**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/gui/sap/its/zit_details?sap-language=en)*.*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 at payroll counters, as part of the Sustainability initiative.*

1. ***SUBMISSION OF RENT RECEIPTS, MEDICAL, TELEPHONE 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.

The FICO 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 |
| Phase III | Ground Floor | Near Coffee corner |
| Campus | 2nd Floor (A Block) | Near payroll Counter |
| Gurgaon | 3rd  & 4th Floor | Reception |

**Kindly note Home loan interest** document has to be uploaded against the **Principle Repayment of Housing loan** only, as you will not find link to attach your Home loan (interest) documents. The employees who have a joint loan should upload the enclosed declaration form for the employee’s share (percentage/ amount) to be considered for the tax exemption. If you have the let out property, kindly fill up the enclosed form 12C and upload the same along with Home loan interest document.

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.

**Response time from FICO:**Status of acceptance or non-acceptance of documents can be checked in the [***Online Tool***](https://ipp.wdf.sap.corp/sap/bc/gui/sap/its/zit_details?sap-language=en) after 2 working days from the date of submission of your documents. In case the documents are not accepted due to absence of necessary supporting, you would be given an additional 1 working day time to resubmit the same.

**The Due dates for document submission for the next 3 months are as follows:**  
For January 2012  Payroll:    On or before 23rd January 2012  
For February 2012  Payroll:  On or before 15th  February 2012  
For March 2012  Payroll:      On or before 15th  March 2012  
  
Any documents submitted after the cutoff date will be considered only in subsequent month’s payroll. No documents will be accepted after 15th Mar 2012. The above due dates are also applicable for submission of Medical, Telephone, LTR, Rent receipts & other documents (such as previous employer provisional form 16, Weekend Compensation, Shift Allowance Claims etc).

We also urge you to go through the [***Frequently Asked Questions (FAQs)***](https://portal.wdf.sap.corp/irj/go/km/docs/corporate_portal/Human%20Resources%20for%20SAP/Forms%20%26%20Policies/Policies/Labs%20India/While%20at%20SAP/Payroll_FAQ.pdf) on the portal which will help you find immediate answers to most of your queries.