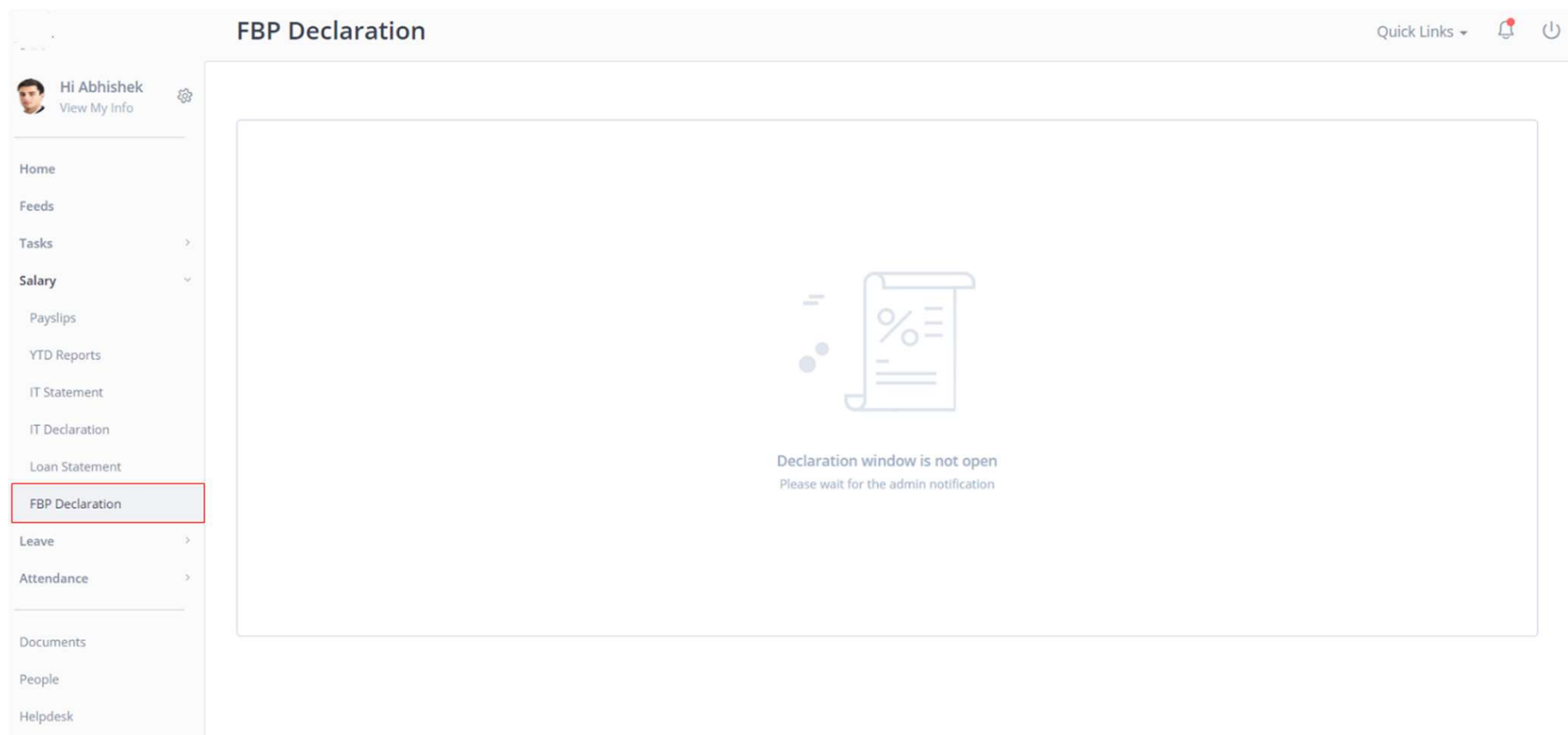# Employee FBP Declaration FY 2021-22

TAPASYA BUSINESS SOLUTIONS PVT LTD

Employee FBP Declaration

- **Flexible Benefits Plan'(FBP)** is the customized salary structure of an employee. Employees can choose and customize their FBP items as per their requirements. There are predefined checks and balances available for all the FBP items. In this way, employees can achieve the maximum tax benefit. Creating FBP is an optional activity based on a company's policies.

- **Let us consider an example:**
  One of the commonly provided benefits in salary structure is HRA. HRA component is beneficial in saving tax for those employees who stay in rented accommodation. For people who stay in their own houses, HRA becomes taxable. In such cases, under FBP, employees can choose other components such as Leave Travel Allowance (LTA) instead of HRA. This will help employees with owned houses to achieve maximum tax benefit.

To plan your tax benefits better, navigate to **Salary** > **FBP Declaration**. On **FBP Declaration** page, if the admin has not created a plan for you or you are declaring FBP for the first time or if the declaration window is not open yet, you can view an empty screen with the relevant message.

