

1. Overview

Any taxpayer choosing offline mode (rather than online mode) to file Income Tax Returns needs to use the Offline Utility for ITRs. With the utilities, you can file Income Tax Returns (ITRs) by uploading the utility-generated JSON:

- Post login to the e-Filing portal, or
- Directly through the offline utility

This service on the e-Filing portal offers two separate offline utilities for filing ITRs which are as follows:

- ITR-1 to ITR-4, and
- ITR-5 to ITR-7

2. Prerequisites for availing this service

- Registered user on the e-Filing portal
- Valid user ID and password for filing ITR through the offline utility
- Downloaded offline utility for ITR-1 to ITR-4, or ITR-5 to ITR-7

3. Step-by-Step Guide

Step 1: Without logging in to the e-Filing portal, you can download the relevant offline utility from Home > Downloads. Install it on your computer and proceed to Step 2.

Downloads

Desktop Utility

[Income Tax Returns](#)[Income Tax Forms](#)[DSC Utility](#)[ITD Mobile App](#)[Challans](#)

Assessment Year (A.Y)

2021-22

[General Instructions](#)

Desktop Utility (ITR 1-4)

Statement of specified services



Download for Windows



Download for MAC

332 KB

332 KB

Desktop Utility (ITR 5-7)

Statement of specified services



Download for Windows



Download for MAC

332 KB

332 KB

Desktop Utility (Statutory Forms)

Statement of specified services



Download for Windows



Download for MAC

332 KB

332 KB

Step 1a: Alternately, you can download the offline utility after logging in to the e-Filing portal, and clicking e-File > Income Tax Returns > File Income Tax Return > Select the current AY and Mode of Filing (Offline). Then, click Download under the Offline Utility option.

[Help](#)[Downloads](#)[Individual](#)[Home](#) > [File Income Tax Return](#) > [ITR 1 for A.Y. 2021-22](#)

Income Tax Returns for A.Y. 2021-22

Please follow the steps

Download

Offline Utility
(HTML)

[Download](#)

Prefilled data
(json containing Income details, tax details, etc.)

[Download](#)

Upload

Upload your filled ITR form here

[Attach File](#)

Only JSON files

[< Back](#)[Proceed to Verification >](#)

Step 2: Install and open the offline utility. If previously installed, the utility version will get updated when you are connected to the internet (in case of version updates). Click Continue.

Desktop Utility(ITR 1-4)

Version ITD e-Filing-DU-v0.1.211

[Continue >](#)



Step 3: You will be taken to the Income Tax Returns page, where you will see the following tabs and their contents:

- **Returns** - All your ITRs (based on the AY) are present here. You can start filing a new return from here, by clicking File Returns.



Home/ Income Tax Returns

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 A.Y. 2021-22. For the period 1 April 2020 to 31 March 2021

File Returns

[< Back](#)

- **Draft Version of Returns** – If you wish to edit a partially filled ITR draft, click Edit on the relevant draft from the Draft Version of Returns tab.



Home/ Income Tax Returns

Income Tax Returns

Search



Returns

Draft Version of Returns

Pre-filled Data

ITR 1

PAN

MAPA1112P

Name

[REDACTED]

Last Saved

01-Apr-2021

A.Y.

2021-22

Edit

ITR 3

PAN

YAKA3212K

Name

[REDACTED]

Last Saved

01-Apr-2021

A.Y.

2021-22

Edit

< Back

- Pre-filled Data – All the pre-filled JSON files downloaded from e-Filing (with details such as PAN, Name, Last import, and AY) are present here. By clicking File Returns on the relevant JSON, you can start your return filing process with the pre-

filled

data

available.

Home Help

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DESKTOP UTILITY(ITR 1-4)

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Your utility is up to date!

