

Instructions for filling out Form ITR-7

These instructions are guidelines for filling the particulars in this Return Form. In case of any doubt, please refer to relevant provisions of the Income-tax Act, 1961 and the Income-tax Rules, 1962.

1. Assessment Year for which this Return Form is applicable

This Return Form is applicable for assessment year 2018-19 only i.e., it relates to income earned in Financial Year 2017-18.

2. Who can use this Return Form?

This Form can be used by persons including companies who are required to furnish return under section 139(4A) or section 139(4B) or section 139(4C) or section 139(4D) or section 139(4E) or section 139(4F).

3. Annexure-less Return Form

Tax-payers are advised to match the taxes deducted/collected/paid by or on behalf of them with their Tax Credit Statement (Form 26AS). (Please refer to www.incometaxindia.gov.in).

4. Manner of filing this Return Form

This Return Form can be filed with the Income-tax Department in any of the following ways: -

- (i) by furnishing the return electronically under digital signature;
- (ii) by transmitting the data in the return electronically under electronic verification code;
- (iii) by transmitting the data in the return electronically and thereafter submitting the verification of the return in Return Form ITR-V;

However, a political party shall compulsorily furnish the return in the manner mentioned at (i) above.

In case an assessee is required to furnish a report of audit under sections 10(23C)(iv), 10(23C)(v), 10(23C)(vi), 10(23C)(via), 10AA, 12A(1)(b), 44AB, 44DA, 50B, 80-IA, 80-IB, 80-IC, 80-ID, 80JJAA, 80LA, 92E, 115JB or 115JC, he shall file such report electronically on or before the date of filing the return of income.

5. Filling out the acknowledgement

Where the Return Form is furnished in the manner mentioned at 4(iii), the assessee should print out two copies of Form ITR -V. One copy of ITR-V, duly signed by the assessee, has to be sent by ordinary post to Post Bag No. 1, Electronic City Office, Bengaluru-560500 (Karnataka). The other copy may be retained by the assessee for his record.

6. Codes for filling this Return Form

(i) Under the heading 'Filing Status' in the Return Form the relevant box needs to be checked regarding section under which the return is being filed on the basis of following:-

How the return is filed	Check Box No.
Voluntarily on or before the due date under section 139(1)	1
Voluntarily after the due date under section 139(4)	2
Revised return under section 139(5)	3
Modified return under section 92CD	4
Under section 119(2)(b) on an application to be made separately before the Income-tax authority. (The return shall be treated as valid only after the application/claim/relief under section 119(2)(b) has been admitted by the Income-tax Authority)	5
In response to notice under section 139(9)	6
In response to notice under section 142(1)	7
In response to notice under section 148	8
In response to notice under section 153A	9
In response to notice under section 153C	10

In case of a revised/defective/modified return, please enter the receipt number of Original return and Date of filing of Original Return. This field is mandatory otherwise the revised return will not be accepted by Income-tax Department. If the return is being filed in response to notice by the Income-tax Department under section 139(9)/142(1)/148/153A/153C, please provide the date of such notice. If this is a modified return under section 92CD, please provide the date of advance pricing agreement

(ii) Under the head Audit Information, if the assessee is liable for Audit u/s 44AB and the accounts have been audited by an accountant, the details of such audit report along with the date of furnishing it (if filed before the return) to the department has to be filled. Further, if the assessee is liable to furnish other audit report, the section under which such audit is required and the date of furnishing it to the department (if audit has been carried out under that section) has to be filled. It is mandatory to furnish audit reports (if the audit has been carried out) under the following sections electronically on or before the date of filing the return of income.

Section under which Audit report is mandatorily to be filed electronically (if the audit has been carried out) on or before the date of furnishing the return of income			
Sl.	Section	Sl.	Section
1.	10(23C)(iv), 10(23C)(v), 10(23C)(vi), 10(23C)(via)	9.	80-IC
2.	10AA	10.	80-ID
3.	12A(1)(b)	11.	80JJAA
4.	44AB	12.	80LA
5.	44DA	13.	92E
6.	50B	14.	115JB
7.	80-IA	15.	115JC
8.	80-IB		

Under the head Audit Information, if assessee is liable to audit under any Act other than the Income-tax Act, please fill up, in item (K), name of the Act, Section and date of furnishing audit report.

(ii) Under the head of Members information, in item L, in case of a venture capital fund or investment fund etc., the information about members of the AOP is required to be filled up. In the column for Status, the status of member of AOP should be filled up, as applicable.

Sl. No.	Status to be filled
1	Individual
2	HUF
3	Firm
4	LLP
5	Domestic Company
6	Foreign Company
7	Co-Operative Society
8	Local Authority
9	Trust
10	AOP/BOI
11	Any other Artificial Juridical Person

7. BRIEF SCHEME OF THE LAW- Before filling out the form, you are advised to read the following-

7.1 Computation of total income

- (a) "Previous year" is the financial year (1st April to the following 31st March) during which the income in question has been earned. "Assessment Year" is the financial year immediately following the previous year.
- (b) Tax is chargeable on what is called 'total income'; it has a definite technical meaning.
- (c) Total income is to be computed as follows, in the following order:-
 - (i) Classify all items of income under the following heads of income- (A) "Income from house property"; (B) "Profit and gains from business or profession"; (C) "Capital gains"; and (D) "Income from other sources". [There may be no income under one or more of the heads at (A), (B), (C) and (D)].
 - (ii) Compute taxable income of the current year (i.e., the previous year) under each head of income separately in the Schedules which have been structured so as to help you in making these computations as per provisions of the Income-tax Act. These statutory provisions decide what is to be included in your income, what you can claim as an expenditure or allowance and how much, and also what you cannot claim as an expenditure/allowance.
 - (iii) Set off current year's head wise loss(es) against current year's head wise income(s) as per procedures prescribed by the law. A separate Schedule is provided for such set-off.
 - (iv) Aggregate the headwise end-results as available after (iii) above; this will give you "gross total income".
 - (v) Deduct from the gross income, amounts exempt under sections 10 and 11, to arrive at gross total income.
 - (vi) From gross total income, subtract, as per procedures prescribed by the law, "deductions" mentioned in Chapter VIA of the Income-tax Act. The result will be the total income. Besides, calculate agricultural income for rate purposes.

7.2 Computation of income-tax, surcharge, education cess including secondary and higher education cess and interest in respect of income chargeable to tax.

- (a) Compute income-tax payable on the total income. Special rates of tax are applicable to some specified items. Include agricultural income, as prescribed, for rate purposes, in the tax computation procedure.

