

YOUR GUIDE TO SUBMIT
INVESTMENT PROOFS
FY 2017-18



APJ Payroll Team

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Note:

- Documents uploaded in investment tool must be in PDF format.
- Investments must be pertaining to current financial year 2017-18.
- In case of multiple documents, zip the documents and upload.

Section 80C Deduction (Savings allowed up to – 1.5 lacs)

Line number in ITD Tool	Investment Description in ITD tool / Short description.	Instructions	Proofs/supporting need to submit for availing the deduction under respective exemption
0001	<p>Payment towards life insurance policy</p> <p>Life Insurance premium</p>	<ul style="list-style-type: none"> Policy can be in the name of individual, spouse, & children. Late payment fees charged will not be considered as premium paid. (Employees to reduce late fee and update Actual premium amount in ITD tool) In case your premium due date falls after the cutoff date of investment proof submission - please pay your premium in advance or submit copy of the premium paid in last financial year (2016-17 with copy of your policy document) 	<ul style="list-style-type: none"> Premium Payment receipts issued by insurance company (In case of more than 1 payment receipt, kindly zip the documents and upload) / upload Consolidated statement with payment details for the FY. Policy document along with premium paid in Last FY 2016-17, if payment due date is after investment submission cutoff date.
0002	<p>Contribution to ULIP</p> <p>Unit Linked Insurance Plan</p>	<ul style="list-style-type: none"> Policy can be in the name of individual, spouse & children. In case your premium due date falls after the cutoff date of investment proof submission - please pay your premium in advance or submit copy of the premium paid in last financial year (2016-17 with copy of your policy document) 	<ul style="list-style-type: none"> Copy of Receipts / Statement for the FY 17-18 to be attached as the proof of payment. Policy document along with premium paid in Last FY 2016-17, if payment due date is after investment submission cutoff date.
0003	<p>Subscription to notified mutual fund</p> <p>ELSS / Notified Mutual Funds</p>	<ul style="list-style-type: none"> Investment should be in the name of employee. In case investment is done through SIP (Systematic investment Plan) the statement for such investment from the Bank or Mutual fund will be taken as proof. Statement of the Fund should state that investment in the respective scheme is eligible for Exemption U/S 80C 	<ul style="list-style-type: none"> Copy of Receipts / Statement. In case of SIP payment due after cutoff date, employees need to provide previous year receipts paid as proof of payment and include the amount while updating the actual amount in ITD tool.

Section 80C Deduction (Savings allowed up to – 1.5 lacs)

Line number in ITD Tool	Investment Description in ITD tool / Short description.	Instructions	Proofs/supporting need to submit for availing the deduction under respective exemption
0004	Contribution to Public Provident Fund PPF	<ul style="list-style-type: none"> Amount deposited by an individual in his own PPF account, Spouse PPF account or in PPF account of his/her minor child. 	<ul style="list-style-type: none"> Copy of stamped challan & PPF passbook with the pass book cover page of investor details In case of online transfer, online payment challan to be submitted
0005	Subst to notified central Govt Savings (NSC VIII issue)	<ul style="list-style-type: none"> Investment can be in the name of individual, spouse, & children. 	<ul style="list-style-type: none"> NSC Passbook with pass book cover page of investor details/NSC certificate to be submitted (In case of more than 1 certificate, kindly zip the documents and upload)
0006	Repayment of housing loan Principal Amount/Stamp Duty / Registration fee for transfer of property	<ul style="list-style-type: none"> Principal amount to be updated in this line item. The loan should have been taken on or after 01-Apr-1999. Loan and the property should be in Employees name. The said loan should have been used only for acquiring or constructing the property. Acquisition or construction of the property should be within 5 years of date of availing loan. Exemption can be claimed only after the acquisition of the property. Certificate from bank should specifically state the details of the property financed Loan taken for repairs/renewals of the property will not be considered for exemption Minimum period of holding should be 5 years 	<ul style="list-style-type: none"> Bank provisional certificate with breakup of principal and interest payment details for FY 2017-18 For Stamp Duty/ Registration fees you need to attach Registered Sale Deed. Possession certificate need to be submitted in case construction of property is completed in this financial year 2017-18. Joint Declaration form duly filed and signed by co-applicant to be submitted in case of joint loan. in absence of this form 50% of actual amount will be exempted. <p>kindly refer mail attachment Joint Declaration housing loan form</p>

