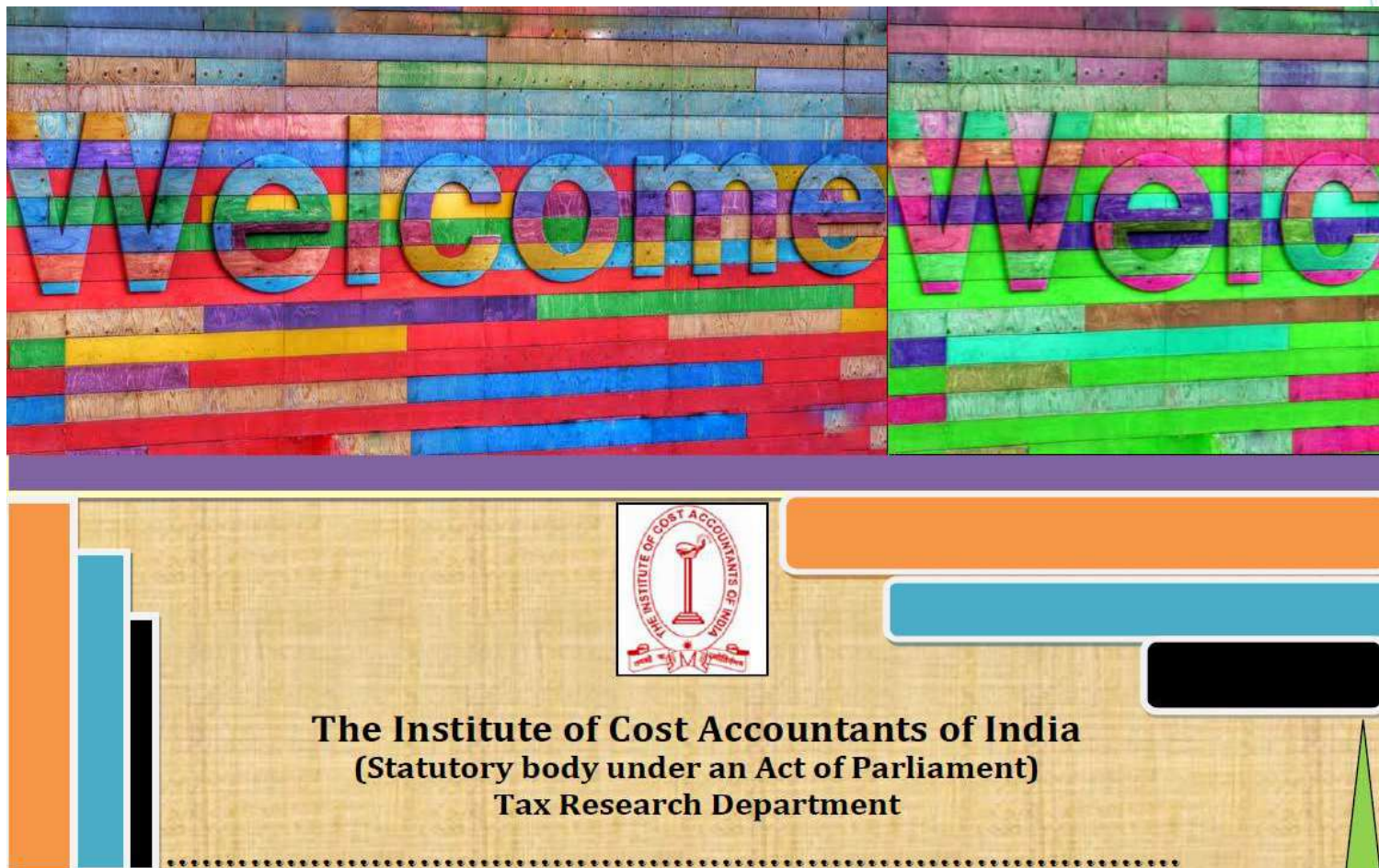


ONLINE CERTIFICATE COURSE ON ITR Filing – 9th Batch



A Session on Income Tax Returns – Introduction

- By CMA Kedarnath



Introduction to ITR Filing

- ❖ Why we need to file Income Tax Return:
- ❖ To inform the Income Tax Department about our
 - ✓ Income
 - ✓ Expenses
 - ✓ Chapter VI-A Deductions
 - ✓ Exemptions
 - ✓ Rebate
 - ✓ Relief
 - ✓ Tax Payable
 - ✓ TDS
 - ✓ TCS

