

Central Board of Direct Taxes, e-Filing Project

FAQs – Prefill of Data and Import from Previous Version Utility Version 1.0 18 – July 2019

Directorate of Income Tax (Systems) E-2, A.R.A. Centre, Ground Floor Jhandewalan Extension New Delhi – 110055

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1 How to download and extract an ITR excel utility?

Step 1: Go to Income Tax e-Filing Portal www.incometaxindiaefiling.gov.in

Step 2: Click on 'IT Return Preparation Software' link under the 'Downloads' section.



Step 3: Click on the appropriate ITR's Excel utility hyperlink. The ITR excel utility zip file will be downloaded successfully.

structions Select the Download System Re Excel Uti Java Util JRE can	: Assessment Year and extract the zip file containing the utilities to the folder and open the utility quirements lities: Macro enabled MS-Office Excel version 2007/2010/2013 on Microsoft Windows 7 / 8 /10 with . Mitteis: Microsoft Windows 78/10, Linux and Mac OS 10.x with JNE (Java Runtime Environment) Versi be downloaded from https://www.oracle.com/technetwork/java/javase/downloads/jdk8-downloads-21	et Framewor on 8 with late 33151.html	k (3.5 & abo est updates.	ve)
	Assessment Year 2019-20 •			
Form	Description	Microsoft Excel	Java	Instruction
ITR 1	For Individuals being a Resident (other than Not Ordinarily Resident) having Total Income upto Rs.50 lakhs, having Income from Salaries, One House Property. Other Sources (Interest etc.), and Agricultural Income upto Rs.5 Housand(Not for an Individual who is either Director in a company or has invested in Unlisted Equity Shares)	26/06/2019	PR3 (1238KB) 26/06/2019	Instruction (332KB)
ITR 2	For Individuals and HUFs not having income from profits and gains of business or profession	(4787KB) 11/07/2019	PR2.1 (1683KB) 12/07/2019	Instruction 법 (790KB)
ITR 3	For individuals and HUFs having income from profits and gains of business or profession	PR2 (10300KB) 12/07/2019	PR2 (1152KB) 12/07/2019	Instruction 12 (1058)
ITR 4	For Individuals, HUFs and Firms (other than LLP) being a Resident having Total Income upto Rs.50 lakhs and having income from Business and Profession which is computed under sections 44AD, 44ADA or 44AE (Not for an Individual who is either Director in a company or has invested in Unlisted Equity Shares)	(3879KB) 26/06/2019	PR3 (1416KB) 26/06/2019	Instruction (648KB)
ITR 5	For persons other than- (i) Individual, (ii) HUF, (iii) Company and (iv) Person filing Form ITR-7	(5606KB) 20/06/2019	E PR1.1 (1507KB) 26/06/2019	Instruction 12 (920)
ITR 6	For Companies other than companies claiming exemption under section 11	PR1 (11025KB) 08/07/2019		Instruction 12
ITR 7	For persons including companies required to furnish return under sections 139(4A) or 139(4B) or 139(4C) or 139(4D)	(9928KB) 04/06/2019		



Step 4: Open the location to which the zip file is downloaded.

Step 5: Right click on the downloaded zip file and click on 'Extract All'.

Step 6: In the new dialogue box select the desired location and click on 'Extract'.

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11781_2019	Date modifieb 7/18/0219 569 PM Date creat	7/12/2019:509 PM	



Step 7: Open the folder to which the zip file is extracted. Double click on the 'Excel File' to open the excel utility.

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Image: Section

2 How to download and import the prefilled XML to prefill all the personal and tax details to the ITR excel utility?

Step 1: Go to Income Tax e-Filing Portal www.incometaxindiaefiling.gov.in

Step 2: Login to the e-Filing portal by entering the User ID (PAN), Password and Captcha.

e-Filing Anywhere Anytime	雨	न्दी About Us	Feedback	Accessibility Options	Contact Us	e-Nivaran Help
Income Tax Department, Government of India						🧟 Login Register
Home Downloads News & Updates						
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Enter Captcha *						
	Login Forgot Password?					
New Use	rs? Register					
e-Filing Login T	hrough NetBanking					



Step 3: Post Login, Navigate to 'My Account' tab and select 'Download Pre-filled XML' link.

Dashboard	My Account - e-File - e-Proceedin	ng - e-Nivaran - Compliance - Worklist - Profile Settings -
	View Form 26AS (Tax Credit)	
Filing of Inc	View e-Filed Returns/Forms	
Minus Datum	Tax Credit Mismatch	
view Return	Download Pre-filled XML	
	e-Verify Return	
	Generate EVC	
	Compliance Portal	IMPORTANT !!!
Introducing	Reporting Portal (Beta Version)	r 'My Account'. Now, you can raise and view the requests for the following.
	Manage ITDREIN	· · · · · · · · · · · · · · · · · · ·
 Intimation u Refund Re- 	My CA / ERI	
 Change ITF Certificate d 	Service Request	
 Condonatio 	Certificate of Appreciation	
	Authorize/Register as Representative	

Step 4: In the 'Download Pre-filled XML' page, the PAN will be auto populated, choose the Assessment Year for which you are filing the Return and the ITR Form which you want to file from the dropdown. Click 'Continue' button.

Dashboard My Account - e-File - e-Proceeding - e-Nivaran - Compliance - Worklist	t - Profile Settings -
Download Pre-filled XML	
PAN	Instructions Fields marked with asterisk(*) are mandatory
Choose the Assessment Year for which you are filing the Return *	 Select the Assessment Year and ITR type for which you want to file your Return.
Choose ITR Form which you want to file * ITR-1 TR-1	 The downloaded XML can be imported in ITR offline utilities (JAVA & Excel) to prefill your details.
Continue	
Disclaimer: The pre-filled tax claim data is as per the details available with e-Filing application subject to assesse's independent verification.	

