**POINTS TO BE NOTED FOR SUBMISSION OF DOCUMENTS**.

1. ***SUBMISSION OF ALL INVESTMENT PROOFS  IN SOFT COPIES***

**All Investment proofs needs to be submitted in *SOFT COPIES only***. 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 format only), the same can be uploaded through corporate Portal for [**actual investment proofs**](https://ipp.wdf.sap.corp/sap/bc/webdynpro/sap/hress_itdl_ee_in?sap-language=EN&sap-wd-configId=HRESS_ITDL_AC_EE_IN)*.*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. *Please note the hardcopies of investment proofs will not be accepted, as part of the Sustainability initiative.*

1. ***SUBMISSION OF RENT RECEIPTS, MEDICAL, TELEPHONE, FUEL, DRIVER AND LEAVE TRAVEL REIMBURSEMENT (LTR) BILLS  IN HARD COPIES***

For Rent receipt, Medical bills, Telephone bills and LTR bills you are requested to fill in the enclosed excel sheets (applicable fields only) and submit it along with the supporting documents, duly signed by you. The amounts to be updated on online tool on the relevant components Kindly note it is mandatory to provide PAN of the Landlord if monthly rent exceeds INR 8334/-. For claiming HRA exemption. In absence of PAN, need to submit the declaration along with the name and address of the landlord. Enclosed format along with this mail.

No need to submit rent receipts for claiming HRA exemption if rent amount is up to Rs 3000 per month. But need to submit the declaration form. Format enclosed along with this mail

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

|  |  |  |
| --- | --- | --- |
| **Building** | **Floor** | **Location** |
| RMZ 2C | 4TH Floor | Near lift entrance |
| RMZ 2B | 1ST Floor | Reception |
| RMZ A2 | 2ND Floor | Reception |
| Phase III | Ground Floor | Near Coffee corner |
| Campus | 2ND Floor (A Block) | Near FICO |
| Success Factor Tower C | 2ND Floor | Reception |
| Success Factor Tower B | 6TH Floor | Reception |
| RMZ Eco World | 6TH Floor | Pantry |
| RMZ Eco World | 8th Floor | Mail room |
| Salarpuria Softzone | 5TH Floor | Reception |
| SJR Building | 6TH Floor | Reception |
| Ariba technologies (Sharada towers unit1) | 3rd floor | Reception |

|  |  |  |
| --- | --- | --- |
| **Building** | **Floor** | **Location** |
| Ariba India - Gurgaon | 2nd floor | A071 |
| Tower 1-Pune | Level 3 | Reception |

1. ***PROVISIONAL FORM 16/FORM12B FROM PREVIOUS EMPLOYER***

Employees who have joined during the financial year need to submit their provisional form 16/Form 12B. This helps you to pay accurate taxes and we can issue consolidated form 16.

Employees need to share the provisional form 16 to HR Direct or can drop hard copies in the drop box.

Employees who have already submitted before no need to submit again.

**Response time from Payroll Team:**Status of acceptance or non-acceptance of documents can be check in [***Online Tool***](https://ipp.wdf.sap.corp/sap/bc/gui/sap/its/zit_details?sap-language=en)

Resubmission of documents will be considered in subsequent month before cutoff date.

**The Due dates for document submission for the next 2 months are as follows:**  
For January 2016  Payroll:    On or before 15th January 2016  
For February 2016  Payroll:  On or before 10th  February 2016  
  
Any documents submitted after the cutoff date will be considered only in subsequent month’s payroll. No documents (Investments Proofs and Rent Receipts) will be accepted after 10th Feb 2016.

Submission of Medical, Telephone, LTR, weekend/shift allowance & other claims are extended till 10th March 2016. No claims will be accepted after 10th March 2016.

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.

If you are unable to login the Investment tool link you can try through WTS.