Section 80C Deduction (Savings allowed up to – 1.5 lacs)

Line number in ITD Tool	Investment Description in ITD tool / Short description.	Instructions	Proofs/supporting need to submit for availing the deduction under respective exemption
0007	Interest on NSC VIII issue	<ul style="list-style-type: none"> Interest accruing annually but deemed to be reinvested under Section 80C of income tax Act. 	<ul style="list-style-type: none"> NSC Passbook with pass book cover page of investor details/NSC certificate to be submitted.
0008	Subscription to notified pension fund 80C(2)(XIV) (Pension Policy)	<ul style="list-style-type: none"> Policy should be in the name of Employee. Late payment fees will not be considered as premium paid. (Employees to reduce late fee and update Actual premium amount in ITD tool) 	<ul style="list-style-type: none"> Copy of receipt issued by the Insurance Company to be produced as proof of payment.
0009	Subscription to notified deposit scheme National Housing Bank	<ul style="list-style-type: none"> Deduction for subscription to notified deposit scheme/ pension fund of the national housing bank. Subscription should be in the name of Individual only. 	<ul style="list-style-type: none"> Copy of investment receipt or statement
0010 / 0011	Tuition fees child 1 / Tuition fees Child 2	<ul style="list-style-type: none"> Tuition fees paid for the financial year 17-18 for full time education with any university, college, school and other educational institute in India (i.e., Apr'17–Mar'18) will be considered for Exemption. Tuition fees paid in respect of a maximum of two children are allowed. Kindly update only tuition fee in actual amount in Investment tool. Donations, computer fee, School Van charges etc. will not be allowed. Day Care Centre will not be considered for this exemption. 	<ul style="list-style-type: none"> Copy of Fee receipts issued by the school, college, university or educational institution to be produced as proof of payment.

Section 80C Deduction (Savings allowed up to – 1.5 lacs)

Line number in ITD Tool	Investment Description in ITD tool / Short description.	Instructions	Proofs/supporting need to submit for availing the deduction under respective exemption
0012	Fixed Deposits Under Section 80c Fixed Deposit in a Scheduled Bank	<ul style="list-style-type: none"> Term deposits for a minimum period of 5 years with a scheduled bank are eligible for deduction. Investment should be in Employees name. 	Copy of the Receipt/certificate issued by the scheduled bank.
0013	Section 80c – 5-year time deposit under the post office time deposit rules 1981 / 5-year Post office Time Deposits and Senior Citizen Scheme	<ul style="list-style-type: none"> Time deposit should be in the name of individual. Period of deposits should not be less than five years. 	<ul style="list-style-type: none"> Copy of Receipts / Statement to be attached as the proof of payment.
0014	Section 80C – Senior Citizens Savings Scheme Rules 2004	<ul style="list-style-type: none"> Only assessee himself should contribute to claim deduction under section 80C. 	<ul style="list-style-type: none"> Receipt of deposit under the scheme should be provided to claim the deduction under section 80 C
0015	Section 80C – Sukanya Samriddhi Scheme	<ul style="list-style-type: none"> Investment need to be made in name- Employees Girl child. Amount invested for the Financial year 2017-18 will be exempted 	<ul style="list-style-type: none"> Copy of Passbook with the pass book cover page of investor details to be attached as the proof of payment.

