

[incometax.gov.in/iec/foservices/#/login\)](https://incometax.gov.in/iec/foservices/#/login)**e-Filing Anywhere Anytime**

Income Tax Department, Government of India

[Home \(/iec/foportal/\)](#)[Individual/PUF](#)[Company](#)[Non-Company](#)**(/iec/foportal/)**[Tax Professionals & Others](#)[Downloads \(/iec/foportal/downloads/income-tax-returns\)](https://www.incometax.gov.in/i)[itr1-form-sahaj\)](#)[Help \(/iec/foportal/help\)](#)[File ITR-1 \(Sahaj\) Online User Manual](#) > [File ITR-1 \(Sahaj\) Online User Manual](#)

File ITR-1 (Sahaj) Online User Manual

1. Overview

The pre-filling and filing of ITR-1 service is available to registered users on the e-Filing portal. This service enables individual taxpayers to file ITR-1 either online through the e-Filing portal or by accessing the offline excel and html utility. This user manual covers the process for filing ITR-1 through the 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
- Residential Status of person is Resident

Others



PAN and Aadhaar are linked (recommended)

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

Please Note: If your PAN is not linked with your Aadhaar, your PAN is made inoperative. In that case you will get a ticker 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."

e-Filing Anywhere Anytime

Income Tax Department, Government of India

(/iec/foportal/)

Pre-validate at least one bank account for issue of refund and add at least one bank account under My Bank account on portal under validation in progress status for filing the return successfully

<https://www.incometax.gov.in/iec/foportal/help/how-to-file-itr1-form-sahaj>)

- 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)

3. Form at a Glance

ITR-1 has five pre-filled sections that need to be validated/ edited before submitting it, and one summary section which is required to be reviewed for tax computation. The sections are as follows:

1. **1. Personal Information**
(//D:/pages/viewpage.action%3fpagelId=2460222#ER_001_Pre-fillingandfilingofITR-1Online,OfflineandAPI(AY20-21)_UserManual_FAQ_V0.1_ForITDReview-_4.1_Personal_Details)
2. **Gross Total Income**
(//D:/pages/viewpage.action%3fpagelId=2460222#ER_001_Pre-fillingandfilingofITR-1Online,OfflineandAPI(AY20-21)_UserManual_FAQ_V0.1_ForITDReview-_4.2_Gross_Total)
3. **Total Deductions**
(//D:/pages/viewpage.action%3fpagelId=2460222#ER_001_Pre-fillingandfilingofITR-1Online,OfflineandAPI(AY20-21)_UserManual_FAQ_V0.1_ForITDReview-_4.3_Total_Deductions)
4. **Tax Paid**
(//D:/pages/viewpage.action%3fpagelId=2460222#ER_001_Pre-fillingandfilingofITR-1Online,OfflineandAPI(AY20-21)_UserManual_FAQ_V0.1_ForITDReview-_4.4_Tax_Paid)
5. **Total Tax Liability**
(//D:/pages/viewpage.action%3fpagelId=2460222#ER_001_Pre-fillingandfilingofITR-1Online,OfflineandAPI(AY20-21)_UserManual_FAQ_V0.1_ForITDReview-_4.5_Total_Tax)

Here is a quick tour of the various sections of ITR-1:



3.1 Personal Information

In the Personal Information section of the ITR, you need to validate the pre-filled data which is auto-filled 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 profile section. You can edit your contact details, filing type details and bank details in the form.

