

# GUIDANCE TO E-FILING

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# About Us

**Rajput Jain & Associates is a Chartered Accountants firm, with its headquarter situated at New Delhi (the capital of India). The firm has been set up by a group of young, enthusiastic, highly skilled and motivated professionals who have taken experience from top consulting firms and are extensively experienced in their chosen fields has providing a wide array of Accounting, Auditing, Taxation, Assurance and Business advisory services to various clients and their stakeholders. Focus at providing tailor made solutions to challenging problems of our clients, and perform with high quality and timely service. Rajput Jain & Associates, a professional firm, offers its clients a full range of services, to serve better and to bring bucket of services under one roof, the firm has merged with it various Chartered Accountancy firms pioneer in diversified fields Our main office is located at Delhi. Incidentally, Delhi is the Capital of India. Our other offices are in Mankapur & Moradabad (U.P.). We have associates all over India in big cities. All our offices are well equipped with latest technological support with updated reference materials. We have a large team of professionals other than our Core Team members to meet the requirements of our prospective clients including the existing ones. However, considering our commitment towards high quality services to our clients, our team keeps on growing with more and more associates having strong professional background with good exposure in the related areas of responsibility. Further to meet the growing demands of the fiercely competitive market we are constantly looking forward for team of associates comprising of highly skilled professionals to cater the needs ever increasing clientele.**

# WHAT IS E-FILING

## TAX RETURN FILING WAYS

OFFLINE

ONLINE

E-filing or electronic filing is submitting your income tax returns online. There are two ways to file your income tax returns. The **traditional way is the offline** way where you go the Income Tax Department's office to physically file your returns. The **other way is when you e-file** through the internet. Over the past few years, e-filing has become popular because it is easier, doesn't require prints of documents and can be done for free.

# Requirement of filing ITR

It is mandatory to file income tax returns in India, if any of the below conditions are applicable to you, as per the Income Tax Act.

Earn gross annual income more than Rs. 2.5 lakhs

Earn income other than salary like house property, etc.

Want to claim income tax refund from the department

Earn from or have invested in foreign assets

Wish to apply for visa or loan applications

Company or a firm, irrespective of profit or loss

# Deadline for e-filing tax

## returns

The last date for e-filing income tax returns for FY2015-16 is **31st July 2016**.

You can e-file your tax returns any time before then, but it is always better to e-file early to avoid the rush and heavy website traffic in the last month.

**31<sup>st</sup> JULY 2016**



# Types of e-filing

Use Digital Signature Certificate (DSC) to e-file. It is mandatory to file IT forms using Digital Signature Certificate (DSC) by a chartered accountant.

If you e-file without DSC, ITR V form is generated, which should then be printed, signed and submitted to CPC, Bangalore by ordinary post or speed post within 120 days from the date of e-filing.

You can file e-file IT returns through an E-return Intermediary (ERI) with or without DSC.

# Types of e-filing IT Returns

## ITR 1 (SAHAJ)

- For Individual
- In case of income of salary/Pension, House property income and income from other sources

## ITR 2

- For individual and HUF
- In case of income from more than one house property and not having income from business profession

## ITR 3

- For individual and HUF
- Being partners in firm but not carrying any business under proprietorship

## ITR 4

- For individual
- Earning income from any proprietary business or profession

## ITR 4S (SUGAM)

- For Individual or Hindu Undivided Family (HUF)
- Earning income from business, No Capital Gains, Agricultural Income which is less than Rs 5k, no asset in foreign country or no income from a source outside India.

## ITR 5

- Firms/AOP/BOI

## ITR 6

- Companies
- Except companies claiming exemption under section 11

## ITR 7

- For persons including companies required to furnish return under sections 139(4A) or 139(4B) or 139(4C) or 139(4D) or 139(4E) or 139(4F)



# HOW TO E-FILE

## Step-1

- Log on to '[www.incometaxindiaefiling.gov.in](http://www.incometaxindiaefiling.gov.in)'

## Step-2

- GO TO 'Downloads' section and select applicable Income Tax Return Form of the relevant Assessment Year.

## Step-3

- Download the excel utility of the Income Tax Return (ITR).

## Step-4

- Fill the excel utility and Validate.

## Step-5

- **Generate an XML file and save in desired path/destination in your desktop/system.**

## Step-6

- **LOGIN to e-Filing application and GO TO --> e-File --> Upload Return.**

## Step-7

- **Select the Income Tax Return Form and the Assessment Year.**

## Step-8

- **Browse and Select the XML file.**

## Step-9

- Upload Digital Signature Certificate, if available and applicable.