Section 80 Deductions

Line number in ITD Tool	Investment Description in ITD tool / Short description.	Instructions	Proofs/supporting need to submit for availing the deduction under respective exemption
0001	Contribution to certain Pension funds 80CCC	<ul style="list-style-type: none"> Policy should be in the name of Employee. Investment should be in the name of employee under section 80CCC. Bonus and interest accrued to the account will not qualify for deduction. Late payment fees will not be considered as premium paid. 	<ul style="list-style-type: none"> Copy of receipt issued by the Insurance Company to be produced as proof of payment.
0002	<p>Medical insurance premium (Non-Senior citizen)</p> <p>Health Insurance premium for Non-senior citizen (80D)</p>	<ul style="list-style-type: none"> Premium paid towards health insurance is exempted / Medical insurance Premium deducted through salary would be considered for exemption automatically. Medical insurance premium for self, spouse and children limit is 25,000 in case of Non-senior citizen. 	<ul style="list-style-type: none"> Policy copy and premium Receipt paid for the FY 2017-18. No request to be created if Premium amount is deducted from salary, exemption will be considered in the month of deduction. <p>kindly refer mail attachment for 80D Exemption Limit.</p>
0003	<p>Medical insurance premium (Senior citizen)</p> <p>Health Insurance premium for senior citizen (80D)</p>	<ul style="list-style-type: none"> Premium paid towards health insurance is exempted / Medical insurance Premium deducted through salary would be considered for exemption automatically. Medical insurance premium for self, spouse limit is 30,000 in case of Senior citizen 	<ul style="list-style-type: none"> Policy copy and premium Receipt paid for the FY 2017-18 No request to be created if Premium amount is deducted from salary, exemption will be considered in the month of deduction.
0004	<p>Medical ins premium (payment on behalf of parent's non-senior citizen)</p> <p>Health Ins premium, for non-Senior citizen parents. (80D)</p>	<ul style="list-style-type: none"> Premium paid towards health insurance is exempted / Medical insurance Premium deducted through salary would be considered for exemption automatically. Medical insurance premium for parents, limit is 25,000 in case of Non-Senior citizen. 	<ul style="list-style-type: none"> Policy copy and premium Receipt paid for the FY 2017-18 No request to be created if Premium amount is deducted from salary, exemption will be considered in the month of deduction.
0005	<p>Medical ins premium (payment on behalf of parents senior citizen)</p> <p>Health Ins premium, for Senior citizen parents. (80D)</p>	<ul style="list-style-type: none"> Premium paid towards health insurance is exempted / Medical insurance Premium deducted through salary would be considered for exemption automatically. Medical insurance premium for Parents limit is 30,000 in case of Senior citizen 	<ul style="list-style-type: none"> Policy copy and premium Receipt paid for the FY 2017-18 No request to be created if Premium amount is deducted from salary, exemption will be considered in the month of deduction.

Section 80 Deductions

Line number in ITD Tool	Investment Description in ITD tool / Short description.	Instructions	Proofs/supporting need to submit for availing the deduction under respective exemption
0006	Preventive Health checkup(Self) Health Checkup(Self) (80D)	<ul style="list-style-type: none"> Amount paid towards health checkup for self to be exempted under this component. Maximum limit is 5000rs (health checkup and medical ins premium should not exceed 25000rs). 	<ul style="list-style-type: none"> Bills pertaining to preventive health check up to be submitted.
0007	Preventive Health checkup(Parents) Health Checkup(Parents) (80D)	<ul style="list-style-type: none"> Amount paid towards health checkup for self to be exempted under this component. Maximum limit is 5000rs (health checkup and medical ins premium should not exceed 30,000rs in case of senior citizen). 	<ul style="list-style-type: none"> Bills pertaining to preventive health check up to be submitted. <p>Note: Maximum aggregate amount for preventive health checkup including all members of Family is 5000rs</p>
0008	Medical Expenditure for very senior citizen(Self)	<ul style="list-style-type: none"> Amount paid in respect of Very senior citizen (Assignee) for medical treatment and no amount has been paid to medical insurance premium. <p>Further, if person is claiming deduction for medical insurance, then he will not be eligible for this.</p>	<ul style="list-style-type: none"> Bills of medical expenditure paid during the FY 2017-18 Declaration that medical insurance has not been paid during the FY 2017-18
0009	Medical Expenditure for very senior citizen(Parents)	<ul style="list-style-type: none"> Amount paid in respect of Very senior citizen (Parents) for medical treatment and no amount has been paid to medical insurance premium. <p>Further, if person is claiming deduction for medical insurance, then he will not be eligible for this.</p>	<ul style="list-style-type: none"> Bills of medical expenditure paid during the FY 2017-18 Declaration that medical insurance has not been paid during the FY 2017-18
0010	Deduction for dependent with disability. Expenditure incurred on Medical Treatment of Handicapped Dependents. (80DD)	<ul style="list-style-type: none"> Medical treatment for handicapped dependent - If Disability is more than 40% but less than 80% - Fixed deduction of Rs 75,000 	<ul style="list-style-type: none"> Copy of form 10I issued by the competent medical authority in a Government Hospital, certifying the % of disability of handicapped dependent. Form 10I should be issued for the FY 2017-18 <p>kindly refer mail attachment Form 10IA</p>

