**ITR-1 Return Filing: A Complete Guide for Salaried Individuals**

Filing Income Tax Return (ITR-1) is a crucial step for salaried individuals and pensioners to report their income and claim tax refunds. The ITR-1 form, also known as Sahaj, is the simplest tax return form for taxpayers with income up to ₹50 lakh from salary, pension, or house property.

In this blog, we will cover who can file ITR-1, eligibility criteria, required documents, step-by-step filing process, and common mistakes to avoid.

**What is ITR-1 (Sahaj)?**

ITR-1 is a simplified tax return form designed for salaried individuals and pensioners with straightforward income sources. It allows taxpayers to declare their income, claim deductions, and pay taxes efficiently.

✅ **Who Should File ITR-1?**  
✔ Salaried individuals with income up to ₹50 lakh per year  
✔ Pensioners receiving a government or private pension  
✔ Individuals earning income from a single house property  
✔ Individuals earning income from other sources (e.g., interest income, dividends, etc.)

❌ **Who Cannot File ITR-1?**  
✖ Individuals with business or professional income  
✖ Those earning capital gains (stock market, real estate, etc.)  
✖ Income from multiple house properties  
✖ Agricultural income exceeding ₹5,000  
✖ Income from foreign assets or NRI taxpayers

**Documents Required for ITR-1 Filing**

🔹 PAN Card – Permanent Account Number  
🔹 Aadhaar Card – Mandatory for e-filing  
🔹 Form 16 – Issued by the employer for salaried employees  
🔹 Form 26AS – Tax credit statement for TDS details  
🔹 Bank Statements – For interest income on savings, FDs, etc.  
🔹 Investment Proofs – For deductions under Section 80C, 80D, 80E, etc.  
🔹 Rent Receipts – If claiming HRA (House Rent Allowance)

**Step-by-Step Guide to Filing ITR-1**

Step 1: Login to the Income Tax E-Filing Portal

* Visit www.incometax.gov.in
* Enter your PAN, password, and captcha to log in

Step 2: Select ITR-1 (Sahaj) Form

* Click on ‘File Income Tax Return’
* Choose the assessment year (AY 2024-25)
* Select ITR-1 as your return type

Step 3: Fill in Income Details

* Auto-fetch income details from Form 16 & 26AS
* Enter salary, pension, and income from house property
* Declare interest income from savings, FDs, and other sources

Step 4: Claim Deductions & Exemptions

* Enter deductions under Section 80C (LIC, PPF, EPF, ELSS, etc.)
* Medical insurance deductions under Section 80D
* Education loan interest deduction under Section 80E

Step 5: Verify Tax Computation

* The system will calculate total taxable income & tax liability
* Check for TDS credits and refund eligibility

Step 6: Submit & E-Verify Your ITR

* Click on Submit Return
* E-Verify using Aadhaar OTP, Net Banking, or DSC
* If not e-verifying, send ITR-V (signed) to CPC Bengaluru within 120 days

**Due Date for ITR-1 Filing**

📅 Last Date for ITR-1 Filing: July 31st (for individuals without audit)  
📅 With Late Fee: December 31st (penalty applies)

🚨 Penalty for Late Filing: ₹1,000 to ₹5,000 under Section 234F

**Benefits of Filing ITR-1 on Time**

✅ Quick Processing of Refunds – Get your tax refund faster  
✅ Avoid Penalties & Notices – Stay compliant with tax laws  
✅ Proof of Income – Useful for loan approvals, visa applications  
✅ Carry Forward Losses – Offset against future income

**Common Mistakes to Avoid in ITR-1 Filing**

❌ Choosing the Wrong ITR Form – Filing ITR-1 instead of ITR-2 can lead to rejection  
❌ Not Verifying ITR After Filing – Filing is incomplete without e-verification  
❌ Incorrect Bank Details – Can delay tax refunds  
❌ Ignoring Additional Income – Interest from FDs, savings accounts must be declared  
❌ Not Claiming Deductions – Forgetting tax-saving investments leads to higher tax liability

**Conclusion**

Filing ITR-1 is simple and hassle-free if you have a clear understanding of eligibility, required documents, and the filing process. By filing before the due date, verifying details accurately, and claiming all deductions, you can ensure compliance and maximize tax savings.

**Need Help with ITR-1 Filing?**

Our tax experts can assist you in **filing your ITR-1 accurately** and maximizing refunds. **Contact us today for hassle-free tax filing! 🚀**

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