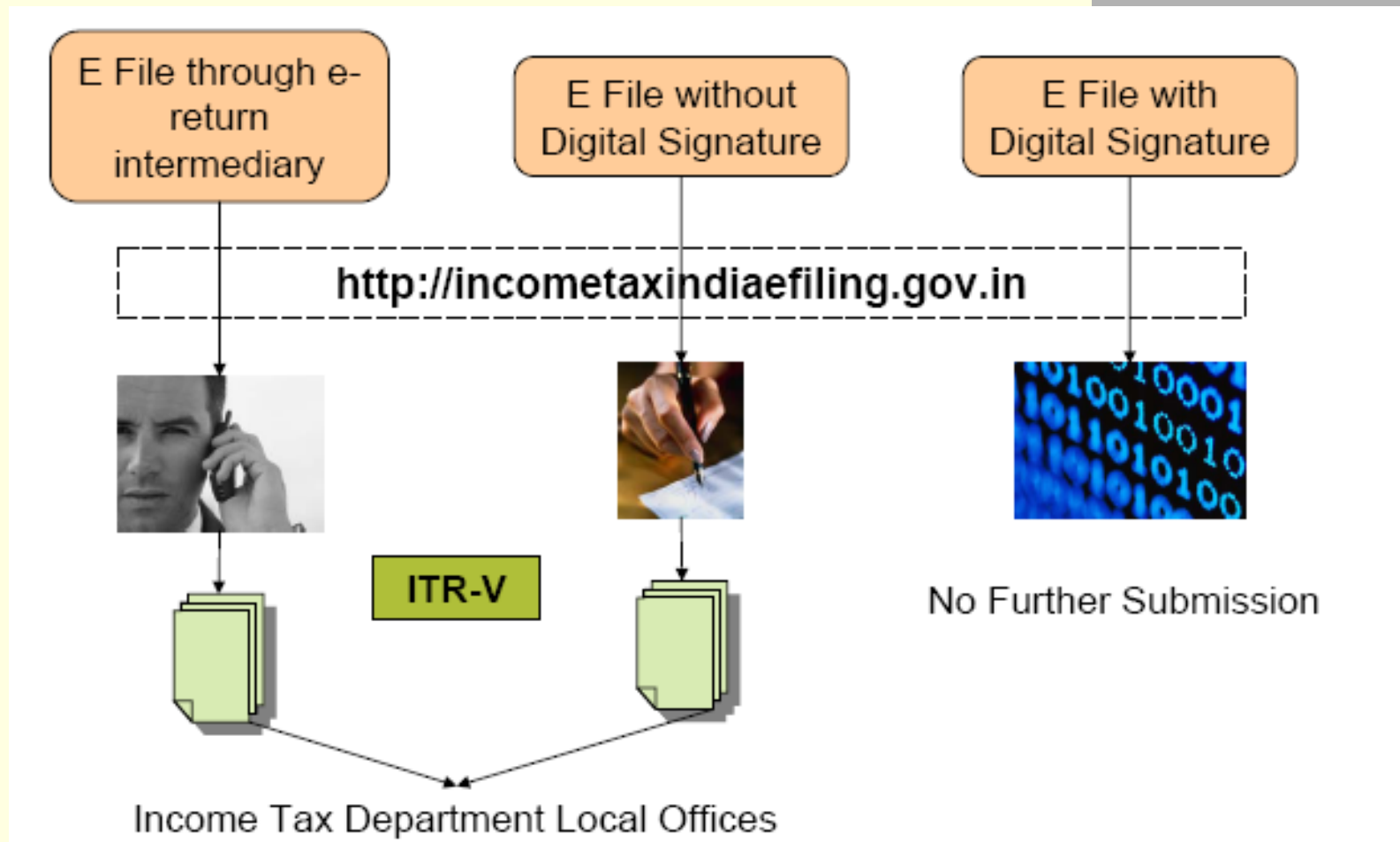
INCOME TAX

- Steps for E-filing
- The Portal
- Software for Preparation of Return & Upload
- Registration on the Portal
- Login on the Portal
- Uploading of Returns
- Use of Digital Signatures
- Tips for quick and safe e-Filing of returns

Steps for E-filing

- Choose the Method of E filing
 - Electronically
 - Semi-Electronically – Safest Method
 - Through e-Intermediaries
- Create Your User ID & Password
- Login to the Portal
- Click on the Form Number
- Click on Submit Your Returns
- Digitally Sign Your Return (Electronic Filing Method)
- Print the Acknowledgement Generated
- Submit Paper Returns with the ITR V generated to the Department