The screenshot shows the 'Personal Information' step of the ITR-1 (Sahaj) process. At the top, there are five tabs: 'Personal Information' (selected), 'Gross Total Income', 'Total Deductions', 'Taxes Paid', and 'Total Tax Liability'. Below the tabs, there are two main sections: 'Profile' and 'Contact'. In the 'Profile' section, fields include First Name, Middle Name, Last Name, Date of Birth (01-Apr-1942), Aadhar Number (NULL), and Aadhar Enrollment ID. In the 'Contact' section, fields include Address, Mobile Number (+91), and Email Address. Under 'Nature of Employment', the option 'Not Applicable (eg. Family pension etc)' is selected. In the 'Filing Section', the 'Filed u/s' dropdown is set to '139(1) Return filed on or before due date'. Other options shown are '139(4) Belated-Return filed after due date', '139(5) Revised-Return revised after filing original return', and '119(2)(b) After condonation of delay'. Below this, the 'Filed in response to notice u/s' dropdown is set to '139(3) Filed in response to notice u/s 139(3) to rectify the defect'. Other options shown are '142(1) Return filed against notice u/s 142(1)', '148 Return filed against notice u/s 148 for assessment', and '150C Return filed against notice u/s 150C'. At the bottom, there is a question about opting out of the new tax regime (115BAC(6)), with 'No' selected. A note says 'To estimate your total tax and decide as to which tax regime is beneficial, you may use Income Tax Calculator'. A button 'Based on your previous response, please furnish following information OR Edit Response' is present. A final question asks if the user is filing under the seventh proviso to section 139(1). The 'Bank Details' section at the bottom is partially visible, showing a table for bank account validation.

Please Note:

1. The Finance Act 2023 has amended the provisions of Section 115BAC to make New Tax Regime the default tax regime for the assessee being an individual, HUF, AOP, BOI and AJP. You do not want to pay tax according to the New tax regime, you will have to explicitly opt out of it and choose to be taxed under the old tax regime.

2. If you want to opt out of New Tax Regime Select "Yes" in the radio button in the Filing section.

(<https://www.incometax.gov.in/iec/foportal/help/how-to-file-itr1-form-sahaj>)

To exercise this option, the assessee having income (other than income from a business or profession) must indicate choice of tax regime in the return of income to be furnished for the relevant assessment year under Section 139(1).

3.2 Gross Total Income

In the **Gross Total Income** section, you need to review the pre-filled information and confirm/ edit your income source details from salary / pension, house property, and other sources (such as interest income, family pension, etc.). You can also add details of exempt income, if any.

Verify your income source details

Please verify your income sources as collected from various sources and proceed.

Income from Salary	
i. Gross Salary	₹ 0
ii. Less : Exempt Allowances <small>(*)</small>	(-) ₹ 0
iii. Less : Income claimed for relief from taxation u/s 89A <small>(*)</small>	₹ 0
iv. Deductions u/s 16	(-) ₹ 0
v. Income Chargeable under the head 'Salaries' (iii - iv)	₹ 0

Income from House Property	
Income from only one house property can be shown in this ITR	
Income chargeable under the head 'House property'	₹ 0

Income from other sources	
If you have any other source of income, please add it here.	
+ Add Details	

Gross Total Income	
₹ 0	

Exempt Income	
This information is only for reporting purposes.	
If you have any exempt income, please add it here.	
+ Add Another	

Back to Summary	
Confirm	



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

e-Filing Anywhere Anytime

Income Tax Department, Government of India

In the total deductions section, you need to add, delete, and confirm any deductions applicable to you to claim under Chapter VI-A of the Income Tax Act.

(<https://www.incometax.gov.in/iec/foportal/help/how-to-file itr1-form-sahaj>)

Please verify your deduction details and proceed further

If you are entitled to any other claims, please select to claim such eligible deductions

80CCD(2) - Contribution to pension scheme of central government by employer + Add 80CCD(2)	80D - Deduction in respect of Health Insurance premia + Add 80D	80G - Donations to certain funds, charitable institutions, etc. + Add 80G
80GGA - Certain donations for scientific research or rural development + Add 80GGA	80TTA - Interest on saving bank accounts + Add 80TTA	80TTB - Interest on deposits + Add 80TTB

Show All Deductions >

Total Deductions ₹ 0

[Show Details >](#)

[Back to Summary](#) [Confirm](#)

Please Note:

Default Regime is New Tax Regime. If you have not opted for Old Tax Regime , only Deductions under Section 80CCD (2)- Employers Contribution to Tier-1 NPS Account and Section 80CCH- amount deposited in the Agniveer Corpus Fund will be visible.

ITR forms have been amended to include a column to furnish the amount eligible for deduction under Section 80CCH.

3.4 Tax Paid

In the **Tax Paid** section, you need to confirm taxes paid by you in the previous year. Tax details include TDS from Salary / Other than Salary as furnished by Payer(s), TCS, Advance Tax and Self-Assessment Tax.



