

Steps for the Tax declaration Window

Step 1. Login to Nucleus and navigate to More => Tax declaration Module

Step 2. Navigate to respective declaration types to enter the details.

Enter the amount and upload the mandatory document (.pdf) and Save the details.

Multiple pages or documents for each section, should be scanned to a single PDF file.

Note: PDF size should not be more than 10 MB

If any corrections required, delete the existing and re-enter the details and click on update button .

House Rent Allowance (HRA)

Section 10(13a)
Salaried individuals who lived in a rented house can claim House Rent Allowance or HRA to lower taxes. This can be partially or completely exempt from taxes. The allowance is for expenses related to rented accommodation. Please click on 'More Info' for additional information.

HRA Criteria

40% of Basic Salary

Actual HRA Received

Rent in excess of 10% of Salary

The least of the above 3 criteria would be considered for exemption

Monthly House Rent Details

☐ Copy to all

APR	MAY	JUN	JUL	AUG	SEPT	Total (Per Annum) 66000/-
5500	5500	5500	5500	5500	5500	
OCT	NOV	DEC	JAN	FEB	MAR	
5500	5500	5500	5500	5500	5500	

Employee claiming HRA exemption are required to submit the following documents for verification:
Ensure all documents are scanned into a single PDF

Rent Receipts

Rent receipts for the months of April, July, October, & January

Upload

TestPDF.pdf

Rental Agreement

Only active rental agreement. A joint agreement will result in 50% HRA consideration

Upload

TestPDF.pdf

Utility Bills

Copy of Electricity/LPG bills for one month of the premise you are staying

Upload

TestPDF.pdf

PAN Card

Copy of your landlord's PAN Card if your rent exceeds 8,333/- per month

Upload

If all mandatory details are filled and updated, status will be shown as “**Documents Uploaded**” for respective category as in below screen.

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Documents Uploaded

More Info

Step 3. Once all the tax details are declared, navigate to **Review** tab and verify the declared amount and number of documents uploaded for each declaration.

Home / Tax Declaration

Tax Declaration

FY 2019-2020

HOUSING INSURANCE INVESTMENTS EXEMPTIONS EDUCATION PRIOR EMPLOYMENT **REVIEW**

House Rent Allowance (HRA)	3	66000/-	Delete
Section 10(13a)			
Life Insurance Premium	1	5000/-	Delete
Section 80C			

Step 4. If all the declarations are correct & click on the “**Download PDF**” button to download the declaration.

☒ I confirm that the information provided above & the documents attached are true and correct to the best of my knowledge & belief

 Download PDF

Please download the PDF for your records and “Submit Declaration”.

Step 5: After **Download PDF** Click on **Submit Declarations** Button.

Please download the PDF for your records and “Submit Declaration”.

Submit Declarations

After submitting, user can see the status of declaration as **Pending**.

HOUSING	INSURANCE	INVESTMENTS	EXEMPTIONS	EDUCATION	PRIOR EMPLOYMENT	REVIEW	
House Rent Allowance (HRA)				3	66000 /-	Pending	Delete
Section 10(13a)							

Before Submit Declarations if any changes are required, delete the relevant updated declaration, and re-enter details and follow the above procedure to submit again.

House Rent Allowance (HRA)		3	66000 /-	Delete
Section 10(13a)				
Life Insurance Premium		1	5000 /-	Delete
Section 80C				

Once declaration is approved/rejected, status will be shown under Review tab as in above screen.

Note:

1. If documents are rejected, you can resubmit document when the Correction window opens.
2. Email communicating the declaration status will be sent to respective user after all the documents are reviewed.
3. For any queries contact investmentproofs@thbs.com

Steps for the Correction Window

Step 1: Update button will be disabled after Rejection.

6500

6500

6500


6500

6500

6500

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rent_recp2018-2019.pdf


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Only active rental agreement.
A joint agreement will result in 50% HRA consideration



Upload

Rent Agreement 18-19.pdf

Utility Bills
Copy of Electricity/LPG bills for one month of the premise you are staying




Upload

Rent Recp 18-19.pdf

PAN Card
Copy of your landlord's PAN Card if your rent exceeds 8,333/- per month

Upload

 **Rejected Comments for Rental Agreement**
Rent payable as per agreement is Rs.6,500 but Rent paid as per rent receipt is Rs. 8000. Plz upload correct documents for validation.

Update

Delete

Step 2: Edit the Amount & upload the correct document to enable update button

6600

6500

6500


6500

6500

6500

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rent_recp2018-2019.pdf


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 **Rejected Comments for Rental Agreement**
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Update

Delete

Step 3: Navigate to Review page to find the updated report

Education Allowance

1200 /-

Delete

Section 10

☐ I confirm that the information provided above & the documents attached are true and correct to the best of my knowledge & belief

Download PDF

Please download the PDF for your records and "Submit Declaration".

Submit Declarations

Step 4: Download the report document to submit the Declaration


☒ I confirm that the information provided above & the documents attached are true and correct to the best of my knowledge & belief

Download PDF

Please download the PDF for your records and "Submit Declaration".

Step 5: Submit Declaration button will be enabled for submitting your declaration.

☒ I confirm that the information provided above & the documents attached are true and correct to the best of my knowledge & belief

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Submit Declarations

Note: Again to update corrections, please start the same process from step 1