

Checklist for Preparation of ITR Forms (ITR 1 & ITR 4)



Direct Taxes Committee

The Institute of Chartered Accountants of India

(Set up by an Act of Parliament)

New Delhi

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Edition	:	August, 2025
Author/Editor	:	CA. Piyush S Chhajed
Committee	:	Direct Taxes Committee
E-mail	:	dtc@icai.in
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Foreword

Taxation is a dynamic subject with a number of provisions being amended every year through the Finance Act. These amendments along with the circulars, notifications and case laws make the subject both dynamic and challenging. Keeping pace with such developments requires a deep understanding and constant upskilling- especially for professionals entrusted with tax compliance and advisory responsibilities.

As the premier accounting body in the country, the **Institute of Chartered Accountants of India (ICAI)** is committed to empowering its members through timely knowledge dissemination and capacity-building initiatives. To help members navigate these ever-evolving changes in taxation laws, the Direct Taxes Committee of ICAI brings out several insightful publications and organizes webinars, seminars, conferences and workshops across India, with technical sessions on topics covering recent developments in direct taxes. These initiatives aim to strengthen the knowledge base of members and offer practical insights into the evolving tax landscape.

In line with this objective, the new income-tax return forms for A.Y.2025-26 have been notified by the government. To facilitate our members advising the taxpayers in complying with the tax return filing obligations, the Direct Taxes Committee is coming out with a **Checklist for Preparation of Income-tax returns**, which is to be released in a series for the benefit of members.

I laud the efforts of CA. Piyush S Chhajed, Chairman, Direct Taxes Committee and CA Vishnu Kumar Agarwal, Vice-Chairman, Direct Taxes Committee and other members of the Direct Taxes Committee who are instrumental in bringing out this checklist for preparation of ITR forms in a timely manner to help the members diligently discharge their professional responsibilities.

Place: New Delhi

CA. Charanjot Singh Nanda

Date: August 8, 2025

President, ICAI

Preface

Tax Laws are dynamic and undergo significant changes every year with the passage of the Annual Finance Act. The Rules and forms also undergo changes through notifications issued by the Central Board of Direct Taxes. Circulars are issued from time to time clarifying the intent of the legislation. The courts of law pronounce decisions interpreting the different provisions of tax laws. On account of these continual developments in the direct tax realm, the role of chartered accountants assumes significant importance, both in the compliance and advisory domains. It is significant to note that though the areas of practice of chartered accountants have diversified over the years, taxation continues to be the *numero uno*, since chartered accountants are well known for their expertise in this subject area.

The developments in direct taxes are enthralling and at the same time, complex. Considering this aspect, the Direct Taxes Committee has always been proactive in disseminating knowledge and sharpening the skills of its members. To enable the members to stay abreast and reach greater heights in the profession, the Direct Taxes Committee of ICAI comes out with Guidance Notes, Technical Guides, Hand Books and other publications. Also, the Committee organizes a number of conferences, seminars and workshops across the length and breadth of the country for keeping its members au courant with the developments in direct taxes. Weekly webinars on topics of contemporary relevance organized by the Committee are also an initiative in this direction.

Tax payers have the duty to file their return of income and pay due taxes. Chartered accountants play the pivotal role of advisors and help tax payers in complying with the return filing obligations. The applicability and the reporting requirements in income-tax return forms change every year with the changes in tax laws. Also, new reporting requirements are added in the return forms to capture information for ensuring tax compliance and preventing tax avoidance. It is, therefore, necessary for members to keep themselves updated so that they can offer the correct advice to the taxpayers on the reporting requirements.

Recently, the CBDT has notified new Income-tax Return Forms applicable for the Assessment Year 2025-26. In order to equip its members, the Direct Taxes Committee is coming out with a series containing the checklists for

preparation of different ITR forms. This publication is the first in the series and contains the checklist for preparing ITR 1 and ITR 4 which provides guidance on the applicability of the form and for filling up/verifying information in each field thereof.

We are extremely thankful to CA. Charanjot Singh Nanda, President, ICAI and CA. Prasanna Kumar D, Vice-President, ICAI, who have been the guiding force behind this publication. We acknowledge the valuable contribution of CA. Pramod Jain, Central Council Member and the Convenor of the Study Group of experts formed for the purpose of preparing the checklist for ITR 1 and ITR 4. We extend our gratitude to the members of the Study Group, CA. Kunal Kapoor, CA. Saurabh Agarwal CA. Gaurav Aggarwal, CA. Meeta Sukhija, CA. Adesh Jain and CA. Inderjeet Walecha for their efforts in bringing out this checklist. We hope that this publication will equip the members to effectively discharge their professional responsibilities.

CA. Piyush S Chhajer

Chairman,
Direct Taxes Committee

CA. Vishnu Kumar Agarwal

Vice Chairman,
Direct Taxes Committee

Place: New Delhi

Date: 8th August, 2025

Acknowledgement

The Direct Taxes Committee (DTC) of ICAI acknowledges the contribution made by the Committee Members, Co-opted Members and Special Invitees and the Convenor and Members of the Study Group formed for developing the “Checklist for Preparation of ITR forms”. DTC of ICAI places on record its gratitude for their contribution in enrichment of knowledge of the members.

Committee Members:(2025-2026)

Council Members: CA. Jay Chhaira, CA. Chandrashekhar Vasant Chitale, CA. Arpit Jagdish Kabra, CA. Durgesh Kumar Kabra, CA. Purushottamlal Hukamichand Khandelwal, CA. Priti Savla, CA. Umesh Ramnarayan Sharma, CA. Babu Abraham Kallivayalil, CA. Dayaniwas Sharma, CA. Sridhar Muppala, CA. Rajendra Kumar P, CA. Sripriya Kumar, CA. Ravi Kumar Patwa, CA. (Dr.) Rohit Ruwatia Agarwal, CA. (Dr.) Anuj Goyal, CA. Satish Kumar Gupta, CA. Gyan Chandra Misra, CA. Pankaj Shah, CA. Sanjay Kumar Agarwal, CA. Pramod Jain, CA. Rajesh Sharma, CA. (Dr.) Sanjeev Kumar Singhal, Shri Vinod Kumar Jindal

Co-opted Members: CA. Rajarajeswaran P V, CA. Pavan Kumar Sharma, CA. Sashank Srivatsan S, CA. Sumit Chadda, CA. Pankaj Kumar Trivedi, CA. Deepak Parsharam Tikekar, CA. Chalam A V, CA. Jainik Nautambhai Vakil, CA. Prasad Subhash Bhandari

Special Invitees: CA. Rama Kant Gupta , CA. Ranjan Chopra, CA. Ravinder Singh Ahuja, CA. Ashok Gupta, CA. Harshit Khurana, CA. Amarbir Singh Walia, CA. Rakesh Kumar Lodha, CA. Manoj Gupta, CA. Manpreet Singh Kapoor, CA. Raghuveer Singh Poonia, CA. Devendra Kumar Agarwal, CA. Arun Kumar Jain, CA. Ajay Wadhwa, CA. Karanjot Singh Khurana, CA. Baldev Raj, CA. Gunjeet Singh Pannu, CA. Kamal Kumar Naulakha, CA. Khyali Lal Parmar, CA. Jinendra Mehta, CA. Nikhil Porwal, CA. Vimalkumar Mishrilal Shah, CA. Shrujay Jayesh Shah, CA. Rajendra Bhutada, CA. Sarvesh Joshi, CA. Chintan Vajani CA. Sandeep Jain, CA. Shardul Shah, CA. Prashant Khatore , CA. Sanjeev Agarwal

Contributors

Members of Study Group - CA. Pramod Jain, Central Council Member (Convenor), CA. Kunal Kapoor, CA.Saurabh Agarwal, CA.Gaurav Aggarwal, CA.Meeta Sukhija, CA.Adesh Jain, , and CA.Inderjeet Walecha.

With warm regards,

CA. Piyush S Chhajer
Chairman
Direct Taxes Committee

CA. Vishnu Kumar Agarwal
Vice-Chairman
Direct Taxes Committee

Place: New Delhi

Date: 8th August, 2025

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CHAPTER 1

INCOME TAX RETURN FORMS - AN OVERVIEW

As per section 139(1) of the Income-tax Act, 1961 (the Act), the following persons are required to furnish the return of income in the prescribed form and verified in the prescribed manner on or before the due date.

- (a) Companies and Firms
- (b) Every person (other than a company or firm), if his total income or the total income of any other person in respect of which he is assessable under the Income-tax Act, 1961 during the previous year, exceeded the basic exemption limit.

In case of an individual, HUF, AOP, BOI or an artificial juridical person, if the total income computed without giving effect to the provisions of sections 54 to 54GB and Chapter VI-A deductions exceed the basic exemption limit, then, such person would be liable to furnish a return of income on or before the due date.

Also, the following persons, who are not required to furnish a return on account of their total income being below the basic exemption limit as per (b) above, would be required to furnish return under the seventh proviso to section 139(1) on or before the due date, if he –

- (i) has deposited an amount or aggregate of the amounts exceeding Rs.1 crore in one or more current accounts maintained with a banking company or a co-operative bank; or
- (ii) has incurred expenditure of an amount or aggregate of the amounts exceeding Rs.2 lakh for himself or any other person for travel to a foreign country; or
- (iii) has incurred expenditure of an amount or aggregate of the amounts exceeding Rs.1 lakh towards consumption of electricity; or
- (iv) fulfils such other prescribed conditions, namely, -

- (a) if his total sales, turnover or gross receipts, as the case may be, in the business > Rs.60 lakhs during the previous year; or
- (b) if his total gross receipts in profession > Rs.10 lakhs during the previous year; or
- (c) if the aggregate of TDS and TCS during the previous year, in the case of the person, is Rs.25,000 or more; or

However, a resident individual who is of the age of 60 years or more, at any time during the relevant previous year would be required to file return of income only, if the aggregate of TDS and TCS during the previous year, in his case, is Rs.50,000 or more

- (d) the deposit in one or more savings bank account of the person, in aggregate, is Rs.50 lakhs or more during the previous year.

This publication contains the checklist for preparation of ITR 1 and ITR 4 in Chapters 2 and 3, respectively.

The following table gives a bird's eye view of the different ITRs, the persons who can file the relevant ITRs, the manner of furnishing the return and the due date of filing the returns. The manner of furnishing return given in column (2) and due date under section 139(1) mentioned in column (3) are both in relation to the persons eligible to file the relevant ITR as given in column (1).

Persons eligible to file the relevant ITRs	Manner of furnishing return for persons filing ITR referred to in column (1)	Due date u/s 139(1) for persons filing ITR referred to in column (1)
1	2	3
ITR-1		
An individual who is a resident, other than a not ordinarily resident, whose total income upto Rs.50	ITR 1 can be furnished in any one of the following ways – (a) Electronically under digital signature; or	31 st July of the assessment year (For A.Y.2025-26, the date has been

Persons eligible to file the relevant ITRs	Manner of furnishing return for persons filing ITR referred to in column (1)	Due date u/s 139(1) for persons filing ITR referred to in column (1)
1	2	3
lakh. The total income can comprise of - (i) Income from Salaries and family pension, (ii) Income from house property, where the individual does not own more than one house property. Also, he should not have any brought forward loss or loss to be carried forward under the head; (iii) Income from other sources, except winnings from lottery or income from race horses. Also, he should not have any loss under the head. (iv) Agricultural income up to Rs.5,000 (v) Long-term capital gain u/s 112A up to Rs.1.25 lakhs. Also, he should not have any brought forward loss or loss to be carried forward	(b) Transmitting the data electronically in the return under electronic verification code; or (c) Transmitting the data in the return electronically and thereafter submitting the verification of the return in Form ITRV; or (d) Paper form (only in case of an individual of the age of 80 years or more at any time during the previous year);	extended upto 15th September, 2025)

Income-tax Return Forms: An Overview

Persons eligible to file the relevant ITRs	Manner of furnishing return for persons filing ITR referred to in column (1)	Due date u/s 139(1) for persons filing ITR referred to in column (1)
1	2	3
under the head “Capital gains”. [See Checklist for Preparation of ITR-1 in Chapter 2 of this publication for detailed eligibility]		
ITR-2		
Individuals and HUFs not having income from profits and gains of business or profession	(a) Electronically under digital signature; or (b) Transmitting the data electronically in the return under electronic verification code; or (c) Transmitting the data in the return electronically and thereafter submitting the verification of the return in Form ITR V.	31st July of the assessment year (For A.Y.2025-26, the date has been extended upto 15th September, 2025)
ITR-3		
Individuals and HUFs having income from profits and gains of business or profession	(1) Where the accounts are required to be audited under section	31st October of the assessment year, where the assessee –

Persons eligible to file the relevant ITRs	Manner of furnishing return for persons filing ITR referred to in column (1)	Due date u/s 139(1) for persons filing ITR referred to in column (1)
1	2	3
	44AB of the Income-tax Act, 1961 (a) Electronically under digital signature; or (b) Transmitting the data electronically in the return under electronic verification code; (2) In Other Cases (a) Electronically under digital signature; or (b) Transmitting the data electronically in the return under electronic verification code; or (c) Transmitting the data in the return electronically and thereafter submitting the verification of the return in Form ITR V.	• has to get his accounts audited under the Income-tax Act or any other law for the time being in force; or • is a partner of a firm whose accounts are required to be audited under the Income-tax Act, 1961 or any other law for the time being in force or the spouse of such partner, if the provisions of section 5A applies to such spouse. 30th November of the assessment year, in case of an assessee, including the partners of the firm or spouse of such partner (if the provisions of section 5A applies to such spouse),

Income-tax Return Forms: An Overview

Persons eligible to file the relevant ITRs	Manner of furnishing return for persons filing ITR referred to in column (1)	Due date u/s 139(1) for persons filing ITR referred to in column (1)
1	2	3
		who is required to furnish report referred to in section 92E. 31st July of the assessment year, in case of any other assessee (For A.Y.2025-26, this date has been extended to 15th September, 2025)
ITR-4		
ITR 4 can be filed by an – ▪ individual or a HUF, who is a resident other than not ordinarily resident, or ▪ a partnership firm, other than limited liability partnership firm, which is a resident, who have total income upto Rs.50 lakh, agricultural income not exceeding Rs.5,000, and	ITR 4 can be furnished in any one of the following ways – (a) Electronically under digital signature; or (b) Transmitting the data electronically in the return under electronic verification code; or (c) Transmitting the data in the return electronically and thereafter submitting the verification of the	31st July of the assessment year (For A.Y.2025-26, the date has been extended upto 15th September, 2025)

Persons eligible to file the relevant ITRs	Manner of furnishing return for persons filing ITR referred to in column (1)	Due date u/s 139(1) for persons filing ITR referred to in column (1)
1	2	3
who own not more than one house property, and (i) derive income under the head "Profits or gains of business or profession" and such income is computed in accordance with special provisions referred to in section 44AD, section 44ADA and section 44AE of the Act for computation of such income; and (ii) has, "Capital gains", if any, where the assessee has only long-term capital gains u/s 112A not exceeding Rs.1,25,000. [See Checklist for Preparation of ITR 4 in Chapter 3 of this publication for detailed eligibility]	return in Form ITRV; or (d) Paper form (only in case of an individual of the age of 80 years or more at any time during the previous year);	

Persons eligible to file the relevant ITRs	Manner of furnishing return for persons filing ITR referred to in column (1)	Due date u/s 139(1) for persons filing ITR referred to in column (1)
1	2	3
ITR-5		
Persons, other than (i) Individual (ii) HUF (iii) company and (iv) persons required to file ITR 7, can file this form. This form can be filed by a firm, LLP, AOPs, BOIs, Artificial Juridical person referred to in section 2(31)(vii), local authority referred to in section 2(31)(vi), representative assessee referred to in section 160(1)(iii) or (iv), cooperative society, society registered under Societies Registration Act, 1860 or under any other law of any State, trust other than trusts eligible to file Form ITR – 7, business trust referred to in section 139(4E), investments fund referred to in section 139(4F) etc.	(1) Where the accounts are required to be audited under section 44AB of the Income-tax Act, 1961 (a) Electronically under digital signature (2) In any other Case (a) Electronically under digital signature; or (b) Transmitting the data electronically in the return under electronic verification code; or (c) Transmitting the data in the return electronically and thereafter submitting the verification of the return in Form ITR V.	31st October of the assessment year, where the assessee has to get his accounts audited under the Income-tax Act, 1961 or any other law for the time being in force. 30th November of the assessment year, where the assessee has to furnish report under section 92E 31st July of the assessment year, in case of any other assessee (For A.Y.2025-26, this date has been extended to 15th September, 2025).

Persons eligible to file the relevant ITRs	Manner of furnishing return for persons filing ITR referred to in column (1)	Due date u/s 139(1) for persons filing ITR referred to in column (1)
1	2	3
ITR-6		
Companies other than companies claiming exemption under section 11	In all cases, returns have to be filed electronically under digital signature.	30th November of the assessment year , where the company has to furnish a report under section 92E. 31st October of the assessment year , for all other companies.
ITR-7		
Persons including companies (whether or not registered under section 25 of the Companies Act, 1956) required to furnish return under sections 139(4A) or 139(4B) or 139(4C) or 139(4D) only.	(1) In case of political parties (a) Electronically under digital signature (2) In any other Case (a) Electronically under digital signature; or (b) Transmitting the data electronically in the return under electronic verification code; or	31st October of the assessment year, where the assessee has to get his accounts audited under the Income-tax Act, 1961 or any other law for the time being in force. 31st July of the assessment year, for any other assessee

Income-tax Return Forms: An Overview

Persons eligible to file the relevant ITRs	Manner of furnishing return for persons filing ITR referred to in column (1)	Due date u/s 139(1) for persons filing ITR referred to in column (1)
1	2	3
	(iii) Transmitting the data in the return electronically and thereafter submitting the verification of the return in Form ITR V.	(For A.Y.2025-26, this date has been extended to 15 th September, 2025).

CHAPTER 2

CHECKLIST FOR PREPARATION OF ITR-1 [SAHAJ]

Applicability of ITR-1

Who can file ITR-1?

ITR 1 can be filed by resident individuals (Resident other than not ordinarily resident) having total income not exceeding Rs.50 lakh. The total income should include income chargeable to tax under –

- (i) salary or family pension,
- (ii) Income from house property, where the individual does not own more than one house property. Also, he should not have any brought forward loss or loss to be carried forward under the head;
- (iii) Income from other sources, except winnings from lottery or income from race horses. Also, he should not have any loss under the head.

For filing ITR 1, Income from other sources can comprise of interest from savings accounts, interest from deposits (Bank / Post Office / Cooperative Society), interest from income-tax refund, interest received on enhanced compensation, any other Interest Income,

- (iv) agricultural income up to Rs.5,000
- (v) Long-term capital gain u/s 112A up to Rs.1.25 lakhs. Also, he should not have any brought forward loss or loss to be carried forward under the head.

Also, income of spouse (other than those covered under Portuguese Civil Code) or minor clubbed should include only income from sources and within the limits specified above.

Who cannot file ITR-1?

ITR-1 cannot be filed by an individual who:

- is a Resident Not Ordinarily Resident (RNOR), and Non-Resident Indian (NRI)

Checklist for Preparation of ITR-1

- has total income exceeding ₹ 50 lakh
- has agricultural income exceeding ₹ 5,000
- has income from lottery, racehorses, etc.
- has taxable short-term capital gains
- has long-term capital gains taxable u/s 112
- has long-term capital gains u/s 112A exceeding Rs.1.25 lakhs
- has held any unlisted equity share at any time during the previous year
- has income from business or profession
- is a Director in a company
- has tax deduction under section 194N of the Income-tax Act, 1961
- has deferred income tax on ESOP received from employer being an eligible start-up
- owns and has income from more than one house property
- has income taxable at special rates under section 115BBDA and 115BBE
- has income to be apportioned in accordance with the provisions of section 5A.
- has assets (including financial interest in any entity) located outside India
- has signing authority in any account located outside India
- has income from any source outside India
- has claimed deduction under section 57, other than deduction in respect of family pension.
- has claimed relief under section 90 or 90A or deduction of tax under section 91.
- is assessable for the whole or any part of the income on which tax has been deducted at source in the hands of a person other than the assessee.

