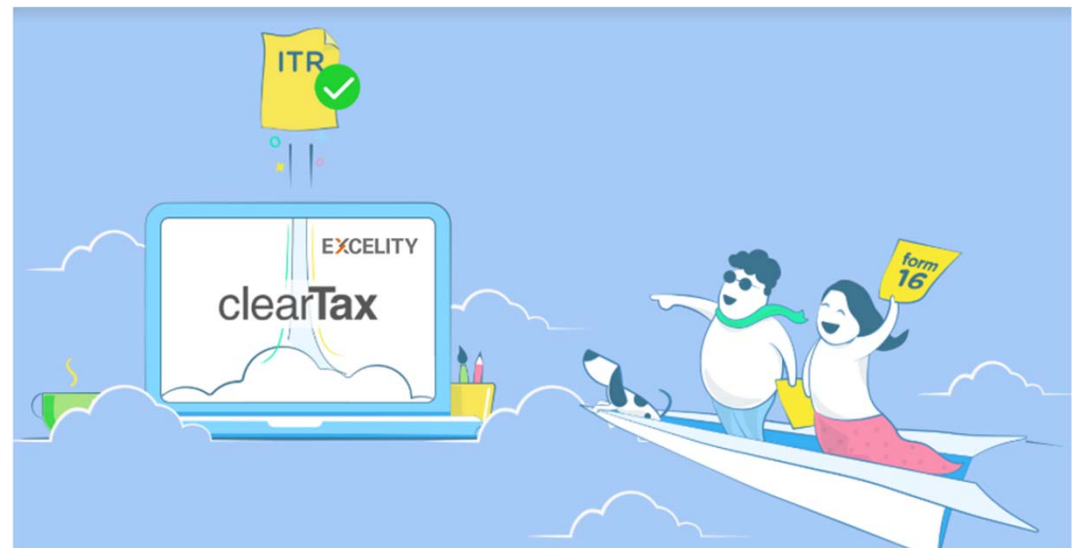


A guide to filing your Tax Returns

<https://cleartax.in/excelity>



Your data is safe & private



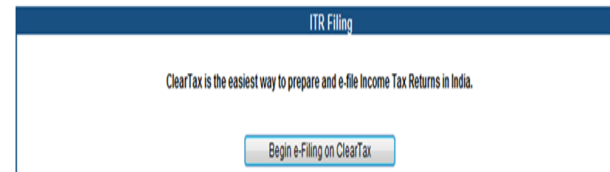
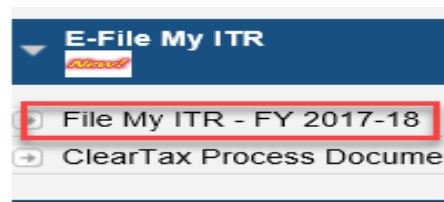
7 minutes & done



Expert Assistance. Anytime.

Step 1: Visit 'E file my ITR' tab

Click on 'File My ITR – FY 2017-18'



Click 'Begin e-filing on ClearTax'

Step 2: Cleartax will generate a quick summary from the latest Form-16 of FY 2017-18

FREE & easiest way to e-File Income Tax Returns in India

Hello,

Here is your Income Tax Information we picked up from
DELOITTE CONSULTING INDIA PRIVATE LIMITED's
payroll portal.

PAN: [REDACTED]	AY: 2018-19
Summary of Income, Deductions and Taxes	
Taxable Income From Salary	Rs. [REDACTED]
Gross Total Income	Rs. [REDACTED]
Total Deductions	Rs. [REDACTED]
Total Income	Rs. [REDACTED]

Unsure about these details? Don't worry, you can edit them later,
or [report it to clearTax](#)

ClearTax and Excelity bring you this integration to
make Income Tax Return E-Filing easier for you.

- ✓ We have imported all your details from your company portal.
- ✓ No data entry needed. Your ITR is automatically prepared.
- ✓ Finish E-Filing in minutes.
- ✓ And it's completely FREE!

