
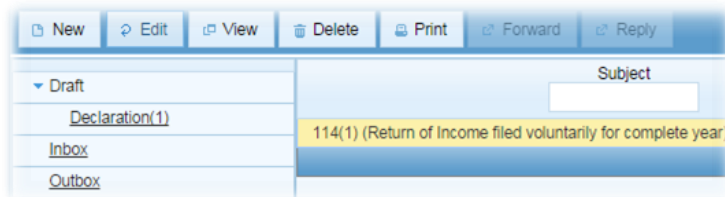


Action	Steps	Screen Reference																																										
Login	<ul style="list-style-type: none">Enter the User ID already being used for logging in to e-portal in the Field marked “Registration No.”.Enter the Password already being used for logging in to e-portal in the Field marked “Password”.Click “Login”,																																											
Open Return u/s 114(1)	<ul style="list-style-type: none">Click the small arrow beside “Drafts” on the Vertical Panel on the left which will un-collapse.Click “Declaration”.Click “114(1) (Return of Income filed voluntarily for complete year)” which will turn yellow.Click “Edit” on the Horizontal Bar in the middle of the Screen.																																											
Data Entry	<ul style="list-style-type: none">Click relevant option on the Vertical Panel on the left to open relevant Data Entry Screen.Enter data in white enabled cells only. Data in blue disabled cells will be automatically calculated.Use Tab Key to navigate in Fields. Do not use Enter Key.Click “Calculate” on the top right corner of the screen.Click “Computation” to see a summary of calculated results.	<div><div><div>Employment</div><div>Salary</div><div>Property</div><div>Business</div><div>Capital Assets</div><div>Other Sources</div><div>Foreign Sources / Agriculture</div><div>Tax Chargeable / Payments</div><div>Personal Assets / Liabilities / Receipts / Expenses</div></div><div><div>Calculate</div><table><tr><th>Description</th><th>Code</th><th>Total Amount</th><th>Amount Exempt from Tax / Subject to Fixed / Final Tax</th><th>Amount Subject to Normal Tax</th><th>Action</th></tr><tr><td></td><td>1000</td><td>654,321</td><td>0</td><td>654,321</td><td></td></tr><tr><td>(ers of Salary)</td><td>1009</td><td>654,321</td><td>0</td><td>654,321</td><td></td></tr><tr><td></td><td>1049</td><td></td><td></td><td></td><td></td></tr><tr><td></td><td>1059</td><td></td><td></td><td></td><td></td></tr><tr><td>on for Civil Servants)</td><td>1089</td><td></td><td></td><td></td><td></td></tr><tr><td>er Remuneration (including Employment Termination</td><td>1099</td><td></td><td></td><td></td><td></td></tr></table></div><div><div>Other Sources</div><div>Foreign Sources / Agriculture</div><div>Tax Chargeable / Payments</div><div>Deductible Allowances</div><div>Tax Reductions</div><div>Tax Credits</div><div>Final / Fixed / Average / Relevant / Reduced Tax Regimes</div><div>Adjustable Tax Regime</div><div>Computations</div></div></div>	Description	Code	Total Amount	Amount Exempt from Tax / Subject to Fixed / Final Tax	Amount Subject to Normal Tax	Action		1000	654,321	0	654,321		(ers of Salary)	1009	654,321	0	654,321			1049						1059					on for Civil Servants)	1089					er Remuneration (including Employment Termination	1099				
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Final Tax Statement u/s 115(4)

- Click “Tax Chargeable / Payments” on the Vertical Panel on the left which will un-collapse.
- Click “Final / Fixed / Average / Relevant Tax Regimes” to open Data Entry Screen.

