

# Rectification – User Manual



# Rectification – User Manual Version 1.0

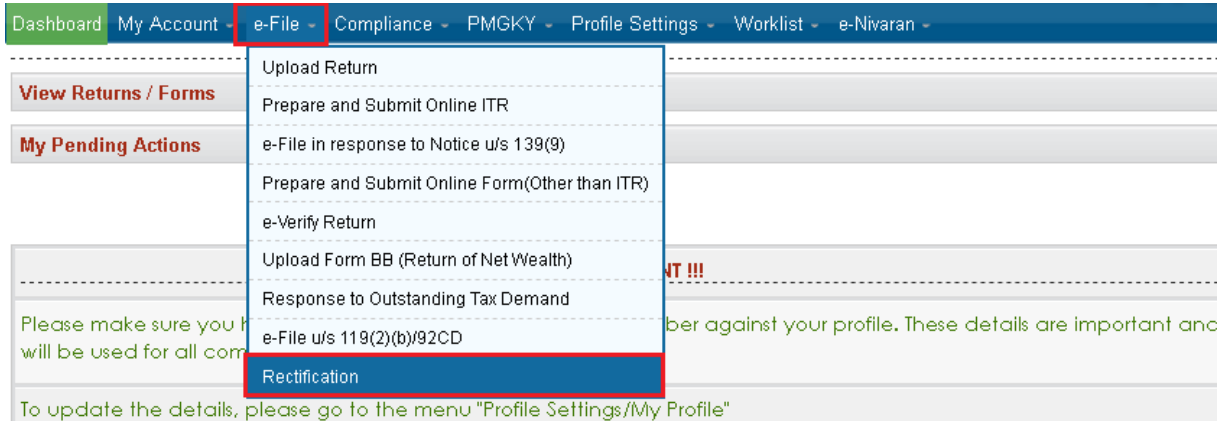
# Rectification – User Manual

## Rectification Request for Income Tax Return

Rectification request can be filed u/s 154 of the Income Tax Act by the taxpayer in case of any mistake apparent from the record.

To file your Rectification, you should be a registered user in e-Filing application. Below listed are the steps to file Rectification.

**Step 1** – Login to e-Filing application and GO TO → e-File → Rectification Request.



**Step 2** – Select Return to be rectified as “Income Tax Return” from the drop down available.

### Rectification Request

<b>PAN *</b>	<input type="text" value="AQZPK2300C"/>
<b>Return to be rectified *</b>	<input type="text" value="Income Tax Return"/>
<b>Assessment Year *</b>	<input type="text" value="2016-17"/>
<b>Latest Communication Reference Number (Eg. CPC/1112/T2/1105566988) *</b>	<input type="text"/>
<input type="button" value="Validate"/> <input type="button" value="Reset"/>	

**Step 3** – Select the Assessment Year for which Rectification is to be e-Filed. Enter the Latest Communication Reference Number (as mentioned in the CPC Order)

**Step 4** – Click “Validate”.

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## Rectification Request

PAN	PERAA8001A
Return to be rectified *	Income Tax Return ▼
Assessment Year *	2012-13 ▼
Latest Communication Reference Number (Eg. CPC/1112/T2/1105566988) *	CPC/1213/A5/1105078999
<input type="button" value="Validate"/> <input type="button" value="Reset"/>	

**Step 5** – Select the “Rectification Request Type”.

**Step 6** – On selecting the option “**Taxpayer is correcting data for Tax Credit mismatch only**”, three check boxes TCS, TDS, IT are displayed. You may select the checkbox for which data needs to be corrected. Details regarding these fields will be prefilled from the ITR filed. User can add a maximum of 10 entries for each of the selections. No upload of any ITR is required.

