

# Tax Proof Submission Manual

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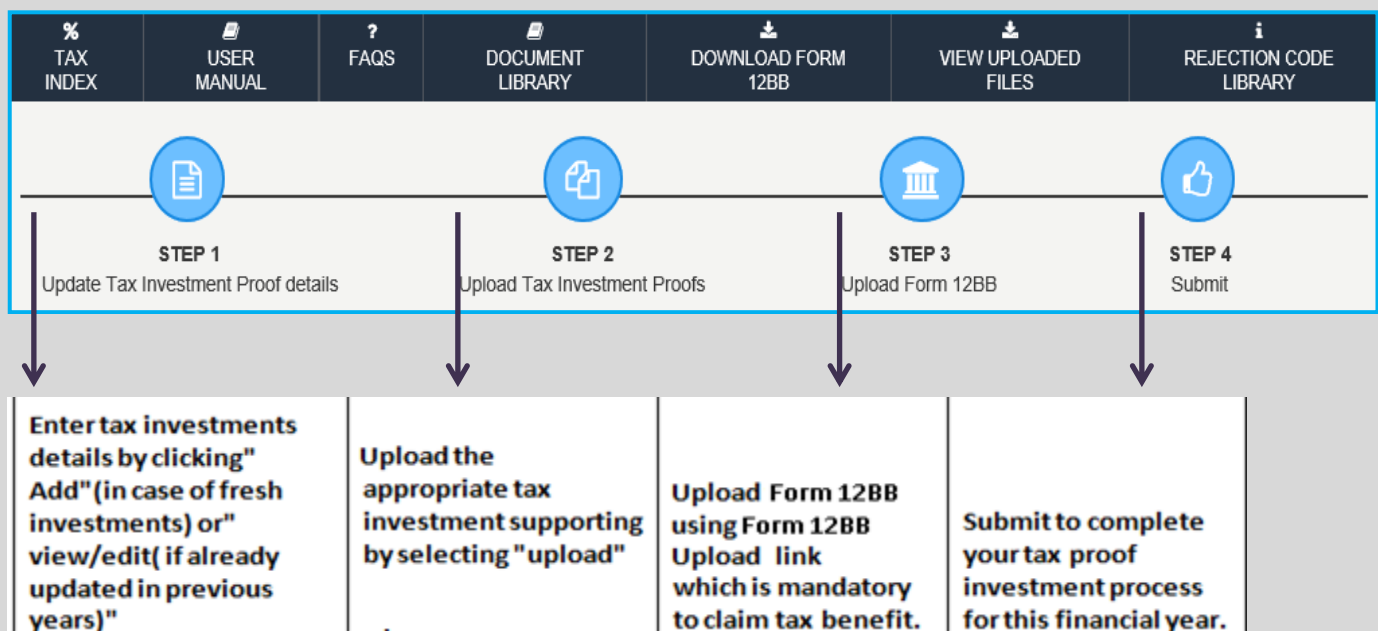
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# Tax Proof Submission Manual

## Allsec Online Tax Proof Submission

- Allsec introduces submission of investment proofs as soft copy through Employee Self Service (ALLSEC ESS) portal.
- Easy and hassle-free way to submit the investment proof by employees.
- Soft copy investment proofs will be processed by Allsec.

Follow the simple steps mentioned below and upload soft copies of your investment proofs in the Allsec ESS web portal.



### Important Note:

**NO PROOF will be considered without uploading Form 12BB in Allsec ESS Portal.**

**Form 12BB will be generated along with the Tax Proof Page and it is digitally accepted by employee when it is downloaded. Refer Step 3 on page 11.**

**Any Modification/Upload/Delete will not be permitted once Submit button is clicked.**

# Tax Proof Submission Manual

## Accessing the Tax Proof Submission - Navigation

1. Log In to Allsec ESS portal
2. Select “Tax” menu
3. Under Tax drop-down select and click on “Tax Proof Submission”
4. Click on “Tax Proof Submission” to reach Tax Index page

Home » Tax Investment Proof Submission



Tax investment proofs will not be considered if signed Form 12BB is not uploaded

Employee Code :

Employee Name :

%  
TAX  
INDEX

USER  
MANUAL

?  
FAQS

DOCUMENT  
LIBRARY

DOWNLOAD FORM  
12BB

VIEW UPLOADED  
FILES

REJECTION CODE  
LIBRARY



**STEP 1**

Update Tax Investment Proof details



**STEP 2**

Upload Tax Investment Proofs



**STEP 3**

Upload Form 12BB



**STEP 4**

Submit

Add New Tax Investment Component

Click here to select new tax investment components



Form 12BB Upload



Quick Upload



# Tax Proof Submission Manual

## Tax Index Page

Tax Index displays current year declarations and available investments master

User Manual to guide on usage of Tax Proof Module

FAQs tab contains FAQs related to Tax Proofs submission

Document Library contains all relevant documents and forms

Download Form 12BB to Generate Form 12BB and Allsec Tax Proof Page

View Uploaded Files to view tax proof files uploaded

Rejection code library contains list of rejection codes with detailed description