- (b) Compute surcharge on tax payable on total income at applicable rates. If income includes income of the nature referred to in section 115BBE, calculate surcharge @25% of tax on such income. If total income exceeds the amount specified for levy of surcharge, calculate surcharge on balance tax (i.e. *tax on total income minus tax on income chargeable u/s 115BBE*) at the applicable rate.
- (c) In case the tax liability computed as above is less than 18.5% of book profit, the assessee, being a company, is required to pay minimum alternate tax (MAT) under section 115JB at the rate of 18.5% of the profit. The excess tax so paid is allowable to be carried forward for credit in the year in which tax liability under the normal provisions of the Act is more than MAT liability. Such carry-forward is allowable up to 15years.
- (d) In case the tax liability computed as above is less than 18.5% of adjusted total income, the assessee, being a person other than a company, is required to pay alternate minimum tax (AMT) under section 115JC at the rate of 18.5% of the adjusted total income. The excess tax so paid is allowable to be carried forward for credit in the year in which tax liability under the normal provisions of the Act is more than AMT liability. Such carry-forward is allowable up to 15 years.
- (e) Add Education Cess including secondary and higher education cess at the rate of 3% on the tax payable and surcharge thereon.
- (f) Claim relief(s) as prescribed by the law, for double taxation and calculate balance tax payable.
- (g) Add interest and fee payable as prescribed by the law to reach total tax, interest and fee payable.
- (h) Deduct the amount of prepaid taxes, if any, like “tax deducted at source”, “tax collected at source”, “advance-tax” and “self-assessment-tax”. The result will be the amount payable (or refundable).

7.3 Obligation to file return of income

- (a) Return under section 139(4A) is required to be filed by every person in receipt of income derived from property held under trust or other legal obligation wholly for charitable or religious purposes or in part only for such purposes, or of income being voluntary contributions referred to in section 2 (24)(iia), if the total income in respect of which he is assessable as a representative assessee exceeds the maximum amount which is not chargeable to income-tax. The total income for this purpose shall be computed without giving effect to the provisions of sections 11 and 12 of the Income tax Act.
- (b) Return under section 139(4B) is required to be filed by a political party if the total income in respect of which the political party is assessable exceeds the maximum amount which is not chargeable to income-tax. The total income for this purpose shall be computed without giving effect to the provisions of section 13A of the Income tax Act.
- (c) Return under section 139(4C) is required to be filed by every:–
 - (i) scientific research association referred to in section 10(21);
 - (ii) news agency referred to in section 10(22B);
 - (iii) association or institution referred to in section 10(23A);
 - (iv) person referred to in section 10(23AAA)
 - (v) institution referred to in section 10(23B);
 - (vi) fund or institution or university or other educational institution or any hospital or other medical institution referred to in sub-clauses (iiiab),

	Soil conservation, soil testing and soil desalination services	01011
	Hunting, trapping and game propagation services	01012
	Growing of timber, plantation, operation of tree nurseries and conserving of forest	01013
	Gathering of tendu leaves	01014
	Gathering of other wild growing materials	01015
	Forestry service activities, timber cruising, afforestation and reforestation	01016
	Logging service activities, transport of logs within the forest	01017
	Other agriculture, animal husbandry or forestry activity n.e.c	01018
FISH FARMING	Fishing on commercial basis in inland waters	02001
	Fishing on commercial basis in ocean and coastal areas	02002
	Fish farming	02003
	Gathering of marine materials such as natural pearls, sponges, coral etc.	02004
	Services related to marine and fresh water fisheries, fish hatcheries and fish farms	02005
	Other Fish farming activity n.e.c	02006
MINING AND QUARRYING	Mining and agglomeration of hard coal	03001
	Mining and agglomeration of lignite	03002
	Extraction and agglomeration of peat	03003
	Extraction of crude petroleum and natural gas	03004
	Service activities incidental to oil and gas extraction excluding surveying	03005
	Mining of uranium and thorium ores	03006
	Mining of iron ores	03007
	Mining of non-ferrous metal ores, except uranium and thorium ores	03008
	Mining of gemstones	03009
	Mining of chemical and fertilizer minerals	03010
	Mining of quarrying of abrasive materials	03011
	Mining of mica, graphite and asbestos	03012
	Quarrying of stones (marble/granite/dolomite), sand and clay	03013
	Other mining and quarrying	03014
	Mining and production of salt	03015
	Other mining and quarrying n.e.c	03016
MANUFACTURING	Production, processing and preservation of meat and meat products	04001
	Production, processing and preservation of fish and fish products	04002
	Manufacture of vegetable oil, animal oil and fats	04003

Processing of fruits, vegetables and edible nuts	04004
Manufacture of dairy products	04005
Manufacture of sugar	04006
Manufacture of cocoa, chocolates and sugar confectionery	04007
Flour milling	04008
Rice milling	04009
Dal milling	04010
Manufacture of other grain mill products	04011
Manufacture of bakery products	04012
Manufacture of starch products	04013
Manufacture of animal feeds	04014
Manufacture of other food products	04015
Manufacturing of wines	04016
Manufacture of beer	04017
Manufacture of malt liquors	04018
Distilling and blending of spirits, production of ethyl alcohol	04019
Manufacture of mineral water	04020
Manufacture of soft drinks	04021
Manufacture of other non-alcoholic beverages	04022
Manufacture of tobacco products	04023
Manufacture of textiles (other than by handloom)	04024
Manufacture of textiles using handlooms (khadi)	04025
Manufacture of carpet, rugs, blankets, shawls etc. (other than by hand)	04026
Manufacture of carpet, rugs, blankets, shawls etc. by hand	04027
Manufacture of wearing apparel	04028
Tanning and dressing of leather	04029
Manufacture of luggage, handbags and the like saddler and harness	04030
Manufacture of footwear	04031
Manufacture of wood and wood products, cork, straw and plaiting material	04032
Manufacture of paper and paper products	04033
Publishing, printing and reproduction of recorded media	04034
Manufacture of coke oven products	04035
Manufacture of refined petroleum products	04036
Processing of nuclear fuel	04037
Manufacture of fertilizers and nitrogen compounds	04038
Manufacture of plastics in primary forms and of synthetic rubber	04039
Manufacture of paints, varnishes and similar coatings	04040
Manufacture of pharmaceuticals, medicinal	04041