Step 5: The details that will get prefilled to the ITR utility along with the bank account details that are available with e-Filing portal (if any) will be displayed to the user. Choose the bank account for refund credit.



Dashboa	rd My Account 🗸 e-File 🗸 e	-Proceeding 🗸 e-N	livaran - Compliance - V	Vorklist 🚽 Profile Se	ettings 🗸
Downloc	ad Pre-filled XML				
The follow PAN, Na Address Tax Pay Details of Details of Details of Details of Tax relie Bank ac Verificati	ing details shall be prefilled in the ime, Date of Birth shall be prefilled , Aadhaar Number, mobile number ment, TDS and TCS details shall b of Salary Income, allowances and c House Property shall be prefilled fi of Income from House property sha of Interest income from Term Depo of Interest income details (u/s 2444 f u/s 89 shall be prefilled from Ann count details shall be prefilled from ion Details - Self/Representative P	ITR form:- from PAN database. and e-mail ID shall be e prefilled from Form 2 deductions shall be pre- rom last filed ITR. all be pre-filled from For sit shall be pre-filled from sit shall be pre-filled from shall be pre-filled from 24Q. i bast filed ITR and e-F AN details as applicab	e prefilled from e-Filing Profile (I 26AS. filled from Annexure II of Form m 26AS. m Form 26AS. fund. iling Profile. le based on Logged in PAN.	Please update e-Filling 24Q.	g Profile before proceeding).
Bank acc	count details				
S.No	Bank Account Number	IFS Code	Bank Name	Source	Select Account for Refund Credit
1		SB1111.0492	STATE BANK OF INDIA	Prevalidated	
2		HD.7000082	HDFC BANK	Latest ITR	
		Download	XML Back		
Note: AY 2016-1	7 onwards shall be considered in c	ase of Latest ITRs			
Instruction + The d	ons : lownloaded XML can be imported i	n ITR offline utilities J/	WA & Excel to prefill your detail	s.	

Step 6: Click on the 'Download XML' button to download the pre-filled XML.

Step 7: Open the ITR excel utility and click 'Import Personal and Tax Details from Prefilled XML' button from the right side panel.

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				INDL	AN INCOME TAX RETU		Next		
	ITR-1	[For individuals being a resident (other than	r than not ordinarily resident) having total income upto Rs.50 lakh, having Income from Salaries, one house property				perty, Assessment	Calculate Tax
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				(R	efer instructions for eligibility			2 0 19 - 20	Generate Aivi
+		First Name		Middle Name		Last Name		PAN	Import from Prev version
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4	Aadhaar Number [1:	2 Digits]							Help
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	continuously. For ex	xample Enrolment ID: 1234/12345/1234	45 & Date	Time of enrolment:	Name of Premises / Building	as 1234123451234501122016115022]	Date	e of Birth (DD/MM/YYYY)	
t		Road / Street/ Post Office		Area / Locality		Town/ City/ District			
Ľ		State			Country	Pincode	Nature of Employment		
		(Select)			INDIA			(Select)	
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			91						
						1	s9(1)-On or before	e due date	
I	f revised/defective					1	39(1)-On or befor	e due date	
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1 1 1	f revised/defective Receipt Number f filed in response t Unique Number i Gross a S b V	to notice u/s 139(9)/142(1)/148/153. s Salary (ia + ib + ic) salary as per section 17(1) 'alue of perquisites as per section 1	A/153C or	r order u/s 119(2)(b	<i>}</i>	Date of Filing Original Return Date of such Notice or Order	9(1)-On or before	e due date	
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Step 8: Browse and select the downloaded pre-fill XML file and click on 'Open' button.



Step 9: All the personal and tax details available with e-Filing portal will be prefilled into the ITR excel utility.

3 How to import tax details from the previous version of the excel utility?

Step 1: Download and open the latest version of ITR excel utility from the e-filing portal.

Step 2: Click 'Import from Previous Version' button from the right side panel.

Step 3: Browse and select the saved excel file (previous version of the filled ITR excel utility) and click on 'Open' button.

Step 4: All the information filled and saved into the previous version of the ITR excel utility will be imported to the latest version of the ITR excel utility successfully.

Step 5: Thoroughly check the data in the newer version to ensure that all the data from previous version has been imported correctly. Fill in the additional fields, if any, in the new version so that the ITR is complete.

4 I am getting 'invalid XML' while trying to upload the xml?

Invalid XML error may arise due to the following reasons,

- 1. The taxpayer might have altered or edited the XML file generated from the ITR utility before uploading the same to the Portal.
- 2. The taxpayer might have generated the XML file from the older version of ITR utility.
- In the case Excel utility, the PC used for generating the XML in which the .Net 3.5 frame work might have not installed or not enabled.
 To install the .Net 3.5 Framework please visit the link provided (https://www.microsoft.com/en-in/download/details.aspx?id=21)
 To enable .Net Framework

Goto Control Panel \Rightarrow Programs \Rightarrow Programs and Features \Rightarrow Turn Windows features on or off \Rightarrow Select the .NET Framework 3.5 (includes .NET 2.0 and 3.0) check box, select OK and Restart the System and the generate the XML afresh.

The XML file uploaded to the portal must be generated from the latest version of ITR utility available in the e-Filing Portal.

