

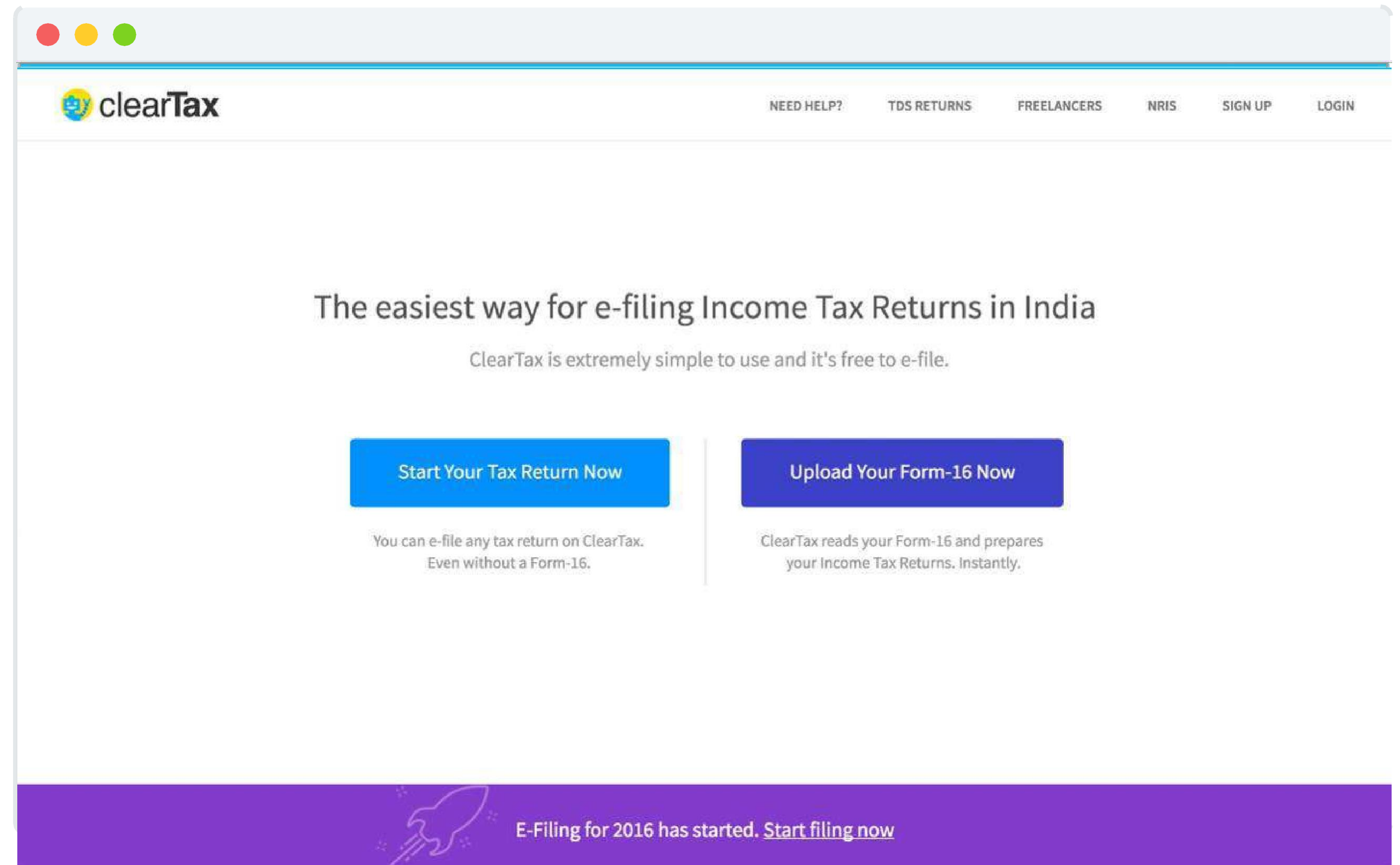


India's Largest E-filing website

E-filing flow

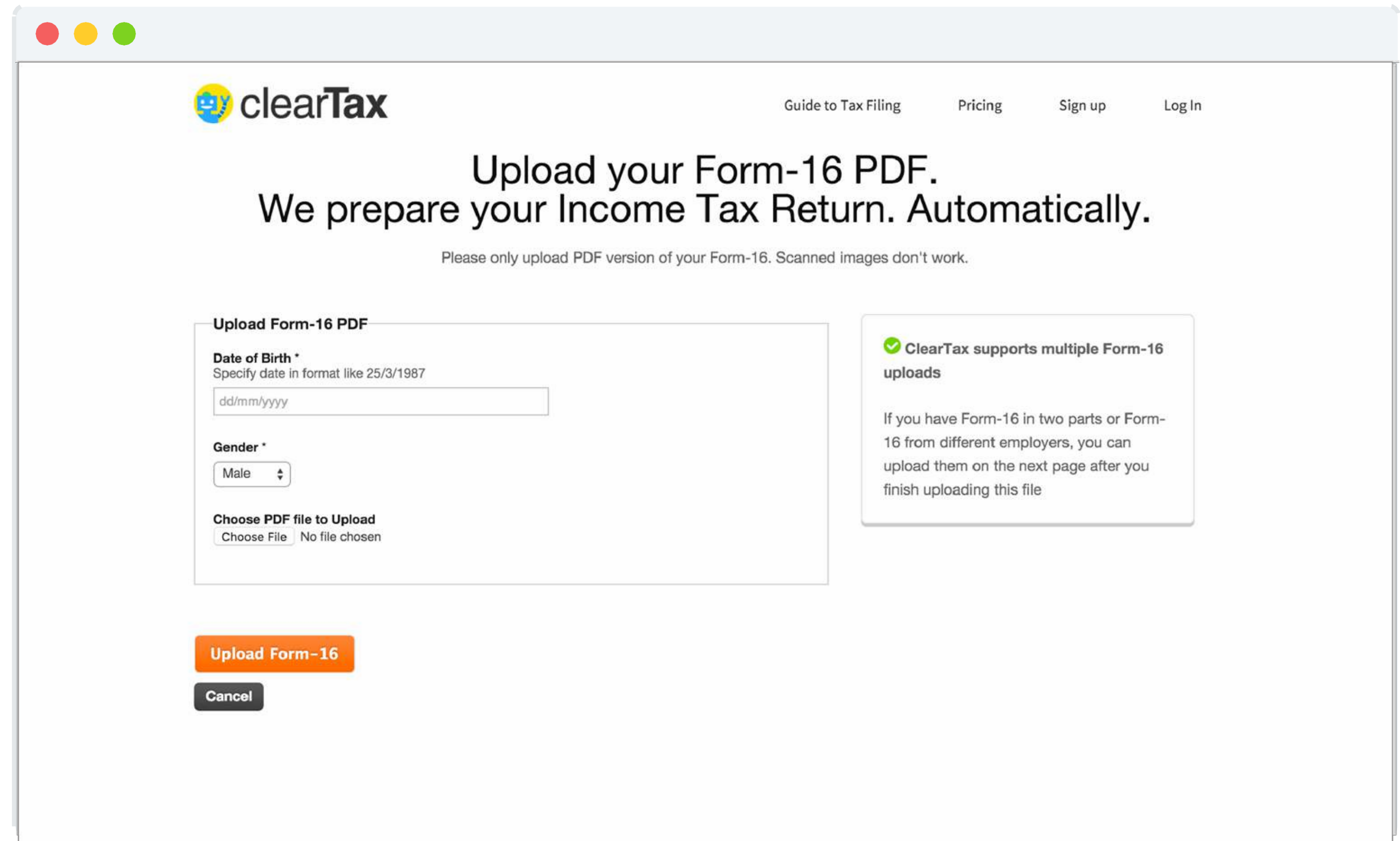
Filing on ClearTax

- 1 Users can land on the clearTax homepage. Here users can upload their Form-16 or directly start with e-filing without a Form-16.



