

## How to file Rectification of E-Return u/s 154

Departmental Files related to Rectification, for downloading click >>	<a href="#">Rectification Manual</a> <a href="#">Common Errors Guide for Rectification Request</a>
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Income Tax Department incorporated an online system for filing of rectification application u/s 154. This has been Automated/ incorporated in CompuTax for convenience.

First of all mark out any difference [from the Intimation u/s 143(1) received from CPC] which is to be rectified.

### **Steps:**

1. Click button of Rectification u/s 154 (Below the printing computation button) on main screen of CompuTax. [This button will be active after filing of Return]
2. A new screen will open. On Top of the screen fill the details of intimation received from CPC as required.
3. Select the reason for rectification carefully. You can file one rectification application for more than one error.
4. You can fill the reason box manually or you can click “Auto Fill Reason”
5. Finally click the “Upload Rectification”.
6. You will receive acknowledgement. In case there is change in Bank A/c detail, different acknowledgement will be generated. Fill the required fields of Acknowledgement and submitted to CPC.
7. Rectification particulars will be entered automatically in “Application u/s 154” in office assistance.

If you have any other rectification as listed, please send us the following

- a. Intimation received from CPC
- b. XML file filed with the CPC
- c. Export file for that assessee
- d. Computation of assessee
- e. Indicate the difference and reason

We will try to incorporate your point in this automated process

### **Restore Original Data**

When user makes Rectification u/s154, then Original Data backup [Computation & Export zip file] will be made on the following path:

...CompuOffice Online\Tax\Rect154\ year \ code

In case user wants to restore original data, he can import data, from above backup file.

## **Withdraw Rectification**

At a time only one rectification application can be pending. If an application is filed and there is another point to be filed or there is some error in rectification filed you can withdraw it within 7 days and then only you can file the other application.

## **Open full Computation** [Navigation Bar will be shown on top of the page in CompuTax]

We have given list of various common errors which is required to be rectified. Any other type of rectification can be made through tick mark on “Open full Computation”

However, there should not be any revision in income figures or new claims since then the rectification request would be rejected or rectification would be delayed. It may be clearly noted that this facility is only for correcting mistakes apparent from record.

<b>Buttons</b>	<b>Function</b>
<b>Upload Rectification</b>	After making rectification, click this button for Uploading the e-return directly.
<b>Download Acknowledgement</b>	For downloading the Acknowledgement after Filing /Uploading the Rectification file
<b>Withdraw Rectification</b>	For withdrawal / cancellation of rectification uploaded
<b>E-return</b>	If user wants to upload xml file [after rectification] manually on department website, click on this button for creation of xml file.
<b>Filed XML</b>	Opens xml file [after rectification] generated through “Upload Rectification” button