## Submit your Rectification return

PAN	PERAA8001A
Assessment Year	2012
Prior - Communication Reference Number	CPC/1213/A5/1105078999
Prior - e-Filing Acknowledgement Number	100173970151015
Rectification Request Type*	Taxpayer is correcting ▼
<input type="checkbox"/> TDS on Other than Salary Details	
<input type="checkbox"/> TCS Details	
<input type="checkbox"/> IT Details	
<input type="button" value="Submit"/> <input type="button" value="Reset"/>	

**Step 7** – On selecting the option “**Taxpayer is correcting Data in Rectification**”, select the reason for seeking rectification. Schedules being changed, Donation and Capital gain details (if applicable), upload XML and Digital Signature Certificate (DSC), if available and applicable. You can select a maximum of 4 reasons.

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**Select a Rectification Reason**

Select a rectification reason which is applicable to you

- 1) Tax Payments had not matched as per the CPC order
- 2) Income chargeable under the head Business and Profession has been wrongly considered
- 3) Requesting for cancellation of the adjustment of earlier year(s) demand
- 4) Details of deductions(including sub-schedule 80G 80IA 80IB 80IC etc)under Chapter VIA wrongly considered
- 5) Income chargeable under the head Capital Gains has been wrongly considered
- 6) Income chargeable under the head House Property has been wrongly considered
- 7) Salary income not matched
- 8) Income from Other Sources has been wrongly considered
- 9) Brought forward losses have not been allowed OR partially allowed
- 10) Current year losses were not set off correctly
- 11) There is variance in Tax/Interest Computation even though Total Income remains the same
- 12) Profit Before Tax in Schedule BP has been wrongly considered
- 13) Requesting to tax at slab rates as it is a AOP as seen from schedule for partner's information of the e-filed return of income
- 14) Gender of the tax payer was wrongly considered. Gender updated in the PAN database
- 15) MAT/MATC have not been allowed OR partially allowed
- 16) Requesting for reduction of tax rate as domestic company instead of non-domestic company
- 17) Date of filing of the ORIGINAL RETURN taken as NOT WITHIN DUE DATE
- 18) Requesting for reduced claim of income as taxpayer is governed by 'Portuguese civil code' and that sec 5A is applicable to them
- 19) Requesting for allowing the claim of deduction u/s 80P
- 20) Requesting for change of Residential status
- 21) Requesting that the income shown in the return is not taxable as the assessee is a society registered u/s.12A OR assessee is NON RESIDENT
- 22) Others

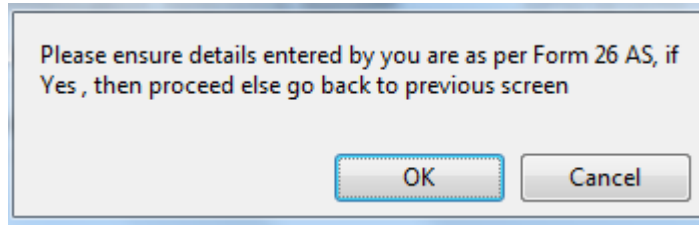
**Step 8 –** On selecting the option **“No further Data Correction Required. Reprocess the case”**, checkboxes to select are: Tax Credit Mismatch, Gender Mismatch (Only for Individuals), Tax / Interest Mismatch are displayed. User can select the checkbox for which re-processing is required. No upload of any ITR is required. User can view their 26AS details by clicking on **“Click here to view 26AS details”** button and view their Tax Credit Mismatch details by clicking on **“Click here to view Tax Credit Mismatch details”** button.

[Submit your Rectification return](#)

PAN	PERAA8001A
Assessment Year	2012
Prior - Communication Reference Number	CPC/1213/A5/1105078999
Prior - e-Filing Acknowledgement Number	100173970151015
Rectification Request Type*	<input type="button" value="No further Data Correct"/> ▾
<input type="checkbox"/> Tax Credit Mismatch	
<input type="checkbox"/> Tax/Interest Computation	
<input type="button" value="Click here to view 26AS details"/> <input type="button" value="Click here to view Tax Credit Mismatch details"/>	
<input type="button" value="Submit"/> <input type="button" value="Reset"/>	

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**Step 9** – Click the “**Submit**” button. A popup appears.