Filing on ClearTax

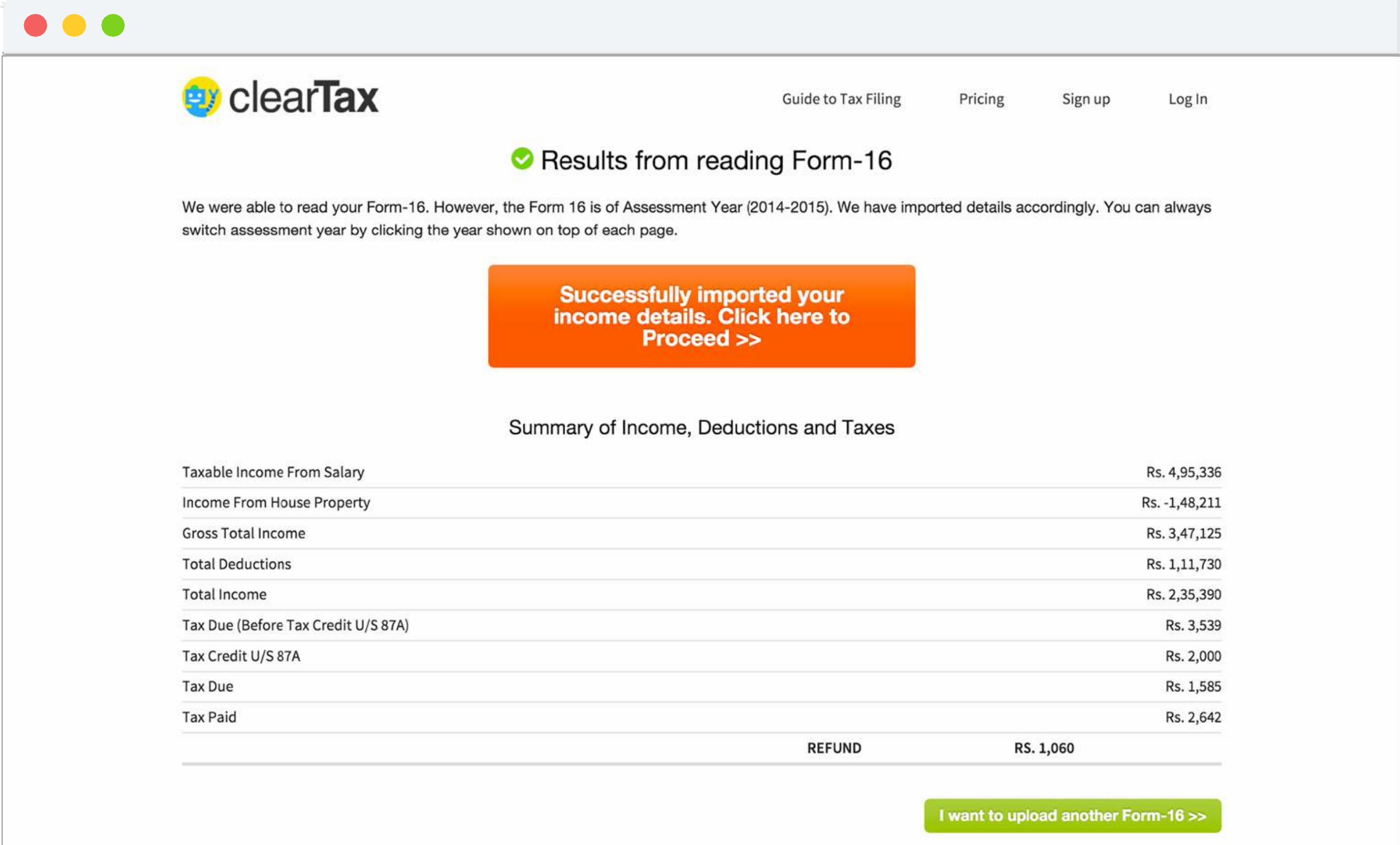
- 2 Just enter your Date of Birth, Gender and upload your Form-16 provided by your employer.



The screenshot shows the ClearTax website interface for uploading Form-16. The header includes the ClearTax logo, navigation links for 'Guide to Tax Filing', 'Pricing', 'Sign up', and 'Log In'. The main heading reads 'Upload your Form-16 PDF. We prepare your Income Tax Return. Automatically.' with a note: 'Please only upload PDF version of your Form-16. Scanned images don't work.' The form area is titled 'Upload Form-16 PDF' and contains three sections: 'Date of Birth *' with a text input field (placeholder: 'dd/mm/yyyy'), 'Gender *' with a dropdown menu (selected: 'Male'), and 'Choose PDF file to Upload' with a 'Choose File' button and 'No file chosen' text. To the right, a green checkmark icon is followed by the text 'ClearTax supports multiple Form-16 uploads' and a note: 'If you have Form-16 in two parts or Form-16 from different employers, you can upload them on the next page after you finish uploading this file.' At the bottom, there are two buttons: 'Upload Form-16' (orange) and 'Cancel' (dark grey).

Filing on ClearTax

- 3 Upon successful upload of your Form-16 you will be shown a summary of your tax returns. You can also upload more Form-16 by clicking on the **green button** towards the bottom of the screen.

