



**Income Tax Department**  
Government of India

# **Central Board of Direct Taxes, e-Filing Project**

## **FAQs – Prefill of Data and Import from Previous Version Utility**

**Version 1.0**

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**Directorate of Income Tax (Systems)  
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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](http://www.incometaxindiaefiling.gov.in)

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

The screenshot shows the homepage of the Income Tax e-Filing portal. At the top, there are navigation links: About Us, Feedback, Accessibility Options, Contact Us, e-Nivaran, and Help. Below this is a search bar and a banner for Aadhaar OTP, Net Banking, and Pre-Validated Bank Account. The main content area is divided into several sections: 'List of Income Tax Return and Forms available for e-Filing', 'Tax Information and Services', 'e-Filing Brochures', 'Forgot your e-filing Password?' (with a 'Reset Password' button), 'New To e-Filing?' (with 'Register Yourself' and 'Login Here' buttons), and 'Registered User?' (with 'Login Here' and 'Reset' buttons). Below these are 'Quick Links', 'News & Updates', and 'Download' sections. The 'Download' section has a red box around the 'IT Return Preparation Software' link. Other links include 'Other Forms Preparation Software', 'DSC Management Software', and 'XML Schema'. There are also statistics for registered users and ITRs.

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

Downloads

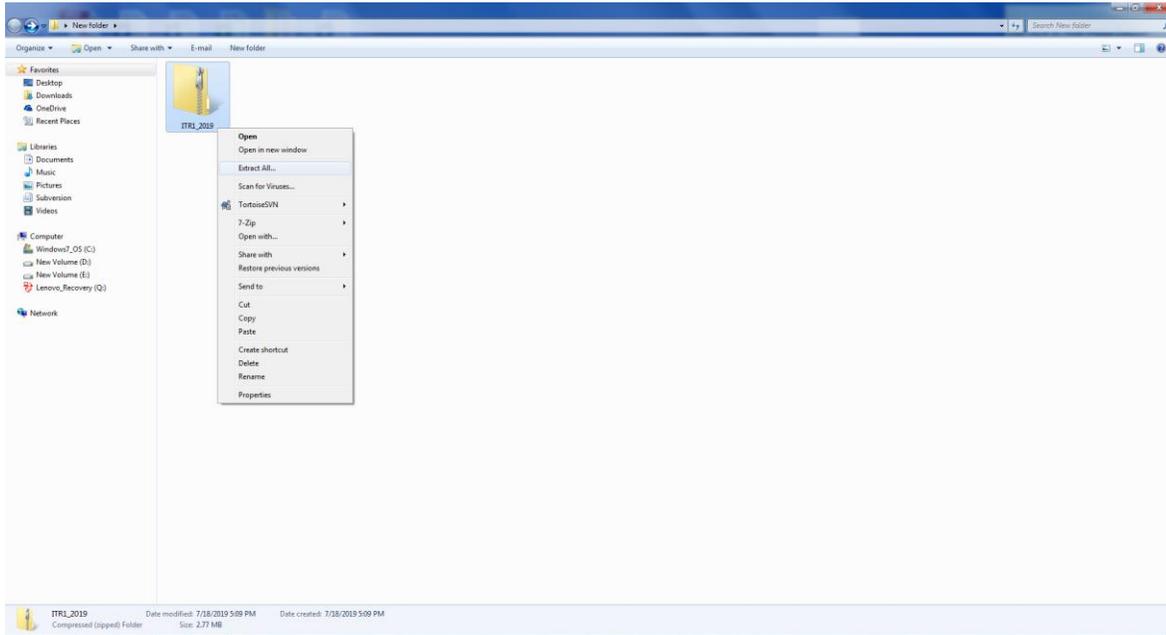
IT Return Preparation Software | Other Forms Preparation Software | DSC Management Software | XML Schema

Instructions:  
 1. Select the Assessment Year  
 2. Download and extract the zip file containing the utilities to the folder and open the utility  
 3. System Requirements  
 o Excel Utilities: Macro enabled MS-Office Excel version 2007/2010/2013 on Microsoft Windows 7 / 8 / 10 with .Net Framework (3.5 & above)  
 o Java Utilities : Microsoft Windows 7/8/10, Linux and Mac OS 10.x with JRE (Java Runtime Environment) Version 8 with latest updates.  
 JRE can be downloaded from <https://www.oracle.com/technetwork/java/javase/downloads/jdk8-downloads-2133151.html>

