

# E-FILING of Income Tax Return

**AY : 2018-19**

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1. Log into [pop.ksfe.com/downloadcenter/](http://pop.ksfe.com/downloadcenter/) using Employee code as Username



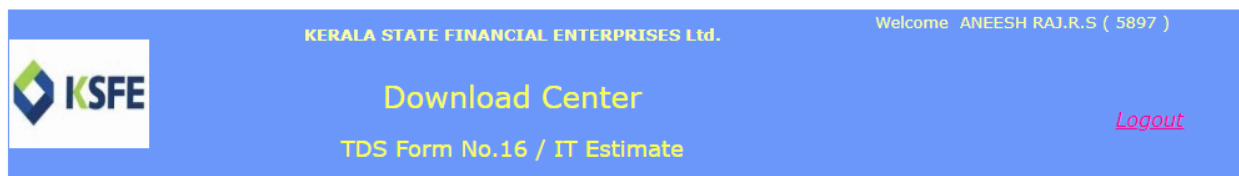
Username

Password


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Help Line No.s  
P&HR : 9447798899, 9447797712  
Central Accounts : 9447798855

2. Download **FORM 16** from the Download Link



Income Tax Form No.16 has two parts.  
Part A contains details of Tax deposited. It is provided by the Income Tax Department.  
Part B contains details of Salary and it is provided by the employer.

| Sl.No. | Particulars   | Period  | Download Link            |
|--------|---|---------|--------------------------|
| 1      | Form No.10 E (89(1) relief)   | 2017-18 | <a href="#">Download</a> |
| 2      | Form No.16 Part A  | 2017-18 | <a href="#">Download</a> |
| 3      | Form No.16 Part B   | 2017-18 | <a href="#">Download</a> |

Before filing Form No. 10E, verify the income with your IT return statements(ITR I) of corresponding years.  
The amount shown here includes salary income only. Relief u/s 89(1) may vary if there is difference in income.



2. Login to E-FILING website of Income Tax Department using your PAN number and Password.([www.incometaxindiaefiling.gov.in](http://www.incometaxindiaefiling.gov.in))

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Login

User ID \*

Password \*

Captcha Code **RNQA9M**  

Enter Captcha \*

[Forgot Password?](#)

[New Users? Register](#)

[e-Filing Login Through NetBanking](#)

Trouble Logging In?

- User ID is not case sensitive.
- Password is case sensitive.
- Make sure that the details entered are correct.

3. Enter the Captcha code as shown in the screen and Click **Login**

Dashboard My Account - e-File - e-Proceeding - e-Nivaran - Compliance - Worklist - Profile Settings -

[Filing of Income Tax Return](#)

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**IMPORTANT !!!**

Introducing 'Service Request' functionality under 'My Account'. Now, you can raise and view the requests for the following.

- Intimation u/s 143(1)/154/16(1)/35
- Refund Re-issue
- Change ITR form Particulars
- Certificate of Appreciation
- Condonation Request

Dashboard My Account - e-File - e-Proceeding - e-Nivaran - Compliance - Worklist - Profile Settings -

**Income Tax Return**

PAN \*

Assessment Year \*

ITR Form Name \*

Submission Mode \*

Select one of the below option to verify your Income Tax Return

AADHAAR OTP ( AADHAAR number XXXX XXXX 4755 )-Mobile number registered with UIDAI will receive the OTP from UIDAI and it is valid for 30 minutes only, please complete the filing activity before the OTP expires. OTP will become invalid in case of logout or moving to other functionalities

Already generated EVC through My Account -> Generate EVC option or Bank ATM. Validity of such EVC is 72 hours from the time of generation

OR

I don't want to e-Verify this Income Tax Return and would like to send signed ITR-V through normal or speed post to "Centralized Processing Center, Income Tax Department, Bengaluru - 560 500"

I want to use Hindi Form to prepare and submit

Note :

- Login through Netbanking and upload your Income Tax Return for seamless e-Verification

Select Assessment Year : **2018-19**

ITR Form Name : **ITR-1**

Submission Mode : **Prepare and Submit Online**

If your mobile Number is linked with Aadhar Select **Aadhar OTP option** . An OTP will be received in your mobile and is valid for 30 minutes. You have to complete filing activity before the OTP expires.