TAX INDEX	USER MANUAL	FAQS	DOCUMENT LIBRARY	DOWNLOAD FORM 12BB	VIEW UPLOADED FILES	REJECTION CODE LIBRARY
<b>STEP 1</b> Update Tax Investment Proof details	<b>STEP 2</b> Upload Tax Investment Proofs		<b>STEP 3</b> Upload Form 12BB		<b>STEP 4</b> Submit	

Add New Tax Investment Component

View Proof for Selected

Last modified on : 29 Nov 2017

Investments	Home Tax Section No.	Declared Amount	Proof Amount	Add	View/Edit	Upload
<input type="checkbox"/> Life Insurance Premium	Section 80C	0.00	455.00	+		
<input type="checkbox"/> Public Provident Fund	Section 80C	0.00	100,000.00	+		
<input type="checkbox"/> 80DD - Disabled Dependant	Section 80DD	0.00	75,000.00	+		
<input type="checkbox"/> 80E - Education Loan	Section 80E	0.00	7,000.00	+		
<input type="checkbox"/> Rent	Section 10(13A)	0.00	97,400.00	+		
<input type="checkbox"/> Interest on Housing Loan (Self occupied)	Section 24	0.00	200,000.00	+		
<input type="checkbox"/> Other Income	Other Income	0.00	1,000,000.00	+		
<input type="checkbox"/> 80EE - Additional Deduction on Home Loan Interest	Section 80EE	0.00	50,000.00	+		
<input type="checkbox"/> National Pension Scheme	Section 80CCD	0.00	15,015,852.00	+		

Any activity will not be permitted after submission

Updated proof can be viewed by using this option for the selected Investments





After uploading the Tax Investment Proofs and Form 12BB, Click **Submit** to complete the process

**Any Modification/Upload/Delete will not be permitted after submission**


# Tax Proof Submission Manual

## Step1: UpdateTaxInvestmentsProofDetails

### Updating Rent Details

- Click “Add” icon against rent to create a new record. Refer in below picture A 
- Select the text box near rent month to select all 12 months and click on Edit selected. Refer in below picture B  & 
- Fill the details and click on Fill Down / Fill Up button to replicate the same details in remaining months Refer in below picture C 





**Picture A**













View Proof for Selected 

Last modified on :

<input type="checkbox"/>	Investments	Income Tax Section No.	Declared Amount	Proof Amount	Add	View/Edit	Upload
<input type="checkbox"/>	Interest on Housing Loan (Self occupied)	Form 12C	200,000.00	0.00	+		
<input type="checkbox"/>	Rent	Rent	99,997.00	0.00	+		

**Picture B**

View Proof for Selected  **Edit Selected**  **Delete Selected**  **GuideLines** 

<input type="checkbox"/>	Rent Month	Rental Location	Other Location	Rental Amount	Rental Address	Landlord Name 1	Landlord Address 1	Landlord PAN 1	Landlord Name 2	Landlord PAN 2	Landlord Address 2	Edit
<input type="checkbox"/>	April											
<input type="checkbox"/>	May											
<input type="checkbox"/>	June											
<input type="checkbox"/>	July											
<input type="checkbox"/>	August											
<input type="checkbox"/>	September											
<input type="checkbox"/>	October											
<input type="checkbox"/>	November											
<input type="checkbox"/>	December											
<input type="checkbox"/>	January											
<input type="checkbox"/>	February											
<input type="checkbox"/>	March											

# Tax Proof Submission Manual

**Picture C**

☒ Rent - April ↓ Fill Down ↑ Fill Up +

Rental Location \*  
Select

Other Location

Rental Amount \*

Rental Address \*

Landlord Name 1 \*

Landlord PAN 1

Landlord Address 1 \*

Landlord Name 2

Landlord PAN 2

Landlord Address 2

☐ Rent - May ↓ Fill Down ↑ Fill Up +

Information will get auto updated for other months

<input type="checkbox"/>	Rent Month	Rental Location	Other Location	Rental Amount	Rental Address	Landlord Name 1	Landlord PAN 1	Landlord Address 1	Landlord Name 2	Landlord PAN 2	Landlord Address 2	Edit
<input type="checkbox"/>	April	Chennai		10000								
<input type="checkbox"/>	May	Chennai		10000								
<input type="checkbox"/>	June	Chennai		10000								
<input type="checkbox"/>	July	Chennai		10000								
<input type="checkbox"/>	August	Chennai		10000								
<input type="checkbox"/>	September	Chennai		10000								
<input type="checkbox"/>	October	Chennai		10000								
<input type="checkbox"/>	November	Chennai		10000								
<input type="checkbox"/>	December	Chennai		10000								
<input type="checkbox"/>	January	Chennai		10000								
<input type="checkbox"/>	February	Chennai		10000								
<input type="checkbox"/>	March	Chennai		10000								

