

Income Tax Return e-Filing Guide – 2009

(For Salaried Taxpayers Only)

<https://e.fbr.gov.pk>

User Guide for Taxpayer

Version 1.0

Income Tax Return (IT-2) e-Filing Guide for Salaried Taxpayer

This guide is intended for use of Salaried Taxpayers only. This guide shows step by step procedure for completing the following functions:

1. e-Enrollment procedure at <https://e.FBR.gov.pk>

Is a following three (03) step procedure for getting the User-ID, Password and PIN code required to Login to this webiste and for e-Filing the Income Tax Return

Step-1: Clicking on Fast-Track e-Enrollment for Salaried Persons

Step-2: Filling up the Enrollment Application Form

Step-3: Activating and verifying your Enrollment

2. Income Tax Return e-Filing procedure at <https://e.fbr.gov.pk>
(A procedure for e-Filing the IT-2 return by Salaried Taxpayers)

Step-1: Filling up your Salary Income and calculating the chargeable tax

Step-2: Calculating Tax Payable/Refundable and Payment of Tax (if any)

Step-3: Verify your prepared Return

Step-4: Submitting Return and Printing the Acknowledgment

You will need to connect to internet by Internet Explorer Browser and going to the webiste URL <https://e.fbr.gov.pk>. This will bring you to the Taxpayer Facilitation Portal of FBR from where you will e-File the Income Tax Return (IT-2).

Both the above procedures are explained one-by-one in detail in this guide and this will help the Salaried Taxpayers to e-File their returns with maximum ease.

Those Salaried Taxpayers who have already obtained their User-ID, Password and PIN Code should directly study the IT-2 e-Filing portion of this guide.

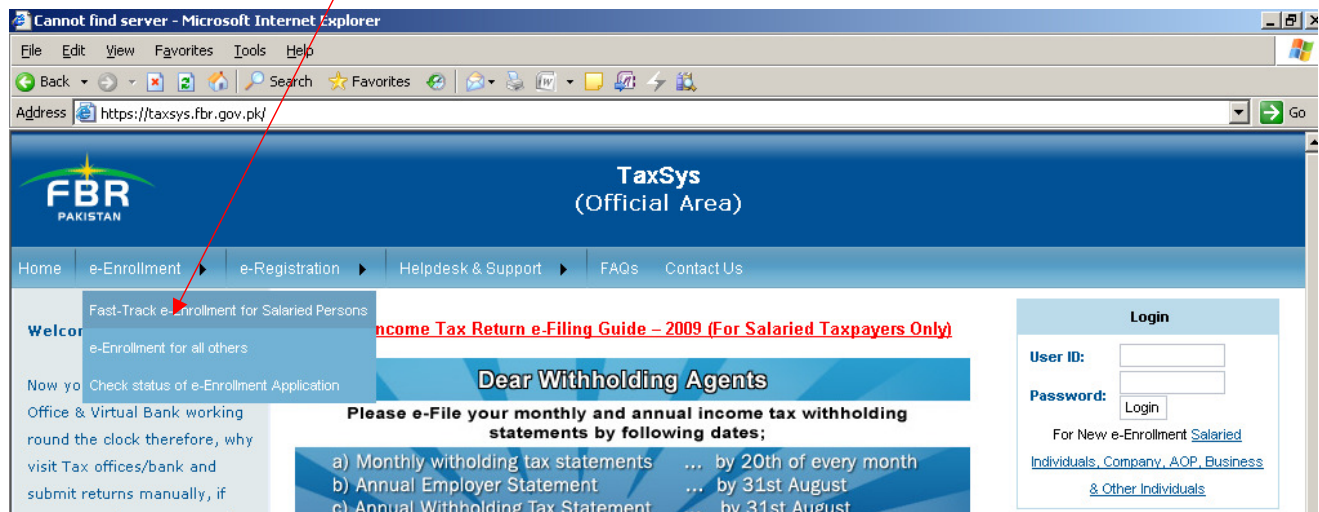
Fast-Track e-Enrollment Procedure (For Salaried Persons only)

This procedure will show the compulsory requirements for completing the e-Enrollment procedure at <https://e.fbr.gov.pk>. All the optional information left can be completed later when User-ID, Password and PIN Code will be issued successfully.