Otherwise select **Signed ITR-V Option** ( You have to send the Signed ITR-V form to Central Processing Unit Bangalore for processing your Return)

Click  Button

6. **PART A General Information Form** will be Pre-filled with your personal details from PAN Database . Verify the details such as Aadhar No., Mobile Number, E-mail Address etc. and modify if necessary.

ITR-1 - Assessment Year - 2018-19

Preview & Submit  
  Save Draft  
  Exit

[Instructions](#)  
[Part A General Information](#)  
[Computation of Income and Tax](#)  
[Tax Details](#)  
[Taxes Paid And Verification](#)  
80G

**Part A General Information**

|  |                                  |  |                         |
|--|----------------------------------|--|-------------------------|
| PAN *  | DEPPS8884G                       | First Name   | <input type="text"/>    |
| Middle Name  | <input type="text"/>             | Last Name*   | <input type="text"/>    |
| Aadhaar Number<br>(Please enter the Aadhaar Number if allotted.)                               | <input type="text"/>             | Aadhaar Enrolment Id<br><small>Note: If Aadhaar Number is not yet allotted, then Aadhaar Enrolment Id is required. All enrolment ID &amp; Date and time of enrolment to be entered continuously. For enrolment ID: 1234/12345/12345 &amp; Date/Time of enrolment: 01/12/2016 to be entered as 1234123451234501122016115022</small> | <input type="text"/>    |
| Date Of Birth*   | 10/04/1981                       | Mobile Number*   | 91 <input type="text"/> |
| Email Address*   | <input type="text"/>             |  |                         |
| Address  | <input type="text"/>             |  |                         |
| Flat/ Door/ Block No*  | <input type="text"/>             | Name Of Premises/Building/Village  | <input type="text"/>    |
| Road/ Street/ Post Office  | <input type="text"/>             | Area/ Locality*  | <input type="text"/>    |
| Town/ City/ District*  | KOLLAM                           | State*   | KERALA ▼                |
| Pin Code   | 691306                           |  |                         |
| Employer Category*   | Select ▼                         |  |                         |
| Return Filed *   | 11 - Voluntarily on or before th | Whether original or revised return?*   | Original ▼              |
| if under section: 139(5)- revision return.   |                                  |  |                         |
| Original Acknowledgement Number  | <input type="text"/>             | Date Of Filing Of Original Return (DD/MM/YYYY)   | <input type="text"/>    |
| If under Sec 139(9)- Defective return :  |                                  |  |                         |
| Original Acknowledgement Number  | <input type="text"/>             | Notice Number  | <input type="text"/>    |
|  |                                  | Date Of Filing Of Original Return (DD/MM/YYYY)   | <input type="text"/>    |
| If filed in response to notice u/s 139(9)/142(1)/148/153A/153C, enter the date of such notice: |                                  |  |                         |
| Are you governed by Portuguese civil code as per section 5A* No                                |                                  | if Yes, fill the PAN of Spouse   |                         |
|  |                                  | <input type="text"/>   |                         |

Preview & Submit  
  Save Draft  
  Exit

7. Enter Aadhar Number if not entered.

8. Select Employer category: **Public Sector Unit**

9. Select **On or before due date** for Return filed Field.

10. Select **Original** in Next Column.

Click  Button

8. Enter necessary Fields as in Form 16 in the **Computation of Income & Tax Tab** (*It is important to verify your form 26AS and ensure the TDS details in the 26AS and your Return are same.*)