Section 80 Deductions

Line number in ITD Tool	Investment Description in ITD tool / Short description.	Instructions	Proofs/supporting need to submit for availing the deduction under respective exemption
0011	Deduction for dependent with sever disability. Expenditure incurred on Medical Treatment for sever Handicapped Dependents. (80DD)	<ul style="list-style-type: none"> Medical treatment for handicapped dependent - If Disability is more than or equal to 80% Fixed deduction of Rs. 1,25,000 	<ul style="list-style-type: none"> Copy of form 10I issued by the competent medical authority in a Government Hospital, certifying the % of disability of handicapped dependent. <p>kindly refer mail attachment Form 10IA</p> <ul style="list-style-type: none"> Form 10I should be issued for the FY 2017-18.
0012	Medical Treatment Medical Treatment for specified illness/diseases (80DDB)	<ul style="list-style-type: none"> Deduction on medical treatment for specified disease for self or dependents of specified illness / disease is up to Rs. 40,000 for general category. Actual amount spent on the treatment or limit as mentioned in above point –whichever is less will be eligible for deduction. 	<ul style="list-style-type: none"> Copy of certificate by the competent medical authority in a Government Hospital. Medical bills spent for treatment <p>kindly refer mail attachment for 80DDB specified diseases</p>
0013	Medical Treatment for senior citizen. Medical Treatment for specified illness/diseases senior citizen (80DDB)	<ul style="list-style-type: none"> Deduction on medical treatment for specified disease for self or dependents of specified illness / disease is up to Rs. 60,000 in case of senior citizen. Actual amount spent on the treatment or limit as mentioned in above point –whichever is less will be eligible for deduction. 	<ul style="list-style-type: none"> Copy of certificate by the competent medical authority in a Government Hospital. Medical bills spent for treatment <p>kindly refer mail attachment for 80DDB specified diseases</p>
0014	Medical Treatment for Very senior citizen Medical Treatment for specified illness/diseases for very senior citizen (80DDB)	<ul style="list-style-type: none"> Deduction on medical treatment for specified disease for self or dependents of specified illness / disease is up to Rs. 80,000 in case of very senior citizen. Actual amount spent on the treatment or limit as mentioned in above point –whichever is less will be eligible for deduction. 	<ul style="list-style-type: none"> Copy of certificate by the competent medical authority in a Government Hospital. Medical bills spent for treatment <p>kindly refer mail attachment 80DDB specified diseases</p>

