

A Brief Overview of the Procedure for E-Filing of Returns

The procedure to file e-returns can be described in brief in the following flowchart:

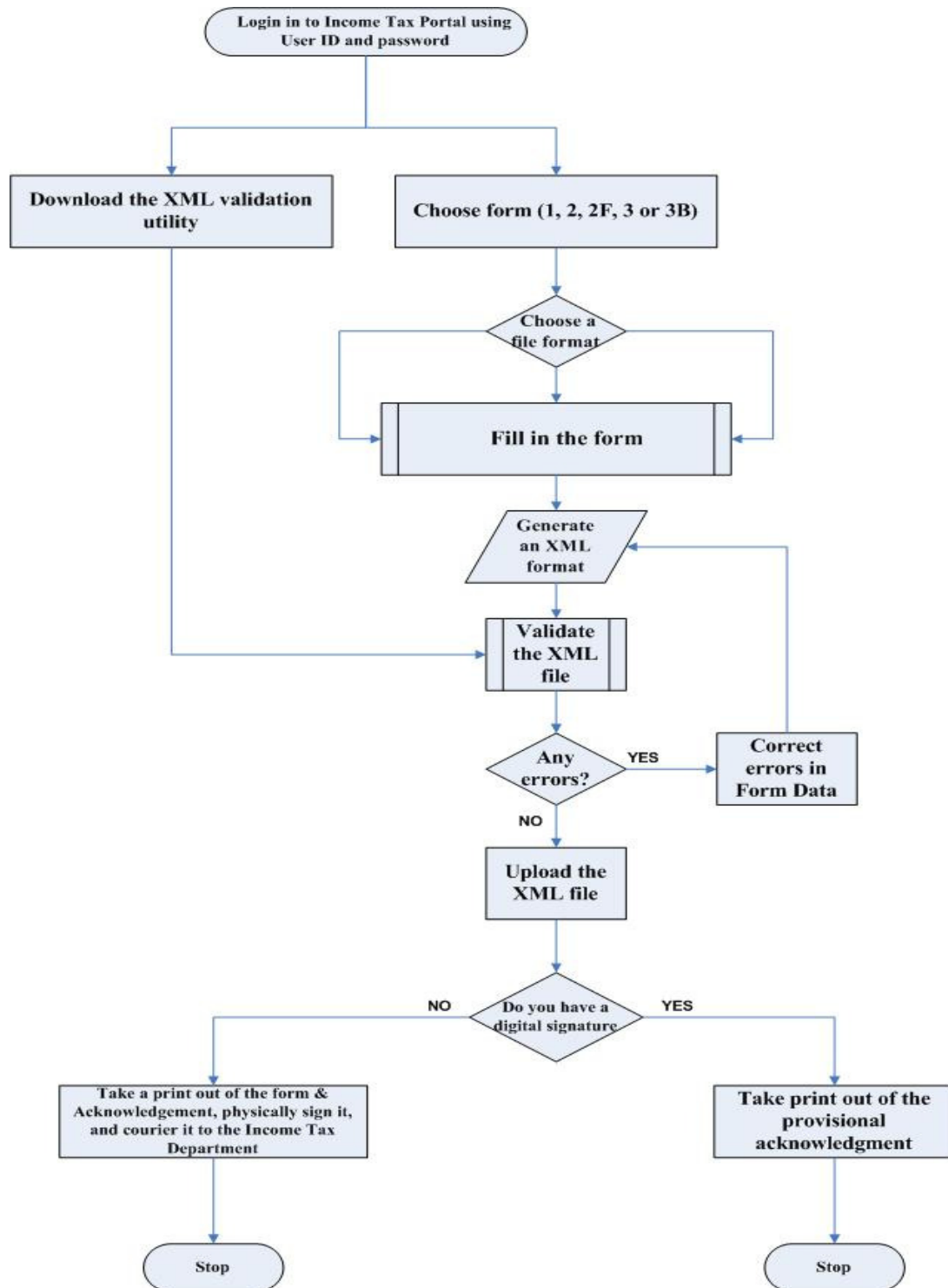


Figure 1: Process of e-Filing

This file is written to help a users file their e-returns online using the Income Tax Department E-Filing website. The user must have finished the registration procedure and obtained his unique User ID and Password before attempting the following procedure. Follow the step-by-step procedure given below to successfully file your e-returns:

Step 1: Choose method of e-filing

There are three methods by which individuals/corporates can file their e-returns:

- **With Digital Signature:** To file using this method, you must have a digital signature to sign the e-return form. It involves no paper work. The entire procedure is done online and is the quickest method to file your e-returns.
- **Without Digital Signature:** For people/organizations that do not have a digital signature, the procedure is:
 - The e-return form should be filed online and uploaded to the Income Tax Department server.
 - A print out of the form and provisional acknowledgement (shown on your screen when the e-form has been uploaded successfully at the Income Tax Department server) with your physical signature should be submitted to the nearest Income Tax Department office.
- **Through Intermediaries:** The intermediaries include chartered accountants and other financial bodies who file e-returns on behalf of individuals/organizations. They mostly file the e-returns in the batch or bulk mode.

Step 2: Login to the Income Tax portal

After deciding on your method of e-filing, the next step is to login to the Income Tax portal (<http://incometaxindiaefiling.gov.in/portal/>) using your user ID and password.

Click the  button to continue.

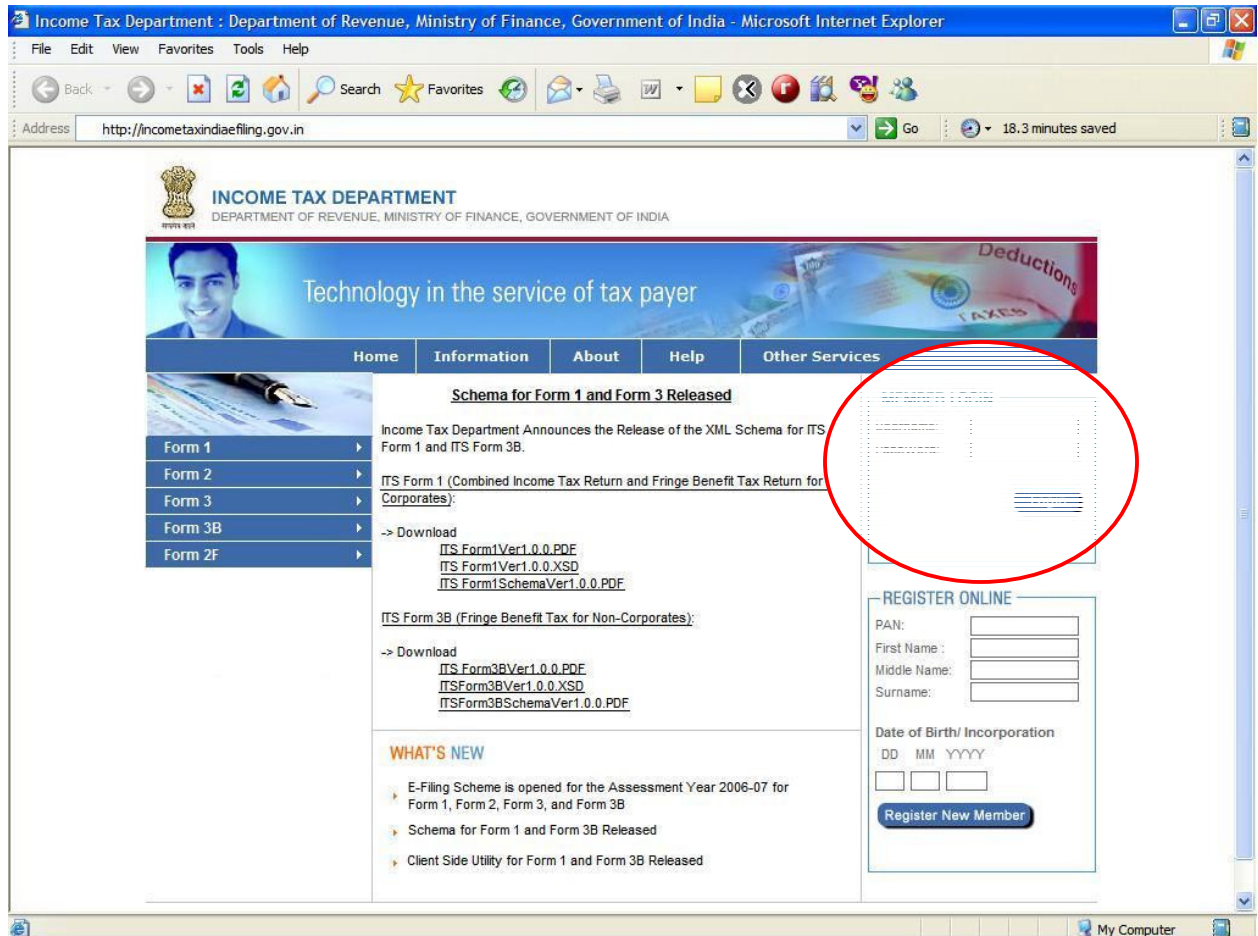


Figure 2: E-Filing Web Site

Step 3: Download form and other utilities

On logging on successfully to the portal, note the menu displayed on the left hand side of the window. Also note the Menu displayed on the Top of the webpage.

