

## 1. Overview

The Rectification Request service is available to:

- All taxpayers registered on the e-Filing portal
- Registered ERI Users / Registered Authorized Signatories / Registered Representative Assesseees (applicable only if the taxpayer wants to engage one)

This service is available only after logging in to the e-Filing portal. It allows you to rectify any mistake apparent from record in the intimation sent or order passed by CPC for processed returns.

## 2. Prerequisites for availing this service

- Registered user on the e-Filing portal with valid user ID and password
- For registered taxpayers (or Authorized Signatory / Representative Assessee on behalf of the taxpayer):
  - Received an intimation u/s 143(1) of the Income Tax Act, 1961 or u/s 16(1) of the Wealth Tax Act from CPC, Bengaluru
  - Add ERI using the My ERI service (applicable only if the taxpayer wants to engage an ERI)
- For registered ERI users:
  - Add the taxpayer as a client using the Add Client service
  - ERI status is Active
- Both registered taxpayers and registered ERI users:
  - Register valid DSC in e-Filing (not expired) to exercise Using Digital Signature Certificate (DSC) option; or
  - Generate EVC

## 3. Step-by-Step Guide

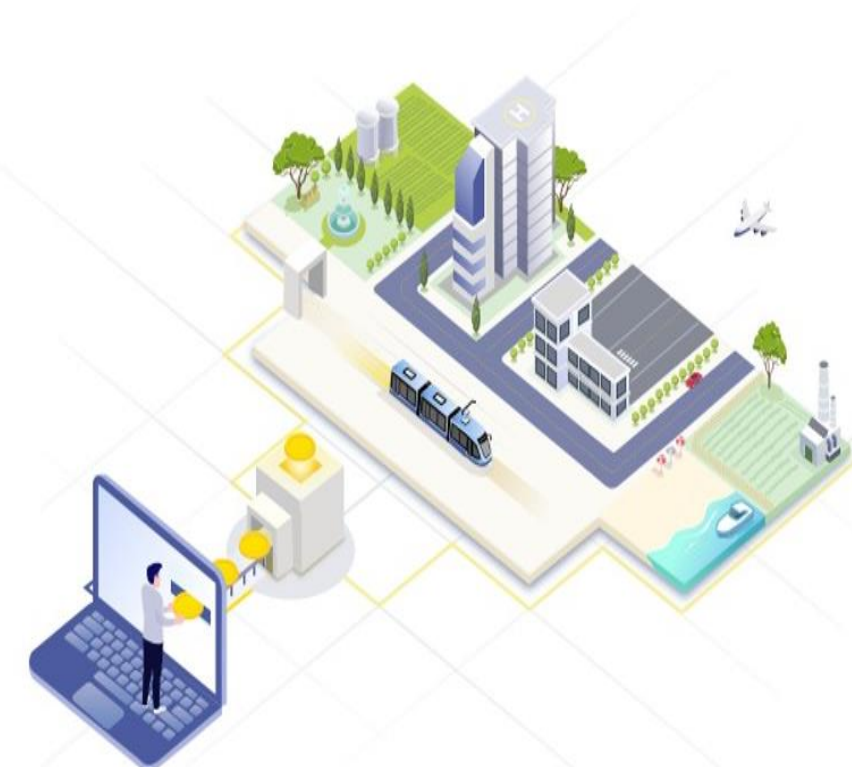
Step 1: Log in to the e-Filing portal using your valid user ID and password.



# One-stop solution for all your tax needs

With our smart and 100% secure systems, you just have to verify and submit your pre-filled returns. It's so simple, and absolutely free.

File Your Tax Return



Step 2: Click Services > Rectification.

The screenshot shows the e-Filing portal interface. At the top, there is a header with the e-Filing logo, language selection (English), and user profile (ABC Individual). Below the header is a navigation bar with links: Dashboard, e-File, Authorised Partners, Services, Pending Actions, Grievances, and Help. The 'Services' menu is open, showing options like Tax Credit Mismatch, Rectification (highlighted with a red box), Refund Reissue, Condonation Request, Challan Corrections, Generate Electronic Verification Code (EVC), Manage ITD Reporting Entity Identification Number (ITDREIN), and View/Download E-PAN. On the left, the user's profile is displayed with details like ZNLPP5191M and a progress bar for profile completion (80%). On the right, there are sections for 'Pending Actions' (3) and a 'Chatbot' icon.

Step 3: On the Rectification page, click New Request.

[Dashboard](#) > [Services](#) > Rectification

## Rectification

 [New Request](#)

My Requests

Saved Drafts



[Go to Dashboard](#)

**Step 4a: On the New Request page, your PAN will be auto-filled. Select Income Tax or Wealth Tax.**

Dashboard

e-File ▾

Authorised Partners ▾

Services ▾

Pending Action ▾

Grievances ▾

[Dashboard](#) > [Services](#) > [Rectification](#) > New Request

## New Request

Please enter the mandatory details to file a request for rectification

\* indicates the mandatory fields

You are creating a rectification request for PAN **JCTPS2456C**

Order passed under \* ⓘ

☒ Income Tax ☐ Wealth Tax

Assessment Year \*

2018-19 ▾

Cancel

Continue >

## Step 4b: Select the Assessment Year from the dropdown. Click Continue.

[Dashboard](#) > [Services](#) > [Rectification](#) > New Request

### New Request

Please enter the mandatory details to file a request for rectification

\* indicates the mandatory fields

You are creating a rectification request for PAN **JCTPS2456C**

Order passed under \*



Income Tax



Wealth Tax

Assessment Year \*

2018-19



Cancel

Continue >

**Note: If you select the Wealth Tax option, you also need to enter the latest intimation reference number, and click Continue.**