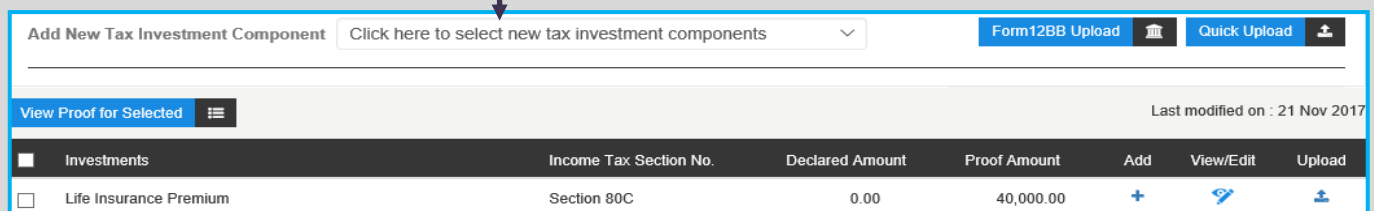
# Tax Proof Submission Manual

## A) To Add Fresh Investments:

- To add new Investments, select the investment type from drop down list “Add New Tax Investment Component”. Refer in below picture A **1**
- Page will be redirected to new window, to enter details for the selected investment. Refer in below picture A **2**
- After entering the required details for the selected investment, employee needs to click the “Save” button, then click “Ok”. Two “Save” buttons are available both in top and bottom of the window. Any of these “Save” button can be used. Refer in below picture A **3** & **4**
- To add another record for the selected Investment Type, click “Add Additional Line Item”. Refer in below picture A **5**
- To go back to Tax Index Page, Click “Back” button. Refer in below picture A **6**

1

Picture A



Add New Tax Investment Component Click here to select new tax investment components Form12BB Upload Quick Upload

View Proof for Selected Last modified on : 21 Nov 2017

Investments	Income Tax Section No.	Declared Amount	Proof Amount	Add	View/Edit	Upload
<input type="checkbox"/> Life Insurance Premium	Section 80C	0.00	40,000.00	+		

6

# Tax Proof Submission Manual

**Life Insurance Premium**

5 → Add Additional Line Item +

4 → Save Back

2 → Line Item 1

**ALERT**  
Save was successful  
Ok

Name of the Insurance Company  
Policy No.  
Date of Commencement (dd/mm/yyyy)  
Sum Assured

Number of Installment Paid on or after 1st Apr 17 (Count)  
Number of Installment Payable on or before 31st Mar 18 (Count)

Amount Paid on or after 1st Apr 17(Amt)  
Amount Payable on or before 31st Mar 18(Amt)  
Total Amount FY 17-18 (Paid Amt+Payable Amt)  
Relationship  
Select

3 → Save

## B) To Edit Investments details updated in Previous Years:

- Click “Edit” icon available under “View/Edit” Column against respective Tax Investment type in Tax Index Page. Refer in below picture B 1
- Page will be redirected to new window, to update previous year details for selected Investment Type. To edit Investment details updated during previous year, employee can click drop down and select Previous Financial Year which will display records updated during previous FY. Refer in below picture B 2
- To modify any previous year records displayed, select respective record and click “Edit” Option. Refer in below picture B 3
- Page will be redirected to new window to update the investment details for the selected record. Click “Save” and click “Ok”. Refer in below picture B 4 & 5

**Picture B**

Investments	Income Tax Section No.	Declared Amount	Proof Amount	Add	View/Edit	Upload
<input type="checkbox"/> Life Insurance Premium	Section 80C	0.00	40,000.00	+		
<input type="checkbox"/> Public Provident Fund	Section 80C	0.00	100,000.00			
<input type="checkbox"/> Equity Linked Savings Scheme / Mutual Fund	Section 80C	0.00	0.00			

1 → Click here to update your proof details against your declaration



# Tax Proof Submission Manual

**Life Insurance Premium**

Select Tax Investment Component  
Life Insurance Premium

Add Additional Line Item +

Back

View Proof for Selected Edit Selected Delete Selected

Name of the Insurance Company	Policy No.	Date of Commencement (dd/mm/yyyy)	Sum Assured	Premium Amt	Total Amount FY 17-18 (Paid Amt+Payable Amt)	Edit
LIC	8651963	07/07/2010	200000	10000	40000	

Click here to update your proof details against your declaration

**Life Insurance Premium**

ALERT: Save was successful

Save

Back

Save

## C) Add new Investments against Investment Type:

- Click "Add" icon available under "Add" column in Tax Index Page against respective Investment Type to create new record. Refer in below Picture C

