

## Income Tax Return Filing Checklist

### Collect and Organize All Documents

- PAN Number
- Form 16 from employer
- Form 16A from all applicable sources (e.g. Bank FD interest certificate)
- Advance Tax/ Self-Assessment Tax payment challan
- Bank account statements
- Capital gains/loss statements (mutual fund, stocks etc)
- Income and investment actuals (e.g. PPF contribution, 80C Investments etc.)
- Copy of last year's return (if applicable)
- Principal and interest payment certificate from loan provider

### File Your Returns

- Register online on the official website >> <https://incometaxindiaefiling.gov.in>
- Verify tax credit statements (Form 26AS)
- Choose the appropriate ITR form
- Completely fill the form with all relevant details
- Generate the XML file
- Upload the XML file on the official website
- Choose "yes" if you have a digital signature; choose "no" otherwise
- Download the acknowledge form (ITR-V)
- If you chose "no" for digital signature, print out the ITR-V form, sign with blue ink, and courier the form to the address- "Income-Tax Department-CPC, Post Bag No-1, Electronic City Post Office, Bangalore - 560100, Karnataka."

For detailed tax filing information visit ---> <http://bit.ly/tax-filing-guide>

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