

## **Guidelines / Pre-requisites for Investment Proof Submission**

1. Kindly fill the mandatory fields and the column with the heading "Value of Proof in INR" with the exact annual total value of proofs attached and **upload the Employee Investment Proof Submission Form (EIPSF) in the portal.**
2. The EIPSF along with relevant IT proofs should be uploaded in the **portal**. Kindly ensure to mention the Employee ID and Employee Name (in block letters), in all relevant proofs. **This is mandatory else the proof will be rejected.**
3. For the Rent Paid, Original receipt from the landlord needs to be attached for the period April 2020 to March 2021 or as applicable to joiners after 1.4.2020. This can either be one receipt for the whole period mentioning the total amount or separate receipts for each month. **Rental receipts for Jan, Feb and Mar (if applicable) needs to be submitted to get the exemption for full year. Without these receipts, HRA exemption for Jan, Feb and Mar will not be provided.**
4. If you have income from previous employer you must either submit the attested copy of Form 16 from the previous employer or submit the attested tax computation statement from the previous employer else the same shall not be considered (Only Form 12B submitted will not be considered).
5. If you are claiming Loss from House property, you must submit the Provisional Certificate from the bank or the financial institution that has funded the Home loan stating the interest and principal component of the EMI paid. Computation of Income from House Property is mandatory for claiming Loss on Let-out Property. One without the other will not be accepted (PI note that Statement of account from Bank having EMI deduction details will not be considered as a proof and will be rejected without notice).
6. For any investments, photocopy of appropriate documents substantiating the investments needs to be furnished.
7. Deduction on account of Section 80 C under Chapter VI A is restricted to INR 1,50,000 only.
9. Any EIPSF mentioning the PAN acknowledgement number will be rejected without notice. **Actual PAN is a must for consideration of all investments proofs.**
10. **Please note that the investments proofs submitted shall be considered effective February 2021 Payroll.**

Failure to submit the proof within the cut-off date (**15<sup>th</sup> January 2021**) and in the manner specified above will lead to nullification of the tax declaration given and will therefore result in higher tax deduction than normal taxes in the month of February and March 2021.

**Note:**

- For Insurance premium alone, due after **15<sup>th</sup> Jan 2021**, receipts can be submitted till 10<sup>th</sup> March 2021 which will be considered during March 2021 payroll process. Insurance receipts with employee id and Name mentioned in the reverse side of proof can be dropped after 01<sup>st</sup> Feb 2021. Last year receipts will not be considered as proof of payment for current financial year. Afresh Insurance submitted after proof cut-off date will not be considered for tax exemption purpose.
- Any existing investments other than Insurance premium with recurring payments that are due for payment after Jan 15, 2021 will not be considered for Tax computation purpose.
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- **Donation U/S 80G can be claimed only in personal returns. Kindly do not declare or attach proofs in EIPSF.**

**Please find below in detail what will be considered as proof for each item of savings or investment:**

No	Item	Document	Details
1	HRA – Rent Receipt	Original	1) For the Rent Paid, receipt from the landlord along with the Signature to be submitted. 2) Receipts needs to be attached for the period April 2020 to March 2021 or as applicable to joiners after 1.4.2020. 3) This can either be one receipt for the whole period mentioning the total amount or separate receipts for each month. 4) Rental receipts for Jan, Feb and Mar (if applicable) needs to be submitted to get the exemption for full year. Without these receipts, HRA exemption for Jan, Feb and Mar will not be provided. 5) Besides the usual wordings for a receipt, it should contain, the address of the property for which rent is collected, name of the landlord or authorized representative and <u>PAN of Landlord if rent paid is more than or equal to Rs. 8,000/- p.m.</u>