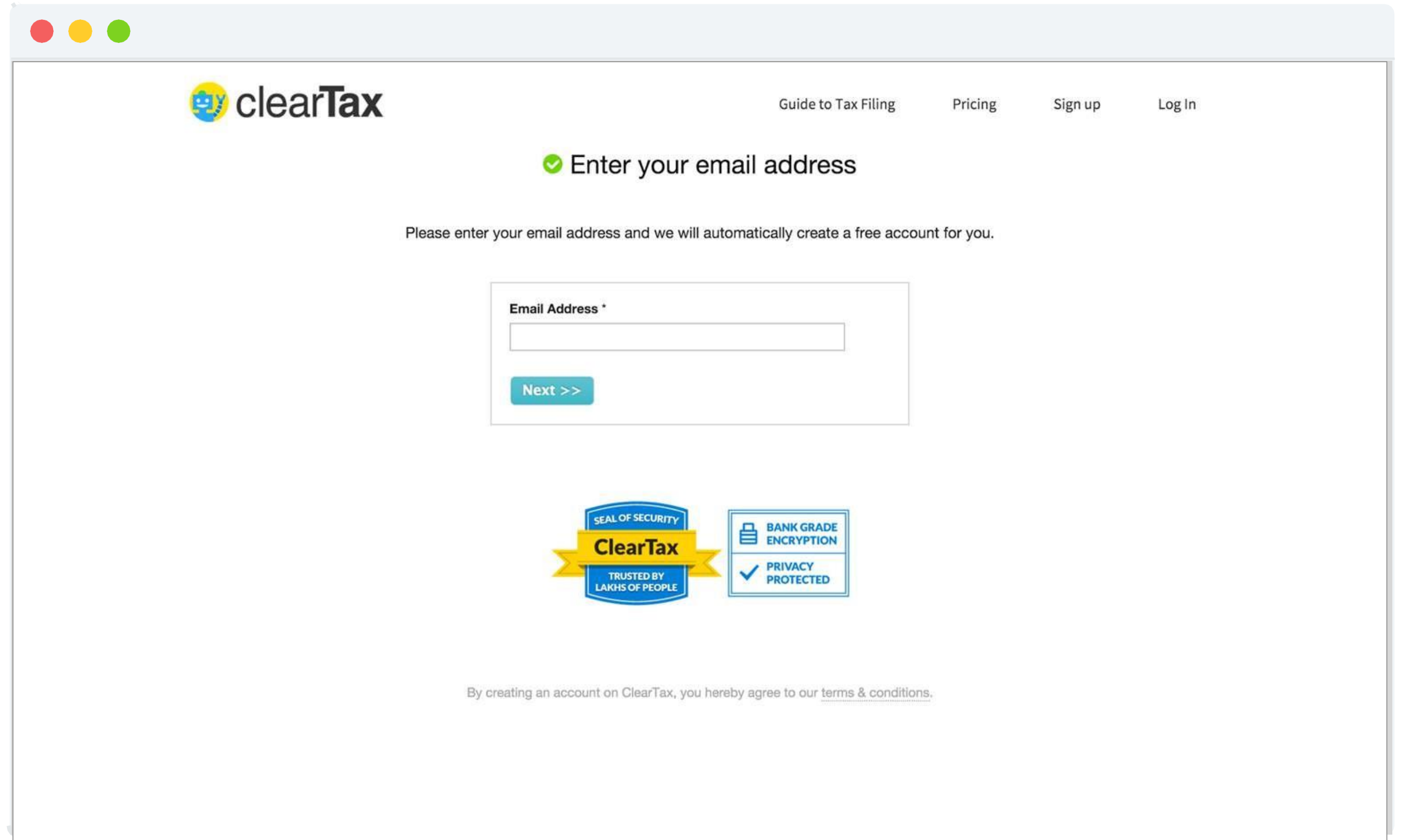


The screenshot shows the ClearTax website interface. At the top, there is a navigation bar with the ClearTax logo, a 'Guide to Tax Filing' link, and links for 'Pricing', 'Sign up', and 'Log In'. The main heading is 'Results from reading Form-16' with a green checkmark icon. Below this, a message states: 'We were able to read your Form-16. However, the Form 16 is of Assessment Year (2014-2015). We have imported details accordingly. You can always switch assessment year by clicking the year shown on top of each page.' A large orange button in the center reads 'Successfully imported your income details. Click here to Proceed >>'. Below the button, the title 'Summary of Income, Deductions and Taxes' is displayed. A table follows, showing various income and tax details. At the bottom right, there is a green button that says 'I want to upload another Form-16 >>'. The table data is as follows:

Taxable Income From Salary	Rs. 4,95,336
Income From House Property	Rs. -1,48,211
Gross Total Income	Rs. 3,47,125
Total Deductions	Rs. 1,11,730
Total Income	Rs. 2,35,390
Tax Due (Before Tax Credit U/S 87A)	Rs. 3,539
Tax Credit U/S 87A	Rs. 2,000
Tax Due	Rs. 1,585
Tax Paid	Rs. 2,642
	REFUND RS. 1,060

Filing on ClearTax

- 4 You can proceed to reviewing your information upon entering your email address. In case you do not have a ClearTax account, it will be created automatically at this point, no need to enter a password.



