



## Form for Income Disclosure - Form 1 - User Manual

# Form 1 – User Manual

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# Form 1 – User Manual

## Introduction

As per Income Declaration Scheme, 2016, the declaration of undisclosed income is to be filed using Form for Income Disclosure - Form 1.

As per Notification No. 33/2016, the other Forms accompanying Form for Income Disclosure - Form 1 are Form 2, Form 3 and Form 4.

Form 2 is an acknowledgement issued to the declarant by the jurisdictional Principal Commissioner or Commissioner.

Form 3 shall be furnished by the declarant to the jurisdictional Principal Commissioner or Commissioner for the proof of payment of tax, surcharge and penalty made after receiving Form-2.

Form 4 is a certificate granted by the jurisdictional Principal Commissioner or Commissioner after submission of Form 3.

**Note: In e-Filing portal, only Form for Income Disclosure - Form 1 is available for e-Filing.**

## Pre-Requisites for Uploading Form for Income Disclosure - Form 1

- To upload Form for Income Disclosure - Form 1, user should have a valid PAN and should be registered in e-Filing portal.
- A valid XML file should be generated using the JAVA Utility available under downloads. The JAVA utility of Form for Income Disclosure - Form 1 can be downloaded from the path **Downloads → Forms (Other than ITR) → Form for Income Disclosure - Form 1**.
- A valid XML can be generated by following the process, **Extract the JAVA Utility** of Form for Income Disclosure - Form 1 → Right click and **Open the JAR file** of Form for Income Disclosure - Form 1 → Fill all the Mandatory fields → Click on **"Generate XML"**.
- Valid DSC should be registered in e-Filing portal for uploading Form for Income Disclosure - Form 1.

## Upload Form for Income Disclosure - Form 1

To Upload Form for Income Disclosure - Form 1, the steps are as below:

**Step 1:** In e-Filing Homepage, Click on **"Login Here"**



**Step 2:** Enter **User ID** (PAN), Password, DOB/DOI and Captcha. Click **Login**.

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## Login

User ID \* PANPA1234N

Password \* .....

Date of Birth/Incorporation (DD/MM/YYYY) \* 01/01/1990

Login Forgot Password?

New Users? Register Now | Resend Activation Link

NET Banking e-Filing Login Through NetBanking

**Step 3:** Post login, go to e-File → Upload Form for Income Disclosure - Form 1 (Income Declaration Scheme, 2016).

Dashboard My Account e-File Compliance Downloads Profile Settings My Request List Worklist Helpdesk

Quick Link

- Quick e-File ITR
- Upload Return
- View Form 26AS (Tax Credit)
- Rectification Request
- Tax Calculator
- Downloads
- E-Pay Tax

Upload Return

Prepare and Submit Online ITR

e-File in response to Notice u/s 139(9)

Change ITR Form Particulars

Prepare and Submit Online Form(Other than ITR)

e-Verify Return

Generate EVC

Upload Form BB (Return of Net Wealth)

Response to Outstanding Tax Demand

Upload Form 6 (for undisclosed foreign asset)

Upload Form 1 (Income Declaration Scheme, 2016)

**IMPORTANT !!!**

Correct Email ID and Mobile Number against your profile. These are used for all communications.

the menu "Profile Settings/My Profile"

**Step 4: "Upload XML file":** In the upload page, attach a valid XML file generated using the JAVA utility of Form for Income Disclosure - Form 1.

**Step 5: "Attach the Valuation Report":** Valuation Report, if any, can be attached. This is not mandatory.

**Step 6: "Attach the Signature file":** Upload the signature file generated using DSC Management Utility for the uploaded XML file. For further details on generating Signature file [click here](#). Navigate to Step by Step Guide for Uploading XML.

