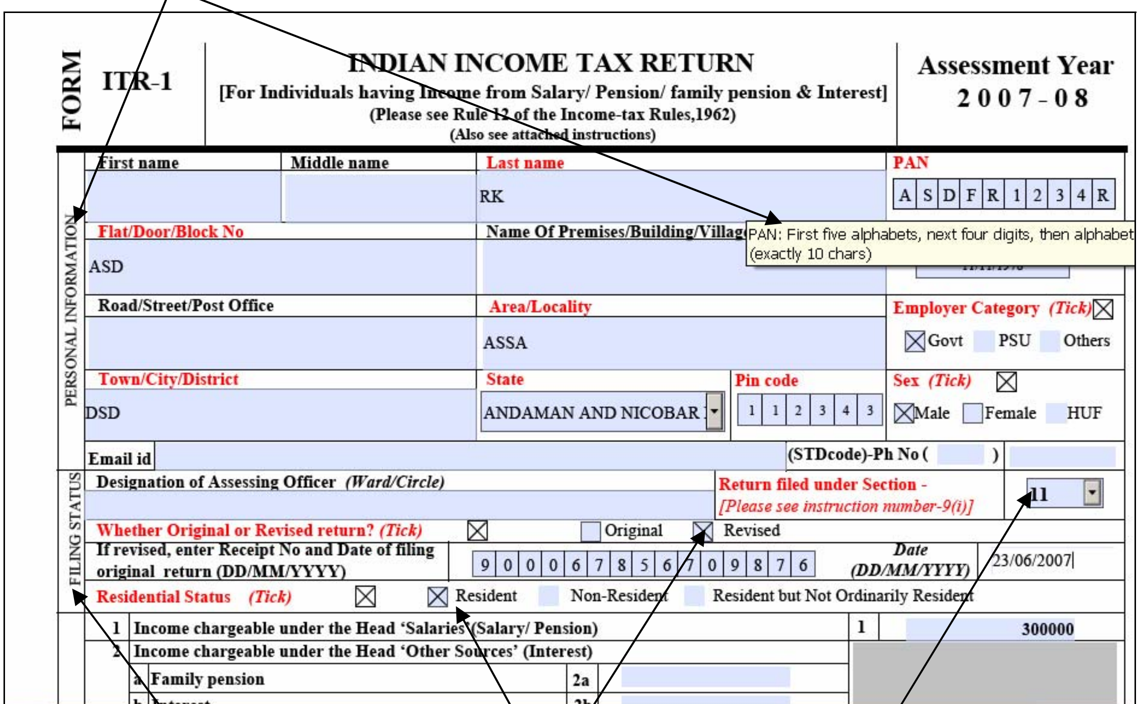
INSTRUCTIONS FOR FILLING INCOME TAX RETURN SOFTWARE FOR AY 07-08

1. Keep all necessary documents ready such as Form 16 issued by employer, Form 16A issued by deductor for TDS on interest payments, advance tax counterfoil etc.
2. Download Adobe Reader 8.1 to be able to fill out the form in case it is not available on your PC already. To download Adobe Reader ™ 8.1 available free of cost go to Adobe website at http://www.adobe.com/products/acrobat/readstep2.html. The editable PDF form for ITR is available free of cost.
3. Go to http://incometaxindiaefiling.gov.in website and click on downloads.
4. Review and select the appropriate Income Tax Return form (ITR) relevant to your requirement or situation for download. There is no need to download all forms.
5. Save the downloaded form on your desktop.
6. Open the form and start typing in details from the documents kept ready by you.
7. Type ‘Personal Information’ completely and accurately. Fields highlighted in RED are mandatory. Accurate address data in the fields prescribed is important to ensure that your refund, if any, is sent to the correct address. For every field, on moving the cursor, a Tool Tip appears which provides information on how to fill the data.