The screenshot shows the ClearTax website interface. At the top, there is a navigation bar with the ClearTax logo on the left and links for "Guide to Tax Filing", "Pricing", "Sign up", and "Log In" on the right. Below the navigation bar, a green checkmark icon is followed by the text "Enter your email address". Underneath this, a message states: "Please enter your email address and we will automatically create a free account for you." A form box contains a label "Email Address *" above a text input field. Below the input field is a blue button labeled "Next >>". At the bottom of the form area, there are two security-related graphics: a "SEAL OF SECURITY" badge with the ClearTax logo and the text "TRUSTED BY LAKHS OF PEOPLE", and a "BANK GRADE ENCRYPTION" badge with a checkmark and the text "PRIVACY PROTECTED". At the very bottom of the page, a small line of text reads: "By creating an account on ClearTax, you hereby agree to our [terms & conditions](#)."

Filing on ClearTax

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Fill in your permanent information. You can now review your returns and also fill in the additional information required. ClearTax allows you to enter any information.

HRA Calculation –

This is now an added calculation tool you find on the right. Click on it to claim HRA exemption.

The screenshot displays the ClearTax web application interface. At the top, there are five main navigation tabs: '1. PERSONAL INFO', '2. INCOME SOURCES' (highlighted in green), '3. DEDUCTIONS', '4. TAXES PAID', and '5. TAX FILING'. Below these, there are five sub-tabs for income sources: 'A. SALARY' (highlighted with a blue bar), 'B. OTHER INCOME', 'C. HOUSE PROPERTY', 'D. CAPITAL GAIN', and 'E. BUSINESS & PROFESSION'. The 'Salary' section is active, showing a heading 'Salary' and a link 'Here is a short guide for understanding your Form-16.'. Below this, the 'Income From Salary' section contains three main input fields: 'Income Chargeable under the head \'Salaries\' *' with a text box and a 'CLICK TO SEE SAMPLE' link; 'Name of the Employer *' with a text box and a hint 'The name of Company / Organization'; and 'Employer Type/Category *' with a dropdown menu currently set to 'Private'. To the right of the main form, there is a sidebar with two sections. The top section is titled 'Forgot to claim HRA?' and includes a 'Learn more' link, a description 'Applicable if you have not already claimed the HRA component in your salary and live in a rented apartment', and a 'Calculate HRA' button. The bottom section is titled 'Relief under Section 89' and includes a 'Learn more' link.

Filing on ClearTax

- 6 If you have claimed HRA earlier mention the same as Yes, or else start the process afresh.

The screenshot shows the ClearTax web application interface. At the top, there are five tabs: A. SALARY, B. OTHER INCOME, C. HOUSE PROPERTY, D. CAPITAL GAIN, and E. BUSINESS & PROFESSION. The 'A. SALARY' tab is selected and highlighted with a green bar. Below the tabs, the main heading is 'Salary'. Underneath, there is a sub-heading 'Income From Salary' and a text input field for 'Income Chargeable under the head Salary' with the value '10,000'. Below this is a section for 'Name of the Employer *' with a search bar and a dropdown for 'Employer Type/Category *' set to 'Private'. A modal dialog box is overlaid on the form, asking 'Did you previously claim any part of your HRA from your employer?' with radio buttons for 'Yes' and 'No' (selected). The dialog also includes a 'Continue' button and a 'Get CA help' button. In the background, there is a section for 'Relief under Section 89' with a 'Learn more' link.

Filing on ClearTax

- 7 Enter your Basic Salary per month and HRA allowance per month as per your pay slip.