Modes for filing ITR-1

Eligible assessee can file their ITR-1 through following methods:

- Online Mode – through e-Filing portal
- Offline Mode – through offline Utility or Excel Utility
- Paper form (only in case of an individual of the age of 80 years or more at any time during the previous year).

Thus, ITR 1 can be furnished in any one of the following ways –

- (a) Electronically under digital signature; or
- (b) Transmitting the data electronically in the return under electronic verification code; or
- (c) Transmitting the data in the return electronically and thereafter submitting the verification of the return in Form ITRV; or
- (d) Paper form (only in case of an individual of the age of 80 years or more at any time during the previous year);

Pre-requisites for filing ITR-1 electronically

- Prerequisites for availing this service-
 1. Registered user on the e-filing portal with valid user id and password.
 2. Status of PAN is active.
 3. Residential status of person is Resident.
- PAN and Aadhaar are linked (recommended).

If your PAN is not linked with your Aadhar, your PAN is made inoperative. In that case, you will get a ticket message “ Your PAN is made inoperative as it is not linked with Aadhar. Some of the access may be limited. You can link and make your PAN operative after payment u/s 234H.
- Pre-validate atleast one bank account for issue of refund.
- Valid mobile number linked with Aadhar/ e-filing portal/ your bank/ (for verification).
- Download the offline utility or avail a third-party software (if using offline mode).

Checklist for Preparation of ITR-1

Steps for filing ITR-1

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

Step 1	Log in to the e-Filing portal using your user ID and password.
Step 2	On your Dashboard , click e-File > Income Tax Returns > File Income Tax Return .
Step 3	Select Assessment Year as 2025-26 and Mode of filling as Online , then, click Continue
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
Step 5	Select Status as applicable to you and click Continue to proceed further.
Step 6	Select the ITR form and click Proceed .
Step 7	Once you have selected the ITR applicable to you, note the list of documents needed and click Let's Get Started .
Step 8	Select the checkbox applicable to you regarding reason for filing ITR and click Continue
Step 9	For AY 2025-26 New Tax Regime is the default Tax Regime. Option "No" will be Auto Selected for the question "If you want to opt out of New Tax Regime". Select "Yes" in the Personal Information Section, if you wish to file your return under Old Tax Regime.
	(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).
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 .

Checklist for Preparation of ITR-1

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.
Step 10a(i)	If you click on "Pay Now" you will be redirected to e-pay Tax service. Click Continue .
Step 10a(ii)	After successful payment through e-Filing portal a success message is displayed. Click Back to Return Filing to complete filing of ITR
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.
Step 11	On the Preview and Submit Your Return page, select the declaration checkbox and click Proceed to Validation .
Step 12	Once internal validations is successful then click on Preview .
Step 13	Click on Preview of Return and proceed to validation.
Step 14	Once return is successfully validated with Upload level validation then click on Proceed to Verification .
Step 15	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.

Checklist for Preparation of ITR-1

	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 16	On the e-Verify page, select the option through which you want to e-Verify the return and click Continue. 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. 3. The duly verified ITR-V in prescribed format and in the prescribed manner shall be sent either through ordinary or speed post or in any other mode to the following address only: Centralised Processing Centre, Income Tax Department, Bengaluru - 560500, Karnataka. 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 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.

Sections in ITR-1

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. Personal Information
2. Gross Total Income
3. Total Deductions
4. Tax Paid
5. Total Tax Liability

Checklist for preparation of ITR-1

S. No.	Particulars	Checklist
1	PART A GENERAL INFORMATION	
	In this part, in the fields A1 to A14 of the ITR requiring personal information, verify the auto-filled/pre-filled data from your e-Filing profile. Though some of your personal information cannot be edited directly in the form, you can make the required changes by editing the details in your e-Filing profile. The following are the details which you can edit in your e-filing Profile - contact details, filing type details and bank details. It is suggested that the details in this part should be updated information on the date of filing of return and the necessary steps for amending the information in e-filing profile should be initiated.	
	(A1) PAN	PAN (Permanent Account Number) is a basic and mandatory detail to be filled in an ITR form. PAN must be operative, i.e. it should be linked with the Aadhaar Number as per Section 139AA in case of an individual assessee (Exception – Super Senior citizens aged 80 years or older or people living in Assam, Meghalaya and J & K), otherwise ITR

Checklist for Preparation of ITR-1

S. No.	Particulars	Checklist
		cannot be filed. To verify whether PAN is active or not, go to "Verify PAN Status" on Income tax Portal given under quick links.
	(A2) First Name	1. First Name entered in ITR form should match with the name printed on the PAN card, 2. In case the full name of a person comprises of only a single name with no components, then, the name should be entered in the field (A3) last name only. This field should be left blank. 3. Avoid using nick name or initials unless exactly as per PAN 4. Do not use prefixes such as Mr., Mrs., Smt., Dr. etc. 5. Ensure that the name format matches the Income tax e-filing portal profile
	(A2a) Middle Name	1. Name should match the name written on the PAN card 2. In case the full name of a person comprises of two components, then, the same should be entered in the field (A1) and field (A3) only. This field should be left blank. 3. In case of three or more components in the name, this field should be filled up.

Checklist for Preparation of ITR-1

S. No.	Particulars	Checklist
	(A3) Last name	1. Last name / Surname as mentioned in the PAN card shall be entered in the Last name field. 2. In case the full name of a person comprises of only a single name with no components, then, the name should be entered in this field.
	(A4) Date of Birth	Date of birth should exactly match with date of birth printed on PAN Card.
	(A5) Aadhaar Number (12 digits)	Aadhaar Number is a 12-digit unique identification number issued by the Government of India. This number has to be filled in. Note - The details entered in ITR Form i.e. Aadhaar Number, Name, Gender and Date of Birth should be as per Aadhaar card to avoid validation errors.
	(A6) Mobile No.	Write landline number or mobile number as available with the individual. This is required for contact purposes for future correspondence or information by Income tax department or Central Processing Center. This may or may not be Mobile number as per Aadhaar Card or Registered in Income tax e-filing portal. It serves as the primary contact for the Income Tax Department to communicate with the taxpayer regarding OTPs, sending intimations regarding notices, ITR acknowledgement, updates on processing of refunds, real time alerts etc.

Checklist for Preparation of ITR-1

S. No.	Particulars	Checklist
		Ideally, the mobile number provided should be registered on the Income Tax e-filing Portal and linked with Aadhaar for easier authentication. Also, mobile number or e-mail id as in e-Filing user profile should match with the details linked with the bank account for enabling EVC.
	(A7) Email Address	Ensure that regularly used and active email address is mentioned, since the Income-tax department primarily communicates through email; and communications sent to email registered on Income-tax Portal are considered as legally valid. Also, mobile number or e-mail id as in e-Filing user profile should match with the details linked with the bank account for enabling EVC.
	Address:	Address should be the current residential address where the taxpayer is presently living and where they can receive any correspondence from the Income Tax Department. Ensure that address is complete, up-to-date and includes PIN Code.
	(A8) Flat/Door/Block No.	House number or flat number or block number is to be provided. If there is no flat/house/block no., write “not applicable” or “NA” to ensure smooth validation.

Checklist for Preparation of ITR-1

S. No.	Particulars	Checklist
	(A9) Name of Premises /Building/ Village	Mention name of the apartment or society, or insert “not applicable” or “NA” to ensure smooth validation.
	(A10) Road/Street/ Post Office Area/ Locality	Mention the name of area or locality or post office; Otherwise, fill in “not applicable” or “N.A.”.
	(A11) Town/City/ District	Mention the name of Town/City/District. In case the address is outside India, mention its equivalent.
	(A12) State	Mention the State or Union Territory.
	(A13) Country	Mention India or name of the other country where he resides.
	(A14) PIN Code	If address is in India, fill in the PIN code, otherwise the equivalent code in the other country.
	(A15) Filed u/s(Tick) <i>[Please see instruction]</i>	
	☐ 139(1)-On or before due date, ☐ 139(4)-Belated, ☐ 139(5)- Revised, ☐ 119(2)(b)- After Condonation of delay	Select under which section you are filing Income-tax return.

Checklist for Preparation of ITR-1

S. No.	Particulars	Checklist
	(A16) Or Filed in response to notice u/s	If the individual is filing his ITR in response to notice issued by the Income-tax Department, then, the relevant section in (A16) has to be selected.
	☐ 139(9), ☐ 142(1), ☐ 148, ☐ 153C	Select under which relevant section Income-tax return is being filed. - 139(9) is for rectification of defective return, - 142(1) is for filing a return in response to notice served by Assessing officer to file income-tax return, if not filed earlier, - 148 is for filing a return in response to notice issued for income escaping assessment, - 153C is for block assessment for search (This section is relevant only in respect of search initiated/books of account requisitioned before 1.4.2021)
	(A17) Nature of employment- ☐ Central Govt. ☐ ☐ State Govt. ☐ Public ☐ Sector Undertaking ☐ ☐ Pensioners-CG ☐ ☐ Pensioners-SG ☐ ☐ Pensioners-PSU ☐ ☐ Pensioners- Others ☐ ☐ Others ☐ Not ☐ Applicable (e.g. ☐ Family Pension etc.)	Mention details of the sector in which the individual is working like Central Govt, State Govt, Public Sector Undertaking or if Pensioner with State Govt or Central Govt or Public Sector Undertaking, as applicable. If the individual is not covered in the above said categories, then, select the category "Others". Further, if the individual is not having income under the head "Salary", then, select "Not Applicable".

Checklist for Preparation of ITR-1

S. No.	Particulars	Checklist
	(A18) If revised/defective, then enter Receipt No. and Date of filing original return (DD/MM/YYYY)	If revised return is being filed or some defect is being rectified in the original return filed earlier, then, mention the receipt No. and date of filing of original return.
	(A19) If filed in response to notice u/s 139(9)/142(1)/148/ 153C or order u/s 119(2)(b)-enter Unique Number/ Document Identification Number (DIN) & Date of such Notice or Order	If return is filed in response to notice u/s 139(9)/142(1)/148, then, while filing the income tax return, fill in the unique number or DIN (Document Identification Number) and mention the date of such notice or order.
	(A20) Do you wish to exercise the option u/s 115BAC(6) of Opting out of new tax regime? (default is "No") ☐Yes ☐No	From the A.Y. 2024-25, the default tax regime is the new regime unless you explicitly opt out. Here, you need to select "No" if you wish to compute total income and tax as per the default tax regime. You to need to select "Yes" to opt out of new regime and pay tax under the alternative/optional tax regime as per the regular provisions of the Act.
	To estimate your total tax and decide as to which tax regime is beneficial, you may use Income-tax Calculator.	

Checklist for Preparation of ITR-1

S. No.	Particulars	Checklist
	(A21) Are you filing return of income under Seventh proviso to section 139(1) but otherwise not required to furnish return of income? -(Tick) ☐Yes ☐No	The seventh proviso to section 139(1) of the Income-tax Act, 1961, mandates certain individuals to file an Income-tax return (ITR) even if their total income is below the basic exemption limit, provided they have undertaken specified high-value transactions during the financial year. If an individual is filing his return only due to the requirement contained in the seventh proviso to section 139(1), he has to select "Yes"; otherwise, he has to select "No".
	If yes, please furnish following information	If you select "Yes", you have to select which of the following transactions are undertaken during the financial year.
	[Note: To be filled only if a person is not required to furnish a return of income under section 139(1) but filing return of income due to fulfilling one or more conditions mentioned in the seventh proviso to section 139(1)]	
	(i) Have you incurred expenditure of an amount or aggregate	If the individual has incurred expenditure of an amount or aggregate of amounts exceeding Rs. 2 lakhs for travel to a

Checklist for Preparation of ITR-1

S. No.	Particulars	Checklist
	of amount exceeding Rs.2 lakhs for travel to a foreign country for yourself or for any other person? (Yes/No) If yes, amount (Rs.)	foreign country for himself or for any other person, then, select “Yes”; otherwise, select “No”. Further, if the answer is “Yes”, then, mention the actual amount spent on foreign travel.
	(ii) Have you incurred expenditure of amount or aggregate of amount exceeding Rs. 1 lakh on consumption of electricity during the previous year? (Yes/No) If yes, amount (Rs.)	If the individual had incurred expenditure of an amount or aggregate of amounts exceeding Rs. 1 lakh on consumption of electricity during the previous year, then, select “Yes “; Otherwise, select “No” . Further, if the answer is “Yes”, then, mention the actual amount spent on consumption of electricity in aggregate during the previous year.
	(iii) Are you required to file a return as per other conditions prescribed under clause (iv) of seventh proviso to section 139(1) (If yes, please select the relevant condition from the drop-down menu) (Tick) ☐Yes ☐No	As per Clause (iv) of the seventh proviso to section 139(1), an individual fulfilling other prescribed conditions have to file return of income. If the return is required to be filed under this clause, select “yes”, otherwise “No”. If the answer is “Yes”, there are dropdown options in the ITR utility, and the applicable option has to be selected from the dropdown menu.

Checklist for Preparation of ITR-1

S. No.	Particulars				Checklist
2	PART B GROSS TOTAL INCOME				
					Gross Total Income is the sum total of income under each head of income.
					In Part B: Gross Total Income, you have to – -verify the auto-filled /pre-filled information and -check your income source details from - . Salary/ Pension . House property . Long Term Capital Gains u/s 112A . Interest income, family pension etc You also have to see if any balance/ additional particulars are required, and if so, enter such particulars. You can also add details of exempt income, if any.
	B1 SALARY/PENSION				If an individual is receiving salary in the course of his employment or is receiving pension from his ex-employer, then, it needs to be mentioned here.
	i.	Gross Salary (ia + ib + ic +id + ie)		i	Total of different components of salary mentioned below (The salary figure is editable and the actual figures that are taxable should be incorporated irrespective of whether the figure matches with Form 16. One may consider also revising the Form 16 to

Checklist for Preparation of ITR-1

S. No.	Particulars				Checklist
					align with actual figures reported in the return of income)
		a	Salary as per section 17(1)	ia	The amount of salary is auto-populated from Form 16. Verify the amount by adding the different components included in salary as per Section 17(1) i.e. wages, annuity or pension, gratuity fees, commissions, bonus, any advance of salary, leave encashment, Employer Contribution to RPF to the extent chargeable to tax, etc.
		b	Value of perquisites as per section 17(2)	ib	Verify/enter the value of perquisites as per section 17(2), which include value of rent-free accommodation, value of accommodation provided at a concessional rate, any sum paid by an employer in respect of an obligation, which, but for such payment, would have been payable by the individual-employee, value of any sweat equity share or specified security, allotted/transferred free of cost or at concessional rate, employer's contribution to recognised provident fund/notified pension scheme/approved superannuation fund to the extent it exceeds Rs.7,50,000, any other fringe benefit or amenity free of cost or at concessional rate, etc.
		c	Profit in lieu of salary as per section	ic	Verify/enter amount under section 17(3). "Profits in lieu of salary" encompasses, <i>inter alia</i>, payments or benefits an employee receives from an employer—either before joining, during, or after cessation of employment—that are not part

Checklist for Preparation of ITR-1

S. No.	Particulars				Checklist
		17(3)			of the regular salary but are still connected to the employment relationship.
	d	Income from retirement benefit account maintained in a notified country u/s 89A (country drop down will be provided in e-filing utility)	id		Enter the amount of income accrued in a specified account under section 89A of the Income-tax Act, 1961. Indian residents who have income from retirement benefit accounts maintained in certain notified countries (USA, Canada and UK of Great Britain and Northern Ireland) are provided relief from double taxation. This provision allows such income to be taxed in India only at the time of withdrawal, rather than on an accrual basis. Mention such income and select the country from the drop down from the notified country.
	e	Income from retirement benefit account maintained in a country other than notified country u/s 89A	ie		Enter the amount of income from retirement benefit account maintained in a country other than notified country.

Checklist for Preparation of ITR-1

S. No.	Particulars	Checklist
		Note - As per Rule 21AAA of Income-tax Rules, 1962, where a specified person has income accrued in a specified account or accounts, during a previous year relevant to any assessment year beginning on or after the 1st day of April, 2022, such income shall, at the option of the specified person, be included in his total income of the previous year relevant to the assessment year in which income from the said specified account or accounts is taxed at the time of withdrawal or redemption, as the case may be, in the notified country. • “Notified Country” means a country as may be notified by the Central Government in the Official Gazette for the purposes of this section; • “Specified Person” means a person resident in India who opened a specified account in a notified Country while being non-resident in India and resident in that country; • “Specified Account” means an account maintained in a notified country by the specified person in respect of his retirement benefits and the income from such account is not taxable on accrual basis but is taxed by such country at the time of withdrawal or redemption;

Checklist for Preparation of ITR-1

S. No.	Particulars		Checklist
	ii	Less allowances to the extent exempt u/s 10 (drop down to be provided in e-filing utility) (Ensure that it is included in salary income u/s 17(1)/ 17(2)/ 17(3))	ii Select the clause of section 10 from the drop down in the e-filing utility and mention amount of the allowance exempted u/s 10. Such allowances must be first included in Gross Salary, only then it can be reduced. For claiming HRA exemption, Schedule - 10(13A) House Rent allowance (HRA) has to be filled up. The following fields have to be filled up - Place of Work – Select Metro/Non-metro from the drop down. Metro implies Delhi, Mumbai, Kolkata and Chennai. Actual HRA received – Mention the HRA received for the whole year. Actual rent paid – Mention the actual rent paid for the whole year Basic Salary – Mention the basic salary for the whole year. Dearness Allowance – Mention the Dearness allowance forming part of pay for the whole year. Actual rent paid -10% of salary – This figure gets auto calculated based on the figures of actual rent paid, basic salary and dearness allowance which is mentioned above. 50% of salary (for metros) and 40% of salary (for non-metros) – This figure has to be calculated and input in this

Checklist for Preparation of ITR-1

S. No.	Particulars			Checklist
				field. Salary means Basic Salary + Dearness Allowance, if it forms part of pay. Only if the dearness allowance forms part of pay, should it be included in salary for computation of HRA exemption. Eligible Exempt Allowance u/s 10(13A) is auto-calculated after we input the details in the respective fields as mentioned above. It may be noted that only an individual <u>opting out of the default tax regime</u> can claim benefit of section 10(13A).
		iiia Less: Income claimed for relief from taxation u/s 89A	iiia	Mention the amount of relief from taxation claimed in respect of income from retirement benefit account maintained in a notified country. To avail the relief under section 89A, Form 10-EE has to be electronically filed before submitting your ITR.
	iii	Net Salary (i -ii-iiia)	iii	This figure is auto calculated. Net taxable salary after making the above adjustments.
	iv	Deductions u/s 16 (iva + ivb + ivc)	iv	All salaried individuals and pensioners are entitled to specific deductions from their Net Salary Income

Checklist for Preparation of ITR-1

S. No.	Particulars				Checklist
		a	Standard deduction u/s 16(ia)	iva	Under the New Tax Regime under section 115BAC(1A), the standard deduction allowable is Rs.75,000 or the actual salary amount, whichever is lower The standard deduction would be Rs.50,000 or the actual salary, whichever is lower, in case the individual opts out of the default tax regime u/s 115BAC(6) and pays tax on total income computed as per the regular provisions of the Act.
		b	Entertainment allowance u/s 16(ii)	ivb	This deduction under section 16(ii) is exclusively available to Government employees (This deduction is available only if the employee opts out of the New Tax Regime and pays tax under the Old Tax Regime).
		c	Professional tax u/s 16(iii)	ivc	If an individual's employer paid the professional tax on his behalf, the sum is included in the individual's salary as a 'perquisite'. The same can be deducted from your gross salary. Maximum professional tax imposable is Rs.2,500 per person in a year. (This deduction is available only if the employee opts out of the New Tax Regime and pays tax under the Old Tax Regime)
	v	Income chargeable under the head 'Salaries' (iii - iv)		B1	This figure is auto calculated. The figure arrived is the income chargeable under the head "Salaries" which forms part of total income.