## Step-10

- Click 'SUBMIT'.

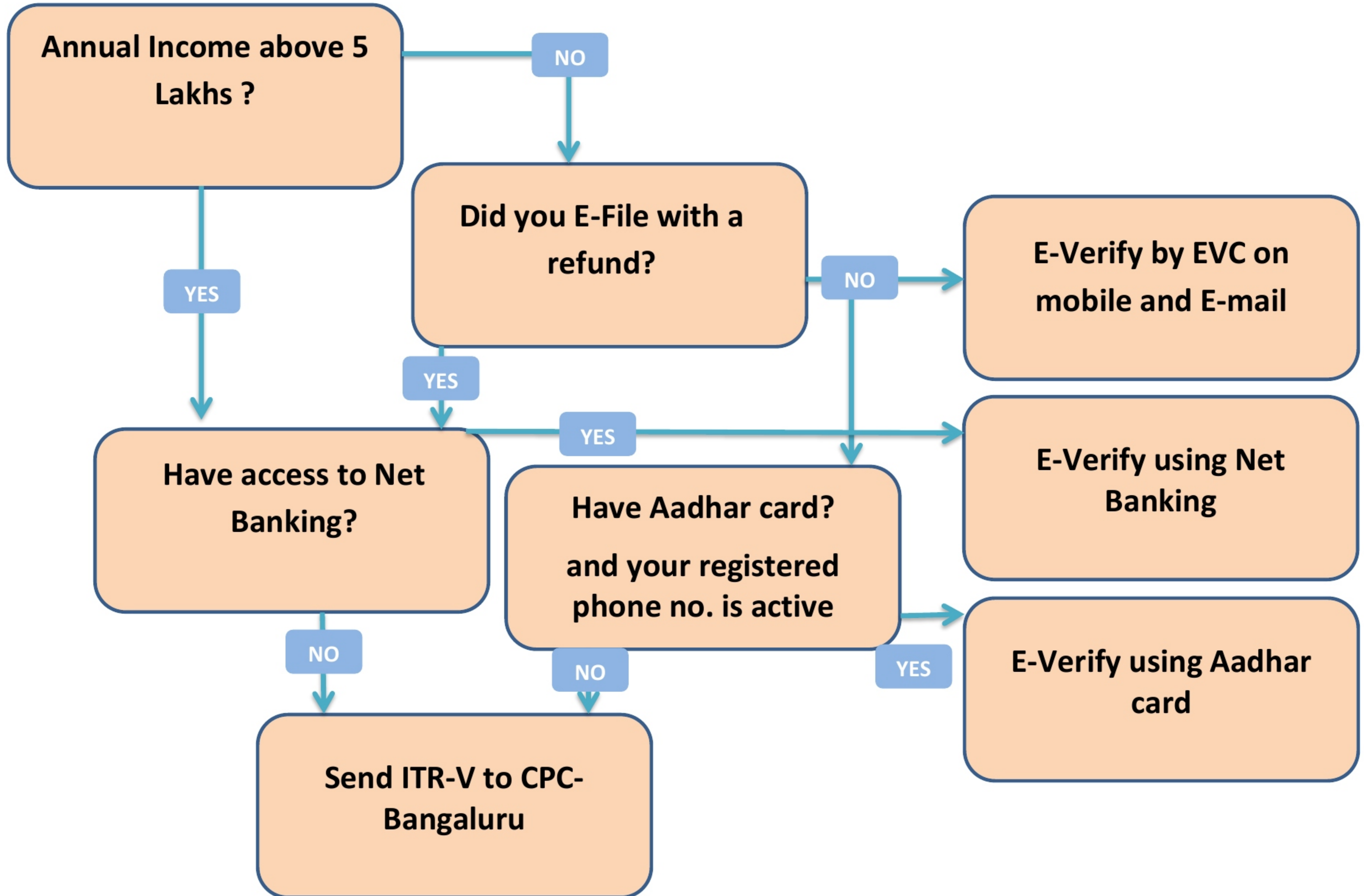
## Step-11

- On successful upload, Acknowledgement details would be displayed. Click on the link to view or generate a printout of Acknowledgement/ITR-V Form.

INCOME TAX RETURN

ICATION:

# HOW TO E-VERIFY YOUR INCOME TAX RETURN





# CONTACT US

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