Benefits of Filing Income Tax Return: To the Society

- ✓ Funding for public infrastructure
- ✓ Development and welfare projects
- ✓ Defense expenditure
- ✓ Scientific research
- ✓ Salaries to Government Employees
- ✓ Operations of the government
- ✓ Public transportation
- ✓ Pension schemes
- ✓ Law enforcement
- ✓ Public health
- ✓ Public education
- ✓ Public utilities such as water, energy, and waste management systems

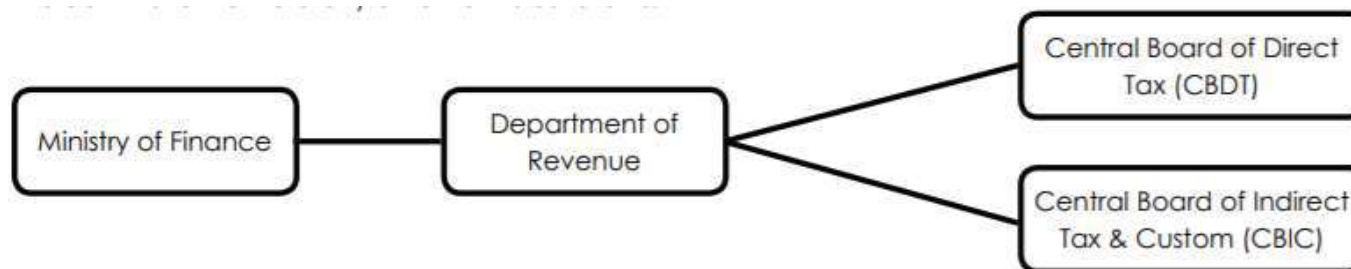


Benefits of Filing Income Tax Return: To the Assessee

- ✓ Housing Loan Sanctions
- ✓ Proof of Income for Self-employed individuals
- ✓ Government tenders
- ✓ Carrying forward of losses:
- ✓ Claiming tax refunds
- ✓ High-cover life insurance
- ✓ Visa Approvals

Administrative Hierarchy

- ❖ The administrative hierarchy of **Tax Laws** are as follows



- ❖ Both of the Boards have been constituted under the Central Board of Revenue Act, 1963
- ❖ CBDT deals with levy and collection of all **Direct Tax** matters
- ❖ CBIC deals with levy and collection of all **Indirect Tax** matters

Meaning of ITR:

- ❖ An **Income tax return (ITR)** is a form used to file information about **income** and **tax** to the Income Tax Department.
- ❖ The tax liability of a taxpayer is calculated based on his or her income.
- ❖ In case the return shows that excess tax has been paid during a year, then the individual will be eligible to receive a income tax **refund** from the Income Tax Department.
- ❖ As per the income tax laws, the return must be filed every year by an individual or business that earns any income during a financial year.
- ❖ The income could be in the form of a salary, business profits and income from house property or earned through dividends, capital gains, interests or other sources.
- ❖ Tax returns have to be filed by an individual or a business before a specified date.
- ❖ If a taxpayer fails to abide by the deadline, he or she has to pay a penalty.

Is it mandatory to file Income Tax Return?

- ❑ As per the tax laws laid down in India, it is compulsory to file income tax returns if the income is more than the basic exemption limit.
- ❑ The income tax rate is pre-decided for taxpayers.
- ❑ A delay in filing returns will not only attract late filing fees but also hamper chances of getting a loan or a visa for travel purposes

Who has to file the ROI ?

- ❖ **Every Company & Firm (including LLP):** Irrespective of Income / loss mandatorily they have to file the ROI on or before the due date specified u/s 139(1)
- ❖ **Other Assessee:** (Individual/HUF/AOP/BOI/AJP/LA): whose Total Income before giving Chapter VI-A Deductions & Exemptions u/s 54,54B,54D,54EC,54G,54GA & 54GB exceed Maximum amount not chargeable to income tax **{GTI >BEL}**

Note:

- ✓ Individual age up to 60 Years: 2,50,000
- ✓ Individual age ≥ 60 Years to < 80 Years : 3,00,000
- ✓ Individual age ≥ 80 Years: 5,00,000

Age Criteria for Sr.Citizen:

- ❖ For filing ITR, the financial year is the one prior to the on-going financial year. For example, an individual is filing ITR for the financial year 2021-22 (assessment year 2022-23). The income tax return is being filed for the income earned in the financial year 2021-22 (i.e., between April 1, 2021, and March 31, 2022). The last date for filing ITR is July 31, 2022. Let us say an individual has turned 60 in November 2021. So, while filing ITR now onwards, he/she will be considered as Senior Citizen.
- ❖ Do note that both April 1 and March 31 are inclusive to ascertain whether an individual is a senior citizen or not. Thus, if someone's birthday is on April 1 or March 31, then he/she has turned 60 in the financial year 2021-22, then he/she will be considered a senior citizen.