Section 80 Deductions

Line number in ITD Tool	Investment Description in ITD tool / Short description.	Instructions	Proofs/supporting need to submit for availing the deduction under respective exemption
0015	Repayment of Interest on loan for Higher Education (80E)	<ul style="list-style-type: none"> Eligible only if loan is availed by the employee for pursuing his / her higher education or education of spouse, children or for any one for whom employee is a legal guardian The course should be fulltime higher education or vocational course Loans availed only from Bank or Financial Institution is eligible for deduction Only interest is allowed as Exemption, Repayment of principal is not allowed The deduction is allowed till 8 years from repayment start date 	<ul style="list-style-type: none"> Certificate from the Bank/ Financial Institution certifying that the loan is an Educational loan & stating amount of interest paid on the loan for the current Financial year (2017-18) year is mandatory.
0016	Deduction for self-disability (80U)	<ul style="list-style-type: none"> Medical treatment for self-disability - If Disability is more than 40% but less than 80% Fixed deduction of Rs 75,000. 	<ul style="list-style-type: none"> Copy of certificate issued by the competent medical authority in a Government Hospital, certifying the % of disability. <p>kindly refer mail attachment Form 10IA</p>
0017	Deduction for self-severe disability (80U)	<ul style="list-style-type: none"> Medical treatment for handicapped dependent - If Disability is more than or equal to 80% Fixed deduction of Rs. 1,25,000 	<ul style="list-style-type: none"> Copy of certificate issued by the competent medical authority in a Government Hospital, certifying the % of disability. <p>kindly refer mail attachment Form 10IA</p>
0018	National pension scheme 80CCD(1B) NPS	<ul style="list-style-type: none"> Additional exemption of Rs. 50,000 amount contributed to NPS. Total exemption under Section 80C, 80CCC, 80CCD (1) is 1,50,000 and additional exemption under 80 CCD (1B) is 50,000 and together cannot exceed Rs 2,00,000. 	<ul style="list-style-type: none"> Deposit receipt or account statement.

Section 80 Deductions

Line number in ITD Tool	Investment Description in ITD tool / Short description.	Instructions	Proofs/supporting need to submit for availing the deduction under respective exemption
0019	House Loan Interest Deduction U/S 80EE	<ul style="list-style-type: none"> • Loan need to be sanctioned during the FY 2016-17 and Loan amount not exceed 35 lakhs. • Interest amount for the financial year should be more than 2 lakhs so the addition exemption of 50,000 can be availed under this section. • Employee does not own any residential house property at the time of availing the loan. • Value of property for which the loan is taken does not exceed INR 50 lakhs. • Loan should have been availed from a financial institution. 	<ul style="list-style-type: none"> • Bank provisional certificate with principal and interest payment details for the FY 2017-18. • Employee need to Declare in writing that he / she does not own any other house property during the FY 2016-17. • Employees need to update 2 lakhs under income/loss from house property and update balance amount up to 50,000 under 80EE line item.

Income/Loss from house property

Line number in ITD Tool	Investment Description in ITD tool / Short description.	Instructions	Proofs/supporting need to submit for availing the deduction under respective exemption
Income from other source	<p>Income / Loss from house property.</p> <p>Partly let out house property.</p> <p>Self-Occupied / Deemed self-occupied house</p> <p>Wholly let out house property</p>	<ul style="list-style-type: none"> • The maximum amount of loss from house property that could be set-off against income from any other source is INR 200,000. • Loss in excess of INR 200,000 carried forward for 8 years; set-off permitted only with income from house property. • The loan should have been taken on or after 01.04.1999. • If the loan is taken before 01-Apr-1999 – maximum deduction will be Rs 30,000. • The said loan should have been used only for acquiring or constructing the property. • Acquisition or construction of the property should be within 5 years of date of availing loan. • Minimum period of holding should be 5 years. • Certificate from bank should specifically state the details of the property financed. • Loan is not taken for repairs/renewals of the property. • Possession letter is mandatory to get the benefit or employee can submit the copy of electricity bill/telephone bill/municipality house tax receipt/water bill. 	<ul style="list-style-type: none"> • Bank provisional certificate with principal and interest payment details for the FY 2017-18. • In case of joint loan, joint declaration form duly signed by co-applicant need to be submitted, in absence of joint declaration form submission 50% exemption would be considered. • Possession certificate need to be submitted in case construction of property is completed in this financial year 2017-18. <p>kindly refer mail attachment for Joint Declaration housing loan form</p>

House Rent allowance / Leave travel allowance.