Picture C

Investments	Income Tax Section No.	Declared Amount	Proof Amount	Add	View/Edit	Upload
Life Insurance Premium	Section 80C	0.00	40,000.00	+		
Public Provident Fund	Section 80C	0.00	10,000.00			
Equity Linked Savings Scheme / Mutual Fund	Section 80C	0.00	10,000.00			

Click here to add Proof details

## D) View/Edit/Delete Investments

- Click "Edit" icon available under "View/Edit" Column against respective Tax Investment type in Tax Index Page. Refer in below picture D
- Page will be redirected to new window which will display list of existing proof details for selected Investment Type. To edit details, employee can either select "Edit" option available in that selected record. Refer in below picture D
- To edit multiple records, select respective records and click "Edit Selected" link. Refer in below picture D

# Tax Proof Submission Manual

- To Delete Investment, select the respective record and click “Delete Selected” Option.  
Refer in below picture D 4

**IMPORTANT NOTE:** Any Investment details deleted cannot be ROLLED back.

**Picture D**

Investments	Income Tax Section No.	Declared Amount	Proof Amount	Add	View/Edit	Upload
<input type="checkbox"/> Life Insurance Premium	Section 80C	0.00	40,000.00	+		
<input type="checkbox"/> Public Provident Fund	Section 80C	0.00	100,000.00	+		
<input type="checkbox"/> Equity Linked Savings Scheme / Mutual Fund	Section 80C	0.00	0.00	+		

Click here to update your proof details against your declaration

**Life Insurance Premium**

Select Tax Investment Component: Life Insurance Premium

Back

View Proof for Selected Edit Selected Delete Selected

Name of the Insurance Company	Policy No.	Date of Commencement (dd/mm/yyyy)	Sum Assured	Premium Amt	Total Amount FY 17-18 (Paid Amt+Payable Amt)	Edit
<input type="checkbox"/> LIC	8651963	07/07/2010	200000	10000	40000	

Click here to update your proof details against your declaration

## Step 2: To Upload Tax Investment Files

- Once Investment details are updated for current year, then files can be uploaded.
- Click upload icon to upload the file against respective investment type. Refer in below picture E 1
- Click “Browse” to select the file from respective path and click “Upload” to upload the file.  
Refer in below picture E 2
- “File Uploaded Successfully” message will be displayed. Click “Ok” to proceed.
- You can upload the self-declaration files in any one of the investment types.
- Maximum File size that can be allowed is 10 MB and the file types are restricted to .pdf, .jpg, .xps

**Picture E**

Investments	Income Tax Section No.	Declared Amount	Proof Amount	Add	View/Edit	Upload
<input type="checkbox"/> Life Insurance Premium	Section 80C	0.00	40,000.00	+		
<input type="checkbox"/> Public Provident Fund	Section 80C	0.00	100,000.00	+		
<input type="checkbox"/> Equity Linked Savings Scheme / Mutual Fund	Section 80C	0.00	0.00	+		

Click here to upload your tax investment proofs

### Normal Upload

Kindly do not upload password protected file. Password protected file will not be considered

2

1. Maximum/Overall File size allowed for upload is 10 MB.

2. File types are restricted to .pdf, .jpg, .xps..

3. Form 12BB should not be uploaded here.It should be uploaded under "Form 12BB upload".

- Uploaded Files can be deleted/removed using “Delete” option available under “View Uploaded Files” link.  
**Refer below picture G**

1

Picture G

### VIEW UPLOADED FILES

Uploaded File(s) - 2 File(s) - 0.37 MB / 10 MB

TaxProof (9).pdf

TaxProof (5).pdf -( Form12BB Upload )

1

## 👉 Step 3: Generate & Upload Form 12BB

- Click “Download Form 12BB” link in Tax Index Page to generate/ download Form 12BB PDF file.
- “Download Form 12BB” link will be enabled only on submission of Tax Investment Proof details and Upload of Tax Proof files. Upload Form12BB PDF file using “Form 12BB Upload” link. **Refer below picture H**
- 1

&

2
- Click “Browse” to select Form 12BB PDF file from respective path and click “Upload” to Upload the file. **Refer in below picture H**
- 3
- Since declaration is made in electronic form by filling information on the portal after login and hence deemed signed by employee on submission. Hence you can directly download and upload Form12BB using “Form 12BB Upload link”.

# Tax Proof Submission Manual

**Picture H**

1

TAX INDEX USER MANUAL FAQs DOCUMENT LIBRARY DOWNLOAD FORM 12BB VIEW UPLOADED FILES REJECTION CODE LIBRARY

STEP 1 Update Tax Investment Proof details

STEP 2 Upload Tax Investment Proofs

Kindly upload your tax proofs to download FORM 12BB

STEP 3 Upload Form 12BB

STEP 4 Submit

Add New Tax Investment Component Click here to select new tax investment components

Form 12BB Upload

2

**Form 12BB Upload**

Kindly do not upload password protected file. Password protected file will not be considered

Browse...