Who is Compulsory required to file ROI ?

- ❖ **RBOR:** Compulsory required to file ROI (irrespective of his income/loss)
 - If he is a beneficial owner for any asset located outside India, including Financial interest (or)
 - he has a signing authority in any account located outside India (including a Bank account)

- ❖ **Remaining/ Other Assesses:**

- As per law he doesn't require to file ITR but, as per the seventh proviso to S.139(1) if

- (i) He has deposited an amount **more than 1 Crore** in aggregate in one or more current account maintained with a banking company or a co-operative bank; (or)

- (ii) He has incurred foreign travel expenditure of **more than Rs 2,00,000/-** for himself or any other person (or)

- (iii) He had incurred expenditure of an amount or aggregate of the amounts exceeding **Rs 1,00,000/-** towards consumption of electricity; (or)

- (iv) fulfils such other conditions as may be prescribed.

{Added in FA 2019}

Who has to file the ROI ?

- ✓ Those who wish to claim a refund on the excess tax deducted/income tax they've paid.
- ✓ Individuals who have assets or financial interest entities that are located outside India.
- ✓ Foreign companies that enjoy treaty benefits on transactions made in India.
- ✓ NRIs who earn or accrue more than Rs. 2.5 lakh in India in a single financial year.

Introduction to ITR Filing : Q & A

1. Mr. Siva age is 30 years whose Gross Total Income is Rs 3,50,000/- does Siva required to file IT Return ?
2. Mr. Santosh Gross Total Income is Rs 2,35,000 from a business, does he required to file IT Return ?
3. Mr. Ram age is 36 years whose Gross Total Income is Rs 4,50,000/- does Mr. Ram required to file IT Return ?
4. M/s ABC Partnership firm suffered with Rs 1,00,000 loss during the FY 2020-21, does it require to file ROI ?
5. Mr Ram Gopal aged 85 years whose Gross Total Income is Rs 4,95,000/- does he require to file ?
6. XYZ Pvt Ltd earned an amount of Rs 10,000/- as Net Profit from the business, does it require to file ROI ?
7. Mr. John whose Gross Total Income is Rs 3,50,000 and he has deductions under LIC premiums & Tax saving investments of Rs 1,50,000, does he required to file ITR ?

Due Dates for Filing ROI u/s 139(1)

- ❖ Transfer Pricing Audit u/s 92E - 30th Nov of AY
- ❖ Company
- ❖ Tax Audit cases
- ❖ Partner of firm (where firm a/c's are Tax Audit)
- ❖ Others: 31st July of AY

31st Oct of AY

[LA Finance Act, 2020]

Note:

Filing of Tax Audit Report: 30th Sep of AY

Powers of CBDT u/s 119

U/s 119 CBDT has an exclusive powers to issue

- ✓ Notifications
- ✓ Circulars
- ✓ Guidelines
 - From time to time
 - To clarify and remove the doubts of “Both”
- ✓ Assessee and
- ✓ A.O

Note:

- ✓ Circulars issued by the CBDT is binding on AO but not on Assessee
- ✓ If it is favorable Assessee can adopt the same

Circular No.08/2021 issued by CBDT u/s 119

Circular No. 08 /2021

F.NO.225/49/2021/ITA-II
Government of India
Ministry of Finance
Department of Revenue
Central Board of Direct Taxes

New Delhi, Dated 30th April, 2021

Subject: Extension of time lines related to certain compliances by the Taxpayers under the Income-tax Act 1961