chemicals and botanical products	
Manufacture of soap and detergents	04042
Manufacture of other chemical products	04043
Manufacture of man-made fibers	04044
Manufacture of rubber products	04045
Manufacture of plastic products	04046
Manufacture of glass and glass products	04047
Manufacture of cement, lime and plaster	04048
Manufacture of articles of concrete, cement and plaster	04049
Manufacture of Bricks	04050
Manufacture of other clay and ceramic products	04051
Manufacture of other non-metallic mineral products	04052
Manufacture of pig iron, sponge iron, Direct Reduced Iron etc.	04053
Manufacture of Ferro alloys	04054
Manufacture of Ingots, billets, blooms and slabs etc.	04055
Manufacture of steel products	04056
Manufacture of basic precious and non-ferrous metals	04057
Manufacture of non-metallic mineral products	04058
Casting of metals	04059
Manufacture of fabricated metal products	04060
Manufacture of engines and turbines	04061
Manufacture of pumps and compressors	04062
Manufacture of bearings and gears	04063
Manufacture of ovens and furnaces	04064
Manufacture of lifting and handling equipment	04065
Manufacture of other general purpose machinery	04066
Manufacture of agricultural and forestry machinery	04067
Manufacture of Machine Tools	04068
Manufacture of machinery for metallurgy	04069
Manufacture of machinery for mining, quarrying and constructions	04070
Manufacture of machinery for processing of food and beverages	04071
Manufacture of machinery for leather and textile	04072
Manufacture of weapons and ammunition	04073
Manufacture of other special purpose machinery	04074
Manufacture of domestic appliances	04075
Manufacture of office, accounting and computing machinery	04076
Manufacture of electrical machinery and apparatus	04077

	Manufacture of Radio, Television, communication equipment and apparatus	04078
	Manufacture of medical and surgical equipment	04079
	Manufacture of industrial process control equipment	04080
	Manufacture of instruments and appliances for measurements and navigation	04081
	Manufacture of optical instruments	04082
	Manufacture of watches and clocks	04083
	Manufacture of motor vehicles	04084
	Manufacture of body of motor vehicles	04085
	Manufacture of parts & accessories of motor vehicles & engines	04086
	Building & repair of ships and boats	04087
	Manufacture of railway locomotive and rolling stocks	04088
	Manufacture of aircraft and spacecraft	04089
	Manufacture of bicycles	04090
	Manufacture of other transport equipment	04091
	Manufacture of furniture	04092
	Manufacture of jewellery	04093
	Manufacture of sports goods	04094
	Manufacture of musical instruments	04095
	Manufacture of games and toys	04096
	Other manufacturing n.e.c.	04097
	Recycling of metal waste and scrap	04098
	Recycling of non- metal waste and scrap	04099
ELECTRICITY, GAS AND WATER	Production, collection and distribution of electricity	05001
	Manufacture and distribution of gas	05002
	Collection, purification and distribution of water	05003
	Other essential commodity service n.e.c	05004
CONSTRUCTION	Site preparation works	06001
	Building of complete constructions or parts-civil contractors	06002
	Building installation	06003
	Building completion	06004
	Construction and maintenance of roads, rails, bridges, tunnels, ports, harbour, runways etc.	06005
	Construction and maintenance of power plants	06006
	Construction and maintenance of industrial plants	06007
	Construction and maintenance of power transmission and telecommunication lines	06008
	Construction of water ways and water reservoirs	06009
	Other construction activity n.e.c.	06010

REAL ESTATE AND RENTING SERVICES	Purchase, sale and letting of leased buildings (residential and non-residential)	07001
	Operating of real estate of self-owned buildings (residential and non-residential)	07002
	Developing and sub-dividing real estate into lots	07003
	Real estate activities on a fee or contract basis	07004
	Other real estate/renting services n.e.c	07005
RENTING OF MACHINERY	Renting of land transport equipment	08001
	Renting of water transport equipment	08002
	Renting of air transport equipment	08003
	Renting of agricultural machinery and equipment	08004
	Renting of construction and civil engineering machinery	08005
	Renting of office machinery and equipment	08006
	Renting of other machinery and equipment n.e.c.	08007
	Renting of personal and household goods n.e.c.	08008
	Renting of other machinery n.e.c.	08009
WHOLESALE AND RETAIL TRADE	Wholesale and retail sale of motor vehicles	09001
	Repair and maintenance of motor vehicles	09002
	Sale of motor parts and accessories-wholesale and retail	09003
	Retail sale of automotive fuel	09004
	General commission agents, commodity brokers and auctioneers	09005
	Wholesale of agricultural raw material	09006
	Wholesale of food & beverages and tobacco	09007
	Wholesale of household goods	09008
	Wholesale of metals and metal ores	09009
	Wholesale of household goods	09010
	Wholesale of construction material	09011
	Wholesale of hardware and sanitary fittings	09012
	Wholesale of cotton and jute	09013
	Wholesale of raw wool and raw silk	09014
	Wholesale of other textile fibres	09015
	Wholesale of industrial chemicals	09016
	Wholesale of fertilizers and pesticides	09017
	Wholesale of electronic parts & equipment	09018
	Wholesale of other machinery, equipment and supplies	09019
	Wholesale of waste, scrap & materials for recycling	09020
	Retail sale of food, beverages and tobacco in specialized stores	09021
	Retail sale of other goods in specialized stores	09022
	Retail sale in non-specialized stores	09023

	Retail sale of textiles, apparel, footwear, leather goods	09024
	Retail sale of other household appliances	09025
	Retail sale of hardware, paint and glass	09026
	Wholesale of other products n.e.c	09027
	Retail sale of other products n.e.c	09028
HOTELS, RESTAURANTS AND HOSPITALITY SERVICES	Hotels – Star rated	10001
	Hotels – Non-star rated	10002
	Motels, Inns and Dharmshalas	10003
	Guest houses and circuit houses	10004
	Dormitories and hostels at educational institutions	10005
	Short stay accommodations n.e.c.	10006
	Restaurants – with bars	10007
	Restaurants – without bars	10008
	Canteens	10009
	Independent caterers	10010
	Casinos and other games of chance	10011
	Other hospitality services n.e.c.	10012
TRANSPORT & LOGISTICS SERVICES	Travel agencies and tour operators	11001
	Packers and movers	11002
	Passenger land transport	11003
	Air transport	11004
	Transport by urban/sub-urban railways	11005
	Inland water transport	11006
	Sea and coastal water transport	11007
	Freight transport by road	11008
	Freight transport by railways	11009
	Forwarding of freight	11010
	Receiving and acceptance of freight	11011
	Cargo handling	11012
	Storage and warehousing	11013
	Transport via pipelines (transport of gases, liquids, slurry and other commodities)	11014
	Other Transport & Logistics services n.e.c	11015
POST AND TELECOMMUNICATION SERVICES	Post and courier activities	12001
	Basic telecom services	12002
	Value added telecom services	12003
	Maintenance of telecom network	12004
	Activities of the cable operators	12005
	Other Post & Telecommunication services n.e.c	12006
FINANCIAL INTERMEDIATION SERVICES	Commercial banks, saving banks and discount houses	13001
	Specialised institutions granting credit	13002
	Financial leasing	13003
	Hire-purchase financing	13004