Dashboard

e-File

Authorised Partners

Services

Pending Action

Grievances

Dashboard > Services > Rectification > New Request

## New Request

Please enter the mandatory details to file a request for rectification

\* indicates the mandatory fields

You are creating a rectification request for PAN **JCTPS2456C**

Order Passed Under \*

☐

Income Tax

☒

Wealth Tax

Assessment Year \*

2014-15



Latest Intimation Reference Number issued u/s 16(1)/35 \*

CPC/1516/A11/1234567891

Cancel

Continue >

**Step 5: Rectification requests have the following classification:**

|                                 |                                                 |                              |
|---------------------------------|-------------------------------------------------|------------------------------|
| <b>Income Tax Rectification</b> | <b>Reprocess the return</b>                     | <b>Refer to Section 5.1</b>  |
|                                 | <b>Tax credit mismatch correction</b>           | <b>Refer to Section 5.2</b>  |
|                                 | <b>Additional information for 234C interest</b> | <b>Refer to Section 5.3</b>  |
|                                 | <b>Status Correction</b>                        | <b>Refer to Section 5.4</b>  |
|                                 | <b>Exemption section correction</b>             | <b>Refer to Section 5.5</b>  |
|                                 | <b>Return data correction (Offline)</b>         | <b>Refer to Section 5.6a</b> |
|                                 | <b>Return data correction (Online)</b>          | <b>Refer to Section 5.6b</b> |
| <b>Wealth Tax Rectification</b> | <b>Reprocess the Return</b>                     | <b>Refer to Section 5.7</b>  |
|                                 | <b>Tax Credit Mismatch Correction</b>           | <b>Refer to Section 5.8</b>  |

|  |                                              |                                      |
|--|----------------------------------------------|--------------------------------------|
|  | <a href="#">Return Data Correction (XML)</a> | <a href="#">Refer to Section 5.9</a> |
|--|----------------------------------------------|--------------------------------------|

Note: Rectification of Wealth Tax Return can be filed using this service for AY 2014-15 and AY 2015-16 only.

## Income Tax Rectification Request

### 5.1 Income Tax Rectification: Reprocess the Return

Step 1: Select the request type as Reprocess the Return.

Dashboard > Services > Rectification > New Request



## New Request

Please enter the mandatory details to file a request for rectification

|                                 |                                                                                         |                |                 |
|---------------------------------|-----------------------------------------------------------------------------------------|----------------|-----------------|
| PAN                             | ITR                                                                                     | Financial Year | Assessment Year |
| JCTFS2456C                      | ITR-5                                                                                   | 2017-18        | 2018-19         |
| e-Filing Acknowledgement Number | Latest Intimation Reference Number issued u/s 143(1)/Rectification Order issued u/s 154 |                |                 |
| 900221830250718                 | CPC/1819/A5/1842211727                                                                  |                |                 |

### Select the Request Type \*

\* Indicates the mandatory fields

#### Reprocess the Return ⓘ

It is advisable to select this option if you have furnished true and correct particulars in Return of Income and CPC has not considered the same during processing.



#### Tax Credit Mismatch Correction ⓘ

It is advisable to use this option if you want to correct details in TDS/TCS/IT challans.



#### Additional Information for 234C Interest

It is advisable to use this option if you want correction in particulars of 234C Interest calculation for correct processing by CPC.



#### Status correction

It is advisable to use this option if you have been charged Maximum Marginal Tax Rates during processing by CPC without giving effect to correct "Status" and "Sub-Status"



#### Return Data Correction (Offline)

It is advisable to select appropriate reasons for data correction in return for correct processing by CPC in support of claim for rectification.



#### Return Data Correction (Online)

It is advisable to select appropriate reasons for data correction in return for correct processing by CPC in support of claim for rectification.



Step 2: With this option, you just need to submit the rectification request - Click Continue to submit the request.

Step 3: On submission of your request, you will be taken to the e-Verification page.

Note: Refer to the [How to e-Verify](#) user manual to learn more.

## 5.2: Income Tax Rectification: Tax Credit Mismatch Correction

Step 1: Select the request type as Tax Credit Mismatch Correction.



Dashboard > Services > Rectification > New Request



## New Request

Please enter the mandatory details to file a request for rectification

|                                 |                                                                                         |                |                 |
|---------------------------------|-----------------------------------------------------------------------------------------|----------------|-----------------|
| PAN                             | ITR                                                                                     | Financial Year | Assessment Year |
| JCTPS2456C                      | ITR-1                                                                                   | 2017-18        | 2018-19         |
| e-Filing Acknowledgement Number | Latest Intimation Reference Number issued u/s 143(1)/Rectification Order issued u/s 154 |                |                 |
| 900221830250718                 | CPC/1819/A1/1842211727                                                                  |                |                 |

### Select the Request Type \*

\* indicates the mandatory fields

#### Reprocess the Return ⓘ

It is advisable to select this option if you have furnished true and correct particulars in Return of Income and CPC has not considered the same during processing.



#### Tax Credit Mismatch Correction ⓘ

It is advisable to use this option if you want to correct details in TDS/TCS/IT challans of the processed return. Please re-enter all the entries in the schedules. All the corrected entries as well as other entries mentioned in the ITR filed earlier are to be entered. Make the necessary corrections in the data. While doing corrections, make sure not to claim credits which is neither a part of the processed return nor the 26AS statement.



#### Additional Information for 234C Interest ⓘ

It is advisable to use this option if you want correction in particulars of 234C Interest calculation for correct processing by CPC.



#### Return Data Correction (Offline) ⓘ

It is advisable to select appropriate reasons for data correction in return for correct processing by CPC in support of claim for rectification.



#### Return Data Correction (Online) ⓘ

It is advisable to select appropriate reasons for data correction in return for correct processing by CPC in support of claim for rectification.



< Back

**Step 2: The schedules under this request type are auto-populated based on the records available in the corresponding processed return.**

If you need to edit or delete a schedule, select the schedule, then click Edit or Delete.