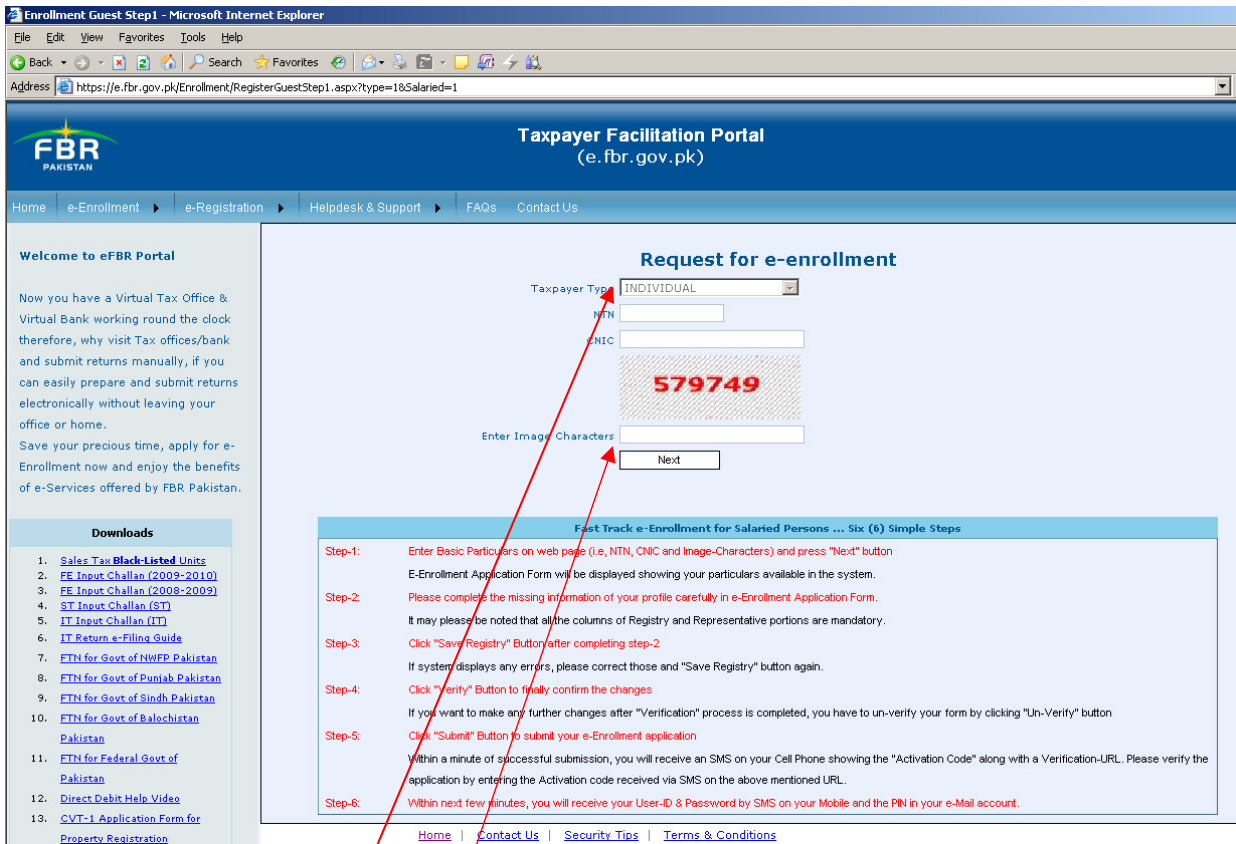
Step-1: Clicking on Fast-Track e-Enrollment for Salaried Persons

Click on to the following Menu option from the main page of FBR Portal

e-Enrollment → Fast Track e-Enrollment for Salaried Persons



This will open the following page in response. Some delay may occur when another page is loading after each action.



The above page is showing some entry fields and detailed step wise instructions for the next processes. Please complete the form as follows:

Filed/Column

Value Required to be entered

Taxpayer Type

Individual

NTN

Enter your 7 Digit NTN
 (If you forget your NTN you can quickly check your NTN by sending SMS to (eFBR) 3327:
"ENQ CNIC 1234567890123"
 Your NTN will be received via return SMS)

