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 <u>https://e.FBR.gov.pk</u>

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

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

Step-1: Filling up your Salary Income and calculating the chargeable taxStep-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 <u>https://e.fbr.gov.pk</u>. 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 <u>https://e.fbr.gov.pk</u>. 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

🖉 Cannot find server - Microsoft Internet 🖄 _ 8 × File Edit View Favorites Tools Help **.** 🔇 Back 👻 🕤 👻 😰 🚮 🔎 Search 🎖 Favorites 🛛 🔗 🖘 🔪 🕡 🗕 💭 🛷 🗲 🚉 💌 🔁 Go Address 🕘 https://taxsys.fbr.gov.pk/ / TaxSys FBR (Official Area) e-Registration
Helpdesk & Support
FAQs Contact Us Login <u>come Tax Return e-Filing Guide – 2009 (For Salaried Taxpayers Only)</u> Welco User ID: **Dear Withholding Agents** Now yo Password: Login Please e-File your monthly and annual income tax withholding Office & Virtual Bank working statements by following dates; For New e-Enrollment Salaried round the clock therefore, why a) Monthly witholding tax statements ... by 20th of every month Individuals, Company, AOP, Business visit Tax offices/bank and b) Annual Employer Statement ... by 31st August & Other Individuals submit returns manually, if c) Annual Withholding Tax Statement by 31st August

e-Enrollment \rightarrow 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 while 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

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	23/23/2014	42101-5360440-3	ADAM AU	
	Date	CHDC/Parapert No	Name of Applicant	Sgnature
J				Print Application Verify Application Submit Application

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 <u>"Save Registry</u>" 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.

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29/09/2009 Date	42101-5360460-3 AD CNIC/Passport No Name	VAM ALI	Signature
a			

Home | Contact Us | Security Tips | Terms & Conditions

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 <u>https://e.fbr.gov.pk/v.aspx</u> to confirm your registration.

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FBR	(e.fbr.gov.pk)	
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Home e-Enrollment > e-Registration >	Helpdesk & Support FAQs Contact Us	
	Please Enter the Activation Code to Confirm your Application	
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	Confirm Email:	
Now you have a virtual Tax Office & Virtual Bank		
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can easily prepare and submit returns	(Note - you will be eard liser ID Deseward and DimCode attain this clan, you can than start a Filling immediately)	
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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"**.

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Taxpayer Facilitation Portal (e.fbr.gov.pk)		
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Dear Withholding Agents e your monthly and annual income tax withholding statements by following dates;	User ID: Passwor	
holding tax statements by 20th of every month bloyer Statement by 31st August hholding Tax Statement by 31st August	For Nev	We-Enrollment Company,

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 <u>https://e.fbr.gov.pk</u>. 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 <u>https://e.fbr.gov.pk</u>. The password is case sensitive so please enter it correctly and press **"Login"** button.



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 twos option 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)

ddress 🙋 https://e.fbr.gov.pk/Re	turns/Income	Tax/Inc	omeTaxReturns.aspx								_ →
FBR		Y	ear Taxpayer, ou can prepare your IT-	-2 return for	Taxpayer Faci	itstion Portal				eCBR Dem ast Login: 29-9	o Salary Individua Sep-2009, 12:48 PM
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IT-1 -Company IT-2 -Individual / AOP Weath Statement		Sr	Tax Payer NTN	Tax Year	Year Starting	Year Ending	Return Type	Return Status	Entry Source	Return Version	Offline Return
- Edit	OPEN	1	8000004	2009			IT-2	Submitted	Excl	Original	Download/Upload
- Verify - Revise	OPEN	2	8000004	2009	01/07/2008	30/06/2009	IT-2	Verified	eCBR	Revised	Download/Upload

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.

Tax Year 2009	Individ	, lual,)				/					
Main Menu <u>Return Functions</u> - Prepare	List of R	it of Returns All Prepared Verified Submitted								[Total = 2]	
IT-1 -Company			Tax Payer		Year	Year	Return			Return	
Wealth Statement		Sr	NTN	Tax Year	Starting	Ending	Туре	Return Status	Entry Source	Version	Offline Return
- Edit	OPEN	1	8000004	2009			IT-2	Submitted	Excl	Original	Download/Upload
- Verify - Revise	OPEN	2	8000004	2009	01/07/2008	30/06/2009	IT-2	Verified	eCBR	Revised	Download/Upload
- Enter CPR No.											1
- Submit											

On cllicking 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 cumpulsary and should be entered correctly. Some fileds are locked and some are editable. Please ensure your correct information is entered in this section.