1. In view of severe pandemic, the Central Board of Direct Taxes, in exercise of its powers under Section 119 of the Income-tax Act, 1961, provides following relaxation in respect of Income-tax compliances by the taxpayers:

a) Appeal to Commissioner (Appeals) under Chapter XX of the Income-tax Act, 1961 for which the last date of filing under that Section is 1st April 2021 or thereafter, may be filed within the time provided under that Section or by 31st May 2021, whichever is later;

b) Objections to Dispute Resolution Panel (DRP) under Section 144C of the Income-tax Act, 1961, for which the last date of filing under that Section is 1st April 2021 or thereafter, may be filed within the time provided under that Section or by 31st May 2021, whichever is later;

c) Income-tax return in response to notice under Section 148 of the Income-tax Act, 1961, for which the last date of filing of return of income under the said notice is 1st April 2021 or thereafter, may be filed within the time allowed under that notice or by 31st May 2021, whichever is later;

d) Filing of belated return under sub-section (4) and revised return under sub-section (5) of Section 139 of the Income-tax Act, 1961 for Assessment Year 2020-21, which was required to be filed on or before 31st March 2021, may be filed on or before 31st May 2021;

e) Payment of tax deducted under Section 194-IA, Section 194-IB and Section 194M of the Income-tax Act, 1961 and filing of challan-cum-statement for such tax deducted, which are required to be paid and furnished by 30th April 2021 under Rule 30 of the Income-tax Rules, 1962, may be paid and furnished on or before 31st May 2021;

f) Statement in Form No. 61, containing particulars of declarations received in Form No.60, which is due to be furnished on or before 30th April 2021, may be furnished on or before 31st May 2021.

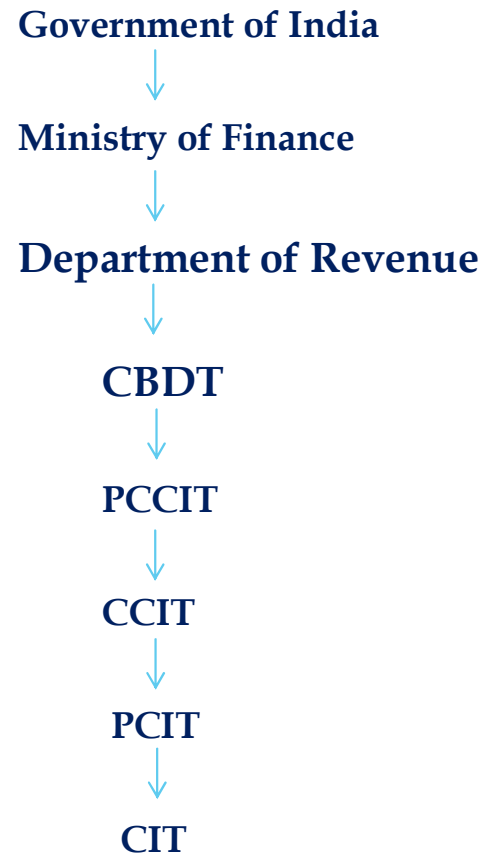

(Ravinder Maini)
Director to the Government of India.

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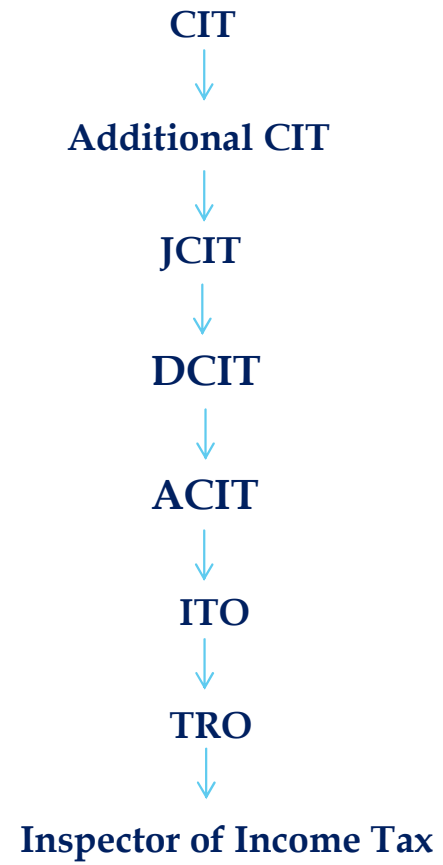
1. PS to F.M./PS to MoS (F).
2. PS to Revenue Secretary.
3. Chairman (CBDT) & All Members of CBDT.
4. All Pr. CCsIT/CCsIT/Ps. DGsIT/DGsIT.
5. All Joint Secretaries/CsIT, CBDT.
6. Directors/Deputy Secretaries/Under Secretaries of CBDT.
7. Web Manager, with a request to place the order on official Income-tax website.
8. CIT (M&TP), Official Spokesperson of CBDT with a request to publicize widely.
9. JCIT, Data Base Cell for placing it on insofficersonline.gov.in.
10. The Institute of Chartered Accountants of India, IP Estate, New Delhi.
11. All Chambers of Commerce.
12. The Guard File.