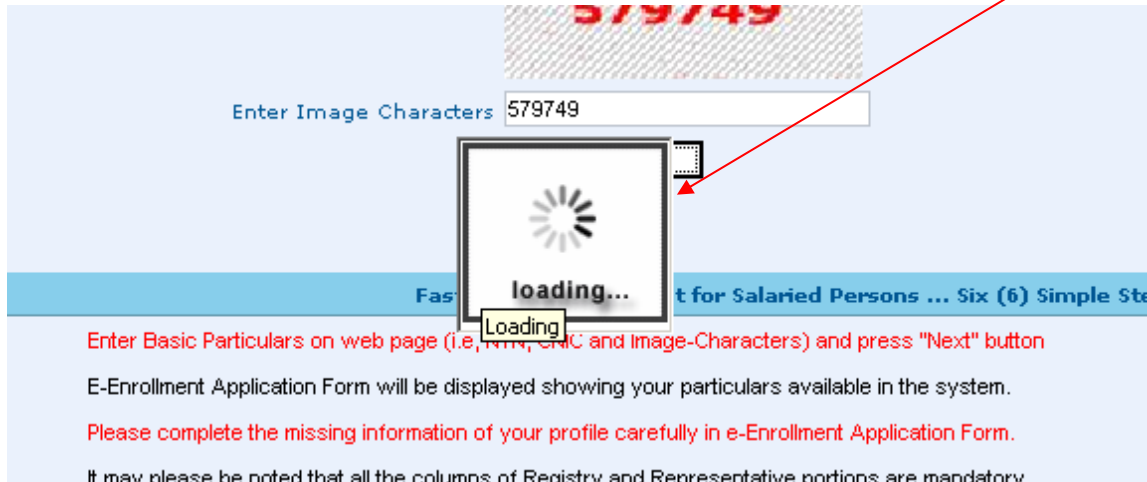
CNIC

13 Digit CNIC without dashes "-"

Image Character

Enter Image Character displayed in RED above. This refreshes everytime so please carefully type in the Number as displayed in RED

Press **“Next”** button when everything is entered correctly. A circular white box “loading” will be displayed which means “the data is loading” so please be patient till this ICON is disappeared.



Step-2: Filling up the Enrollment Application Form

Your pre-completed form will appear after finishing the Step-1 as follows

Registry Portion (Compulsory)

All the fields in this portion are mandatory to complete correctly. Salaried Person should enter his Date of Birth, Address (District, Town, City, etc.). Please complete this section before proceeding to next.

Representative Portion

As you are your own representatives so Please click “Representative U/s 172” and all your above information will be transferred to this section. Now carefully enter the email address and your mobile Number.

Your User-ID, Password and PIN Code will be sent to this Mobile No and email address.

Please press the **“Save Registry”** button after everything is correctly entered.

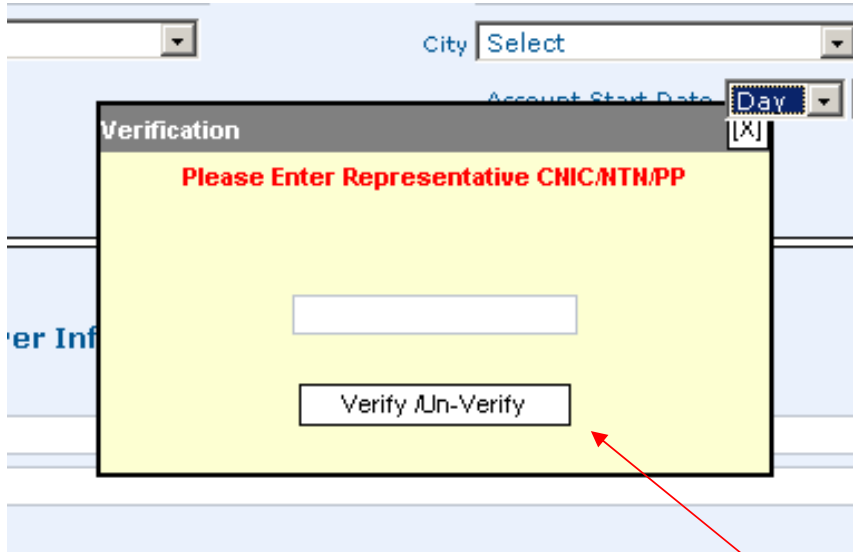
Employer Information

Please enter your Employer Information if not already appearing. Enter the employer NTN and all the remaining particulars will be auto filled. Complete any remaining fields i.e. Address, City and press **“Add”** button.

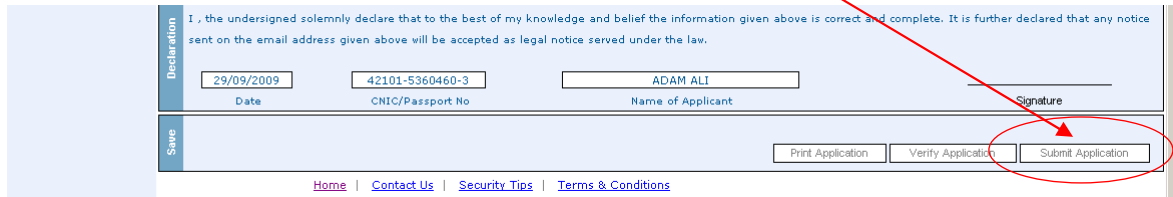
Every other portion is optional for Salaried Individual.

(Note: Bank Account Information is Compulsory if your Refund is created in your return.)

After completing this Form please press the **“Verify Application”** Button. The system will check all your entered data and report any incorrect data found. Kindly correct that field and again press the **“Verify Application”** button.