Home Administration 🕨 I	Regist	ration > Declaration	▶ Requests ▶ e-Payments ▶ e-Folder CREST Logout		
Print this Page	8000	004 - IND (RTO MULTAN)	eCBR Demo S	alary Individual (Onlin	e Change Individual 2)
Income Tax Returns		New : 2 Return from Exce	File prepared offline. <u>Click Here</u> for more details and help. e-Filing Steps	Help Guides	▶ Downloads ▶
Tax Year 2009	Ta In	x Payer : eCBR Demo Sa dividual,)	Return Statu	s Verified	
Main Menu Return Functions - Prepare IT-1 -Company		This section is taken fro	IT-2 RETURN OF TOTAL INCOME UNDER THE INCOME TAX ORDINANCE, 2001 (FOR INDIVIDUALS a your registration information and is locked for editing.	/ AOP) Nº 20	090000019788021
IT-2 -Individual / AOP Wealth Statement		To change your registrat	asasaseeseese	Revised N°	20090000001950021 Revised
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- Enter CPR No. - Submit	E.	Business Address Res. Address	H-2 ST-3 BANGLA DASH, H-2 ST-3 BANGLA DASH City KABIRWALA (Online Change Individual 2), (Online Change Individual 2) City AHMADPUR EAST	Year Ending (dd/mm/yyyyy)	30/06/2009
- Attached Documents	gistratio	Email Principal Activity	just_urs207@hotmail.com Phone 444,44444,4444444 0 Code 941100	4 Tax Year Res. Status	2009 Resident
List All , Prepared , Submitted , Revised , Summary Report	Re	Employer	NTN 1422554 Name PRAL	Person Birth Date	INDIVIDUAL 04/08/1901
Taxpayer Guidance		Representative	NTN	Filing Section	u/s 115
View Received Messages Send New Messages Reply Received Messages		Authorized Rep.	NTN Name	Authorized Rep. app	licable No
System Alerts (Total=0) Non-Filing (0)		Note : Employer NTN/	ame, Representative NTN/Name and Year Ending fields are Editable	<u> </u>	

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



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 <u>Sr. 22a of Annex-B</u>. 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 <u>Sr. 3a of Annex-B</u>. 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 <u>Sr. 3b of Annex-</u> <u>B</u>. The CPR number entry is optional.



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

19. Total Tax Deductions at source (Adjustable Tax) [Sum of 1 to 18]	94599	0
20. Total Tax Deductions at source (Final Tax)	94591	
Tay Payments		
21. Advance Tax U/S 147(1) [a + b + c + d]	9461	0
First Installment CPR No.	94611	
Second Installment CPR No.	94612	
Third Installment CPB No.	94613	
Forth Installment CPR No.	94614	
22 Admitted Tax U/S 137(1) Liability Paid [Sum of a and b]	9471	0
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	0
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** <u>**at Sr.40**</u> on main return page will automatically reflect your net payable/refundable Tax amount.

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38. Total Tax	Chargeable	9299	42,000					
Maximum of I	(33-34) or (35+36)] + 37 + 77							
39. Total Tax I	Payments	9499	0					
(Transfer from	23 of <u>Annex - B</u>)							
40. Tax Payab	le/Refundable [38 - 39]	9999	42,000					
41. Refund Ad	justments	9998	0					
(to the extent	of ourrent year's tax navable only?							
Net Tax Re	fundable							
may be credite	ed to my bank acc as under							
A/C No.	154545454524545		-					
Bank	BANK AL HABIB LIMITED							
City	HYDERABAD							
Branch	HYDERABAD BRANCH.							
	\frown							
	Enter CPR No Print Retu	i rn Ackr	nowledgemen <mark>t</mark> e-Pa	ayment Save	Un-Verify	Request for Revise	Submit	

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 **<u>"Verify"</u>** Button which will check your entered data and lock this return for further editing.

