

# ITR Filing

## Complete Checklist

For Salaried Employees in India

### □ KEY DATES TO REMEMBER

<b>15 June 2026</b>	Form 16 must be issued by employers
<b>31 July 2026</b>	ITR-1 & ITR-2 last date (salaried)
<b>31 Aug 2026</b>	Non-audit business (Finance Bill 2025)
<b>31 Dec 2026</b>	Belated / Revised ITR with late fee
<b>31 Mar 2027</b>	Updated ITR (ITR-U) — extra tax applies

**CA Devesh Thakur** — Chartered Accountant & Tax Educator  
[cadeveshthakur.com](http://cadeveshthakur.com) | [etaxsave.com](http://etaxsave.com) | [@cadeveshthakur](https://twitter.com/cadeveshthakur)

# ITR Filing Checklist — FY 2025-26

Work through each section month by month to ensure a smooth, error-free filing.

## □ APRIL 2026 — GATHER & VERIFY

- Download **Form 26AS** — [incometax.gov.in](https://incometax.gov.in) → My Account → View 26AS
- Download **AIS** — [incometax.gov.in](https://incometax.gov.in) → Services → AIS. Review ALL entries carefully.
- Collect all **12 salary slips** (April 2025 - March 2026)
- Gather **bank statements** — all savings, FD, and RD accounts
- 80C proofs**: PPF passbook, ELSS statements, LIC receipts, EPF certificate, tuition fee receipts
- Health insurance premium receipts** — self, spouse, children & parents separately (Sec 80D)
- Home loan repayment certificate** from bank — FY 2025-26 (principal + interest breakdown)
- HRA rent receipts** — landlord PAN mandatory if annual rent > ₹1,00,000

## □ MAY 2026 — RECONCILE & CALCULATE

- Match **AIS with actual income** — submit portal feedback for any incorrect entries
- Match **Form 26AS TDS** with salary slips — discrepancy = employer not deposited
- Calculate total **interest income** — savings (80TTA: ₹10K deductible) + FD (fully taxable)
- Get **Capital Gains Statement** from broker — if you sold any MF/stocks during FY 2025-26
- Check **dividend income in AIS** — stocks and MF dividends are fully taxable
- Calculate Old vs New Regime tax** — apply correct age slab (Below 60 / 60-80 / 80+)
- Check **advance tax obligation** — if extra income beyond salary exists
- Job changed during year?** Request Form 16 from BOTH employers

## □ JUNE 2026 — FORM 16 & FINAL PREP

- Follow up with HR for **Form 16** — legal deadline is **15 June 2026**
- Verify **Form 16 Part A** against Form 26AS — TAN, TDS amounts, quarters must match
- Verify **Form 16 Part B** — confirm all 80C, 80D, HRA deductions are correctly listed
- Collect **Form 16A** from banks for FD interest TDS certificates
- Capital gains documents** — STCG @ 20%, LTCG @ 12.5% above ₹1.25L (post July 2024)
- Make final Old vs New Regime decision** — calculate under both before deciding
- Verify **PAN-Aadhaar linkage** on the income tax portal
- Pre-validate bank account** on [incometax.gov.in](https://incometax.gov.in) — required for refund processing

## □ JULY 2026 — FILE YOUR ITR

- Log in to **incometax.gov.in** — verify ALL pre-filled data before submitting
- Select correct ITR form — **ITR-1** (no capital gains) or **ITR-2** (capital gains)
- Enter all income: salary, FD interest, dividends, capital gains, rental income
- Pay self-assessment tax** via Challan 280 BEFORE submitting (Income Tax → Self-Assessment)
- Submit ITR** — 31 July 2026 for ITR-1/2 | 31 Aug 2026 for non-audit business
- E-verify within 30 days** — Aadhaar OTP (fastest) / Net banking EVC / Bank EVC
- Download & save ITR-V** acknowledgement (needed for loans, visa, tenders)
- Track refund at incometax.gov.in → My Account → **Refund Status**

# Key Deductions & Regime Comparison

AY 2026-27 (FY 2025-26)

## KEY DEDUCTIONS — OLD REGIME ONLY

Section	Max Limit	What Is Covered
<b>80C</b>	₹1,50,000	LIC, PPF, ELSS, EPF, tuition fees (2 children), home loan principal, NSC, 5-yr FD
<b>80CCD(1 B)</b>	₹50,000	Additional NPS contribution — above 80C limit. Total ₹2L possible.
<b>80CCD(2 )</b>	Up to 14% salary	Employer's NPS contribution — also allowed in New Regime.
<b>80D</b>	₹25K - ₹1L	₹25K self+family; ₹50K if parents 60+. Includes ₹5K health check-up.
<b>Sec 24(b)</b>	₹2,00,000	Home loan interest — self-occupied property. No limit for let-out property.
<b>80TTA</b>	₹10,000	Savings bank interest for below-60. Senior citizens: 80TTB (₹50K, incl FD).
<b>80E</b>	Actual interest	Education loan interest — 100% deductible for up to 8 years.
<b>80G</b>	50% or 100%	Donations to approved NGOs/funds. Cash above ₹2,000 not eligible.

## TAX REGIME QUICK COMPARISON — AY 2026-27

NEW REGIME (Default) — Sec 115BAC	OLD REGIME — Must Be Opted In
Up to ₹4,00,000 → <b>NIL</b>	<b>Below 60 yrs — Exemption ₹2.5L</b>
₹4,00,001 - ₹8,00,000 → <b>5%</b>	Up to ₹2.5L → <b>NIL</b>
₹8,00,001 - ₹12,00,000 → <b>10%</b>	₹2.5L - ₹5L → <b>5%</b>
₹12,00,001 - ₹16,00,000 → <b>15%</b>	₹5L - ₹10L → <b>20%</b>
₹16,00,001 - ₹20,00,000 → <b>20%</b>	Above ₹10L → <b>30%</b>
₹20,00,001 - ₹24,00,000 → <b>25%</b>	<b>Sr Citizen (60-80) — Exemption ₹3L</b>
Above ₹24,00,000 → <b>30%</b>	<b>Up to ₹3L: NIL   ₹3L-₹5L: 5%</b>
	<b>₹5L-₹10L: 20%   Above ₹10L: 30%</b>
	<b>Super Sr (80+) — Exemption ₹5L</b>
	<b>Up to ₹5L: NIL   ₹5L-₹10L: 20%</b>
	Above ₹10L → <b>30%</b>

#### ✂ Finance Bill 2025 — Due Date Amendment (Sec 139(1))

- ITR-1 & ITR-2 (salaried individuals): **31 JULY 2026** — NO CHANGE
- Non-audit business/profession + non-audit firm partners: **31 AUGUST 2026** — EXTENDED
- Audit cases (companies & audit-required): **31 OCTOBER** — NO CHANGE
- Effective from: 1 March 2026 for AY 2026-27 (PY 2025-26)