The screenshot shows the ClearTax web interface for entering salary information. The main navigation bar at the top includes steps: 1. PERSONAL INFO, 2. INCOME SOURCES (highlighted), 3. DEDUCTIONS, 4. TAXES PAID, and 5. TAX FILING. Below this, a sub-navigation bar lists categories: A. SALARY, B. OTHER INCOME, C. HOUSE PROPERTY, D. CAPITAL GAIN, and E. BUSINESS & PROFESSION. The 'Salary' section is active, showing a progress bar and a 'Back' link. The main form area is titled 'Salary' and includes a 'Where can I find this?' link. Below the title, there is a section for 'Income From Salary' with a text input field containing '10,000'. Further down, there is a section for 'Name of the Employer *' with a search bar and a dropdown menu for 'Employer Type/Category *' set to 'Private'. A modal form is overlaid on the main content, asking for 'What's your Basic Salary per month as per your pay slip?' and 'What's your HRA Allowance per month as per your pay slip?'. Each question has a text input field and a 'Where can I find this?' link. At the bottom of the modal are two buttons: 'Continue »' and 'Get CA help'.

1. PERSONAL INFO 2. INCOME SOURCES 3. DEDUCTIONS 4. TAXES PAID 5. TAX FILING

A. SALARY B. OTHER INCOME C. HOUSE PROPERTY D. CAPITAL GAIN E. BUSINESS & PROFESSION

Salary

What's your Basic Salary per month as per your pay slip?

Where can I find this?

If you also receive Dearness Allowance, then add that to this figure

What's your HRA Allowance per month as per your pay slip?

Where can I find this?

Continue » Get CA help

Filing on ClearTax

- 8 Enter the rent you pay per month and the months you lived on the rented space.

The screenshot displays the ClearTax software interface during the 'Income Sources' step. The top navigation bar includes tabs for '1. PERSONAL INFO', '2. INCOME SOURCES' (which is highlighted), '3. DEDUCTIONS', '4. TAXES PAID', and '5. TAX FILING'. Below this, a sub-navigation bar shows categories: 'A. SALARY', 'B. OTHER INCOME', 'C. HOUSE PROPERTY', 'D. CAPITAL GAIN', and 'E. BUSINESS & PROFESSION'. The main content area is titled 'Salary' and contains a form for 'Income From Salary'. A modal window is open over this form, asking 'How much rent did you pay every month?'. The modal includes a dropdown for 'No. of months' (set to 12) and a text input for 'Rent per month:'. Below these fields, a note states: 'This rent is for the period when you were employed with this company. Note: You don't need to submit any rent proofs to the IT Department now. But, it's good to keep them handy in case they ask for it later.' At the bottom of the modal are two buttons: 'Continue »' and 'Get CA help'. The background form shows fields for 'Income Chargeable under the head Salary', 'Name of the Employer', and 'Employer Type/Category'.

Filing on ClearTax

- 9 Mention your city of residence you have rented a house.

The screenshot shows the ClearTax web interface. At the top, there are five main steps: 1. PERSONAL INFO, 2. INCOME SOURCES (highlighted in green), 3. DEDUCTIONS, 4. TAXES PAID, and 5. TAX FILING. Under '2. INCOME SOURCES', there are five sub-sections: A. SALARY (highlighted with a blue bar), B. OTHER INCOME, C. HOUSE PROPERTY, D. CAPITAL GAIN, and E. BUSINESS & PROFESSION. The 'Salary' section is active, showing a 'Salary' heading and a 'Continue' button. A modal window is open over the 'Salary' section, asking 'Which city do you live in?'. The modal has a 'Back' link and five radio button options: Mumbai, Delhi, Chennai, Kolkata, and Others. The 'Others' option is selected. There are two buttons at the bottom of the modal: 'Continue' (blue) and 'Get CA help' (green). The background shows the 'Income From Salary' section with fields for 'Income Chargeable under the head Salary' (10,000), 'Name of the Employer *', and 'Employer Type/Category *' (Private).

Filing on ClearTax

- 10 Your HRA exemption and HRA adjusted taxable salary is notified to you. You can use this HRA-Adjusted salary for filing your IT-R.

The screenshot shows the 'Salary' section of the ClearTax interface. A modal window is displayed over the form, showing the calculation of HRA exemption and HRA-adjusted taxable salary.

Salary

Here is a short guide for understanding HRA exemption.

Income From Salary

Income Chargeable under the head Salary (In your Form-16, find this information at point 7)

1,00,000

Name of the Employer *
The name of Company / Organisation

Search for employer name

Employer Type/Category *
Private

Modal Window:

« Back

Woohoo! Below is your allowed HRA exemption and HRA adjusted taxable salary

Your taxable salary	Rs. 1,00,000	How can I calculate this?
Your HRA exemption calculated	Rs. 30,000	How was this computed?
<hr/>		
Your HRA-adjusted salary	Rs. 70,000	

[Use this HRA-adjusted salary](#) [Cancel](#)

Filing on ClearTax

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You also have the option of entering your other income details. These are generally not mentioned in your Form-16 but are critical to filing proper tax returns. The different sections let you enter your details right from other income to house property income and capital gains.