	Housing finance activities	13005
	Commercial loan activities	13006
	Credit cards	13007
	Mutual funds	13008
	Chit fund	13009
	Investment activities	13010
	Life insurance	13011
	Pension funding	13012
	Non-life insurance	13013
	Administration of financial markets	13014
	Stock brokers, sub-brokers and related activities	13015
	Financial advisers, mortgage advisers and brokers	13016
	Foreign exchange services	13017
	Other financial intermediation services n.e.c.	13018
COMPUTER AND RELATED SERVICES	Software development	14001
	Other software consultancy	14002
	Data processing	14003
	Database activities and distribution of electronic content	14004
	Other IT enabled services	14005
	BPO services	14006
	Cyber café	14007
	Maintenance and repair of office, accounting and computing machinery	14008
	Computer training and educational institutes	14009
	Other computer related services n.e.c.	14010
RESEARCH AND DEVELOPMENT	Natural sciences and engineering	15001
	Social sciences and humanities	15002
	Other Research & Development activities n.e.c.	15003
PROFESSIONS	Legal profession	16001
	Accounting, book-keeping and auditing profession	16002
	Tax consultancy	16003
	Architectural profession	16004
	Engineering and technical consultancy	16005
	Advertising	16006
	Fashion designing	16007
	Interior decoration	16008
	Photography	16009
	Auctioneers	16010
	Business brokerage	16011
	Market research and public opinion polling	16012
	Business and management consultancy activities	16013
	Labour recruitment and provision of personnel	16014

	Investigation and security services	16015
	Building-cleaning and industrial cleaning activities	16016
	Packaging activities	16017
	Secretarial activities	16018
	Other professional services n.e.c.	16019
EDUCATION SERVICES	Primary education	17001
	Secondary/ senior secondary education	17002
	Technical and vocational secondary/ senior secondary education	17003
	Higher education	17004
	Education by correspondence	17005
	Coaching centres and tuitions	17006
	Other education services n.e.c.	17007
HEALTH CARE SERVICES	General hospitals	18001
	Speciality and super speciality hospitals	18002
	Nursing homes	18003
	Diagnostic centres	18004
	Pathological laboratories	18005
	Independent blood banks	18006
	Medical transcription	18007
	Independent ambulance services	18008
	Medical suppliers, agencies and stores	18009
	Medical clinics	18010
	Dental practice	18011
	Ayurveda practice	18012
	Unani practice	18013
	Homeopathy practice	18014
	Nurses, physiotherapists or other para-medical practitioners	18015
Veterinary hospitals and practice	18016	
Other healthcare services	18017	
SOCIAL AND COMMUNITY WORK	Social work activities with accommodation (orphanages and old age homes)	19001
	Social work activities without accommodation (Creches)	19002
	Industry associations, chambers of commerce	19003
	Professional organisations	19004
	Trade unions	19005
	Religious organizations	19006
	Political organisations	19007
	Other membership organisations n.e.c. (rotary clubs, book clubs and philatelic clubs)	19008
	Other Social or community service n.e.c	19009
CULTURE AND SPORT	Motion picture production	20001
	Film distribution	20002
	Film laboratories	20003

	Television channel productions	20004
	Television channels broadcast	20005
	Video production and distribution	20006
	Sound recording studios	20007
	Radio - recording and distribution	20008
	Stage production and related activities	20009
	Individual artists excluding authors	20010
	Literary activities	20011
	Other cultural activities n.e.c.	20012
	Circuses and race tracks	20013
	Video Parlours	20014
	News agency activities	20015
	Library and archives activities	20016
	Museum activities	20017
	Preservation of historical sites and buildings	20018
	Botanical and zoological gardens	20019
	Operation and maintenance of sports facilities	20020
	Activities of sports and game schools	20021
	Organisation and operation of indoor/outdoor sports and promotion and production of sporting events	20022
	Other sporting activities n.e.c.	20023
	Other recreational activities n.e.c.	20024
OTHER SERVICES	Hair dressing and other beauty treatment	21001
	Funeral and related activities	21002
	Marriage bureaus	21003
	Pet care services	21004
	Sauna and steam baths, massage salons etc.	21005
	Astrological and spiritualists' activities	21006
	Private households as employers of domestic staff	21007
	Other services n.e.c.	21008
EXTRA TERRITORIAL ORGANISATIONS AND BODIES	Extra territorial organisations and bodies (IMF, World Bank, European Commission etc.)	22001

*n.e.c. – not elsewhere classified

9. **SCHEME OF THE FORM**

The Scheme of this form follows the scheme of the law as outlined above in its basic form. The Form has been divided into three parts. It also has twenty-five Schedules. The details of these parts and the Schedules are as under:-

- (i) Part A-GEN mainly seeks general information requiring furnishing of personal information like name and address, PAN number, date of creation, filing status, other details and audit details ;
- (ii) The second part, i.e., Part-B is regarding an outline of the total income and tax computation in respect of income chargeable to tax.
- (iii) There are various Schedules details of which are as under-
 - (a) Schedule-I: Details of amounts accumulated/ set apart within the meaning of section 11(2) or in terms of third proviso to section 10(23C) in last year's viz., previous years relevant to the current assessment year.

- (b) Schedule-J: Statement showing the funds and investments as on the last day of the previous year.
- (c) Schedule-K: Statement of particulars regarding the Author(s)/ Founder(s)/ Trustee(s)/ Manager(s), etc., of the Trust or Institution.
- (d) Schedule-LA: Details in case of a political party.
- (e) Schedule-ET: Details in case of an Electoral Trust
- (f) Schedule AI: Aggregate of income derived during the previous year excluding voluntary contributions. This is to be filled by all persons except political party or electoral trust.
- (g) Schedule ER: Amount applied to charitable or religious purposes in India or for the stated objects of the trust/institution during the previous year - Revenue Account. This is to be filled by all persons except political party or electoral trust.
- (h) Schedule EC: Amount applied to charitable or religious purposes in India or for the stated objects of the trust/institution during the previous year- Capital Account [excluding application from borrowed funds and amount exempt u/s 11(1A)]. This is to be filled by all persons except political party or electoral trust.
- (i) Schedule-HP: Computation of income under the head Income from House Property.
- (j) Schedule-CG: Computation of income under the head Capital gains.
- (k) Schedule-OS: Computation of income under the head Income from other sources.
- (l) Schedule-VC: Details of Voluntary Contributions received
- (m) Schedule-OA: General information about business and profession.
- (n) Schedule-BP: Computation of income under the head "profit and gains from business or profession".
- (o) Schedule-CYLA: Statement of income after set off of current year's losses
- (p) Schedule-MAT: Computation of Minimum Alternate Tax payable under section 115JB
- (q) Schedule-MATC: Computation of tax credit under section 115JAA
- (r) Schedule AMT: Computation of Alternate Minimum Tax payable under section 115JC
- (s) Schedule AMTC: Computation of tax credit under section 115JD
- (t) Schedule-PTI: Statement of income from Business Trust or Investment Fund as per section 115UA, 115UB.
- (u) Schedule-SI: Statement of income which is chargeable to tax at special rates
- (v) Schedule 115TD: Accreted income under section 115TD
- (w) Schedule FSI: Details of income accruing or arising outside India
- (x) Schedule TR: Details of Taxes paid outside India
- (y) Schedule FA: Details of Foreign Assets and Income