Home/ Income Tax Returns

Income Tax Returns

Search

Returns Draft Version of Returns **Pre-filled Data**

MAPA1112P_ITR1_2021_1404201121.json .json is a file format used to store the data

PAN MAPA1112P	Last import 01-Apr-2021	File Returns
Name <input type="text"/>	A.Y. 2021-22	

YAKA3212K_ITR2_2021_1404201121.json

PAN YAKA3212K	Last downloaded 01-Apr-2021	File Returns
Name <input type="text"/>	A.Y. 2021-22	

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Note:

- JSON is a file format used when downloading or importing your pre-filled return data into the offline utility, and is also used when generating your prepared ITR in the offline utility.
- Refer to section 4.4 File, Preview and Submit Income Tax Returns to learn the return filing process in the offline utility.

Step 4: Under the Returns tab, click File Returns on the ITR for the relevant AY to start with the ITR filing process.



[Home/](#) [Income Tax Returns](#)

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 A.Y. 2021-22. For the period 1 April 2020 to 31 March 2021

File Returns

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Note:

- On clicking File Returns from the Returns tab, you will get a message warning you that the details saved against your PAN will be discarded if you continue with a new filing. Click Yes if you wish to proceed. Else, you can continue editing your ITR from the Draft Version of Returns tab.

- If you have already downloaded / imported your pre-filled data into the offline utility, you can start filing your return by clicking File Returns from the Pre-filled Data tab.



To learn how to file Income Tax Returns using the Offline Utility, refer to the following sections:

For Income Tax Returns (ITR 1 to ITR 4 and ITR 5 to ITR 7)	
Download Pre-Filled Data (JSON file)	Refer to Section 4.1
Import Pre-Filled Data (JSON file)	Refer to Section 4.2
Import Draft ITR filled in online mode (applicable to ITR forms available in online mode)	Refer to Section 4.3

For Income Tax Returns (ITR 1 to ITR 4 and ITR 5 to ITR 7)

File, Preview and Submit Income Tax Returns

Refer to Section 4.4

4.1 Download Pre-Filled Data (JSON)

Step 1: After you click File Returns under the Returns tab, you will arrive on this page. Click Download Pre-filled Data and click Continue.

Home/ Income Tax Returns

Income Tax Returns

Please select download or import option to have your pre-filled data to proceed further

☒ **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 prefilled 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

< Back

Continue >

Step 2: Enter your PAN, select the Assessment Year as 2021-22, and click Proceed.

Home Help

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DESKTOP UTILITY(ITR 1-4)

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Your utility is up to date!

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

PAN

ABGPN99839

Assessment Year (A.Y)

2021-22

< Back Proceed >

Step 3: You will get a message warning you that the details saved against your PAN will be discarded if you continue with a new filing. Click Yes.

!

Details saved earlier against PAN ABGPN99839 for AY 2021-22 will be discarded. Are you sure you want to continue with new filing?

No

Yes

Step 4: You will be taken to the Login page, where you can log in to e-Filing through the Offline Utility itself.



Home/ Income Tax Returns / Download Pre-filled data

Income Tax Returns

Login

Enter your User ID *

Note: To download pre-filled returns for PAN ABGPN99839 , please provide your e-filing login credentials

This will help us to verify your returns

Continue >

Know about your **User ID**



PAN (Permanent Account Number)

Individuals (Salaried employee, Senior citizen, freelancer, NRI)

Other Than Individuals (Company, Trust, AOP, AJP, BOI, Firm, HUF, Local Authority)



Aadhaar Number

Individuals (Salaried employee, Senior citizen, freelancer, NRI)



Other than PAN users

CA, External Agency, ERI Admin & ERI user, Tax Deductor & Tax collector, ITDREIN

- ARCA (Authorized Representative Chartered Accountant) followed by 6 digit number
- EXTA (External Agency) followed by 6 digit number

[Show more](#)

Step 5: Post login, you will see your pre-filled data downloaded for the PAN and AY you entered. Click File Return



Home/ Income Tax Returns / Download Pre-filled data

Income Tax Returns

The pre-filled data is downloaded

PAN	Name of Taxpayer	Assessment Year (A.Y)	Downloaded Date
ABGPN99839		2021-22	01-Apr-2021

[< Back](#)[File Return](#)

Then, you will be taken to the page where you need to select your status (Individual / HUF / Other), to continue with the filing process.


