

How to File Returns with Withholding Tax Certificate.

Firstly Log into Itax Go to returns tab then Go to File returns Download the Income tax return excel

Log into Itax → Returns Tab→ File Returns→ Download the Income Tax Return Excel

Open the excel

The excel has many tabs.

1. On the first tab(A .Basic Information)
 - a. Fill the details all that have asterisk (*)
 - b. *On row Number 7; Asking if you have any other income other than employment Income-Select Yes*
2. Proceed to the Second Tab(Profit and Loss account Self)
 - a. On Serial number 1.2 ,(Go right to Interest earned the amount on certificate)
 - b. Fill all the other sections with 0 if you don't have any other income.
3. On tab 6(F. Employment Income) If you have employment Income Fill as per details on your P9 form provided by your employer.
4. Step 3 go to the third tab(C. Balance sheet tab)
 - a. Serial Number 1.1 and 6.1 Input *number 1* for the balance sheet to balance.
5. Step 4 proceed to the last tab(T_tax Computation)
 - a. On serial 13.4 Input the total amount of WHT on the certificate.
 - b. On Serial Number 11.1 and 12.6 put any reliefs or Pension as per details of your P9 form provided by your employer.
6. Finally, Click validate. It will show you the errors made in Filing the excel.
7. If no error, Upload the Excel on itax; **Log into Itax→ Returns Tab→ File Returns→ Choose the file to upload(The excel).**