



**Form 1 (Income Declaration Scheme, 2016)
- User Manual**

Form 1 (Income Declaration Scheme, 2016) - User Manual

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Introduction

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

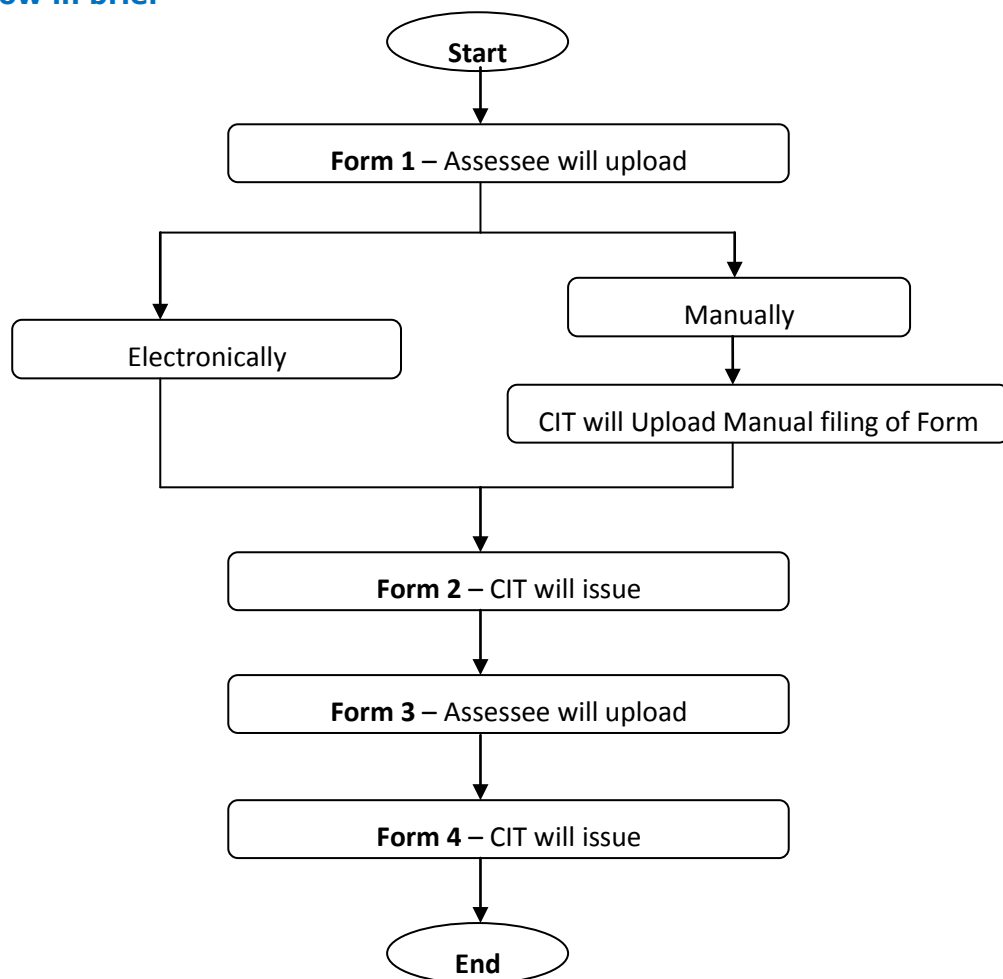
As per Notification No. 33/2016, the other Forms accompanying Form for Income Disclosure - Form 1 are **Form 2**, **Form 3** and **Form 4**.

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.

Process flow in brief



View Forms (Income Declaration Scheme, 2016)

To View the uploaded Form 1 details, the steps are as below:

Step 1: Login to e-Filing, Go to **My Account** → **View e-Filed Returns/Forms**

Step 2: Select "**Forms (Income Declaration Scheme, 2016)**" from drop down.

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Dashboard My Account e-File Compliance PMGKY Profile Settings Worklist e-Proceeding e-Nivaran

View e-Filed Returns/Forms

PAN PERHA8001W

Select an Option *

Submit Cancel

Select
e-Filed Returns/Forms
Rectification Status
Form 15CA
Forms (Income Declaration Scheme, 2016)
Form 6(for undisclosed foreign assets)

Step 3: On Successful selection, the uploaded Form 1 for Income Disclosure/Online Form 1 details are displayed under **"Forms (Income Declaration Scheme, 2016)"**. Click on the "Receipt No." to see the details of Form 1 uploaded for future reference.