10. GUIDANCE FOR FILLING OUT PARTS AND SCHEDULES

(1) General

- (i) All items must be filled in the manner indicated therein; otherwise the return maybe liable to be held defective or even invalid.
- (ii) If any item is inapplicable, write "NA" against that item.
- (iii) Write "Nil" to denote nil figures.
- (iv) Except as provided in the form, for a negative figure/ figure of loss, write "-" before such figure.
- (v) All figures should be rounded off to the nearest one rupee. However, the figures for total income/ loss and tax payable be finally rounded off to the nearest multiple of ten rupees.

(2) Sequence for filling out parts and Schedules

- (i) Part A
- (ii) Schedules
- (iii) Part B
- (iv) Verification

11. PART A-GEN

Most of the details to be filled out in Part-Gen of this form are self-explanatory. However, some of the details mentioned below are to be filled out as explained hereunder:-

- (a) It is compulsory to quote PAN.
- (b) Codes for status:

Sl.	Status	Code	Sl.	Status	Code
i	Individual	01	vi	Body of individuals (BOI)	06
ii	Firm (other than the one engaged in profession)	02	vii	Artificial juridical person	07
iii	Firm engaged in profession	03	viii	Co-operative society	08
iv	Association of persons (AOP)	04	ix	Company as per section 25 of the Companies Act	09
v	Association of persons (Trust)	05	x	Local authority	10

- (c) Tax payers are advised to furnish their correct mobile number and e-mail address so as to facilitate the Department in sending updates relating to demand, refund etc. In case a return is filed by an intermediary/professional, the email address of the intermediary as well as the assessee may be provided;
- (d) Details of the project/ institution run by you- In this section write the name of the project/institution run by you. For example- If running educational projects/institutions then name of the school/college/university etc. need to be mentioned. Similarly, in case of the hospitals/research institutions the name of the hospital or research centre need to be mentioned. If more than one project/institution is run by the taxpayer, then mention the name of all the projects/institutions. The nature of activity and the classification of the activity engaged by the project/institution should be filed as below. In case the activity/classification falls under more than one head, all such heads may be specified.

Sl.	Nature of activity	Classification
i	Charitable	a Relief of the poor
		b Education
		c Medical Relief
		d Preservation of environment (including watersheds, forests and wildlife)
		e Preservation of monuments or places or objects of artistic or historic interest
		f Object of general public utility
		g Development of khadi or village industries

ii	Religious	Religious	
iii	Research	a	Scientific Research
		b	Social Research
		c	Statistical research
		d	Any other research
iv	News Agency	News Agency	
v	Professional Bodies	a	Law
		b	Medicine
		c	Accountancy
		d	Engineering
		e	Architecture
		f	Company secretaries
		g	Chemistry
		h	Materials management
		i	Town planning
		j	Any other profession
		vi	Trade union
vii	Political	Political party	
viii	Electoral trust	Electoral trust	
ix	Others	a	Specified income arising to a body/authority/Board/Trust/Commission u/s 10(46)
		b	Infrastructure Debt fund u/s 10(47)
		c	Any other

- (e) Details of registration or approval- If you are registered under section 12A/12AA, then provide the date of the registration, registration number and the registering authority. If you have received approval under section 35 or section 10(23C), then provide the date of approval, the approval reference number and the approving authority. Section under which exemption claimed in respect of each project/institution to be specified as below:-

i	Section 10(21) read with section 35	ii	Section 10(22B)	iii	Section 10(23A)	iv	Section 10(23B)
v	Section 10(23C)(iiiab)	vi	Section 10(23C)(iiiac)	vii	Section 10(23C)(iiiad)	viii	Section 10(23C)(iii ae)
ix	Section 10(23C)(iv)	x	Section 10(23C)(v)	xi	Section 10(23C)(vi)	xii	Section 10(23C)(via)
xiii	Section 10(23D)	xiv	Section 10(23DA)	xv	Section 10(23FB)	xvi	Section 10(24)
xvii	Section 10(46)	xviii	Section 10(47)	xix	Section 11	xx	Section 13A
xxi	Section 13B						

- (f) Tick in the box to indicate the section under which the return is filed.

- (g) All the boxes in the table for "Other Details" need to be filled, if applicable.

A. Where one of the charitable purpose is advancement of any other object of general public utility as per section 2 (15) then specify whether such activity is of commercial nature. If yes, then specify the aggregate receipts in respect of each institution engaged in such activity, and percentage of receipt from such activity.

- B. If you have received approval under section 80G then provide the approval reference number and the date of approval.
 - C. If there is any change in the objects or activities during the financial year then tick yes, and fill up details of fresh registration, if any.
 - D. In case of a political party, fill out the details in this column along with Schedule LA.
 - E. In case of Electoral Trust, fill out the details in this column along with Schedule ET.
 - F. If you are registered under Foreign Contribution Regulation Act (FCRA), tick yes and fill up registration number, date of registration, total amount of foreign contribution received during the year. The purpose for which the foreign contribution is received also needs to be specified
- (h) In Item no. J, "Audit Information" needs to be filled up. Audit is required to be done under different sections of the Act, including section 10(23C)(iv), 10(23C)(v), 10(23C)(vi), 10(23C)(via), section 12A, section 13A, section 44AB etc. Specify the section under which audit has been done in the space designated for the same in the return and date of furnishing the audit report.

12. PART B –TI

- (a) Item 1 to Item 4ii:- transfer figures from the appropriate Schedule.
- (b) Item 4iii to Item 6:- make adjustments as specified and enter the total as narrated in item 7.
- (c) Claim of exemption u/s 10 is to be made in items 8, 9 and 10.
- (d) The income other than the exempt income u/s 11, 12, 13 and 10 shall form part of the four heads of income and should be entered in Schedule HP, CG, BP & OS and the amount be entered in item 13.
- (e) Item 21 to Item 25: total of agricultural income to be mentioned for rate purposes; income chargeable at special rates and maximum marginal rates are to be mentioned separately. Anonymous donations, taxed @30%, need to be mentioned separately.

