

# **Documents Required For Filing Income Tax Return**

- Basic Requirements :
  - Copy of PAN
  - Residential Address
  - Business Address
- Bank Details to show in Income Tax return :
  - Bank Name
  - Branch
  - IFSC Code
  - Account Number
- If you already registered in Income Tax site :
  - Provide us Password
  - Or Last year online filed ITR acknowledgement
  - And Bank Details given in Income Tax last year
- If you have Salary Income Please Provide us :
  - Form 16 issued by your employer (with bifurcation of deduction Claimed in form 16)
- If you have Rental Income Please Provide us :
  - Address of Your House let out
  - Rental income per month
  - If loan taken for property, interest and principal repaid
- If you have Sold any Property/ Shares/ Debentures/ Any other Assets :
  - Date of Sale
  - Date of Purchase
  - Sale Consideration & Official market value
  - Purchase Cost

OR

  - Simply Provide us Property sale & Purchase Deeds
  - Shares Sale-Purchase detail (with its Date of Purchase, date of Sale, Purchase Cost & Sale Price)
- Other Income :
  - Saving Bank Interest- Provide us all passbooks or statements
  - Fixed Deposit Interest- Interest Certificate
  - Any Other Income- Provide us Detail
- For Business Income :
  - Bank statement with details of all transactions (write Name & Purpose of Deposit or withdrawals on every Transactions)

- Electricity Expenses, Telephone Expenses, Internet Charges (Provide Actual Expenses from bills if available)
- If you have registered in VAT, Provide us Quarterly filed VAT Returns & VAT payment amount
- Last financial year P/L & Balance Sheet
- If you have purchased any Assets Provide us :
  - Invoice of Purchased assets of Current Financial Year
- Investments :
  - Fixed Deposits Receipts
  - Receipts if any booking advance property booking receipts
  - Details if any other advances given
- For Deduction :
  - Provide us LIC receipts paid between 01/04/201 to 31/3/201
  - School fee receipts of your children
  - If any Health Insurance Premium receipts, Provide us
  - If you Donated money to any Trust- Donation Receipts
  - PPF Passbook of payment proof
- If your child is minor :
  - And he/ she have any Income for example FD Interest, saving Bank interest etc. then give details
  - Name
  - Date of Birth
  - Income Earned
- Loan :
  - Loan statement
  - Housing loan statement