S. No.	Particulars	Checklist
	B2 HOUSE PROPERTY	Some fields have been pre-filled from Form 16/AIS. The other fields and break up need to be filled in.
	Tick applicable option ☐ Self-Occupied ☐ Let Out ☐ Deemed Let Out	The applicable option has to be selected based on whether the house property is self-occupied or let-out. Let-out property:- A property that is rented out, either wholly or partially, during the previous year. Self-occupied property:- A property used by an individual or her/his family for own residence or cannot actually occupy it due to any reason. The annual value of such property would be Nil. Deemed Let-out:- If an individual has more than two house properties for self-occupation, then, the annual value of two such properties would be Nil. The remaining property(ies) would be deemed to be let out and, the annual value would be the Expected rent (Higher of Municipal value and fair rent, but restricted to standard rent). Note - This form would not be applicable to an individual who owns more than one house property. Such individual owning more than one house property has to fill up ITR 2. Therefore, when

Checklist for Preparation of ITR-1

S. No.	Particulars				Checklist
					individual has a property which is deemed to be let out, he has to fill up ITR-2.
	i	Gross rent received/ receivable/ lettable value during the year	i		In case of let out property, enter the amount of rent received / receivable by the individual during the year or the expected rent, whichever is higher. In case the property is vacant during any part of the previous year, and the actual rent is lower than the expected rent due to vacancy, then, enter the actual rent. In case of self-occupied property, enter "Nil".
	ii	Tax paid to local authorities	ii		The amounts to be claimed as a deduction from the gross rent of the house property needs to be mentioned here, such as property tax, sewerage tax, etc., paid to the local municipal authority/ equivalent authority. • Municipal taxes actually paid by the owner during the financial year are allowed as a deduction only. • Taxes due but not paid are not allowed as deduction.
	iii	Annual Value (i-ii)	iii		This figure is auto calculated . Value derived after deducting municipal taxes paid from actual rent/expected rent, as the case may be, included in (i).

Checklist for Preparation of ITR-1

S. No.	Particulars				Checklist
	iv	30% of Annual Value	iv		This figure is auto calculated. Flat deduction of 30% of Annual Value.
	v	Interest payable on borrowed capital (Details are to be filled in the drop down to be provided in e-filing utility)	v		From A.Y.2025-26, Table 24(b) has to be filled up giving the following details – 1. In this field “Loan taken from”, Select either “bank” or “Other than bank” option. 2. Fill in Name of the bank/ institution/ person from which the loan is taken 3. Fill in Loan account number of the Bank/Institution 4. Fill in Date of sanction of loan 5. Fill in the total amount of loan 6. Fill in the amount of loan outstanding as on last date of financial year 7. Fill in the amount of interest on borrowed capital u/s 24(b). For filling in the amount of interest in no.7, the following are relevant - In case of let-out property, the interest actually payable on capital borrowed for acquisition or construction or repair or renovation or reconstruction of house property is allowed as under section 24(b).

Checklist for Preparation of ITR-1

S. No.	Particulars				Checklist
					Pre-construction interest (upto the end of the previous year preceding the year of completion of construction) would be allowed in five equal annual installments from the year of completion of construction. In case of self-occupied property (where an individual opts out of the default tax regime) Interest payable (including pre-construction interest) or Rs.2 lakh, whichever is lower, has to be entered. In case of self-occupied property repair, reconstruction, or renewal with capital borrowed on or after 1.4.1999 then actual interest payable is subject to the limit of maximum Rs.30,000.
	vi	Arrears/ Unrealised rent received during the year less 30%	vi		If arrears of rent or unrealized rent pertaining to an earlier previous year is recovered in current year, the amount of arrears of rent or unrealized rent after providing standard deduction@30% has to be entered here and shown as income

Checklist for Preparation of ITR-1

S. No.	Particulars		Checklist
	vi i	Income chargeable under the head 'House Property' (iii -iv -v) + vi (If loss, put the figure in negative)	B2 This figure is auto calculated and auto-filled in this field by deducting the standard deduction@30% of NAV and the interest payable on borrowed capital from the annual value and adding the arrears of rent/unrealized rent received.
		Note: Maximum loss from House Property that can be set-off is Rs.2,00,000. To avail the benefit of carry forward and set of loss, please use ITR -2	 This Note is relevant only where the individual opts out of the default tax regime. If the individual is paying tax under the default tax regime, then, (i) In case of let out property, loss from house property cannot be set-off against income under any other head. Also, such loss cannot be carried forward. (ii) In case of self-occupied property, since deduction u/s 24 in respect of interest is not allowed, there cannot be any loss from house property.
	B3 INCOME FROM OTHER SOURCES		
		Income from Other Sources (drop down like interest from saving account, deposit etc. to be provided in e-filing utility specifying nature of income and in case of dividend income and	B3 This is the residuary head of income. If any income taxable under the provisions of the Income-tax Act, 1961 does not fall under any other head of income, it would be chargeable under the head "Income from other sources"

Checklist for Preparation of ITR-1

S. No.	Particulars	Checklist
	Income from retirement benefit account maintained in a notified country u/s 89A, please mention quarterly breakup for allowing applicable relief from section 234C)	Drop down is available for -dividend, -Interest from deposit (Bank/Post Office/Co-operative Society) and - interest on savings bank a/c and -“others”. There is another drop-down within “others” wherein, interest on income-tax refund, family pension, interest from retirement benefit account maintained in a notified country and other than notified country etc. have to be filled up. In this dropdown there is also “Any other” wherein you can give the individual description, nature and amount of income. It is advisable to give detailed break-up of income as much as possible, in description under “Any other”. Note – In the ITR 1 utility, the provision for filling up the amount of deduction is available only in respect of family pension and not any other income. If deduction is to be claimed in respect of any other income, then, the individual has to file ITR 2.
	Less: Deduction u/s 57(ia) (in case of family pension only)	In respect of family pension, the deduction allowed is the lower of: One-third (33.33%) of the family pension received, or Rs.15,000. This deduction is available only under the Old Tax Regime. Under the New Tax Regime under

Checklist for Preparation of ITR-1

S. No.	Particulars		Checklist
			section 115BAC(1A), this deduction is not available.
	Less: Income claimed for relief from taxation u/s 89A		If the income from retirement benefit account maintained in a notified country is taxable under the head "Income from other sources", then, on submission of Form 10-EE, relief can claimed u/s 89A. Quarterly break up of the taxable portion (after claim of relief u/s 89A) has to be filled up.
	B4 Gross Total Income (B1+B2+B3) (if loss, put the figure in negative)	B4	This figure is auto calculated and auto-filled in this field. The amount of a gross total income is derived by adding Income chargeable under the head 'Salaries' (B1) Income chargeable under the head 'House Property (B2) Income from other sources (B3) Note – Although it is mentioned that only B1, B2 and B3 are being added up in auto-calculation for arriving at the figure of Gross Total Income, the figure of long-term capital gains in Part C is also included in the auto calculation of gross total income in ITR e-filing utility.
	Note: To avail the benefit of carry forward and set of loss, please use ITR -2		

Checklist for Preparation of ITR-1

3.	PART C - DEDUCTIONS AND TAXABLE TOTAL INCOME (Refer instructions for Deduction limit as per Income-tax Act) Details of each deduction mentioned below are to be filled in the drop down to be provided in e-filing utility
	Deductions under this Part would be available only if the individual has opted out of the new/default tax regime. If an individual has not opted out of the New Scheme, then, 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 enabled in the ITR-1 utility. In case the individual is paying tax under the New Tax Regime, no other deduction under section 80C to 80U mentioned below would be available and so these fields are not enabled in the ITR 1 Utility.

S. No.	Particulars	Checklist
	80C	For the previous year 2024-25, maximum deduction allowed under this section is Rs.1,50,000. The maximum deduction u/s 80C, 80CCC and 80CCD(1) is Rs.1,50,000 It includes sum paid on account of life insurance premium, investment in PPF, tuition fees, house loan principal amount repayment and other investments or payments as per section 80C subject to conditions therein. This deduction is available only under the Old Tax Regime. The amount eligible for deduction and the policy no. or document identification no. have to be given.

Checklist for Preparation of ITR-1

S. No.	Particulars	Checklist
	80CCC	The maximum deduction allowed under this section, section 80C and 80CCD(1) is Rs.1,50,000. It includes payment or deposit of amount to keep in force a contract for any annuity plan of LIC or any other insurer, for receiving pension from the Fund. This deduction is available only under the Old Tax Regime.
	80CCD(1)	Permanent Retirement Account Number (PRAN) is mandatorily required to claim deduction under 80CCD(1) and 80CCD(1B) The maximum deduction allowed under this section, section 80CCC and 80C is Rs.1,50,000. The deduction is a certain percentage of salary or gross total income, as the case may be. It includes self-contribution to National Pension scheme or Atal Pension Yojna or such scheme as may be notified by the Central Government. This deduction is available only under the Old Tax Regime.
	80CCD(1B)	PRAN is mandatorily required to claim deduction under 80CCD(1) and 80CCD(1B). The maximum deduction allowed under this section is Rs.50,000. This deduction is available in addition to section 80CCD(1) for amount paid or deposited in the previous year in his account under National Pension scheme or Atal Pension Yojna or such scheme as may be notified by the Central Government. This deduction is allowable only under the Old Tax Regime. However, no deduction under this sub-section shall be allowed in respect of the amount on which a

Checklist for Preparation of ITR-1

S. No.	Particulars	Checklist
		deduction has been claimed and allowed under sub-section 80CCD(1).
	80CCD(2)	If employer is contributing to the pension scheme, the employee would be eligible for a further deduction of upto - (a) 14% of salary, where such contribution is made by the Central Government or State Government. (b) 10% of salary, where contribution is made by any other employer in addition to section 80CCD(1) and section 80CCD(1B). (This deduction is available under the New Tax Regime also because employer contribution is first added to the salary income of the individual. In case where the individual pays tax under the New Tax Regime u/s 115BAC(1A), the deduction under (b) above would be 14% of salary, where contribution is made by any other employer)
	80CCH	Deduction under section 80CCH is allowed only for employment category "Central Government". Under this section, deduction is allowable to an individual enrolled in Agnipath Scheme and subscribing to the Agniveer corpus fund on or after 1.11.2022 in respect of the amount paid or deposited by in his account in Agniveer corpus fund. The following amounts are eligible for deduction under section 80CCH: 1. Individual's own contribution to the Agniveer Corpus Fund on or after 1.11.2022. This deduction is allowable only under the old tax Regime.

Checklist for Preparation of ITR-1

S. No.	Particulars	Checklist
		2. Central Government's contribution to the Agniveer corpus fund. The Central Government's contribution to the Agniveer Corpus Fund would be allowed as deduction under the New Tax Regime also.
	80D	For claiming deduction under this section, the name of the Insurer (Insurance company), policy number and the health insurance amount have to be filled up. This deduction is available in respect of health insurance premium paid by individual for himself and his family (spouse and dependent children). Maximum deduction in case of an Individual For self, spouse and dependent children - Rs.25,000 For parent(s) - Rs.25,000 If the parent(s) is a senior citizen, then, maximum deduction would be Rs.50,000. Note – If the individual himself is a senior citizen, then, the limit for himself and his spouse and dependent children would be Rs.50,000. Alternatively, medical expenditure upto Rs.50,000 would be eligible for deduction, provided no insurance premium is paid. This applies for parents who are senior citizens also. The payment should be by way of a mode other than cash. Deduction is also available for preventive health checkup upto a sum of Rs.5,000 within the overall limits mentioned above.

Checklist for Preparation of ITR-1

S. No.	Particulars	Checklist
		Payment for Preventive health checkup may be in cash also. Deduction u/s 80D is available only under the Old Tax Regime.
	80DD	The following details have to be filled up to claim deduction u/s 80DD by selecting the relevant drop downs – Nature of disability Type of disability Amount of deduction PAN of Dependent Aadhar of Dependent Acknowledgement number of Form No.10-IA filed. If the individual is opting for the Old Tax Regime and the dependent is a person with disability or severe disability suffering from autism, cerebral palsy or multiple disabilities u/s 80DD or 80U, then, it is mandatory to file Form 10-IA before filing the return. The date and acknowledgement number of the form must be entered in the return. Deduction for Maintenance and Medical Treatment of a Dependent with Disability A flat deduction of Rs.75,000 is available to a resident individual who: • Incurs expenses on medical treatment, training, and rehabilitation of a dependent person with a disability, or • Pays or deposits any amount under the scheme of LIC or any other insurer for the maintenance of such a dependent.

Checklist for Preparation of ITR-1

S. No.	Particulars	Checklist
		In case the dependent is a person with severe disability, the deduction available to the individual is Rs.1,25,000. This deduction is available only under the Old Tax Regime.
	80DDB	This deduction is available in respect of amount actually paid for medical treatment of certain specified diseases or ailments – In case of a resident individual, for himself or herself or a dependent Amount of deduction is the amount actually paid or Rs.40,000 whichever is lower. If amount is paid for treatment of individual/dependent who is a senior citizen, the maximum deduction would be Rs.1,00,000 This deduction is available only under the Old Tax Regime.
		For claiming deductions under sections 80E, 80EE, 80EEA and 80EEB, the following additional information have to filled up – ▪ Loan taken from ▪ Name of the institution or bank ▪ Loan Account No. ▪ Date of sanction of loan ▪ Total Amount of Loans ▪ Loan outstanding as on date ▪ Interest amount

Checklist for Preparation of ITR-1

S. No.	Particulars	Checklist
	80E	This deduction is available on account of interest paid on education loans, by an individual assessee, who has taken education loan for: - Self - Spouse - Children - Student for whom the individual is the legal guardian This deduction is available only under the Old Tax Regime.
	80EE	This deduction is available for interest on home loan for first-time home buyers (i.e., individual or her/his spouse has not owned any residential house property on the date of sanction of loan) Loan must be sanctioned by a financial institution (i.e., bank or housing finance company) during the period from 1.4.2016 to 31.3.2017. • Deduction of up to Rs.50,000 per year in respect of interest payable on housing loan for residential property • This is in addition to the deduction allowed under Section 24(b) (upto Rs.2 lakh where the residential property is self-occupied) In case of let out property, even though there is no restriction in section 24(b), set-off of loss from house property against any other head is restricted to Rs.2 lakh This deduction is available only under the Old Tax Regime.

S. No.	Particulars	Checklist
	80EEA	This is an additional deduction available in respect of interest on home loan for first-time home buyers for an individual not eligible to claim deduction under section 80EE. • Deduction of up to Rs.1,50,000 per year in interest payable on housing loan for residential house property • Loan must be sanctioned between 1st April 2019 and 31st March 2022 • The stamp duty value of the house property must be ₹ 45 lakh or less • As on date of sanction of loan, the individual should not own any residential house property • This deduction is over and above the deduction allowed under Section 24(b) upto - Rs.2 lakh where the residential house property is self-occupied. It may be noted that in case of let out property, even though there is no restriction in section 24(b), set-off of loss from house property against any other head is restricted to Rs.2 lakh. Therefore, if the above conditions are fulfilled, then deduction under section 80EEA can be claimed in respect of let out property. This deduction is available only under the Old Tax Regime.
	80EEB	This deduction is available in respect of interest on loan taken for purchase of electric vehicle (EV) • It is available for individual assessee only • Interest payable on loans taken specifically for

Checklist for Preparation of ITR-1

S. No.	Particulars	Checklist
		the purchase of an electric vehicle [Refer definition of electric vehicles in section 80EEB(5)(a)] • Deduction of up to Rs.1,50,000 per financial year • This deduction is only for interest payable on the loan (principal repayment is not deductible) • The loan must be taken from a financial institution (Bank or specified NBFCs) and sanctioned during the period between 1.04.2019 and 31.03.2023. Deduction is available only for interest payable during the financial year. This deduction is available only under the Old Tax Regime.
	80G	This deduction is available in respect of amount paid to specified funds, charitable institutions, or organizations as donations. ▪ Donations to certain funds (for example, National Defence Fund, Prime Minister's National Relief Fund, PM Cares Fund, National Children's Fund etc.) qualify for 100% deduction ▪ Donations to PM Drought Relief Fund qualifies for deduction@50% ▪ Donations to Government or approved institution for promotion of family planning qualifies for 100% deduction subject to qualifying limit (10% of adjusted total income) ▪ Donations to fund or institution established for charitable purposes fulfilling prescribed

Checklist for Preparation of ITR-1

S. No.	Particulars	Checklist
		conditions qualifies for 50% deduction subject to qualifying limit (10% of adjusted total income) This deduction is available only under the Old Tax Regime. Donation of any sum exceeding Rs.2,000 must be made by any mode other than cash (digital payments, cheque, bank transfer, etc.). Also, donations in kind are not eligible for deduction.
	80GG	If taxpayer is opting for the Old Tax Regime and claiming deduction for u/s 80GG, then, it is mandatory to furnish Form No. 10BA along with the return of income. This deduction is available in respect of rent paid (where the individual does not receive House Rent Allowance – HRA from his employer) Least of 3 limits is allowed as deduction - (a) Actual rent paid (-) 10% of total income of the individual before allowing the deduction (b) 25% of total income (before allowing the deduction) (c) Rs.5,000 p.m. This deduction is available only under the Old Tax Regime.
	80GGA	This deduction is available for donations made for Scientific Research or Rural Development □ By any assessee not having income chargeable under the head “Profits and gains of business or profession”, who makes donations for scientific research or rural development are eligible to claim

Checklist for Preparation of ITR-1

S. No.	Particulars	Checklist
		deduction u/s 80GGA The donations must be made to certain funds or institutions engaged in: • Scientific research • Rural development programs No deduction is allowable in respect of any sum exceeding Rs.2,000 unless such sum is paid by any mode other than cash. This deduction is available only under the Old Tax Regime.
	80GGC	This deduction is allowed in respect of donations to political parties or electoral trusts. This deduction can be claimed by an assessee who makes a donation to a registered political party or an electoral trust. ▪ 100% of the amount donated otherwise than by way of cash is allowed as deduction. ▪ There is no upper limit on the amount that can be claimed. The deduction is available only under the Old Tax Regime.
	80TTA	This deduction is allowed to individuals below the age of 60 years. Deduction is allowed up to Rs.10,000 per year on interest income earned from savings accounts with bank/co-operative society/post office. This deduction is available only under the Old Tax Regime.

Checklist for Preparation of ITR-1

S. No.	Particulars	Checklist
	80TTB	This deduction is allowed to senior citizens (resident individuals of the age of 60 years or more at any time during the P.Y.2024-25) • Deduction is allowed up to Rs.50,000 in respect of interest income on deposits • Interest can be earned from: Savings accounts Fixed deposits (FDs) Recurring deposits (RDs) with banks/co-operative societies/post office. This deduction is available only under the Old Tax Scheme.
	80U	The following details have to be filled up to claim deduction u/s 80U by selecting the relevant drop downs – Nature of disability Type of disability Amount of deduction Acknowledgement number of Form No.10-IA filed. This deduction is available for individuals with disability For a person with disability, the flat deduction is Rs. 75,000. For a person with severe disability, the flat deduction is Rs.1,25,000. If the individual is opting for the Old Tax Regime and is a person with disability or severe disability suffering from autism, cerebral palsy or multiple disabilities u/s 80DD or 80U, then, it is mandatory to file Form 10-IA before filing the return. The date and acknowledgement number of the form must be entered in the return.