| Instructions  |        | Part A General Information   | Computation of Income and Tax | Tax Details | Taxes Paid And Verification | 80G |
|---|--------|--|-------------------------------|-------------|-----------------------------|-----|
| <b>Part B Gross Total Income</b>  |        |  |                               |             |                             |     |
| B1  | (i)    | Salary(excluding all allowances, perquisites and profit in lieu of salary) | <input type="text"/>          | 0           |                             |     |
|   | (ii)   | Allowances not exempt  | <input type="text"/>          | 0           |                             |     |
|   | (iii)  | Value of perquisites   | <input type="text"/>          | 0           |                             |     |
| Salary / Pension  | (iv)   | Profits in lieu of salary  | <input type="text"/>          | 0           |                             |     |
|   | (v)    | Deductions u/s 16  | <input type="text"/>          | 0           |                             |     |
|   | (vi)   | Income chargeable under the Head "Salaries"(i+ii+iii+iv-v)                 | <input type="text"/>          | 0           |                             |     |
| B2.   |        | Type of House Property   | Select                        | ▼           |                             |     |
| House Property  | (i)    | Gross rent received/ receivable/ lettable value                            | <input type="text"/>          | 0           |                             |     |
|   | (ii)   | Tax paid to local authorities  | <input type="text"/>          | 0           |                             |     |
|   | (iii)  | Annual Value (i-ii)  | <input type="text"/>          | 0           |                             |     |
|   | (iv)   | 30% of Annual Value  | <input type="text"/>          | 0           |                             |     |
|   | (v)    | Interest payable on borrowed capital                                       | <input type="text"/>          | 0           |                             |     |
|   | (vi)   | Income chargeable under the head "House Property"(iii-iv-v)                | <input type="text"/>          | 0           |                             |     |
| B3.   |        | Income from Other Sources (Ensure to Fill "Sch TDS2")                      | <input type="text"/>          | 0           |                             |     |
| B4.   |        | Gross Total Income (B1+B2+B3)(If loss, put the figure in negative)         | <input type="text"/>          | 0           |                             |     |
| <b>Part C - Deductions and Taxable Total Income</b>   |        |  |                               |             |                             |     |
| Section   |        |  | Amount                        |             | System Calculated           |     |
| 80C-Life insurance premia, deferred annuity, contributions to provident fund, subscription to certain equity shares or debentures, etc. |        |  | <input type="text"/>          | 0           | <input type="text"/>        | 0   |
| 80CCC-Payment in respect Pension Fund, etc.   |        |  | <input type="text"/>          | 0           | <input type="text"/>        | 0   |
| 80CCD(1)-Contribution to pension scheme of Central Government   |        |  | <input type="text"/>          | 0           | <input type="text"/>        | 0   |
| 80CCD(1B)-Contribution to pension scheme of Central Government  |        |  | <input type="text"/>          | 0           | <input type="text"/>        | 0   |
| 80CCD(2)-Contribution to pension scheme of Central Government by employer   |        |  | <input type="text"/>          | 0           | <input type="text"/>        | 0   |
| 80CCG-Investment made under an equity savings scheme  |        |  | <input type="text"/>          | 0           | <input type="text"/>        | 0   |
| 80D   |        |  |                               |             |                             |     |
| (A)Health Insurance Premium   | Select | ▼  | <input type="text"/>          | 0           |                             |     |
| (B)Medical expenditure  | Select | ▼  | <input type="text"/>          | 0           | <input type="text"/>        | 0   |
| (C)Preventive health check-up   | Select | ▼  | <input type="text"/>          | 0           |                             |     |
| 80DD -Maintenance including medical treatment of a dependant who is a person with disability  | Select | ▼  | <input type="text"/>          | 0           | <input type="text"/>        | 0   |
| 80ddb-Medical treatment of specified disease  | Select | ▼  | <input type="text"/>          | 0           | <input type="text"/>        | 0   |
| 80E-Interest on loan taken for higher education   |        |  | <input type="text"/>          | 0           | <input type="text"/>        | 0   |
| 80EE-Interest on loan taken for residential house property  |        |  | <input type="text"/>          | 0           | <input type="text"/>        | 0   |
| 80G(Eligible Amount)-Donations to certain funds, charitable institutions, etc   |        |  | <input type="text"/>          | 0           | <input type="text"/>        | 0   |
| 80GG-Rent paid  |        |  | <input type="text"/>          | 0           | <input type="text"/>        | 0   |

If you are eligible for Tax exemption for **HRA** received deduct the amount directly from the gross salary (B1 (i))

Enter the Professional Tax paid in the B1 (v) cell which is exempted from tax U/s 16.