38. Total Tax Chargeable 9299 94,500 Maximum of (33-34) or (35+36)] + 37 + 77 Computerized Payment Receipt No 39. Total Tax Payments 9499 96,500 (Transfer from 23 of Annex - B) (e.g. IT20080505000000000000) 40. Tax Payable/Refundable 9999 18,000 (38 - 39 + WWF payable from Annex B) IDP CPR No 94,500 (to the extent of current year's tax payable only) (e.g. IT200805050000000000000000000000000000000	E	wayavie	CE A 6 AL FLE FRY ALL RAVEN	e income or a romon o	i more)			
² ³ ¹	ပ္ရ	38. Total T	ax Chargeable	9299	94,500	Compu	uterized Payment Receipt No	
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(Transfer from 23 of <u>Annex - B</u>) (e.g. IT2008050500000000001) 40. Tax Payable/Refundable 9999 18,000 (B3 - 39 + WWF payable from Annex B) IDP CPR No 1000000000000000000000000000000000000		39. Total T	ax Payments	9499	96,500	CPR No	t200921111111111111	
40. Tax Payable/Refundable 9999 18,000 [38 - 39 + WWF payable from Annex 8] 41. Refund Adjustments 9998 0 (to the extent of current year's tax payable only) Net Tax Refundable (e.g. IT200805050000000 3001) IDP CPR No (e.g. IT200805050000000 3001) IDP CPR Amount Save Cancel Clear A/C No. 15454545454524545 Bank BANK AL HABIB LIMITED City HYDERABAD Branch HYDERABAD BRANCH.		(Transfer	from 23 of Annex - B)				(e.g. IT20080505000000000	1)
[38 - 39 + WWF payable from Annex B] 41. Refund Adjustments (to the extent of current year's tax payable only) Net Tax Refundable may be oredited to my bank acco as under A/C No. 1100 CPR No (e.g. IT200805050000000 3001) IDP CPR No (e.g. IT200805050000000 3001) IDP CPR Amount Save Cancel Clear City HYDERABAD Branch HYDERABAD BRANCH.		40. Tax Pa	yable/Refundable	9999	18,000	Amount	94,50	0
41. Refund Adjustments 9995 0 (to the extent of ournent year's tax payable only) (e.g. IT200805050000000 1001) Net Tax Refundable IDP CPR No may be credited to my bank aco as under IDP CPR Amount A/C No. 154545454524545 Bank BANK AL HABIB LIMITED City HYDERABAD Branch HYDERABAD BRANCH.		[38 - 39 +	WWF payable from Anne	× B]			<u></u>	
(e.g. IT200805050000000000000000000000000000000		41. Refund	Adjustments	9998	0	IDP CPR No		
IDP CPR Amount IDP CPR Amount IDP CPR Amount IDP CPR Amount Save Cancel Clear City HYDERABAD Branch HYDERABAD BRANCH.		(to the e	vtent of current year's tax	navable opby)			(e.g. IT2008050500000000000	1)
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A/C No. 1545454545245455 Bank BANK AL HABIB LIMITED City HYDERABAD Branch HYDERABAD BRANCH.		Net Tax		n dan			Save Cancel Clear	
Bank BANK AL HABIB LIMITED City HYDERABAD Branch HYDERABAD BRANCH.	ę	A/C No	154545454525454	5		-		
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Enter CDD No. Drint Deturn Acknowledgement e-Dayment Save Un-Verify Dequest for Device	Ent	OF COD N	Drint Doturn	ñ cknowlodgo	mont o-Da	umont Sauo	IIn-Verify Dequest for Degice	

After successful verification the <u>"e-Payment"</u> button and <u>"Enter CPR No"</u> 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 **<u>Bank Account</u>** should be given in your enrollment profile which should be selected here.

	Net Tax Re	fundable
	may be credite	d to my bank acc as under
Ę	A/C No.	1545454524545
Ref	Bank	BANK AL HABIB LIMITED
	City	HYDERABAD
	Branch	HYDERABAD BRANCH.
		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 **<u>"Submit"</u>** button which will be automatically enabled after successful Verification process and "Enter CPR ID" process.

	_							
	- N	Net Tax Refundable						
	п	may be credited to my bank acc as under						
Ę	- A	A/C No.	154545454524545	-				
Ref	E	ðank	BANK AL HABIB LIMITED					
	0	Dity	HYDERABAD					
	E	Branch	HYDERABAD BRANCH.					
			Enter CPR No Print Return Acknowledgement	e-Payment	Save	Verify	Request for Revise	Submit

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

FBR			Revenue Division Federal Board of Revenue Government of Pakistan						
		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."