

Income Tax Returns (ITR) Checklist

Introduction

This checklist provides the required documents for filing Income Tax Returns (ITR) in India, suitable for individuals, businesses, or HUFs. These documents are not submitted during filing but should be kept for potential scrutiny. For personalized assistance, contact our experts.

1 Required Documents

- **Form 16/16A:** TDS certificate issued by employer (Form 16 for salary) or deductor (Form 16A for other income).
- **Bank Statements:** Statements for all active bank accounts to report interest income.
- **Investment Proofs:** Documents for deductions under sections 80C, 80D, etc. (e.g., LIC receipts, ELSS statements).
- **Property Documents:** Sale/purchase deeds or rental agreements for property-related income.
- **Other Income Proofs:** Records of dividends, capital gains, or other income sources.

Notes

- Documents are not submitted during ITR filing but should be kept for up to 7 years in case of scrutiny by the Income Tax Department.
- Requirements vary by ITR form (e.g., ITR-1 for salaried, ITR-3 for business income).
- For more information, visit [Tax2Win ITR Guide](#).