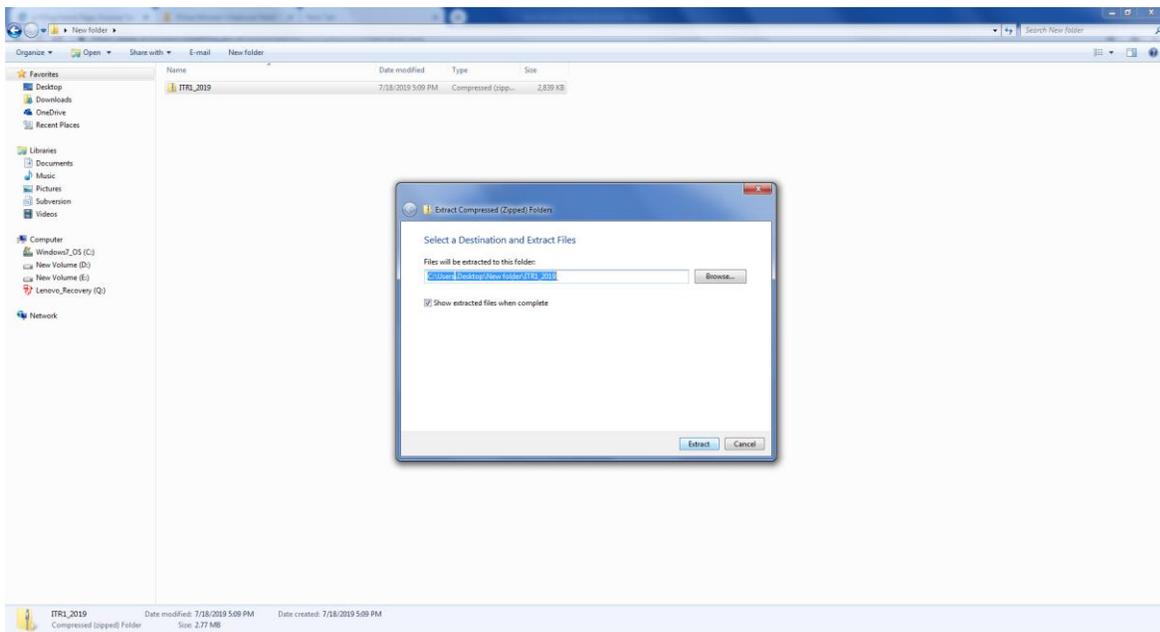
Form	Description	Microsoft Excel	Java	Instructions
ITR 1	For Individuals being a Resident (other than Not Ordinarily Resident) having Total Income upto Rs.50 lakhs, having Income from Salaries, One House Property, Other Sources (Interest etc.), and Agricultural Income upto Rs 5 thousand(Not for an Individual who is either Director in a company or has invested in Unlisted Equity Shares)	PR3 (2485KB) 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	PR2 (4737KB) 11/07/2019	PR2.1 (1893KB) 12/07/2019	Instruction (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 (105B)
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)	PR3 (3679KB) 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	PR1.2 (5908KB) 20/06/2019	PR1.1 (1507KB) 26/06/2019	Instruction (920)
ITR 6	For Companies other than companies claiming exemption under section 11	PR1 (11025KB) 08/07/2019	-	Instruction (93B)
ITR 7	For persons including companies required to furnish return under sections 139(4A) or 139(4B) or 139(4C) or 139(4D)	PR1 (8620KB) 04/06/2019	-	-

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

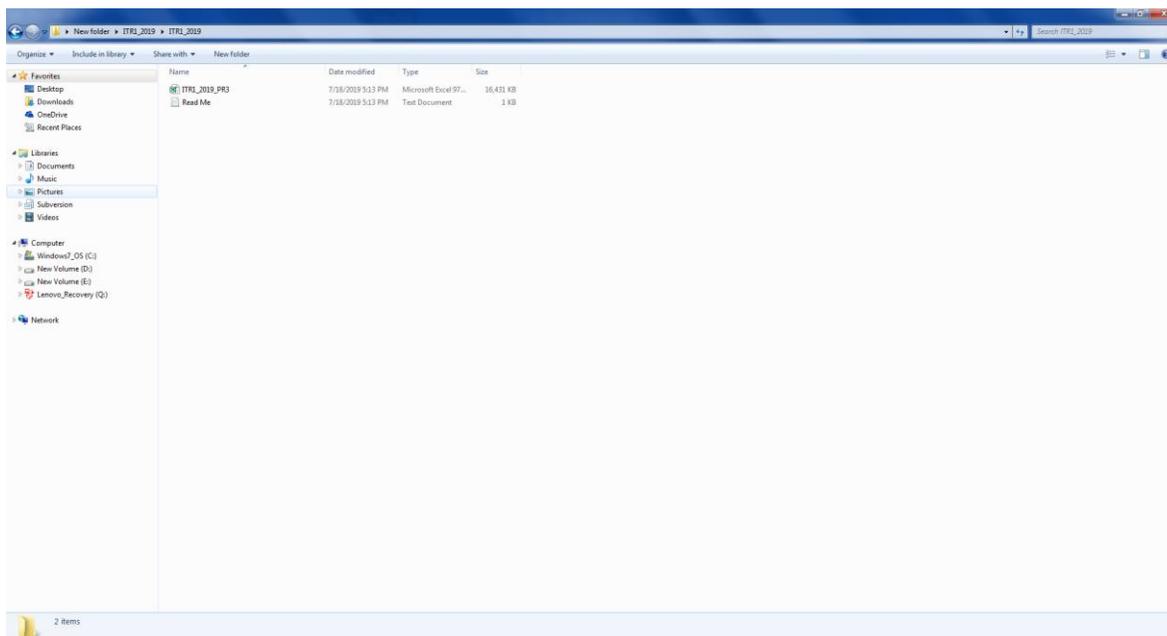
Step 5: Right click on the downloaded zip file and click on 'Extract All'.