13. SCHEDULES

- (a) **Schedule- I:** Under section 11(2) or under third proviso to section 10(23C), where 85% of the income is not applied or is not deemed to have been applied, to charitable or religious purposes in India during the previous year but is accumulated or set apart, either in whole or in part, for application to such purposes of India, such income so accumulated or set apart shall not be included in the total income of the previous year, if certain conditions are satisfied. One of the conditions, *inter alia*, is that the accumulation cannot be carried forward beyond five years.
Furnish the details of each financial year of accumulation; amount accumulated in respective years, whether the amount accumulated is invested in accordance with the provisions of section 11(5), purpose of accumulation etc.
- (b) **Schedule J:** Here, mention the funds and investments of the trust or institution as on the last day of the previous year. The table given is self-explanatory.
- (c) **Schedule K:** Here, mention the particulars regarding the author(s)/ founder(s)/ trustee(s)/ manager(s) etc., of the trust or institution with their names, address, PAN and Aadhaar number.
- (d) **Schedule LA:** Section 13A of the Income-tax Act provides exemption to a political party in respect of income chargeable under the head "Income from house property", "Income from other sources" or "capital gains" or Income by way of voluntary contributions received by it, subject to fulfilment of certain conditions

mentioned therein. This Schedule seeks to provide the information relating to fulfilment of those conditions.

(e) Schedule ET: Section 13B of the Income-tax Act provides exemption to an electoral trust in respect of income by way of voluntary contributions received by it, subject to fulfilment of certain conditions mentioned therein. This Schedule seeks to provide the information relating to fulfilment of those conditions.

(f) Schedule AI: Aggregate of income referred to in section u/s 11 and 12 derived during the previous year excluding voluntary contribution forming part of corpus as per section 11(1)(d) and other voluntary contributions are to be provided.

(g) Schedule ER: Amount applied to charitable or religious purposes in India, or for the stated objects of the trust/ institution, during the previous year of revenue nature is to be provided.

(h) Schedule EC: Amount applied to charitable or religious purposes in India, or for the stated objects of the trust/ institution, during the previous year of capital nature [excluding application from borrowed funds and amount exempt u/s 11(1A)] is to be provided.

(i) Schedule-HP,- Following points also need to be clarified,-

- (i) Annual lettable value means the amount for which the house property may reasonably be expected to let from year to year, on a notional basis. Deduction for taxes paid to local authority shall be available only if the property is in the occupation of a tenant, and such taxes are borne by the assessee and not by the tenant and have actually been paid during the year.
- (ii) In item 3a, arrears of rent received and the amount of unrealised rent realised subsequently are to be mentioned after deduction @30% of such arrears of rent and unrealised rent realised.

(j) Schedule-CG,-

- (i) Capital gains arising from sale/transfer of different types of capital assets have been segregated. If more than one capital asset within the same type has been transferred, make the combined computation for all such assets within the same type.
- (ii) If more than one short-term capital asset has been transferred, make the combined computation for all the assets. Similarly, make the combined computation for all the assets if more than one long-term capital asset has been transferred.
- (iii) For computing long-term capital gain, cost of acquisition and cost of improvement may be indexed, if required, on the basis of following cost inflation index notified by the Central Government for this purpose.

Sl.No.	Financial Year	Cost Inflation Index
1.	2001-02	100
2.	2002-03	105
3.	2003-04	109
4.	2004-05	113
5.	2005-06	117
6.	2006-07	122
7.	2007-08	129

8.	2008-09	137
9.	2009-10	148
10.	2010-11	167
11.	2011-12	184
12.	2012-13	200
13.	2013-14	220
14.	2014-15	240
15.	2015-16	254
16.	2016-17	264
17.	2017-18	272

(iv) **Item C** of this Schedule computes the total of short-term capital gain and long-term capital gain (item A5 + item B3). Please note that if balance in item B3 in respect of long-term capital gain is a loss, same shall not be set-off against short-term capital gain. In such situation, the figure of item B3 would be entered as 0 and then the figures of item A5 be added in item C.

(k) Schedule-OS, -

- (i) Against item 1a and 1b, enter the details of gross income by way of dividend and interest which is not exempt.
- (ii) Against item 1c, indicate the gross income from machinery, plant or furniture let on hire and also such income from building where its letting is inseparable from the letting of the said machinery, plant or furniture, if it is not chargeable to income-tax under the head "Profits and gains of business or profession".
- (iii) Against item 1d, indicate any other income under the head "Income from other sources" such as income from winnings from lottery, crossword puzzles etc., income of the nature referred to in section 68, 69, 69A, 69B, 69C or 69D, income of the nature referred to in section 56(2)(x) or any other type of income. The nature of such income is also required to be specified.
- (iv) Income from owning and maintaining race horses is to be computed separately as loss from owning and maintaining race horses cannot be adjusted against income from any other source, and can only be carried forward for set off against similar income in subsequent years.
- (v) Item 4 of this Schedule computes the total income chargeable under the head "Income from other sources". If balance in item 3e from owning and maintaining race horses is a loss, please enter 0 and enter the total of item 2.

(l) Schedule VC (Voluntary Contribution)- Fill up details of voluntary contributions received. In Part A, fill up the details of local receipts giving clear break up of grants received from Government, from companies under Corporate Social Responsibility, other specific grants and other donations. In Part B, fill up details of foreign contributions received, giving break up of corpus fund donation and other than corpus donation. In Part D, fill up details of anonymous donations chargeable under section 115BBC.

(m) Schedule-BP (General and Computation of income),-

- (A) In Schedule BP-General, information relating to business and professions which are of general in nature are to be provided. For example – nature of business carried on, number of branches, method of accounting adopted by the taxpayer etc.
- (B) **Computation of income**
 - (i) The computation in this Schedule has to be started on the basis of profit before tax as shown in profit and loss account.

- (ii) In case any item of addition or deduction not covered by the items mentioned in this Schedule be filled in residual items 12, 13 and 16 of this Schedule.
- (iii) In case, agricultural income to be excluded on the basis of rule 7A, 7B or 8 (in business of growing and manufacturing tea, coffee etc.), it shall not be included in the item 5c of this Schedule.
- (iv) In Item no. A21, net profit or loss from business or profession is to be computed, only in special cases, e.g. business of growing and manufacturing tea, coffee, etc., where rules 7A, 7B or 8 is applicable. Otherwise, the figure of net profit/ loss as computed in Item no. A20 may be entered.
- (v) Item B of this Schedule computes the total of profit and loss from speculative business. Please note that if balance in item B27 in respect of speculative business is a loss, same shall not be set-off against profit from non-speculative business. In such situation, only the figures of item A21 shall be entered in item D.
- (vi) Item C of this Schedule computes the total of profit or loss from specified business or profession. Please note that if balance in item C33 in respect of specified business is a loss, same shall not be set-off against profit from non-specified business. In such situation, only the figures of item A21 shall be entered in item D.