Upload

3

1. Maximum/Overall File size allowed for upload is 10 MB.  
2. File types are restricted to .pdf, .jpg, .doc, .xls, .docx, .xlsx, .xps..  
3. Only Form 12BB should be uploaded here.

Close

## Important Note:

**NO PROOF will be considered without uploading Form 12BB in Allsec ESS Portal.**

**Any Modification/Upload/Delete will not be permitted once submit button is clicked.**

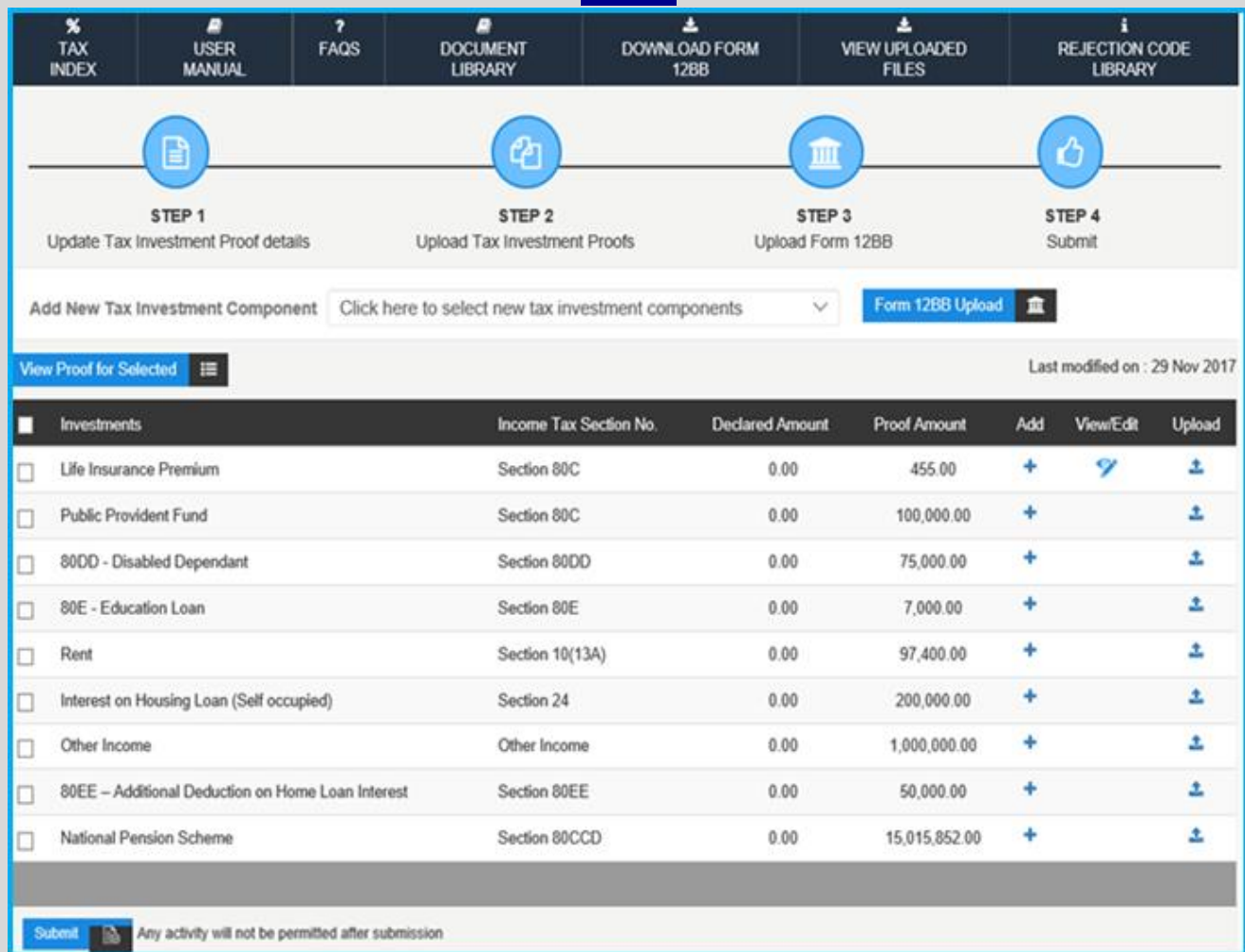
# Tax Proof Submission Manual

## Step 4: SUBMIT

➤ Click “Submit” button to complete your Tax Proof Investment process for the financial year.