(Ravinder Maini) 30/04/2021
Director to the Government of India.

Administration / Hierarchy of Direct Taxes : Code - C PC PC AJD AI TI



Administration/ Hierarchy of Direct Taxes : Code - C PC PC AJD AI TI



Key aspects needs to consider while filing ITR

Income related:

- ❖ **Form-16** : Given by employer
- ❖ **Form-26AS** : Downloaded from IT Portal
- ❖ **AIS**: Annual Information Statement
- ❖ **TIS**: Tax Payer Information Summary
- ❖ **Bank Statements**: Verify Credit amounts like House Rentals, Capital Gains etc.,
- ❖ **Capital Gain Statement**: Obtain from share broker like Share khan, Zerodha etc.,
- ❖ **Mutual Fund**: Sale summary Statements

What is Form-26AS

- ❑ Form 26As is a vital document showing the portion of tax deducted at source on payments/investments made by individuals, employees and freelancers.
- ❑ This enables the taxpayers to claim refunds for any additional tax or overdue tax payments made.
- ❑ An important feature of the new Form26 AS is its statements of financial transactions.
- ❑ As the name implies, these are statements where the taxpayers recall all major financial transactions they have made which would be to their benefit while filing their returns.
- ❑ It will indicate whether there are any tax proceedings which are pending or completed with the tax authorities.

Concept of AIS & TIS

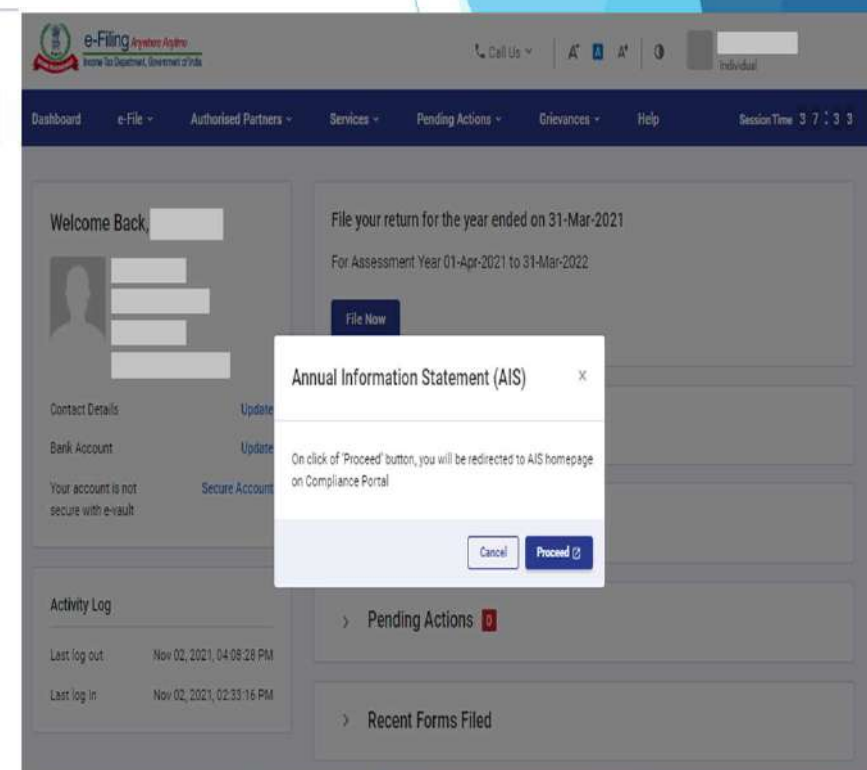
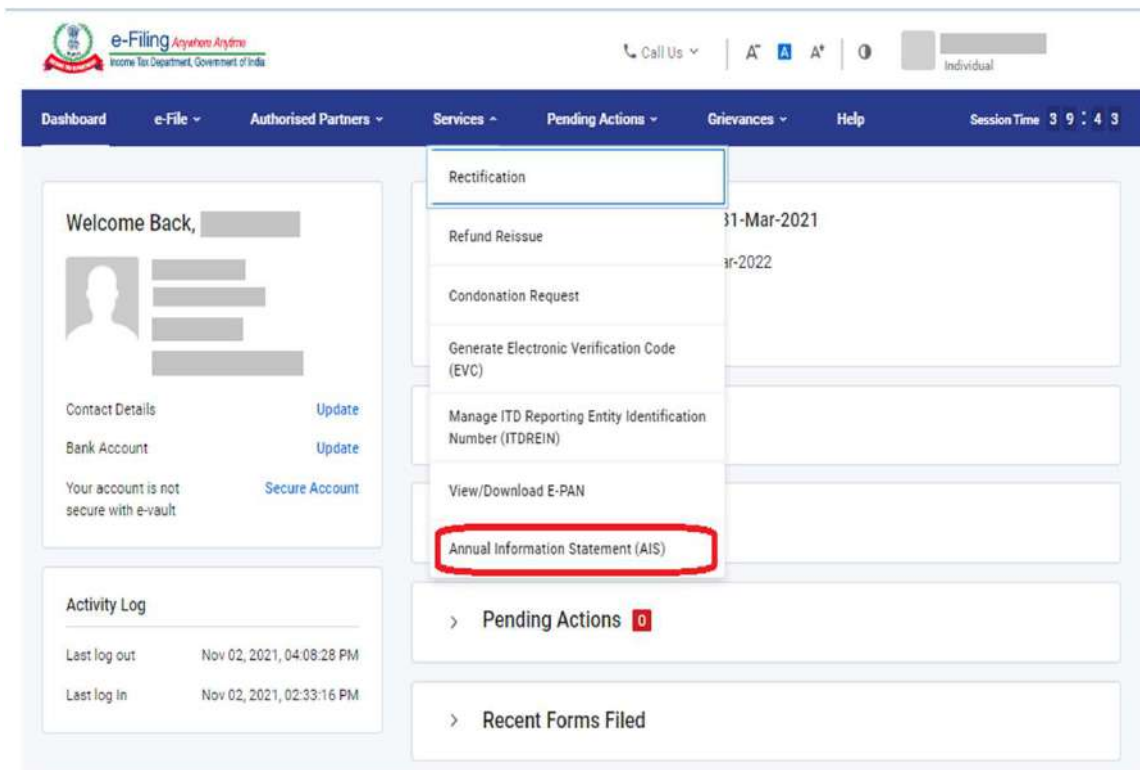
AIS: Annual Information Statement

