

Income Tax New Website - Overview

For Tax Payers

TAX & LAW
we update you ...



The income tax department completely changed its website to service us better.

Taxpayers are advised to login and update their profile including address, mobile no and mail id.

Chartered Accountant is a new user on this portal. They can e-file Income Tax Forms (other than Income Tax Returns) CA s are requested to register.

In this presentation, we are giving brief introduction to use the new website effectively.

For more details please contact

“TAXnLAW Services”

PURNA CHANDRA RAO

99 66 00 89 00 ; purna@taxnlaw.info



Open www.incometaxindiaefiling.gov.in

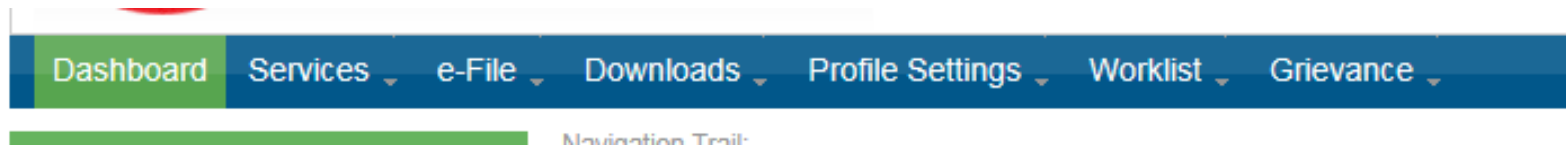
Login with your PAN no as user id and your password along with date of birth/date of incorporates in dd/mm/yyyy format. (earlier no need DOB for login)

On successful login you will find below menus in the page

1. Dashboard
2. Services
3. E-file
4. Downloads
5. Profile Settings
6. Worklist
7. Grievance



Screenshot given below



1. Dashboard

In “Dashboard”, you will find Quick link at left side

Quick e-file ITR-1: to upload XML file directly

Upload Return: same as above

View Form 26AS: to view form 26AS

Rectification Request: to rectify previous returns

Tax Calculator: to calculate income tax amount (redirect to another website)

Download ITR: to download ITR forms in excel & PDF formats

E-Pay Tax: to pay taxes online. This will take to NSDL site

E-file Dos & Don'ts: instructions for e-filing

ITR V Dos & Don'ts: instructions related to ITR V



1. Dashboard

At middle of the page you will find below two options

[Click to view Returns/Forms](#)

Here you will find list of returns filed earlier. Here you can download ITRV and XML file

[Click to view Notifications](#)

Here you can view and read notifications you have received



2. Services

In second menu “Service” you will find

View form 26AS: to view tax credit statement

My Returns/Forms: to view previous filed returns / forms

Refund/Demand Status: to know the refund status

Refund re-issue request: to request refund

Rectification Request: to rectify your previous return

Rectification Status: to know the rectification status

Request for Intimation: to request intimation

Register as legal Heir: If taxpayer dead, then legal heir can register (need death certificate for this)

Add CA: you can add Chartered Accountant

List of CA: You can see list of CAs

Outstanding Tax Demand: you can see status of demand

Dis-engage ERI: to remove E Return Intermediary



3. e-File

In 3rd Menu “e-File” you can find

Upload Return: You can upload Income Tax returns from here

Prepare and submit online: here you can fill and file your income tax return online

E-file in response to Notice u/s 139(9): here you can file your revised return (in response to notice u/s 139(9))



4. Download

In this 4th menu “Download” you can find

Income Tax Return Forms: from here you can download IT returns forms in excel and PDF formats

Download pre-filled XML: here you can download previous filled XML files



5. Profile Settings

In this 5th menu you can find

Change Password: we can change our password here

Change secret questions/answers: you can change secret questions & answers

Update contact details: you can update contact details

Register Digital Signature Certificate: you can register digital signature

Opt for Higher Security: you can put extra security to your profile. You need digital signature for this

View My Profile: to see your profile

PAN Details: To see complete PAN Details

Mailing List: you need to subscribe to get latest news

Alerts, Reminders & Notifications: you need to enable this option to received Alerts, Reminders & notifications.



6. WorkList

In this 6th menu you can see list of works you have done for tax payer

7. Grievance

In this 7th menu “Grievance” you can find

Submit Request: Here you can submit request

Request List: Here you can see list of your previous requests



Thank You

Prepared by
PURNA CHANDRA RAO P
99 66 00 89 00
purna@taxnlaw.info