Tax Chargeable / Payments

Deductible Allowances

Tax Reductions

Tax Credits

Final / Fixed / Average / Relevant / Reduced Tax Regimes

Adjustable Tax Regime

Computations

Description		Code	Debit	Credit	Debit	Credit	Debit	Credit	Debit	Credit
Final / Fixed / Average / Relevant / Reduced Rate Regime		640100	0	0	0	0				
Report u/s 148 @1%		640152								
Report u/s 148 @2%		640154								
Report u/s 148 @3%		640156								
Report u/s 148 @5.5%		640161								
Report of Edible Oil u/s 148 @5%		640171								
Report of Packing Material u/s 148 @5%		640172								
Dividend u/s 150 / Division III, Part I, 1st Schedule @10%		640352								
Dividend from a Privatized Power Generation Company u/s 150 / u/s (17), Part II, 2nd Schedule @7.5%		640361								
Profit on Debt u/s 151 / Division I, Part III, 1st Schedule @10%		640452								+
Royalty / Fee for Technical Services to a Non-Resident u/s 152(1) / Division IV, Part I, 1st Schedule @15%		640551								
Payment for Contracts / Services to a Non-Resident u/s 152(1A) / Division II, Part III, 1st Schedule @6%		640552								
Insurance / Reinsurance Premium to a Non-Resident u/s 152(1AA) / Division II, Part III, 1st Schedule @5%		640553								
Fee for Advertisement Services to a Non-Resident u/s 152(1AAA) / Division II, Part III, 1st Schedule @10%		640554								
Profit on Debt u/s 152(2) / u/s (5A), Part II, 2nd Schedule @10%		640555								+

Personal Expenditure Statement

- Click on “Personal Assets / Liabilities / Receipts / Expenses” on the Vertical Panel on the left which will un-collapse.
- Click “Personal Expenses” to open Data Entry Screen.
- In case of joint family where expenses are shared enter total expenses under such heads which cannot be accurately bifurcated such as utility bills and then enter sum of contributions by other family members in the last row.

Tax Chargeable / Payments

Personal Assets / Liabilities / Receipts / Expenses

Personal Expenses

Personal Assets / Liabilities

Reconciliation of Net Assets

Description	Code	Amount
Personal Expenses	7089	
Rent	7051	
Rates / Taxes / Charge / Cess	7052	
Vehicle Running / Maintenance	7055	
Travelling	7056	
Electricity	7058	
Water	7059	
Gas	7060	
Telephone	7061	
Asset Insurance / Security	7066	
Medical	7070	
Educational	7071	
Club	7072	
Functions / Gatherings	7073	
Donation, Zakat, Annuity, Profit on Debt, Life Insurance Premium, etc.	7076	
Other Personal / Household Expenses	7087	
Contribution in Expenses by Family Members	7088	

Wealth Statement u/s 116

- Click on “Personal Assets / Liabilities / Receipts / Expenses” on the Vertical Panel on the left which will un-collapse.
- Click “Personal Assets / Liabilities” to open Data Entry Screen.
- Click “+” in the right-most Column which will open a Dialogue Box for adding an asset or a liability.
- In the Dialog Box, Fields marked with an asterisk (*) are mandatory while others are optional.
- Select appropriate option from the List Boxes labelled “Type”, “Form” and “Measurement Unit”.
- In all Dialog Boxes “Search” option is provided for various Fields like “Union Council” etc. Enter name of the relevant Union Council in the Search Box. Click “Search”. Relevant record will appear in “Address” Column. Click “Select” in “Action” Column. If you do not know name of the relevant Union Council, enter name of relevant Tehsil or District or Division. A list of records will be displayed in the Grid from which you can select the relevant Union Council. On selection of Union Council, Tehsil, District, Division, etc. will be selected automatically.