FORM ITR-1

INDIAN INCOME TAX RETURN
[For Individuals having Income from Salary/ Pension/ family pension & Interest]
(Please see Rule 12 of the Income-tax Rules,1962)
(Also see attached instructions)

Assessment Year 2007-08

PERSONAL INFORMATION

First name | Middle name | Last name: RK | PAN: A S D F R 1 2 3 4 R

Flat/Door/Block No: ASD | Name Of Premises/Building/Village

PAN: First five alphabets, next four digits, then alphabet (exactly 10 chars)

Road/Street/Post Office | Area/Locality: ASSA | Employer Category (Tick) ☒ Govt PSU Others

Town/City/District: DSD | State: ANDAMAN AND NICOBAR | Pin code: 1 1 2 3 4 3 | Sex (Tick) ☒ Male Female HUF

Email id | (STDcode)-Ph No ( )

FILING STATUS

Designation of Assessing Officer (Ward/Circle) | Return filed under Section - [Please see instruction number-9(i)] 11

Whether Original or Revised return? (Tick) ☒ Original ☒ Revised

If revised, enter Receipt No and Date of filing original return (DD/MM/YYYY) 9 0 0 0 6 7 8 5 6 7 0 9 8 7 6 Date (DD/MM/YYYY) 23/06/2007

Residential Status (Tick) ☒ Resident Non-Resident Resident but Not Ordinarily Resident

1 Income chargeable under the Head ‘Salaries’ (Salary/ Pension) 1 300000
2 Income chargeable under the Head ‘Other Sources’ (Interest)
a Family pension 2a
b Interest 2b

8. Under ‘Filing Status’ enter details of where you are / have been filing your Income Tax Returns (eg Salary Ward 1(4), Chennai).
9. Please see Form instructions to determine ‘Return filed under Section’. Usually it would be u/s 139 (1) if return is filed before due date ie select code ‘11’.
10. In case you have already filed your IT return for AY 2007-08 and wish to revise your return, only then select ‘Revised’ and provide details of filing of original return.
11. Please see Form instructions to determine ‘Residential Status’. Usually it would be ‘Resident’.

12. Enter details of Salary from your Form 16. In case you have changed jobs and have multiple Form 16s, then total the Salary figures and enter in the appropriate field.

INCOME & DEDUCTIONS	1	Income chargeable under the Head 'Salaries'(Salary/ Pension)					1	
	2	Income chargeable under the Head 'Other Sources' (Interest)						
		a Family pension	2a					
		b Interest	2b					
		c Total (2a+2b)					2c	
	3	Gross Total Income (1+2c)					3	
	4	Deductions under chapter VI A (Section)					Suggested value of eligible deduction is Rs. 160000 You may enter appropriate value in 4m.	
		a 80C	120000	e 80DD	60000	i 80GG		
		b 80CCC		f 80DDB		j 80GGA		
		c 80CCD		g 80E		k 80GGC		
		d 80D	20000	h 80G		l 80U		
		m Deductions (Total of	Mediclaim insurance.Maximum eligible amount is Rs 10,000 (Rs 15,000 for Senior Citizen)				4m	
	5	Total Income (3-4m)					5	0
	6	Net Agricultural Income *(Enter only if greater than Rs 5,000)*					6	
	7	'Aggregate Income' (5+6)					7	0
TAX COMPUTATION	8	a Tax Payable on 'Aggregate Income'					8a	
		b Rebate in respect of Net Agricultural income					8b	
	9	a Tax Payable on Total Income (8a-8b)	9a					
		b Surcharge on 9a	9b					
		c Education Cess on (9a+9b)	9c					
		d Total Tax, Surcharge and Education Cess Payable (9a+9b+9c)					9d	

13. Enter 0 in numeric field if not applicable. All items in 'Blue' are automatically calculated.
14. Under Chapter VIA deductions enter relevant values. Tool tips provide basic limits. Please refer to the IT Act for further details. Suggested value of eligible deductions is provided. However, depending on specific conditions higher deduction may be available. Therefore, appropriate value has to be entered in 4m.
15. Tax payable, rebate on agriculture income, surcharge, education cess and interest, if any, have to be calculated and entered. Automatic calculation is not provided to provide flexibility since calculations may vary based on specific conditions.
16. Enter details of TDS on Salary and TDS on Interest. Mention valid TAN of employer or deductor to get credit for TDS. Amount of TDS will appear in 15b