Types of E-Filing



Links & Facilities on Portal-1

<http://incometaxindiaefiling.gov.in>

The screenshot shows the homepage of the Income Tax India e-filing portal. At the top, there is a header with the Income Tax Department logo, the text 'आयकर भारत INCOMETAX INDIA', and a 'Quick Links' dropdown menu. Below the header is a navigation bar with links for 'About Us', 'Downloads', 'Help', 'Feedback', 'Other Services', and 'Login'. The main banner features the text 'Income Tax e-filing' and a background image of a hand using a laptop. A yellow banner below the main banner contains the text: '< RE TO DOWNLOAD ITR-6.CLICK HERE TO DOWNLOAD ITR-8. EFILING IS NOW AVAILABLE FOR ITR-5,IT >'. The left sidebar has two sections: 'e-Filing A.Y. 2007-08' with a 'Downloads' button and a list of categories (Individual, HUF, Firms/AoPs/BoI, Companies, Trusts, FBT), and 'Submit return' button. Below that is 'e-Filing A.Y. 2006-07'. The main content area has a 'WELCOME TO INCOMETAX INDIA' section with the tagline 'ANYTIME. FILE ANYWHERE.' and a message about e-Governance. Below this is the 'e-Filing Process - At a glance' section with a 5-step numbered list: 1. Select appropriate type of Return Form; 2. Download Return Preparation Software; 3. Fill your return offline and generate a XML file; 4. Register and create a user id/password; 5. Login and click on relevant form on left panel and select "Submit Return". A 'Continue>>' link is at the bottom of the list. The right sidebar has a 'Login' section with 'Existing User' and 'New User' options, and a 'Useful Links' section with links to IRS officers online, www.incometaxindia.gov.in, NSDL, and UTI. At the bottom, there is a footer with copyright information and a navigation bar with links for 'Home', 'About us', 'Downloads', 'Help', 'Feedback', and 'Other Services'.

आयकर भारत
INCOMETAX INDIA

Quick Links

About Us | Downloads | Help | Feedback | Other Services | Login

Income Tax
e-filing

< RE TO DOWNLOAD ITR-6.CLICK HERE TO DOWNLOAD ITR-8. EFILING IS NOW AVAILABLE FOR ITR-5,IT >

e-Filing A.Y. 2007-08

Downloads

- Individual, HUF
- Firms/AoPs/BoI
- Companies
- Trusts
- FBT

Submit return

e-Filing A.Y. 2006-07

ANYTIME. FILE ANYWHERE.

WELCOME TO INCOMETAX INDIA

An e-Governance initiative of the Income Tax Department, Ministry of Finance, Govt. of India.

Please register if you do not have a user-id and password.

e-Filing Process - At a glance

- 1 Select [appropriate type of Return Form](#)
- 2 Download [Return Preparation Software](#) for selected Return Form.
- 3 Fill your return offline and generate a XML file.
- 4 Register and create a user id/password
- 5 Login and click on relevant form on left panel and select "Submit Return"

Continue>>

Login

Existing User [Login](#)

New User [Register](#)

Useful Links

- IRS officers online
- www.incometaxindia.gov.in
- NSDL
- UTI

Advanced users [click here](#).

Modified schema available for download.

For feedback or any assistance in filing, [click here](#) or please contact the Public Relations Officer of the local Income Tax Office

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Home | About us | Downloads | Help | Feedback | Other Services

Use of Digital Signatures

- Class 2 or higher category of Digital Signatures Required.
- Install Java 6 RC software if you want to use Digital Signatures to sign the returns
- Digital Signature should be in the form of PFX file or USB e-token.
- To generate the PFX file export the software using the following steps
 - Open Internet Explorer
 - Click on Tools
 - Select Internet Options
 - Click on Content
 - Click Certificates
 - Select the name
 - Click Export
 - Click export the private key also and save

Tips for Quick & Safe E-filing-1

- Password for USER ID should also be the PAN.
- Dates should be in correct format
- Bank Account Details are mandatory in refund cases only
- BSR Code consists of two parts Bank Code and Branch Code.
- First 3 letters are bank code and next four letters are Branch Code.
- For BSR Codes refer the website www.tinnsdl.com/default.asp
- For MICR Code refer the website www.rbi.org.in

Tips for Quick & Safe E-filing-2


- Use the Exe Software or PDF Software because you can print the return that you have filed.
- The jurisdiction in AO type, Ward etc. is not mandatory.
- Try avoiding the information that is not mandatory.
- Validate the XML file from the XML Validator.
- For foreign directors and companies use the PAN, PIN Code and State Code given in the FAQ under Help

New IT Forms

- Start early to prepare & file returns
- Lengthy forms requiring assistance of third party or an expert – Good for profession.
- Tax Return Preparers to get the commission.
- New Regime.



THANK YOU



For Any Queries
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