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Income Tax Department, Government of India

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Tax Professionals & Others 

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File ITR-2 Online User Manual > File ITR-2 Online User Manual

File ITR-2 Online User Manual

1. Overview

The pre-filling and filing of **ITR-2** service is available to registered users on the e-Filing portal. This service enables individual taxpayers and HUFs to file ITR-2 through the e-Filing portal. This user manual covers the process for filing ITR-2 through online mode.

2. Prerequisites for availing this service

General

- Registered user on the e-Filing portal with valid user ID and password
- Status of PAN is active

Others

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• It is recommended that PAN and Aadhaar are linked. Please Note: [Register \(<https://incometax.gov.in/iec/foservices/#/register-home>\)](https://incometax.gov.in/iec/foservices/#/register-home)

Income Tax Department message: Your PAN is made inoperative as it is not linked with Aadhaar. Some of the accesses may be limited. You can link and make your PAN operative after payment u/s 234H."

- Pre-validate at least one bank account and nominate it for refund (recommended)
- Valid mobile number linked with Aadhaar / e-Filing portal / your bank / NSDL / CDSL (for e-Verification)
- Download the offline utility or avail a third-party software (If using offline mode)

[itr2-form](https://www.incometax.gov.in/iec/foportal/help/how-to-file-itr2-form)

ITR-2 has the following sections that you need to fill before submitting the form, a summary section where you review your tax computation and pay tax and finally submit the return for verification:

- 3.1 Part A General
- 3.2 Schedule Salary
- 3.3 Schedule House Property
- 3.4 Schedule Capital Gains
- 3.5 Schedule 112A and Schedule-115AD(1)(iii) proviso
- 3.6 Schedule Other Sources
- 3.7 Schedule CYLA
- 3.8 Schedule BFLA
- 3.9 Schedule CFL
- 3.10 Schedule VI-A
- 3.11 Schedule 80G and Schedule 80GGA
- 3.12 Schedule AMT
- 3.13 Schedule AMTC
- 3.14 Schedule SPI
- 3.15 Schedule SI
- 3.16 Schedule EI
- 3.17 Schedule PTI
- 3.18 Schedule FSI
- 3.19 Schedule TR
- 3.20 Schedule FA
- 3.21 Schedule 5A
- 3.22 Schedule AL
- 3.23 Part B – Total Income (TI)
- 3.24 Tax Paid
- 3.25 Part B-TTI

3.1 Part A General

In the **Part A General** section of the ITR, you need to verify the pre-filled data from your e-Filing profile. You will not be able to edit some of your personal data directly in the form. However, can make the necessary changes by going to your e-Filing profile. You can edit your contact details, filing status, residential status and bank details in

the form itself.

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Personal Information Anytime

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Contact Details

Part A - General Information

Details of personal information and filing status

Status: Individual

Personal Information

Contact

Filing Status

Bank Details

< Back to Summary Confirm

Filing Status

Filed u/s:

- 139(1) Return filed on or before due date
- 139(4A) Return filed later than due date
- 139(3) Return filed/revised after filing original return
- NCPD Late filed return
- 119(2)(B) After cancellation of tax

Filed in response to notice u/s:

- 139(3) Filed in response to notice u/s 148(1) to rectify the defect
- 142(1) Return filed against notice u/s 142(1)
- 148 Return filed against notice u/s 148 for assessment

Are you opting for new tax regime u/s 115BAC?

Yes No

Based on your previous response, please furnish following information... OR [Edit Response](#)

Ques: Are you filing return of income under Seventh proviso to section 19(Kit) but otherwise not required to furnish return of income? Yes No

Ques: Deposited amount or aggregate of amounts exceeding ₹1 crore in one or more current account during the previous year? Yes No

Ques: Incurred expenditure of an amount or aggregate of amount exceeding ₹2 lakh for travel to a foreign country for yourself or for any other person? Yes No

Ques: Incurred expenditure of an amount or aggregate of amount exceeding ₹1 lakh on consumption of electricity during the previous year? Yes No

Ques: Are you required to file the return as per other conditions prescribed under clause (iv) of seventh proviso to section 19(Kit)? If yes, please select the relevant condition from the drop-down menu? Yes No

Residential Status in India: Conditions for Residential Status:

Do you want to claim the benefit under section 115HT? Yes No

Note: In filing section **Filed u/s 139(1)** will be auto selected. Select **Yes/No** to **Are you opting for new tax regime u/s 115BAC**. Select **Residential Status in India** and **Conditions for Residential Status** from the drop-down menu.

Bank Details

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The screenshot shows a step in the e-Filing process where the user is selecting bank accounts for filing. It displays two accounts: one selected and one unselected. The selected account is labeled 'Selected for filing'.