The screenshot displays the ClearTax web application interface. At the top, the ClearTax logo is on the left, and navigation links for 'File Another Tax Return', 'Working on: A.Y. 2014-2015', 'Need Help?', and 'Options' are on the right. Below the header, a horizontal menu contains five buttons: '1. PERSONAL INFO', '2. INCOME SOURCES' (highlighted in green), '3. DEDUCTIONS', '4. TAXES PAID', and '5. TAX FILING'. Under the '2. INCOME SOURCES' button, there is a sub-menu with five options: 'A. SALARY', 'B. OTHER INCOME' (highlighted with an orange bar), 'C. HOUSE PROPERTY', 'D. CAPITAL GAIN', and 'E. BUSINESS & PROFESSION'. The main content area is titled 'Income other than Salary' and contains three sections: 'Other Income' with a sub-section 'Interest Income from Saving Bank and Post office deposits' and an input field; 'Other Interest Income: From Fixed deposits etc' with a sub-section 'Interest from sweep accounts converted to FDs also specified here' and an input field; and 'Any Other Income' with a description and an input field. At the bottom, there is an 'Exempt Income' section with a sub-section 'Dividend earned' and a description.

clearTax

File Another Tax Return Working on: A.Y. 2014-2015 ▼ Need Help? Options

1. PERSONAL INFO 2. INCOME SOURCES 3. DEDUCTIONS 4. TAXES PAID 5. TAX FILING

A. SALARY B. OTHER INCOME C. HOUSE PROPERTY D. CAPITAL GAIN E. BUSINESS & PROFESSION

Income other than Salary

Other Income

Interest Income from Saving Bank and Post office deposits

Other Interest Income: From Fixed deposits etc
Interest from sweep accounts converted to FDs also specified here

Any Other Income
Report any other income which is not part of Income from Salary, House Property, Capital Gain or Business and Profession head. Gifts can be declared as Income here.

Exempt Income

Dividend earned
Dividend from shares. Income earned on investments in Mutual Funds, ULIPs, UTI.

Filing on ClearTax

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Deductions are key to saving taxes. You can enter your deduction details in this section and claim the benefits in your tax calculations. The deductions are split as per 80C and 80D sections. You can also enter other deduction details under different section heads.

The screenshot displays the ClearTax web application interface. At the top, the 'clearTax' logo is on the left, and navigation links 'File Another Tax Return', 'Working on: A.Y. 2014-2015', 'Need Help?', and 'Options' are on the right. Below the header is a progress bar with five steps: '1. PERSONAL INFO', '2. INCOME SOURCES', '3. DEDUCTIONS' (highlighted in orange), '4. TAXES PAID', and '5. TAX FILING'. Under the '3. DEDUCTIONS' step, there are three sub-sections: 'A. SECTION 80 DEDUCTIONS' (highlighted with a blue bar), 'B. MORE DEDUCTIONS', and 'C. OTHER DEDUCTIONS'. The 'A. SECTION 80 DEDUCTIONS' section is titled 'Deductions Under Section 80'. It contains two main input areas. The first is 'Investments under Section 80C', which includes a text box for 'Section 80C: Contributions to LIC, NSC, PF, PPF, Mutual Funds etc. You can claim a deduction of upto Rs. 1,00,000 under this section.' and a sub-section 'Investment for Section 80C' with a text box for 'Contributions like LIC, Mutual Funds, School Fees, NSC, Payment of Principal in Housing Loan'. The second input area is 'Section 80TTA: Deduction for Interest earned on Savings Bank Account', which includes a text box for 'Interest earned on Savings Bank Account' and a note stating 'You do not need to enter a value for the 80TTA deduction here. ClearTax automatically picks it up from your declared interest income from Saving Bank account and Post office deposits..'. To the right of these input areas is a grey box with text: 'The Tax Department does not require you to submit documents related to deductions while e-Filing. Just keep the documents / receipts in case the Tax Department requests you for them later on.'

Filing on ClearTax

- 13 Once all details are finalized, you will be shown a summary page. Here you will also be able to view your TDS deposited.