Line number in ITD Tool	Investment Description in ITD Tool.	Instructions	Proofs/supporting need to submit for availing the deduction under respective exemption
Actual rent paid	House Rent Allowance	<ul style="list-style-type: none"> Receipt can be for a particular month or for a whole quarter. Name of landlord and address of rented property is mandatory on rent receipt. Rent agreement alone does not constitute proof of payment of rent. Rent paid only for the current financial year will be considered for HRA exemption (April'17– March '18). PAN and address of Landlord must be provided for those employees who are paying monthly rent more than 8334/-. In case of PAN non-availability declaration form signed by land lord to be submitted if monthly rent is more than 8,334 rs. 	<ul style="list-style-type: none"> Original Rent receipts (hard copies) to submitted with the claim form and HRA request to be created in investment tool. <p>kindly refer mail attachment, for below forms Rent Receipt form HRA Claim form</p> <ul style="list-style-type: none"> In case of rent more 8,334 per month and land lord PAN not available, declaration Form duly signed by land lord for non-availability of PAN to be submitted to get the HRA exemption. <p>Kindly refer mail attachment for Land lord Declaration form</p> <ul style="list-style-type: none"> In case of rent paid is less than 3000rs below form to be submitted. <p>Kindly HRA claim form if rent paid is less than 3000rs</p>
LTA	Leave travel Allowance	<ul style="list-style-type: none"> Exemption can be given twice in a block of 4 calendar years (Current block year 2014 - 2017) Children up to the age of 21 years only allowed for exemption. Only travel cost can be claimed under LTA. Travel need to be with in India. 	<ul style="list-style-type: none"> LTA Declaration Form duly filled-up. Journey by Air – E-tickets with Boarding Pass in original – for domestic travel in economy class only. Journey by Train – Proof of travel – copy of ticket. Hard copies of tickets with claim form need to be dropped in payroll drop box. FBP claim request to create in FBP exemption tool.

Line number in ITD Tool	Investment Description in ITD Tool.	Instructions
80G	Donations	<ul style="list-style-type: none"> • No proof submission required for Donations made through SAP, since it will be considered for exemption by default. • Donation made outside SAP by Employees need to be claimed at the time of filing Income Tax return.
80C	Provident fund deducted from Salary	<ul style="list-style-type: none"> • Provident fund deducted from salary will be considered for exemption by default. • No proof required.
80D	Medical insurance premium deducted from salary	<ul style="list-style-type: none"> • No proof submission required for Medical insurance premium deducted from salary which will be consider for exemption by default on monthly deduction basis.
80CCD (2)	National pension scheme opted through salary	<ul style="list-style-type: none"> • No proof submission required for NPS deducted from salary, since the exemption will be considered by default.
Previous Employer Details FY 2017-18		<ul style="list-style-type: none"> • Previous employer income details for FY 2017-18, we will consider the details as per the Income tax calculation sheet or provisional form 16 provided by the employee. TDS will be considered to the extent of actual TDS liability on this earning. After clubbing the earning for the financial year - in case the mentioned TDS is higher we will restrict the same to the actual TDS liability on this earning. • Employees who joining after 10th Feb 2018, can take care of previous employment income at the time of filing IT return. • No corrections will be entertained after Feb 2018 cutoff date. This needs to be taken care by employee at the time of filing there returns if any corrections required. • Copy of FORM16/ Salary Certificate on company letter head/ F&F statement duly stamped by previous employer. <p>Employee need to raise HRdirect ticket with the soft copy of previous employer income tax calculation sheet or provisional form 16 or can drop the hard copy in payroll drop box.</p>

Note:

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- Investments must be pertaining to current financial year 2017-18.
- In case of multiple documents, zip the documents and upload.

Thank you.

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[HRdirect](#) ticket