3.2 Schedule Salary

In **Schedule Salary**, you need to review / enter / edit details of your income from salary / pension, exempt allowances and deductions u/s 16.

The screenshot shows the 'Schedule Salary' section of the e-Filing portal. It lists several items with their respective amounts:

- 1. Gross Salary: ₹ 0
- 2. Total Gross Salary from all Employers: ₹ 0
- 3. Allowances to the extent exempt u/s 10: ₹ 0
- 3a. Less : Income claimed for relief from taxation u/s RPA: ₹ 0
- 4. Net Salary (2 – 3 – 3a): ₹ 0
- 5. Deductions u/s 16: ₹ 0
- 6. Income Chargeable under the head 'Salaries' (4 – 5): ₹ 0

3.3 Schedule House Property

In **Schedule House Property**, you need to review / enter / edit details relating to house property (self-occupied, let out, or deemed let out). The details include co-owner details, tenant details, rent, interest, pass through income etc.

The screenshot shows the 'Add House Property' section of the e-Filing portal. It requires input for the following fields:

- Address of Property*: [Text] Tala [Text] Town/City*: [Text] delhi
- State*: [Text] Delhi [Text] Country/Region*: [Text] 91-India
- Pin Code*: [Text] 110019
- Owner of Property*: [Text] Self
- Is the property co-owned?*: [Radio] Yes [Radio] No
- Your Percentage Share in the Property (%)*: [Text] 100 %
- Type of House Property*: [Text]

3.4 Schedule CG – Capital Gains

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Capital Gains arising from sale / transfer of different types of capital assets have been segregated. In a case where capital gains arises from sale or transfer of more than one capital asset, which are of same type, please make a consolidated computation of capital gains in respect of all such capital assets of same type. But in building, it is mandatory to enter the computation towards ec/foportal/help/how-to-file-itr2-form) In **Schedule Capital Gains**, you need to enter details of your Short-Term and Long-Term Capital Gains / Losses for all types of Capital Assets owned.

Please select type of capital assets sold by you, in order to continue:

- Unit in Mutual Fund
- Equity share or unit of equity-oriented Mutual Fund (ETF) or unit of a business trust on which STT is paid under section 111A or 115AD(1)(iii) proviso (to II)
- Equity share in a company or unit of equity-oriented Fund or unit of a business trust on which STT is paid under section 112A
- Bonds or debentures (other than capital indexed bonds issued by Government) (1)
- From sale of (i) listed securities other than a unit or (ii) non-listed bonds where proviso under section 112A is applicable (2) 600/- of an Indian company where in sec. 115AD
- From sale of assets other than all the above listed items
- Amount availed in Short Term Long Term Capital Gains
- Pass through Capital Loss in the nature of Short Term/ Long Term Capital Gains (3)
- Amount of Short Term/ Long Term Capital Gains included in the above items but not chargeable to tax in India as per ITA

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3.5 Schedule 112A and Schedule-115AD(1)(iii) proviso

- In **Schedule 112A**, you need to review / enter / edit details about sale of equity shares of a company, an equity-oriented fund, or a unit of a business trust on which STT is paid.
- Schedule 115AD (1)(iii) proviso** involves entering the same details as for Schedule 112A but is applicable to non-residents. Please confirm in personal information filing section - Whether you are an FII/FPI? If yes, provide SEBI Registration Number. If the taxpayer selects Yes, and provides SEBI Registration Number, Schedule 115AD is enabled.

From sale of equity share in a company or unit of equity-oriented Fund or unit of a business trust on which STT is paid under section 112A

Add Details Add CSV Template Import CSV
Click the button to add details to Schedule 112A
< Add Details

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Note: If shares are bought on or before 31st January 2018, it is mandatory to enter Scrip-wise details of each transfer under Schedule 112A and Schedule-115AD(1)(iii) proviso.

3.6 Schedule VDA

In **Virtual digital Asset schedule**, you need to add the income from transfer of virtual digital assets.)

3.7 Schedule Other Sources

In **Schedule Other Sources**, you need to review / enter / edit details of all your income from other sources, including (but not limited to) income charged at special rates, deductions u/s 57 and income involving race horses.

Schedule Other Sources
Income from other sources

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Income from other sources

Income from race horses

Income from other sources (other than from owning race horses) (2 + 6)

Income from the activity of owning and maintaining race horses

Income under the head "Income from Other Sources" (7 + 8a)

Information about accrual/receipt of income from Other Sources

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3.8 Schedule Schedule Current Year's Loss Adjustment (CYLA)

In **Schedule Current Year's Loss Adjustment (CYLA)**, you will be able to view details of income after set-off of current year losses. The unabsorbed losses allowed to be carried forward out of this are taken to Schedule CFL for carry forward to future years.