The screenshot shows the ClearTax web interface. At the top, the logo is on the left, and navigation links 'File Another Tax Return', 'Working on: A.Y. 2014-2015', 'Need Help?', and 'Options' are on the right. A progress bar below the logo has five steps: '1. PERSONAL INFO', '2. INCOME SOURCES', '3. DEDUCTIONS', '4. TAXES PAID' (highlighted in red), and '5. TAX FILING'. Under '4. TAXES PAID', there are two sub-sections: 'A. TDS' (highlighted with a blue bar) and 'B. SELF TAX PAYMENTS'. The main heading is 'Summary of Taxes deducted at Source (TDS)'. Below it, instructions state: 'Specify TDS which was deducted between the period of April 1, 2013 to March 31, 2014. Tax deductions from your Salary by your employer should NOT be entered here.' An orange button 'Go To Next >>' is present. The page is divided into two columns. The left column is titled 'Non Salary TDS' and contains a blue button '+ Add Non-Salary TDS Entry' and a list of items to add: 'Form-16A or TDS Certificates issued by your bank over Interest/ FD Income' and 'Form-16A on professional or consulting income'. The right column is titled 'TDS on Salary Income' and contains a table with two columns: 'Name of Employer' and 'TDS Deducted'. The table has one entry: 'CAPGEMINI INDIA PRIVATE LI...' with 'Rs. 2,642'. Below the table, it says 'These are your Salary TDS entries. If you have more entries to add, please add them on the Income'.

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File Another Tax Return Working on: A.Y. 2014-2015 Need Help? Options

1. PERSONAL INFO 2. INCOME SOURCES 3. DEDUCTIONS 4. TAXES PAID 5. TAX FILING

A. TDS B. SELF TAX PAYMENTS

Summary of Taxes deducted at Source (TDS)

Specify TDS which was deducted between the period of April 1, 2013 to March 31, 2014.
Tax deductions from your Salary by your employer should NOT be entered here.

Go to next if you do not have any TDS entries. [Go To Next >>](#)

Non Salary TDS

[+ Add Non-Salary TDS Entry](#)

In this section, for example you can add:

- Form-16A or TDS Certificates issued by your bank over Interest/ FD Income
- Form-16A on professional or consulting income

TDS on Salary Income

Name of Employer	TDS Deducted
CAPGEMINI INDIA PRIVATE LI...	Rs. 2,642

These are your Salary TDS entries.
If you have more entries to add, please add them on the Income

Filing on ClearTax

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On the final step simply enter your bank account details where you want your returns to come. Other details required by the Income Tax Department will also need to be filled here.

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File Another Tax Return Working on: A.Y. 2014-2015 ▼ Need Help? Options

1. PERSONAL INFO 2. INCOME SOURCES 3. DEDUCTIONS 4. TAXES PAID 5. TAX FILING

Additional Information needed for Income Tax Return

Primary Bank Account

This is where you will receive your refund (if applicable).

Bank Account Number * IFSC code of your Branch *
[Click here to lookup your IFSC Code](#)

Type of Bank Account *
Saving Account ▼

Additional Information needed for Income Tax Return

Email Address (secondary) Optional Mobile Phone number (secondary) Optional

STD code Landline Telephone number

Filing on ClearTax

- 15 Just click on *Proceed to E-filing* and finish e-filing.

The screenshot displays the ClearTax e-filing interface. At the top, the ClearTax logo is on the left, and navigation links 'File Another Tax Return', 'Working on: A.Y. 2014-2015', 'Need Help?', and 'Options' are on the right. Below the logo is a progress bar with five steps: '1. PERSONAL INFO', '2. INCOME SOURCES', '3. DEDUCTIONS', '4. TAXES PAID', and '5. TAX FILING' (highlighted in blue). The main content area is titled 'Summary' and features a green checkmark icon followed by the text 'You have a refund of Rs. 1,060'. Below this is a large orange button with the text 'Click here to proceed to E-Filing >'. A horizontal line separates this from a section with the text 'Please review your Income, Deductions and Income Tax carefully. Check the Word Report below.' This section contains two download options: 'Download ITR Preview' with a PDF icon and 'Download Detailed Report' with a Word document icon. To the right of these is a blue button with the text 'Click here to proceed to e-filing >>'. At the bottom, there is a green checkmark icon followed by the text 'Personal Information'.



India's Largest E-filing website

E-filing flow

Get in touch!



Contact Us

support@cleartax.in

Watch a quick **video** here : <https://www.youtube.com/watch?v=qk8EOLDLi6A>