Checklist for Preparation of ITR-1

S. No.	Particulars	Checklist
	Any other Deduction as per the e-filing utility	This is a residual field for claiming any other deduction allowable as per the provisions of the Income-tax Act, 1961 in case of resident individual. This field is enabled only for an individual who is paying tax under the Old Tax Regime.
	Total deductions [C1]	The sum of all deductions under Chapter VI-A is auto-calculated and auto-filled when individual deductions above are input in the respective fields.
	Total Income (B4-C1) [C2]	Gross Total Income less deductions under Chapter VI-A would be the taxable total income. This figure is auto-calculated and auto-filled in this field.
	Exempt Income For reporting purpose and Income on which no tax is payable	Mention exempt income here as per section 10. These are incomes that are not taxable under the Income-tax Act, 1961 but must be reported in your Income Tax Return (ITR) under the field "Exempt Income" for transparency.
	Drop down to be provided in e-filing utility mentioning nature of exempt income, relevant clause and section	Individuals are required to report various types of exempt income. The utility provides a drop-down menu to select the nature of exempt income, along with the corresponding section and clause under the Income-tax Act, 1961. If agriculture income is more than Rs.5,000, ITR-2 has to be filled up.

Checklist for Preparation of ITR-1

S. No.	Particulars	Checklist
	Income on which no tax is payable: Long Term capital gains u/s 112A not chargeable to Income-tax	Fill in the amount of total sales consideration and total cost of acquisition. the amount of long term capital gains on transfer of capital assets as per section 112A would be auto-calculated and auto-filled.
	i. Total sale consideration	Enter the "Total Sale Consideration". This is the gross amount received (or receivable) when a capital asset, being an equity share in a company or unit of an equity oriented fund or business trust on which securities transaction tax has been paid at the time of transfer of asset (for equity shares, STT should have been paid at the time of acquisition and transfer).
	ii. Total cost of acquisition	Enter the total cost of acquisition in this field In case of assets acquired before 1.2.2018, the cost of acquisition would be the higher of – (i) Cost of acquisition of such asset; and (ii) Lower of – (a) The fair market value of such asset ; and (b) Full value of consideration as a result of the transfer.
	iii. Long term capital gains as per sec 112A	Long term capital gains as per section 112A would be the difference between the Total sales consideration and total cost of acquisition. This figure is auto-calculated [(i) – (ii)]

Checklist for Preparation of ITR-1

Sl. No.	Particulars		Checklist
4.	PART D- COMPUTATION OF TAX PAYABLE		
	D1	Tax payable on total income	This is auto-calculated on the basis of the total income by applying the applicable slab rates. Tax payable is calculated based on your total taxable income after all deductions and exemptions, according to the applicable income-tax slabs and tax rates for the relevant Assessment Year, as per the regime under which the individual is paying tax.
	D2	Rebate u/s 87A	This rebate is available where total income does not exceed Rs.7 lakh under the New Tax Regime u/s 115BAC(1A). Where the individual opts out of the New Tax Regime and pays tax under the Old Tax Regime, the rebate would be available where total income does not exceed Rs.5 lakh. The rebate is auto-calculated by the utility and auto-filled in this field.
	D3	Tax after Rebate	This figure is the income-tax calculated on Total Taxable Income less amount of rebate under section 87A. This is also auto-calculated and auto-filled in this field.
	D4	Health and education cess @4% on D3	It is an additional tax levied on the amount of income tax payable. This figure is auto-calculated and auto-filled in this field.

Checklist for Preparation of ITR-1

Sl. No.	Particulars		Checklist
	D5	Total Tax and Cess	Tax after adding Health and education cess. This figure is auto calculated and auto filled in this field.
	D6	Relief u/s 89 (Please ensure to submit Form 10E to claim this relief)	Relief to taxpayers from additional tax on account of receipt of salary or pension in arrears or advance or other lumpsum payments that pertain to the earlier previous years but are taxed in the current year. To claim relief under Section 89, an individual must submit Form 10E electronically before filing the Income-tax Return.
	D7	Interest u/s 234A	Interest under section 234A is auto calculated and auto filled in this field. As per section 234A, the assessee shall be liable to pay interest for delay in filing the income tax return beyond the due date of filing return of income. • Interest Rate: 1% per month or part of the month of delay • Period: From the due date of filing the return to the actual date of filing • On: The amount of unpaid tax (i.e., Tax payable after adjusting TDS, TCS advance tax, etc.)
	D8	Interest u/s 234B	Interest under section 234B is auto calculated and auto filled in this field. As per section 234B, the assessee shall

Checklist for Preparation of ITR-1

Sl. No.	Particulars		Checklist
			be liable to pay interest for default in payment of advance tax or if the advance tax paid is less than 90% of the assessed tax. • Interest Rate: 1% per month or part of the month • Period: From 1st April following the financial year till the date of filing the return. • On: The amount of assessed tax or the difference between the assessed tax and advance tax paid. Assessed tax is the tax on total income less TDS/TCS and relief u/s 89.
	D9	Interest u/s 234C	Interest under section 234C is auto calculated and auto filled in this field. As per section 234C, an individual shall be liable to pay interest for deferment or short payment of installments of advance tax. 15th June: 15% of tax due on returned income (i.e., tax chargeable on total income less TDS/TCS and relief u/s 89) 15th September: 45% of tax due on returned income 15th December: 75% of tax due on returned income 15th March: 100% of tax due on returned income. • If advance tax paid is less than the prescribed percentage of advance tax by

Checklist for Preparation of ITR-1

Sl. No.	Particulars		Checklist
			specified due dates, assessee shall be liable to pay interest under this section. • Interest is calculated on the basis of shortfall of tax amount for each period separately Note – <i>The assessee shall not be liable to pay simple interest if –</i> - <i>the advance tax paid by the assessee on or before 15th June is not less than 12% of tax due on returned income</i> - <i>the advance tax paid by the assessee on or before 15th September is not less than 36% of tax due on returned income.</i>
	D10	Fee u/s 234F	The fees is auto calculated and auto filled in this field. Section 234F imposes a late filing fee for submitting the Income-tax Return (ITR) after the due date prescribed under the Income-tax Act, 1961.
	D11	Total Tax, Fee and Interest (D5+D7+D8+D9 +D10 -D6)	The total is auto calculated and auto filled in this field.
	D12	Total Taxes Paid	This figure is auto-calculated. It is the sum total of advance tax and self-assessment tax, TDS and TCS in schedules IT, TDS 1, TDS 2, TDS 3 and TCS, respectively.

Checklist for Preparation of ITR-1

Sl. No.	Particulars		Checklist
	D13	Amount payable (D11-D12) (if D11 >D12)	Amount payable is auto calculated and auto-filled in this field. Balance tax payable after adjustment of above mentioned taxes paid.
	D14	Refund (D12-D11) (if D12>D11)	Refund is auto calculated. If income tax is paid (by way of advance tax, self-assessment tax, TDS/TCS) in excess of the tax payable, then, the balance amount is refund .

5.	PART E-OTHER INFORMATION				
(i)	Details of all Bank Accounts held in India at any time during the previous year (excluding dormant accounts)				
Sl.	IFS Code of the Bank	Name of the Bank	Account Number	Type of account (Dropdown to be provided by E-filing utility)	Select Account for Refund Credit
I					
	1. All bank accounts held at any time are to be reported, except dormant A/c.				
	2. Minimum one account should be selected for refund credit.				
	3. In case multiple accounts are selected, refund will be credited to one of the validated accounts decided by CPC after processing the return.				

5.	PART E-OTHER INFORMATION		
(i)	Details of all Bank Accounts held in India at any time during the previous year (excluding dormant accounts)		
	Sl. No.	Particulars	Checklist
	1	Sl.	Check the Bank account details, which are generally auto populated from Personal Information. If not auto-filled, then, fill up the bank account details. Add a bank account which is linked with your PAN (bank account number must be linked with your PAN) to receive refund.
	2	IFS Code of the Bank	IFSC CODE of the Bank, 11-character alphanumeric code used to uniquely identify bank branches in India for electronic payment systems.
	3	Name of the Bank	Check/ Mention the name of the bank.
	4	Account Number	Check/ Mention the account number.
	5	Type of account (Dropdown to be provided by E-filing utility)	Select the type of account from Dropdown menu, option like, Saving account, NRO Account, NRE Account etc.

Checklist for Preparation of ITR-1

	6	Select Account for Refund Credit	Select in which account refund should be credited, if there is any refund. Add a bank account which is linked with your PAN to receive refund. The name as per PAN and name as per your bank account must match. EVC can be enabled for individual taxpayers for only one validated bank account at any given time.																			
(ii) Schedule- IT Details of Advance Tax and Self-Assessment Tax payments																						
		BSR Code	Date of Deposit (DD/MM/YYYY)				Serial Number of Challan				Tax paid											
		Col (1)	Col (2)				Col (3)				Col (4)											
	R																					
	R																					
(ii) Schedule-IT Details of Advance Tax and Self-Assessment Tax payments																						
	Cl. No.	Particulars				Checklist																
	1	BSR Code				Seven digit BSR code of the bank from which advance tax/self-assessment tax has been paid has to be checked, if pre-filled; else, it has to be filled in.																
	2	Date of Deposit (DD/MM/YYYY)				The date of deposit of advance tax or self-assessment tax is to be checked, if pre-filled; otherwise, it has to be filled in.																

Checklist for Preparation of ITR-1

	3	Serial Number of Challan	Five digit number of the challan for payment of advance tax/self-assessment tax is to be checked, if pre-filled, otherwise, it has to be filled in.
	4	Tax paid	The amount of income tax paid in the challan has to be checked, if pre-filled; otherwise, it has to be filled in.

(iii) Schedule-TDS Details of TDS/TCS [As per Form 16/16A/16C/27D issued by the Deductor(s)/ Employer(s)]								
		TAN of deductor/ Collector or PAN/ Aadhaar No. of the Tenant	Name of the Deductor/ Collector/ Tenant	Section under which TDS is deducted	Gross payment/ receipt which is subject to tax deduction/ collection	Year of tax deduction/ collection	Tax Deducted/ collected	TDS/ TCS credit out of (5) claimed this Year
		Col (2)	Col (3a)	Col (3b)	Col (4)	Col (5)	Col (6)	Col (7)
	T							
	T							
(iii) Schedule-TDS Details of TDS/TCS [As per Form 16/16A/16C/27D issued by the Deductor(s)/ Employer(s)]								
	Cl. No.	Particulars			Checklist			
					There are four Schedules, namely, Schedule TDS1 – Details of tax deducted from salary (As per Form 16 issued by Employer) Schedule TDS2 – Details of tax			

Checklist for Preparation of ITR-1

			deducted at source from Income other than salary [As per Form 16A issued by the Deductor(s)] Sch TDS 3 – Details of Tax Deducted at Source [As per Form 16C issued by the Deductor(s)] Sch TCS Details of Tax Collected at Source [As per Form 27D issued by the Collector(s)] If these details are pre-filled, the same have to be checked. If not pre-filled, the same have to be filled up.
	2	TAN of deductor/Collector or PAN/ Aadhaar No. of the Tenant	Check 10 digit Alphanumeric TAN of Tax deductor/collector, if pre-filled; otherwise enter TAN. In case deductor has deducted TDS on the basis of his PAN or Aadhar No., then, mention the relevant PAN or Aadhaar No. as the case may be. For example, in case of tax deduction under section 194-IB, TAN is not required.
	3a	Name of the Deductor/Collector/Tenant	Check Name of tax deductor/collector/tenant, if pre-filled; otherwise enter Name of the deductor/collector/tenant.
	3b	Section under which TDS is deducted	Check the section of Income-tax Act 1961 on the basis of which tax is deducted/collected, if pre-filled; otherwise, enter the section.

Checklist for Preparation of ITR-1

	4	Gross payment/ receipt which is subject to tax deduction/collection	Mention the amount of gross payment/receipt on which tax was deducted/ collected. In case of withdrawal from bank on which tax is deductible u/s 194N, enter the withdrawal amount.
	5	Year of tax deduction/collection	Mention the earlier financial year in which tax was deducted/collected.
	6	Tax Deducted/collected	Check the amount of Tax deducted/ collected, if pre-filled; otherwise enter the amount of tax collected/deducted
	7	TDS/TCS credit out of (5) claimed this Year	Total TDS/TCS claimed in the current year.

Sl. No.	VERIFICATION		
6	Stamp Receipt No., Seal, Date & Sign of Receiving Official	I, son/daughter of solemnly declare that to the best of my knowledge and belief, the information given in the return is correct and complete and is in accordance with the provisions of the Income-tax Act, 1961. I further declare that I am making this return in my capacity as (drop down to be provided in e-filing utility) and I am also competent to make this return and verify it. I am holding permanent account number (Please see instruction.)	
		Date :	Signature:
	If the return has been prepared by a Tax Return Preparer (TRP) give		

	further details below :										
	Identification No. of TRP							Name of TRP		Counter Signature of TRP	
	If TRP is entitled for any reimbursement from the Government, amount thereof".										
Sl. No.	Verification							Checklist			
6	I, _____ son/daughter of _____ solemnly declare that to the best of my knowledge and belief, the information given in the return is correct and complete and is in accordance with the provisions of the Income-tax Act, 1961. I further declare that I am making returns in my capacity as _____ (drop down to be provided in e-filing utility) and I am also competent to make this return and verify it. I am holding permanent account number. (Please see instruction)							Return of income has to be verified by individual himself or any authorized person as per section 140 of the Income-tax Act, 1961. Fill in the name of the person verifying the ITR and his/her father's name. Also, mention the capacity in which the return is being made i.e., self or as a representative Also, mention PAN of the person doing the verification. In case of an individual, the verification has to be done by the individual himself or herself. If he is mentally incapacitated, then, his guardian or any other person competent to act on his behalf can verify the return of income. For any other reason if it is not possible for the individual to			

Checklist for Preparation of ITR-1

		verify the return, the return can be verified by any person duly authorized by him in this behalf.
	Stamp Receipt No., Seal, Date & Sign of Receiving Official	
	Date:	The date of filing ITR to be mention here.
	Signature:	An Individual who is eligible to file return in paper mode should sign here. For the electronic modes of filing, e-verification has to be done using digital signature or EVC or OTP generated using mobile number registered with Aadhar or Net Banking.
	If the return has been prepared by a Tax Return Preparer (TRP) give further details as below:	This field is applicable only when return is prepared by a Tax Return Preparer (TRP)
	Identification No. of TRP (10 Digit)	Mention TRP PIN allocated by the Income-tax department.
	Name of TRP	Mention the name of TRP
	Counter Signature of TRP	In case of returns filed in paper form, TRP should sign here.
	If TRP is entitled for any reimbursement from the Government, amount thereof.	Mention the amount of any reimbursement from the Government

Checklist for Preparation of ITR-1

Note – The ITR 1 Online User Manual of the Income-tax department is available at <https://www.incometax.gov.in/iec/foportal/help/how-to-file-itr1-form-sahaj>

The ITR 1 Online FAQs are available at <https://www.incometax.gov.in/iec/foportal/help/e-filing-itr1-form-sahaj-faq>

CHAPTER 3

CHECKLIST FOR PREPARATION OF ITR 4 [SUGAM]

Applicability of ITR-4

Who can file ITR 4?

ITR 4 can be filed by an individual or a HUF (Hindu Undivided Family), who is a resident other than not ordinarily resident, or a partnership firm, other than limited liability partnership firm, which is a resident, -

- (i) deriving income under the head "Profits or gains of business or profession" and such income is computed in accordance with special provisions referred to in section 44AD, section 44ADA and section 44AE of the Act for computation of such income; and
- (ii) has, "Capital gains", if any, where the assessee has only long-term capital gains under section 112A not exceeding Rs.1,25,000.

The relevant FAQ in the Income-tax e-filing website is given below –

1. Who is eligible to file ITR-4 for AY 2025-26?

ITR-4 can be filed by a Resident Individual / HUF / Firm (other than LLP) who has:

- Income not exceeding ₹50 Lakh during the FY
- Income from Business and Profession which is computed on a presumptive basis u/s 44AD, 44ADA or 44AE
- Long-term capital gain u/s 112A not exceeding Rs.1.25 lakhs
- Income from Salary/Pension, one House Property, Agricultural Income (up to ₹ 5000/-)
- Other Sources which include (excluding winning from Lottery and Income from Race Horses):
 - Interest from Savings Account
 - Interest from Deposit (Bank / Post Office / Cooperative Society)
 - Interest from Income Tax Refund
 - Family Pension
 - Interest received on enhanced compensation
 - Any other Interest Income (e.g., Interest Income from Unsecured Loan)

Who cannot file ITR 4?

ITR 4 cannot be filed by a person who -

- (i) has assets (including financial interest in any entity) located outside India;
- (ii) has signing authority in any account located outside India;
- (iii) has income from any source outside India;
- (iv) has income to be apportioned in accordance with provisions of section 5A;
- (v) is a director in any company;
- (vi) has held any unlisted equity share at any time during the previous year;
- (vii) has total income, exceeding Rs.50 lakh;
- (viii) owns more than one house property, the income of which is chargeable under the head "Income from house property";
- (ix) has any brought forward loss or loss to be carried forward under any head of income;
- (x) is assessable for the whole or any part of the income on which tax has been deducted at source in the hands of a person other than the assessee;
- (xi) has claimed any relief of tax under section 90 or 90A or deduction of tax under section 91;
- (xii) has agricultural income, exceeding Rs.5,000
- (xiii) has income taxable under section 115BBDA; or
- (xiv) has income of the nature referred to in section 115BBE;
- (xv) has income of the nature specified in clause (vi) of sub-section (2) of section 17 on which tax is payable or deductible, as the case may be, under sub-section (2) of section 191 or sub-section (1C) of section 192;

The relevant FAQ in the Income-tax e-filing website is given below –

2. Who is not eligible to file ITR-4 for AY 2025-26?

ITR-4 cannot be filed by an individual / HUF / Firm (Other than LLP) who:

- is a Resident but Not Ordinarily Resident (RNOR), or Non-Resident Indian
- has total income exceeding ₹ 50 Lakh
- Short term capital gains;
- Long-term capital gain u/s 112A exceeding Rs. 1.25 lakhs
- has agricultural income in excess of ₹5,000/-
- is a Director in a Company
- has income from more than one House Property;
- has income of the following nature:
 - winnings from lottery;
 - activity of owning and maintaining race horses;
 - income taxable at special rates u/s 115BBDA or Section 115BBE;
- has held any unlisted equity shares at any time during the previous year
- has deferred income tax on ESOP received from employer being an eligible start-up
- is not covered under the eligibility conditions for ITR-4

Modes of filing ITR-4

Eligible assessee can file their ITR-4 through the following methods:

- Online Mode – through e-Filing portal
- Offline Mode – through offline Utility or Excel Utility
- Paper form (only in case of an individual of the age of 80 years or more at any time during the previous year).

Thus, ITR 4 can be furnished in any one of the following ways –

- (a) Electronically under digital signature; or
- (b) Transmitting the data electronically in the return under electronic verification code; or
- (c) Transmitting the data in the return electronically and thereafter submitting the verification of the return in Form ITRV; or
- (d) Paper form (only in case of an individual of the age of 80 years or more at any time during the previous year);

Pre-requisites for filing ITR-4

The pre-requisites for filing ITR-4 are given in the following extract of ITR-4 Online User Manual –

Checklist for Preparation of ITR-4

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

- Link PAN and Aadhaar (recommended).

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.”

- Pre-validate at least one bank account for issue of refund.
- Valid mobile number linked with Aadhaar / e-Filing portal / your bank (for e-Verification)
- Download the offline utility or avail a third-party software (If using offline mode)

Documents needed to file ITR 4

The following FAQ in the Income-tax e-filing website clarifies the necessary documents required to file ITR 4 –

7. What documents do I need to file ITR-4? Is it necessary to link Aadhaar with PAN to file ITR?

You will need to keep the below documents ready (as applicable) to file ITR-4:

- Form 16
- Form 26AS & AIS
- Form 16A
- Bank Statements
- Housing Loan Interest Certificates
- Receipts for Donation Made
- Rental Agreement
- Rent Receipts
- Investment premium payment receipts - LIC, ULIP etc.

Linking of Aadhaar and PAN is important. However, you would still be able to file your ITR if your PAN is not linked with Aadhaar, but you will have limited access on the portal. It is therefore advisable to link PAN with Aadhaar.