Dashboard > Services > Rectification > New Request - Tax credit mismatch correction



## Tax credit mismatch correction

Please provide details which are applicable to you

### Tax Deducted at Source (TDS) on Salary Details ⓘ

☒ Tax Deducted at Source (TDS) on salary details from Income Tax Return

Please re-enter all the entries without any mistake in the schedule i.e TDS on salary as is appearing in 26AS statement . All the corrected entries as well as other entries mentioned in the ITR filed earlier are to be entered so as to get full credit.

Edit

Delete

|                          | Sl. No. | Tax Deduction Account Number (TAN) of the Employer | Name of the Employer | Income chargeable under the head salaries | Total Tax Deducted |
|--------------------------|---------|----------------------------------------------------|----------------------|-------------------------------------------|--------------------|
| <input type="checkbox"/> | 1       | BLRIO1111X                                         | ABC Limited          | ₹ 6,23,452                                | ₹ 7,789            |
| <input type="checkbox"/> | 2       | BLRIO1111X                                         | XYZ Limited          | ₹ 6,23,452                                | ₹ 7,789            |

Total ₹ 16,596

### Tax Deducted at Source (TDS) on Other than Salary Details ⓘ

Tax Deducted at Source (TDS) on other than salary details from Income Tax Return filed is prefilled successfully.

### Tax Deducted at Source (TDS) on Transfer of Immovable Property/Rent ⓘ

Tax Deducted at Source (TDS) on transfer of Property details from Income Tax Return filed is prefilled successfully.

### Tax Collected at Source (TCS) details ⓘ

Tax Collected at Source (TCS) details from Income Tax Return filed is prefilled successfully.

### Advance Tax or Self Assessment Tax Details ⓘ

Income Tax Details from Income Tax Return filed is prefilled successfully.

**Step 3: Enter the details under the following schedules: Tax Deducted at Source (TDS) on Salary Details, Tax Deducted at Source (TDS) on Other than Salary Details, Tax Deducted at Source (TDS) on Transfer of Immovable Property/Rent, Tax Collected at Source (TCS), Advance Tax or Self Assessment Tax Details. Click Save as Draft.**

Dashboard > Services > Rectification > New Request - Tax credit mismatch correction



## Tax credit mismatch correction

Please provide details which are applicable to you

### Tax Deducted at Source (TDS) on Salary Details

☒ Tax Deducted at Source (TDS) on salary details from Income Tax Return

Please re-enter all the entries without any mistake in the schedule i.e TDS on salary as is appearing in 26AS statement . All the corrected entries as well as other entries mentioned in the ITR filed earlier are to be entered so as to get full credit.

Edit

Delete

|                          | Sl. No. | Tax Deduction Account Number (TAN) of the Employer | Name of the Employer | Income chargeable under the head salaries | Total Tax Deducted |
|--------------------------|---------|----------------------------------------------------|----------------------|-------------------------------------------|--------------------|
| <input type="checkbox"/> | 1       | BLRIO1111X                                         | ABC Limited          | ₹ 6,23,452                                | ₹ 7,789            |
| <input type="checkbox"/> | 2       | BLRIO1111X                                         | XYZ Limited          | ₹ 6,23,452                                | ₹ 7,789            |
| Total                    |         |                                                    |                      |                                           | ₹ 16,596           |

### Tax Deducted at Source (TDS) on Other than Salary Details

Tax Deducted at Source (TDS) on other than salary details from Income Tax Return filed is prefilled successfully.

### Tax Deducted at Source (TDS) on Transfer of Immovable Property/Rent

Tax Deducted at Source (TDS) on transfer of Property details from Income Tax Return filed is prefilled successfully.

### Tax Collected at Source (TCS) details

Tax Collected at Source (TCS) details from Income Tax Return filed is prefilled successfully.

### Advance Tax or Self Assessment Tax Details

Income Tax Details from Income Tax Return filed is prefilled successfully.

< Back

Save as Draft

Continue

>

**Step 4: Click Continue to submit the request.**

[Dashboard](#) > [Services](#) > [Rectification](#) > New Request - Tax credit mismatch correction



## Tax credit mismatch correction

Please provide details which are applicable to you

### Tax Deducted at Source (TDS) on Salary Details

☒ Tax Deducted at Source (TDS) on salary details from Income Tax Return

Please re-enter all the entries without any mistake in the schedule i.e TDS on salary as is appearing in 26AS statement . All the corrected entries as well as other entries mentioned in the ITR filed earlier are to be entered so as to get full credit.

Edit

Delete

|                          | Sl. No. | Tax Deduction Account Number (TAN) of the Employer | Name of the Employer | Income chargeable under the head salaries | Total Tax Deducted |
|--------------------------|---------|----------------------------------------------------|----------------------|-------------------------------------------|--------------------|
| <input type="checkbox"/> | 1       | BLRIO1111X                                         | ABC Limited          | ₹ 6,23,452                                | ₹ 7,789            |
| <input type="checkbox"/> | 2       | BLRIO1111X                                         | XYZ Limited          | ₹ 6,23,452                                | ₹ 7,789            |

Total ₹ 16,596

### Tax Deducted at Source (TDS) on Other than Salary Details

Tax Deducted at Source (TDS) on other than salary details from Income Tax Return filed is prefilled successfully.

### Tax Deducted at Source (TDS) on Transfer of Immovable Property/Rent

Tax Deducted at Source (TDS) on transfer of Property details from Income Tax Return filed is prefilled successfully.

### Tax Collected at Source (TCS) details

Tax Collected at Source (TCS) details from Income Tax Return filed is prefilled successfully.

**Step 5: On submission, you will be taken to the e-Verification page.**

**Note: Refer to the [How to e-Verify](#) user manual to learn more.**

### 5.3 Income Tax Rectification: Additional Information for 234C Interest

Step 1: Select the request type as Additional Information for 234C Interest.

