



S.G.V.C Vidya Prasarak Trust's

**M.G.V.C Arts, Commerce
and Science College,
Muddebihal**



IQAC Initiative

Department of Commerce

ICT Based Classes- 2025

Date: 25-10-2025

Time: 7.30 to 8.30 am



Topic: How to File Income Tax



Academic Year- 2025-26



S.G.V.C Vidya Prasarak Trust's

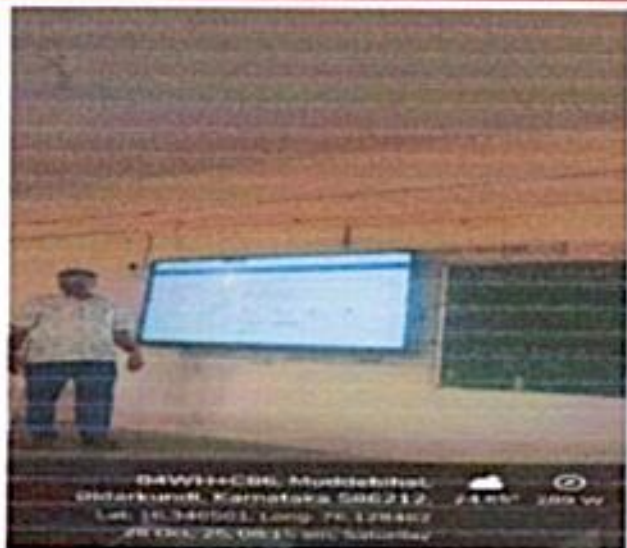
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Understanding ITR Forms: Which One is Right for You?

Choosing the correct form is a vital step when learning how to file ITR online. The Income Tax Department provides different ITR forms for various categories of taxpayers based on their sources of income. Here's a simple breakdown of the common forms for individuals for AY 2025-26:

ITR-1 (Sahaj): This form is for resident individuals having a total income up to Rs. 50 lakhs from:

- Salary or Pension
- One House Property
- Other sources (like interest income, family pension)
- Agricultural income up to Rs. 5,000.
- A recent update allows salaried individuals to report long-term capital gains(LTCG) up to Rs 1.25 lakh under ITR-1, under certain conditions.
- It's not for individuals who are Directors in a company, have unlisted equity shares, have income from business/profession, or have more than one house property.

ITR-2: This form is for individuals and Hindu Undivided Families (HUFs) who:

- Are not eligible to file ITR-1.
- Do not have income from "Profits and Gains of Business or Profession."

This form is suitable if a person has income from salary/ pension, house property (can be more than one), capital gains, or other sources (including winnings from lottery or racehorses).

ITR-3: This form is for individuals and HUFs who:

- Have income from "Profits and Gains of Business or Profession."
- This form covers all types of income an ITR-2 filer might have, plus business or professional income.

ITR-4 (Sugam): This form is for resident individuals, HUFs, and Firms (other than LLP) with total income up to Rs. 50 lakh and having income from business or profession computed under the presumptive taxation schemes (Sections 44AD, 44ADA, or 44AE).

- Similar to ITR-1, certain taxpayers with limited LTCG can now use ITR-4.
- It is not for those who are Directors in a company, have unlisted equity shares, or have income from more than one house property (unless it's loss from house property to be carried forward).

Decision Tree Idea (Textual):

- Is your income from a business or profession?

Yes: Is it taxed presumptively (44AD, ADA, AE) and total income ≤ Rs. 50 lakhs?

- Yes: Use ITR-4 (Sugam).
- No: Use ITR-3.

No (i.e., no business/profession income):

- Is total income ≤ Rs. 50 lakhs, from salary/pension, one house property, other sources, and Agri income ≤ Rs. 5,000? (with allowance for specified LTCG up to Rs 1.25 lakh)

Yes: Use ITR-1 (Sahaj).

No: Use ITR-2.

Documents Required for Filing ITR Online (AY 2025-26)

Gathering the right papers is key before you learn **how to file ITR online**. For filing your Income Tax Return for AY 2025-26 (related to income earned in FY 2024-25), people should have the following documents handy.

Basic Information

- **PAN Card:** Permanent Account Number is essential.
- **Aadhaar Card:** Linking PAN with Aadhaar is mandatory.
- **Bank Account Details:** Account number, IFSC code, and bank name for all accounts held. Ensure at least one is pre-validated for refunds.
- **Contact Details:** Mobile number and email ID linked with Aadhaar and the e-filing portal.

Income Proofs:

- **Form 16/16A:**

Form 16: Issued by the employer, it details salary income and TDS deducted. Employers typically issue this by June 15th.

Form 16A: Certificate for TDS deducted on income other than salary (e.g., interest from fixed deposits, professional fees).