Refer to section 4.4 File, Preview and Submit Income Tax Returns to learn the rest of the process.

4.2 Import Pre-Filled Data (JSON)








Step 1: After you click File Returns under the Returns tab, you will arrive on this page. Click Import Pre-filled Data and

click Continue.

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 Utility connected Online

[Home](#) > Income Tax Returns

Income Tax Returns

Please select download or import option to have your pre-filled data to proceed further

☐ **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 prefilled data already saved by you on your system in .json format can be imported to refill 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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Step 2: Enter your PAN, select the Assessment Year (AY) as 2021-22, and click Proceed.

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

Income Tax Returns

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

* Indicates mandatory fields

PAN *



Assessment Year (A.Y.) *

[< Back](#)[Proceed >](#)

Step 3: Click Yes if you want to proceed.

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

Income Tax Returns

To import your pre-filled data, please provide the below information.

PAN *

JMDPK1234K ⓘ

Assessment Year (A.Y.) *

2021-22 ⓘ

< Back

Proceed >



Details saved earlier against PAN JMDPK1234K for AY 2021-22 will be discarded. Are you sure you want to continue with new filing?

No

Yes

Step 4: Click Attach file, select the pre-filled data (JSON file) which you downloaded from the e-Filing portal and saved on your computer.

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

Income Tax Returns

To import your pre-filled data, please upload the respective json

Import Pre-fill Data

only JSON file format

 Attach File[< Back](#)[Proceed >](#)

Step 5: Once the JSON is uploaded, click Proceed, and the system will validate the JSON file imported.

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

Income Tax Returns

To import your pre-filled data, please upload the respective json

Import Pre-fill Data

only JSON file format



JMDPK1234K.json (59Kb) ×



Success: Imported prefill JSON file successfully.

[< Back](#)[Proceed >](#)

Step 6: Once the validation is successful, you will see details of pre-filled data downloaded. Click File Return. You can pre-fill all the data from the imported JSON, and proceed to file your return. You will be taken to the ITR form selection page.

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

Income Tax Returns

The imported pre-filled json

PAN
JMDPK1234KName of Taxpayer
[REDACTED]Assessment Year (A.Y)
2021-22Imported Date
19- Apr-2021

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File Return >

Then, you will be taken to the page where you need to select your status (Individual / HUF / Other), to continue with the filing process.

Refer to section 4.4 File, Preview and Submit Income Tax Returns to learn the rest of the process

4.3 Import Draft ITR filled in online mode

Step 1: After you click File Returns under the Returns tab, you will arrive on this page. Click Import draft ITR filled in online mode, and click Continue.



Home/ Income Tax Returns

Income Tax Returns

Please select download or import option to have your pre-filled data to proceed further

☐ **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 prefilled 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

< Back

Continue >

Note: If you have a partially filled ITR in online mode and wish to change the mode of filing to offline, the Import draft ITR filled in online mode enables you to do that.

Step 2: Click Attach file, select the draft ITR JSON which you previously downloaded from the e-Filing portal and saved on your computer.



Home/ Income Tax Returns / Import draft ITR filled in online mode

Income Tax Returns

To import draft ITR filled in online mode, please upload the respective json

☰ Import draft ITR filled in online mode
only JSON file format

☰ Attach File

< Back

Proceed >

Note: You can download the draft online ITR JSON by clicking Download JSON from the Return Summary page on the e-Filing portal. You can arrive at this page by clicking:

- 1. e -File > Income Tax Returns > File Income Tax Return**
- 2. Then, select the AY > Mode of Filing (Online) > Resume Filing**



Dashboard / Filing returns for A.Y. 2021-22 (ITR-1)



Let's validate your pre-filled return

We have pre-filled your return based on information available with the Income Tax Department as on 05-May-2021. Please confirm the details in each section are correct to proceed.