Schedule CYLA
Details of income after set off of current year losses

Sl. No.	Head/Source of Income	Income of current year (1) (1)	Losses Proprietary of the current year set off (2) (1)	Net loss from Other Sources chargeable at normal applicable rates of the current year set off (3) (1)	Current year's income remaining after set off (4) = 1 - 2 - 3
I	Losses for set off (1)	₹ 0	₹ 0	₹ 0	₹ 0
II	Salaries	₹ 0	₹ 0	₹ 0	₹ 0
III	House Property	₹ 0	₹ 0	₹ 0	₹ 0
IV	Short-term capital gain taxable @ 10%	₹ 0	₹ 0	₹ 0	₹ 0
V	Short-term capital gain taxable @ 30%	₹ 0	₹ 0	₹ 0	₹ 0
VI	Short-term capital gain taxable at applicable rates	₹ 0	₹ 0	₹ 0	₹ 0
VII	Short-term capital gain taxable of specified rates in India as per DTAA	₹ 0	₹ 0	₹ 0	₹ 0
VIII	Long-term capital gain taxable @ 10%	₹ 0	₹ 0	₹ 0	₹ 0
IX	Long-term capital gain taxable @ 20%	₹ 0	₹ 0	₹ 0	₹ 0
X	Total loss set off (1 + II + III + IV + V + VI + VII + VIII + IX)	₹ 0	₹ 0	₹ 0	₹ 0
XI	Gross remaining after set off (-00)	₹ 0	₹ 0	₹ 0	₹ 0

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Continue

3.9 Schedule Brought Forward Loss Adjustment (BFLA)

In **Schedule Brought Forward Loss Adjustment (BFLA)**, you can view the details of income after set-off of brought forward losses of earlier years.

The screenshot shows the 'Register' page for the Income Tax Department's e-Filing portal. It features the Indian Government logo and the text 'e-Filing Anywhere Anytime'. The URL is <https://eportal.incometax.gov.in/iec/foservices/#/register-home>. The page includes fields for basic information like name, address, and PAN, along with a 'Continue' button.

3.10 Schedule Schedule Carry Forward Losses (CFL)

In **Schedule Carry Forward Losses (CFL)**, you can view the details of losses to be carried forward to future years.

The screenshot shows the 'Schedule CFL' page. It displays a table with columns for 'Year', 'Losses available for carry forward', 'Balancing forward loss', and 'Balancing forward loss after set off'. The table lists various financial years from 2010-11 to 2018-19, showing the cumulative balance of forward losses.

Year	Losses available for carry forward	Balancing forward loss	Balancing forward loss after set off
2010	₹ 0.00	₹ 0.00	₹ 0.00
2011	₹ 0.00	₹ 0.00	₹ 0.00
2012	₹ 0.00	₹ 0.00	₹ 0.00
2013	₹ 0.00	₹ 0.00	₹ 0.00
2014	₹ 0.00	₹ 0.00	₹ 0.00
2015	₹ 0.00	₹ 0.00	₹ 0.00
2016	₹ 0.00	₹ 0.00	₹ 0.00
2017	₹ 0.00	₹ 0.00	₹ 0.00
2018	₹ 0.00	₹ 0.00	₹ 0.00
General and other deductions	₹ 0.00	₹ 0.00	₹ 0.00
Section 80	₹ 0.00	₹ 0.00	₹ 0.00
Section 80HHC	₹ 0.00	₹ 0.00	₹ 0.00

3.11 Schedule VI-A

In **Schedule VI-A**, you need to add and verify any deductions you need to claim under Section 80 - Parts B, C, CA, and D (subsections as specified below) of the Income Tax Act.

Part B- Deduction in respect of certain payments

The screenshot shows the 'Schedule VI-A' page, specifically 'Part B'. It includes sections for 'Deductions under Chapter VI-A' and 'Total Deduction under Part B'. A 'Next Step' button is visible at the bottom right.

Part C, CA and D - Deduction in respect of other income / deductions

The screenshot shows two overlapping pages from the e-filing portal. On the left, the 'Schedule VI-A' login page is visible, featuring the Indian Government logo and the text 'e-Filing Anywhere Anytime'. On the right, the 'Register' page is shown with the URL 'https://eportal.incometax.gov.in/iec/foservices/#/register-home'. Both pages include the Income Tax Department logo and the text 'Income Tax Department, Government of India'. The registration page has fields for 'Amount of Interest' and 'Digitized Amount'.

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3.12 Schedule 80G and Schedule 80GGA

In **Schedule 80G and Schedule 80GGA**, you need to provide details of details of donations entitled for deduction under Section 80G and Section 80GGA.