If you have a Housing Loan you have to enter the Interest paid details in the B2 Section. Select Type of House Property to **Self Occupied** and the Interest paid amount in the **Interest Payable on Borrowed capital** field.

If TDS deducted from your FD Interest fill the Interest details in the B3 section as *Income from Other Sources*.

If there is any eligible deductions ( Tution Fees , LIC Premium, Health Insurance Premium etc) not reported to HR department , now you can enter the amount in the corresponding fields . Tax deduction will be allowed accordingly. No need to send the Receipts and documents to HO but you have to keep safely these documents for any further enquiry by Income Tax department.

Note: *Column 80G ( Eligible amount to donation to ChiefMinisters Oakhi Fund) will be automatically filled on Submitting the Details in the 80 G Tab. Ignore now and go ahead ( or you can Enter the details in the 80G part in advance . Details for this are listed in the Last part of this Notes)*

## **PART D automatically shows the Tax Payable**

Enter the **D6** cell with **Relief** amount as shown in your Form 16

Total Tax Payable after all deductions and Relief (if any) will be shown automatically in **D11** cell. Verify the Tax amount with your Form 16.

| Part D - COMPUTATION OF TAX PAYABLE |   |   |
|-------------------------------------|---|---|
| D1.                                 | Tax Payable on Total Income(C2)                         | 0 |
| D2.                                 | Rebate u/s 87A  | 0 |
| D3.                                 | Tax after Rebate(D1-D2)                                 | 0 |
| D4.                                 | Cess on D3  | 0 |
| D5.                                 | Total Tax & Cess (D3+D4)                                | 0 |
| D6.                                 | Relief u/s 89(1) (Please ensure to submit Form 10E)     | 0 |
|                                     | Balance Tax After Relief (D5-D6)                        | 0 |
| D7.                                 | Interest u/s 234A                                       | 0 |
| D8.                                 | Interest u/s 234B                                       | 0 |
| D9.                                 | Interest u/s 234C                                       | 0 |
| D10.                                | Fee u/s 234F  | 0 |
|                                     | Total Interest and Fee Payable( D7 + D8 + D9 + D10)     | 0 |
| D11.                                | Total Tax, Fee and Interest(D5+D7 + D8 + D9 + D10 - D6) | 0 |

