

GUIDELINES FOR FILLING ONLINE FORM FOR INVESTMENT DETAIL

For filling Investment Proof details, please go to “**Investment Details**” Section in which below sub-sections are available -

- **Instructions**
- **HRA**
- **Interest paid/payable on loans which consists following**
 - **Loss from House Property under Section 24 (b)**
 - **Deduction for interest on Education loan under Section 80E,**
 - **Deduction for interest on loan taken for purchase of first home under Section 80EE and 80EEA**
 - **Deduction for interest on loan taken for purchase of electric vehicle under Section 80EEB**
- **Section 80C and other deductions of chapter VIA**
- **Income other than salary (Deduction under Section 80TTA and 80TTB)**
- **Other Details (Children & LTA)**

Employee can fill the details in the options available as per the requirement/applicability.

INSTRUCTIONS

On the first instance under this section following have been added for your convenience and ready reference.

- Guidelines on how to submit Investment Proofs is there
- These Guidelines on filling Online Investment Proof detail is also been made available there for your ready reference.
- Other general notes are also there

HRA DETAILS

In this section you can fill your House Rent paid / to be paid details as per following steps:

Step 1: Select - Metro / Non Metro

Step 2: Enter “MONTHLY RENT”

Step 3: Enter date from which you have started paying rent

Step 4: Enter date up to which month you will pay rent / you have paid rent.

Step 5: Enter address for which you are paying rent. Kindly mention City name also.

Step 6: Enter the PAN of Landlord (mandatory where monthly rent is greater than Rs.8333/- per month (Rs.100000/- annual).

Step 7: Enter Name & Address of Landlord

Step 8: To save the details click on “update link”

Note: Details have to be filled in Steps 1 to 8 in order to get proper benefit.

Example is given below: **Table - 1**

Metro / Non Metro	Monthly Rent	With effect From	With effect To	Address	PAN of Landlord	Name & Address of Landlord
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Metro	8000	01/04/2019	31/03/2020	Chennai	-	7,Anna road,chennai
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Table - 2 for Multiple Rent Details

Metro / Non Metro	Monthly Rent	With effect From	With effect To	Address	PAN of Landlord	Name & Address of Landlord
Metro	18000	01/04/2019	30/09/2019	Delhi	ABCPD1234D	-
Non-Metro	8000	01/10/2019	31/03/2020	Gurgaon	N.A.	N.A.

Please write only the monthly rent figure and do not annualize the same, it will be done by backend system itself. MULTIPLE ENTRIES ARE NOT REQUIRED IF THE RENT PAID IS UNIFORM THROUGHOUT THE YEAR.

INTEREST PAID/PAYABLE ON LOANS

In this section you can fill the details for claiming tax benefit for following:

Click to declare loss from house property details under section 24(b)

If you wish to claim the interest benefit of another property under above section then you can follow the same steps again by selecting the above option. **To Edit/delete details of particular house property, please click on “Click to Edit/delete” as per your requirement.**

To click on following for claiming tax benefit for Education Loan, First home and Electric Vehicle:

Click to declare deduction under Section 80E / 80EE / 80EEA / 80EEB

SECTION 80C AND OTHER DEDUCTIONS UNDER CHAPTER VIA

In this section you can update Investment details under each head by following the steps given as under:-

Step 1: Go to the particular investment head.

Step 2: Enter the amount and click on “save changes” link.

No additional steps are required. Information saved here will appear immediately by selecting “save changes”

PF/VPF amount will be updated automatically, as it is being deducting directly from your salary.

INCOME OTHER THAN SALARY (DEDUCTION UNDER SECTION 80TTA AND 80TTB)

In this section you can fill the amount of income (other than salary) on which tax has to be deducted along with salary tax. If any tax already been deducted on this income, you need to submit proof for the same; else we won't be able to include that. Please refer Investment Proof submission guidelines for further details.

Amount of Interest earned on saving bank account and deposits can also be submitted under this section for proper tax implication to happen on that too.

OTHER DETAILS (CHILDREN & LTA)

In this section, need to fill the details of LTA and children if applicable. For detailed info, please refer “Investment Proof Submission Guidelines”