



The Institute of Cost Accountants of India
(Statutory body under an Act of Parliament)

DIRECT TAX LAW



Salary Income – New ITR Forms

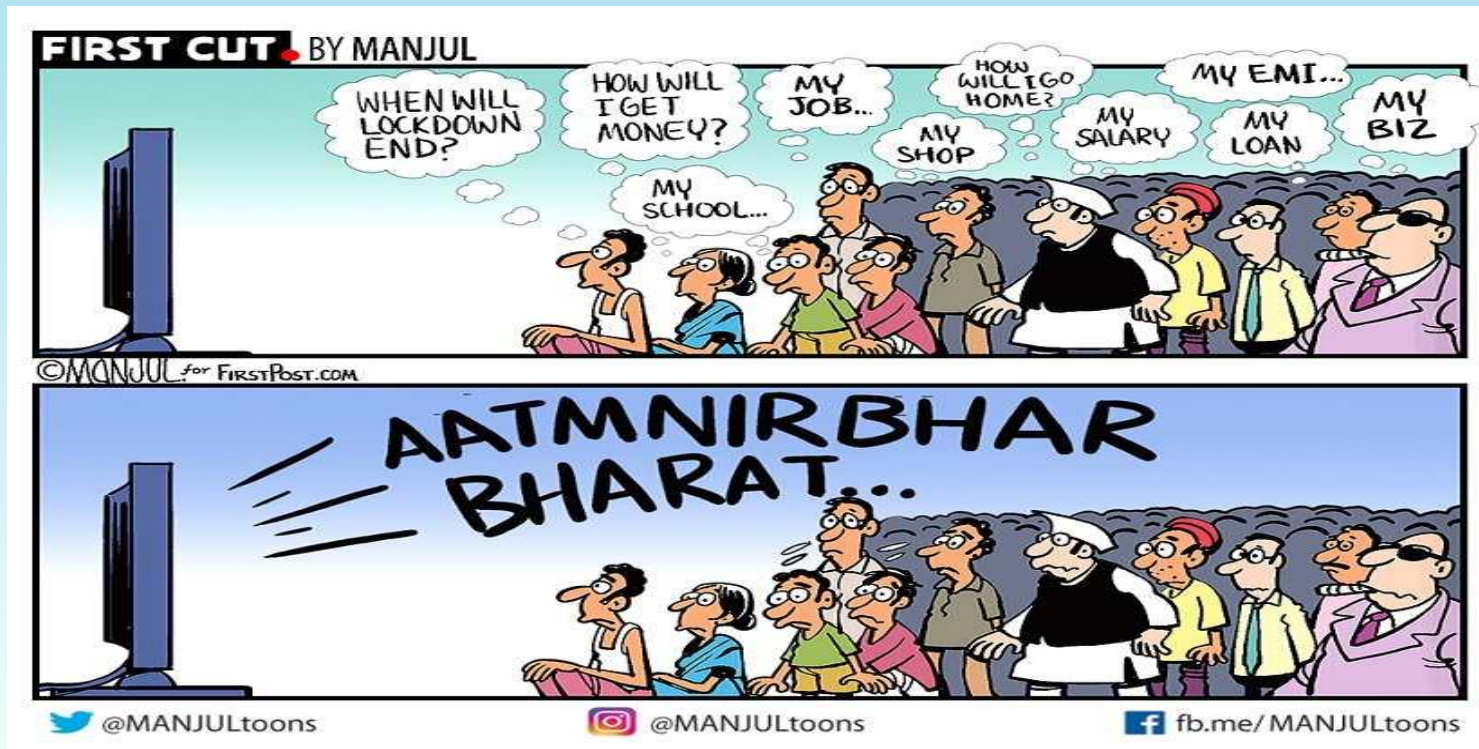
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Registered Valuer



NEW INCOMETAX PORTAL

www.incometax.gov.in/



1. Download JSON Utility from Income Tax Portal

The screenshot shows the Income Tax Portal's 'Downloads' page. At the top, there is a navigation bar with links for Home, Individual/HUF, Company, Non-Company, Tax Professionals & Others, Downloads (highlighted), and Help. A search icon is also present. Below the navigation bar, the breadcrumb 'Home > Downloads' is visible. The main heading is 'Downloads'. On the left, there is a sidebar with two categories: 'Income Tax Returns' (selected) and 'DSC Management Utility'. The main content area shows the 'Assessment Year' dropdown set to '2021-22'. To the right of the dropdown is a link for 'Read General Instructions'. Below this, there are two expandable sections: 'Common Offline Utility (ITR 1 to ITR 4)' and 'Common Offline Utility (ITR 5 to ITR 7)'. The first section is expanded, showing a link for 'Utility' (97.4MB) and the 'Date of JSON Utility release' as '06-Aug-2021'.