Get started

Return Summary

	Personal Information Includes your Aadhaar, PAN, Contact and Bank details.	BCTPB2435V Modify if required	>
	Gross Total Income Includes your income from business, profession, salary, house property, income from other sources such as bank interest, etc.	₹ 8,15,700 Provide your confirmation	>
	Total Deductions Includes tax saving deductions or payment towards life insurance, medical premium, pension funds, provident fund, etc.	₹ 2,10,000 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.	₹ 64,500 Provide your confirmation	>
	Total Tax Liability Includes computation of tax you owe to the Government based on your income and deductions.	₹ 33,376 Provide your confirmation	>

Step 3: Once the JSON is uploaded, click Proceed.

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[Help](#)



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Your utility is up to date!

[Home](#) / [Income Tax Returns](#) / Import draft ITR filled in online mode

Income Tax Returns

To import draft ITR filled in online mode, please upload the respective json

📎 Import draft ITR filled in online mode
only JSON file format

ABGPN99839_ITR1_2020_14041216.json ✓ (240 Kb) ✕

[< Back](#)

[Proceed >](#)


Then, you will be taken to the starting page of your ITR form to continue with the filing process.

Refer to section 4.4 File, Preview and Submit Income Tax Returns to learn the rest of the process (Step 3 onwards).

4.4 File, Preview and Submit Income Tax Returns

Step 1: After downloading or importing your pre-filled data and clicking File Return, you will arrive on this page. Select the status applicable to you, and click Continue.

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[Dashboard](#) > You need to select a mode of filing to proceed

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 >](#)

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Step 2: You have two options to select the type of income tax return:

- Help me decide which ITR Form to file: Click Proceed. Once the system helps you determine the correct ITR, you can proceed with filing your ITR.

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[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 >

I know which ITR Form I need to file


Select ITR Form ▼

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- I know which ITR Form need to file: Select the applicable income tax return form from the dropdown and click Proceed with ITR.

Home Help

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DESKTOP UTILITY(ITR 1-4)

ITDefiling-DU-v3.0
Your utility is up to date!

Home/ Income Tax Returns for A.Y. 2021-22

Income Tax Returns
You are filing returns for the PAN ABGPN99839

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

ITR-1

For individuals being a resident (other than not ordinarily resident) having total income upto Rs.50 lakh, having Income from Salaries, one house property, other sources (Interest etc.), and agricultural income upto Rs.5 thousand.

(Not for an individual who is either Director in a company or has invested in unlisted equity shares or in cases where TDS has been deducted u/s 194N or if income-tax is differed on ESOP)

PROCEED WITH ITR 1

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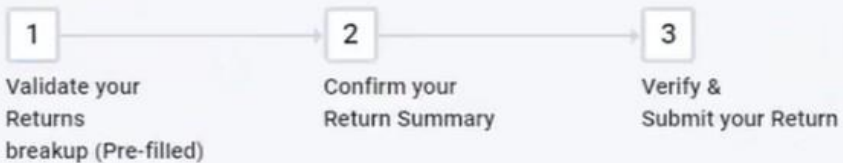
Step 3: Once you have selected the ITR applicable to you, note the list of documents needed, and click Let's Get Started.

[Home](#) > [Filing Returns for A.Y. 2021-22](#) > [ITR-1](#)

ITR 1 - (Income Tax Return 1)

For individuals being a resident (other than not ordinarily resident) having total income upto ₹ 50 lakh, having Income from Salaries, one house property, other sources (Interest etc.), and agricultural income upto ₹ 5,000

(Not for an individual who is either Director in a company or has invested in unlisted equity shares)

[< Back](#)[Let's Get Started >](#)

Documents list to help you file faster

- [Form 16](#)

Frequently Asked Questions (FAQ)

- [Do I need to file Income Tax Returns for this year?](#)

Step 4: Select the applicable reason(s) as to why you're filing the income tax return, and click Continue.