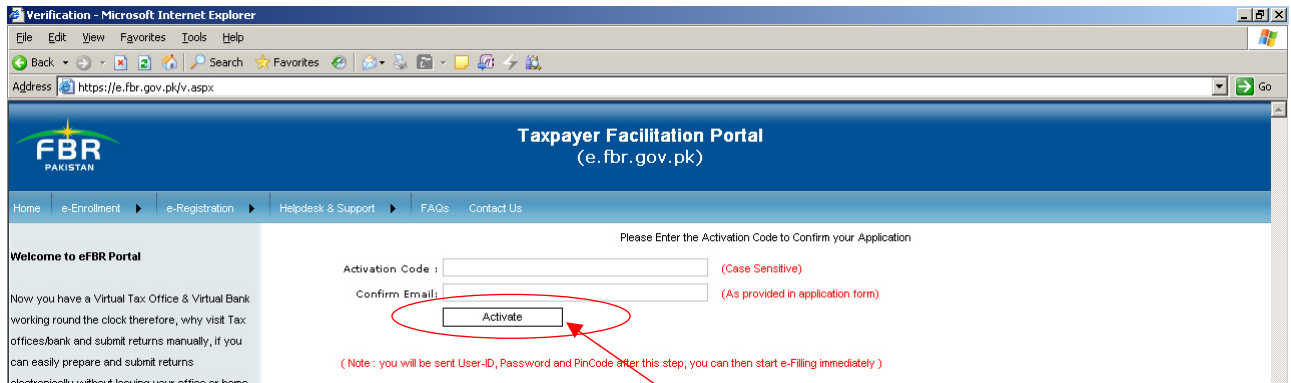
Please enter your CNIC correctly here and press the **“Verify”** Button. On successful message close this window and the **“Submit”** button on the application form will automatically be enabled.



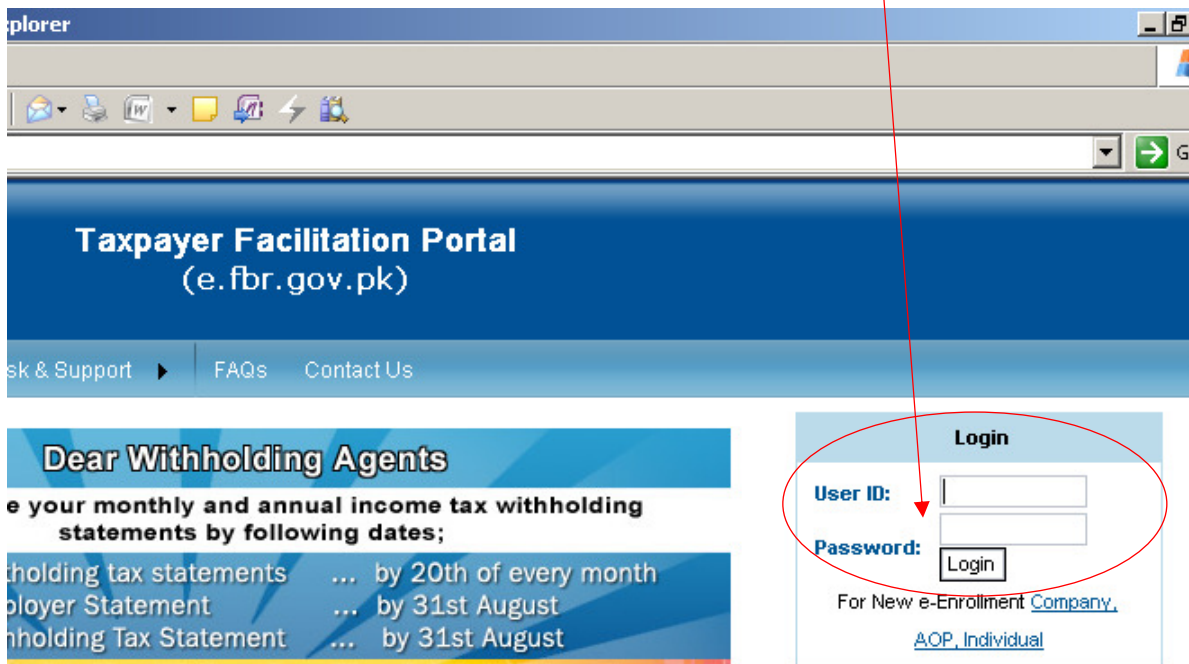
Please press the **“Submit Application”** button and your application will be submitted for further processing.

Step-3: Activating and verifying your Enrollment

Within couple of minutes after completing step-2 (submitting enrollment application) you will receive an SMS on your mobile with an **“activation code”**. Please enter this activation code and your email address (as given in application) at following URL <https://e.fbr.gov.pk/v.aspx> to confirm your registration.



After entering the correct data and pressing the **“Activate”** button within few minutes you will receive the **“User-ID, Password”** on your mobile and PIN Code on your email. Now you can login to e-FBR Portal using this **“User-ID and Password”**.