3	Principal repayment on Home loan	Copy of provisional certificate issued by the bank	Declaration for Payment of Housing Loan Principal & Interest form" should be submitted for EMI due after Jan 15, 2021, failing which exemption will be provided till the provisional statement date. <a href="#">Refer Annexure 6 for template.</a>  <b><u>Construction completion certificate is mandatory from Builder if the property is competed during Financial Year</u></b>
4	Children Education	Photocopy of the School Fees paid receipt	Only the <b><u>tuition fees</u></b> and not any donation or building fund or payment for similar nature will be taken into consideration.
5	Life Insurance Premium	Photocopy of the premium paid receipt	Policy can only be in the name of individual, spouse & children ( <a href="#">parents not allowed</a> ). Insurance payment paid after Jan 15, 2021 can be submitted before March 10, 2021.
6	NSC & Accrued NSC Interest	Photocopy of the certificates	
7	ULIP	Photocopy of the premium paid receipts	
8	PPF	Photocopy of the pass book	Pages containing the name of the a/c holder and the details of payment during the year.
9	Investment in Bonds	Photocopy of the payment receipt with <u>the deduction u/s 80C explicitly mentioned</u>	
10	Fixed Deposit > 5 Years in specified banks	Photocopy of the FD receipt <u>mentioning the deduction u/s 80C</u>	

11	Mutual Fund	Photocopy of the Fund Statement, where it should be clearly stated that the particular fund is <u>eligible for 80C deduction</u>	
12	Mediclaime Insurance u/s 80D	Premium paid receipt from the insurer	Copy of the policy where age / date of birth of the insured are clearly mentioned to be submitted for Senior Citizens.
13	Section 80DD for Medical Treatment of Handicapped Dependents	A copy of the disability certificate as issued by the central or state government medical board to claim deduction	Failing to submit the appropriate certificate will lead to rejection.
14	Repayment of Education Loan u/s 80E	Letter/Certificate for Interest paid during the year from the Bank	Statement of account will not be considered as a proof of payment and will be rejected without any Notice.
15	Income from previous employer	Either Form 16 from the previous employer or Income Tax computation statement from the previous employer.	Document without previous employer signature will not be considered for tax computation purpose.  <b>Note:</b> {PF mentioned in EIPSF refers to Provident fund contribution. PT mentioned in EIPSF refers to Professional Tax Contribution}
16	LTA Exemption	Original Travel ticket or Bill / Invoice cum Trip sheet. To be sent to <a href="mailto:hr.payroll@csscorp.com">hr.payroll@csscorp.com</a>	<b><u>The Bill details to be updated in GHRMS in the below Tab. The Bill without online submission will not be considered for exemption.</u></b> GHRMS -> Payroll -> LTA Bill Submission  <a href="#">Refer Annexure 5 for template. Bills submitted without annexure 5 will be rejected.</a>
17	New Pension Scheme 80CCD	Photocopy of the Paid receipt	

18	Housing Loan Additional Tax exemption Interest 80EE	Annexure_7_Declara tion for Housing Loan Interest_80EE	<p>1) Loan must be sanctioned during the period from 01<sup>st</sup> April 2016 and ending on 31<sup>st</sup> March 2017.</p> <p>2) The amount of home loan does not exceed Rs.35 Lacs.</p> <p>3) The Value of the residential house property does not exceed Rs.50 Lacs.</p> <p>4) The Employee does not own any residential house property on the date of sanction of the loan, this must be the first house.</p> <p>5) Additional deduction of interest on loan from any financial institution up to Rs.50,000/-</p> <p>6) The deduction is over and above the limit of Rs.2 lacs provided for a self-occupied property u/s 24 of the Act.</p>
19	Housing Loan additional Tax exemption Interest 80EEA	Annexure_8_Declara tion for Housing Loan Interest_80EEA	<p>1) Loan must be sanctioned during the period from 01<sup>st</sup> April 2019 and ending on 31<sup>st</sup> March 2021.</p> <p>2) Stamp duty value of the house property should be Rs 45 lakhs or less.</p> <p>3) The Employee does not own any residential house property on the date of sanction of the loan, this must be the first house.</p> <p>4) Additional deduction of interest on loan from any financial institution up to Rs.1,50,000/-.</p> <p>5) No deduction under Section 80EEA for those claiming deduction for housing loan interest under Section 80EE.</p> <p>6) The deduction is over and above the limit of Rs.2 lacs provided for a self-occupied property u/s 24 of the Act.</p>

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