**Step 7:** Click on "Submit" button.

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## Upload Form 1 (Income Declaration Scheme)

PAN	<input type="text" value="PERCA8001A"/>
Form Name *	<input type="text" value="FORM 1"/>
Attach the Form 1 XML file *	<input type="button" value="Browse..."/> No file selected.
Attach scanned valuation report in PDF/ZIP format	<input type="button" value="Browse..."/> No file selected.
<a href="#">Click here to download the DSC Utility</a>	
<b>Steps to Generate Signature File :</b>	
<ul style="list-style-type: none"><li>◆ Download the "ITD e-Filing DSC Management Utility".</li><li>◆ Generate the signature file. Follow the instructions in the Utility.</li><li>◆ Attach the generated signature file.</li></ul>	
<b>Note:</b> The generated signature file is valid only for one transaction.	
Attach the Signature file *	<input type="button" value="Browse..."/> No file selected.
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

### Note:

- The facility to upload Form for Income Disclosure - Form 1 using DSC is now available on e-Filing portal.
- Upload of Form for Income Disclosure - Form 1 using EVC will be available shortly.

Once the Form for Income Disclosure - Form 1 is uploaded, success message will be displayed on the screen. A confirmation mail is sent to the registered email id.

## Form 1 (Income Declaration Scheme) Filed Successfully

FORM1 has been filed and the Transaction ID is: 1000525915

An e-mail confirming the successful submission of your Form along with the Receipt number has been sent to demo@mail.com and demo@mail.com

### View e-Filed Form for Income Disclosure - Form 1

To View the e-Filed Form for Income Disclosure - Form 1, the steps are as below:

**Step 1:** Login to e-Filing, Go to My Account → View Form for Income Disclosure - Form 1 (Income Declaration Scheme, 2016).

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The screenshot shows the user interface of the Income Tax Department portal. At the top, there is a navigation bar with links: Dashboard, My Account, e-File, Compliance, Downloads, Profile Settings, My Request List, Worklist, and Helpdesk. On the left, a 'Quick Link' menu is open, listing various services such as 'View Form 26AS (Tax Credit)', 'e-Filed Returns/Forms', 'Refund/Demand Status', 'Refund Re-issue Request', 'Rectification Request', 'Rectification Status', 'Request for Intimation u/s 143(1)/154', 'Register as Legal Heir', 'Add CA', 'List/Dis-engage CA', 'Register as Person Competent to Verify', 'Engage/Dis-engage ERI', 'Tax Credit Mismatch', 'Email Communications', 'Manage ITDREIN', 'View Form 15CA', 'View Form 6 (for undisclosed foreign asset)', 'Register as Liquidator', and 'View Form 1 (Income Declaration Scheme, 2016)'. The 'View Form 1' option is highlighted in blue. In the background, there is a grey box with the text 'IMPORTANT !!!' and a message: 'You have the correct Email ID and Mobile Number against your profile. These details will be used for all communications. If you wish to change these details, please go to the menu "Profile Settings/My Profile"'. At the bottom left is the 'india.gov.in' logo, and at the bottom right is the text 'Site owned by Income Tax Department'. A disclaimer is also visible at the bottom: 'Grievance | Useful Links | Terms of Use | Site Map | Disclaimer | Copyright © Income Tax Department, Ministry of Finance, Government of India. All Rights Reserved. 1024 x 768 resolution | Site Last Updated on 22/08/2015'.

**Step 2:** The uploaded Form for Income Disclosure - Form 1 details are displayed under "View Form for Income Disclosure - Form 1". Click on the "Receipt No." to see the details of Form for Income Disclosure - Form 1 uploaded for future reference.

## View Form 1

PAN	Form	Filing Date	Filing Type	Receipt No.	Status
AQZPK2300C	Form 1	01/06/2016	Original	100278031010616	Successfully e-Filed

**Step 3:** The Filing Type of the uploaded Form for Income Disclosure - Form 1 can be viewed. And the uploaded XML file, PDF and Receipt can be downloaded.

The screenshot shows a window titled 'Details Of Receipt Number - 100278031010616'. It contains a table with the following data:

PAN	AQZPK2300C	Form	Form 1
Filing Type	Original	Receipt Number	100278031010616
Date	01/06/2016	Status	Successfully e-Filed
		Download	XML Form Receipt