

INCOME TAX REPLY CHECKLIST

This checklist helps you prepare and submit replies to Income Tax department notices such as Sections 139(9), 142(1), 143(1), 148A(b), and demand notices. Follow each step and attach relevant documents.

Step	Action
1	Identify notice type and section (e.g., 139(9), 142(1), 143(1), 148A(b)).
2	Download the full notice and all annexures from e-proceedings or received PDF.
3	Record the issue date, due date, notice ID/acknowledgement number and officer details.
4	Reconcile facts with books of accounts and bank statements for the period concerned.
5	Collect primary supporting documents: invoices, agreements, vouchers, bank statements, contracts.
6	Prepare a facts summary (timeline of transactions) and attach documentary evidence indexes.
7	Draft reply in the order: (A) Facts, (B) Legal position with citations, (C) Conclusion / Prayer.
8	Attach indexed annexures and reference them in the reply (Annexure 1: Bank statement page 3, etc.).
9	Validate numeric computations and reconciliations; insert reconciliation table as needed.
10	Submit reply via e-proceedings portal and save the acknowledgement/reference number and PDF.
11	Record submission in Notice Tracker and schedule follow-up actions and hearing dates.

Pro Tip: Keep a scanned copy of all annexures and index them clearly before uploading.