

## Employee's Income Tax Declaration Form for the Financial Year 2023-24 (Please Submit this form before 20th Nov 2023)

Name:		Emp Code:	DOJ:	PAN:
Designation :		DOB :	Gender:	Mobile No.:
Department :		Email:		
Spouse Name:		1.Children Name:		2.Children Name:
Kindly verify your tax liability here and Select your Tax Regime <a href="https://cleartax.in/paytax/TaxCalculator">https://cleartax.in/paytax/TaxCalculator</a> OLD Regime : <input type="checkbox"/> NEW Regime: <input type="checkbox"/>				
S.No	DESCRIPTION	Rs.	Proof Document Required	
<b>A</b>	<b>Particulars of Income from sources other than salary (optional)</b>			
	Other Incomes (specify)		Appropriate Certification	
<b>B</b>	<b>Income from House Property</b>			
	Rent Received Per annum			
	a. Interest on Housing Loan - as per Section 24(2) (for Tax Exemption - Self Occupied Property acquired /constructed before 01-04-1999 - Rs.30,000 eligible & Self Occupied Property acquired /constructed after 01-04-1999 - Rs.2,00,000 eligible)		Bank Certificate(Provisional Interest Certificate for 2023-24) and (Interest Certificate for 2022-2023)	
	b. Amount of Interest for Pre-Construction Period (as per Income Tax Rule)		Bank Certificate	
<b>C</b>	<b>HRA: RENT PAID PER MONTH</b>		<b>Original Rent Receipts. If RENT Paid above Rs.8,000/- PM please provide Rent Agreement with Notary signed and PAN of Landlord.</b>	
<b>Conditions: While claiming HRA deduction, kindly confirm you or spouse, or child, must not own any residential House. (If the individual owns any residential property then no deduction is allowed)</b>				
<b>D</b>	<b>INVESTMENTS U/S 80C, capped at Rs 1.5 Lac</b>			
1	Provident Fund (PF) (Employee Contribution Only)		No proof document required	
2	Employees Contribution under New Pension Scheme 80CCD(1B) (Max Rs.50,000 In Addition to u/s 80C)		Receipts / Statement	
3	Public Provident Fund (PPF)		Receipts / Statement	
4	Contribution to Certain Pension Funds		Certificate	
5	Housing Loan Repayment Principal (payable in F.Y. 2023-24)		Bank Certificate(Provisional Interest Certificate for 2023-24) and (Interest Certificate for 2022-2023)	
6	Life Insurance Premium		Receipts / Statement	
7	Tax Saving Deposit with Schedule Bank		Certificate	
8	National Saving Scheme / Certificate		Certificate	
9	Mutual Fund Eligible only U/s. 80C		Certificate / Acknowledgement	
10	Children Education Expenses / Tuition Fees		Certificate / Copy of vouchers	
11	Others, (Please specify if any)		Certificate / Receipts	
<b>Total Investments U/S 80C - limited to Rs. 1,50,000/- only</b>				
<b>E</b>	<b>OTHER PERMITTED DEDUCTIONS</b>			
1	80D - Medical Insurance Premium (Maximum Rs. 25,000 (Rs. 30,000 for senior citizens)		Receipt / Statement( Eligible only if payment mode is other than Cash )	
2	80DDB - Expenditure on Medical Treatment for specified disease		Form 10-I + expense vouchers	
3	80E - Repayment of Interest against Educational Loan		Bank Certificate	
4	80GG - Rent Paid but not in Receipt of HRA(Declaration in Form No. 10 BA required)		Form No.10BA + Receipts	
5	80U-Permanent Physical Disability (Normal Rs. 75,000/- and Severe Rs.1,25,000/-)		Certificate	
7	Others - (Please specify if any)		Related documents	
<b>Total Deductions</b>				
<b>G</b>	Gratuity Received from previous Employers and Current employer		(if yes please provide received details)	
<p><b>I, do hereby declare that the proof of the above investments will be submitted by 15th December 2023. Further, in case of any change in above declaration, I would revise it and inform the institute immediately. I shall indemnify the institute for all cost and consequences if any information is found to be incorrect.</b></p>				
Date:		Signature		