

Linking of Intimation u/s 143(1)

CPC is sending Intimation u/s 143(1) in pdf file having name like “007020531_AABxxxxx8H_I2.pdf”. In the absence of complete PAN number (in pdf file name) it is difficult to relate with the assessee.

Method 1

For your convenience, complete automization of intimation has been incorporated. Now you are not required to download each intimation and copy to intimation folder. Now the steps are as under:

1. Go in **setup** from switch board of the software
2. Open **Intimation email setup**
3. Procedure for different email provider is as follows:
 - a. Hotmail & Yahoo –Input only email address and password
 - b. Gmail- Input email address and password and click on a link for setting on Gmail account
 - c. Others- you are required to input further information for Mail server, port and SSL support. Please contact your email service provider for those inputs.

Now everyday software will automatically pick the intimations received on the above email id and copies it to the required folder. You are not required to do any process.

Outlook: At this time we are not picking mail from outlook.

Method 2

- I. Copy the Intimations pdf file from e-mail and paste it (without re-name) in folder “**Intimation**” in CompuOffice Online. Either you can create folder manually or it will automatically create when you click the button in point II.
- II. Click button “**Intimation u/s 143(1)**” CompuTax >> Office Assistance

Reporting

For Opening intimation click on PAN intimation will open

It will show refund/tax payable as per return and as per intimation for:-

- ITR- 2, 3, 4.

- In case of ITR-1 information related to refund is picked. We have no intimation for Demand in case of ITR-1. If you have any ITR-1 intimation having demand, please send it, we will incorporate it.
- ITR-5, 6 intimations are not received yet. If you have any ITR-5, 6 please send those.