The links are:



Figure 3: Menu Bars After Login

Top Menu

- **Home:** Takes you back to the home page.
- **About Us:** Gives an Overview of the Web Site and the need for it. It also contains the Contact Information for the Citizens.
- **Downloads:** Various documents and software can be downloaded here.
- **Help:** You can find out more about the procedure to file their e-returns. Frequently Asked Questions (FAQ) can also be downloaded here as a PDF format document.
- **Feedback:** The Directorate of Income Tax welcomes constructive suggestions and feedback from the Citizens, which it finds invaluable in continuously improving its service to the Tax Payers. You need to be logged in to provide feedback.
- **Other Services:** Other Services already offered by the Directorate of Income Tax, but not directly related to Submitting of Returns for Form 1, Form 2, Form 3 and Form 3B for the current Filing Season. Services like Know Your PAN, Know Your TAN, Download Challan can be found here.
- **My Account:** You can view personalized information like Details of your previous Return, or Refund, if applicable, and Edit Your Profile, by availing this Service.
- **Logout:** To logout from the website.

Left Navigation Bar

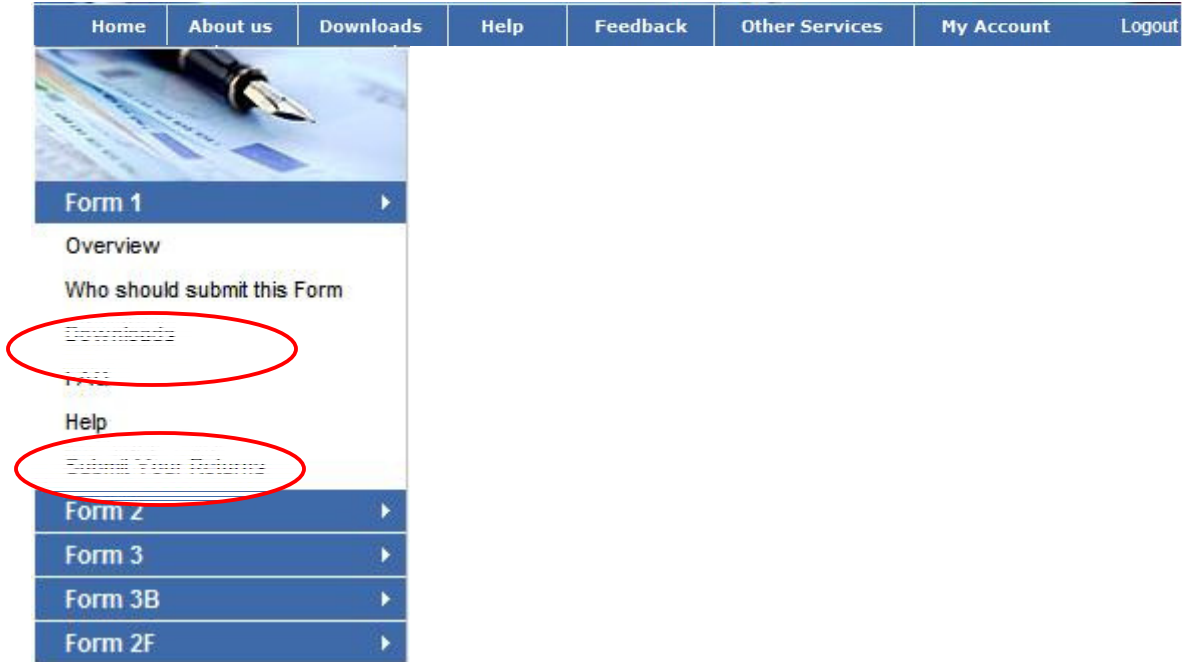


Figure 4: Left Navigation Bar

This Navigation Bar allows you to focus on the Specific Forms, Form 1, Form 2, Form 2F, Form 3 and Form 3B. The above image shows the view when Form 1 has been selected.