[E-file your Tax Return Now](#)

OR

[Upload another Form-16](#)

NOTE: New Hires who have joined the firm in the mid of the FY 2017-18 and professionals who had an inter entity transfer (FSS move), You must upload all the other Form 16s received for financial year 2017-18 on the ClearTax portal by clicking on '**upload another Form-16**' option.

Step 3: Enter your Email address to proceed. *(We recommend using your personal Email ID)*

[Guide to Tax Filing](#)[Buy CA Plan](#)[Sign up](#)[Log In](#)

✓ Enter your email address

Please enter your email address and we will automatically create a free account for you.

Email Address *

Next >>



EXCELITY

Step 4: Fill in your Personal Info

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. PERSONAL INFO B. ADDRESS C. BANK INFO

Import your data automatically

Permanent Information

Please enter your information here.

Personal Information

First Name *

Middle Name

Last Name *

Gender *

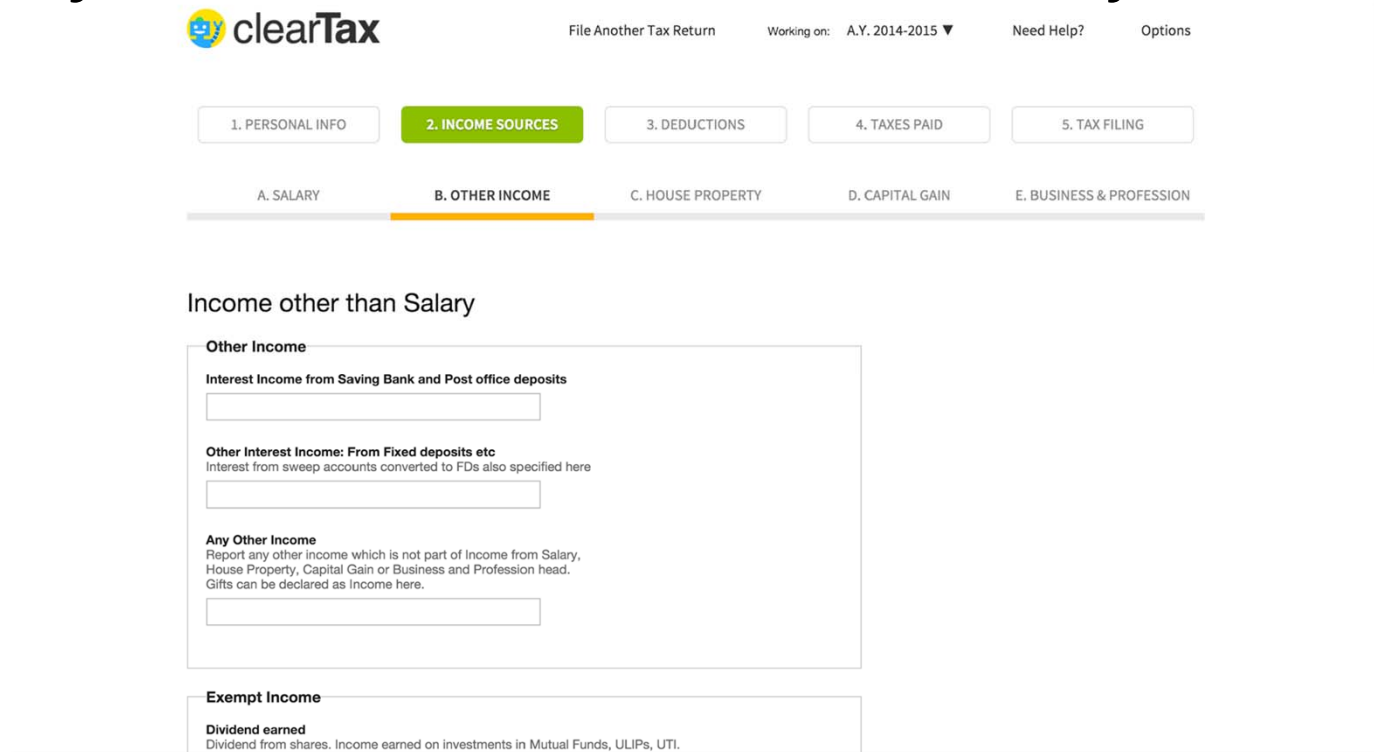
Male

Date of Birth *
Specify date in format like 25/3/1987

10/12/1989

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


Step 5: Fill in your other income details (if any)