- **Salary Slips:** If Form 16 is not yet available or for cross-verification.
- **Bank Account Statements/Passbook:** To check interest income, other credits.
- **Interest Certificates:** From banks, post offices for interest earned on savings accounts, **FDs**, **Rds**.
- **Rental Income Details:** If any, including rent receipts.
- **Capital Gains Statements:**
 - Profit/loss statements from sale of shares, mutual funds (from brokers).
 - Sale deed for property transactions.
- **Income from Other Sources:** Details of any other income like dividends, family pension, etc.

Deduction Proofs (Chapter VI-A):

- **Investment Proofs for Section 80C:** Receipts for LIC premiums, PPF, ELSS, NSC, children's tuition fees, home loan principal repayment, etc.
- **Mediclaim Receipts (Section 80D):** Health insurance premium payment receipts.
- **Donation Receipts (Section 80G):** If claiming deduction for donations.
- **Education Loan Interest Certificate (Section 80E).**
- **Home Loan Interest Certificate (Section 24(b)).**
- **Other relevant deduction proofs** (e.g., NPS contributions, **80TTA** for savings account interest).

Tax Payment Proofs:

- **Form 26AS (Annual Tax Statement):** This crucial document shows details of tax deducted at source (TDS), tax collected at source (TCS), advance tax paid, and self-assessment tax paid. It can be downloaded from the e-filing portal.
- **Annual Information Statement (AIS) & Taxpayer Information Summary (TIS):** These provide a comprehensive view of a taxpayer's financial transactions reported by various entities. It's vital to reconcile income with AIS and TIS.
- **Challans for Advance Tax or Self-Assessment Tax paid.**

Make sure all documents are for the Financial Year 2024-25 (Assessment Year 2025-26). To **understand your Form 26AS** or Form 16 better, specific guides can be very helpful.

- **Form 16:** Contains details of your salary paid by the employer and TDS deducted by them.
- **Form 26AS:** A consolidated tax credit statement. It reflects taxes deducted by your employer, banks, etc., plus any advance tax or self-assessment tax you've paid.
- **AIS:** Shows details of your financial transactions like interest, dividends, securities transactions, mutual fund transactions, foreign remittances etc.

Pre-Filing Preparations: Before You Log In

Properly preparing before you **file ITR online** can make the process smoother. Before logging into the Income Tax e-Filing portal, it's wise to complete a few preliminary steps.

Here's a checklist:

Link PAN with Aadhaar: Ensure your PAN is linked with your Aadhaar. If not, do it immediately as it's mandatory. You can [Link PAN with Aadhaar here](#).

1. **Pre-validate Bank Account(s):** Make sure at least one bank account is pre-validated and nominated for receiving tax refunds. Check this on the e-filing portal.
2. **Active Mobile Number & Email:** Confirm that the mobile number and email ID linked to your Aadhaar and the e-filing portal are active and accessible for OTPs and communications.
3. **Download and review Form 26AS, AIS, and TIS:**
 - o Access the e-filing portal to download your Form 26AS. Verify the TDS/TCS details with your actual income and tax payments.
 - o Similarly, download your Annual Information Statement (AIS) and Taxpayer Information Summary (TIS). These documents provide a wider range of financial information reported to the tax department.
 - o It is very important to reconcile the income shown in your records with the details in Form 26AS and AIS. Any mismatch can lead to tax notices.
4. **Gather All Documents:** Collect all necessary documents as listed in the "Documents Required" section. This includes Form 16s from all employers if you changed jobs during the year.
5. **Rough Tax Calculation:** Make an approximate calculation of your total income and tax liability. This helps in cross-checking the figures when you fill the ITR. You can [use our income tax calculator](#) for this.
6. **Choose the Correct ITR Form:** Based on your income sources, determine which ITR form is applicable to you.
7. **Decide on Tax Regime:** Decide if you want to opt for the New Tax Regime (default) or the Old Tax Regime for AY 2025-26. If opting for the Old Regime and you have business income, ensure Form 10-IEA is filed if required.

Completing these actions beforehand will save time and reduce the chances of errors while filing.

Step-by-Step Guide: How to File ITR Online on the e-Filing Portal (AY 2025-26)

This core section details **how to file ITR online** directly on the government's e-Filing portal. The process involves several stages, from logging in to submitting the return. Screenshots and steps are based on the official [incometax.gov.in](#) portal as of May 2025.

Logging into the Portal

1. Go to the official Income Tax e-Filing portal: [Income Tax e-Filing Portal Login](#).
2. On the homepage, click on the 'Login' button.
3. Enter your User ID (which is your PAN or Aadhaar number) and click 'Continue'.
4. Confirm your secure access message and enter your password. Click 'Continue'. (Screenshot: Login page)