- **Overview:** Clicking this option will provide an overview of the selected Form.
- **Who Should Submit This Form:** Provides a brief note on who is eligible to submit the selected Form.
- **Downloads:** Provides a collection of downloads specifically for the selected Form. These would include free Client Side Utilities, and other downloads that are aimed at helping the Tax Payer to file e>Returns.
- **FAQ:** Frequently Asked Questions relating to the Forms and e-Filing of Returns.
- **Help:** Suggestions, and added facts to help you e-File the Returns.
- **Submit Your Return:** Click on this when you are ready to upload the e-Filing XML File. You must be logged in to access this, or upload your Return.

Process of E-Filing

To file your e-returns, you will first need to download the form and other utilities. Click ***Downloads***. The following window is displayed. The example shown below is for Form 1 and Form 3B.

Click on the hyperlink to start the download

Downloads for Form 1

Form1 Excel utility 
File validation utility for Form1 Excel

[Form1 Exe utility](#) 

[Prerequisite for Form1 Exe utility](#)

[ITSForm1XSDVer1.0.1.xsd](#)

[ITS Form1SchemaVer1.0.1.PDF](#)

Downloads for Form 3B

Form3B Excel utility 
File validation utility for Form3B Excel

[Form3B Exe utility](#) 

[Prerequisite for Form3B Exe utility](#)

[ITS Form3BVer1.0.1.xsd](#)

[ITS Form3BVer1.0.1.PDF](#)

Figure 5: Download Menu

For all users, it is important that you download the ***XML Validation Utility***. Any e-return file has to be validated before it is submitted on to the Income Tax Department server. This utility check for obvious mistakes on the local machine itself, thus, reducing the uploading time while submitting the file.

You will need to choose your appropriate form and a file format (PDF, Excel, or EXE) to download. Click the Download option for *Click here to download the form <form number> application in Excel and EXE.*

Based on your comfort level with an application, choose the format for your appropriate form. Forms 1, 2, 3, and 3B are available in three formats:



Figure 6: Types of Forms

Whichever format you choose, an *XML file* has to be generated after filling in the relevant information, and *validated* before it can be submitted online.

- **Option 1 (EXE format (Windows application) - Form 1 of size 1MB and Form 3B of size approx 900KB):** Downloading this application allows you to enter data, save incomplete files, resume work whenever needed, export to Print, and generate an XML format of the file.

A pre-requisite software, of size 7 MB should be installed on the local computer for this application to work. It is available for free download on the website in the Downloads window.

The screenshot shows the 'Form 1 eReturn - Version 1.0.0' application window. The title bar includes the text 'Form 1'. The main window has a blue header with 'Form 1' and 'FORM NO. 1'. Below the header, it says 'RETURN OF INCOME AND THE RETURN OF FRINGE BENEFITS'. The form contains various fields for personal and business information, including PAN, Name, Date of incorporation, Address, Telephone number, Email, Jurisdiction, and details about the return being filed. A red circle highlights the 'FORM NO. 1' and 'RETURN OF INCOME AND THE RETURN OF FRINGE BENEFITS' text in the header area.

Figure 7: Option 1 – EXE Format

The procedure to file the e-returns using the EXE format will be as follows:

- Fill in the relevant information
 - Save the file (complete or incomplete). The file will be saved with a .xml extension.
 - Validating the completed file is done by double clicking the ***XML Validation Utility***, which was downloaded previously. Choose the XML file in the utility and click Validate.
 - If there are errors, correct them. Keep validating and correcting errors until there are no more errors displayed.
 - The XML file is now ready to be uploaded.
- **Option 2 (Excel Sheet - Size 400 KB):** This opens up an Excel sheet to enter the relevant e-return information. This file can be saved.