Buttons:  Preview & Submit    Save Draft    Exit  

Enter the Relief as in Form 16

Total Tax Payable

Click  Button

## Tax Details Tab

| Instructions  | Part A General Information                                   | Computation of Income and Tax  | Tax Details  | Taxes Paid And Verification        | 80G                    |   |
|---|--|--------------------------------|--|------------------------------------|------------------------|---|
| <b>Note:</b> Please click on the refresh button to get the TDS/TCS/IT details as available with e-Filing. <span style="float: right;"><input type="button" value="Refresh"/></span> |  |                                |  |                                    |                        |   |
| <b>Sch-TDS 1 - Details of Tax Deducted at Source from SALARY [As per FORM 16 issued by Employer(s)]</b>   |  |                                |  |                                    |                        |   |
| Sl.No.  | Tax Deduction Account Number(TAN) [Col (1)]                  | Name of Deductor [Col (2)]     | Income chargeable under Salaries [Col (3)]         | Total tax deducted [Col (4)]       |                        |   |
| 1   | <input type="checkbox"/> CHNK00206D                          | KERALA STATE FINANCIAL E       | 633734   | <input type="text" value="39700"/> |                        |   |
| Total   |  |                                |  | <input type="text" value="39700"/> |                        |   |
| <input type="button" value="+ Add"/> <input type="button" value="X Delete"/>  |  |                                |  |                                    |                        |   |
| <b>Sch-TDS 2 -Details of Tax Deducted at Source from Income OTHER THAN Salary [As per Form 16 A issued by Deductor(s)]</b>  |  |                                |  |                                    |                        |   |
| Sl.No..   | Tax Deduction Account Number (TAN) of the Deductor [Col (1)] | Name of the Deductor [Col (2)] | Amount which is subject to tax Deduction [Col (3)] | Year of tax deduction [Col (4)]    | Tax Deducted [Col (5)] | Amount out of (5) claimed this year [Col (6)] |
| 1   | <input type="checkbox"/>                                     | <input type="text"/>           | <input type="text"/>                               | Select ▼                           | <input type="text"/>   | <input type="text"/>                          |
| Total   |  |                                |  |                                    |                        | <input type="text" value="0"/>                |
| <input type="button" value="+ Add"/> <input type="button" value="X Delete"/>  |  |                                |  |                                    |                        |   |
| <b>Sch-TDS 3 - Details of Tax Deducted at Source [As per Form 26QC furnished by the Deductor(s)]</b>  |  |                                |  |                                    |                        |   |
| Sl.No..   | Permanent Account Number of the Tenant [Col (1)]             | Name of the Tenant [Col (2)]   | Amount which is subject to tax Deduction [Col (3)] | Year of tax deduction [Col (4)]    | Tax Deducted           | Amount out of (5) claimed this year [Col (6)] |

**1. Sch-TDS 1 Schedule shows TDS already deducted.** The amount comes from the quarterly TDS returns filed by our HO. Verify the amount with your form 16. If any short fall contact with our P&HR department.

**2. Sch- TDS-2 (TDS from income Other than Salary) shows TDS from Interest Income Etc.** The amount should tally with B2 Section in PART A

Click  Button

**NOTE :-** REMEMBER TO SAVE DATA ENTERED FREQUENTLY CLICKING **SAVE DRAFT** BUTTON

## Tax Paid And Verification Tab

| Instructions  | Part A General Information                     | Computation of Income and Tax        | Tax Details          | Taxes Paid And Verification    | 80G                                |
|---|--|--------------------------------------|----------------------|--------------------------------|------------------------------------|
| <b>Total Taxes Paid</b>   |  |                                      |                      |                                |                                    |
| "PLEASE NOTE THAT CALCULATED FIELDS (IN GREY) ARE PICKED UP FROM OTHER SCHEDULES AND ARE NOT TO BE ENTERED. For ex : The taxes paid figures below will get filled up when the Schedules linked to them are filled." |  |                                      |                      |                                |                                    |
| D12(i).   | Total Advance Tax Paid                         | <input type="text" value="0"/>       | D12(ii).             | Total Self Assessment Tax Paid | <input type="text" value="0"/>     |
| D12(iii).   | Total TDS Claimed                              | <input type="text" value="39700"/>   | D12(iv).             | Total TCS Claimed              | <input type="text" value="0"/>     |
| D12(v).   | Total Taxes Paid (D12[(i)+(ii)+(iii)+(iv)])    |                                      |                      |                                | <input type="text" value="39700"/> |
| D13.  | Amount Payable(D11 - D12)(if D11 > D12)        |                                      |                      |                                | <input type="text" value="0"/>     |
| D14.  | Refund(D12 - D11)(if D12 > D11)                |                                      |                      |                                | <input type="text" value="39700"/> |
| <b>Exempt Income(For reporting purposes)</b>  |  |                                      |                      |                                |                                    |
| i.  | Sec.10(38) (Exempted Long term Capital Gains ) |                                      |                      | <input type="text" value="0"/> |                                    |
| ii.   | Sec.10(34) (Exempted Dividend Income )         |                                      |                      | <input type="text" value="0"/> |                                    |
| iii.  | Agriculture Income( <= Rs.5000)                |                                      |                      | <input type="text" value="0"/> |                                    |
| iv.   | Others   |                                      |                      |                                |                                    |
| Sl.No.  | Nature of Income                               | Description ( If Any Other selected) | Amount               |                                |                                    |
| 1   | <input type="checkbox"/> Select                | <input type="text"/>                 | <input type="text"/> |                                |                                    |
| Total   |  |                                      |                      | <input type="text" value="0"/> |                                    |
| <input type="button" value="+ Add"/> <input type="button" value="X Delete"/>  |  |                                      |                      |                                |                                    |

**Verify** the TDS amount Paid shown in **D12(v)** .

**If Excess amount paid** as TDS it will be shown in the **D14** Column. It will be refunded to your registered Bank account on successful verification of your Return.