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



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

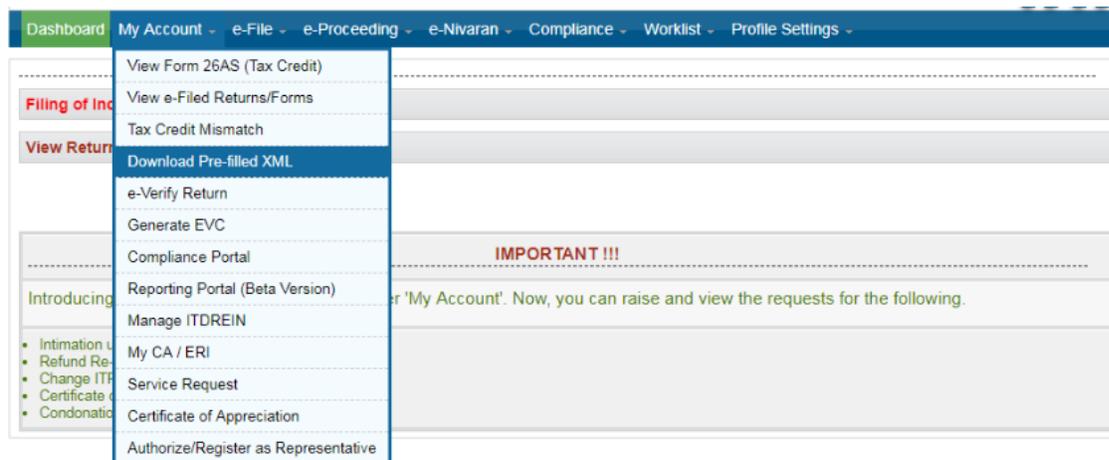


## 2 How to download and import the prefilled XML to prefill all the personal and tax details to the ITR excel utility?

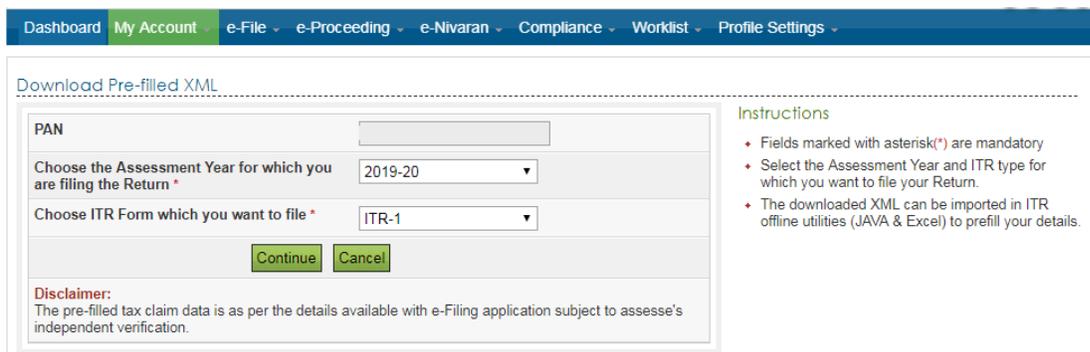
Step 1: Go to Income Tax e-Filing Portal [www.incometaxindiaefiling.gov.in](http://www.incometaxindiaefiling.gov.in)

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

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



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.



Step 5: The details that will get pre-filled 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.



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.
3. 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 ⇒ Programs ⇒ Programs and Features ⇒ Turn Windows features on or off ⇒ 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.