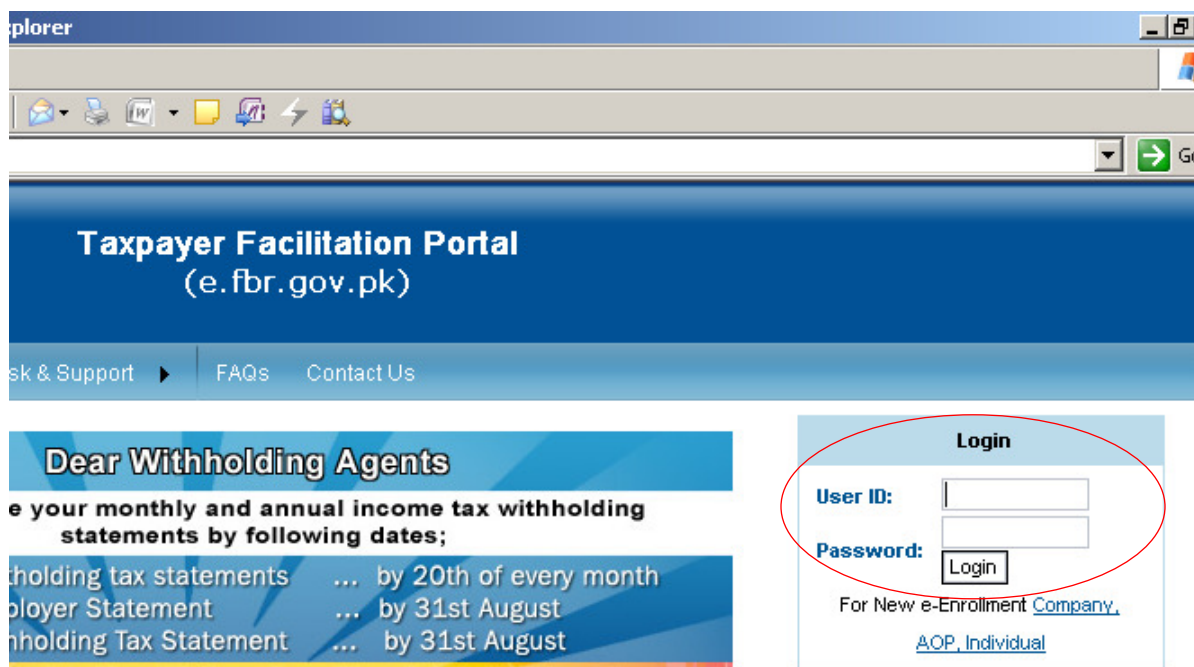
Please contact any time to (051) 111-772-772 for help & support if found any difficulty during e-Enrollment procedure.

Income Tax Return (IT-2) e-Filing procedure (For Salaried Persons only)

This procedure will show the requirements for completing the e-Filing procedure of Income Tax Return at <https://e.fbr.gov.pk>. For e-filing a User-ID, Password and PIN Code is needed which you should have obtained through e-Enrollment procedure as explained earlier in this guide. Please follow the step-by-step guide for the successful e-Filing.

Step-1: Login to the Website for e-Filing your Return

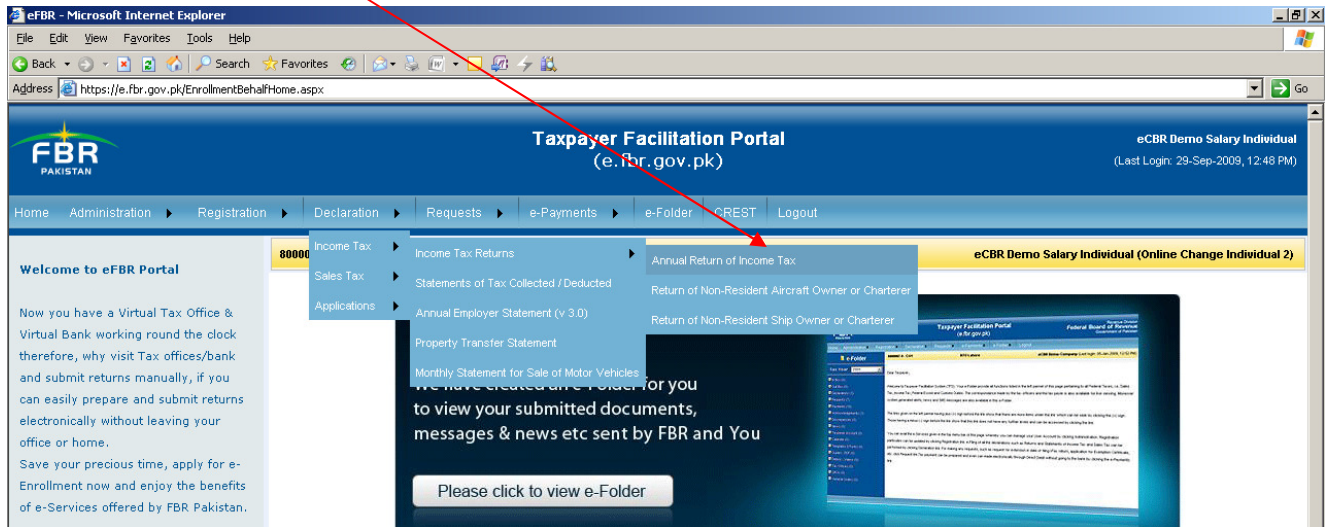
Please use your User-ID and Password to login on the e-Filing website at <https://e.fbr.gov.pk>. The password is case sensitive so please enter it correctly and press "Login" button.