Steps for filing ITR 4

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

Step 1	Log in to the e-Filing portal using your user ID and password.
Step 2	On your Dashboard , click e-File > Income Tax Returns > File Income Tax Return .
Step 3	Select Assessment Year as 2025–26 and Mode of filing as Online , then click Continue
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
Step 5	Select Status as applicable to you and click Continue to proceed further.
Step 6	Select the applicable Income Tax Return from the dropdown and click Proceed with ITR-4 .
Step 7	Once you have selected the ITR applicable to you, note the list of documents needed and click Let's Get Started .
Step 8	Select the checkbox applicable to you regarding reason for filing ITR and click Continue
Step 9	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).
Step 10	Enter your income and deduction details in the different sections. After completing and confirming all the sections of the form, click Proceed .
Step 11	In case there is a tax liability (You will be shown a summary of your tax computation based on the details you provided. If there is tax liability payable based on the computation, you

Checklist for Preparation of ITR-4

	will get the Pay Now and Pay Later options at the bottom of the page. It is recommended to use pay Now option).
Step 11a(i)	If you click on “Pay Now” you will be redirected to e-pay Tax service. Click Continue .
Step 11a(ii)	After successful payment through e-Filing portal a success message is displayed. Click Back to Return Filing to complete filing of ITR
Step 12	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.
Step 13	On click of Preview and Submit Your Return page, Place, name and other details will be auto populated then select the declaration checkbox and click Proceed to Validation..
Step 14	Once internal validation is successful, click on Preview .
Step 15	Click on Preview of Return and proceed to validation.
Step 16	Once validated, click on 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. 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 - As per Notification No. 2 of 2024 dated 31/03/2024 - 1. Where the return of income is uploaded and e-verification / ITR V 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. 3. The duly verified ITR-V in prescribed format and in the prescribed manner shall be sent either through ordinary or speed post or in any other mode to the following address only: Centralised Processing Centre, Income Tax Department, Bengaluru - 560500, Karnataka. 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 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.
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Checklist for Preparation of ITR-4

Sections in ITR 4

ITR-4 has six pre-filled sections that you need to fill before submitting the form in online mode and a preview page where you can validate all your details filled. The sections are as follows:

1. Personal Information
2. Gross Total Income
3. Disclosures and Exempt Income
4. Total Deductions
5. Long Term Capital Gains u/s 112A
6. Taxes Paid
7. Total Tax Liability

Checklist for preparation of ITR 4

S. No.	Particulars	Checklist
1	PART A GENERAL INFORMATION	
	In this part, in the fields A1 to A18 of the ITR requiring personal information, verify the auto-filled/pre-filled data from your e-Filing profile. Though some of your personal information cannot be edited directly in the form, you can make the required changes by editing the details in your e-Filing profile. The following are the details which you can edit in your e-filing Profile - contact details, filing type details, authorized representative, partner details (if applicable), and bank details. It is suggested that the details in this part should be updated information on the date of filing of return and the necessary steps for amending the information in e-filing profile should be initiated.	
	(AI) First Name	1. First Name entered in ITR form should match with name printed on the PAN card.

Checklist for Preparation of ITR-4

S. No.	Particulars	Checklist
		- In case the full name of a person comprises of only a single name with no components, then, the name should be entered in the field (A3) last name only. This field should be left blank. - Avoid using nick name or initials unless exactly as per PAN. - Do not use prefixes such as Mr., Mrs., Smt., Dr. etc. - Ensure that the name format matches the income tax e-filing portal profile.
	(A2) Middle Name	- Name should match the name written on the PAN card. - In case the full name of a person comprises of two components, then, the same should be entered in the field (A1) and field (A3) only. This field should be left blank. - In case of three or more components in the name, this field should be filled up.
	(A3) Last Name	- Last name / Surname as mentioned in the PAN card shall be entered in the Last name field. - In case the full name of a person comprises of only a single name with no components, then, the name should be entered in this field.
	(A4) Permanent Account Number	PAN (Permanent Account Number) is a basic and mandatory detail to be filled in an ITR form. PAN number must be operative,

Checklist for Preparation of ITR-4

S. No.	Particulars	Checklist
		i.e., it should be linked with the Aadhaar Number as per Section 139AA in case of an individual assessee (Exception – Super senior citizen aged 80 years or more or people living in Assam, Meghalaya and J & K); otherwise ITR cannot be filed. To verify whether PAN is active or not, go to “Verify PAN Status” on Income-tax Portal given under quick links.
	(A5) Date of Birth/Formation (DD/MM/YYYY)	Date of birth should exactly match with date of birth printed on PAN card.
	(A6) Flat/Door/Block No.	House number or flat number and block number is to be provided. If there is no flat / house/block no., write “not applicable” or “NA” to ensure smooth validation.
	(A7) Name of Premises/ Building/ Village	Mention name of the apartment or society , or insert “not applicable” or “NA” to ensure smooth validation.
	(A8) Road/Street/Post Office	Mention the name of the road or street or post office.
	(A9) Area/Locality	Mention the name of area or locality, or not applicable
	(A10) Town/City/District	Mention the name of Town/City/District. In case of address outside India, mention its equivalent.

Checklist for Preparation of ITR-4

S. No.	Particulars	Checklist
	(A11) State	Mention the State or Union territory
	A(12) Country	Mention India or name of other country.
	(A13) PIN Code/ZIP Code	If address is in India, fill in the PIN code, otherwise the equivalent code in the other country
	(A14) Aadhaar Number (12 digits)	Aadhaar Number is a 12-digit unique identification number issued by the Government of India. This number has to be filled in. Note - The details entered in ITR Form i.e. Aadhaar Number, Name, Gender and Date of Birth should be as per Aadhaar card to avoid validation errors.
	(A15) Status Individual ☐ HUF ☐ Firm (other than LLP)	Write status of assessee, like individual or Hindu undivided family or firm. It may be noted that this form is not applicable to Limited liability Partnership.
	(A16) Residential/Office Phone Number with STD code/ Mobile No.1	Write landline number or mobile number as available with the assessee. This is required for contact purposes for future correspondence or information by Income tax department or Central processing center, this may or may not be mobile number as per Aadhaar card or registered in Income tax e-filing portal. It serves as the primary contact for the Income Tax Department to communicate with the taxpayer regarding OTP's, sending intimations regarding notices, ITR acknowledgement, updates on processing of refunds, real time alerts etc.

Checklist for Preparation of ITR-4

S. No.	Particulars	Checklist
		Ideally, the mobile number provided should be registered on the Income Tax e-filing Portal and linked with Aadhaar for easier authentication. Also, mobile number or e-mail id as in e-Filing user profile should match with the details linked with the bank account for enabling EVC.
	(A17) Mobile No. 2	If the assessee has an alternative mobile number, the same can be mentioned here.
	(A18) Email Address-I (self)	Ensure that regularly used and active email address is mentioned, since Income-tax Department primarily communicates through email; and communications sent to email registered on Income-tax Portal are considered as legally valid. Also, mobile number or e-mail id as in e-Filing user profile should match with the details linked with the bank account for enabling EVC.
	Email Address -2	Provide an alternative email address of the assessee or family member. (or) This field can be left blank as this is an optional field.
	(A19) Nature of employment – ☐ Central Govt. ☐ State Govt. ☐ Public Sector	This field is relevant only for an individual assessee. Mention details of the sector in which the individual assessee is working like Central Govt, State Govt, Public sector undertaking or if Pensioner with State Govt or Central

Checklist for Preparation of ITR-4

S. No.	Particulars	Checklist
	Undertaking ☐ Pensioners-CG ☐ Pensioners-SG ☐ Pensioners-PSU ☐ Pensioners-Others ☐ Others ☐ Not Applicable (e.g. Family Pension etc.)	Govt, as applicable. If the individual-assessee is not covered in the above said categories, then, select the category "Others". Further, if the individual-assessee is not having income under the head "Salary", then, select "Not Applicable".
	(A20)(a) Filed u/s (Tick) [Please see instruction] -	
	☐ 139(1)-On or before due date, ☐ 139(4)-After due date, ☐ 139(5)-Revised Return, ☐ 119(2)(b)-After Condonation of delay	Select under which section you are filing the income-tax return.
	(b) Or Filed in response to notice u/s	If an assessee is filing its ITR in response to notice issued by the Income-tax Department, then, the relevant section in (b) has to be selected.
	☐ 139(9) ☐ 142(1) ☐ 148 ☐ 153C	Select under which relevant section income-tax return is filed. -139(9) is for rectification of defective return, - 142(1) is for filing a return in response to notice served by the Assessing Officer to file income tax return, if not filed earlier

Checklist for Preparation of ITR-4

S. No.	Particulars	Checklist
		-148 is for filing a return in response to notice issued for income escaping assessment -153C is for Block assessment for search (This section is relevant only in respect of search initiated/books of account requisitioned before 1.4.2021)
	(A21) If revised/defective then enter Receipt No. and Date of filing of original return (DD/MM/YYYY)	If revised return is being filed or some defect is being rectified in the original return filed earlier, then mention the receipt no. and date of filing of original return.
	(A22) If filed in response to notice u/s 139(9)/142(1)/148/153C or order n/s 119(2)(b)- enter Unique Number/ Document Identification Number (DIN) & Date of such Notice or Order	If return is filed in response to notice u/s 139(9)/142(1)/148, then, while filing the income-tax return, fill in the Unique Number or DIN (Document Identification Number) and mention the date of such notice or order.
	(A23) Have you exercised the option u/s 115BAC(6) of Opting out of new tax regime in Form 10-IEA in A Y 2024-25?	This is relevant for Individuals and HUFs and not firms. From the A.Y.2024-25, the default tax regime is the new regime for individuals and HUF unless they explicitly opt out. If you have exercised the option to opt out of new tax regime in Form 10-IEA in A.Y. 2024-25, then, select "Yes". If you have not exercised the option to opt out of new tax regime in Form 10-IEA in

Checklist for Preparation of ITR-4

S. No.	Particulars	Checklist
		A.Y.2024-25, then, select “No”. “No” should be selected even if Form 10-IEA was filed after the due date for A.Y.2024-25. If you have filed ITR 1 or 2 for A.Y.2024-25, then, select “Not Applicable”.
	(a) ☐ Yes (If 'Yes', please furnish date of filing and Acknowledgement number of Form 10-IEA for AY 2024-25)	If the individual/HUF had exercised the option to opt out of new tax regime in Form 10-IEA in A.Y. 2024-25, then, furnish date of filing and acknowledgement number of Form 10-IEA for A.Y. 2024-25
	Do you wish to continue to opt out of New Tax Regime for current assessment year ☐ Yes ☐ No (If 'No', please furnish date of filing and Acknowledgement number of Form 10-IEA for AY 2025-26)	If the individual/HUF had exercised the option to opt out of new tax regime in Form 10-IEA in A.Y. 2024-25 and wishes to continue to opt out of the new tax regime for current assessment year, then, select “Yes” otherwise select “No”. If the individual/ HUF wants to re-enter the New Tax regime in A.Y. 2025-26, then, he should select “No” and file relevant Form No. 10-IEA and furnish date of filing and acknowledgement number of Form 10-IEA for A.Y. 2025-26) (It may be noted that an individual/HUF carrying on business or profession can opt out of New Tax Regime only once in his lifetime and the option once exercised, would apply to subsequent assessment years.)
	(b) ☐ No (Please select 'No', even if	If the individual/HUF had not opted out of the default tax regime last year, then “No”

Checklist for Preparation of ITR-4

S. No.	Particulars	Checklist
	Form 10IEA was filed after due date for AY 2024-25)	has to be selected. The option to opt out of the New Tax Regime has to be exercised on or before the due date of filing of return of income. After the due date, even if Form 10-IEA is filed, option to opt out of the New Tax Regime would not be available. Therefore, the answer will be “No”, even in a case where Form 10-IEA was filed, but after the due date of filing of return of income for A.Y.2024-25.
	Do you wish to opt out of New Tax Regime for current assessment year ☐ Yes ☐ No (If 'Yes', please furnish date of filing and Acknowledgement number of Form 10-IEA for AY 2025-26)	Even if the individual/HUF had paid tax under the New Tax Regime in the A.Y. 2024-25, he is given the option to opt out of New Tax Regime by selecting “Yes”. If he opts out by selecting “Yes”, the date of filing and Acknowledgement number of Form 10-IEA for A.Y. 2025-26 has to be furnished by him. He can continue to pay tax in the New Tax Regime in the A.Y.2025-26 by selecting “No”.
	(c) ☐ Not Applicable (Return was filed in ITR Form 1/ Form 2 for AY 2024-25)	Individuals/ HUF who have filed ITR-1 or 2 for A.Y. 2024-25 have to choose not applicable.
	Do you wish to opt out of New Tax Regime for current assessment year ☐ Yes ☐ No	If the individual or HUF wants to opt out of New Tax Regime for A.Y.2025-26, select “Yes”, otherwise select “No”. If he opts out by selecting “yes”, then he should furnish date of filing and

Checklist for Preparation of ITR-4

S. No.	Particulars	Checklist
	(If 'Yes', please furnish date of filing and Acknowledgement number of Form 10-IEA for AY 2025-26)	acknowledgement number of Form 10-IEA for A.Y. 2025-26.
	Note - Option under section 115BAC(6) should be exercised in Form 10IEA on or before the due date for filing return u/s 139(1).	It may be noted that option under section 115BAC(6) should be exercised by an individual or HUF in Form 10-IEA on or before the due date for filing return u/s 139(1). After the due date of filing return of income, the option under section 115BAC(6) cannot be exercised.
	To estimate your total tax and decide as to which tax regime is beneficial, you may use Income Tax Calculator.	
	(A24) Are you filing return of income under Seventh proviso to section 139(1) but otherwise not required to furnish return of income? (Not applicable in case of firm) -(Tick) ☐ Yes ☐ No If yes, please furnish following information as provided in e-filing utility	This field is relevant only for individuals and HUFs. Income tax return filing is mandatory, if income chargeable to tax is more than the maximum amount not chargeable to tax. However, the seventh proviso to section 139(1), spells out certain exceptions. Therefore, even if the individual/HUF's total income is not more than the maximum amount not chargeable to tax, still, he has to file the return of income if he fulfills conditions mentioned in the seventh proviso to section 139(1). If an individual/HUF is filing income-tax

Checklist for Preparation of ITR-4

S. No.	Particulars			Checklist	
	[Note: To be filled only if a person is not required to furnish a return of income under section 139(1) but filing return of income due to fulfilling one or more conditions mentioned in the seventh proviso to section 139(1)]			return under the seventh proviso to section 139(1), then, he has to give responses to the following -	
	(i)	Have you deposited amount or aggregate of amounts exceeding Rs. 1 Crore in one or more current account during the previous year? (Yes/No)	Amount (Rs) (If Yes)	(i)	If the assessee has maintained current account in a bank, and has deposited aggregate of amounts exceeding Rs. 1 crore in one or more current account during the previous year, then, select "Yes", otherwise select "No". Further, if the answer is "Yes", then, mention the actual amount deposited in current account in aggregate during the previous year.
	(ii)	Have you incurred expenditure of an amount or aggregate	Amount (Rs) (If Yes)	(ii)	If the assessee has incurred expenditure of an amount or aggregate of amounts exceeding Rs. 2 lakhs for travel to a foreign country for himself or for any other person, then, select "Yes";

Checklist for Preparation of ITR-4

S. No.	Particulars		Checklist
	of amount exceeding Rs. 2 lakhs for travel to a foreign country for yourself or for any other person? (Yes/ No)		otherwise, select "No". Further, if the answer is "Yes", then, mention the actual amount spent on foreign travel.
	(iii) Have you incurred expenditure of amount or aggregate of amount exceeding Rs. 1 lakh on consumption of electricity during the previous year? (Yes/No)	Amount (Rs) (If Yes)	(iii) If the assessee had incurred expenditure of an amount or aggregate of amounts exceeding Rs. 1 lakh on consumption of electricity during the previous year, then select "Yes"; Otherwise, select "No". Further, if the answer is "Yes", then, mention the actual amount spent on consumption of electricity in aggregate during the previous year.
	(iv) Are you required to file a return as	(Tick) ☐ Yes ☐	(iv) As per Clause (iv) of the seventh proviso to section 139(1), an individual or HUF fulfilling other prescribed conditions have to file

Checklist for Preparation of ITR-4

S. No.	Particulars	Checklist
	per other conditions prescribed under clause (iv) of seventh proviso to section 139(1) (If yes, please select the relevant condition from the drop-down menu) No	return of income. If the return is required to be filed under this clause, select "yes", otherwise select "No". If the answer is "Yes", there are dropdown options in the ITR utility, and the applicable option has to be selected from the dropdown menu.
	(A25) Whether this return is being filed by a representative assessee? (Tick) ☐ Yes ☐ No If yes, please furnish following information-	Sometimes, an assessee is not filing the return of income himself. This may be due to death of the individual, or due to him being incapacitated to file return of income or any other reason. In such cases, following information is required to be furnished –
	(1) Name of the representative	Write the name of the representative
	(2) Capacity of the representative	Select the capacity under which representative is filing the return of income. from the dropdown: • Manager (in the case of a HUF)

Checklist for Preparation of ITR-4

S. No.	Particulars	Checklist
		• Guardian (like, in the case of a minor) • Other • Legal Heir (in the case of deceased person)
	(3) Address of the representative	Mention the complete address of the representative.
	(4) Permanent Account Number (PAN)/ Aadhaar No. of the representative	Mention the Permanent Account Number (PAN)/ Aadhaar No. of the representative PAN is mandatory and Aadhaar No. is optional.
2	PART B GROSS TOTAL INCOME	
	Gross Total Income Whole-Rupee (₹) only	Gross Total Income is the sum total of income under each head of income.
		In Part B: Gross Total Income, you have to— - verify the auto-filled/pre-filled information and - check your income source details from- ▪ salary / pension, ▪ house property, ▪ business or profession ▪ long-term capital gains from transfer of listed equity shares, units of equity-oriented fund and business trust; and ▪ other sources (such as interest income, dividend income, family pension, etc.). You also have to see if any balance/

Checklist for Preparation of ITR-4

S. No.	Particulars	Checklist
		additional particulars are required, and if so, enter such particulars.
	B1 Income from Business & Profession (NOTE- Enter value from ES of Schedule BP)	This information is fetched from Point no ES of schedule BP.
	B2. Income from Salary	If an individual is receiving salary in the course of his employment or is receiving pension from his ex-employer, then, it needs to be mentioned here.
	(i) Gross Salary (ia+ib+ic+id+ie)	Total of different components of salary mentioned below – (The salary figure is editable and the actual figures that are taxable should be incorporated irrespective of whether the figure matches with Form 16. One may consider also revising the Form 16 to align with actual figures reported in the return of income)
	a) Salary as per section 17(1) ia	The amount of salary is auto populated from Form 16. Verify the amount by adding the different components included in salary as per section 17(1) i.e. wages, annuity or pension, gratuity fees, commissions, bonus, any advance of salary, leave encashment, employer contribution to RPF to the extent chargeable to tax, etc..
	b) Value of perquisites as per section 17(2)	Verify/enter the value of perquisites as per section 17(2), which include value of rent-

Checklist for Preparation of ITR-4

S. No.	Particulars	Checklist
		free accommodation, value of accommodation provided at a concessional rate, any sum paid by an employer in respect of an obligation, which, but for such payment, would have been payable by the individual-employee, value of any sweat equity share or specified security, allotted/transferred free of cost or at concessional rate, employer's contribution to recognised provident fund/notified pension scheme/approved superannuation fund to the extent it exceeds Rs.7,50,000, any other fringe benefit or amenity free of cost or at concessional rate, etc.
	c) Profit in lieu of salary as per section 17(3)	Verify/enter amount under section 17(3). "Profits in lieu of salary" encompasses, <i>inter alia</i> , payments or benefits an employee receives from an employer—either before joining, during, or after cessation of employment—that are not part of the regular salary but are still connected to the employment relationship.
	d) Income from retirement benefit account maintained in a notified country u/s 89A (country drop down will be provided in e-filing id utility)	Enter the amount of income accrued in specified account under section 89A of the Income-tax Act, 1961. Indian residents who have income from retirement benefit accounts maintained in certain notified countries (USA, Canada and UK of Great Britain and Northern Ireland) are provided relief from double taxation. This provision allows such income to be taxed in India only at the time of withdrawal, rather than on an accrual basis. Mention such income and select the country from the drop down from notified country.