The screenshot shows the 'Add donations entitled for deduction u/s 80G' form. It includes fields for 'Donation Type' (selected as 'Donations entitled for 100% deduction without qualifying limit'), 'Name of Donor' (with input fields for 'Name of Donor' and 'Address'), 'City / Town / District', 'State Code', 'Pin Code', 'Donation in Cash' (with input fields for '₹' and '₹'), and 'Donation in Other Mode'.

3.13 Schedule AMT

In **Schedule AMT**, you need to confirm the computation of Alternate Minimum Tax payable u/s 115JC.

The screenshot shows the 'Schedule AMT' form. It displays a list of items related to the computation of AMT, including 'Total income as per item 12 of PARTB-PI', 'Adjustment as per section 115JC', 'Donation claimed under any section included in Chapter-VII under the heading "C-Devolutions in respect of certain incomes"', 'Adjusted Total Income under section 115JC(1) (i) & (ii)', and 'Tax payable under section 115JC (1)(i) of (ii)'. There are input fields for each item and a 'Continue' button at the bottom.

3.14 Schedule AMTC

In **Schedule AMTC**, you need to add details of tax credits u/s 115JD.

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3.15 Schedule SPI

In **Schedule SPI**, you need to add the income of specified persons (e.g. spouse, minor child) that is includable or required to be clubbed with your income as per Section 64.

Add income of specified person

Name of Person: _____

Relationship: _____

Amount: _____

Level of Income Inclusion: _____

3.16 Schedule SI

In **Schedule SI**, you will be able to view the income that is chargeable to tax at special rates. The amount under various income types are taken from the amounts provided in the relevant Schedules i.e., Schedule OS, Schedule BFLA.

3.17 Schedule Exempt Income (EI)

In **Schedule Exempt Income (EI)**, you need to provide your details of exempt income i.e., income not to be included in total income or not chargeable to tax. The income types included in this schedule include interest, dividend, agricultural income, any other exempt income, income not chargeable to tax through DTAA and pass through income which is not chargeable to tax.

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3.18 Schedule Pass Through Income (PTI)

In **Schedule Pass Through Income (PTI)**, you need to provide details of pass through income received from business trust or investment fund as referred to in section 115UA or 115UB.

The screenshot shows the 'Add pass through income' form. It includes fields for 'Investment entity covered by section 115UA/115UB', 'Name of Business Trust/Investment Fund', 'Type of Business Trust/Investment Fund', 'Head of Income', 'Detail Category', and a note about adding more heads of income. Buttons for 'Cancel' and 'Save' are at the bottom.

3.19 Schedule Foreign Source Income (FSI)

In **Schedule Foreign Source Income (FSI)**, you need to report the details of income, which is accruing or arising from any source outside India. This schedule is available for residents only.

The screenshot shows the 'Add income from outside India and tax relief' form. It includes fields for 'Country/Region Code', 'Taxpayer Identification Number', and a dropdown menu for 'Head of Income' with categories like 'Business', 'House Property', 'Capital gains', and 'Other'. A 'Save' button is at the bottom right.

3.20 Schedule TR

In **Schedule TR**, you need to provide a summary of tax relief which is being claimed in India for taxes paid outside India in respect of each country. This schedule captures a summary of detailed information furnished in Schedule FSI.

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3.21 Schedule FA

In **Schedule FA**, you need to provide details of foreign asset or income from any source outside India. This schedule need not be filled up if you are Not Ordinarily Resident or a Non-Resident.

3.22 Schedule 5A

In **Schedule 5A**, you need to provide the information necessary for apportionment of income between husband and wife if you are governed by the system of community of property under the Portuguese Civil Code 1860.

3.23 Schedule AL

If your total income exceeds ₹50 lakh, it is mandatory to disclose the details of movable and immovable assets in **Schedule AL** along with liabilities incurred in relation to such assets. If you are a non-resident or resident but not ordinarily resident, only the details of assets located in India are to be mentioned.

The screenshot shows the official website of the Income Tax Department, Government of India. At the top, there's a banner for 'e-Filing Anywhere Anytime'. Below it, the main navigation menu includes 'Home', 'About Us', 'Services', 'Help', 'Helpdesk', 'Feedback', and 'Logout'. A large red watermark '(/iec/foportal/)' is overlaid across the center of the page. The background shows the standard government header with the Indian emblem and the text 'Income Tax Department, Government of India'.

3.24 Part B – Total Income (TI)

In the **Part B –Total Income (TI)** section, you will be able to view your computation of total income auto-populated from all the schedules you filled in the form.