The screenshot shows a web browser window displaying the Taxpayer Facilitation Portal (e.fbr.gov.pk). The page features a blue header with the portal name and navigation links for "Ask & Support", "FAQs", and "Contact Us". Below the header, there is a section titled "Dear Withholding Agents" with a message about monthly and annual income tax withholding statements. To the right, a "Login" form is visible, containing fields for "User ID:" and "Password:", a "Login" button, and links for "Company", "AOP, Individual", and "New e-Enrollment". A red circle highlights the login form area.

You will login to the website if correct user & password is entered. Following Menu will be available to you on this page.

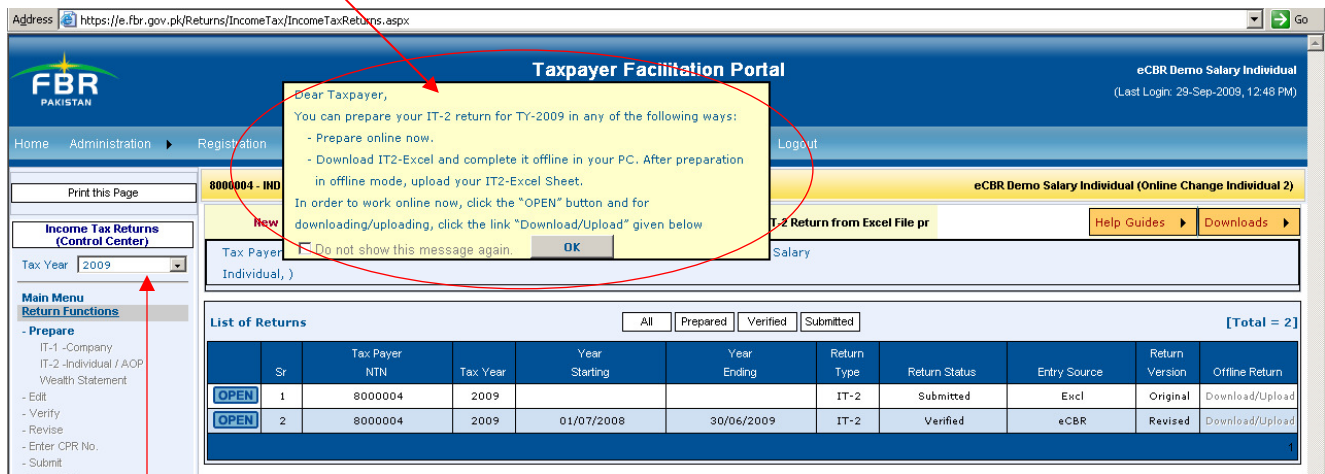
Please click on this link to start preparing you Income Tax Return.



Please wait as this will open the following page. Read the yellow instructions which showing you that you have two options for e-Filing your Income Tax Return and click "OK" button as follows

Option-1: E-File in online mode by remaining connected with internet on this website. (Recommended Option for easy going)

Option-2: Download excel form and prepare your return offline and upload it to this website. (Best suited for those who have internet speed issues and prefer working in Excel application)



Tax Year: The default tax year for Return is being shown by as 2009.

To start preparing your 2009 Income Tax Return please use the right hand side list where you will find the Return for 2009. You can now proceed to Option-1 by clicking on "Open" button or proceed to Offline mode in Excel by "Download/Upload" Link.

Option-1: E-Filing in online mode by remain connected with internet to this website (Recommended option for easy going)

You will find here the step by step guide for e-Filing your Income Tax Return using this option. Please click on "OPEN" button from this list of under prepared return.

The screenshot shows a web interface with a sidebar menu on the left and a main content area. The sidebar menu includes 'Main Menu', 'Return Functions', and 'Prepare' options. The main content area displays a 'List of Returns' table with columns for Sr, Tax Payer NTN, Tax Year, Year Starting, Year Ending, Return Type, Return Status, Entry Source, Return Version, and Offline Return. Two rows are visible, both with 'OPEN' buttons. A red arrow points to the 'OPEN' button of the first row.