[View Forms \(Income Declaration Scheme, 2016\)](#)

PAN	Filing Date	Filing Type	Filing Mode	Receipt No.	Action
PERCA8001A	01/07/2016	Original	E-Filed	100294021010716	Awaiting Form 2 from CIT

Step 4: The Filing Type of the uploaded Form 1 can be viewed. And the uploaded XML file, PDF and Attachment can be downloaded.

Details Of Receipt Number - 100294021010716

PAN	Form
PERCA8001A	Form 1

Filing Type	Receipt Number
Original	100294021010716

Date	Form Name	Download
01/07/2016	FORM1	XML Form Attachment

Upload Form 3 - Intimation of Payment of Tax (IDS, 2016)

To submit Form 3, the steps are as below:

Step 1: After the assessee has uploaded Form 1, the CIT will issue Form 2 against such Form 1. Once the Form 2 has been submitted by the CIT, the assessee will be able to upload Form 3 post login under **My Account → View e-Filed Returns/Forms → Forms(Income Declaration Scheme, 2016)"**

[View Forms \(Income Declaration Scheme, 2016\)](#)

PAN	Filing Date	Filing Type	Filing Mode	Receipt No.	Action
PERCA8001A	01/07/2016	Original	E-Filed	100294021010716	Submit Form 3

Step 2: By clicking on **"Submit Form 3"** link, the facility to submit online Form 3 shall be provided as below.

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Form 3

INTIMATION OF PAYMENT UNDER SUB-SECTION (1) OF SECTION 187 OF THE FINANCE ACT, 2016 IN RESPECT OF THE INCOME DECLARATION SCHEME, 2016

THE INCOME DECLARATION SCHEME RULES, 2016

FORM NO. 3
[See rule 4(4)]

To,
The Principal Commissioner/Commissioner *

VJAY

Sir/ Madam,

Pursuant to the acknowledgement received from you in Form-2 vide certificate F.No. 100324700300816 dated 30/08/2016, the detail of payments made are as under :

A. Payments made on or before 30th day of November, 2016

Sl		BSR Code of Bank	Date of Deposit (DD/MM/YYYY)	Serial Number of Challan	Amount (Rs)
1	<input type="checkbox"/>				

B. Payments made after 30th day of November, 2016 but on or before 31st day of March, 2017

Sl		BSR Code of Bank	Date of Deposit (DD/MM/YYYY)	Serial Number of Challan	Amount (Rs)
1	<input type="checkbox"/>				

C. Payments made after 31st day of March, 2017 but on or before 30th day of September, 2017

Sl		BSR Code of Bank	Date of Deposit (DD/MM/YYYY)	Serial Number of Challan	Amount (Rs)
1	<input type="checkbox"/>				

D. Details of claim of credit for Tax Deducted at Source/Tax Collected at Source (TDS/TCS)

Sl	TAN of Deductor/Collector or PAN of Purchase in case of sale of immovable property	Name of Deductor/Collector	Unique TDS/TCS Certificate Number	Financial Year of deduction/collection	Amount of TDS/TCS for which credit is claimed
1	<input type="checkbox"/>			Select	

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Step 3: Fill all the mandatory fields.

Form 3

INTIMATION OF PAYMENT UNDER SUB-SECTION (1) OF SECTION 187 OF THE FINANCE ACT, 2016 IN RESPECT OF THE INCOME DECLARATION SCHEME, 2016

THE INCOME DECLARATION SCHEME RULES, 2016

FORM NO. 3
[See rule 4(4)]

Submit Exit

Instructions Form 3 Verification Attachments

Verification

I, - Select of Shri hereby declare that the income related to TDS/TCS for which credit is claimed has been included in the income declared in Form-1 and credit of such TDS/TCS has not been claimed earlier.

I further declare that I am furnishing the information in my capacity as (designation) of (name of the declarant) and I am competent to furnish the said information and verify it

Place

Date 01/09/2016

Address of declarant :

Flat/ Door/ Block No.*	<input type="text"/>
Name of premises/ Building/ Village	<input type="text"/>
Road/ Street /Post Office	<input type="text"/>
Area/ Locality*	<input type="text"/>
Town/ City / District*	<input type="text"/>
State*	Select <input type="text"/>
Country *	Select <input type="text"/>
PinCode*	<input type="text"/>
PAN of the declarant*	SUHFMQ016A

Submit Exit

Step 4: Attach the "Proof of Payment". This is a mandatory Field.

Note: For successful submission of Form 3, either DSC or EVC is mandatory.