Part B - TI Computation of total income	
1. Salaries (as per Schedule VI) View Schedule VI	₹ 4,58,000
2. Income from house property (under s.43(1)(b) or Schedule VI) View Schedule House Property	₹ 42,000
3. Capital gains View Schedule 1	₹ 0
4. Income from other sources View Schedule 3	₹ 0
5. Total of head value income (1+2+3+4) View Schedule 4A	₹ 50,000
6. Losses of current year set off against 5 (loss of deduction of Schedule VI)	₹ 0
7. Balance after set off current year losses (5-6) (loss of deduction of Schedule VI)	₹ 50,000
8. Brought forward losses set off against 7 (loss of deduction of Schedule VI) View Schedule 4B	₹ 0
9. Gross Total Income (7-8) (sum of values in 5, 6 & Schedule VI)	₹ 50,000
10. Income chargeable to tax at special rates under section 111A, 112, 113A etc. included in 9 View Schedule 4C	₹ 0
11. Deductions under Chapter VVA (sum of amounts included in 10) View Schedule 4D	₹ 30,000
12. Total Income (9-11) View Schedule 4E	₹ 4,50,000
13. Income which is included in 12 and chargeable to tax at special rates (sum of amounts included in 12) View Schedule 4F	₹ 0
14. Net agricultural income/ any other income for rate purpose (sum of amounts included in 12) View Schedule 4G	₹ 0
15. Aggregate Income (12+13+14) View Schedule 4H	₹ 4,50,000

3.25 Tax Paid

In the **Tax Paid** section, you need to verify your tax details as paid by you in the previous financial year. Tax details include TDS from Salary / TDS from Income Other than Salary, TCS, Advance Tax and Self-Assessment Tax.

TDS/TCS - Tax Deducted at Source (TDS) on Income <small>Income from 19/20 Assessed by Department</small>	₹ 0
Tax Collected at Source (TCS) <small>Income from 19/20 Assessed by Department</small>	₹ 0
Advance tax and Self Assessment Tax	₹ 0
ITIN: 0000000000 Date of Deposit: 30/06/2023 Details of Challan: 000 Amount: ₹ 0.00 View Challan	₹ 0.00
Advance Tax and Self Assessment Tax (total of column 3) View Challan	₹ 0.00
Total Taxes Paid	₹ 3,34,300

3.26 Part B-TTI

In the Part B-TTI section, you will be able to view the overall computation of total income tax liability on total income.

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The screenshot shows a table with 14 rows representing the computation of tax liability:

1. Tax payable on deemed total income Show Details >	₹ 0
2. Tax payable on total income Show Details >	₹ 10,000
3. Reliefs under section 87A Show Details >	₹ 0
4. Tax payable after relief (2 - 3) Show Details >	₹ 0
5. Interest Show Details >	₹ 0
6. Health and Education Cess (₹ 4/- on ₹ 4 = ₹ 1/-) Show Details >	₹ 0
7. Gross tax liability (4 + 5 + 6) Show Details >	₹ 0
8. Gross tax payable (higher of 1d and 7) Show Details >	₹ 0
9. Credit/its ₹ 1150/- of tax paid in earlier years (if applicable) Show Details >	₹ 0
10. Tax payable after credit w/c ₹ 1150/- (8 - 9) Show Details >	₹ 0
11. Tax relief Show Details >	₹ 0
12. Net tax liability (10 - 11) (enter zero if negative) Show Details >	₹ 0
13. Interest and fee payable Show Details >	₹ 0
14. Aggregate liability (12 + 13) Show Details >	₹ 0

4. How to Access and Submit (Online Mode)

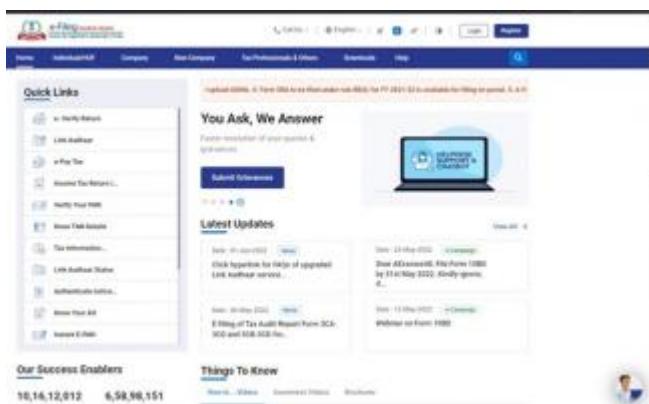
You can file and submit your ITR through following methods:

- Online Mode – Through e-Filing portal
- Offline Mode – Through Offline Utility

You can refer to the **Offline Utility (for ITRs)** user manual to learn more.

Follow the below steps to file and submit the ITR through **online mode**:

Step 1: Log in to the e-Filing portal using your user ID and password.



Step 2: On your Dashboard, click e-File > Income Tax Returns > File Income Tax Return.