Sr	Tax Payer NTN	Tax Year	Year Starting	Year Ending	Return Type	Return Status	Entry Source	Return Version	Offline Return
1	8000004	2009			IT-2	Submitted	Excl	Original	Download/Upload
2	8000004	2009	01/07/2008	30/06/2009	IT-2	Verified	eCBR	Revised	Download/Upload

On clicking the "Open" button the "IT-2 Individual/AOP" option will be displayed at left side. Please click this option to proceed to next step. All the data will be appearing in registration section from your e-Enrolled particulars already entered. All this information is compulsory and should be entered correctly. Some fields are locked and some are editable. Please ensure your correct information is entered in this section.

The screenshot shows the 'IT-2 RETURN OF TOTAL INCOME UNDER THE INCOME TAX ORDINANCE, 2001 (FOR INDIVIDUALS / AOP)' registration section. It contains various fields for personal and business information, including CNIC, Taxpayer's Name, Business Name, Business Address, Res. Address, Email, Principal Activity, Employer, Representative, and Authorized Rep. A red arrow points to the 'Click Here to Update' link. The interface also shows a 'Return Status' of 'Verified' and a 'Note' at the bottom stating that Employer NTN/Name, Representative NTN/Name, and Year Ending fields are editable.

Registration Section:

- Section: IT-2 RETURN OF TOTAL INCOME UNDER THE INCOME TAX ORDINANCE, 2001 (FOR INDIVIDUALS / AOP)
- Registration No: N° 20090000019788021
- Revised N°: 20090000001950021
- Return Version: Revised
- NTN: 8000004
- Gender: F
- Year Ending: 30/06/2009
- Tax Year: 2009
- Res. Status: Resident
- Person: INDIVIDUAL
- Birth Date: 04/08/1901
- Filing Section: u/s 115
- RTO/LTU: RTO MULTAN
- Authorized Rep. applicable: No

Note: Employer NTN/Name, Representative NTN/Name and Year Ending fields are Editable

Note: To correct any information appearing here which is locked please click on "Click here to Update" link which will open your enrollment form where you can update your profile data which will be refreshed here automatically.

Step-1: Filling up your Salary Income and calculating the chargeable tax

The screenshot shows the 'IT-2 RETURN OF TOTAL INCOME UNDER THE INCOME TAX ORDINANCE, 2001 (FOR INDIVIDUALS / AOP)'. The form is filled with sample data for a taxpayer named 'ACBP Demo Salary Individual (Online Change Individual 2)'. The registration information includes CNIC, business name, address, and contact details. The income statement section shows various income sources and deductions. The tax computation section shows the calculation of taxable income, tax chargeable, and total tax payable. The payment information section includes bank details and the A/C number.

Following sections of returns are not required for Salaried Person if salaried person have no business or other income (like AOP share, Dividends, Property Income etc.). These sections can be left empty in such case.

1. Ownership Section
2. Manufacturer/Trader, Profit & Loss Account (incl. Final/Fixed Tax)
3. Adjustments
4. Final Tax
5. Fixed Tax

Please note that Red fields are editable and Yellow fields are auto calculated and locked.

Total/Taxable Income Computation

Enter your Total Annual Salary at **Sr. 16** (Pls. enter your other Income Sources if applicable to you from Sr. 17 to 21).

Teacher/Researcher Rebate (Lecturers/Professors/Teachers etc of non profitable organization)

This reduction amount in tax should be entered at **Sr. 34** for claiming this Rebate (i.e. @75% of Total Tax chargeable value)

Entering your Salaried Tax Deduction

Please enter your tax deduction from employer by clicking on Annex-B (link at Sr. 39) and entering already deducted amount at **Sr. 22a of Annex-B**. The CPR number entry is optional.

IDP Tax at Sr. 37

If the Taxable Income at Sr. 32 is greater than 10,00,000 then this tax will be calculated automatically as a payable. If your employer already deducted this tax than please enter this deduction at Annex-B on Sr.22b. The CPR number entry is optional.

Annex-B of IT-2 Return

Entering your Salaried Tax Deduction

Please enter your tax deduction from employer by clicking on Annex-B (link at Sr. 39) and entering already deducted amount at Sr. 3a of Annex-B. The CPR number entry is optional.

Entering IDP Tax (If already deducted)

If the Taxable Income at Sr. 32 of main return is greater than 10,00,000 and if your employer already deducted IDP tax then please enter this deduction at Sr. 3b of Annex-B. The CPR number entry is optional.