TIS: Taxpayer Information Summary

- It includes new information – interest, dividend, securities transactions, mutual fund transactions, foreign remittance information, etc.
- Summary of AIS information in the form of Taxpayer Information Summary (TIS) for ease of filing return (pre-filing will be enabled in a phased manner).
- Taxpayers will be able to submit online feedback on AIS's information and download information in PDF, JSON, and CSV file formats.
- AIS Utility will enable taxpayers to view AIS and upload feedback in an offline manner.

How to check AIS / TIS

- Step 1: To access your Annual Information Statement (AIS), log in to the income tax e-filing portal at www.incometax.gov.in. Go to 'Services' > 'Annual Information Statement'.



How to check AIS / TIS

- **Step 2:** It will redirect you to the compliance portal. You can view Taxpayer Information Summary (TIS) and Annual Information Statement (AIS) on the AIS home page.
- **Step 3:** Now select the relevant financial year, and you can view the Taxpayer Information Summary (TIS) or the Annual Information Statement (AIS) by

The screenshot displays the AIS (Annual Information Statement) portal. At the top, there are logos for the Compliance Portal and Insight, along with a 'Call Us' button and a user profile icon. The main navigation bar includes links for AIS, Resources, Rate Us, and Help. The session time is shown as 14 : 39. Below the navigation bar, the breadcrumb trail reads 'Home > AIS'. The main content area is titled 'AIS - Annual Information Statement'. It features a dropdown menu for the financial year, currently set to 'F.Y. 2020-21'. Below this, there are two large white boxes. The left box is labeled 'Taxpayer Information Summary (TIS)' and has a download icon at the bottom right. The right box is labeled 'Annual Information Statement (AIS)' and has upload and download icons at the bottom right. The 'AIS' link in the breadcrumb trail is highlighted with an orange box.

