

[www.RwTefile.com](http://www.RwTefile.com)

## 8 easy steps for filing your I-tax returns

**Step 1** - **YOU** will need to register yourself as a member by filling in the Registration form details & submitting the same. Your user ID & password will be sent to you via email.



**Step 2** - **YOU** will need to login using your user ID & password.



*The particulars needed for filing your tax return are automatically picked up from your registration details & entered in the IT Return data sheet.*



**Step 3** - **YOU** will need to verify the details in your IT Return data sheet & make additions / revisions where necessary.



**Step 4** - **YOU** will need to upload the Form 16 & other relevant documents required for filing your tax return.



**Step 5** - **YOU** will need to submit your completed IT Return data sheet along with the uploaded documents. Your action will generate a transaction slip.



**Step 6** - **YOU** will need to print the transaction slip & submit the same along with the applicable fees at our Help-Desk.



**RwT Action** - **WE** will process the information submitted by you through the IT Return data sheet & prepare your tax return.



**RwT Action** - **WE** will electronically file (e-file) your tax return. This action will generate an acknowledgement in the form of ITR-V.



**RwT Action** - **WE** will send you the soft copy of the ITR-V via email.



**Step 7** - **YOU** will need to print the ITR -V in duplicate & sign the same.



**Step 8** - **YOU** will need to submit the signed ITR-V copies back to us.



**RwT Action** - **WE** will physically file your ITR-V with the Income Tax department.



**RwT Action** - **WE** will scan the original acknowledgement & send it to you via email.



**RwT Action** - **WE** will deliver the original acknowledgement to you.