➤ Tax proof page will not be editable if final “Submit” is done. Refer in below picture 1

Picture 1













Navigation Bar: TAX INDEX, USER MANUAL, FAQs, DOCUMENT LIBRARY, DOWNLOAD FORM 12BB, VIEW UPLOADED FILES, REJECTION CODE LIBRARY

Progress Bar: STEP 1 (Update Tax Investment Proof details), STEP 2 (Upload Tax Investment Proofs), STEP 3 (Upload Form 12BB), STEP 4 (Submit)

Buttons: Add New Tax Investment Component, Click here to select new tax investment components, Form 12BB Upload

View Proof for Selected | Last modified on : 29 Nov 2017

Investments	Income Tax Section No.	Declared Amount	Proof Amount	Add	View/Edit	Upload
<input type="checkbox"/> Life Insurance Premium	Section 80C	0.00	455.00	+		
<input type="checkbox"/> Public Provident Fund	Section 80C	0.00	100,000.00	+		
<input type="checkbox"/> 80DD - Disabled Dependant	Section 80DD	0.00	75,000.00	+		
<input type="checkbox"/> 80E - Education Loan	Section 80E	0.00	7,000.00	+		
<input type="checkbox"/> Rent	Section 10(13A)	0.00	97,400.00	+		
<input type="checkbox"/> Interest on Housing Loan (Self occupied)	Section 24	0.00	200,000.00	+		
<input type="checkbox"/> Other Income	Other Income	0.00	1,000,000.00	+		
<input type="checkbox"/> 80EE - Additional Deduction on Home Loan Interest	Section 80EE	0.00	50,000.00	+		
<input type="checkbox"/> National Pension Scheme	Section 80CCD	0.00	15,015,852.00	+		

Submit | Any activity will not be permitted after submission

## Frequently Asked Questions (FAQs)

**Q1 : What is the timelines for Tax Proof Submission?**

**Ans :** Refer Timelines section available in Allsec ESS Portal Home page.

**Q2 : What is the procedure to upload Tax proofs?**

**Ans :** Follow the below four steps and upload scanned copies of your Investment proofs in the Allsec ESS web portal.

- Update Tax Investment Proof details
- Upload Tax Investment Files
- Upload Form 12BB
- Submit

**Q3 : What are the pre-requisites for uploading the etax proofs?**

**Ans:** Before uploading the etax proofs on Allsec portal, employee should make sure of following points:

- Upload files size should not exceed 10MB.
- Upload only .PDF, .jpg, .xps files.
- Don't upload password protected files.
- Download Form12BB using Download Form12BB link
- Upload digitally accepted Form 12BB along with other investment proof scanned documents.
- Form 12BB is mandatory. No supporting will be entertained without Form 12BB and Allsec Tax Proof Breakup page.

**Q4 : How to create/ update my Tax Investment Proof details?**

**Ans :** Click Add icon against respective Investment type under Add Column in Tax Index page to create/update Tax Investment proof details.

**Q5 : How to modify my existing Tax Investment Proof details?**

**Ans :** Click Edit icon against respective Investment type under View/Edit Column in Tax Index page which will display list of existing proof details. Select the proof details you want to edit and click "Edit Selected" and make changes and Save details.

**Q6 : How do I update my current year payment details?**

**Ans :** Click Edit icon against respective Investment type under View/Edit Column in Tax Index page which will display list of existing proof details. Select the proof details you want to edit and click "Edit Selected" and make changes and Save details.

**Q7 : What should I do if I have used maximum number of records allowed for a particular Investment type?**

**Ans :** You can club two or more Investment details in the same row by updating the key fields separated by comma. The same will be considered during Tax Proofs validation.

**Q8 : How can I discard any unused Investments Proof details?**

**Ans :** Click Edit icon against respective Investment type under View/Edit Column in Tax Index page which will display list of existing proof details. Select the proof details you want to delete and click "Delete Selected" option and click Yes to proceed.

**Q9: Where can I get self-declaration forms?**

**Ans :** Future declaration form will get enabled automatically, once the future investment details are updated and the same will be available in the Tax Proof Submission page and the form name is "Future Declaration Form"

# Tax Proof Submission Manual

**Q10: How do I know, what is the right document for each Tax Investment type?**

**Ans :** Refer "Documents/Forms required for Tax Proofs FY 21-22" file available under Document Library.

**Q11 : I have to upload a Tax proof – how do I do it?**

**Ans :** You need to first update Tax Investment Proof details. After updating, there is option to upload the tax proof. Component wise upload can be done using Upload option available against respective investment type in tax index.

**Q12 : I have uploaded some Investments in the past – How can I add more investment details to it?**

**Ans :** To add more investment proof "Add New Tax Investment Component" from the drop down available in Tax Index page. Now you need to update Tax Investment Proof details as updated earlier.

**Q13 : Are there any file restrictions?**

**Ans :** Yes. Allowed File types are .pdf, .jpg, .xps

**Q14 : Are there any size restrictions?**

**Ans :** Yes. Maximum / overall file size allowed is 10MB.

**Q15 : How do I know whether the files I have uploaded are saved successfully?**

**Ans :** When the files are uploaded message will be displayed as "File Uploaded successfully". You can also view the files under "View Uploaded files" link.