Particulars	Code	Amount of Tax deducted (Rs.)
Tax Collected/Deducted at Source (Adjustable Tax only)		
1. On import of goods (other than tax deduction treated as final tax)	94019	
2. On withdrawal from pension fund	94028	
3. From Salary	94029	
a. U/S 149	940291	
b. IDP Tax	940292	
4. On dividend Income (other than tax deduction treated as final tax)	94039	
5. On Government securities	94043	
6. On profit on debt (other than tax deduction treated as final tax)		

If your payable tax is created at Sr.40 of Main Return, then after depositing these taxes, enter your tax payment CPR-ID with amounts at Sr. 22a and 22b of Annex-B (when applicable).

19. Total Tax Deductions at source (Adjustable Tax) [Sum of 1 to 18]	94599	
20. Total Tax Deductions at source (Final Tax)	94591	
Tax Payments		
21. Advance Tax U/S 147(1) [a + b + c + d]	9461	
First Installment CPR No.	94611	
Second Installment CPR No.	94612	
Third Installment CPR No.	94613	
Forth Installment CPR No.	94614	
22. Admitted Tax U/S 137(1) Liability Paid [Sum of a and b]	9471	
a. U/S 137 (1) CPR No.	94711	
b. IDP Tax CPR No.	94712	
23. Total Tax Payments [19 + 20 + 21 + 22] (Transfer to Sr-39 of Main Return)	9499	
24. WWF Paid with Return as per CPR No.	9108	

Print Annexure

Save

Step-2: Calculating Tax Payable/Refundable and Payment of Tax (if any)

After entering the above amounts save Annex-B form and your **Payable Tax u/s 137 at Sr.40** on main return page will automatically reflect your net payable/refundable Tax amount.

Step-3: Verify your prepared Return

Please check your return that your Income and Tax Payable fields are properly completed and showing you the correct results. Upon satisfaction press the **“Verify”** Button which will check your entered data and lock this return for further editing.

After successful verification the **“e-Payment”** button and **“Enter CPR No”** button will be enabled automatically. For any payable amount please fillup the Income Tax Payment Challan manually or by pressing “e-Payment” button. This prepared payment should be deposited to your nearest NBP Branch and they will give you the receipt which is called CPR-ID. Please enter this CPR ID by clicking the link “Enter CPR No” button.

For Refund Claims the **Bank Account** should be given in your enrollment profile which should be selected here.

Net Tax Refundable
may be credited to my bank acc as under

A/C No.	154545454524545
Bank	BANK AL HABIB LIMITED
City	HYDERABAD
Branch	HYDERABAD BRANCH.

Buttons: Enter CPR No, Print Return, Acknowledgement, e-Payment, Save, Verify, Request for Revise, Submit

Step-4: Submitting Return and Printing the Acknowledgment

After all the above steps a return is ready for submitting to the FBR which actually complete the e-Filing process. Please press the **"Submit"** button which will be automatically enabled after successful Verification process and "Enter CPR ID" process.

Net Tax Refundable
may be credited to my bank acc as under

A/C No.	154545454524545
Bank	BANK AL HABIB LIMITED
City	HYDERABAD
Branch	HYDERABAD BRANCH.

Buttons: Enter CPR No, Print Return, Acknowledgement, e-Payment, Save, Verify, Request for Revise, Submit

After successful submitting, the **"Acknowledgment"** Button will be enabled. You can now print your submitted Return and its Acknowledgment (in PDF Bar Coded format) for your personal record.

Revenue Division
Federal Board of Revenue
Government of Pakistan

INCOME TAX DEPARTMENT

Electronic Document No. (EDN) 3691658

ACKNOWLEDGEMENT SLIP

Filed Document	DIRECT TAXES - INCOME TAX RETURN	IT-2 (For Individual / AOP)	REVISED
NTN	8000004	Submission Date	30/09/2009
TaxPayer Name	eCBR Demo Salary Individual (Online Change Individual 2)	Tax Year	2009
Total Income	1,000,000	Tax Office	RTO MULTAN
Taxable Income	1,000,000		
Tax chargeable on Taxable Income	90,000		
Total Tax Chargeable	94,500		
Total Payments	0		
Tax Payable/Refundable	94,500		
Refund Adjustments	94,500		
Balance Tax Payable/Refundable	0		

(All amounts in Pak Rupees)

Documents Attached:-
Your Income 1,000,000 is equal or greater than 500,000/-, therefore, you must file your Wealth Statement

ITRARA-002009-3691658

E-Officer, FBR

This is a system generated acknowledgement and does not require any signature.

Congratulations!

If you have successfully completed step-1 to step-4 of e-filing of Income Tax Return then your return has been e-filed successfully by using Option-1.

Option-2: Download excel form and prepare your return offline and upload it to this website. (Best suited for those who have internet speed issues and prefer working in Excel application)

" All the help for option-2 process is enclosed in the downloaded Excel File. Please follow the guidelines as specified in that document."