Are you filing the income tax return for any of the following reasons?

- ☒ Taxable income is more than basic exemption limit
- ☐ Filing return of income due to fulfilling any one or more below mentioned conditions as per Seventh Proviso to section 139(1): ⓘ
- ☐ Deposited amount or aggregate of amounts exceeding ₹ 1 crore in one or more current accounts during the previous year;
- ☐ Incurred expenditure of an amount or aggregate of amount exceeding ₹ 2 lakhs for travel to a foreign country for yourself or for any other person;
- ☐ Incurred expenditure of amount or aggregate of amount exceeding ₹ 1 lakh on consumption of electricity during the previous year
- ☐ Others

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Step 5: In each section of your ITR (Refer to the Instructions to File ITR issued by CBDT for details on how to fill the ITR):

- Review the pre-filled data downloaded / imported
- Edit your pre-filled data (if necessary)
- Enter your remaining / additional details

After completing and confirming all the sections of the form, click Proceed.



funds, provident fund, etc.

**Details of Investment** ✓ Confirmed

Includes details of investment/ deposit/ payments made during period 01-Apr-2020 to 31-Jul-2020 for the purpose of claiming deduction under Part B of Chapter VI-A

Modify if required >

**Tax Paid** ✓ ConfirmedIncludes details of taxes deducted and paid by deductors e.g. employer.
Also includes taxes paid by you e.g. advance tax, self assessment tax**₹ 55,000**
Modify if required >**Total Tax Liability** ✓ Confirmed

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

₹ 3,73,810
Modify if required >

< Form Selection

Proceed >

Step 6: On the Confirm Your Return Summary page, you will be shown a summary of your tax computation based on the details you provided.

a) In case there is a tax liability:

If there is tax liability payable based on the computation, you will get the Pay Now and Pay Later options at the bottom of the page.

E. Total Tax Paid

₹ 9,000

[Show Details >](#)

Amount Payable

₹ 3,90,704

[Hide Details ▾](#)

Total Tax Liability

₹ 3,99,704

Total Tax Paid

₹ 9,000

Total Amount Payable

₹ 3,90,704

[< Return Summary](#)[Pay Later](#)[Pay Now](#)**Note:**


- It is recommended to use the Pay Now option. Carefully note the BSR Code and Challan Serial Number and enter them in the details of payment.
- If you opt to Pay Later, you can make the payment after filing your income tax return, but there is a risk of being considered as an assessee in default, and liability to pay interest on tax payable may arise.

b) In case there is no tax liability (No Demand / No Refund), or if you are eligible for a refund:

If there is no tax liability, or if there is a refund based on your tax computation, you will get the option to directly preview your

return. Click Preview Return.

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D. Total Tax, Fee and Interest Payable
[Show Details >](#)

E. Total Tax Paid
[Show Details >](#)

Refund Amount
[Show Details >](#)

< Return Summary

Preview Return >

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Step 7: On the Preview and Submit your return page, click the declaration checkbox, enter the required details. Click Proceed to Preview.

Validate Return

Confirm your Return
Summary

Verify and Submit

1

Preview and Submit

2

Verify your Return

Preview and Submit your return

* Indicates mandatory fields

Place: ⓘ



I,

ABC

, Son/daughter of

XYZ

solemnly declare

that to the best of my knowledge and belief, the information given in the return is correct and complete and is in accordance with the provisions of the Income Tax Act ,1961.I further declare that I am making

this return in my capacity as

Self ▾

and I am also competent to make this

return and verify it.I am holding PAN:

JMDPK1234K

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

Identification No. of TRP *

Name of TRP *

If TRP is entitled for any reimbursement from the Government, amount thereof *

₹


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Proceed to Preview

Note: If you have not involved a tax return preparer or TRP in preparing your return, you can leave the textboxes related to TRP blank.