If the admin has created your FBP plan but the plan is not released yet, you can view the following information on the **FBP Declaration** page.

- Month for which plan is applicable.
- FBP Status as **Locked** or **Released**.
- Total Considered in payroll in rupees.
- Total Declared amount in rupees.
- Total Allocation of the amount in rupees.
- Special Allowance of your FBP in rupees.
- List of FBP components.
- Maximum limit available for each FBP component.
- Amount considered in payroll for each section.
- The declared amount for each FBP component. This amount may be prefilled by admin.

Once the admin has created and released an FBP, you can declare your investment plan to achieve maximum benefit. You can choose from various items offered as per your company policy. Once FBP is released, your **FBP Declaration** page will look like the following screen:

FBP Declaration

Hi Abhishek
View My Info

Dec 2020-Till Date

Dec 2020

Allowances	Max Limit in ₹	Considered in Payroll ₹	Declared amount in ₹
CAR ABOVE 1600CC	28,800.00	-	-
CAR BELOW 1600CC	21,600.00	-	-
DRIVER ALLOWANCE	10,800.00	-	-
FBP BASIC	375,000.00	375,000.00	375,000.00
FBP CONVEYANCE	19,200.00	-	-
FBP HRA	150,000.00	150,000.00	150,000.00
FBP LTA	31,250.00	-	-
FBP MEDICAL	15,000.00	-	-
FBP VEHICLE	24,000.00	-	-

FBP Status : LOCKED — Hide
Your submission has been locked

Total Declared in ₹
525,000.00

Total Allocation in ₹
750,000.00

Total Considered in payroll
525,000.00

Special Allowance in ₹
225,000.00

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YTD Reports
IT Statement
IT Declaration
Loan Statement
FBP Declaration
Leave
Attendance
Documents
People

Quick Links

Declaring FBP

- To declare FBP, perform the following actions:

- Navigate to **Salary** > **FBP Declaration**.

- Click [Edit] on **FBP Declaration** page. You can view the **Edit Form** page now.

← FBP Declaration	Edit Form		Quick Links ▼ 🔔 ⏻

Hide

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Max Allotment in ₹: 525,000.00

Items	Max Limit in ₹	Declared Amount in ₹	Preferences
☑ FBP LTA	31,250.00	31,250.00	₹ 31,250.00
☑ FBP MEDICAL	15,000.00	5,000.00	5 X ₹ 1,000.00
☑ Group A			
⦿ CAR ABOVE 1600CC	28,800.00	5,000.00	₹ 5000
☑ DRIVER ALLOWANCE	Total declared :566,250.00 / Special Allowance Balance: ₹ 225,000.00		Clear Submit

Declaring FBP

- You can view the **Max Allotment** amount in rupees. **Max Allotment** is the maximum amount for which employees can declare FBP.

- Select the check box against the components you want to declare in FBP.

- Specify the amount under **Preferences** column. Every time you add an amount for a component, you can view the updated **Total declared** amount in footer. You can also view **Special Allowance Balance** in footer.
  Types of Items available in FBP
  In FBP, some of the item's amount is already fixed by your admin. Also, some of the items such as **FBP Basic** are selected by default as part of your salary structure. To select some FBP components, you must select the main group. The item list contains the following types of components:

Continued….

Declaring FBP

- **Mutually Exclusive Components**: Components in the **Items** list can be mutually exclusive with another component. This means that you can choose any one component out of the mutually exclusive components. For example, you can choose either **Car Above 1600CC** or **Car Below 1600CC**. You can not declare both. Mutually exclusive components are grouped together.

☑ Group A

◉ CAR ABOVE 1600CC   28,800.00

☐ DRIVER ALLOWANCE   10,800.00

○ CAR BELOW 1600CC   21,600.00

☐ DRIVER ALLOWANCE   10,800.00

☑ Group A

◉ CAR ABOVE 1600CC   28,800.00

☑ DRIVER ALLOWANCE   10,800.00

- **Mutually Dependent Components**: Dependent components are components which are dependent on specific and relevant items. For example, **Driver Allowance** is relevant only for employees who own a car. Thus to declare **Driver Allowance,** you must also declare the type of car (Car Above/ Below 1600 CC) you own. The dependent components are grouped together with relevant mutually exclusive components in the **Items** list.

Declaring FBP

- **Quantity Based Component**: A component can be quantity based. For example, medical. Medical can be declared in multiples of 1000. So, under the **Preference** column, if you specify the number as 5, the declared amount is 5 * Rs 1000 = Rs. 5,000.

Max Allotment in ₹: 525,000.00			
Items	Max Limit in ₹	Declared Amount in ₹	Preferences
☐ FBP LTA	31,250.00	-	-
☑ FBP MEDICAL	15,000.00	5,000.00	5 x ₹ 1,000.00

- **Opt-In Components**: These are the components that you can either select or not select. The amount is already fixed by the admin for these components.
- Click **Submit** to declare your FBP.

THANK YOU