[incometax.gov.in/iec/foservices/#/login\)](https://www.incometax.gov.in/iec/foservices/#/login)

e-FILING Anywhere Anytime

Income Tax Department, Government of India

(/iec/foportal/)

[https://www.incometax.gov.in/iec/foportal/help/how-to-file-itr1-form-sahaj\)](https://www.incometax.gov.in/iec/foportal/help/how-to-file-itr1-form-sahaj)

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

Verify your tax paid details
Please verify your tax paid details and proceed further
[View your Form 26AS](#)

Need Help ?

Details of Tax Deducted at Source (TDS) on Salary Income Show Details >	Total ₹ 0
Details of Tax Deducted at Source (TDS) from Income Other than Salary Show Details >	Total ₹ 250
Details of Tax Deducted at Source [As per Form 16C furnished by the Payer(s)] Show Details >	Total ₹ 0
Details of Tax Collected at Source (TCS) [As per Form 27D issued by the Collector(s)] Show Details >	Total ₹ 0
Advance tax and Self-Assessment tax payments Show Details >	Total ₹ 0
Total Taxes Paid	₹ 250

< Back to Summary Confirm

3.5 Total Tax Liability

In the **Total Tax Liability** section, you need to review tax liability computed as per the validated sections.

Validate Return Confirm your Return summary Verify & Submit

Personal Information Gross Total Income Total Deductions Taxes Paid Total Tax Liability

Verify your tax liability details
Please verify your tax liability details and proceed further

Need Help ?

Computation of Income	
Gross Total Income	₹ 0
Total Deductions	(-) ₹ 0
Total Income	₹ 0
Computation of Tax	
i. Tax Payable on Total Income <small>Your income is taxable in the slab of 0%</small> Show Calculation >	₹ 0
ii. Rebate u/s 87A	₹ 0
iii. Tax Payable after Rebate	₹ 0
iv. Health and Education Cess at 4% Show Calculation >	₹ 0
v. Total Tax & Cess	₹ 0
vi. Relief u/s 89 <small>Relief when salary, gratuity, etc. is paid in arrears or in advance</small> Fill Form 10E to claim relief	₹ 0
vii. Balance Tax After Relief	₹ 0
viii. Interest u/s 234A <small>Applicable when return is filed after the due date</small> Show Calculation >	₹ 0
ix. Interest u/s 234B (i) <small>Applicable when there is default in payment of advance tax</small> Show Calculation >	₹ 0
x. Interest u/s 234C <small>Applicable when there is a shortfall in payment of quarterly advance tax.</small> Show Calculation >	₹ 0
xi. Fee u/s 234F <small>Fees on delay in filing of return</small>	₹ 0
Total Interest and Fee	₹ 0
Total Tax, Fee and Interest	₹ 0

< Back to Summary Confirm



4. How to Access and Submit ITR - 1

incometax.gov.in/iec/foservices/#/login Register (<https://eportal.incometax.gov.in/iec/foservices/#/register-home>)
 You can file and submit your ITR through the following methods:

- Income Tax Department, Government of India
- Online Mode – through e-Filing portal
- Offline Mode – through Offline Utility

(/iec/foportal/)

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

(<https://www.incometax.gov.in/iec/foportal/help/how-to-file itr1-form-sahaj>)

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

Note: If your PAN is inoperative you will get a warning message that your PAN is inoperative as its not link with the Aadhaar.

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

The screenshot shows the e-filing portal's login page. A red box highlights the URL: incometax.gov.in/iec/foportal/#/login. Another red box highlights the warning message: "Your PAN is made inoperative as it is not linked with your Aadhaar. Some of the accesses may be limited. You can link and make your PAN operative after payment of requisite fees u/s 234H." Below the message are two buttons: "Continue" and "Link Now". To the right of the message, there is a list of services: "Download Pre-filled XML", "Register as Representative", "Register to Act on Behalf of Another Person", and "Authorize Another Person to act on behalf".