The screenshot shows a Microsoft Excel window titled 'eReturn_Form1'. The spreadsheet has two columns, A and B. Column A contains various tax-related items, and column B contains numerical values, mostly 0.00. The items in column A include: Net profit or loss as per consolidated profit and loss account, Net profit or loss from speculative business included in above, Net profit or loss as per profit and loss account from business or profession other than speculative business, Income/ receipts credited to profit and loss account considered under other heads of income, Expenditure debited to profit and loss account considered under other heads of income, Balance profit or loss as per profit and loss account, Amount claimed deductible under section 10A/10AA/10B/10BA, Profit or loss from Section 44AD, Profit or loss from Section 44AE, Profit or loss from Section 44AF, Profit or loss from Section 44BB, Profit or loss from Section 44BBA, Profit or loss from Section 44BBB, Balance profit or loss, Net income included above which is exempt : Exempt income, Net income included above which is exempt : Share of income from firm(s), Net income included above which is exempt : Share of income from AOP/ BOI, Profit or loss, Depreciation debited to profit and loss account included in above, Depreciation allowable under the Income-tax Act, Profit or loss after adjustment for depreciation, and Adjustments in accordance with sections 28 to 44. The embedded validator dialog box is open, showing four steps: Step 1: Complete all Worksheets listed below; Step 2: Verification; Step 3: Export to SRF Format; and Step 4: Validate and Convert to XML. An arrow points to Step 3, which has a button labeled 'Click to Start Exporting to SRF'.

	A	B
1	Net profit or loss as per consolidated profit and loss account	0.00
2	Net profit or loss from speculative business included in above	0.00
3	Net profit or loss as per profit and loss account from business or profession other than speculative business	0.00
4	Income/ receipts credited to profit and loss account considered under other heads of income	0.00
5	Expenditure debited to profit and loss account considered under other heads of income	0.00
6	Balance profit or loss as per profit and loss account	0.00
7	Amount claimed deductible under section 10A/10AA/10B/10BA	0.00
8	Profit or loss from Section 44AD	0.00
9	Profit or loss from Section 44AE	0.00
10	Profit or loss from Section 44AF	0.00
11	Profit or loss from Section 44BB	0.00
12	Profit or loss from Section 44BBA	0.00
13	Profit or loss from Section 44BBB	0.00
14	Balance profit or loss	0.00
15	Net income included above which is exempt : Exempt income	0.00
16	Net income included above which is exempt : Share of income from firm(s)	0.00
17	Net income included above which is exempt : Share of income from AOP/ BOI	0.00
18	Profit or loss	0.00
19	Depreciation debited to profit and loss account included in above	0.00
20	Depreciation allowable under the Income-tax Act	0.00
21	Profit or loss after adjustment for depreciation	0.00
22	Adjustments in accordance with sections 28 to 44	0.00

Embedded Excel Validator

Figure 9: Option 3 – Excel Format

The process to be followed with an Excel sheet is:

- Fill in the relevant information and save the file.
- This Excel application comes along with an embedded validator. Right click the saved Excel file to invoke it. It validates the form and generates an XML format of the file on the local machine.
- Validator must now validate this XML format. Double click the ***XML Validation Utility*** application that was downloaded previously to validate it on the local machine itself.

- Correct the errors, if any. Keep validating and correcting until there are no more errors.
- The XML file is ready to be uploaded.

Anyone who wants to create any other application to create the XML e-return file can download an XML schema (the file with the extension .xsd) which will help them use their application suited to their needs but still conform to the XML format required by the E-Filing System. You can download the XML schema by clicking the **Download** option near *Click here to download the XML Schema for Forms <form numbers>*.

Click on the hyperlink to start the download

Downloads for Form 1

Form1 Excel utility 
File validation utility for Form1 Excel
Form1 Exe utility 
Prerequisite for Form1 Exe utility
ITS Form1SchemaVer1.0.1.xsd
ITS Form1SchemaVer1.0.1.PDF

Downloads for Form 3B

Form3B Excel utility 
File validation utility for Form3B Excel
Form3B Exe utility 
Prerequisite for Form3B Exe utility
ITS Form3BVer1.0.1.xsd
ITS Form3BVer1.0.1.PDF

Figure 10: Download of Schema - .xsd format

Step 4: Upload the XML file

To upload the XML e-return file, click ***Submit Your Returns***.

