**Salary Package Declaration and Investment Proposal – FAQ**

**1. What happens if I don’t declare now?**

Ans: If you don’t declare now, amount will be paid as personal pay / special allowance under taxable income.

**2. Can I declare few components now and few later?**

Ans: Yes. But we would recommend employees to declare in April itself.

**3. I don’t have plan of declaring anything as of now, can I declare later?**

Ans: Yes, but declaring in April would help you to freeze the components and tax calculated accordingly for financial year.

**4.** **I have problem in tool, am not able to open the link provided, what can I do?**

Ans: You can try accessing link via WTS and try to declare your salary package.

**5. Why I should declare salary package, what are the benefits of declaring it?**

Ans: The amount declared now would be retained from your monthly salary and the same will be paid on submission of bills. And it will not be included in gross salary.

**6**. **What happens to the amount which I declared and not claimed during entire year?**

Ans: Unclaimed amount will be paid during March payroll as taxable income.

7**. What is the impact on my salary if I declare now?**

Ans: The amount declared now would be retained from your monthly salary and the same will be paid on submission of bills. And it will not be included in gross salary.

**8. Can I declare Fuel & Maintenance and Driver salary?**

Ans: This component is eligible if employees covered under car lease policy / opted for car lease policy. (Maintenance is applicable only for SAP India).

**9. Can I declare Fuel reimbursement in salary package?**

Ans: This can be declared only by employees who are under Racer car lease policy (Applicable only for SAP Labs Employees).

**10. Am planning to travel during end of this year, hence I would like to declare LTA by then and hence I don’t want to block entire amount now, can I declare during end of year/ whenever I make travel?**

Ans: Yes, but we recommend employees to declare in beginning of the year itself to avoid later confusions. Late declaration will impact your personal pay / Special allowance.

**11. Do I need to declare entire eligibility of LTA component? Or can I declare for the amount am planned for Transportation cost during my trip?**

Ans: You can declare for transportation cost as planned to avail the LTA exemption.

**12. My Salary increased effective from 1st April, do I need to change my HRA declaration for new financial year?**

Ans: Yes, HRA declaration to be revised with new eligibility amount if you are salary is revised for new financial year.

**13. I would like to retain the same declaration as per previous year as I don’t have any changes for new financial year, do I still declare salary package?**

Ans: You can change your salary package based on your requirement, incase if you don’t have any changes to the previous year declaration no changes required but you have to declare monthly rent amount in investment declaration tool to get HRA exemption.

**14. What is the maximum amount I can update for HRA?**

Ans: 40% of Basic can be allocated if you are staying in rented house in non-metro cities. 50% of Basic can be allocated if you are staying in rented house in metro city.

**15. Am staying in my own house, do I still declare HRA component?**

Ans: No, if you are staying in own accommodation, you need not to declare HRA component.

**16. Am under company leased accommodation, do I need to declare this in my salary package?**

Ans: No, company will maintain the same, you have no action with regards to CLA.

**17. Am under Car Lease Policy, do I need to declare my monthly EMI in my salary package?**

Ans: No, company will maintain the same.

**18. How can I declare my fuel & maintenance and driver salary if I opted for car lease during mid of the year?**

Ans:

**SAP India** - Your Fuel and maintenance and driver salary components would be updated by default from the month of car lease EMI deducted from your salary.

**SAP LABS** – Car driver salary need to be allocated by employees, Fuel reimbursement applicable only for Racer car lease policy to be allocated by employees.

**19. How can I revise my salary package declaration during mid of year?**

Ans: You can declare any new components, but changes to already declared would be locked.

**20. Total Package is not matching with my revised salary letter?**

Ans: Employees are expected to contact your reporting manager.

**21. Do I need to update my FBP allocation monthly or annually amount?**

Ans: You need to declare annual amount.

**22. Am commuting to office by my own car, can I declare conveyance?**

Ans: No, as per Budget 2018 changes Conveyance allowance is withdrawn.

**23. Am not using office shuttle and also am not under car policy, can I declare conveyance?**

Ans: No, as per Budget 2018 changes Conveyance allowance is withdrawn.

**24. How do I claim my declared FBP?**

Ans: You need to submit hard copies along with the claim form with request number mentioned on or before 10th of every month, You need to raise request via FBP exemption tool:

[FBP LINK](https://ipp.wdf.sap.corp/sap/bc/webdynpro/sap/hress_clms_ee_in?sap-language=EN&sap-wd-configId=HRESS_CLMS_AC_EE_IN)

**25. What if I submit claims after cutoff date?**

Ans: claims submitted after cutoff date will be considered in subsequent month.

**26. Can I change my Investment Proposal during mid of the year?**

Ans: Yes, you can change Investment Proposal anytime during the Financial Year, but only additional investments to be updated on tool to avoid duplication.

**27. What happens if I don’t propose my Investments now?**

Ans: Entire salary will be considered as taxable income and tax would be deducted monthly as per Income Tax Slab.

28. **What is the impact if I don’t declare now and I declare during mid of the year?**

Ans: Tax will be deducted and paid to Income Tax authority, and tax will be computed from the date of Investment declared and deducted tax will not be paid back to you rather it will be adjusted for the future tax during financial year. If any excess tax deducted may have to claim as refund from Income Tax by employees while filing their IT returns.

**29. Do I need to submit any documents while declaring proposed investment now?**

Ans: No, documents are need not to be submitted now, only after receiving Email communication for submission of actual investment proofs.

**30. How do I submit actual proofs if I resign in between Financial year?**

Ans: Resigned employees are expected to submit hard copies of investment proofs along with Form 12BB, further details kindly refer portal.

**31. What if I drop bills without claim form and request on tool?**

Ans: Bills submitted without claim form will not be considered for payout.

**32**. **What if I submit claims without creating in request on tool?**

Ans: Claims submitted without creating request on tool will not be considered for payout.

**33. What if I missed to mention I number on claims?**

Ans: Claims submitted without I number will not be considered and cannot be traced.

**34. I have Company provided iPhone or smart phone, can I declare Telephone reimbursement?**

Ans: No, you are not eligible to declare and claim telephone reimbursement.

**35. I have company provided mobile phone as per mobile allowance policy can I claim telephone reimbursement?**

Ans:

* You will be eligible to claim landline call charges.
* Internet charges can be claimed only if you are not using data card / hotspot / broadband provided by company.

**36. Can I submit pre-paid mobile bills for telephone reimbursement?**

Ans: No, only post-paid bills along with payment receipts need to be submitted.

**37. Can I claim mobile bills of my dependents?**

Ans: No, mobile bills should be in employee name.

**38. Can I claim Landline / broadband bills of my dependents?**

Ans: Yes, you can claim but landline / broadband connection should be located in the city where the employee is working.

**39. I have two mobile connection can I claim both?**

Ans: No, only one mobile connection can be claimed throughout the year.

**40. what happens if I declare telephone reimbursement even after having company provided iPhone or smart phone?**

Ans: As you will not be eligible to claim telephone reimbursement bills submitted will not be considered, if noticed the amount paid will be reversed.