(n) Schedule-CYLA, -

- (i) Mention only positive incomes of the current year in column 1, head wise, in the relevant rows.
- (ii) Mention total current year's loss(es), if any, from house property, business or profession and other sources (other than losses from race horses) in the first row against the heading loss to be adjusted under the respective head. These losses are to be set off against income under other heads in accordance with the provisions of section 71. The amount set off against the income of respective heads has to be entered into in columns 2, 3 and 4, in the relevant rows.
- (iii) Mention the end-result of the above inter-head set-off(s) in column 5, head wise, in relevant rows.
- (iv) Total of loss set off out of columns 2, 3 and 4 have to be entered into row ix.
- (v) The losses remaining after set off have to be entered in row x.

(o) Schedule – MAT: In case of a company, compute the book profit under section 115JB. The tax liability under said section shall be 18.5 per cent of the book profit so computed. The computation should be based on profit and loss account laid at annual general meeting in accordance with the provisions of section 129 of the Companies Act, 2013. Further, the computation in this Schedule be based on Form 29B. However, Form 29B is not to be attached with the return.

(p) Schedule MATC: Credit for MAT paid in assessment years 2008-09 and onwards in excess of the normal tax liability, is allowed to be set off against the normal tax liability of the current assessment year. However, the credit is restricted to the extent of the normal tax liability for current assessment year exceeds the MAT liability.

(q) Schedule –AMT- In case of any person other than a company, the assessee is required to fill the details of computation of Alternate Minimum Tax (AMT) payable under section 115JC (special provisions for payment of tax by certain persons other than a company). The tax liability under this section shall be 18.5 percent of the adjusted total income computed under the said section. The computation under this

Schedule is to be based on Form No. 29C. However, Form 29C is not to be attached with the return

(r)Schedule –AMTC,- Credit for AMT paid in assessment years 2012-13 and onwards in excess of the normal tax liability, is allowed to be set off against the normal tax liability of the current assessment year. However, the credit is restricted to the extent by which the normal tax liability for current assessment year exceeds the AMT liability.

(s)Schedule PTI: Fill Income details from business trust or investment fund as per section 115UA, 115UB.

1. In column 2 of the table, fill the name of business trust or investment fund.
2. In column 3 of the table, fill the PAN of business trust or investment fund.
3. Against serial number (i), fill amount of income from House property in column number 6 and fill TDS on such amount, if any, in column number 7.
4. Against serial number (ii)(a), fill amount of income from short term capital gain in column number 6 and fill TDS on such amount, if any, in column number 7.
5. Against serial number (ii)(b), fill amount of income from Long term capital gain in column number 6 and fill TDS on such amount, if any, in column number 7.
6. Against serial number (iii), fill amount of income from other sources in column number 6 and fill TDS on such amount, if any, in column number 7.
7. Against serial number (iv)(a),(b),(c), fill income received from business trust or investment fund claimed to be exempt under section 10(23FBB), 10(23FD), etc. in column number 6.

(t)Schedule-SI- Mention the income included in total income which is chargeable to tax at special rates in Column (i) and tax thereon in Column (ii).

(u)Schedule 115TD- In addition to the income-tax chargeable in respect of the total income of the trust or institution, the accreted income of the trust computed in accordance with the provisions of section 115TD is chargeable to tax and such trust or institution is liable to pay additional income-tax and the maximum marginal rate on such accreted income.

(v)Schedule FSI-

- (i) In this Schedule, fill the details of income, which is already included in total income, accruing or arising outside India.
- (ii) For country code use the International Subscriber Dialing (ISD) code of the country.
- (iii) The Tax Payer Identification Number (TIN) of the assessee in the country where tax has been paid is to be filled up. In case TIN has not been allotted in that country, then, passport number should be mentioned.

(w)Schedule TR-

- (h) In column (c) mention the tax paid outside India on the income declared in Schedule FSI which will be the total tax paid under column (c) of Schedule FSI in respect of each country.
- (ii) In column (d) mention the tax relief available which will be the total tax relief available under column (e) of Schedule FSI in respect of each country.

- (iii) The Tax Payer Identification Number (TIN) of the assessee in the country where tax has been paid is to be filled up. In case TIN has not been allotted in that country, then, passport number should be mentioned.
- (iv) Relief claimed under section 90 or section 90A or section 91 is to be filled in the respective columns.

(x) Schedule FA,-

- (i) This Schedule is to be filled up by a resident assessee. It need not be filled up by a 'not ordinarily resident' or a 'non-resident'. Mention the details of foreign bank accounts, financial interest in any entity, details of immovable property or other assets located outside India. This should also include details of any account located outside India in which the assessee has signing authority, details of trusts created outside India in which you are settlor, beneficiary or trustee. Under all the heads mention income generated/derived from the asset. The amount of income taxable in your hands and offered in the return is to be filled out under respective columns. Item G includes any other income which has been derived from any source outside India and which has not been included in the items A to F and under the head business of profession in the return.
- (ii) This Schedule is to be filled in all cases where the resident assessee is a beneficial owner, beneficiary or legal owner. For this purpose,-
- Beneficial owner in respect of an asset means an individual who has provided, directly or indirectly, consideration for the asset and where such asset is held for the immediate or future benefit, direct or indirect, of the individual providing the consideration or any other person.
 - Beneficiary in respect of an asset means an individual who derives an immediate or future benefit, directly or indirectly, in respect of the asset and where the consideration for such asset has been provided by any person other than such beneficiary.
 - Where the assessee is both a legal owner and a beneficial owner, mention legal owner in the column of ownership.
- (iii) (A) The peak balance in the bank account during the year is to be filled up after converting the same into Indian currency.
- (B) Financial interest would include, but would not be limited to, any of the following:-
- (1) if the resident assessee is the owner of record or holder of legal title of any financial account, irrespective of whether he is the beneficiary or not.
 - (2) if the owner of record or holder of title is one of the following:-
 - (i) an agent, nominee, attorney or a person acting in some other capacity on behalf of the resident assessee with respect to the entity.
 - (ii) a corporation in which the resident owns, directly or indirectly, any share or voting power.
 - (iii) a partnership in which the resident assessee owns, directly or indirectly, an interest in partnership profits or an interest in partnership capital.
 - (iv) a trust of which the resident has beneficial or ownership interest.
 - (v) any other entity in which the resident owns, directly or indirectly,

any voting power or equity interest or assets or interest in profits.

