THE POWER OF CONVENIENCE
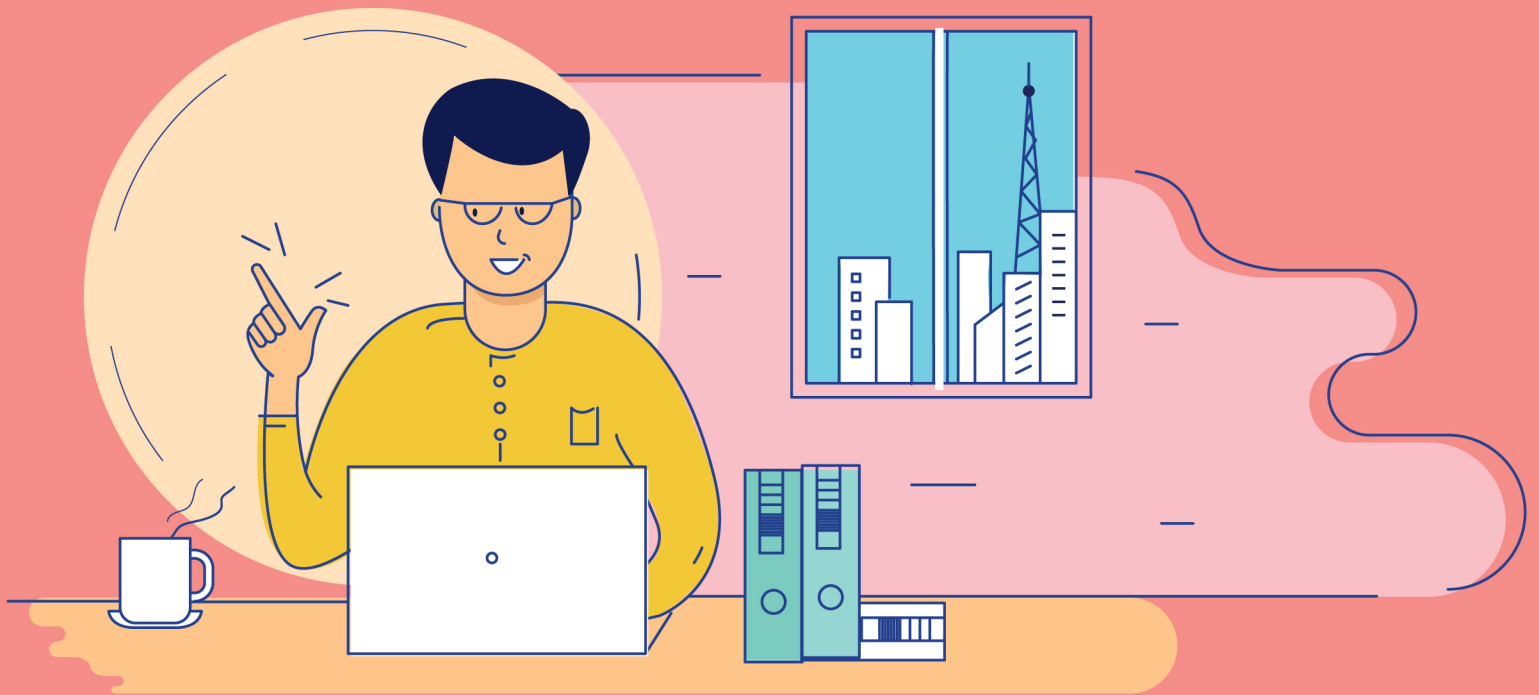
2021

e-FILING PORTAL

CHATBOT

HELP VIDEOS

NEW e-FILING PORTAL

e-VERIFICATION

ONCE YOU'VE SUBMITTED YOUR ITR, IT IS IMPORTANT TO VERIFY THE SAME, IN ORDER TO COMPLETE THE FILING PROCESS. e-VERIFICATION IS THE EASIEST WAY OF VERIFYING YOUR ITR, AS IT SAVES YOU THE EFFORT OF SENDING SIGNED ITR-V TO CPC BENGALURU.

HOW TO e-VERIFY

YOU CAN e-VERIFY USING A) ELECTRONIC VERIFICATION CODE B) AADHAAR OTP OR C) BY LOGGING IN THROUGH NET BANKING. EVC MAY BE OBTAINED USING A PRE-VALIDATED BANK ACCOUNT OR A PRE-VALIDATED DEMAT ACCOUNT. D) USING DSC

HERE ARE A FEW SIMPLE STEPS TO COMPLETE THE PROCESS:

- ◆ Login to e-Filing portal and go to 'e-File' --> 'Income Tax Return' --> 'e-Verify Return'
- ◆ Click on the 'e-Verify' link available against the ITR which is to be e-Verified
- ◆ Select e-Verification, mode as applicable
- ◆ Enter EVC/OTP for e-Verifying your ITR
- ◆ e-Verification of ITR is now complete

HERE ARE A FEW STEPS ON HOW YOU CAN FILE ONLINE:

ONLINE e-FILING PROCESS (ITR 1 & ITR 4)

- LOGIN TO THE e-FILING PORTAL AND GO TO 'e-FILE'-->'FILE INCOME TAX RETURN'
- SELECT THE "ASSESSMENT YEAR, "FILING TYPE", ITR TYPE, SUBMISSION MODE
- SELECT STATUS
- CONTINUE IF YOU ARE SURE ABOUT THE ITR TYPE OR YOU CAN CLICK ON "PROCEED" TO HELP FIND YOUR ITR
- SELECT REASON FOR FILING & FILL THE APPLICABLE FIELDS OF THE ITR
- SELECT VERIFICATION MODE
- FILL ALL THE APPLICABLE FIELDS IN THE ITR
- ENTER EVC/OTP FOR e-VERIFYING YOUR ITR (OR)
  SEND THE SIGNED ITR-V TO CPC FOR VERIFICATION
- e-FILING OF ITR IS NOW COMPLETE

OFFLINE e-FILING PROCESS

GOING COMPLETELY ONLINE CAN BE DIFFICULT, ESPECIALLY WHEN YOU HAVE MULTIPLE FORMS WITH A LOT OF DATA AND LABORIOUS CALCULATIONS. SO TO EASE YOU IN, THE OPTION TO DOWNLOAD AND THEN UPLOAD A COMPLETED FILE, WITHOUT THE FEAR OF 'SESSION TIME OUT' IS ALSO PROVIDED..

HERE'S HOW YOU GO ABOUT THE PROCESS:

- DOWNLOAD THE APPLICABLE JSON UTILITY FROM THE e-FILING PORTAL
- GO TO 'DOWNLOADS' -> INCOME TAX RETURNS
- DOWNLOAD UTILITY
- FILL ALL THE APPLICABLE FIELDS IN THE ITR UTILITY AND GENERATE JSON FILE
- LOGIN TO THE e-FILING PORTAL AND GO TO go to E-FILE-> INCOME TAX RETURNS -> FILE INCOME TAX RETURNS
- SELECT THE "ASSESSMENT YEAR, "FILING TYPE", ITR TYPE, SUBMISSION MODE
- UPLOAD THE GENERATED JSON FILE
- ENTER EVC/OTP FOR e-VERIFYING YOUR ITR (OR) SEND THE SIGNED ITR-V TO CPC FOR VERIFICATION
- e-FILING OF ITR NOW COMPLETE