Income Tax Returns

DSC Management Utility

Assessment Year *

2021-22

[Read General Instructions](#)

▼ **Common Offline Utility (ITR 1 to ITR 4)**

Common Offline Utility for filing Income-tax Returns ITR 1, ITR 2, ITR 3 and ITR 4 for the AY 2021-22.

[Utility](#) 📄 (97.4MB)

Date of JSON Utility release 06-Aug-2021

➤ **Common Offline Utility (ITR 5 to ITR 7)**

New IT Portal
www.incometax.gov.in/

2. Click on file returns to Start Filing/ Draft Version to continue with saved data

Income Tax Returns

Returns

Draft Version of Returns

Pre-filled Data

ITR for A.Y. 2021-22

Income Tax Return is the form in which tax payer files information about his income and tax thereon to the Income Tax Department. Various forms are ITR 1, ITR 2, ITR 3 and ITR 4.

File your tax return for the AY 2021-22, i.e for the Financial Year 2020-21 (01-04-2020 to 31-03-2021)

[File Returns >](#)

3. Prefill Options

The screenshot shows the 'Income Tax Returns' section of the ITD e-Filing Desktop Utility. The header includes the e-Filing logo, 'Income Tax Department, Government of India', and 'Desktop Utility (ITR 1-4)'. Navigation links for 'Call Us', 'English', and font size adjustments are present. The status bar indicates 'ITD e-Filing-DU-v1.0.7' and 'Utility connected Offline'. The main content area has a breadcrumb 'Home > Income Tax Returns' and a heading 'Income Tax Returns'. Below the heading, a message states: 'Please select download or import option to have your pre-filled data to proceed further'. Three options are listed, each with a radio button and a description:

- Download Pre-filled Data**
On click of this option, you can directly download the pre-filled JSON from Income-tax website in this utility after providing login credentials
- Import Pre-filled Data**
On click of this option, the pre-filled data already saved by you on your system in .json format can be imported to prefill the information in the income tax return
- Import draft ITR filled in online mode**
On click of this option, already partially filled return in online mode can be imported here if you wish to change the mode of filing from online to offline mode

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4. Provide PAN and Select AY to continue

[Home](#) > [Income Tax Returns](#) > Download Pre-filled data

Income Tax Returns

To download your pre-filled data, please provide the below information to proceed further

* Indicates mandatory fields

PAN *



Assessment Year (A.Y.) *



Proceed >

5. Select status applicable to you

[Dashboard](#) > [Filing Returns for A.Y. 2021-22](#)

Please select the status applicable to you to proceed further

Based on your last year's data we have pre-selected a status applicable to you.
You may change the status if it is not applicable to you.

Individual

HUF

Others

[< Back](#)

[Continue >](#)

6. Choose ITR Form

[Home](#) > [Filing Returns for A.Y. 2021-22](#)

Income Tax Returns

You need to choose an ITR Form to proceed

Help me decide which ITR Form to file

[Proceed >](#)

[< Back](#)

I know which ITR Form I need to file

Select ITR Form ▾

Select ITR Form

ITR - 1

ITR - 2

ITR - 3

ITR - 4

7. Data pre-filled based on selected ITR Form

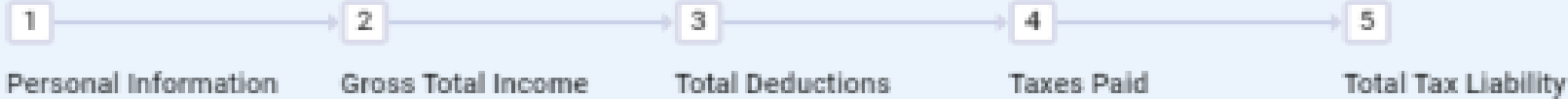
The screenshot displays the ITD e-Filing-Utility Desktop Utility (ITR 1-4) interface. The top navigation bar includes the e-Filing logo, the text "Desktop Utility(ITR 1-4)", and utility status information: "Call Us", "English", font size controls (A, A*), and "ITD e-Filing-DU-v1.0.7 Utility connected Online".