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Form 3

INTIMATION OF PAYMENT UNDER SUB-SECTION (1) OF SECTION 187 OF THE FINANCE ACT, 2016 IN RESPECT OF THE INCOME DECLARATION SCHEME, 2016

THE INCOME DECLARATION SCHEME RULES, 2016

FORM NO. 3
[See rule 4(4)]

Instructions Form 3 Verification Attachments

Attachments

Notes:

a) All the attachments together should not exceed 50 Mb.

b) All the attachments should be in Pdf or Zip format only.

Attachments:

1 Attach proof of payment/ TDS/TCS certificate as detailed above.* No file selected.

Submit Form 3 Using EVC

Form 3 can be e-Verified using any of the following options.

Everify Forms

Select one of the options given below by clicking on that option

Note : You will not be able to submit your form without a valid EVC or Digital Signature.

If the user selects **Option1 -I already have an EVC to e-verify the Form**, the following screen appears.

EVC (Electronic Verification Code)

Enter the Electronic Verification Code (EVC) and click on "**Submit**"

If the user selects **Option2 –I do not have EVC and I would like to generate EVC to e-verify my Form**, the following screen appears.

Select the appropriate option from the buttons given below

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For more details on using EVC- Through Net Banking, EVC- Through Bank Account Number, EVC- Through Demat Account Number, please refer user manual "e-Verification of Returns" under Help section

If the user selects **Option3- I would like to generate Aadhaar OTP to e-Verify the Form**, the below screen appears.

Message ✕

Your PAN is not linked to your Aadhaar. If you would like to link your PAN and Aadhaar. Click on Link Aadhaar button.

Once Aadhaar - PAN Linking is complete. You can follow the below steps to e-Verify your Form.

Step 1 Go to IDS.

Step 2 Select the appropriate Form.

Step 3 Click on "Option 3 - I would like to generate Aadhaar OTP to e-Verify the Form"

Step 4 Enter the OTP recieved in the text box provided and click on "Submit Aadhaar OTP" button.

Step 5 Your Form would be successfully e-Verified

Follow the above mentioned steps accordingly in order to e-Verify the form using Aadhaar OTP.

Submit Form 3 Using DSC

If the user has a registered DSC, the following screen appears on submission of the Form.

Instructions Form 3 Declaration **Attachments**

Attachments

Notes:

a) All the attachments together should not exceed 50 Mb.

b) All the attachments should be in Pdf or Zip format only.

Attachments:

1	Proof of payment.*	<input type="button" value="Choose File"/> No file chosen
---	--------------------	---

DSC Signature

Signature:

1	Attach Signature.*	<input type="button" value="Choose File"/> No file chosen
---	--------------------	---

"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 submission of Online Form. On Successful validation, Form 3 is submitted and success message will be displayed on the screen as the following

View Form 3 - Intimation of Payment of Tax (IDS, 2016)

To View the e-Filed Form 3, the steps are as below:

Step 1: Login to e-Filing, Go to **My Account** → **View e-Filed Returns/Forms**

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Step 2: Select "Forms (Income Declaration Scheme, 2016)" from drop down.

The screenshot shows the top navigation bar with options: Dashboard, My Account, e-File, Compliance, PMGKY, Profile Settings, Worklist, e-Proceeding, and e-Nivaran. Below this is a section titled "View e-Filed Returns/Forms". It contains a form with a PAN field (PERHA8001W) and a dropdown menu labeled "Select an Option *". The dropdown menu is open, showing options: Select, e-Filed Returns/Forms, Rectification Status, Form 15CA, Forms (Income Declaration Scheme, 2016) (highlighted in blue), and Form 6(for undisclosed foreign assets). There are "Submit" and "Cancel" buttons below the dropdown.

Step 3: On successful Selection, the uploaded Form 3 details are displayed under "View Forms (Income Declaration Scheme, 2016)". Click on the "Receipt No." to see the details of Form3 uploaded for future reference.

View Forms (Income Declaration Scheme, 2016)

PAN	Filing Date	Filing Type	Filing Mode	Receipt No.	Action
PERCA8801A	01/07/2016	Original	E-Filed	100294131010716	Awaiting Form 4 from CIT

Step 3: The Form 2 submitted by PCIT/CIT can be viewed. And the uploaded Form 3 PDF and Attachment can be downloaded.

The screenshot shows a window titled "Details Of Receipt Number - 100294131010716". It contains a table with the following data:

PAN	Filing Type	Form	Receipt Number
PERCA8801A	Original	Form 1	100294131010716

Date	Form Name	Download
01/07/2016	FORM1	XML Form Attachment
01/07/2016	FORM2	Form
01/07/2016	FORM3	Form Attachment

In the FORM3 row, the "Form" and "Attachment" links are highlighted with red boxes.