

# Best Practices for Scanning Documents

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## Best Practices for Scanning and Uploading of Attachments

Taxpayers may kindly note that whenever any document is uploaded to the e-Filing website in support of any service request, the following best practices should be complied.

- **Scan settings**
  - ✓ Scan to a PDF
  - ✓ Scan at 300dpi
  - ✓ Scan in Black and White only
  - ✓ Do not upload files with Read/Write/Password protection
  
- **Scanning Source Documents**
  - ✓ Scan the original tax document to avoid scanning copies and faxes
  - ✓ Scan the document in A4 or Letter size only
  - ✓ Scan multi-page documents together, in logical order
  - ✓ Do not leave the tray cover open when scanning single pages on a flatbed scanner
  
- **Key points to avoid poor quality**
  - ✓ Documents with faint or faded text
  - ✓ Handwritten documents that contain important identifying information such as Pan etc. making it difficult to read
  - ✓ Documents with ink bleeding or smudging
  - ✓ Clipped or cut forms that exclude important identifying information

**Note:** Department proposes to impose file size limits for uploaded documents. It is, therefore, strongly recommended to follow above mentioned guidelines.