Step 8: On the Preview and Submit Return page, click Proceed to Validation.

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VERIFICATION

I, son/ daughter of solemnly declare that to the best of my knowledge and belief, the information given in the return is correct and complete and is in accordance with the provisions of the Income-tax Act, 1961. I further declare that I am making this return in my capacity as **Self** and I am also competent to make this return and verify it. I am holding permanent account number .

Date: --2021

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

TRP PIN (10 Digit)	Name of TRP	Counter Signature of TRP
Amount to be paid to TRP ₹ 0	0	

[< Back](#)


[Proceed to Validation](#)

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Step 9: The system will run validation checks on your return. The list of errors, if any, will be shown on the Preview and Submit your Return page. You will have to go back and correct errors in your form if there are validation errors. If not, you will get a message about successful validation.

On successful validation, click Proceed to Verification to complete the return filing process.

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Utility connected Online

✓

Validate Return

→

✓

Confirm your Return
Summary

→

3

Verify and Submit

✓

Preview and Submit

→

2

Verify your Return

ITR 1

✓

Validation Successful!
No errors were found.

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Download JSON


Proceed to Verification >

Note: If you click Download JSON, the JSON of your prepared and validated return is saved on your computer. You can upload it

on the e-Filing portal later, or submit it from the offline utility (elaborated in the steps below).

Step 10: When you click Proceed to Verification, you will be taken to the Login page through the utility. Log in using your e-Filing user ID and password.

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Income Tax Returns

Login

Enter your User ID *


PAN/ Aadhaar/ other user id

Note: To continue submission, please provide your e-filing login credentials
This will help us to verify your returns


Continue >

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Know about your User ID



PAN (Permanent Account Number)
Individuals (Salaried employee, Senior citizen, freelancer, NRI)
Other Than Individuals (Company, Trust, AOP, AJP, BOI, Firm, HUF, Local Authority)



Aadhaar Number
Individuals (Salaried employee, Senior citizen, freelancer, NRI)




Other than PAN users
CA, External Agency, ERI Admin & ERI user, Tax Deductor & Tax collector, ITDREIN
• ARCA (Authorized Representative Chartered Accountant) followed by 6 digit number
• EXTA (External Agency) followed by 6 digit number

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Step 11: Post login through the Offline Utility, you will get the option to upload your return. Click Upload Return.

[Home](#) [Help](#)



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DESKTOP UTILITY(ITR 1-4)

ITDefiling-DU-v3.0
Your utility is up to date!

Home/ Income Tax Returns / Download Pre-filled data

✓

Validate Return

✓

Confirm your Return summary

3

Verify and Submit

✓

Preview and Submit

2

Verify your Return

Income Tax Returns

ITR Type	Assessment Year (A.Y)	User Name	Verification PAN
ITR 1	2021-22	Vishal Garg	ABGPN99839

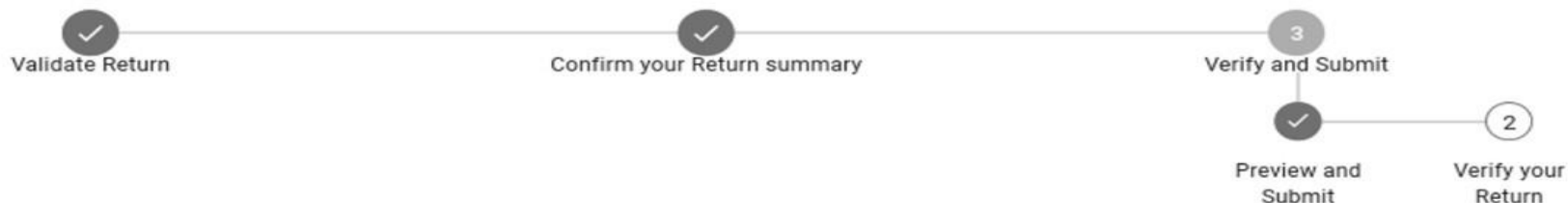
Cancel

Upload Return

Step 12: Click Proceed to Verification.