Step 3: Select Assessment Year as 2024–25 and Mode of filling as Online, then click Continue

The screenshot shows the 'Income Tax Return (ITR)' step. A red box highlights the 'Select Assessment year' dropdown, which is set to '2024-25 (Current A.Y.)'. Another red box highlights the 'Select Mode of Filing' section, where the 'Online (Recommended)' radio button is selected. To the right, there is an 'Information' box stating: 'If you select offline mode, you will need to upload the ITR form prepared using offline utility in the next step'. At the bottom, there are 'Back' and 'Continue' buttons.

Step 4: 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**.

The screenshot shows the 'Income Tax Return' step. A red box highlights the 'Resume Filing' button in the 'You have saved draft of Income Tax Return pending for submission' section. Another red box highlights the 'Start New Filing' button in the 'To file a fresh Income Tax Return' section. At the bottom, there is a 'Back' button.

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

[incometax.gov.in/iec/foservices/#/login\)](https://incometax.gov.in/iec/foservices/#/login)

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

Income Tax Department, Government of India
Dashboard > Filing Returns for A.Y. 2024-25

(/iec/foportal/)

Please select the status applicable to you to proceed further

Based on your last year's data we have pre-selected a status applicable to you.
You may change the status if it is not applicable to you.

Individual HUF Others

[< Back](https://www.incometax.gov.in/iec/foportal/help/how-to-file-itr1-form-sahaj) [Continue >](#)

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

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

[incometax.gov.in/iec/foservices/#/login\)](https://incometax.gov.in/iec/foservices/#/login)

Income Tax Returns

You need to choose an ITR Form to proceed

Help me decide which ITR Form to file [Proceed >](#)

I know which ITR Form I need to file

Select ITR Form

- ITR - 1
- ITR - 2
- ITR - 3

[< Back](https://www.incometax.gov.in/iec/foportal/help/how-to-file-itr1-form-sahaj)

[incometax.gov.in/iec/foservices/#/login\)](https://incometax.gov.in/iec/foservices/#/login)

Income Tax Returns

You need to choose an ITR Form to proceed

Help me decide which ITR Form to file [Proceed >](#)

I know which ITR Form I need to file

Select ITR Form

- ITR - 1
- ITR - 2
- ITR - 3

[< Back](https://www.incometax.gov.in/iec/foportal/help/how-to-file-itr1-form-sahaj)

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, and your responses will be used in determining the same and help you in correct /
incorrect filing of your Income Tax Return.*

Income Tax Department, Government of India

If you are aware of the ITR or schedules applicable to you or income and deduction 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 Get Started.

ecfoportal/help/how-to-file-itr1-form-sahaj



Income Tax Department, Government of India

Call Us English AIS Pending Actions Help Session Time 1 9

Dashboard e-File Authorised Partners Services ITR Pending Actions Help Session Time 1 9

Dashboard > Filing Returns for A.Y. 2024-25 > ITR-1

ITR 1 - (Income Tax Return 1)

For individuals being a resident (other than non ordinarily resident) having total income upto ₹ 50 lakh, having Income from Salaries, one house property, other sources (Interest etc.), and agricultural income upto ₹ 5,000.

(Not for an individual who is either Director in a company or has invested in unlisted equity shares or in cases where TDS has been deducted u/s 194N or if income-tax is deferred on ESOP).

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.

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?



Step 8: Select the checkbox applicable to you regarding reason for filing ITR and click **Continue**.

 e-Filing *Aayush Aayam*
Income Tax Department, Government of India

Call Us | English | A A+ | 🔍 | [Dashboard](#) [e-File](#) [Authorised Partners](#) [Services](#) [AIS](#) [Pending Actions](#) [Grievances](#) [Help](#) Session Time 1

Dashboard > Filing Returns for A.Y. 2024-25 > ITR-1

Please answer the following questions to proceed further

Are you filing the income tax return for any of the following reasons?

- Taxable income is more than basic exemption limit
- Filing return of income due to fulfilling any one or more below mentioned conditions as per Seventh Proviso to section 139(1): (1)
 - Incurred expenditure of an amount or aggregate of amount exceeding ₹ 2 lakhs for travel to a foreign country for yourself or for any other person;
 - Incurred expenditure of amount or aggregate of amount exceeding ₹ 1 lakh on consumption of electricity during the previous year
 - Are you required to file a return as per other conditions prescribed under clause (iv) of seventh proviso to section 139(1)
- Others

[Back](#) [Continue](#)

Step 9: For AY 2024-25 New Tax Regime is the default Tax Regime. Option “No” will be Auto Selected. If you want to opt out of New Tax Regime Select “Yes” in the Personal Information Section.