Checklist for Preparation of ITR-4

S. No.	Particulars	Checklist
	e) Income from retirement benefit account maintained in a country other than notified country u/s 89A i.e.,	Enter the amount of income from retirement benefit account maintained in a country other than notified country.
		Note - As per Rule 21AAA of Income-tax Rules, 1962, where a specified person has income accrued in a specified account or accounts, during a previous year relevant to any assessment year beginning on or after the 1st day of April, 2022, such income shall, at the option of the specified person, be included in his total income of the previous year relevant to the assessment year in which income from the said specified account or accounts is taxed at the time of withdrawal or redemption, as the case may be, in the notified country. • “Notified Country” means a country as may be notified by the Central Government in the Official Gazette for the purposes of this section; • “Specified Person” means a person resident in India who opened a specified account in a notified Country while being non-resident in India and resident in that country; • “Specified Account” means an account maintained in a notified country by the specified person in respect of his retirement benefits and the income from such account is not

Checklist for Preparation of ITR-4

S. No.	Particulars	Checklist
		taxable on accrual basis but is taxed by such country at the time of withdrawal or redemption.
	(ii) Less allowances to the extent exempt u/s 10 (drop down to be provided in e-filing utility) [Ensure that it is included in salary income u/s 17(1)/17(2)/17(3)]	Select the clause of section 10 from the drop down in the e-filing utility and mention amount of the allowance exempted u/s 10. Such allowances must be first included in Gross Salary, only then it can be reduced. For claiming HRA exemption, Schedule - 10(13A) House Rent allowance (HRA) has to be filled up. It may be noted that only an individual <u>opting out of the default tax regime</u> can claim benefit of section 10(13A). The following fields have to be filled up - Place of Work – Select Metro/Non-metro from the drop down. Metro implies Delhi, Mumbai, Kolkata and Chennai. Actual HRA received – Mention the HRA received for the whole year. Actual rent paid – Mention the actual rent paid for the whole year Basic Salary – Mention the basic salary for the whole year. Dearness Allowance – Mention the Dearness allowance forming part of pay for the whole year. Actual rent paid -10% of salary – This figure gets auto calculated based on the figures of actual rent paid, basic salary and dearness allowance which is mentioned above.

Checklist for Preparation of ITR-4

S. No.	Particulars	Checklist
		50% of salary (for metros) and 40% of salary (for non-metros) – This figure has to be calculated and input in this field. Salary means Basic Salary + Dearness Allowance, if it forms part of pay. Only if the dearness allowance forms part of pay, should it be included in salary for computation of HRA exemption. Eligible Exempt Allowance u/s 10(13A) is auto-calculated after we input the details in the respective fields as mentioned above.
	(iia) Less: Income claimed for relief from taxation u/s 89A	Mention the amount of relief from taxation claimed in respect of income from retirement benefit account maintained in a notified country. To avail of the relief under section 89A, Form 10-EE has to be electronically filed before submitting your ITR.
	(iii) Net Salary (i -ii-iia)	This figure is auto calculated. Net taxable salary after making the above adjustments.
	(iv) Deductions u/s 16 (iva + ivb+ ivc)	All salaried individuals and pensioners are entitled to specific deductions from their Net salary income.
	a) Standard deduction u/s 16(ia)	Under the New Tax Regime under section 115BAC(1A), the standard deduction allowable is Rs.75,000 or the actual salary, whichever is lower. The standard deduction would be Rs.50,000 or the actual salary, whichever is lower, in case the individual opts out of the default tax regime u/s 115BAC(6) and pays

Checklist for Preparation of ITR-4

S. No.	Particulars	Checklist
		tax on total income computed as per the regular provisions of the Act.
	b) Entertainment allowance u/s 16(ii)	This deduction under section 16(ii) is exclusively available to government employees. (This deduction is available only if the employee opts out of the New Tax Regime and pays tax under the Old Tax Regime only)
	c) Professional tax u/s 16(iii)	If an individual's employer paid the professional tax on his behalf, the sum is included in the individual's salary as a 'perquisite'. The same can be deducted from your gross salary. Maximum professional tax imposable is Rs. 2,500 per person in a year (This deduction is available only if the employee opts out of the New Tax Regime and pays tax under the Old Tax Regime)
	(v) Income chargeable under the head 'Salaries' (iii-iv) (NOTE- Ensure to Fill "Sch TDSI")	This figure is auto calculated. The figure arrived at is the income chargeable under the head "Salaries" which forms part of total income.
	B3 Income from House Property	Some fields have been pre-filled from Form 16/AIS. The other fields and the break up need to be filled in.
	Tick applicable option: Self Occupied ☐ Let Out ☐ Deemed Let Out ☐	The applicable option has to be selected based on whether the house property is self-occupied or let-out. Let-out property:- A property that is rented out, either wholly or partially, during the previous year.

Checklist for Preparation of ITR-4

S. No.	Particulars	Checklist
		Self-occupied Property:- A property used by an assessee or her/his family for own residence or cannot actually occupy it due to any reason. The annual value of such property would be Nil. Deemed Let-out :- If an individual has more than two house properties for self-occupation, then, the annual value of two such properties would be Nil. The remaining property(ies) would be deemed to be let out and, the annual value would be the Expected rent (Higher of Municipal value and fair rent, but restricted to standard rent). Note - This form would not be applicable to an individual who owns more than one house property. Such individual owning more than one house property has to fill up ITR 3. Therefore, when individual has a property which is deemed to be let out, he has to fill up ITR-3.
	i Gross rent received/ receivable/ lettable value during the year	In case of let out property, enter the amount of rent received/receivable by assessee during the year or the expected rent, whichever is higher. In case the property is vacant during any part of the previous year, and the actual rent is lower than the expected rent due to vacancy, then, enter the actual rent. In case of self-occupied property, enter "Nil"
	ii Tax paid to local authorities	The amounts to be claimed as a deduction from the gross rent of the house property needs to be mentioned here, such as property tax, sewerage tax, etc., paid to the

Checklist for Preparation of ITR-4

S. No.	Particulars	Checklist
		local municipal authority/ equivalent authority. ▪ Municipal taxes actually paid by the owner during the financial year are allowed as a deduction only. ▪ Taxes due but not paid are not allowed as deduction.
	iii Annual Value (i - ii)	This figure is auto calculated. Value derived after deducting municipal taxes paid from actual rent/expected rent, as the case may be, included in (i).
	iv 30% of Annual Value iv	This figure is auto calculated Flat deduction of 30% of Annual Value
	v Interest payable on borrowed capital (Details are to be filled in the drop down to be provided in e-filing utility) v	From A.Y.2025-26, Table 24(b) has to be filled up giving the following details – 1. In this field “Loan taken from”, Select either “bank” or “Other than bank” option. 2. Fill in Name of the bank/ institution/ person from which the loan is taken 3. Fill in Loan account number of the Bank/Institution 4. Fill in Date of sanction of loan 5. Fill in the total amount of loan 6. Fill in the amount of loan outstanding as on last date of financial year 7. Fill in the amount of interest on borrowed capital u/s 24(b). For filling in the amount of interest in no.7, the following are relevant - In case of let out property, interest actually

Checklist for Preparation of ITR-4

S. No.	Particulars	Checklist
		payable on capital borrowed for acquisition or construction or repair or renovation or reconstruction of house property is allowed as under section 24(b). Pre-construction interest (upto the end of the previous year preceding the year of completion of construction) would be allowed in five equal annual installments from the year of completion of construction. In case of self-occupied property (where an individual/HUF opts out of the default tax regime) Interest payable (including pre-construction interest) or Rs.2 lakh, whichever is lower, has to be entered. In case of self-occupied property, repair, reconstruction, or renewal with capital borrowed on or after 1.4.1999 then, actual interest payable is subject to the limit of maximum Rs. 30,000.
	vi Arrears/Unrealized Rent received during the year Less 30%	If arrears of rent or unrealized rent pertaining to an earlier previous year is recovered in current year, the amount of arrears of rent or unrealized rent after providing standard deduction@30% has to be entered here and shown as income.
	vii Income chargeable under the head 'House Property' (iii -iv -v) + vi	This figure is auto calculated and auto-filled in this field by deducting the standard deduction@30% of NAV and the interest payable from the annual value and adding the arrears of rent/unrealized rent received
	(If loss, put the figure in negative)	

Checklist for Preparation of ITR-4

S. No.	Particulars	Checklist
	Note :-Maximum loss from house property that can be set-off is INR 2,00,000. To avail the benefit of carry forward and set of loss, please use ITR - 3/5.	This Note is relevant only where the assessee, being an individual or HUF, opts out of the default tax regime. If the individual or HUF is paying tax under the default tax regime, then, (i) In case of let out property, loss from house property cannot be set-off against income under any other head. Also, such loss cannot be carried forward. (ii) In case of self-occupied property, since deduction u/s 24 in respect of interest is not allowed, there cannot be any loss from house property.
	B4 Income from Other Sources drop down like interest from saving account, deposit etc. to be provided in e-filing utility specifying nature of income and in case of dividend and Income from retirement benefit account maintained in a notified country u/s 89A, please mention quarterly breakup for allowing applicable relief from section 234C NOTE-Fill "Sch TDS2" if applicable.	This is the residuary head of income. If any income taxable under the provisions of the Income-tax Act, 1961 does not fall under any other head of income, it would be chargeable under the head "Income from Other Sources" Drop down is available for dividend, -Interest from deposit (Bank/Post Office/Co-operative Society) and - interest on savings bank account and -“others There is another drop-down within “others” wherein, interest on income-tax refund, family pension, interest from retirement benefit account maintained in a notified country and other than notified country etc. have to be filled up. In this dropdown there is also “Any other” wherein you can give the

Checklist for Preparation of ITR-4

S. No.	Particulars	Checklist
		individual description, nature and amount of income. It is advisable to give detailed break-up of income as much as possible, in description under "Any other" Note – In the ITR 4 utility, since provision for filling up the amount of deduction is available only in respect of family pension and not any other income, the net figure (after deduction of permissible expenses under section 57) may be filled up for dividend, interest on deposit, interest on savings and other income.
	Less: Deduction u/s 57(iia) (in case of family pension only)	In respect of family pension, the deduction allowed is the lower of: One-third (33.33%) of the family pension received, or 15,000 This deduction is available only under the Old Tax Regime. Under the New Tax Regime under section 115BAC(1A), this deduction is not available.
	Less : Income claimed for relief from taxation u/s 89A	If the income from retirement benefit account maintained in a notified country is taxable under the head "Income from other sources", then, on submission of Form 10-EE, relief can claimed u/s 89A. Quarterly break up of the taxable portion (after claim of relief u/s 89A) has to be filled up.
	B5 Gross Income Total (B1)	This figure is auto calculated and auto-filled in this field.

Checklist for Preparation of ITR-4

S. No.	Particulars	Checklist
	+B2+B3+B4) To avail the benefit of carry forward and set off loss, please use ITR -3/5.	The amount of gross total income is derived by adding Income from business or profession (B1) Income chargeable under the head 'Salaries' (B2) Income chargeable under the head 'House Property' (B3) Income from Other Sources (B4) Note – Although it is mentioned that only B1, B2, B3 and B4 are being added up in auto-calculation for arriving at the figure of Gross Total Income, the figure of long-term capital gains in D21 is also included in the auto calculation of gross total income in the ITR e-filing utility.

3.	PART C-DEDUCTIONS AND TAXABLE TOTAL INCOME (Refer to instructions for Deductions limits as per Income-tax Act
	In case of individuals and HUFs, deductions under this Part would be available only if he has opted out of the new/default tax regime. If an assessee, being an individual or HUF, has not opted out of the New Scheme, 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 enabled in the ITR 4 utility. In case the assessee, being an individual or HUF, is paying tax under the New Tax Regime, no other deduction under section 80C to 80U mentioned below would be available and so these fields are not enabled in the ITR 4 utility.

Checklist for Preparation of ITR-4

Sl. No.	Particulars			Checklist
	C1	80C	(Details are to be filled in the drop down to be provided in e-filing utility)	For the previous year 2024-25, maximum deduction allowed under this section is Rs.1,50,000. The maximum deduction u/s 80C, 80CCC and 80CCD(1) is Rs.1,50,000. It includes sum paid on account of life insurance premium, investment in PPF, tuition fees, house loan principal amount repayment and other investments or payments as per section 80C subject to conditions therein. This deduction is available only to individuals and HUFs and under the Old Tax Regime. The amount eligible for deduction and the policy no. or document identification no. have to be given.
	C2	80CCC		The maximum deduction allowed under this section, section 80C and 80CCD(1) is Rs.1,50,000. It includes payment for contribution to certain pension funds from approved insurance companies. This deduction is available only to individuals and under the Old Tax Regime.
	C3	80CCD(1)		Permanent Retirement Account Number (PRAN) is mandatorily required to claim deduction under

Checklist for Preparation of ITR-4

Sl. No.	Particulars	Checklist
		80CCD(1) and 80CCD(1B) The maximum deduction allowed under this section, section 80CCC and 80C is Rs.1,50,000 The deduction is certain percentage of salary or gross total income, as the case may be. It includes self contribution to National Pension scheme or Atal Pension Yojna or as may be notified by the Central Government. This deduction is available only to an Individual assessee opting for the Old Tax Regime.
	C4 80CCD(1B)	PRAN is mandatorily required to claim deduction under 80CCD(1) and 80CCD(1B) The maximum deduction allowed under this section is Rs.50,000. This deduction is available in addition to section 80CCD (1) for amount paid or deposited in the previous year in his account under a pension scheme notified or as may be notified by the Central Government However, no deduction under this sub-section shall be allowed in respect of the amount on which a deduction has been claimed and allowed under sub-section 80CCD(1). This deduction is available only to an Individual assessee opting for the Old Tax Regime.

Checklist for Preparation of ITR-4

Sl. No.	Particulars		Checklist
	C5	80CCD(2)	If employer is contributing to the pension scheme, the employee would be eligible for a further deduction of up to - (a) 14% of salary, where such contribution is made by the Central Government or State Government. (b) 10% of salary, where contribution is made by any other employer in addition to deduction under sections 80CCD(1) and 80CCD(1B). (This deduction is available to an individual assessee under the New Tax Regime also because employer contribution is first added to the salary income of the individual. In case where the individual pays tax under the New Tax Regime u/s 115BAC(1A), the deduction under (b) above would be 14% of salary, where contribution is made by any other employer).
	C6	80D	For claiming deduction under this section, the name of the Insurer (Insurance company), policy number and the health insurance amount have to be filled up. This deduction is available in respect of health insurance premium paid by individual for himself and his family (spouse and dependent children).

Checklist for Preparation of ITR-4

Sl. No.	Particulars	Checklist
		Maximum deduction in case of an Individual For self, spouse and dependent children- Rs.25,000. For parent(s) - Rs.25,000 If the parent(s) is a senior citizen, then, maximum deduction would be Rs.50,000 Note - If the individual himself is a senior citizen, then, the limit for himself and his spouse would be Rs. 50,000. Alternatively, medical expenditure upto Rs.50,000 would be eligible for deduction, provided no insurance premium is paid. This applies for parents who are senior citizens also. The payment should be by way of a mode other than cash. Deduction is also available for Preventive health checkup of upto Rs.5,000 within the overall limit mentioned above. Payment for Preventive health checkup may be in cash also. In case of HUF For any member of the family – Rs.25,000 Medical expenditure incurred for any

Checklist for Preparation of ITR-4

Sl. No.	Particulars		Checklist
			member who is a senior citizen (and in respect of whom no insurance premium is paid) – Rs.50,000 Deduction u/s 80D is available only under the Old Tax Regime.
	C7	80DD	The following details have to be filled up to claim deduction u/s 80DD by selecting the relevant drop downs – Nature of disability Type of disability Amount of deduction PAN of Dependent Aadhar of Dependent Acknowledgement number of Form No.10-IA filed. If the individual or HUF is opting for the Old Tax Regime and the dependent is a person with disability or severe disability suffering from autism, cerebral palsy or multiple disabilities, then, it is mandatory to file Form 10-IA before filing the return for claiming deduction u/s 80DD or 80U. The date and acknowledgement number of the form must be entered in the return. Deduction for Maintenance and Medical Treatment of a Dependent with Disability

Checklist for Preparation of ITR-4

Sl. No.	Particulars		Checklist
			A flat deduction of Rs.75,000 is available to a resident individual or Hindu Undivided Family (HUF) who: • Incurs expenses on medical treatment, training, and rehabilitation of a dependent person with a disability, OR • Pays or deposits premium in respect of an insurance policy (eg. LIC) for the maintenance of such a dependent. In case the dependent is a person with severe disability, the deduction available to the assessee is Rs.1,25,000. This deduction is available only under the Old Tax Regime.
	C8	80DDB	• This deduction is available in respect of amount actually paid for medical treatment of certain specified diseases or ailments – ○ In case of a resident individual, for himself or herself or a dependent ○ In case of a Resident Hindu Undivided Family (HUF) for any member of the HUF. • Amount of deduction is the amount actually paid or Rs.40,000 whichever is lower If amount is paid for treatment of assessee/dependent/member of HUF who is a senior citizen, the maximum

Checklist for Preparation of ITR-4

Sl. No.	Particulars		Checklist
			deduction would be Rs.1,00,000. This deduction is available only under the Old Tax Regime.
			For claiming deductions under sections 80E, 80EE, 80EEA and 80EEB , the following additional information have to filled up – ▪ Loan taken from ▪ Name of the institution or bank ▪ Loan Account No. ▪ Date of sanction of loan ▪ Total Amount of Loans ▪ Loan outstanding as on date ▪ Interest amount These deductions are available only to an individual assessee.
	C9	80E	This deduction is on account of interest paid on education loans , by an individual assessee, who has taken education loan for: • Self • Spouse • Children • Student for whom the individual is the legal guardian This deduction is available only under the Old Tax Regime.