Dashboard > Services > Rectification > New Request



## New Request

Please enter the mandatory details to file a request for rectification

|            |       |                |                 |
|------------|-------|----------------|-----------------|
| PAN        | ITR   | Financial Year | Assessment Year |
| JCTFS2456C | ITR-5 | 2017-18        | 2018-19         |

|                                 |                                                                                         |
|---------------------------------|-----------------------------------------------------------------------------------------|
| e-Filing Acknowledgement Number | Latest Intimation Reference Number issued u/s 143(1)/Rectification Order issued u/s 154 |
| 900221830250718                 | CPC/1819/A5/1842211727                                                                  |

### Select the Request Type \*

\* indicates the mandatory fields

#### Reprocess the Return ⓘ

It is advisable to select this option if you have furnished true and correct particulars in Return of Income and CPC has not considered the same during processing.



#### Tax Credit Mismatch Correction ⓘ

It is advisable to use this option if you want to correct details in TDS/TCS/IT challans.



#### Additional Information for 234C Interest ⓘ

It is advisable to use this option if you want correction in particulars of 234C Interest calculation for correct processing by CPC.



#### Status correction

It is advisable to use this option if you have been charged Maximum Marginal Tax Rates during processing by CPC without giving effect to correct "Status" and "Sub-Status"



#### Return Data Correction (Offline)

It is advisable to select appropriate reasons for data correction in return for correct processing by CPC in support of claim for rectification.



#### Return Data Correction (Online)

It is advisable to select appropriate reasons for data correction in return for correct processing by CPC in support of claim for rectification.



Step 2: Click Add Details on any of these records, as applicable to you:

- Income from PGBP accrue or raise, first time (Applicable for 2016-17 onwards)
- Special Income Mentioned in 2(24)(ix) Taxable u/s 115B
- Income Referred in Section 115BBDA (Applicable for 2017-18 onwards)

Dashboard > Services > Rectification > New Request - Additional Information for 234C Interest



## Additional Information for 234C Interest

Please provide the mandatory details for nature of income or gain

\* indicates the mandatory fields

Income from PGBP accrue or arise, first time \*

PGBP means Profits & Gains from Business or Profession

+ Add details

Income Special Income Mentioned in 2(24)(ix) Taxable u/s 115BB (Category wise – Can be crossed check through

+ Add details

Income Referred in section 115BBDA (For this sum of all quarters to be checked and it should exceed 10 lakhs or else

+ Add details

< Back

Save as Draft

Continue >

Step 3: If you need to edit or delete a completed record, click Edit or Delete.

Dashboard > Services > Rectification > New Request - Additional Information for 234C Interest



## Additional Information for 234C Interest

Please provide the mandatory details for nature of income or gain

\* indicates the mandatory fields

Income from PGBP accrue or arise, first time \*

Edit Delete

Up to 15-Jun  
₹ 0

16-Jun to 15-Sep  
₹ 0

16-Jun to 15-Dec  
₹ 0

16-Dec to 15-Mar  
₹ 0

16-Mar to 31-Mar  
₹ 0

Income Special Income Mentioned in 2(24)(ix) Taxable u/s 115BB (Category wise – Can be

Edit Delete

Up to 15-Jun  
₹ 0

16-Jun to 15-Sep  
₹ 0

16-Jun to 15-Dec  
₹ 0

16-Dec to 15-Mar  
₹ 0

16-Mar to 31-Mar  
₹ 0

Income Referred in section 115BBDA (For this sum of all quarters to be checked and it should

Edit Delete

Up to 15-Jun  
₹ 0

16-Jun to 15-Sep  
₹ 0

16-Jun to 15-Dec  
₹ 0

16-Dec to 15-Mar  
₹ 0

16-Mar to 31-Mar  
₹ 0

< Back

Save as Draft

Continue >

**Step 4: Click Continue to submit your request.**

[Dashboard](#) > [Services](#) > [Rectification](#) > New Request - Additional Information for 234C Interest



## Additional Information for 234C Interest

Please provide the mandatory details for nature of income or gain

\* indicates the mandatory fields

Income from PGBP accrue or arise, first time \*

Edit Delete

Up to 15-Jun  
₹ 0

16-Jun to 15-Sep  
₹ 0

16-Jun to 15-Dec  
₹ 0

16-Dec to 15-Mar  
₹ 0

16-Mar to 31-Mar  
₹ 0

Income Special Income Mentioned in 2(24)(ix) Taxable u/s 115BB (Category wise – Can be

Edit Delete

Up to 15-Jun  
₹ 0

16-Jun to 15-Sep  
₹ 0

16-Jun to 15-Dec  
₹ 0

16-Dec to 15-Mar  
₹ 0

16-Mar to 31-Mar  
₹ 0

Income Referred in section 115BBDA (For this sum of all quarters to be checked and it should

Edit Delete

Up to 15-Jun  
₹ 0

16-Jun to 15-Sep  
₹ 0

16-Jun to 15-Dec  
₹ 0

16-Dec to 15-Mar  
₹ 0

16-Mar to 31-Mar  
₹ 0

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Save as Draft

Continue >

Step 5: On submission of your request, you will be taken to the e-Verification page.

Note: Refer to the [How to e-Verify](#) user manual to learn more.

#### 5.4 Income Tax Rectification Request: Status Correction

Step 1: Select the request type as Status Correction.

Dashboard > Services > Rectification > New Request



## New Request

Please enter the mandatory details to file a request for rectification

|                                 |                                                                                         |                |                 |
|---------------------------------|-----------------------------------------------------------------------------------------|----------------|-----------------|
| PAN                             | ITR                                                                                     | Financial Year | Assessment Year |
| JCTFS2456C                      | ITR-5                                                                                   | 2017-18        | 2018-19         |
| e-Filing Acknowledgement Number | Latest Intimation Reference Number issued u/s 143(1)/Rectification Order issued u/s 154 |                |                 |
| 900221830250718                 | CPC/1819/A5/1842211727                                                                  |                |                 |

### Select the Request Type \*

\* indicates the mandatory fields

#### Reprocess the Return ⓘ

It is advisable to select this option if you have furnished true and correct particulars in Return of Income and CPC has not considered the same during processing.



