

HOW IT WORKS ?

Steps to Apply for Income Tax Return

Gather Required Documents:

- **PAN Card:** Your Permanent Account Number is essential for filing your ITR.
- **Form 16:** Issued by your employer, this document summarizes your salary and the taxes deducted.
- **Bank Statements:** To report any interest income and validate your income.
- **Investment Proofs:** Documents for deductions under sections like 80C (life insurance, PPF, ELSS), 80D (health insurance), etc.
- **Other Income Details:** For rental income, capital gains, etc.

Choose the Right ITR Form:

Depending on your income type, choose the correct form:

- **ITR-1:** For individuals with income from salary, one house property, and other sources.
- **ITR-2:** For individuals and HUFs (Hindu Undivided Families) not having income from business or profession.
- **ITR-3:** For individuals and HUFs with income from a business or profession.
- **ITR-4:** For presumptive income from business or profession.

Register on the Income Tax e-Filing Portal:

1. Visit the Income Tax Department's e-Filing website.
2. Register using your PAN, email, and mobile number.

Log In to the Portal:

After registration, log in using your credentials.

Select the ITR Form:

Choose the appropriate form and the relevant assessment year.

Fill in the Required Details:

Enter your income details, deductions, and taxes paid. Ensure all information is accurate to avoid penalties.

Verify Your Details:

Review the filled form carefully to ensure everything is correct.

Submit the ITR:

After verification, submit the ITR form.

E-Verify Your ITR:

You can verify your ITR through various methods:

- Aadhaar OTP
- Net Banking
- EVC (Electronic Verification Code) through bank account
- Send a signed ITR-V (Acknowledgment) to the CPC, Bangalore

Receive Acknowledgment:

After successful submission and verification, you will receive an acknowledgment via email.

Additional Tips:

- **File Before Due Date:** Ensure you file your ITR before the deadline (usually July 31 for individuals).
- **Keep Copies:** Maintain copies of all documents submitted for future reference.

Useful Resources:

- **Income Tax Department Website:** www.incometaxindia.gov.in
- **E-Filing Portal:** www.incometaxindiaefiling.gov.in

This guide should help you navigate the process of applying for an Income Tax Return in India!