How to check AIS / TIS

Taxpayer Information Summary

Taxpayer Information Summary

Annual Information Statement

Download

All values are in INR unless specified and have been rounded off to the nearest integer

General Information

F.Y. 2020-21

Permanent Account Number (PAN)

Aadhaar Number

Name of Assessee

Date of Birth

Mobile Number

E-mail Address

Address

Taxpayer Information Summary (TIS)

Information Category	Processed Value	Derived Value
> Salary	9,00,000	9,00,000
> Dividend	200	200
> Interest from savings bank	1,000	1,000
> Interest from deposit	8,500	8,500

Key aspects needs to consider while filing ITR

Deduction related:

- ❖ Life Insurance premium payment receipts
- ❖ Children school fees payments
- ❖ Sukanya Samrudhi Scheme Deposits
- ❖ Tax Saving FD's receipts
- ❖ Tax saving MF's (ELSS)
- ❖ Housing Loan Interest & Principal Certificates: for claiming deductions
- ❖ Health Insurance premium receipts
- ❖ Interest on education loan
- ❖ 80G Donation Receipts
- ❖ Any other donation receipts

Types of Income Tax Return Forms:

ITR-1:

- ✓ Name of the Form: ITR-1 SAHAJ
- ✓ Applicable for Individual only
- ✓ Salary / Pension + 1 HP + Other Sources + Agriculture Income up to Rs 5,000/-

Note: This return is applicable for a Resident Individual i.e., RBOR, whose total income for the AY 2021-22 does not exceed Rs. 50 lakh and who has income under the following heads:

- (a) Income from Salary/ Pension; or*
- (b) Income from One House Property; or*
- (c) Interest income and/ or family pension taxable under Other Sources.*

ITR: 1

Manner of Filing ITR-1:

This Return Form can be filed with the Income-tax Department in any of the following ways:-

(1) Electronically on the e-filing web portal of Income-tax Department (www.incometaxindiaefiling.gov.in)

(or)

(2) in paper form, at the designated offices of Income-tax Department, along with duly signed Form ITR-V. This mode of furnishing return is permissible only in case of super senior citizens (i.e. an **individual of the age of 80 years or more** at any time during the previous year).

Types of ITR

ITR-2:

- ✓ Applicable for Individual & HUF
- ✓ Who is Not eligible to File ITR-1
- ✓ Ind / HUF **NOT** having Income under the head PGBP

Types of ITR

ITR-3:

- ✓ Applicable for Individual & HUF
- ✓ Who is Not eligible to File ITR-1, 2 & 4
- ✓ Individual / HUF having Income under the head **PGBP**

ITR-4:

- ✓ Name of the Form: SUGAM
- ✓ Applicable for Individual / HUF / Firm (Other than LLP)
- ✓ Salary / Pension + 1 HP + Other Sources + Agriculture Income up to Rs 5,000/- + PGBP Income computed u/s 44AD / 44ADA / 44AE

Types of ITR

ITR-5: Applicable to

1. Firm
2. Limited Liability Partnership (LLP)
3. Association of Persons (AOP)
4. Body of Individuals (BOI)
5. Artificial Juridical Person (AJP) referred to in clause (vii) of Section 2(31)
6. Local Authority referred to in clause (vi) of Section 2(31)
7. Representative Assessee referred to in Section 160(1)(iii) or (iv)
8. Cooperative Society
9. Society Registered under Societies Registration Act, 1860 or under any other law of any State
10. Trust other than Trusts eligible to file Form ITR-7
11. Estate of Deceased Person
12. Estate of an Insolvent
13. Business Trust referred to in Section 139(4E) and Investment Fund referred to in Section 139(4F)

Types of ITR

ITR-6: Applicable to

- ✓ Indian Company
- ✓ Body corporate incorporated by or under the laws of country outside India
- ✓ Any institution, association or body, whether incorporated or not and whether Indian or Non-Indian which is declared by general or special order of the Board, to be Company, etc.