#### Tax Credit Mismatch Correction ⓘ

It is advisable to use this option if you want to correct details in TDS/TCS/IT challans.



#### Additional Information for 234C Interest ⓘ

It is advisable to use this option if you want correction in particulars of 234C Interest calculation for correct processing by CPC.



#### Status correction ⓘ

It is advisable to use this option if you have been charged Maximum Marginal Tax Rates during processing by Department without giving effect to correct "Status" and "Sub-Status"



#### Return Data Correction (Offline) ⓘ

It is advisable to select appropriate reasons for data correction in return for correct processing by CPC in support of claim for rectification.



#### Return Data Correction (Online) ⓘ

It is advisable to select appropriate reasons for data correction in return for correct processing by CPC in support of claim for rectification.



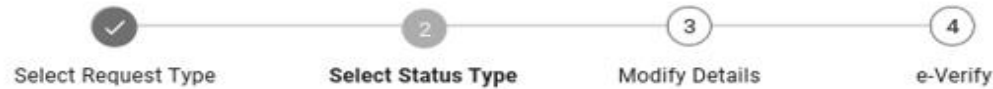
< Back

Note: Status correction is applicable only for ITR-5 and ITR-7 up to AY 2018-19.

Step 2: Select the status applicable to you from the list:

- Private Discretionary Trust
- Society Registered under Societies Registration Act 1860 or corresponding Act of the State
- Estate of the deceased
- Any other Trust or Institution
- Primary Agricultural Credit Society/ Primary Co-operative Agricultural Bank
- Rural Development Bank
- Other Cooperative Bank

[Dashboard](#) > [Services](#) > [Rectification](#) > New Request - Status Correction



## Status Correction

Please select the applicable status to file a request

Private Discretionary Trust



Society Registered under Societies Registration Act 1860 or corresponding Act of the State



Estate of the deceased



Any other Trust or Institution



Primary Agricultural Credit Society/ Primary Co-operative Agricultural Bank



Rural Development Bank



Step 3: On the Add Details page, answer the additional questions listed by selecting the Yes / No options as applicable. Click Continue.

[Dashboard](#) > [Services](#) > [Rectification](#) > New Request - Status Correction > Private Discretionary Trust



## Private Discretionary Trust

Please provide the mandatory details

\* Indicates the mandatory fields

1. Whether total income of any member of the AOP/BOI (excluding his share from such association or body) exceeds the

☒ Yes      ☐ No

2. Whether shares of the beneficiary are determinate or known? \*

☐ Yes      ☒ No

3. Whether the person referred in section 160(1) (iv) has Business Income? \*

☐ Yes      ☒ No

4. Whether the person referred in section 160(1) (iv) is declared by a Will and /or is exclusively for the benefit of any dependent relative of the settler and/or is the only trust declared by the settler? \*

☒ Yes      ☐ No

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Save as Draft

Continue >

Your selected status correction may require you to upload supporting documents. On the Add Details page, click Attachment, and upload the required document(s), which should be in PDF format. Click Continue.



[Dashboard](#) > [Services](#) > [Rectification](#) > New Request - Status Correction > Society Registered under ...



Select Request Type



Select Status Type



Modify Details



e-Verify

## Society Registered under Societies Registration Act 1860 or corresponding Act of the State

Please provide the mandatory details

\* indicates the mandatory fields

Proof of Registration under Societies Registration Act, 1860 \*



Attachment

( PDF , Zip File) File should not exceed 5MB and 50MB respectively

< Back

Save as Draft

Continue >

Note:

- The maximum size of a single attachment should be 5 MB.
- If you have multiple documents to upload, put them together in a zipped folder and upload the folder. The maximum size of all attachments in a zipped folder should be 50 MB.

Step 4: On submission of your request, you will be taken to the e-Verification page.

Note: Refer to the [How to e-Verify](#) user manual to learn more.

## 5.5 Income Tax Rectification: Exemption Section Correction

Step 1: Select the request type as Exemption Section Correction.

Dashboard > Services > Rectification > New Request



## New Request

Please enter the mandatory details to file a request for rectification

PAN  
JCTTS2456C

ITR  
ITR-7

Financial Year  
2017-18

Assessment Year  
2018-19

e-Filing Acknowledgement Number  
900221830250718

Latest Intimation Reference Number issued u/s 143(1)/154  
CPC/1819/A7/1842211727

### Select the Request Type \*

\* indicates the mandatory fields

#### Reprocess the Return ⓘ

It is advisable to select this option if you have furnished true and correct particulars in Return of Income and CPC has not considered the same during processing.



#### Tax Credit Mismatch Correction ⓘ

It is advisable to use this option if you want to correct details in TDS/TCS/IT challans.



#### Additional Information for 234C Interest

It is advisable to use this option if you want correction in particulars of 234C Interest calculation for correct processing by CPC.



#### Exemption Section Correction

It is advisable to use this option if you are an institution/entity claiming exemption u/s 10 and requires correction in particulars of exemption.



#### Return Data Correction (Offline)

It is advisable to select appropriate reasons for data correction in return for correct processing by CPC in support of claim for rectification.



#### Return Data Correction (Online)

It is advisable to select appropriate reasons for data correction in return for correct processing by CPC in support of claim for rectification.



Note: Exemption Section Correction details is applicable only for ITR-7 from AY 2013-14 to A.Y 2018-19.