**Step 10** – Click on “OK” button to submit the rectification.

**Step 11** – On successful submission, following message is displayed.

### Success

✔ Your rectification request has been successfully submitted and the Transaction ID is : 1000464544. In case of any queries, please contact 1800 4250 0025.

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## Rectification Request for Wealth Tax Return

Rectification request can be filed u/s 154 of the Income Tax Act by the taxpayer in case of any mistake apparent from the record.

To file your Rectification, you should be a registered user in e-Filing application. Below listed are the steps to file Rectification.

**Step 1** – Login to e-Filing application and GO TO → e-File → Rectification Request.

**Step 2** – Select Return to be rectified as “Wealth Tax Return” from the drop down available.

**Step 3** – Select the Assessment Year for which Rectification is to be e-Filed. Enter the Latest Communication Reference Number (as mentioned in the CPC Order)

**Step 4** – Click “Validate”.

### Rectification Request

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PAN	<input type="text" value="PERAA8001A"/>
Return to be rectified *	<input type="text" value="Wealth Tax Return"/>
Assessment Year *	<input type="text" value="2015-16"/>
Latest Communication Reference Number (Eg. CPC/1112/T2/1105566988) *	<input type="text" value="CPC/1516/A11/1234567891"/>
<input type="button" value="Validate"/> <input type="button" value="Reset"/>	

**Step 5** – Select the “Rectification Request Type”.

**Step 6** – On selecting the option “**Taxpayer is correcting Data for Tax Credit mismatch only**”. User can add a maximum of 10 entries for Details of Advance Tax and Self-Assessment Tax. No upload of any ITR is required.

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[Submit your Rectification return](#)

PAN	PERAA8001A
Assessment Year	2015
Prior - Communication Reference Number	CPC/1516/A11/1234567891
Prior - e-Filing Acknowledgement Number	100192690011215
Rectification Request Type*	Taxpayer is correcting ▾

Details of Advance Tax and Self Assessment Tax Payments

Sl.No.	BSR Code *	Date of Deposit (DD/MM/YYYY) *	Serial Number of Challan *	Amount (Rs) *
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Step 7** – On selecting the option “**Taxpayer is correcting Data in Rectification**”, Click Continue.

[Submit your Rectification return](#)

PAN	PERAA8001A
Assessment Year	2015
Prior - Communication Reference Number	CPC/1516/A11/1234567891
Prior - e-Filing Acknowledgement Number	100192690011215
Rectification Request Type*	Taxpayer is correcting ▾

**Step 8** – Enter the Rectification Reason in the text area provided. Upload the Rectification XML file. Click Submit.

[Submit your Rectification return](#)

PAN	PERAA8001A
Assessment Year	2015
Prior - Communication Reference Number	CPC/1516/A11/1234567891
Prior - e-Filing Acknowledgement Number	100192690011215
Rectification Reason *	<input type="text"/>
Select and upload the rectification XML file *	<input type="button" value="Choose File"/> No file chosen

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**Step 9** – On selecting the option “**No further Data Correction Required. Reprocess the case**”, checkboxes to select are: Tax Credit Mismatch, Gender Mismatch (Only for Individuals), Tax / Interest Mismatch are displayed. User can select the checkbox for which re-processing is required. No upload of any ITR is required.

[Submit your Rectification return](#)

PAN	PERAA8001A
Assessment Year	2015
Prior - Communication Reference Number	CPC/1516/A11/1234567891
Prior - e-Filing Acknowledgement Number	100192690011215
Rectification Request Type*	<input type="text" value="No further Data Correct"/>
	<input type="checkbox"/> Tax Credit Mismatch
	<input type="checkbox"/> Tax/Interest Computation
	<input type="button" value="Submit"/> <input type="button" value="Reset"/>

**Step 10** – Click the “**Submit**” button.

**Step 11** – On successful submission, following message is displayed.

[Success](#)

✔ Your rectification request has been successfully submitted and the Transaction ID is : 1000464582. In case of any queries, please contact 1800 4250 0025.