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Sl. No.	Particulars		Checklist
	C10	80EE	This deduction is available for interest on home loan for first-time home Buyers (i.e., Individual or her/his spouse has not owned any residential house property on the date of sanction of loan) Loan must be sanctioned by a financial institution i.e., bank or housing finance company during the period from 1.4.2016 to 31.3.2017. • Deduction of up to Rs.50,000 per year in respect of interest payable on housing loan for residential property • This is in addition to the deduction allowed under Section 24(b) (upto Rs.2 lakh where the residential property is self-occupied) In case of let out property, even though there is no restriction in section 24(b), set-off of loss from house property against any other head is restricted to Rs.2 lakh. This deduction is available only under the Old Tax Regime.
	C11	80EEA	This is the additional deduction on interest on home loan for first-time home buyers for an individual assessee who is not eligible to claim deduction under section 80EE. • Deduction of up to Rs.1,50,000 per year in respect of interest payable on housing loan for residential property

Checklist for Preparation of ITR-4

Sl. No.	Particulars		Checklist
			• Loan must be sanctioned between 1st April 2019 and 31st March 2022 • The stamp duty value of the house property must be Rs.45 lakh or less • As on date of sanction of loan, the assessee should not own any residential house property. • This deduction is over and above the deduction allowed under Section 24(b) upto – Rs.2 lakh where the residential property is self-occupied. It may be noted that in case of let out property, even though there is no restriction in section 24(b), set-off of loss from house property against any other head is restricted to Rs.2 lakh. Therefore, if the above conditions are fulfilled, then deduction under section 80EEA can be claimed in respect of let out property. This deduction is available only under the Old Tax Regime.
	C12	80EEB	This deduction is on account of interest on loan taken for purchase of electric vehicle (EV) • Interest payable on loans taken specifically for the purchase of an electric vehicle (two-wheeler or four-wheeler)

Checklist for Preparation of ITR-4

Sl. No.	Particulars		Checklist
			• Deduction of up to Rs.1,50,000 per financial year • This deduction is only for interest payable on the loan (principal repayment is not deductible) • The loan must be taken from a financial institution (Bank or specified NBFCs) and sanctioned during the period between 1.04.2019 and 31.03.2023. • The vehicle must be a battery-operated electric vehicle • Deduction is available only for interest payable during the financial year This deduction is available only under the Old Tax Regime.
	C13	80G	This deduction is on account of amount paid by any assessee (In case of ITR 4, Individual, HUF or firm) for donations to specified funds, charitable institutions, or organizations. ▪ Donations must be made by any mode other than cash exceeding Rs.2,000 (digital payments, cheque, bank transfer, etc.) ▪ Donations to certain funds (for example, National Defence Fund, Prime Minister's National Relief

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Sl. No.	Particulars			Checklist
				Fund, PM Cares Fund, National Children's Fund etc.) qualify for 100% deduction ▪ Donations to PM Drought Relief Fund qualifies for deduction@50% ▪ Donations to Government or approved institution for promotion of family planning qualifies for 100% deduction subject to qualifying limit (10% of adjusted total income) ▪ Donations to fund or institution established for charitable purposes fulfilling prescribed conditions qualifies for 50% deduction subject to qualifying limit (10% of adjusted total income) This deduction is available only under the Old Tax Regime.
	C14	80GG		If the assessee is opting for Old Tax regime and claiming deduction for u/s 80GG, then, it is mandatory to furnish Form No.10BA along with the return of income. This deduction is on account of rent paid (where assessee does not receive House Rent Allowance – HRA from his employer) Least of 3 limits is allowed as deduction - (a) Actual rent paid (-) 10% of total

Checklist for Preparation of ITR-4

Sl. No.	Particulars			Checklist
				income of the assessee before allowing the deduction (b) 25% of total income (before allowing the deduction) (c) Rs.5,000 p.m. This deduction is available only under the Old Tax Regime.
	C15	80GGC		This deduction is allowed in respect of donations to political parties or electoral trusts. This deduction can be claimed by an assessee (individual/HUF/firm) who makes a donation to a registered political party, or an electoral trust. • 100% of the amount donated otherwise than by way of cash is allowed as deduction. • There is no upper limit on the amount that can be claimed. For individuals and HUFs, this deduction is available only under the Old Tax Regime.
	C16	80TTA		This deduction is allowed to individuals below the age of 60 years and HUFs. Deduction is allowed up to 10,000 per year on interest income earned from savings accounts with bank/co-operative society/post office This deduction is available only under the Old Tax Regime.

Checklist for Preparation of ITR-4

Sl. No.	Particulars		Checklist
	C17	80TTB	This deduction is allowed for resident individual aged 60 years or above at any time during the previous year Deduction is allowed up to Rs.50,000 per year on interest income Interest can be earned from: Savings accounts, Fixed deposits (FDs) or Recurring deposits (RDs) with banks/co-operative societies/post office. This deduction is available only under the Old Tax Regime.
	C18	80U	The following details have to be filled up to claim deduction u/s 80U by selecting the relevant drop downs – Nature of disability Type of disability Amount of deduction Acknowledgement number of Form No.10-IA filed This deduction is available for individuals with disability For a person with disability, the flat deduction is Rs.75,000 For a person with severe disability, the flat deduction is Rs.1,25,000 If the individual is opting for Old Tax Regime and claiming deduction for autism, cerebral palsy or multiple disabilities u/s 80DD or 80U, then, it is

Checklist for Preparation of ITR-4

Sl. No.	Particulars			Checklist
				mandatory to file form 10-IA before filing of return. The date and acknowledgement number of the form must be entered in the return.
	C18a	80CCH		Deduction under section 80CCH is allowed only for employment category "Central Government". Under this section, deduction is allowable to an individual enrolled in Agniveer Scheme and subscribing to the Agniveer corpus fund on or after 1.11.2022 in respect of the amount paid or deposited by in his account in Agniveer corpus fund. The following amounts are eligible for deduction under section 80CCH: 1. Individual's own contribution to the Agniveer Corpus Fund on or after 1.11.2022. This deduction is allowable only under the old tax Regime. 2. Central Government's contribution to the Agniveer corpus fund. The Central Government's contribution to the Agniveer Corpus Fund would be allowed as deduction under the New Tax Regime also.
	C18b	Any Other deduction as per the e-filing utility		This is a residual field for claiming any other deduction allowable as per the provisions of the Income-tax Act, 1961 in case of resident individual/ HUF/ Firm, as the case may be. In case of

Checklist for Preparation of ITR-4

Sl. No.	Particulars			Checklist
				an individual/HUF, this field is enabled only for an individual/HUF who is paying tax under the old tax regime.
	C19	Total deductions (Add items C1 to C18b)	C19	The sum of all deductions under Chapter VI-A is auto-calculated and auto-filled when individual deductions above are input in the respective fields.
	C20	Taxable Total Income (BS -C19)	C20	Gross Total Income less deductions under Chapter VI-A would be the taxable total income. This figure is auto-calculated and auto-filled.

Sl. No.	Particulars			Checklist
4	PART D-TAX COMPUTATIONS AND TAX STATUS			
	D1	Tax payable on total income (C20)	D1	This is auto-calculated on the basis of the total income by applying the applicable slab rates. For individuals and HUFs, tax payable is calculated based on total taxable income after all deductions and exemptions, according to the applicable income-tax slabs and tax rates for the relevant Assessment Year, as per regime under which the assessee is paying tax. For firms, tax payable is calculated@30% on total taxable income after all deductions.

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Sl. No.	Particulars			Checklist
	D2	Rebate on 87A	D2	This rebate is available to a resident individual where total income does not exceed Rs.7 lakh under the New Tax Regime u/s 115BAC(1A). Where the resident individual opts out of the New Tax Regime and pays tax under the Old Tax Regime, the rebate would be available where total income does not exceed Rs.5 lakh. The rebate is auto-calculated by the utility and auto-filled in this field.
S	D3	Tax payable after Rebate (D1-D2)	D3	This figure is the income-tax calculated on Total Taxable Income less amount of rebate under section 87A (available in case of a resident individual). This is also auto-calculated and auto-filled in this field.
	D4	Health and Education Cess @ 4% on (D3)	D4	It is an additional tax levied on the amount of income tax payable after rebate (in case of a resident individual). This figure is auto-calculated and auto-filled in this field.
	D5	Total Tax, and Cess (D3+D4)	D5	Tax after adding health and education cess. This figure is auto calculated and auto filled in this field.

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Sl. No.	Particulars			Checklist
	D6	Relief u/s 89 (Please ensure to submit Form 10E to claim this relief)	D6	Relief to individuals from additional tax on account of receipt of salary or pension in arrears or advance or other lumpsum payments that pertain to the earlier previous years but are taxed in the current year. To claim relief under Section 89, an individual must submit Form 10E electronically before filing the Income-tax Return.
	D7	Balance Tax after Relief (D5 -D6)	D7	The tax after relief u/s 89 is auto calculated and auto filled in this field.
	D8	Total Interest u/s 234A	D8	Interest under section 234A is auto calculated and auto filled in this field. As per section 234A, the assessee shall be liable to pay interest for delay in filing the income tax return beyond the due date of filing return of income • Interest Rate: 1% per month or part of the month of delay • Period: From the due date of filing the return to the actual date of filing • On: The amount of unpaid tax (i.e., Tax payable after adjusting TDS, TCS, advance tax, etc.)

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Sl. No.	Particulars			Checklist
	D9	Total Interest u/s 234B	D9	Interest under section 234B is auto calculated and auto filled in this field. As per section 234B, the assessee shall be liable to pay interest for default in payment of advance tax or if the advance tax paid is less than 90% of the assessed tax. • Interest Rate: 1% per month or part of the month • Period: From 1st April following the financial year till the date of filing the return • On: The amount of assessed tax or the difference between the assessed tax and advance tax paid. Assessed tax is the tax on total income less TDS/TCS less relief u/s 89.
	D10	Total Interest u/s 234C	D10	Interest under section 234C is auto calculated and auto filled in this field. An assessee who declares profits and gains in accordance with section 44AD(1) or section 44ADA can pay the entire advance tax on or before 15th March. If he has so paid, then, there would be no interest under section 234C. However, this benefit is not available to an assessee who declares profits and gains in

Checklist for Preparation of ITR-4

Sl. No.	Particulars			Checklist
				accordance with section 44AE. In such a case, as per section 234C, such person shall be liable to pay interest for deferment or short payment of installments of advance tax. 15th June: 15% of tax due on returned income (i.e., tax chargeable on total income less TDS/TCS and relief u/s 89) 15th September: 45% of tax due on returned income 15th December: 75% of tax due on returned income 15th March: 100% of tax due on returned income. • If advance tax paid less than the prescribed percentage of advance tax by specified due dates, assessee shall be liable to pay interest under this section. • Interest is calculated on the basis of shortfall of tax amount for each period separately Note – <i>The assessee shall not be liable to pay simple interest if –</i> - <i>the advance tax paid by the assessee on or before 15th June is not less than 12% of tax due on returned income</i> - <i>the advance tax paid by the assessee on or before 15th</i>

Checklist for Preparation of ITR-4

Sl. No.	Particulars			Checklist
				<i>September is not less than 36% of tax due on returned income.</i>
	D11	Fee u/s 234F	D11	The fee is auto calculated and auto filled in this field. Section 234F imposes a late filing fee for submitting the Income Tax Return (ITR) after the due date prescribed under the Income-tax Act, 1961.
	D12	Total Tax, Fee and Interest (D7+ DS + D9 + D10 + D11)	D12	The total is auto calculated and auto filled in this field.
	D13	Total Advance Tax Paid	D13	The amounts gets auto populated form Schedule IT.
	D14	Total Self-Assessment Tax Paid	D14	The amounts gets auto populated form Schedule IT.
	D15	Total TDS Claimed (total of column 4 of Schedule-TDS1 and, column 6 of Schedule-TDS2)	D15	This the total of column 4 of Schedule-TDS1 and, column 6 of Schedule-TDS2.
	D16	Total TCS Collected (total of column (5) of Schedule-TCS)	D16	This is the total of Column (5) of Schedule TCS.
	D17	Total Taxes Paid (D13+ D14 + D15 + D16)	D17	Total taxes paid is auto calculated.

Checklist for Preparation of ITR-4

Sl. No.	Particulars			Checklist
				It represents the sum total of all taxes paid (advance tax + self-assessment tax + TDS + TCS)
	D18	Amount payable (D12-D17, If D12 > D17)	D18	Amount payable is auto calculated and auto-filled in this field. Balance tax payable after adjustment of above-mentioned taxes
	D19	Refund (D17-D12, If D17 > D12)	D19	Refund is auto calculated. If income tax is paid (by way of advance tax, self-assessment tax, TDS/TCS) in excess of the tax payable, then, the balance amount is refund.
	D20	Exempt income only for reporting purposes (If agricultural income is more than Rs. 5,000/-, use ITR 3/5) and Income on which no tax is payable (Drop down to be provided in e-filing utility mentioning nature of exempt income, relevant clause and section)	D20	Mention exempt income here as per section 10. These are incomes that are not taxable under the Income-tax Act, 1961 but must be reported in your Income Tax Return (ITR) under the field "Exempt Income" for transparency. Taxpayers are required to report various types of exempt income. The utility provides a drop-down menu to select the nature of exempt income, along with the corresponding section and clause under the Income-tax Act, 1961.

Checklist for Preparation of ITR-4

Sl. No.	Particulars			Checklist
				If agricultural income is more than Rs.5,000, ITR 3/ITR 5 has to be filled up.
	D21	Income on which no tax is payable : Long Term capital gains under section 112A not chargeable to Income-tax		Fill in the amount of total sales consideration and total cost of acquisition. The amount of long term capital gains on transfer of capital assets as per section 112A would be auto-calculated and auto-filled.
		i Total sale consideration		Enter "Total Sale Consideration". This is the gross amount received (or receivable) when a capital asset, being an equity share in a company or unit of an equity oriented fund or business trust on which securities transaction tax has been paid, at the time of transfer of asset (for equity shares, STT should have been paid at the time of acquisition and transfer).
		ii Total cost of acquisition		Enter the total cost of acquisition in this field In case of assets acquired before 1.2.2018, the cost of acquisition would be the higher of – 1. Cost of acquisition of such asset; and 2. Lower of – (i) The fair market value of such

Checklist for Preparation of ITR-4

Sl. No.	Particulars			Checklist
				asset; and (ii) Full value of consideration as a result of the transfer.
		iii Long term capital gains as per section 112A		Long-term capital gains as per section 112A would be the difference between the total sales consideration and the total cost of acquisition. This figure is auto-calculated (D21(i) – D21(ii))

Sl. No.	BANK ACCOUNT Mention all bank accounts belonging to Assessee in his name or in his name as a joint owner as per following details					
5	D21 Details of all Bank Accounts held in India at any time during the previous year (excluding dormant accounts)					
	Sl.	IFS Code of the Bank	Name of the Bank	Account Number	Type of bank account (Dropdown to be provided by E- filing utility)	Select Account for Refund Credit
	i					
	ii					
		1. All bank accounts held at any time are to be reported, except dormant A/c. 2. Minimum one account should be selected for refund credit. 3. In case multiple accounts are selected, refund will be credited to one of the validated accounts decided by CPC after processing the return.				

Checklist for Preparation of ITR-4

Sl. No.	D21	Details of all Bank Accounts held in India at any time during the previous year (excluding dormant accounts)	
5	Cl. No.	Particulars	Checklist
	1	Sl.	Check the bank account details, which are generally auto populated from Personal Information If not auto-filled, then, fill up the bank account details. Add a bank account which is linked with your PAN (bank account number must be linked with your PAN) to receive refund.
	2	IFS Code of the Bank	Check/Mention IFS code of the bank, 11-character alphanumeric code used to uniquely identify bank branches in India for electronic payment systems
	3	Name of the Bank	Check/Mention the name of the bank
	4	Account Number	Check/Mention Account number
	5	Type of bank account (Dropdown to be provided by E- filing utility)	Select the type of account from Dropdown menu, option like, Saving account, Current account, Cash Credit Account, Overdraft Account, NRO Account, NRE Account
	6	Select Account for Refund Credit	Select in which account refund should be credited, if there is any refund. Add a bank account which is linked with your PAN to receive refund. The name as per PAN and name as per your bank account must match. EVC can be enabled for individual taxpayers for only one validated bank account at any given time

Checklist for Preparation of ITR-4

Sl. No.	SCHEDULE BP -DETAILS OF INCOME FROM BUSINESS OR PROFESSION				
6	COMPUTATION OF PRESUMPTIVE BUSINESS INCOME UNDER SECTION 44AD				
	S. No.	Name of Business	Business code	Description	
	(i)	Mention name of Business	Code as per list	Brief description of business	
Sl. No.	SCHEDULE BP -DETAILS OF INCOME FROM BUSINESS OR PROFESSION				
6	COMPUTATION OF PRESUMPTIVE BUSINESS INCOME UNDER SECTION 44AD				

	Cl. No.	Particulars	Checklist
			Some details are pre-filled from last year's return which has to be checked. If not pre-filled, then, the details have to be entered.
	1	Sl. No.	Mention the Sl. No.
	2	Name of Business	Check/fill in Name of the Business/s of the assessee
	3	Business Code	Select the specified business code according to the business category issued by the CBDT.
	4	Description	In this field, one may elaborate the nature of business already given in business code. The description could be in the form of retailer, wholesaler, manufacturer, trader,

Checklist for Preparation of ITR-4

	Cl. No.	Particulars	Checklist
			importer etc or maybe general or specific product description etc. This is a non-compulsory field.
	E1	Gross Turnover or Gross Receipts (E1 limited to Rs. 2 Crores, however if [E1b+ E1c] is less than or equal to 5% of E1 then the limit under E1 is extended to Rs.3 Crores.)	This figure is auto-calculated and auto-filled. It is the sum total of a, b and c below. Section 44AD is applicable to eligible businesses (other than the business of plying, hiring or leasing goods carriages referred to in section 44AE) whose total turnover or gross receipts in the previous year does not exceed Rs. 2 crores. Higher threshold of Rs 3 crores would be applicable where the amount or aggregate of amounts received during the previous year, in cash, does not exceed 5% of the total turnover or gross receipts of the previous year.
		a Through a/c payee cheque or a/e payee bank draft or bank electronic clearing system received or prescribed electronic modes E1a	If mode of receipt or turnover is account payee cheque or a/c payee bank draft or ECS or any other prescribed electronic mode of payment, write the aggregate amount received through such modes in the relevant previous year and in the subsequent year before the due date under section 139(1).

Checklist for Preparation of ITR-4

	Cl. No.	Particulars		Checklist	
			received before specified date		
		b	Receipts in Cash	E1b	If mode of receipt or turnover is in cash, fill in the amount in figures of cash receipt in the relevant previous year here.
		c	Any mode other than a and b	E1c	If mode of receipt or turnover is neither cash nor banking mode nor account payee cheque/bank draft/prescribed electronic modes, fill in the amount in figures of receipt in the relevant previous year. Also, in case of an assessee following mercantile system of accounting, any sum due but not received during the year has also to be filled up (other than the sum received through account payee cheque/bank draft/electronic modes in the subsequent year upto the specified date).
	E2	Presumptive Income under section 44AD			
		a	6% of E1a or the amount claimed to have been earned, whichever is higher	E2a	In case of amount received through account payee cheque/ bank draft, ECS or other permissible electronic modes, higher of the 6% of the gross receipts as mentioned in E1a or actual profit earned would be the presumptive income.

Checklist for Preparation of ITR-4

					Generally, the actual profit is arrived at on the gross turnover, but for the purpose of reporting in this column, the same will have to be apportioned based on turnover subject to 6% and 8%, respectively.
		b	8% of (E1b+E1c) or the amount claimed to have been earned, whichever is higher	E2b	In case of amount received through cash or other modes, 8% of the Gross receipts as mentioned in E1b+E1c or actual profit earned would be the presumptive income. Generally, the actual profit is arrived at on the gross turnover, but for the purpose of reporting in this column, the same will have to be apportioned based on turnover subject to 6% and 8%, respectively.
		c	Total (a+ b)	E2c	This field is auto calculated and auto filled Here, sum total of amount as mentioned in a + b of E2 would be auto-filled.
		NOTE- If Income is less than the above percentage of Gross Receipts, it is mandatory to have a tax audit under 44AB & other ITR as applicable has to be filed			This note in respect of mandatory tax audit is subject to certain conditions mentioned in section 44AB read with section 44AD. Thus, in case the mandatory audit is required as per the said provisions, then, ITR 3 or ITR 5, as may be applicable, will have to be filled.