**Step 2: On the Add Details page, enter your details in all the following fields: Name of the Projects/Institution, Approval/Notification/Registration Number, Approving/Registering Authority, and Section under which the institution has claimed exemption. Click Attachment to upload the necessary supporting document(s) in PDF format. Click Continue to submit the request.**

[Dashboard](#) > [Services](#) > [Rectification](#) > New Request - Exemption Section Correction



## Exemption Section Correction

Please provide the mandatory details

\* indicates the mandatory fields

Name of the Projects/Institution \*

Approval/Notification/Registration Number \*

Approving/Registering Authority \*

Section under which the Institution has claimed exemption \*

Document supporting the claim of institution exemption like notification/registration etc. \*

 Attachment

( PDF Document ) File size should not exceed 5MB

< Back

Save as Draft

Continue >

Note: The maximum size of a single attachment should be 5 MB.

Step 3: On submission of your request, you will be taken to the e-Verification page.

Note: Refer to the [How to e-Verify](#) user manual to learn more.

#### 5.6a Income Tax Rectification: Return Data Correction (Offline)

Step 1: Select the request type as Return Data Correction (Offline).

Dashboard > Services > Rectification > New Request



## New Request

Please enter the mandatory details to file a request for rectification

|                                 |                                                                                         |                |                 |
|---------------------------------|-----------------------------------------------------------------------------------------|----------------|-----------------|
| PAN                             | ITR                                                                                     | Financial Year | Assessment Year |
| JCTFS2456C                      | ITR-5                                                                                   | 2017-18        | 2018-19         |
| e-Filing Acknowledgement Number | Latest Intimation Reference Number issued u/s 143(1)/Rectification Order issued u/s 154 |                |                 |
| 900221830250718                 | CPC/1819/A5/1842211727                                                                  |                |                 |

### Select the Request Type \*

\* indicates the mandatory fields

#### Reprocess the Return ⓘ

It is advisable to select this option if you have furnished true and correct particulars in Return of Income and CPC has not considered the same during processing.



#### Tax Credit Mismatch Correction ⓘ

It is advisable to use this option if you want to correct details in TDS/TCS/IT challans.



#### Additional Information for 234C Interest ⓘ

It is advisable to use this option if you want correction in particulars of 234C Interest calculation for correct processing by CPC.



#### Status correction ⓘ

It is advisable to use this option if you have been charged Maximum Marginal Tax Rates during processing by CPC without giving effect to correct "Status" and "Sub-Status"



#### Return Data Correction (Offline) ⓘ

Selection of appropriate reasons while submission of rectification request is mandatory for correct processing of request by the Department. Please re-enter all the entries in the schedules. All the corrected entries as well as remaining entries mentioned in the ITR filed earlier are to be entered. Make the necessary corrections in the data. While doing corrections, make sure not to declare any new source of Income or declare additional deductions.



#### Return Data Correction (Online) ⓘ

It is advisable to select appropriate reasons for data correction in return for correct processing by CPC in support of claim for rectification.



Step 2: Select the applicable rectification reasons - you can select multiple reasons under each category, if applicable. Then, click Continue.

Dashboard > Services > Rectification > New Request - Return Data Correction (XML/JSON)



## Return Data Correction (Offline)

Please select rectification reason(s) which is applicable to you \*

\* indicates the mandatory fields

### Personal Information

- ☐ Requesting for change of Residential status
- ☐ Requesting that the income shown in the return is not taxable as the assessed is a society registered u/s 12A or Assessee is a Non-Resident

### Gross Total Income

- ☐ Income chargeable under the head business and profession has been wrongly considered
- ☐ Income chargeable under the head house property has been wrong considered
- ☐ Brought forward losses have not been allowed or partially allowed
- ☐ Current year losses were not set off correctly

### Total Deductions

- ☐ Details of deduction(including sub-schedule 80G 80IA 80IB 80IC etc.) under chapter VIA wrongly considered
- ☐ Brought forward losses has not been allowed or partially allowed
- ☐ Requesting for allowing the claim of deduction u/s 80P

### Total Tax Liability

- ☐ Tax payments has not matched as per the Department order.
- ☐ Profit before tax is wrongly considered in schedule BP
- ☐ Date of filing of original return is taken as not with in due date
- ☐ There is variance in interest/Tax computation even though total income remains same
- ☐ Amending Assessment order to give tax credit for TDS/TCS [Sec 155(14)]
- ☐ Amending Assessment order or Intimation to give foreign tax credit u/s 90, 90A, 91 [Sec 155(14A)]
- ☐ Others

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Save as Draft

Continue >

Step 3: Select the schedules that need to be changed, then click Continue.

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Dashboard > Services > Rectification > New Request - Return Data Correction (XML/JSON)

✓

✓

3

4

5

Select Request Type | Select Rectification Reason(s) | **Select Schedule(s)** | Modify Details | e-Verify

**Return Data Correction (Offline)**

Below schedules are applicable to you, please provide the mandatory detail(s) \* \* indicates the mandatory fields

Income chargeable under the head house property has been wrong considered

☐

Schedule HP

☒

Schedule CYLA

Tax payments has not matched as per the CPC order

☒

Schedule TDS

☒

Schedule TCS☐

< Back

Save as Draft

Continue >

Step 4: Click Attachment and upload the Rectification XML / JSON generated from the ITR offline utility.

[Dashboard](#) > [Services](#) > [Rectification](#) > New Request - Return Data Correction (XML/JSON)



## Return Data Correction (Offline)

Please provide the mandatory details

Select and upload the rectification XML/JSON file \*

 Attachment

( XML/JSON Document ) File size should not exceed 5MB

This is the latest processed ITR XML/JSON. Please ensure that XML/JSON is imported into latest Offline Utility. Please re-enter all the entries in the schedules. All the modified entries as well as other entries mentioned in the ITR filed earlier are to be entered. Make the necessary corrections in the data. While doing corrections, make sure do not declare any new source of Income or declare additional deductions. Validate the XML/JSON and re upload rectified XML/JSON.