**Q16 : Where do I see the files that I uploaded?**

**Ans :** All uploaded files will be available under "View Uploaded Files" link.

**Q17 : Can I upload files without updating the Tax Investment Proof details?**

**Ans :** No. You cannot upload file without updating the Tax Investment Proof details.

**Q18 : Why Upload option is not enabled?**

**Ans :** Upload option will be enabled only if tax Investment proof details are updated for current year.

**Q19 : Can I select multiple files at the same time for upload?**

**Ans :** Yes you can select multiple files by choosing one by one from the respective path and can upload all the selected files by using "Upload" button.

**Q20 : Can I upload password protected files?**

**Ans :** No you should not upload password protected files. Any such file uploaded will not be considered and rejected as an invalid file.

**Q21 : How to use upload option?**

**Ans :**

- Click the icon "Upload" in Tax Index page against respective investment type
- Click "Browse" to select the file from respective path.
- Click "Upload" to upload the selected files.

**Q22 : Can I upload Form 12BB PDF file using Component wise Upload option?**

**Ans :** No. Form 12BB should not be uploaded using component wise Upload option. Form 12BB upload option should only be used to upload Form 12BB.

**Q23 : How can I remove a file which has already been uploaded?**

**Ans :** Use "Delete" option available under "View Uploaded Files" link to delete uploaded file.

**Q24 : What should I do to replace existing file with revised file?**

**Ans :** First, you need to delete the existing file using "Delete" option available under "View Uploaded Files" link and then re-upload the revised file.

**Q25 : Will my proofs be considered without updating Investment Proof details?**

**Ans :** No. Proofs will not be considered if tax Investment proof details are not updated for current year. Further, proofs



# Tax Proof Submission Manual



uploaded without updating tax proof Investment details will be rejected.

**Q26 : How do I know if you have approved my documents?**

**Ans :** Clearance status will be uploaded as per the timelines circulated to you and you can check for your Tax proof clearance against each Investment type.

**Q27 : What is Rejection Code Library?**

**Ans :** Rejection Code Library contains list of all rejection codes with detailed description and can be referred at the time of clearance status upload.

**Q28: Whether I need to submit Scanned copy of Allsec tax proof page duly signed and Form 12BB?**

**Ans :** No. You are not required to submit scan copy of Allsec Tax Proof page and Form 12BB.

Since declaration is made in electronic form by filling information on the portal after login and hence deemed signed by employee on submission. Hence you can directly download Form 12BB PDF file and upload Form 12BB using "Form 12BB Upload link".

Tax Investment proofs will not be processed without Form 12BB and Allsec Tax Proof page.

**Q29: Do I get full deduction for Life Insurance Premium paid during the FY?**

**Ans:** NO, as per the IT guideline Deduction is available up to 20% of sum assured towards premium paid for life insurance policy issued before 01/04/2012 and 10% of sum assured towards premium paid for life insurance policy issued after 01/04/2012. Hence, Policy copy along with Premium receipt is mandatory for claiming the benefit.

**Q30: How is the premium considered for deductions in the absence of Policy copy?**

**Ans:** If Policy copy is not enclosed along with the premium receipts, then 10% of sum assured or actual premium paid whichever is less will be considered for deduction.

**Q31: Where do I mention the information with respect to Voluntary Provident Fund deducted through Payroll**

**Ans:** You need not fill in the information about VPF deducted through Payroll. We would consider the same based on the payroll deduction.

**Q32: How do I claim the deduction for the tuition fees paid for my child for the previous period in the current year (ie., Paid fees in Jun 2021 for the period from March 2021 to May 2021)?**

**Ans:** Deduction for Tuition Fee is based on the payment basis and hence, payment made in the current year will be considered for the deduction in the current year. In the above example the entire fee paid in Jun 2021 is considered for the current financial year subject to submission of the tuition fee receipt.

**Q33: How do I claim the tax benefit for the Donations made?**

**Ans:** If the Donations are paid by employees themselves directly to the Charitable institutions or organizations: the deduction is to be claimed by employees at the time of filing their tax returns subject to meeting the condition u/s 80G.

**Q34: What should I do to declare my previous employment income?**

**Ans:** You need to update the previous employer income details in Allsec Portal and submit the proof of document for considering the same.

**Q35: What is the document proof required to consider previous employment income?**

**Ans:** Form 12B after updating the previous employment income details

Copy of the signed form-16 issued by previous employer for FY 2021-22

In case the form-16 is not issued by previous employer, then you need to submit the final tax computation statement provided by your previous company duly signed by previous employer along with company seal.

If you have received the final tax computation on email from the previous employer, in that case copy of the final tax computation along with the email from previous employer need to be submitted.



