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File-for-Me

6 easy steps for filing your I-tax returns

Step 1 - **YOU** will need to **Sign Up** as a member by filling in the Registration form details & submitting the same. Your user ID & password will be sent to you via email.



Step 2 - **YOU** will need to login using your user ID & password and click on **File Tax Return** Button.



The particulars needed for filing your tax return are automatically picked up from your registration details & entered in the ITR (Income Tax Return) application form.



Step 3 - **YOU** will need to verify the details & make additions / revisions in the **Personal, General and Other Information** modules.



Step 4 - **YOU** will need to upload the Form 16 & other relevant documents required for filing your tax return by using **Documents Upload** module.



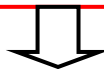
Step 5 - **YOU** will need to submit your completed ITR application form & choose mode of payment (Net Banking, Credit/Debit Card, Cash or Cheque).



RwT Action - **WE** will verify receipt of your payment. Thereafter, we will process the information submitted by you & prepare your tax return.



RwT Action - **WE** will e-file (electronically file) your tax return. This action will generate an acknowledgement in the form of ITR-V.



Income-Tax Dept Action - **ITD** will send you the soft copy of the ITR-V via email.



Step 6 - **YOU** will need to print the ITR –V in duplicate, sign the same and submit the same back to us.



RwT Action - **WE** will file your ITR-V with the Income Tax Department.



Income-Tax Dept Action - **ITD** will acknowledge the receipt of ITR-V to you via email.