NEW e-FILING PORTAL

Chatbot
Help videos
HERE ARE A FEW STEPS ON HOW YOU CAN FILE ONLINE:

**ONLINE e-FILING PROCESS (ITR 1 & ITR 4)**

- Login to the e-Filing Portal and go to 'e-File' -> 'File Income Tax Return'.
- Select the "Assessment Year," "Filing Type", ITR Type, Submission Mode.
- Select Status.
- Continue if you are sure about the ITR type or you can click on "Proceed" to help find your ITR.
- Select Reason for filing & Fill the applicable fields of the ITR.
- Select Verification Mode.
- Fill all the applicable fields in the ITR.
- Enter EVC/OTP for e-Verifying your ITR (OR) Send the signed ITR-V to CPC for verification.
- e-Filing of ITR is now complete.

**OFFLINE e-FILING PROCESS**

Going completely online can be difficult, especially when you have multiple forms with a lot of data and laborious calculations. So to ease you in, the option to download and then upload a completed file, without the fear of ‘Session Time Out’ is also provided.

HERE’S HOW YOU GO ABOUT THE PROCESS:

- Download the applicable JSON utility from the e-Filing Portal.
- Go to ‘Downloads’ -> Income Tax Returns.
- Download Utility.
- Fill all the applicable fields in the ITR utility and generate JSON file.
- Login to the e-Filing Portal and go to e-File-> Income Tax Returns -> File Income Tax Returns.
- Select the "Assessment Year," "Filing Type", ITR Type, Submission Mode.
- Select Verification Mode, as applicable.
- Upload the generated JSON file.
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**e-VERIFICATION**

Once you’ve submitted your ITR, it is important to verify the same, in order to complete the filing process. e-Verification is the easiest way of verifying your ITR, as it saves you the effort of sending signed ITR-V to CPC Bengaluru.

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**HOW TO e-VERIFY**

You can e-verify using: A) Electronic Verification Code B) Aadhaar OTP or C) By logging in through Net Banking. EVC may be obtained using a pre-validated bank account or a pre-validated Demat account.

D) Using DSC

HERE ARE A FEW SIMPLE STEPS TO COMPLETE THE PROCESS:

- Login to e-Filing portal and go to ‘e-File’ -> ‘Income Tax Return’ -> ‘e-Verify Return’
- Click on the ‘e-Verify’ link available against the ITR which is to be e-Verified.
- Select e-Verification, mode as applicable.
- Enter EVC/OTP for e-Verifying your ITR.
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