Tax Chargeable / Payments

Personal Assets / Liabilities / Receipts / Expenses

Personal Expenses


Personal Assets / Liabilities

Reconciliation of Net Assets

Description	Code	Amount			Action
Agricultural Property	7001				+
Residential, Commercial, Industrial Property (Non-Business)	7002				+
Business Capital	7003				+
Equipment	7004				
Animal	7005				
Investment	7006				+
Debt	7007				+
Motor Vehicle	7008				+
Precious Possession	7009				+
Household Effect	7010				
Personal Item	7011				
Bank Account	7012				+
Any Other Asset	7013				+
Assets in Others Name	7014				+
Cash	7015				
Total Assets	7019				
Loan	7021				+
Total Liabilities	7020				

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Enter Council

 Search

Address	Action
No records found.	


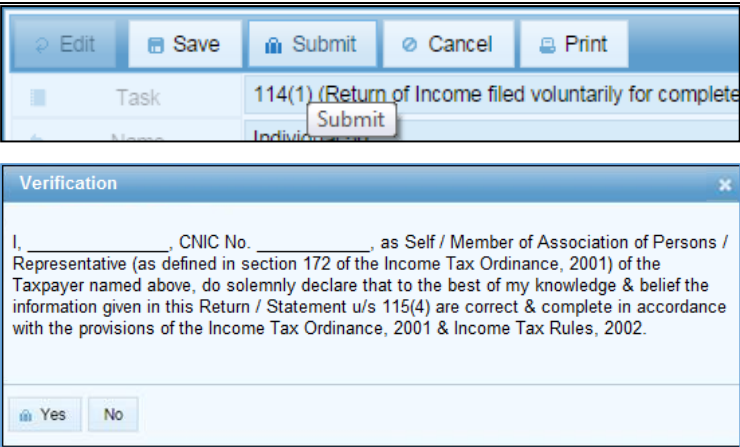
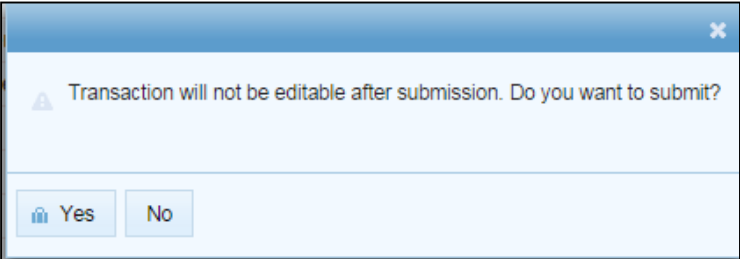
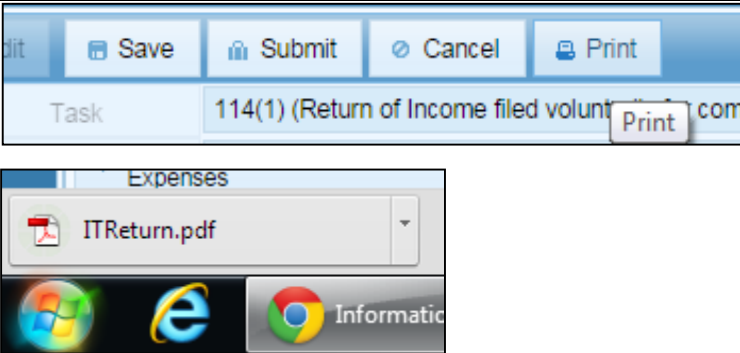
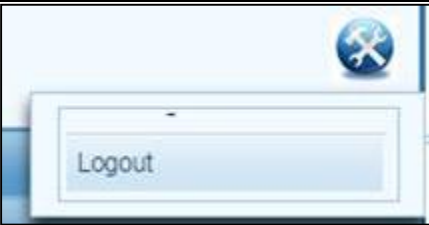
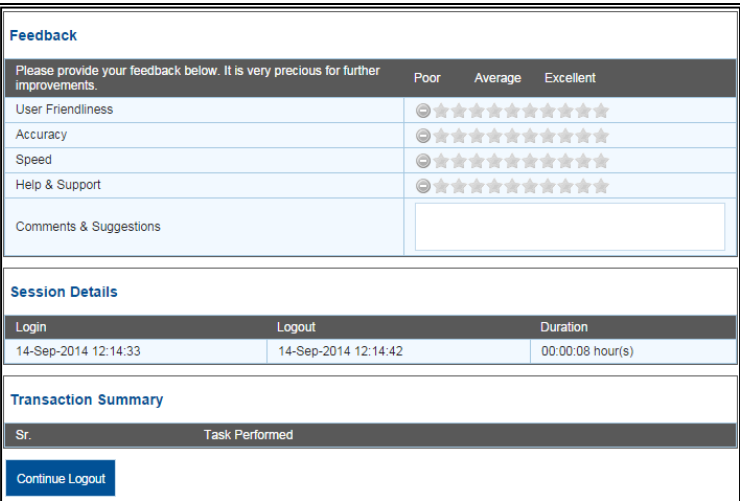
- ▶ Tax Chargeable / Payments
- ▶ Personal Assets / Liabilities / Receipts / Expenses
- Personal Expenses
- Personal Assets / Liabilities
- Reconciliation of Net Assets