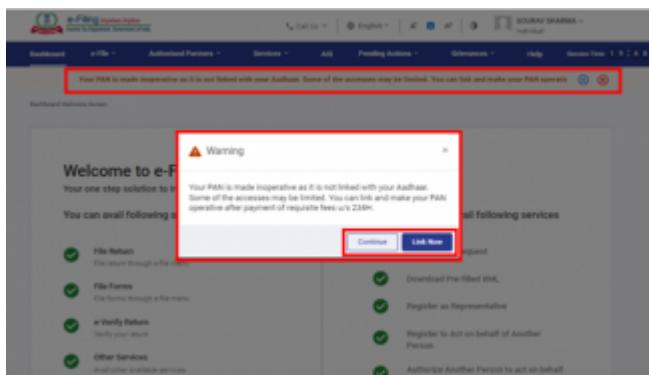
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Note: For Individual users, if PAN is not linked with the Aadhaar you will see a pop-up message that your PAN is made inoperative as it is not linked with your Aadhaar.

You can click on **Link Now** button to link PAN with the Aadhaar, otherwise click **Continue**.



Step 3: Select Assessment Year as 2023– 24 and click **Continue**.

Step 4: Select Mode of Filing as Online and click **Continue**.

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Note: In case you have already filled the Income Tax Return and it is pending for submission, click **Resume Filing**. In case you wish to discard the saved return and start preparing the return afresh click **Start New Filing**.

Step 5: Select Status as applicable to you and click **Continue** to proceed further.

Step 6: You have two options to select the type of Income Tax Return:

- If you are not sure which ITR to file, you may select **Help me decide which ITR Form to file** and click **Proceed**. Once the system helps you determine the correct ITR, you can **proceed with filing your ITR**.

Register (<https://eportal.incometax.gov.in/iec/foservices/#/register-home>)

(<https://www.incometax.gov.in/iec/foportal/help/how-to-file itr2-form>)

- If you are sure which ITR to file, select **I know which ITR Form I need to file:**
Select the applicable income tax return form from the dropdown menu and click **Proceed with ITR**.

Note:

- In case you are not aware which ITR or schedules are applicable to you or income and deductions details, your answers in response to a set of questions will guide you in determining the same and help you in correct / error free filing of ITR.
- In case you are aware of the ITR or schedules applicable to you or income and deductions details, you can skip the questions.

Step 7: Once you have selected the ITR applicable to you, note the list of documents needed and click **Let's Get Started**.

ITR 2 - (Income Tax Return 2)

For Individuals and HUFs not having income from profits and gains of business or profession.

1 Validate your Returns breakup (Pre-filled) 2 Confirm your Return Summary 3 Verify & Submit your Return

< Back Let's Get Started >

Documents list to help you file faster

- Form 16
- House rent receipt
- Investment premium payment receipts - LIC, ULIP etc.

View more

Frequently Asked Questions (FAQ)

- Do I need to file Income Tax Returns for this year?
- I don't have a Form-16, can I still file my returns?
- Can somebody else file income tax return on my behalf?

Help

Income Tax Return Verification
Refer Circular (210 KB)

Provisions of the law

Rent Control Act 2012 Revised

Step by step guide to filing house rent...

144(2) - Eoit Human Ansari

Step 8: Review your pre-filled data and edit it if necessary. Enter the remaining / additional data (if required). Click **Confirm** at the end of each section.

ncometax.gov.in/iec/foservices/#/login) Register (<https://eportal.incometax.gov.in/iec/foservices/#/register-home>)

Income Tax Department, Government of India

(/iec/foportal/)

Part A - General Information

Personal Information

Middle Name: Last Name: RAHUL PAN: C1

Aadhaar Number: 3xxx xxxx 1864 Aadhaar Enrolment ID:

Contact

Filing Status

Bank Details

< Back to Summary **Confirm**

Step 9: Enter your income and deduction details in the different sections. After completing and confirming all the sections of the form, click **Proceed**.

Validate Return Confirm your Return summary Verify and Submit

Schedules Summary

You are done! Click Proceed...

Part A-Gen	Part A - General Information (Mandatory) Confirmed Details of personal information and filing status	Modify if required >
S	Schedule Salary Confirmed Details of income from salaries	Modify if required >
CG	Schedule Capital Gains Confirmed Details of capital asset transferred	Modify if required >
112A	Schedule 112A Confirmed Details of long-term capital gain on sale of specified securities covered under Section 112A	Modify if required >
OS	Schedule Income from other sources Confirmed Details of interest, dividend or any other special income	Modify if required >
CYLA	Schedule CYLA Confirmed Details of income after set off of current year losses	Modify if required >
BFLA	Schedule BFLA Confirmed Details of past year losses to be brought forward or current year loss to be carried forward	Modify if required >
CFL	Schedule CFL Confirmed Details of losses to be carried forward to future years	Modify if required >

Step 10a: In case there is a tax liability

You will be shown a summary of your tax computation based on the details provided by you. If there is tax liability payable based on the computation, you get the **Pay Now** and **Pay Later** options at the bottom of the page.