**If any shortfall** it will be shown in the **D13** column. You have to pay the tax before submission of Return. You can Pay the short amount by Clicking '**e-pay Tax**' button through Net Banking or Debit Card.

**e-Pay Tax** : On clicking you will be directed to the NSDL website for E-payment of Tax. E-challan (ITNS-280) will be generated automatically with type of Payment **Self Assessment Tax**. Select Net banking or Debit card. Click **proceed** and select **Submit to Bank** .On successful payment open the challan by clicking **Download challan/View challan** option. In the **Tax details** tab of the e-filing website Enter the challan details in the **Sch-IT** (Advance & Self-assessment Tax ) and **Save** . Go to next Tab (Taxes paid & Verification) and ensure **Tax payable** is zero.



## PART E

Enter the Bank Details in the PART E. Bank entered in the first row is very important since the refund, if any will be credited to this account. Enter Other Bank accounts also.

| Part E - Other Information  |   |  |  |
|---|---|--|--|
| D15.Details of all Bank Accounts held in India at any time during the previous year (excluding dormant accounts) *  |   |  |  |
| <b>a) Bank Account in which refund, if any, shall be credited</b>   |   |  |  |
| S.No.   | IFS Code of the bank                          | Name of the bank   | Account Number (the number should be 9 digits or more as per CBS system of the bank) |
| 1   | <input type="text"/>                          | <input type="text"/>   | <input type="text"/>   |
| <b>b) Other Bank Account details</b>  |   |  |  |
| S.No.   | IFS Code of the bank                          | Name of the bank   | Account Number (the number should be 9 digits or more as per CBS system of the bank) |
| 2   | <input type="checkbox"/> <input type="text"/> | <input type="text"/>   | <input type="text"/>   |
| <input type="button" value="+ Add"/> <input type="button" value="X Delete"/>  |   |  |  |
| <b>Verification</b>   |   |  |  |
| I,* ANEESHRAJ RAJENDRAN son/daughter of * RAJENDRAN PILLAI solemnly declare that to the best of my knowledge and belief, the information given in the return is correct and complete and in accordance with the provisions of the Income- tax Act 1961, |   |  |  |
| I further declare that I am making this return in my capacity as <input type="text"/> and I am also competent to make this return and verify it. I am holding permanent account number* DEPPS8884G  |   |  |  |
| Place *   |   | Date * 03/07/2018  |  |
| If the return has been prepared by a Tax Return Preparer (TRP) give further details below:  |   |  |  |
| Identification No. of TRP   | Name of TRP                                   | If TRP is entitled for any reimbursement from the Government, amount thereof |  |
| <input type="text"/>  | <input type="text"/>                          | <input type="text"/>   |  |
| <input type="button" value="Preview &amp; Submit"/> <input type="button" value="Save Draft"/> <input type="button" value="Exit"/>   |   |  |  |
| <input type="button" value="←"/> <input type="button" value="→"/>   |   |  |  |

Enter the details in the *Verification* Part . Type in my Capacity as *Individual*. Enter Place.

Click  button

Enter the Mandatory fields in the **80G** Tab . Donation to the Chief Ministers Distress Relief fund (Oakhi) qualifies for 100% Tax Exemption.

