



# Arthayan Bizfinmart private limited

## List of the documents required for filling the Income Tax Return

### A. Basic KYC documents required for each Taxpayer.

1. PAN CARD
2. AADHAR CARD
3. Mobile Number/Email id.
4. Bank account details

An individual must provide the details of all the bank accounts held while filing ITR. The following details have to be entered:

- Bank name
- Account number
- Account type
- IFSC code

Make sure to provide correct details so that the refund, if any is easily processed.

5. Income Tax login details if earlier year Income tax return filed.

### B. Income from Salary (for salaried Employees)

1. Form No. 16 issued by your employer-Part -A & B
2. Month wise salary slip if Form No. 16 is not available.

### C. Income from House Property

1. Total number of house property owned by person along with their detail address.
2. Details of Rented property.



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- Rent received per month.
- Municipal Taxes paid.
- Interest on Loan certificate if property purchased on loan.
- Rent Agreement if any,

### 3. Details of self occupied property.

- Interest on loan certificate if property purchased on loan.

### 4. Home loan statement

Loan statement provides break-up details of the principal and interest an individual has repaid to the bank towards a home loan. The document acts as a proof as well as source of information while filing ITR. Under Section 24, the interest paid to the home loan can reduce the tax liability allowing a tax claim of up to Rs.2 Lakh.

### D. Income under the Capital Gain

Capital gain arises on sale or purchase of property Shares, Mutual Funds etc.

#### 1. Capital Gain arises on sale of Property

- Agreement of Sale
- Agreement of Purchase

#### 2. Capital Gain arises on sale of Shares, Mutual Funds etc.

Capital Gain /Loss statement received from broker.

### E. Income from Business /Profession -

1. Details of the business/profession carried out by the person
2. Type of Business entity whether it is proprietary, partnership or company.
3. Bank account statements of all accounts including saving & current account.



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4. Loan account statements if any.
5. Business receipts & expenditure details i. e. sales, purchase bills, expenses vouchers , bills if any.
6. Login details of GST if registered on GST portal.
7. Any other details if required for Finalisation of books of accounts.

## F. Income from Other Sources –

1. Updated bank, post office, and PPF passbook /Statements.

Passbooks/ statements of bank, post office, and/or PPF up-to-date before filing ITR. It becomes easier to report the details of income, such as dividend and interest with the updated passbooks.

2. Interest certificates from banks and post office

These documents are necessary for taxpayers to collate the interest income earned from savings accounts and / or fixed deposit accounts.

3. TDS certificate issued by banks and others.

## G. Tax saving Investment under Chapter VI-A:-

1. Investment u/s 80C

Keep these documents at hand to claim the following expenses as deductions –

- Your contribution to Provident Fund
- Your contribution to Public Provident Fund
- Your children's school tuition fees
- Life insurance premium payment
- Stamp-duty and registration charges
- Principal repayment on your home loan



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- Equity Linked Savings Scheme/Mutual funds investment
- The maximum amount that can be claimed under Section 80C is Rs 1.5 lakhs.

## 2. Medical Insurance u/s 80D

You (as an individual or HUF) can claim a deduction of Rs. 25,000 under section 80D on insurance for self, spouse and dependent children. An additional deduction for insurance of parents is available up to Rs 25,000, if they are less than 60 years of age. If the parents are aged above 60, the deduction amount is Rs 50,000.

## Donations u/s 80G

1. The Various donations specified in u/s 80G are eligible for deduction up to either 100% 50% with or without restriction. Give the donations payments receipts done during the financial years.

The list of investment under chapter VI-A is very vast. We have given here the basic deductions of investments which every normal individual are commonly done.

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