- Reconciliation Statement

Declaration	Amortization	Depreciation	Minimum Tax	Option out of PTR	Calculate		
					Calculate		
Description	Code	Receipts / Value	Tax Collected / Deducted / Paid	Tax Chargeable	Attributable Taxable Income	Tax on Attributable Taxable Income	Minimum Tax Chargeable
Import of Edible Oil u/s 148 @5%	640171						
Import of Packing Material u/s 148 @5%	640172						
Payment for Services u/s 153(1)(b) @2%	640961						
Payment for Services u/s 153(1)(b) @7%	640619						

Computations		Tax Chargeable	9200
Normal Tax			920000
Final / Fixed / Minimum / Average / Relevant / Reduced Tax			920100
Personal Assets / Liabilities / Receipts / Expenses	Tax Reductions		9309
	Tax Credits		9329
	Difference of Minimum Tax Chargeable u/s 148(B) / 153(3)(b)		923192

- | Minimum Tax |
|-------------|
|-------------|

Option out of Presumptive Tax Regime (PTR)	<ul style="list-style-type: none">Click “Option out of PTR” on the Horizontal Bar in the middle of the Screen.A Data Entry Screen will appear.Enter data in relevant Fields in “Attributable Taxable Income” Column.Your option will only be valid if amount in relevant Fields in “Difference (Option Valid if <=0)”Column is <=0.	
Submit Declaration	<ul style="list-style-type: none">Click “Submit” on the Horizontal Bar in the middle of the Screen.A Dialog Box will open asking for Verification of data and confirmation of submission.Click “Cancel” if you still want to review the data.Click “Yes” if you have already completed the data.The Declaration will be saved and submitted. There is no need to save the return before submitting.	 
Print Declaration	<ul style="list-style-type: none">Click “Print” on the Horizontal Bar in the middle of the Screen.Copy of Declaration in pdf format will appear automatically at the left corner of the Screen.Save this copy on the hard drive of your computer and print it as and when required.	
Logout	<ul style="list-style-type: none">Click the icon on the top right corner of the Screen which will un-collapse.Click “Logout”.	
Feedback	<ul style="list-style-type: none">Evaluate the System on the Feedback Screen which will appear after logout.Slide the Bar to the desired level of Stars.Give suggestions in “Comments” Box.Click “Continue Logout” on the bottom left corner of the Screen.	
General Instructions	<ul style="list-style-type: none">Make sure that you have a computer with reasonable specifications and an internet connection with ample bandwidth.The System will automatically logout if left idle continuously for 15 minutes.	

	<ul style="list-style-type: none">• Do not click “Calculate” repeatedly. It is advisable that you click it once you have entered data in all relevant fields.• The System automatically saves your data on change of Tab.• The System runs on any browser, but it runs best on Google Chrome or Mozilla Firefox.	
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