Instructions | Part A General Information | Computation of Income and Tax | Tax Details | Taxes Paid And Verification | **80G**

Instructions for correct calculation of 80G

A. Donations entitled for 100% deduction without qualifying limit

| S No.  | Name of Donee*       | Address*             | City or Town or District* | State*   | Pin Code*            | PAN of Donee*        | Amount of Donation*            | Eligible Amount of Donation    |
|--------|----------------------|----------------------|---------------------------|----------|----------------------|----------------------|--------------------------------|--------------------------------|
| 1      | <input type="text"/> | <input type="text"/> | <input type="text"/>      | Select ▼ | <input type="text"/> | <input type="text"/> | <input type="text"/>           | <input type="text" value="0"/> |
| TotalA |                      |                      |                           |          |                      |                      | <input type="text" value="0"/> | <input type="text" value="0"/> |

+ Add X Delete

B. Donations entitled for 50% deduction without qualifying limit

| S No.  | Name of Donee*       | Address*             | City or Town or District* | State*   | Pin Code*            | PAN of Donee*        | Amount of Donation*            | Eligible Amount of Donation    |
|--------|----------------------|----------------------|---------------------------|----------|----------------------|----------------------|--------------------------------|--------------------------------|
| 1      | <input type="text"/> | <input type="text"/> | <input type="text"/>      | Select ▼ | <input type="text"/> | <input type="text"/> | <input type="text"/>           | <input type="text" value="0"/> |
| TotalB |                      |                      |                           |          |                      |                      | <input type="text" value="0"/> | <input type="text" value="0"/> |

+ Add X Delete

C. Donations entitled for 100% deduction subject to qualifying limit

| S No.  | Name of Donee*       | Address*             | City or Town or District* | State*   | Pin Code*            | PAN of Donee*        | Amount of Donation*            | Eligible Amount of Donation    |
|--------|----------------------|----------------------|---------------------------|----------|----------------------|----------------------|--------------------------------|--------------------------------|
| 1      | <input type="text"/> | <input type="text"/> | <input type="text"/>      | Select ▼ | <input type="text"/> | <input type="text"/> | <input type="text"/>           | <input type="text" value="0"/> |
| TotalC |                      |                      |                           |          |                      |                      | <input type="text" value="0"/> | <input type="text" value="0"/> |

+ Add X Delete

D. Donations entitled for 50% deduction subject to qualifying limit

| S No.  | Name of Donee*       | Address*             | City or Town or District* | State*   | Pin Code*            | PAN of Donee*        | Amount of Donation*            | Eligible Amount of Donation    |
|--------|----------------------|----------------------|---------------------------|----------|----------------------|----------------------|--------------------------------|--------------------------------|
| 1      | <input type="text"/> | <input type="text"/> | <input type="text"/>      | Select ▼ | <input type="text"/> | <input type="text"/> | <input type="text"/>           | <input type="text" value="0"/> |
| TotalD |                      |                      |                           |          |                      |                      | <input type="text" value="0"/> | <input type="text" value="0"/> |

+ Add X Delete

E. Donations (A + B + C + D)

Note: In case of Donee funds setup by Government as described in Section 80G (2), please use PAN as "GGGGG0000G".

Preview & Submit
  Save Draft
  Exit

Enter details as shown Below.

## Details for filling 80G Schedule

Name of Donee : Kerala Government  
 Address : Thiruvananthapuram- 695001  
 City/ Town : Thiruvananthapuram  
 State : Kerala  
 Pincode : 695001  
 PAN of Donee : **GGGGG0000G**  
 Amount : as in Form 16

Click ***Preview & Submit*** Button. Verify the **ITR1** preview carefully. If all the details are correct Click ***Submit*** Button. On successful Submission a *Confirmation Message* will be received.

### **E-Verification of Return**

For E-verification Select ***View Returns /Form*** from Dash Board. Select **Income Tax Return** > Click **Submit** > **Click here to view your returns pending for e-verification.** E-verify your return through Aadhar OTP or Take print out of **Form ITR-V** (acknowledgement) sign in blue ink and send to CPC , Bangalore in Ordinary/speed post within 120 days.

**Note:** Remember to E-file Form 10 E (Relief for Arrear Pay) along with IT return to avoid unnecessary Notices from IT Department. (Notes for 10E filing attached separately)