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.



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-itr1-form-sahaj>)

Nature of Employment *

Select

Filing Section *

Filed u/s

139(1) Return filed on or before due date
 139(4) Delayed- Return filed after due date
 139(5) Revised- Return revised after filing original return
 119(2)(b) After condonation of delay

Filed in response to notice u/s

139(9) Filed in response to notice u/s 139(9) to rectify the defect
 142(1) Return filed against notice u/s 142(1)
 148 Return filed against notice u/s 148 for assessment
 153C Return filed against notice u/s 153C

Enter Receipt Number of original return *

Date of filing of original return *

Unique Number/Document Identification Number (DIN) of the notice/order *

Date of such notice or order *

Do you wish to exercise the option u/s 115BAC(6) of Opting out of new tax regime ?

Yes No

To estimate your total tax and decide as to which tax regime is beneficial, you may use [Income Tax Calculator](#)

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

* Are you filing return of income under Seventh proviso to section 139(1) but otherwise not required to furnish return of income?

Please note:

Before selecting the tax regime, please note that certain deductions and exemptions are not available in the new tax regime.

Step 10: Enter/ Edit your income and total deductions details in the different sections. After completing and confirming all the sections of the form, click **Proceed**.



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

(/iec/foportal/)

(<https://www.incometax.gov.in/iec/foportal/help/how-to-file-itr1-form-sahaj>)

Step 10a: In case there is a tax liability

After clicking on total 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 will get the **Pay Now** and **Pay Later** options at the bottom of the page.

You need to make a payment of ₹ 82,220

Calculation of Your Taxable Income

- A. Gross Total Income [Show Details >](#) ₹ 8,00,000
- B. Total Deductions [Show Details >](#) ₹ 0
- C. Total Taxable Income (A-B) ₹ 8,00,000

Calculation of Tax Payable

- D. Total Tax, Fee and Interest [Show Details >](#) ₹ 82,221
- E. Total Tax Paid [Show Details >](#) ₹ 0
- Amount Payable [Show Details >](#) ₹ 82,220

< 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 taxpayer 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.



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

Income Tax Department, Government of India

(<https://www.incometax.gov.in/iec/foportal/help/how-to-file-itr1-form-sahaj>)

Calculation of Your Taxable Income

- A. Gross Total Income ₹ 4,00,000
- B. Total Deductions ₹ 0
- C. Total Taxable Income (A-B) ₹ 4,00,000
- D. Total Tax, Fee and Interest ₹ 0
- E. Total Tax Paid ₹ 0

Amount Payable ₹ 0

[Show Details >](#) [Print](#) [Download](#)

[Return Summary](#) [Preview Return >](#)

Step 11: If you click on Pay Now, you will be redirected to e-pay Tax service. Click Continue.

You need to make a payment of ₹ 47,040

Please view your Tax Summary details and proceed further

[Print](#) [Download](#)

Calculation of Your Taxable Income

- A. Gross Total Income ₹ 6,50,000
- B. Total Deductions ₹ 0
- C. Total Taxable Income (A-B) ₹ 6,50,000
- D. Total Tax, Fee and Interest ₹ 47,290
- E. Total Tax Paid ₹ 250

Amount Payable ₹ 47,040

[Show Details >](#) [Pay Later](#) [Pay Now](#)

You are being redirected to e-Pay Tax service for payment of Tax.

Please ensure that the payment details are filled in the relevant schedule without fail. The details of amount paid, Challan No., BSR 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.

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

Note:

- You will be taken to e-Pay Tax page on the portal for making tax payment after you click Continue. Refer to e-Pay Tax user manuals to learn more.

Step 12: After successful payment through e-Filing portal, a success message is displayed. Click **Back to Return Filing** to complete filing of ITR.



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

(/iec/foortal/)

(<https://www.incometax.gov.in/iec/foortal/help/how-to-file-itr1-form-sahaj>)

Step 13: Click Preview Return.