**Q36: I have own house in a different city and I am staying in a rented accommodation at the place of work, how do I claim both HRA benefit and Housing loan interest benefit?**

**Ans:** You can claim HRA exemption by producing the Scanned copy of Rent Receipts and also claim benefit on housing loan interest payment as follows:

- If the house is Self-Occupied (i.e., Not let out or not intended to be let out) you may claim housing loan loss (interest) up to Rs. 2,00,000/- treated as deemed Self occupied Property
- If the house is Let Out, you need to provide the computation of loss/gain from house property and claim the same.

**Q37: If I own a property in the same city of work and I am staying in a rented premise, how do I claim both rental exemption benefit and housing loan interest loss?**

**Ans:** In this case, you need to have a valid reason for claiming both these deductions, which should be submitted through a self-declaration (attached - annexure to form 12C). Valid reason can be such as: House was under construction during this period, distance from office to own house is reasonably far, etc, In other case, you may claim the benefit by declaring the house as **deemed let out** by declaring the notional rent (refer IT rules).

**Q38: I have more than one property in different cities and all are vacant or used by my Parents / Relatives wherein I do not get any rent. How do I claim Interest loss on such property?**

**Ans:** You can claim two houses as self-occupied if the house is not actually let during the whole or any part of the year and benefit would be restricted to interest payment up to Rs. 2.00 L. All other Property should be treated as deemed let out and you need to furnish the calculation of loss/gain from house property as per guidelines by considering notional rent (Rent prevailing for such house in the same area).

**Q39: Is this declaration required even if the co-applicant is a housewife or unemployed and not filing the return?**

**Ans:** Yes, if there is a co-applicant in the provisional certificate issued by the bank, this declaration is required.

**Q40: What should be the format of the house rent receipt and what should it contain?**

**Ans:** There is no specific format for house rent receipt. You may please use any format by ensuring that the following details are available in the receipt:

- Date of Receipt
- Address of the Premise where you stay
- Month for which the rent is paid
- Mode of payment
- Owners Name
- Owners Address
- Owners PAN No if the rent exceeds Rs.8333/- per month (or Rs.100,000 /- per annum)

**Q41: What should I do, if my landlord does not have a PAN:**

**Ans:** Landlord's PAN is mandatory if the rent exceeds Rs.8333/- per month (or Rs.100,000 /- per annum). Hence you cannot claim HRA exemption if you do not provide your Landlord's PAN and if rent exceeds Rs.8333/- per month.

**Q42: I have paid the rent upto Dec 2021, how do I get the HRA tax benefit for Jan 2022 to Mar 2022 which are not due at the time of submission of tax Proofs.**

**Ans:** We would provide you the HRA tax benefit for the future months (Jan 2022 to Mar 2022) basis your declaration for the future month Rent in your login portal. However, you would need to submit a separate declaration for future period and the same can be download in AllSec portal "**Future Declaration Form**"

**Q43: Do I get the tax rebate of INR 12500/- under Section 87A?**

**Ans:** Individual tax payers who are resident in India having total income up to 5 Lakhs are entitled for a rebate up to INR 12500/-

**Q44: Can I claim stamp duty and registration fees incurred during purchase of own house?**

**Ans:** Yes, you can claim the stamp duty and registration fees along with housing loan principal amount under Section 80C.

**Q45: What proof should I submit to claim stamp duty and registration fees?**

**Ans:** You have to produce a copy of registration receipts along with sale deed.

**Q46: How do I know that all my investment proof submitted are considered?**

**Ans:** After proofs are validated you will receive a communication mail, please logon to Allsec portal and check the status of your tax proofs – approved/rejected and take corrective actions for rejected proofs within the timeline communicated.

**Q47: In which month payroll the tax proof submitted through Allsec portal would be considered?**

**Ans:** It will be considered from Jan 2022 payroll onwards and tax will get recalculated based on the Actual proof submitted and all prior declarations would be removed.

**Q48: I missed to submit my tax proofs during the proof collection period, can my investment be considered?**

**Ans:** No proofs would be considered after the cut of timelines, in case you have missed to submit the proofs you may claim the tax benefit while filing your Income tax return.

**Q49: I have resigned and my last date is before 31st Jan 2022 – do I need to submit the tax proof in Allsec portal?**

**Ans:** Yes, please submit your tax proofs in Allsec portal before your last working day.

**Q50: I have opted for New Tax Regime – do I need to submit any tax proof for this FY?**

**Ans:** No, if you have opted for New Tax Regime, there is no tax exemption hence no need to submit any tax proofs.

**Q51: I have opted for New Tax Regime, but I am a new joiner in mid FY and need to declare my Previous employment income – how do I declare?**

**Ans:** In Allsec portal the previous employment section is enabled for all new joiners during this FY, you can update the previous employment details and upload the relevant documents.