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ITR 1



Validation Successful!
No errors were found.

< Back

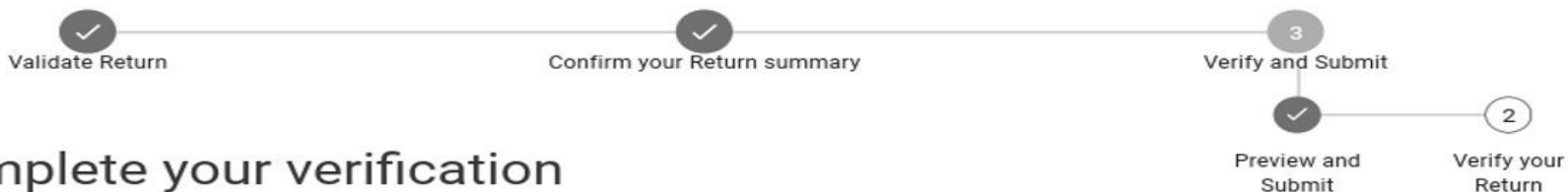
Proceed to Verification

Step 13: On the Complete your Verification page, select your preferred option, and click Continue.

It is mandatory to verify your return, and e-Verification (recommended option - e-Verify Now) is the easiest way to verify your ITR – it is quick, paperless, and safer than sending a signed physical ITR-V to CPC by post.



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Complete your verification

Select a Verification method below to finish filing

☒ **eVerify Now** RECOMMENDED

Instant eVerification via Aadhaar OTP/Prevalidated Bank Account/ Prevalidated Demat Account

☐ **eVerify Later**

You can submit the return now and eVerify within 120 days of submission

☐ **Verify via ITR-V**

You can submit the return now and verify the return by sending a signed ITR-V to the Income Tax Department by Normal/Speed Post within 120 days

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Note:

- Refer to the [How to e-Verify](#) user manual to learn more.
- If you select e-Verify Later, you can submit your return, however, you will be required to e-Verify your return within 120 days of filing of your ITR.
- If you select Verify via ITR-V, you need to send a signed physical copy of your ITR-V to Centralized Processing Center, Income Tax Department, Bengaluru 560500 by normal / speed post within 120 days.

- Please make sure you have pre-validated your bank account so that any refunds due may be credited to your bank account.
- Refer to the [My Bank Account](#) user manual to learn more.

Step 14: If you clicked e-Verify Now, you will be taken to the e-Verify page to e-Verify your return.

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DESKTOP UTILITY(ITR 1-4)

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Home/ Income Tax Returns / Download Pre-filled data

✓
Validate Return

✓
Confirm your Return summary

3
Verify and Submit

✓
Preview and Submit

2
Verify your Return

e-Verify

How do you want to e-verify?

☒ I would like to verify using OTP on mobile number registered with Aadhaar

⚠ Your PAN and Aadhaar is not linked. [Link Now](#)

☐ I would like to verify using Digital Signature Certificate (DSC)

Generate electronic verification code (EVC)

☐ Through Net Banking

☐ Through Bank Account

☐ Through Demat Account

Note

You can generate EVC through Bank ATM. To generate EVC through Bank ATM, follow below steps.

1. Visit your bank's ATM and swipe your ATM card.
2. Click on the 'Pin for Income Tax filing'.
3. An EVC will be sent to the mobile number and e-mail ID registered with e-filing. This EVC is valid for 72 hours. List of Banks which are configured to generate EVC through ATM.
4. The generated EVC can be used to e-verify by selecting the option "I already have an Electronic Verification Code (EVC)".

☐ I already have an Electronic Verification Code (EVC)

☐ I already have an OTP on Mobile number registered with Aadhaar

☐ I would like to verify using Income Tax Return Verification form (ITR V)

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