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

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.

<https://www.incometax.gov.in/iec/foportal/help/how-to-file itr1-form-sahaj>

The screenshot shows the 'Income Tax Department, Government of India' logo at the top left. The main title is '(/iec/foportal/)' with a subtitle '(https://www.incometax.gov.in/iec/foportal/help/how-to-file itr1-form-sahaj)'. The page contains sections for 'Details of Tax Collected at Source (TCS)', a declaration from the filer, and a section for Tax Return Preparer (TRP). At the bottom right, a prominent blue button is labeled 'Proceed to Validation'.

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

The screenshot shows the 'Dashboard' and 'e-File' menu options at the top. The main content area shows a flowchart for ITR 1 validation steps. Step 3 ('Verify and Submit') is highlighted with a red box. Below the flowchart, a green box displays a success message: 'Validation Successful! No errors were found.' At the bottom, there are buttons for 'Preview Return', 'Download JSON', and a redboxed 'Proceed to Verification >' button.

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 speed post.



[\(https://www.incometax.gov.in/i
ec/foportal/help/how-to-file-
*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.*](https://www.incometax.gov.in/iec/foportal/help/how-to-file-itr1-form-sahaj)

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 speed post within 30 days.
- Please make sure you have pre-validated your bank account so that any refunds due maybe credited to your bank account.
- Refer to **My Bank Account** user manual to learn more.

Please Note: As per Notification No. 2 of 2024 dated 31/03/2024-

1. *Where the return of income is uploaded and e-verification/ITRV is submitted within 30 days of uploading – In such cases the date of uploading the return of income shall be considered as the date of furnishing the return of income.*
2. *Where the return of is uploaded but e-verification or ITR-V is submitted after 30 days of uploading – In such cases the date of e-verification/ITR-V submission shall be treated as the date of furnishing the return of income*



and all consequences of late filing of return under the Act shall follow, as applicable.

e-Filing / Verification
S. The duly verified ITR-V in prescribed format and in the prescribed manner

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

Income Tax Department, Government of India
shall be sent either through ordinary or speed post or in any other mode to

the following address only:

(/iec/foportal/)



Centralised Processing Centre, Income Tax Department, Bengaluru - 560500,

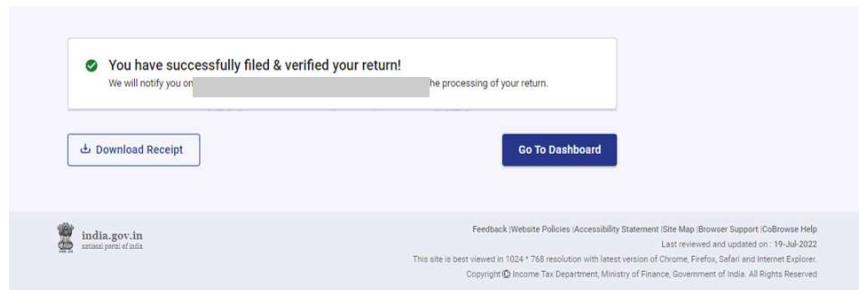
Karnataka.

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

4. The date on which the duly verified ITR-V is received at CPC shall be considered for the purpose of determination of the 30 days period from [itr1-form-sahaj](#), the date of uploading of return of income.

5. It is further clarified that where the return of income is not verified after uploading within the specified time limit such return shall be treated as invalid.

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



About Us ▾

Contact Us ▾
Related Sites ▾

Using the Portal ▾

Follow us on

Follow us on : (<https://www.youtube.com/channel/UC-le1Uh6DI1oHjVxKck6Hpw>) (<https://twitter.com/incometaxindia>) (<https://www.facebook.com/Incometaxindia/>)

Last reviewed and updated on : 23-Feb-2025

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

Copyright @ Income Tax Department, Ministry of Finance, Government of India. All Rights Reserved.



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

e-Filing Anywhere Anytime

INCOME TAX DEPARTMENT

Income Tax Department, Government of India

(/iec/foportal/)

INCOME TAX DEPARTMENT

(<https://www.incometax.gov.in/iec/foportal/help/how-to-file-itr1-form-sahaj>)