[Download ITR XML/JSON](#)

Do you want correction in Donation details? \*

☐ Yes    ☐ No

< Back

Save as Draft

Continue >

**Note: The maximum size of a single attachment should be 5 MB.**

## Step 5: Enter the Donation and Capital Gains details, if applicable.



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Dashboard | e-File | Authorised Partners | Services | Pending Action | Grievances

Dashboard &gt; Services &gt; Rectification &gt; New Request - Return Data Correction (XML/JSON)

✓

✓

✓

4

5

Select Request Type | Select Rectification Reason(s) | Select Schedule(s) | **Modify Details** | e-Verify

### Return Data Correction (Offline)

Please provide the mandatory details

\* indicates the mandatory fields

Select and upload the rectification XML/JSON file \*

Attachment

( XML/JSON Document ) File size should not exceed 5MB

 **ABC.xml** ×

[Download ITR XML/JSON](#) ⓘ

Do you want correction in Donation details? \*

☐ Yes ☒ No

< Back

Save as Draft

Continue >



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Step 6: Click Continue to submit the request.

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Dashboard &gt; Services &gt; Rectification &gt; New Request - Return Data Correction (XML/JSON)

✓

✓

✓

4

5

Select Request Type | Select Rectification Reason(s) | Select Schedule(s) | **Modify Details** | e-Verify

### Return Data Correction (Offline)

Please provide the mandatory details

\* indicates the mandatory fields

Select and upload the rectification XML/JSON file \*

Attachment

( XML/JSON Document ) File size should not exceed 5MB

XML ABC.xml

Download ITR XML/JSON

Do you want correction in Donation details? \*

☐ Yes ☒ No

< Back

Save as Draft

**Continue >**

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Support : Internet Explorer 11, Google Chrome 76.0, Firefox 68.0, Safari 12.1, Opera 62

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Step 7: On submission, you will be taken to the e-Verification page.

Note: Refer to the [How to e-Verify](#) user manual to learn more.

## Step 5.6b Income Tax Rectification: Return Data Correction (Online)

Step 1: Select the request type as Return Data Correction (Online).

Dashboard > Services > Rectification > New Request



## New Request

Please enter the mandatory details to file a request for rectification

|                                 |                                                                                         |                |                 |
|---------------------------------|-----------------------------------------------------------------------------------------|----------------|-----------------|
| PAN                             | ITR                                                                                     | Financial Year | Assessment Year |
| JCTFS2456C                      | ITR-5                                                                                   | 2017-18        | 2018-19         |
| e-Filing Acknowledgement Number | Latest Intimation Reference Number issued u/s 143(1)/Rectification Order issued u/s 154 |                |                 |
| 900221830250718                 | CPC/1819/A5/1842211727                                                                  |                |                 |

### Select the Request Type \*

\* indicates the mandatory fields

#### Reprocess the Return ⓘ

It is advisable to select this option if you have furnished true and correct particulars in Return of Income and CPC has not considered the same during processing.



#### Tax Credit Mismatch Correction ⓘ

It is advisable to use this option if you want to correct details in TDS/TCS/IT challans.



#### Additional Information for 234C Interest

It is advisable to use this option if you want correction in particulars of 234C Interest calculation for correct processing by CPC.



#### Status correction

It is advisable to use this option if you have been charged Maximum Marginal Tax Rates during processing by CPC without giving effect to correct "Status" and "Sub-Status"



#### Return Data Correction (Offline)

Selection of appropriate reasons while submission of rectification request is mandatory for correct processing of request by the Department. Please re-enter all the entries in the schedules. All the corrected entries as well as remaining entries mentioned in the ITR filed earlier are to be entered. Make the necessary corrections in the data. While doing corrections, make sure not to declare any new source of Income or declare additional deductions.



#### Return Data Correction (Online)

It is advisable to select appropriate reasons for data correction in return for correct processing by CPC in support of claim for rectification.



**Step 2: Select the rectification reasons - you can select multiple reasons under each category, if applicable. Then, click Continue.**

Dashboard > Services > Rectification > New Request - Return Data Correction (XML/JSON)



## Return Data Correction (Online)

Please select rectification reason(s) which is applicable to you \*

\* indicates the mandatory fields

### Personal Information

- ☐ Requesting for change of Residential status
- ☐ Requesting that the income shown in the return is not taxable as the assessed is a society registered u/s 12A or Assessee is a Non-Resident

### Gross Total Income

- ☐ Income chargeable under the head business and profession has been wrongly considered
- ☐ Income chargeable under the head house property has been wrong considered
- ☐ Brought forward losses have not been allowed or partially allowed
- ☐ Current year losses were not set off correctly

### Total Deductions

- ☐ Details of deduction(including sub-schedule 80G 80IA 80IB 80IC etc.) under chapter VIA wrongly considered
- ☐ Brought forward losses has not been allowed or partially allowed
- ☐ Requesting for allowing the claim of deduction u/s 80P

### Total Tax Liability

- ☐ Tax payments has not matched as per the Department order
- ☐ Profit before tax is wrongly considered in schedule BP
- ☐ Date of filing of original return is taken as not with in due date
- ☐ There is variance in interest/Tax computation even though total income remains same
- ☐ Amending Assessment order to give tax credit for TDS/TCS [Sec 155(14)]
- ☐ Amending Assessment order or Intimation to give foreign tax credit u/s 90, 90A, 91 [Sec 155(14A)]
- ☐ Others

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Save as Draft

Continue >

Step 3: Click Add Details on the applicable schedule(s) to correct the details under them.

Dashboard > Services > Rectification > New Request - Return Data Correction (XML/JSON)



### Return Data Correction (Online)

Below schedules are applicable to you, please provide the applicable detail(s)

\* indicates the mandatory fields

Income chargeable under the head house property has been wrong considered

Schedule HP

+ Add details

Schedule CYLA

+ Add details

Tax payments has not matched as per the CPC order

Schedule TDS

+ Add details

Schedule TCS

+ Add details

Schedule IT

+ Add details

< Back

Save as Draft

Continue >

Step 4: When you have finished updating all schedules, click Continue.