ITR-7: Applicable to

- ✓ 139(4A) - Income derived from Property held under Trust wholly / in part for charitable or religious purposes
- ✓ 139(4B) - Chief Executive Officer of every Political Party
- ✓ 139(4C) - Various entities like Research Association, News Agency, etc. mentioned in Section 10
- ✓ 139(4D) - University, College or other Institution referred in Section 35

Q&A

1. Mr. A is a retired Govt employee and he receives pension from the Govt, also he has Bank FD's and earns interest income, which ITR is applicable to Mr. A?
2. Mr. X has income from Salary as well as he is doing part time business, which ITR is applicable to him ?
3. Mr. Y wants to file ITR-3, where as he is having income from House Properties and Capital Gains, can he file ITR-3?
4. M/s LMN Pvt Ltd company wants to file ITR and they don't have any income during the FY 2020-21, suggest them whether they need to file IT Return or not? If yest suggest ITR No.?
5. M/s ABC LLP wants to file the IT Return, which ITR is applicable to them?
6. TTD wants to file IT Return suggest the applicable ITR?
7. Mr. K is a Chartered Accountant, which ITR is applicable to him?
8. Which ITR applicable to AOP / BOI?
9. What is the maximum amount of deduction can be claimed u/s 80C?
10. Mr. X paid an amount of Rs 15,000/- for health insurance of self and the payment done in the form of Cash mode, what is the eligible amount of deduction u/s 80D?
11. What is the amount of standard deduction eligible for a salaried employee?

Eligibility for ITR Refund:


- Assessee is eligible to receive an Income Tax Refund from the tax authorities if the taxes have paid during a fiscal year are more than your actual tax liability.
- Some reasons why a taxpayer might have paid excess tax are:
 - Advance tax paid based on self-assessment is higher than actual tax liability
 - Tax Deducted at Source (TDS) deduction by employer is higher than the tax liability
 - Error in tax calculation resulting in higher tax payout than actual tax payable
 - Double taxation of income earned in a foreign country
- However, in order to get a refund on the excess tax paid, Assessee has to file ITR correctly and get it verified.

Interest on Delayed Income Tax Refund:

- ❖ In case payment of income tax refund is delayed due to some issue at the Income Tax Department's end, then according to Section 244A of the Income Tax Act, you are eligible to receive interest on the income tax refund.
- ❖ The government has to pay interest on a refund if the total refund amount is equal to or more than 10% of the tax actually paid.
- ❖ The IT department will pay an interest of 0.5% from the 1st of April to the date when the refund is granted as long as you have filed returns before the due date.
- ❖ However, do note that interest will not be paid if the total amount of refund is less than 10% of the tax.

How to Download **ITR** from New Income Tax Portal: www.incometax.gov.in

https://www.incometax.gov.in/iec/foportal/downloads/income-tax-returns





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

Call Us | English | A⁻ A A⁺ | Login Register

Downloads

- Income Tax Returns
- Income Tax Forms
- DSC Management Utility

Assessment Year **2021-22** [Read General Instructions](#)

- > Common Offline Utility (ITR 1 to ITR 4)
- > Common Offline Utility (ITR 5 to ITR 7)
- ▼ **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.
 - Instructions**  (325 KB)
 - Schema**  (14 KB)
 - Date of first release of JSON Schema 01-Apr-2021
 - Date of latest release of JSON Schema 21-Jul-2021
 - Schema Change Document** (Version 1.2) (143 KB)
 - Validations**  (308 KB)
 - Date of first release of validation 03-Apr-2021
 - ITR-1 Notified Form AY 2021-22**  (325 KB)

ITR-1 : Verification Process

One can verify the Income Tax Return through any of the following options:

1. I would like to e-Verify
 2. I would like to e-Verify later within 120 days from the date of filing.
 3. I don't want to e-Verify and would like to send a signed ITR-V through normal or speed post to "Centralized Processing Center, Income Tax Department, Bengaluru - 560500" within 120 days from the date of filing.
- Click on the 'Preview and Submit' button to preview and verify all the details before finally submitting ITR 3.
 - Now, 'Submit' the ITR.
-
- **Follow the following steps to proceed to E-verification on your return:**
 - On Choosing 'I would like to E-Verify option, you can e-Verify through the following options. All you need to do is enter the EVC/OTP when asked for.
1. EVC generated through bank ATM or Generate EVC option under My Account
 2. Aadhaar OTP
 3. Prevalidated Bank Account
 4. Prevalidated Demat Account
- The EVC/OTP should be entered within 60 seconds else, the Income Tax Return (ITR) will be auto-submitted. You can verify the ITR later through your ITR login account. Just login and click on the 'My Account > e-Verify Return' option. You can also verify by sending a signed ITR-V to CPC, Bengaluru.



*{Arise, awake and stop not until the goal is reached}
- Swami Vivekananda*



By

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