Register (<https://eportal.incometax.gov.in/iec/foservices/#/register-home>)

(<https://www.incometax.gov.in/iec/foportal/help/how-to-file itr2-form>)

Category	Amount
A. Gross Total Income	₹ 8,42,000
B. Total Deductions	₹ 0
C. Total Taxable Income (A-B)	₹ 8,42,000
D. Total Tax Payable	₹ 90,910
E. Total Tax Paid	₹ 0
F. Total Interest and Interest	₹ 0
G. Amount Payable	₹ 90,910

[Return Summary](#) Pay Later Pay Now

Note:

- It is recommended to use the **Pay Now** option.
- If you opt to **Pay Later**, you can make the payment after filing your Income Tax Return, but there is a risk of being considered as an assessee in default, and liability to pay interest on tax payable may arise.

Step 10b: In case there is no tax liability (No Demand / No Refund) or if you are eligible for a Refund

Click **Preview Return**. If there is no tax liability payable, or if there is a refund based on tax computation, you will be taken to the **Preview and Submit Your Return** page.

[\(https://www.incometax.gov.in/iec/foportal/help/how-to-file itr2-form\)](https://www.incometax.gov.in/iec/foportal/help/how-to-file itr2-form)

INDIAN INCOME TAX RETURN
Form ITR-2 [For Individuals and HUFs not having income from profits and gains of business or profession] Assessment Year 2022 - 23
(Please see Rule 12 of the Income-tax Rules, 1962)
(Please refer instructions)

Part A:GEN	GENERAL
(A1) First Name SARVESH	(A2) Middle Name
(A3) Last Name GUPTA	(A4) PAN D1ZP01073D
(A5) Flat/Door/Block No. 28	(A7) Name of Premises/Building/Village Sarai,Baba sara/Hakim,kot,Aigarh
(A8) Road/Street/Post Office Aigarh	(A14) Date of Birth/ Formation (DD/MMM/YYYY) 16-Aug-1964
(A9) Area/locality AUGARH	(A15) Aadhaar Number (12 digit) / Aadhaar Enrolment Id (28 digit) (If eligible for Aadhaar) 6xxx xxxx 6655
(A10) Town/City/District 31-Uttar Pradesh	(A11) State 31-Uttar Pradesh
(A12) Pin code/Zip code 223001	
<p>(f) Do you want to claim the benefit under section 115H? (applicable in case of resident) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>(g) Are you governed by Portuguese Civil Code as per section 5A? Tick <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If "Yes" please fill Schedule 5A)</p> <p>(h) Whether this return is being filed by a Representative Assessee? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please furnish following information - (1) Name of the representative (2) Capacity of the Representative (drop down to be provided) (3) Address of the representative (4) Permanent Account Number (PAN)/ Aadhaar No. of the Representative</p> <p>(i) Whether you were Director in a company at any time during the previous year? (Tick) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please furnish following information -</p> <p>(j) Whether you have held unlisted equity shares at any time during the previous year? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please furnish following information in respect of equity shares</p>	

[Back](#) [Proceed To Validation](#)

Step 11: On selecting Pay now option, you will see a pop-up message saying that you will be redirected to e-Pay Tax Service for Tax Payments. Click **Continue**.

12. Net tax liability (10 – 11d) (enter zero if negative) ₹ 1,02,659

13. Interest and fee payable ₹ 8,253

14. Aggregate liability (12 + 13e) ₹ 1,10,892

15. Taxes Paid ₹ 0

16. Amount Payable (Enter if 14 is greater than 15e) ₹ 1,10,890

17. Refund (If 15e is greater than 14) ₹ 0

You are being redirected to e-Pay Tax service for payment of Tax. [X](#)

Please ensure that the payment details are filled in the relevant schedule without fail. The details of amount paid, Challan No., BSF Code, etc. should be filled in the field taxes paid in the relevant Schedule of ITR before submission of the return to claim the challan.

Do you at any time during the previous year
 Yes No

- * hold, as beneficial owner/beneficiary or otherwise, any asset (including financial interest in any entity) located outside India or
- * have signing authority in any account located outside India or
- * have income from any source outside India

[Cancel](#) [Continue](#)

[Back to Schedules](#) [Pay Later](#) [Pay Now](#)

Step 12: After successful payment through e-Filing portal, a success message is displayed. Click **Return to Filing** to complete filing of ITR (Register (<https://eportal.incometax.gov.in/iec/foservices/#/register-home>)

e-Filing Anywhere Anytime
Step 13: Click **Preview Return**

Step 14: On the Preview and Submit Your Return page, enter **Place**, select the declaration checkbox and click **Proceed to Preview**.