Dashboard > Services > Rectification > New Request - Return Data Correction (XML/JSON)



### Return Data Correction (Online)

Below schedules are applicable to you, please provide the applicable detail(s)

\* indicates the mandatory fields

Income chargeable under the head house property has been wrong considered

Schedule HP

+ Add details

Schedule CYLA

+ Add details

Tax payments has not matched as per the CPC order

Schedule TDS

+ Add details

Schedule TCS

+ Add details

Schedule IT

+ Add details

< Back

Save as Draft

Continue >

Step 5: On submission, you will be taken to the e-Verification page.

Note: Refer to the [How to e-Verify](#) user manual to learn more.

## Wealth Tax Rectification Request

5.7 Wealth Tax Rectification: Reprocess the Return

Step 1: Select the request type as Reprocess the Return.

[Dashboard](#) > [Services](#) > [Rectification](#) > New Request



## New Request

Please provide details which are applicable to you

PAN

JCTPS2456C

Assessment Year

2014-15

Latest Intimation Reference Number issued u/s 16(1)/35

CPC/1516/A11/1234567891

### Select the Request Type \*

\* indicates the mandatory fields

Reprocess the Return



Tax Credit Mismatch Correction



Return Data Correction (XML)



Note: This request is available only for AY 2014-15 and 2015-16, as Wealth Tax was abolished in the Union Budget 2016-17.

Step 2: Select Tax / Interest Computation and click Submit.



Dashboard

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Pending Action ▾

Grievances ▾

[Dashboard](#) > [Services](#) > [Rectification](#) > New Request - Reprocess the Return



Select Request Type



Modify Details



e-Verify

## Reprocess the Return

Please select the applicable options



Tax/Interest Computation

< Back

Save as Draft

Continue >

Step 3: On submission, you will be taken to the e-Verification page.

Note: Refer to the [How to e-Verify](#) user manual to learn more.

## 5.8 Wealth Tax Rectification: Tax Credit Mismatch Correction

Step 1: Select the request type as Tax Credit Mismatch Correction.



Dashboard

e-File

Authorised Partners

Services

Pending Action

Grievances

Dashboard > Services > Rectification > New Request

1

Select Request Type

2

Modify Details

3

e-Verify

## New Request

Please provide details which are applicable to you

PAN

JCTPS2456C

Assessment Year

2014-15

Latest Intimation Reference Number issued u/s 16(1)/35

CPC/1516/A11/1234567891

### Select the Request Type \*

\* indicates the mandatory

Reprocess the Return



Tax Credit Mismatch Correction



Step 2: Details from your processed return will be displayed for editing and correction. If you need to edit or delete a record, click Edit or Delete. If your record is incomplete, click Add details.



Dashboard

e-File

Authorised Partners

Services

Pending Action

Grievances

Dashboard > Services > Rectification > New Request - Tax Credit Mismatch Correction



Select Request Type



Modify Details



e-Verify

## Tax Credit Mismatch Correction

Please provide details which are applicable to you

### Self assessment tax (WT) payment details

#### Detail 1

Edit

Basic Statistical Returns Code  
05103A3

Date of Deposit  
16-AUG-2019

Serial Number of Challan  
12345

Amount  
₹ 7,79

+ Add details

Total ₹ 7,789

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Save as Draft

Step 3: Click Continue to submit the request.



Dashboard

e-File

Authorised Partners

Services

Pending Action

Grievances

[Dashboard](#) > [Services](#) > [Rectification](#) > New Request - Tax Credit Mismatch Correction



Select Request Type



Modify Details



e-Verify

## Tax Credit Mismatch Correction

Please provide details which are applicable to you

### Self assessment tax (WT) payment details

#### Detail 1

Edit

Basic Statistical Returns Code  
05103A3

Date of Deposit  
16-AUG-2019

Serial Number of Challan  
12345

Amount  
₹ 7,79

Add details

Total ₹ 7,789

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Save as Draft

Step 4: On submission, you will be taken to the e-Verification page.

Note: Refer to the [How to e-Verify](#) user manual to learn more.

#### 5.9 Wealth Tax Rectification: Return Data Correction (XML)

Step 1: Select the request type as Return Data Correction (XML).



Dashboard

e-File

Authorised Partners

Services

Pending Action

Grievances

Dashboard > Services > Rectification > New Request

1

Select Request Type

2

Modify Details

3

e-Verify

## New Request

Please provide details which are applicable to you

PAN

JCTPS2456C

Assessment Year

2014-15

Latest Intimation Reference Number issued u/s 16(1)/35

CPC/1516/A11/1234567891

Select the Request Type \*

\* indicates the mandatory field

Reprocess the Return



Tax Credit Mismatch Correction



Step 2: Enter rectification reason in the text box, and click Attachment to upload the Rectification XML generated from the ITR offline utility. Then, click Submit.

Dashboard

e-File 

Authorised Partners 

Services 

Pending Action 

Grievances 

[Dashboard](#) > [Services](#) > [Rectification](#) > New Request - Return Data Correction (XML)



Select Request Type

2

Modify Details

3

e-Verify

## Return Data Correction (XML)

Please provide the mandatory details

Rectification Reason \*

(Not exceeding 1000 characters)

Select and upload the Rectification XML File \*



Attachment

( XML Document ) File size should not exceed 5MB

 Back

Save as Draft

Continue 

Note: The maximum size of a single attachment should be 5 MB.

Step 4: On submission, you will be taken to the e-Verification page.

Note: Refer to the [How to e-Verify](#) user manual to learn more.

On successful validation, your request will be submitted. A success message will be displayed. You will also receive a confirmation message on your e-mail ID and mobile number registered with the e-Filing portal.