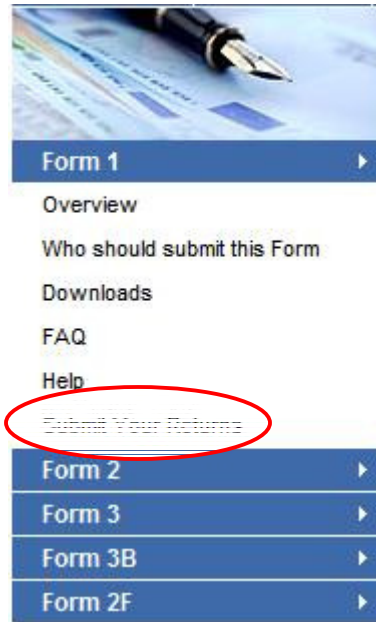


Figure 11: Click to Submit Your Returns

On clicking Submit Your Returns, a page similar to the one displayed below appears where you must click ***Browse*** to select your XML file.

Welcome to the E-Filing of Return	
PAN	AAGPD4403Q
USERID	ramu
EFiling	
Select the XML File	Browse
Certification chain (Base64-encoded)	
Digital signature (Base64-encoded)	
Submit Reset	

Figure 12: Upload XML and Submit

If you opt to digitally sign the form, drag and drop your digital signature and your digital certificate. Otherwise, leave the fields blank. Click the ***Submit*** button to continue uploading the e-return XML file.

Step 5: Print the Provisional Acknowledgment

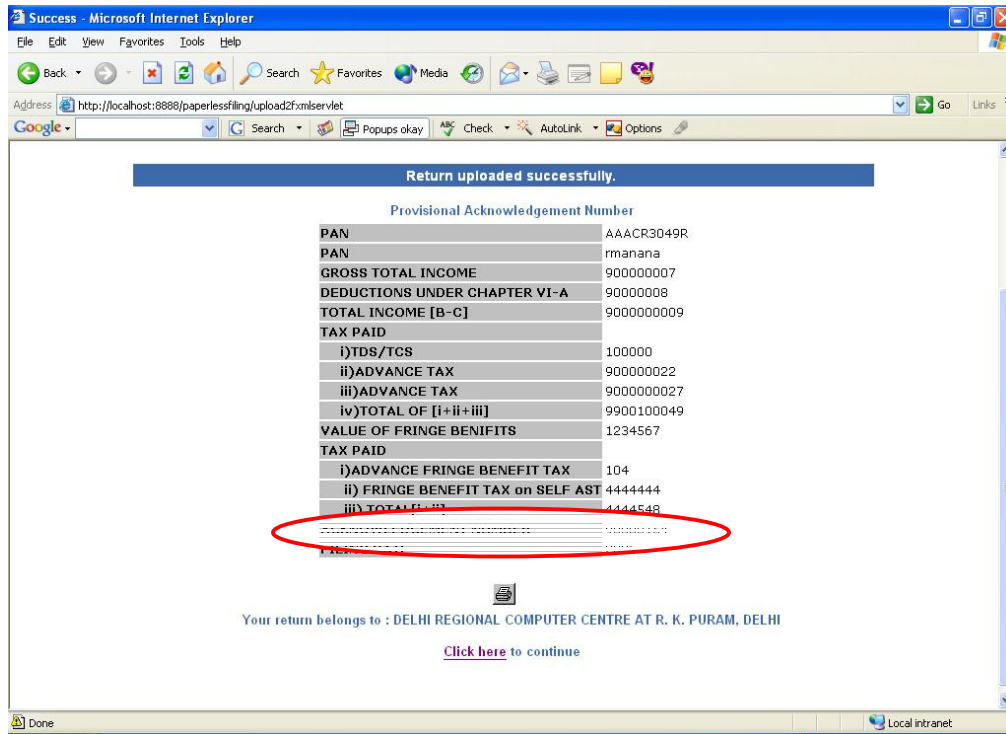


Figure 13: Print Provisional Acknowledgement

If the e-return has been filed successfully, you will now get an acknowledgement number. If you had digitally signed the form, the filing process is over. You can take a print out of the acknowledgment number for your records.

If you did not opt for the digital signature,

- Take a print out of the form you had filled up electronically, sign at the required places
- Take a print out of the acknowledgement receipt given to you by the Income Tax Department server
- Attach the form and the acknowledgement receipt together
- courier it to the nearest Income Tax Department office.