(<https://www.incometax.gov.in/iec/foportal/help/how-to-file itr2-form>)

The screenshot shows a step-by-step process for filing a tax return. Step 1 is 'Preview and Submit', Step 2 is 'Verify your Return', and Step 3 is 'Confirm your Return Summary'. The 'Preview and Submit' step is currently active. The page contains a declaration form where the user has checked a box to declare the information is correct and complete. It also asks for the place of return (103.200.86.234) and date (2023-Jun-22). There are fields for TRP details and a note about government reimbursement. At the bottom right is a large blue 'Proceed to Preview' button.

Note: If you have not involved a tax return preparer or TRP in preparing your return, you can leave the textboxes related to TRP blank.

Step 15: Preview your return and click **Proceed to Validation**.

This screenshot shows the validation results for the previewed return. A table indicates the status of various sections: 1 (Total), 2, 3, 4, 5, and 6. All sections except 2 are marked as '0'. Below the table is a 'VERIFICATION' section containing a declaration from a user named SURESH CHAND. It includes fields for TRP identification number, name, and counter-signature, along with a note about government reimbursement. At the bottom right is a large blue 'Proceed to Validation' button.

Step 16: Once validated, on your **Preview and Submit your Return** page, click **Proceed to Verification**.

incometax.gov.in/iec/foservices/#/login

Register (<https://eportal.incometax.gov.in/iec/foservices/#/register-home>)

([/iec/foportal/](https://www.incometax.gov.in/iec/foportal/help/how-to-file-itr2-form))

(<https://www.incometax.gov.in/iec/foportal/help/how-to-file-itr2-form>)

Note: If you are shown a list of errors in your return, you need to go back to the form to correct the errors. If there are no errors, you can proceed to e-Verify your return by clicking **Proceed to Verification**.

Step 17: On the Complete your Verification page, select your preferred option and click **Continue**.

It is mandatory to verify your return, and e-Verification (recommended option – **e-Verify Now**) is the easiest way to verify your ITR – it is quick, paperless, and safer than sending a signed physical ITR-V to CPC by post.

Complete your Verification
Select a Verification method below to finish filing.

Note
1. Please note that it is mandatory to verify the return.
2. Revision of this return is not possible unless verified.

e-Verify Now Recommended
Instant e-Verification via Aadhaar OTP/Prevalidated Bank Account/ Prevalidated Demat Account

e-Verify Later
You can submit the return now and e-Verify within 30 days of submission.

Verify via ITR-V
You can submit the return now and verify the return by sending a signed ITR-V to the Income Tax Department by Normal-Speed Post within 30 days.

Note: If your PAN is inoperative: You will see a warning message in pop-up that PAN of the taxpayer is inoperative as it is not linked with Aadhaar.

You can link PAN with Aadhaar by clicking on **Link Now** option otherwise click **Continue**.



Note: In case you select e-Verify Later, you can submit your return, however, you will be required to verify your return within 30 days of filing of your ITR.

Step 18: On the e-Verify page, select the option through which you want to e-Verify the return and click **Continue**.

Note:

- Refer to **How to e-Verify** user manual to learn more.
- If you select **Verify via ITR-V**, you need to send a signed physical copy of your ITR-V to Centralized Processing Center, Income Tax Department, Bengaluru 560500 by normal / speed post within 30 days.
- Please make sure you have pre-validated your bank account and linked your PAN with the Aadhaar so that any refunds due maybe credited to your bank account.
- Refer to **My Bank Account** User Manual to learn more.

Once you e-Verify your return, a success message is displayed along with the Transaction ID and Acknowledgment Number. You will also receive a confirmation message on your mobile number and email ID registered on the e-Filing portal.

5. Related Topics

- Authorize/Register as Representative
- Dashboard
- Dashboard (Download Pre-Filled XML)
- e Filed Returns
- Forgot Password?
- Reset Password
- Generate EVC
- How to e-verify
- Income tax returns (Upload)
- ITR Status (View my Returns)
- Login Here
- My Profile (including Update Profile)
- Register Yourself

About Us ▾

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e-Filing Anywhere Anytime

Income Tax Department, Government of India

Contact Us ▾

Register at <http://www.superstarlinks.com>

Using the Portal ▾

[Related Sites](https://openaircometax.gov.in/iec/foservices/#/register-home)



Income Tax Department, Government of

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(<https://www.incometax.gov.in/i>

ec/foportal/help/how-to-file-

itr2-form)

This site is best viewed in 1024 * 768 resolution with latest version of Chrome, Firefox, Safari and Microsoft Edge.

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