COMPUTATION OF PRESUMPTIVE INCOME FROM PROFESSIONS UNDER SECTION 44ADA			
S. No.	Name of Business	Business code	Description
(i)			
COMPUTATION OF PRESUMPTIVE INCOME FROM PROFESSIONS UNDER SECTION 44ADA			
		Some details are pre-filled from last year's return which has to be checked. If not pre-filled, then, the details have to be entered.	
1	S. No.		
2	Name of Business	Check/fill in name of the profession of the assessee	
3	Business code	Select applicable profession code	
4	Description	In this field, one may elaborate the nature of profession already given in business code. The description could be in the form of the specified professions or specific service description etc. This is a non-compulsory field.	
E3	Gross Receipts (E3 limited to Rs. 50 Lakhs,	E3	This field is auto-calculated and is the sum total of a, b and c below. This provision applies to individuals, Partnerships other

		however if [E3b + E3c] is less than or equal to 5% of E3 then limit under E3 is extended to Rs.75 Lakhs.)		than LLP, who are resident in India whose total gross receipts do not exceed Rs. 50 lakhs in a previous year. Higher threshold of Rs.75 lakhs would be applicable where the amount or aggregate of amounts received during the previous year, in cash, does not exceed 5% of the total turnover or gross receipts of the previous year.
	a	Through a/c payee cheque or a/c payee bank draft or bank electronic clearing system received or prescribed electronic modes received before specified date	E3a	If mode of receipt or turnover is account payee cheque or a/c payee bank draft or ECS or any other prescribed electronic mode of payment, write the aggregate amount received through such modes in the relevant previous year and in the subsequent year before the due date under section 139(1).
	b	Receipts in Cash	E3b	If mode of receipt or turnover is in cash, fill in the amount in figures of cash receipt in the relevant previous year here.
	c	Any mode other than a and b	E3c	If mode of receipt or turnover is neither cash nor account payee cheque/bank draft/prescribed

Checklist for Preparation of ITR-4

				electronic modes, fill in the amount in figures of receipt in the relevant previous year. In addition, in case of an assessee following mercantile system of accounting, any sum due but not received has also to be filled up (other than the sum received through account payee cheque/bank draft/electronic modes in the subsequent year upto the specified date).
	E4	Presumptive Income under section 44ADA (50% of E3) or the amount claimed to have been earned, whichever is higher NOTE-If Income is less than 50% of Gross Receipts, it is mandatory to have a tax audit under 44AB & other ITR as applicable has to be filed	E4	50% of gross receipts or actual income, whichever is higher would be the presumptive income. If income is less than Prescribed Percentage i.e., 50% as mentioned above and the person's total income exceeds the maximum amount not chargeable to income-tax, then, it is mandatory to have audit under Section 44AB, and ITR 3 or ITR 5, as the case may be, has to be filed.

COMPUTATION OF PRESUMPTIVE INCOME FROM GOODS CARRIAGES UNDER SECTION 44AE				
S. No		Name of Business	Business code	Description
(i)				
(ii)				
(iii)				
COMPUTATION OF PRESUMPTIVE INCOME FROM GOODS CARRIAGES UNDER SECTION 44AE				
Cl. No.	Particulars		Checklist	
			Some details are pre-filled from last year's return which has to be checked. If not pre-filled, then the details have to be entered.	
1	SI No.			
2	Name of Business		Check/Fill in name of the business of the assessee	
3	Business Code		Select the applicable business code	
4	Description		Fill in the description of the business of the assessee	

Checklist for Preparation of ITR-4

		Registration No. of goods carriage	Whether owned/ leased/ hired	Tonnage capacity of goods carriage (in MT)	Number of months for which goods carriage was owned/ leased/ hired by assessee	Presumptive income u/s 44AE for the goods carriage (Computed @ Rs.1000 per ton per month in case tonnage exceeds 12MT, or else @ Rs. 7500 per month) or the amount claimed to have been actually earned, whichever is higher
	(i)	(1)	(2)	(3)	(4)	(5)
	(a)					
	(b)					
Add row options as necessary (At any time during the year the number of vehicles should not exceed 10 vehicles)						
All the fields have to be filled up mandatorily. All these details have to be filled up separately for each goods carriage.						

Checklist for Preparation of ITR-4

CI No.	Particulars	Checklist
(1)	Registration No. of goods carriage	Mention Registration number as per Motor Vehicle Act, 1988 or similar law of the goods carriage owned/ leased/hired by the assessee, in his business
(2)	Whether owned/ leased/hired	Select whether the goods carriage is owned or leased or hired
(3)	Tonnage capacity of goods carriage (in MT)	Fill in tonnage capacity of the goods carriage in metric tons
(4)	Number of months for which goods carriage was owned/ leased/hired by assessee	Mention number of months each goods carriage was owned or leased or hired by the assessee in the previous year.
(5)	Presumptive income u/s 44AE for the goods carriage (Computed @ Rs.1000 per ton per month in case tonnage exceeds 12MT, or else @ Rs. 7500 per month) or the amount claimed to have been actually earned, whichever is higher	For heavy goods vehicle (i.e., any goods carriage the gross vehicle weight of which exceeds 12,000 kgs), the presumptive income would be Rs.1000 per ton of gross vehicle weight or unladen weight for every month or part of the month in which the vehicle is owned by the assessee.

Checklist for Preparation of ITR-4

			For other goods vehicles, the presumptive income would be Rs.7,500 per month or part of the month in which the vehicle is owned by the assessee. However, assessee can declare higher amount than amount computed above on presumptive basis under section 44AE.
E5	Presumptive Income from Goods Carriage under section 44AE [total of column (5)] NOTE- If the profits are lower than prescribed under section 44AE or the number of Vehicles owned at any time exceed 10 then other ITR, as applicable, has to be filed.	E5	If amount of profit declared by assessee is lower than the deemed profit as computed above under section 44AE or the number of vehicles owned at any time during the previous year exceeds 10 then, ITR 3 or 5, as applicable, has to be filed. The assessee has to maintain books of account and get his accounts audited under section 44AB of the Income-tax Act, 1961.
E6	Salary and interest paid to the partners NOTE -This is to be filled up only by firms	E6	In the case the assessee is a firm, the amount of salary and interest paid by the firm to its partners needs to be filled up. Deduction would be

Checklist for Preparation of ITR-4

				permissible subject to satisfaction of the conditions and upto the limits prescribed in section 40(b). Interest upto 12% simple interest per annum is allowed to a partner. Remuneration is allowed subject to the limits in section 40(b), namely, On first Rs.6 lakh of the book profit or in case of a loss – The deduction is Rs.3 lakh or 90% of book profit, whichever is more. On the balance of book profit, at the rate of 60%. Payment of such salary and interest should be authorized by the partnership deed and relates to any period falling after the date of the partnership deed. Also, remuneration is payable only to a working partner. For an individual/HUF, this field is not required to be filled.
	E7	Presumptive Income u/s 44AE (E5-E6)	E7	This is Net presumptive income after deduction of salary and interest paid

Checklist for Preparation of ITR-4

			to partners. This will be auto-calculated.
E8	Income chargeable under the head 'Business or Profession' (E2c+E4+E7)	E8	This field is auto calculated and auto filled
INFORMATION REGARDING TURNOVER/GROSS RECEIPT REPORTED FOR GST Note -Please furnish the information below for each GSTIN No. separately			
E9	GSTIN No(s).	E9	GST number is to be mentioned.
E10	Annual value of outward supplies as per the GST returns filed	E10	Assessee has to fill in annual amount of the Outward supplies which has been shown in the GST returns filed by assessee for the previous year. Normally, this figure must be matched with Annual aggregate turnover to be declared in GSTR annual return in form GSTR 9.
FINANCIAL PARTICULARS OF THE BUSINESS Note-For E11 to E25 furnish the information as on 31st day of March, 2025			
In this section, you need to provide details of financial particulars related to business. The fields E15, E19, E20 and E22 are to be filled up compulsorily. As regards other fields, the same can be filled up where the details are available. The details would			

generally be available where the assessee declares income higher than the presumptive income by maintaining books of account. In such a case, he can fill up the non-mandatory fields.			
E11	Partners/ Members own capital	E11	Closing balance of capital of Proprietor or partners' capital amount has to be mentioned as per books of account of assessee.
E12	Secured loans	E12	Closing balance of Secured loan for the business as per books of account of assessee has to be filled in.
E13	Unsecured loans	E13	Closing balance of unsecured loans taken by the assessee for the business is to be mentioned.
E14	Advances	E14	Closing balance of Advances if any taken for business is to be mentioned.
E15	Sundry creditors	E15	Closing balance of sum total of all the creditors is to be filled in. This is a mandatory field.
E16	Other liabilities	E16	Closing balance of sum total of all the other liabilities like accounting charges payable, salaries payable and so on is to be mentioned.

Checklist for Preparation of ITR-4

	E17	Total capital and liabilities (E11+E12+E13+E14+E15+E16)	E17	This field is auto calculated and auto filled. This is total of liabilities side of the balance sheet.
	E18	Fixed assets	E18	Closing balance of all the Fixed assets like Machinery, vehicle, building, Furniture etc. after depreciation is to be filled in.
	E19	Inventories	E19	Closing balance of Inventories at the end of the year is to be filled in. (Including Raw material, work in progress and finished goods etc.). This is a mandatory filed.
	E20	Sundry debtors	E20	Closing balance of debtors or Trade receivables of the business is to be filled in. This is a mandatory field.
	E21	Balance with banks	E21	Closing balance of all the bank accounts maintained for the business is to be mentioned.
	E22	Cash-in-hand	E22	Amount of cash in hand at the end of the year is to be mentioned. This is a mandatory field.

Checklist for Preparation of ITR-4

	E23	Loans and advances	E23	Closing balance of all the loans and advances given to external parties by the assessee in the course of business is to be mentioned.
	E24	Other assets	E24	Sum total of all the other assets of the business like GST input tax credit, advance tax etc., is to be mentioned here.
	E25	Total assets (E18+E19+E20+E21 +E22+E23+E24)	E25	This figure is auto calculated and auto filled. This is total of Assets side of the balance sheet
	Note : Please refer to instructions for filling out this schedule (E15, E19, E20, E22 are mandatory and others if available)			

SI.		SCHEDULE IT DETAILS OF ADVANCE TAX AND SELF ASSESSMENT															
No.		TAX PAYMENTS															
7		BSR Code				Date of Deposit (DD/MM/YYYY)				Challan No.				Tax paid			
		Col (1)				Col (2)				Col (3)				Col (4)			
	R1																
	R2																
	R3																
Note : Enter the totals of Advance tax and Self-Assessment tax in D 13 & D 14																	

Checklist for Preparation of ITR-4

SI. No.	SCHEDULE IT DETAILS OF ADVANCE TAX AND SELF ASSESSMENT TAX PAYMENTS		
7	Sl. No.	Particulars	Checklist
	(1)	BSR Code	Seven digit BSR code of the bank from which advance tax /self-assessment tax has been paid has to be checked, if pre-filled; else, it has to be filled in.
	(2)	Date of Deposit (DD/MM/YYYY)	The date of deposit of advance tax or Self assessment tax is to be checked, if pre-filled; otherwise, it has to be filled in.
	(3)	Challan No.	Five digit number of the challan for payment of advance tax/self-assessment tax is to be checked, if pre-filled, otherwise, it has to be filled in.
	(4)	Tax paid	The amount of income tax paid in the challan has to checked, if pre-filled; otherwise, it has to be filled in.

SI. No.	Schedule TCS Details of Tax Collected at Source [As per Form 27D issued by the Collector(s)]					
8	Sl No.	Tax Collection Account Number of the Collector	Name of the Collector	Details of amount paid as mentioned in Form 26AS	Tax Collected	Amount out of (4) being claimed
	(1)	Col (1)	Col (2)	Col (3)	Col (4)	Col (5)
	I					
	II					
		Note: Please enter total of column (5) of Schedule-TCS in D16				

Checklist for Preparation of ITR-4

Sl. No.	Schedule TCS Details of Tax Collected at Source [As per Form 27D issued by the Collector(s)]		
8	Cl. No.	Particulars	Checklist
			If these details are pre-filled, the same have to be checked with Form 27D. If not pre-filled, the same have to be filled up.
	(1)	Tax Collection Account Number of the Collector	Check 10 digit Alphanumeric TAN of Tax collector, if pre-filled; otherwise enter TAN.
	(2)	Name of the Collector	Check Name of tax collector, if pre-filled; otherwise enter Name of the collector.
	(3)	Details of amount paid as mentioned in Form 26AS	Check Gross amount on which tax was collected, if pre-filled; if not, enter the amount paid as mentioned in Form 26AS.
	(4)	Tax Collected	Check the amount of TCS collected, if pre-filled; otherwise enter the amount of tax collected.
	(5)	Amount out of (4) being claimed	Mention amount of TCS claimed in this income tax return. Sometimes it may so happen that TCS is carried forward to the next assessment year, in that case, amount of TCS claimed would be lower than the amount of TCS collected as per Form 26AS. Balance TCS carried forward shall be claimed in next financial year.

Checklist for Preparation of ITR-4

Sl. No.	SCHEDULE TDS-1 DETAILS OF TAX DEDUCTED AT SOURCE FROM SALARY [As per Form 16 issued by Employer(s)]				
9		TAN	Name of the Employer	Income under Salary	Tax deducted
		Col (1)	Col (2)	Col (3)	Col (4)
	S1				
	S2				
	S3				
	Note : Enter the total of column 4 of Schedule-TDS1 and column 6 of Schedule-TDS2 in D15				
Sl. No.	SCHEDULE TDS-1 DETAILS OF TAX DEDUCTED AT SOURCE FROM SALARY [As per Form 16 issued by Employer(s)]				
9	Cl. No.	Particulars	Checklist		
			If these details are pre-filled, the same have to be checked with Form 16.		
	(1)	TAN	Check 10 digit Alphanumeric TAN of tax deductor, being the employer		
	(2)	Name of the Employer	Check Name of tax deductor, being employer, if pre-filled; otherwise enter Name of the employer.		
	(3)	Income under Salary	Check Gross amount of salary on which tax is deducted.		
	(4)	Tax deducted	Check the figure of tax deducted.		

S. No. SCHEDULE TDS-2 DETAILS OF TAX DEDUCTED AT SOURCE ON INCOME OTHER THAN SALARY [As per Form 16 A issued or Form 16C or Form 16D furnished by Deductor(s)]										
10	SI. No.	TAN of the Deductor/ PAN/ Aadhaar No. of Tenant	Section under which TDS is deducted	Unclaimed TDS brought forward (b/f)		TDS of the current Fin. Year	TDS credit being claimed this Year	Corresponding Receipt/ withdrawals offered		TDS credit being carried forward
				Fin. Year in which deducted	TDS b/f	TDS Deducted	TDS Claimed	Gross Amt	Head of Income	
	(1)	(2a)	(2b)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
	i									
	ii									
Note : Enter the total of column 6 of Schedule TDS2 and column 4 of Schedule-TDS1 in D 15										
(only if corresponding receipt is being offered for tax this year, not applicable if TDS is deducted u/s 194N)										

S. No. SCHEDULE TDS-2 DETAILS OF TAX DEDUCTED AT SOURCE ON INCOME OTHER THAN SALARY [As per Form 16A issued or Form 16C or Form 16D furnished by Deductor(s)]			
10	Cl. No.	Particulars	Checklist
			There are two schedules, namely, Schedule TDS 2(i) – Details of tax deducted at source from Income other than salary [As per Form 16A issued by the Deductor(s)] Sch TDS 2(ii) – Details of Tax

Checklist for Preparation of ITR-4

S. No.	SCHEDULE TDS-2 DETAILS OF TAX DEDUCTED AT SOURCE ON INCOME OTHER THAN SALARY [As per Form 16A issued or Form 16C or Form 16D furnished by Deductor(s)]		
10	Cl. No.	Particulars	Checklist
			Deducted at Source [As per Form 16C/16D furnished by the payer] If these details are pre-filled, the same have to be checked with Form 16A/16C/16D. If not pre-filled, the same have to be filled up.
	(1)	Sl. No.	For multiple TDS deduction use this column.
	(2a)	TAN of the Deductor / PAN / Aadhaar No. of Tenant	Check the 10 digit Alphanumeric TAN of Tax deductor, if pre-filled; otherwise enter TAN. In case deductor has deducted TDS on the basis of his PAN or Aadhaar number, then, mention the relevant PAN or Aadhaar number, as the case may be. For example, in case of tax deduction under section 194-IB, TAN is not required.
	(2b)	Section under which TDS is deducted	Check the section of Income-tax Act 1961 on the basis of which tax is deducted, if pre-filled; otherwise, enter the section.
		Unclaimed TDS brought forward (b/f)	Unclaimed TDS brought forward from last assessment year needs to be checked/filled in.
	(3)	Fin. Year in which deducted	Mention the earlier financial year in which tax was deducted
	(4)	TDS b/f	Mention the amount of TDS b/f

S. No.	SCHEDULE TDS-2 DETAILS OF TAX DEDUCTED AT SOURCE ON INCOME OTHER THAN SALARY [As per Form 16A issued or Form 16C or Form 16D furnished by Deductor(s)]		
10	Cl. No.	Particulars	Checklist
			against the respective financial year
	(5)	TDS of the current Fin. Year - TDS deducted	Check the amount of TDS as per Form 26AS deducted for current financial year, which is pre-filled.
	(6)	TDS credit being claimed this Year (only if corresponding receipt is being offered for tax this year, not applicable if TDS is deducted u/s 194N) – TDS Claimed	Mention the amount of TDS claimed in the current financial year. This may include amount of TDS brought forward from last financial year.
		Corresponding Receipt/withdrawals offered	
	(7)	Gross Amount	Mention the amount of income on which tax has been deducted In case of withdrawal from bank, withdrawal amount
	(8)	Head of Income	Mention the Head(s) of Income other than Salary under which the corresponding receipt falls
	(9)	TDS credit being carried forward	Mention if any TDS is being carried forward to next Assessment year

Checklist for Preparation of ITR-4

Sl. No.	VERIFICATION														
11															
I, _____ son/ daughter of _____ solemnly declare that to the best of my knowledge and belief, the information given in the return is correct and complete and is in accordance with the provisions of the Income-tax Act, 1961. I further declare that I am making returns in my capacity as _____ (drop down to be provided in e-filing utility) and I am also competent to make this return and verify it. I am holding permanent account number . (Please see instruction)															
Place:					Signature here										
Date:															
If the return has been prepared by a Tax Return Preparer (TRP) give further details as below:															
TRP PIN (10 Digit)		Name of TRP		Counter Signature of TRP											
<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>															
Amount to be paid to TRP".															

Sl. No.	Checklist for Verification	
11	I, _____ son/ daughter of _____ solemnly declare that to the best of my knowledge and belief, the information given in the return is correct and complete and is in accordance with the provisions of the Income-tax Act, 1961. I further declare that I am making returns in my capacity as _____ (drop down to be provided in e-filing utility) and I am also competent to make this return and verify it. I am holding permanent account number . (Please see instruction)	Fill in the name of the person verifying the ITR, his/her father name and mention his capacity like individual, partner, member etc. Also, mention PAN of the person doing the verification. Also, mention the capacity in which the return is being made i.e., self or as a representative. Return of income has to be verified by individual himself/herself, partner of a firm or member of HUF or any authorized person as per section 140 of the Income-tax Act, 1961 - ▪ In case of an individual, the verification has to be done by – - the individual himself or herself. - If he is mentally incapacitated, then, his guardian or any other person competent to act on his behalf can verify the return of income. - For any other reason if it is not possible for the individual to verify the return, the return can be verified by any person duly authorized by him in this behalf ▪ In case of a HUF, the verification has to be done by - the karta, and, - where the karta is absent from

Checklist for Preparation of ITR-4

		India or is mentally incapacitated from attending to his affairs, by any other adult member of such family. ▪ In case of a firm, the verification has to be done by – - the managing partner thereof, or - where for any unavoidable reason such managing partner is not able to verify the return, or where there is no managing partner as such, by any partner thereof, not being a minor.
	Place	Mention the place of verification by assessee.
	Date	The date of filing ITR to be mention here.
	Signature here	Individuals who are eligible to file return in paper mode should sign here. For the electronic modes of filing, e-verification has to be done using digital signature or EVC or OTP generated using mobile number registered with Aadhar or Net Banking.
	If the return has been prepared by a Tax Return Preparer (TRP) give further details as below:	This field is applicable only when return is prepared by a Tax Return Preparer (TRP)
	TRP PIN (10 Digit)	Mention TRP PIN allocated by the Income-tax department.
	Name of TRP	Mention name of TRP

Checklist for Preparation of ITR-4

	Counter Signature of TRP	In case of returns filed in paper form, the TRP should sign here.
	Amount to be paid to TRP".	The amount to be paid to TRP as per amount fixed by the Income-tax department is to be mentioned.

Note – The ITR 4 Online User Manual of the Income-tax department is available at <https://www.incometax.gov.in/iec/foportal/help/how-to-file-itr4-form-sugam>

The ITR 4 Online FAQs are available at <https://www.incometax.gov.in/iec/foportal/help/e-filing-itr4-form-sugam-faq>