The main content area shows a progress indicator with three steps: 1. Validate Return (highlighted), 2. Confirm your Return Summary, and 3. [unclear]. Below this, there are sub-sections for "Personal Information" and "Gross Total Income".

A prominent message reads: "Let's validate your pre-filled return. We have pre-filled your return based on information available with the Income Tax Department. Please confirm that the details in each section are correct to proceed." Below this message is a blue "Ok" button.

At the bottom right, there is a "Get Started" button with a timer icon. The "Return Summary" section shows "Personal Information" with a sub-description: "Includes your Aadhaar, PAN, Contact and Bank details". A "Provide your confirmation" button is visible on the right side of this section.

8. Provide Personal Info



Let's validate your pre-filled return

We have pre-filled your return based on information available with the Income Tax Department. Please confirm that the details in each section are correct to proceed.



It's good, keep going...

Return Summary



Personal Information ✔ Confirmed
Includes your Aadhaar, PAN, Contact and Bank details

₹ 0
Modify if required >



Gross Total Income
Includes your income from business, profession, salary, house property, income from other sources such as bank interest, etc.

₹ 0
Provide your confirmation >



Total Deductions

₹ 0

9. Form-16 is pre-filled for Salary Income(Can be altered)

summary



Verify your income source details

[Need Help ?](#)

Please verify your income sources as collected from various sources and proceed.

Income from Salary

[Edit](#)

i. Gross Salary	₹ 0
ii. Less : Exempt Allowances ⓘ	(-) ₹ 0
iii. Net Salary (i - ii)	₹ 0
iv. Deductions u/s 16	(-) ₹ 0
v. Income Chargeable under the head 'Salaries' (iii - iv)	₹ 0

10. Provide Income Details



e-Filing *Anywhere Anytime*
Income Tax Department, Government of India

Desktop
Utility(ITR 1-4)



Call Us



English



A



A+



ITD e-Filing-DU-v1.0.7

Utility connected Online



Personal Information ✔ Confirmed

Includes your Aadhaar, PAN, Contact and Bank details

Modify if required



Gross Total Income ✔ Confirmed

Includes your income from business, profession, salary, house property, income from other sources such as bank interest, etc.

₹
Modify if required



Total Deductions

Includes tax saving deductions or payment towards life insurance, medical premium, pension funds, provident fund, etc.

₹ 0
Provide your confirmation



Tax Paid

Includes details of taxes deducted and paid by deductors e.g. employer.
Also includes taxes paid by you e.g. advance tax, self assessment tax

₹ 0
Provide your confirmation



Total Tax Liability

Includes computation of tax you owe to the Government based on your income and deductions

₹ 0
Provide your confirmation



11. Provide Deductions available to you



e-Filing *Anywhere Anytime*
Income Tax Department, Government of India

Desktop
Utility(ITR 1-4)

Call Us

English

A⁻ A A⁺



ITD e-Filing-DU-v1.0.7

Utility connected Online



Personal Information



Gross Total Income



Total Deductions



Taxes Paid



Total Tax Liability

Verify your deductions

Need Help ?

Please verify your deduction details and proceed further

80D

Deduction in respect of Health Insurance premia

Edit

Delete

Amount Of Expenditure
As per Form 16

₹ 0

Amount eligible for deduction under section 80D

₹ 0


If you are entitled to any other claims, please select to claim such eligible deductions

80CCD(2) - Contribution to pension scheme of

80D - Deduction in respect of Health Insurance

80G - Donations to certain funds, charitable


12. Tax liability is Computed based on provided data

 **e-Filing** *Anytime Anywhere*
Income Tax Department, Government of India

Desktop Utility(ITR 1-4)

Call Us | English | A A* | ITD e-Filing-DU-v1.0.7
Utility connected Online

Home > Filing Returns for A.Y. 2021-22 > ITR-1 > Validate Your Pre-filled Data > Tax Summary


1 Validate Return → **2 Confirm your Return Summary** → 3 Verify and Submit

You need to make a payment of ₹ [REDACTED]

Please view your Tax Summary details and proceed further

[Print](#) [Download](#)

Calculation of Your Taxable Income

A. Gross Total Income Show Details >	₹ [REDACTED]
B. Total Deductions Show Details >	₹ 0
C. Total Taxable Income (A-B)	₹ [REDACTED]