- (3) the total investment in col(5) of part (B) has to be filled up as peak investment held during the year after converting it into Indian currency.
- (C) the total investment in col(5) of part (C) has to be filled up as peak investment in immovable property held during the year after converting it into Indian currency
- (D) the total investment in col(5) of part (D) has to be filled up as peak investment (at cost) held during the year after converting it into Indian currency. Capital Assets include financial assets which are not included in part (B) but shall not include stock-in-trade and business assets which are included in the Balance Sheet.
- (E) the details of peak balance/investment in the accounts in which you have signing authority and which has not been included in Part (A) to Part (D) mentioned above has to be filled up as peak investment/balance held during the year after converting it into Indian currency.
- (iv) For the purpose of this Schedule, the rate of exchange for the calculation of the value in rupees of such asset situated outside India shall be the telegraphic transfer buying rate of such currency as on the date of peak balance in the bank account or on the date of investment.

NOTE: For the purposes of this Schedule, "telegraphic transfer buying rate", in relation to a foreign currency, means the rate or rates of exchange adopted by the State Bank of India constituted under the State Bank of India Act, 1955 (23 of 1955), for buying such currency, having regard to the guidelines specified from time to time by the Reserve Bank of India for buying such currency, where such currency is made available to that bank through a telegraphic transfer.

14. PART B-TTI-COMPUTATION OF TAX LIABILITY ON TOTAL INCOME

- (a) In item No. 2a, fill the details of gross tax liability on total income, to be computed at the applicable rates. In item no. 1a, fill the details of gross tax liability on deemed total income, to be computed at applicable rates.
- (b) In item no. 2b, fill out the total of tax computed at special rates as per Schedule SI.
- (c) In item no. 2c, fill out the total of tax on anonymous donation chargeable under section 115BC.
- (d) In item no. 1b and item no. 3iii, fill the details of surcharge. If income includes income of the nature referred to in section 115BBE, calculate surcharge @25% of tax on such income. If total income exceeds the amount specified for levy of surcharge, calculate surcharge on balance tax (i.e. *tax on total income minus tax on income chargeable u/s 115BBE*) at the applicable rate.
- (e) In item No. 4, calculate the education cess including secondary and higher education cess at the rate of three per cent of item no. (2f + 3iii).
- (d) In item 16, please provide the details of all the savings and current accounts held by you at any time during the previous year. However, it is not mandatory to provide details of dormant accounts which are not operational for more than 3 years. Please indicate the account in which you would like to get your refund credited irrespective of whether you have refund or not. In case of non-residents, details of any one foreign Bank Account may be furnished for the

purpose of credit of refund. The account number should be as per Core Banking Solution (CBS) system of the bank (or as per IBAN in case of foreign bank account).

15. VERIFICATION

- (a) (i) In case of a political party, return of income can be verified by the chief executive officer of such party (whether known as secretary or any other designation).
- (ii) In any other case, return of income can be verified by persons competent to do so as per section 140 of the Income-tax Act.
- (iii) The permanent account number of the above persons is required to be mentioned in verification.
- (b) In case the return is furnished electronically under digital signature, please fill up the required information in the Verification. Strike out whatever is not applicable. Write the designation of the person signing the return.
- (c) In case the return is to be furnished electronically under electronic verification code or in the manner mentioned in instruction no. 4(iii), please fill verification form (Form ITR-V).
- (d) Please note that any person making a false statement in the return or the accompanying Schedules shall be liable to be prosecuted under section 277 of the Income-tax Act, 1961 and on conviction be punishable under that section with rigorous imprisonment and with fine.

16. TAX PAYMENTS

- (A) (i) Fill out the details of payment of advance income-tax and income-tax on self-assessment.
- (ii) The details of BSR Code of the bank branch (7 digits), date of deposit, challan serial No., and amount paid should be filled out from the acknowledgement counterfoil.
- (B)
 - (i) Please furnish the details in accordance with Form 16A, Form 16B or Form 16C issued by the Deductor in respect of interest income, capital gains, rental income or any other sources of income.
 - (ii) All the tax deductions at source made in the current financial year should be reported in the TDS Schedule.
 - (iii) "Unique TDS Certificate Number". This is a six digit number which appears on the right hand top corner of those TDS certificates which have been generated by the deductor through the Tax Information Network (TIN) Central System.
 - (iv) "Year of tax deduction" means the financial year in which tax has been deducted. In this column fill up the four digits of relevant financial year. For example, if the deduction has been made by the deductor in the financial year 2017-18 fill up 2017 in the designated space.
 - (v) In case there is any unclaimed TDS brought forward from earlier years, for which credit is being claimed and the corresponding income is chargeable in your hands in this year; please enter the financial year in which TDS was deducted and the amount of TDS brought forward in Col. 5 & 6 respectively.
 - (vi) In Col. 7, enter the amount of TDS deducted in own hands, as reflected in the 26AS statement.
 - (vii) In Col. 8, enter the amount of TDS deducted in the hands of any other person as referred to in Rule 37BA (2), if the corresponding income is

chargeable in your hands in this year. Ensure that the TDS amount is reflected in the 26AS statement of such other person.

- (viii) In Col. 9, enter the amount of TDS credit available (*i.e. out of total TDS reported in Col. 6, 7 and 8*), which is being claimed in own hands for this year. Ensure that the corresponding income has also been offered in this year. For example, if any income is not chargeable to tax in this year then the corresponding TDS credit shall be allowable only in the year in which such income is chargeable to tax.
- (ix) In Col. 10, enter the amount of TDS credit available (*i.e. out of total TDS mentioned in Col. 6, 7 and 8*), which is being claimed in the hands of any other person as referred to in Rule 37BA.
- (x) In Col. 11, enter the amount of unclaimed TDS credit of current year (*i.e. out of total TDS deducted in current year reported in Col. 7 & 8*) which is being carried forward.

NOTE: If TDS has been deducted in your hands, but whole or any part of the corresponding income is assessable in the hands of any other person, or vice versa, please ensure that the procedure laid down in Rule 37BA(2) of the Income-tax Rules, 1962 is followed for claiming credit of TDS in such cases.

- (C) (i) In this table, fill the details of tax collected at source on the basis of TCS certificates (Form No. 27D) issued by the Collector.
- (ii) In order to enable the Income Tax Department to provide accurate, quicker and full credit for taxes collected at source, the taxpayer must ensure to quote TAN for every TCS transaction.