TAXES PAID	15	Taxes Paid				
		a Advance Tax *(from item 23)*	15a	2000		
		b TDS *(column 7 of item 21 +column 7 of item 22)*	15b	23000		
		c Self Assessment Tax *(from item 23)*	15c	5000		
		d Total Taxes Paid *(15a+15b+15c)*			15d	30000
	16	Tax Payable *(14-15d) (Enter if 14 is greater than 15d, else leave blank)*			16	
REFUND	17	Refund *(15d-14) (enter if 15d is greater than 14, also give Bank Account details below)*			17	30000
	18	Enter your Bank Account number *(mandatory in case of refund)*				
	19	Do you want your refund by ☒ *cheque*, or ☐ *deposited directly into your bank account? (tick as applicable)*				
	20	In case of direct deposit to your bank account give additional details				
		MICR Code		Type of Account *(tick as applicable)* ☒	☐ Savings	☐ Current

21 Details of Tax Deducted at Source from Salary *[As per Form 16 issued by Employer(s)]*

Sl.No (1)	Tax Deduction Account Number (TAN) of the Employer (2)	Name of the Employer (3)	Income chargeable under the head Salaries (4)	Deduction under Chapter VI-A (5)	Tax payable (incl. surch. and edn.cess) (6)	Total tax Deducted (7)	Tax payable/ refundable (8)
1	DELG02345D	ABCD P LTD	300000	100000	23000	23000	0

Address of the Employer: 32 SUNDER NAGAR City: NEW DELHI State: DELHI 110078

17. In case of refund, Bank account number is compulsory. In case direct deposit is selected then MICR code and type of account should be mentioned.
18. Enter details of tax payments and based on date of deposit the payment is taken as advance tax or self assessment tax as can be seen from figure above.
19. Once the form is filled, click on 'Check Form' to verify if any fields have been omitted etc.

Sl No	Name of Bank & Branch		BSR Code	Date of Deposit (DD/MM/YYYY)	Serial Number of Challan	Amount (Rs)
1	SBI	CHEMBUR	0 0 0 1 2 3 4	20/06/2006	1 2 3	2000
2	CBI	CHEMBUR	0 3 2 1 2 3 4	30/04/2007	1	5000

X

27 If the return has been prepared by a Tax Return Preparer (TRP) give further details as below:

Identification No. of TRP	Name of TRP	Counter Signature of TRP

If TRP is entitled for any reimbursement from the Government, amount thereof (*to be filled by TRP*) **28**

Print | Check Form | Generate BarCode | Export To XML

20. On successful validation other buttons become highlighted as seen below. Click on 'Export to Xml' to generate xml which can be saved on the PC. Subsequently, the xml file can be uploaded to the efiling website where the returns data will be processed and ITR-V form is generated.

Print | Check Form | Generate BarCode | Export To XML

Do not write or stamp in this area (Space for bar code)

13	a	Interest Payable U/s 234A	13a	
	b	Interest Payable U/s 234B	13b	
	c	Interest Payable U/s 234C	13c	
	d	Total Interest Payable (13a+13b+13c)	13d	
14		Total Tax and Interest Payable (12+13d)	14	25500

For Office Use Only

ReceiptNo

Date

Seal and Signature of receiving official

21. Click on 'Generate Barcode' to generate barcode. Barcode captures all fields in the return and is printed along with the return on clicking the 'Print' option. The barcode will enable quick and error-free extraction of data of the return onto the Department software for processing of refunds. Taxpayers are therefore advised to generate return printout with barcode. It is advisable to take the printout on a laser printer or inkjet/deskjet printer with good quality ink so that the barcode can be read accurately.
22. To efile the return, log on to http://incometaxindiaefiling.gov.in and upload the xml file. On successful upload, the combined acknowledgement of the e-return and verification form called ITR-V is generated. Take printout of the ITR-V and after placing signature, submit the ITR-V to the appropriate Income Tax office.