The screenshot shows the clearTax website 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' (highlighted in green), '3. DEDUCTIONS', '4. TAXES PAID', and '5. TAX FILING'. Under the progress bar, there are five sub-sections: 'A. SALARY', 'B. OTHER INCOME' (highlighted with an orange bar), 'C. HOUSE PROPERTY', 'D. CAPITAL GAIN', and 'E. BUSINESS & PROFESSION'. The 'Income other than Salary' section is expanded, showing three input fields: 'Interest Income from Saving Bank and Post office deposits', 'Other Interest Income: From Fixed deposits etc' (with a note 'Interest from sweep accounts converted to FDs also specified here'), and 'Any Other Income' (with a note '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.'). Below these is an 'Exempt Income' section with a note 'Dividend earned Dividend from shares. Income earned on investments in Mutual Funds, ULIPs, UTI.'

NOTE: 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 such as other income, house property income and capital gains.

Step 6: Enter your 'deduction' related details here

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

1. PERSONAL INFO

2. INCOME SOURCES

3. DEDUCTIONS

4. TAXES PAID

5. TAX FILING

A. SECTION 80 DEDUCTIONS

B. MORE DEDUCTIONS

C. OTHER DEDUCTIONS

Deductions Under Section 80

Investments under Section 80C
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.
Investment for Section 80C Contributions like LIC, Mutual Funds, School Fees, NSC, Payment of Principal in Housing Loan

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.

Section 80TTA: Deduction for Interest earned on Savings Bank Account
Interest earned on Savings Bank Account

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..

NOTE: 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.

Step 7: Review the TDS deposited details and add any tax payments (if self paid)

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. 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

Waiting for www.google.com...


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

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

Step 8: Add your Bank details

 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

NOTE: Enter your bank account details to which you want to receive your Tax refund (if any). You will have to fill in the additional information (needed by the Tax department) as well.

Step 9: Click on Proceed to e-filing.

The screenshot shows the ClearTax website interface. At the top, there's a navigation bar with the ClearTax logo, a search bar, and links for 'Working on: A.Y. 2018-2019', 'Need Help?', 'Buy CA Plan', 'Refer & Earn', and 'My Account'. Below this 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). Under the progress bar, there are two sub-steps: A. BANK INFO and B. E-FILING (highlighted in orange). The main content area displays 'Awesome! You have a refund of ₹8,980' and a large green button labeled 'Proceed to E-Filing'. Below this, a message says 'Please review your Income, Deductions and Income Tax carefully. Check the Word Report below.' There are two download links: 'Download ITR Preview' (with a PDF icon) and 'Download Detailed Report' (with a Word document icon). A blue button labeled 'Click here to proceed to e-filing >>' is also present. At the bottom right, there's a link to 'Activate'.

NOTE: You will receive acknowledgment number and ITR-V to your mail address mentioned in Step 5. Finish e-verifying within 120 days!



✓ Congratulations!

Your Tax Return has been successfully accepted by the Income Tax Department.

Next Steps: Verify your IT Return

You have **120 days** to verify

E-filing completed Verification Pending

Verify your IT Return through Net Banking

Verify Online
(through Net Banking)

recommended

Verify via Post

ClearTax recommends Net Banking as the easiest and fastest way to e-verify.


More Information:

You can also e-verify using your Aadhar card or by using EVC on Mobile & Email. Step-by-step instructions (with screenshots) for both online and offline verification are in the PDF guide (download link below).

EXCELITY


The last date to file your Tax Returns is July 31, 2018

e-File now!




We guarantee 100% accuracy


ClearTax's tax calculations are verified against the Income Tax Department's tax engine before e-filing to ensure that a return is being filed correctly.



We're serious about security

Our 128-bit SSL encryption and bank-grade security keeps your data safe.

 ISO 27001
Data Center

 SSL CERTIFIED SITE
128-bit encryption

For any queries please write to support@cleartax.in and we will get in touch with you

