

POINTS TO BE NOTED FOR SUBMISSION OF DOCUMENTS

1. SUBMISSION OF ALL INVESTMENT PROOFS

All Investment proofs needs to be submitted in **SOFT COPIES only (Including HRA)**. If you have hard copy, the same needs to be scanned and uploaded through the portal link. In case you already have soft copies **(PDF and zip format only with max up to 2 MB)**, the same can be uploaded through corporate portal for **actual investment proofs**. If you have too many receipts for one investment, you can create a zip file and upload as one attachment. **Please ensure that the document is not password protected.** Step by step process for uploading documents is explained in the attached presentation document.

If you are staying in the same city you can't claim both HRA & Principal and Interest paid on Housing Loan for Self-Occupied Property.

Please ensure proof of evidence is maintained for 80 & 80C submission while uploading document. (refer step by step process)

Please note the hardcopies of investment proofs will not be accepted, as part of the Sustainability initiative.

2. FCP SUBMISSION (REMINDER)

- **SUBMISSION OF TELEPHONE, FUEL, DRIVER AND LEAVE TRAVEL REIMBURSEMENT (LTR) BILLS IN HARD COPIES**

Telephone bills, Fuel & maintenance, Driver salary and LTR bills are need to be submitted along with claim forms duly signed. (Attached on the mail).

FCP Claim forms must be submitted with FCP tool ref number, claims submitted without ref number and FCP claim form cannot be considered and traced later due to more volume.

- Submission of Telephone, Fuel & maintenance, Driver's salary and Leave Travel reimbursement are accepted till 10th March 2020. Kindly note if any FCP claims dated after 10th March to be submitted in April 2020 (before 10th Apr) **only**. This will be considered for FY 2020-2021.
- Please ensure you submit claims along with claim forms as attached on the mail.
- Ensure the status maintained as **"To Be Approved" not "New"** on Investment and FCP tool.

Employees are requested to submit documents into the drop box with required details and documents separately stapled. **Do not use envelopes.**

The payroll drop boxes are kept at below mentioned locations. You are requested to make use of the same for submitting Telephone bills, Fuel & maintenance, Driver salary, LTR bills and Rent receipts.

Building	Floor	Location
RMZ 2C	4TH Floor	Near lift entrance
RMZ 2B	1ST Floor	Reception
RMZ 2A	2ND Floor	Reception
Phase III	Ground Floor	Near Coffee corner
RMZ Eco World	6TH Floor	Pantry
RMZ Eco World	10th Floor	Mail room
Salarpuria Softzone	2 nd Floor	Reception
SJR Building	6TH Floor	Reception
Vatika Towers- Gurgaon	Ground Floor & 3 rd floor	Reception
Ariba India - Gurgaon	2nd floor	A071
Tower 1-Pune	Level 3	Reception
SAP Delhi -	6 th Floor	Reception
SAP Mumbai -	5 th Floor	Next to Printer- BOM 1
SAP Kolkata -	5 th Floor	Reception

Phase VI	Ground Floor	Reception
RMZ Eco World (Ariba Techno)	7 th Floor	Reception
Concur SAP	Lake view building & Laurel building	3 rd Floor
Concur SAP	Laurel Building	5 th Floor
Callidus Cloud	6 th Floor	Reception

3. PROVISIONAL FORM 16 FROM PREVIOUS EMPLOYER

Employee need to raise HR Direct ticket by attaching previous employer income tax calculation sheet or provisional form 16.

Employees who moved internally during the financial year (national transfers) need not submit previous employer information, as the same will be considered default in March payroll.

4. Multiple proof submissions:

Employees need to create a new request for additional proof submission, in case the earlier request is approved. And need to maintain only additional amount on new request.

Employees can edit the same request if the status is still to be approved.

5. Housing Loan Interest and Principal (Joint Declaration Form)

In case of joint loan, proofs submitted without declaration will be rejected.

Housing loan interest u/s 80EE & 80EEA

Employees who are eligible to avail exemption u/s 80EE are requested to refer investment submission guidelines to avoid any confusion.

6. HRA documents if Landlord stays out of India.

Rental agreement

Latest rent receipt with Landlord PAN details along with address

Online transaction for rent paid.

7. Valid land lord PAN number is mandatory to avail HRA exemption.

Ensure to update Land Lord PAN number if your rent amount exceeds 8333/- **even for one Month.**

Update valid land lord PAN number. It is the onus of the employee to ensure a valid and correct PAN of Landlord is provided.

HRA exemption shall be ceased incase the PAN of Landlord is found to be invalid/incorrect during our internal PAN validation.

The rent amount mentioned in the rental agreement, rent receipt and rent claimed should match, else the claim will be rejected.

RESPONSE TIME FROM PAYROLL TEAM:

Once claims are approved/rejected employee will receive email notification. Employee are requested to wait for the notification to be received.

Also status of acceptance or non-acceptance of documents can be checked on tool.

Considering the volumes received by the team in a day, it might take up to 5 days for the claims to be processed and for receiving the status notification.

In case of rejected claims, employees have to re-submit the additional documents within **two** days from the date of email notification received.

Employees may write an email to Investment_Proofs@sap.com for any clarifications in regard to rejected documents.