14. After Submission of ITR and Successful Validation - Proceed to Verify

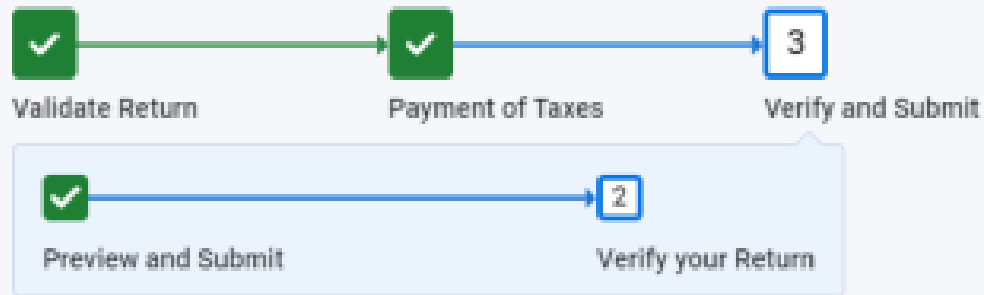
The screenshot displays the ITR-1 e-filing utility interface. At the top, the logo for e-Filing (Anywhere Anytime) is visible, along with the text "Income Tax Department, Government of India". The utility is identified as "Desktop Utility(ITR 1-4)". On the right, there are links for "Call Us", "English", font size controls (A, A+), and a status indicator "ITD e-Filing-DU-v1.0.7 Utility connected Online".

The main navigation path is: Home > Filing Returns for A.Y. 2021-22 > ITR-1 > Validate Your Pre-filled Data > Preview & Submit Your Return > Rectify Errors.

A progress bar shows three steps: "Validate Return" (completed with a green checkmark), "Confirm your Return Summary" (completed with a green checkmark), and "Verify and Submit" (indicated by a box with the number 3). A callout box highlights the current step, "Verify your Return" (indicated by a box with the number 2), which is preceded by "Preview and Submit" (completed with a green checkmark).

The main content area displays "ITR 1" and a green box with a checkmark and the text "Validation Successful! No errors were found." Below this, there are three buttons: "< Preview Return", "Download JSON", and "Proceed to Verification >".

15. E-Verify your Return

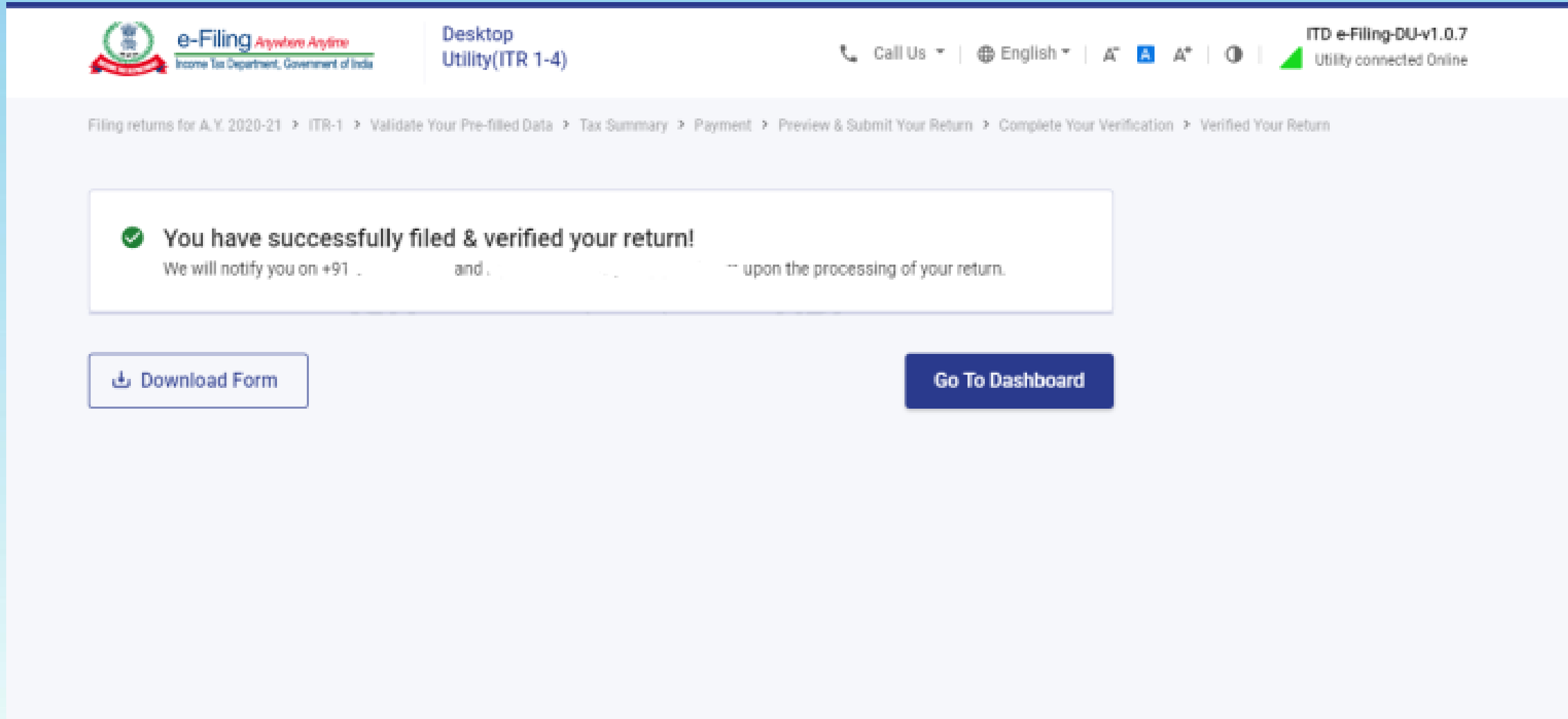


Complete your Verification

Select a Verification method below to finish filing

- e-Verify Now** Recommended
Instant e-Verification via Aadhaar OTP/Prevalidated Bank Account/ Prevalidated Demat Account
- e-Verify Later**
You can submit the return now and e-Verify within 120 days of submission
- Verify via ITR-V**

16. Successfully e-filed !



The screenshot displays the ITD e-Filing-Utility interface. At the top left is the logo for e-Filing, Anywhere Anytime, Income Tax Department, Government of India. To its right, it says "Desktop Utility(ITR 1-4)". On the top right, there are links for "Call Us", "English", font size controls (A, A*), and a status indicator "ITD e-Filing-DU-v1.0.7 Utility connected Online". Below the header is a breadcrumb trail: "Filing returns for A.Y. 2020-21 > ITR-1 > Validate Your Pre-filled Data > Tax Summary > Payment > Preview & Submit Your Return > Complete Your Verification > Verified Your Return". The main content area features a green checkmark icon and the text "You have successfully filed & verified your return!". Below this, it states "We will notify you on +91 . . . and . . . upon the processing of your return." At the bottom, there are two buttons: "Download Form" and "Go To Dashboard".

e-Filing Anywhere Anytime
Income Tax Department, Government of India

Desktop Utility(ITR 1-4)

Call Us | English | A A* | ITD e-Filing-DU-v1.0.7
Utility connected Online

Filing returns for A.Y. 2020-21 > ITR-1 > Validate Your Pre-filled Data > Tax Summary > Payment > Preview & Submit Your Return > Complete Your Verification > Verified Your Return

✔ You have successfully filed & verified your return!
We will notify you on +91 . . . and . . . upon the processing of your return.

[Download Form](#) [Go To Dashboard](#)

Return can be filed without JSON Utility



e-Filing *Anywhere Anytime*
Income Tax Department, Government of India

Call Us ▾

A⁻ A A⁺



ATUL KUMAR ▾
Individual

Dashboard

e-File ▾

Authorised Partners ▾

Services ▾

Pending Actions ▾

Grievances ▾

Help

Session Time 3 9 : 4 7

[Dashboard](#) > [e-File](#) > [Income Tax Return](#) > [File Income Tax Return](#)

You need to select a mode of filing to proceed

Select mode of filing

Online (Recommended)

Offline

Proceed



Filing Income Tax Returns? Avoid These Six Common Mistakes

Picking up wrong Income Tax Return Form

Not reporting all income sources Eg., Income from shares

Not declaring your real estate properties

Mistakes in claiming deductions under section 80C

Discrepancy in TDS details and claiming TDS

Not providing correct personal details like mobile and email id

Not providing Shareholding and Directorship details

Happy Tax Season!



**INCOME
TAX
e FILING**



Questions?





THANK YOU

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