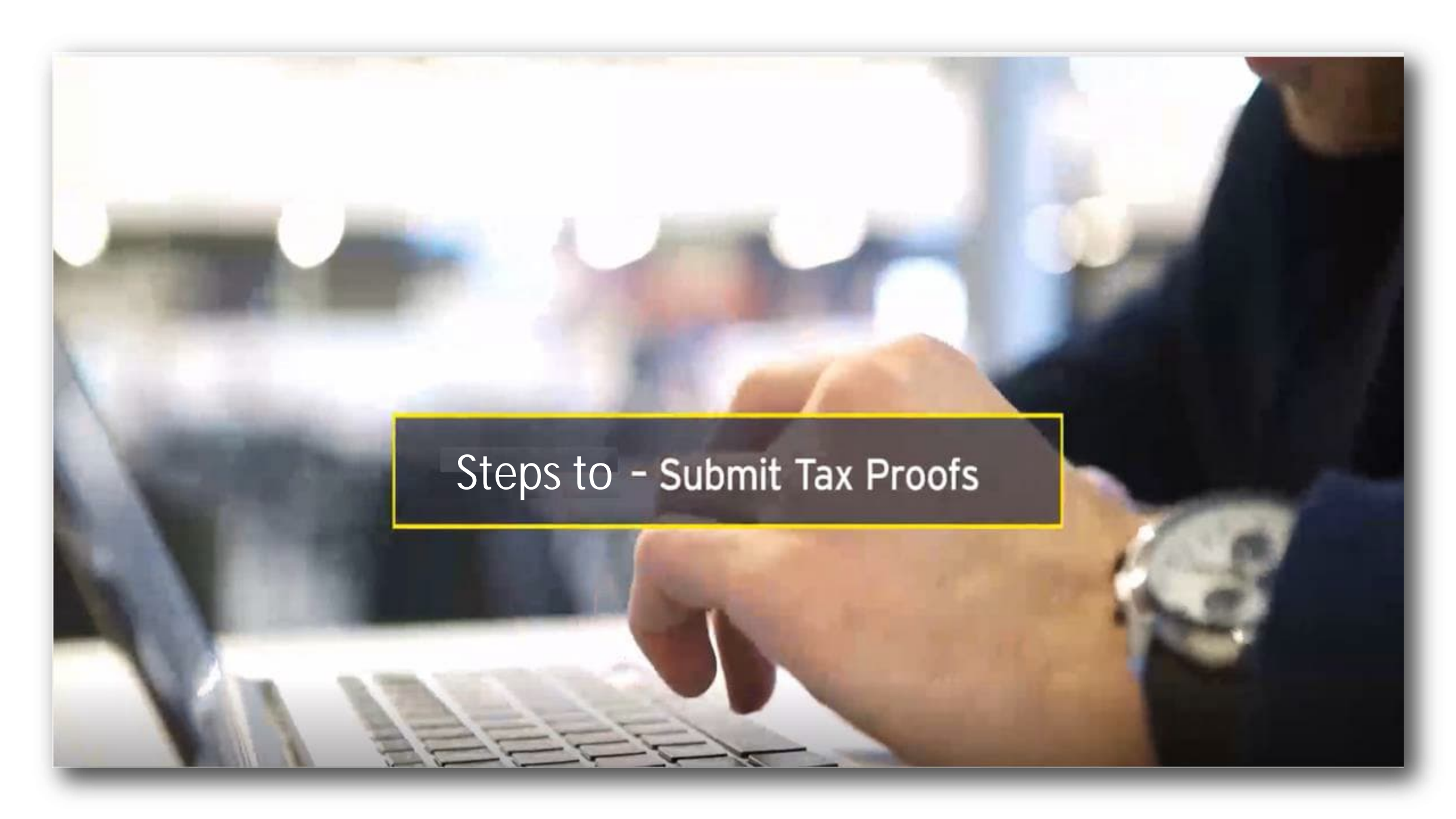


A satellite view of Earth at night, showing the Asian continent and surrounding regions. The landmasses are illuminated by city lights, appearing as bright yellow and orange spots against the dark terrain. The oceans are dark blue. A large yellow rectangular box is overlaid on the left side of the image, containing text. A small yellow triangular shape is visible in the bottom right corner of the image.

Investment Proof collection and  
tax validation - FY 2024-25



A close-up photograph of a person's hand typing on a laptop keyboard. The hand is wearing a silver-toned watch with a white face and black dials. The background is a blurred city street at night, with warm, out-of-focus lights from buildings and street lamps. A semi-transparent dark grey rectangular box with a thin yellow border is centered over the image, containing the text "Steps to - Submit Tax Proofs" in white.

## Steps to - Submit Tax Proofs

### Quick Links



Payslip Report



Reimbursement Eligibility



Submit / View Compensation



Submit Reimbursement Claims



Submit Tax Proofs



Submit Tax Declaration



EY Connect Queries

To Submit your Tax Proofs,  
click on Submit Tax Proofs.

Alerts

Home > My Tasks > My Shortcuts > Quick Links

Quick Links



Payslip



Reimbu



Submit



Submit



Submit Tax Proofs



Submit Tax Declaration



EY Connect Queries

My Reference Guide >

My Profile >

My Compensation >

My Reimbursement >

My Tax >

My Reports >

My Files >

My Queries >

My Shortcuts >

Submit Tax Declaration

Submit Tax Proofs

Tax Regime Simulator

Alternatively, you can launch  
it from the "My Tax" Menu  
under "My Tasks".

Alerts

Home > My Tasks > My Tax > Submit Tax Proofs

Employee Code :	E0002	Employee Name :	Test Employee
Current Status :	New	Date :	11/11/2024
Employee PAN :	<div>AABBC1234D</div>		
Tax Year :	<div>FY 2024-2025</div>		

Monthly Rent Details

+ Add

Children Education Details

+ Add

Loss from house property - Self Occupied

+ Add

Income / Loss from house property - Let out

+ Add

Please check your PAN for accuracy.

Employee Code : E0002 Employee Name : Test Employee  
Current Status : New Date : 11/11/2024  
Employee PAN : AABBC1234D  
Tax Year : FY 2024-2025

Monthly Rent Details

+ Add

Children Education Details

+ Add

Loss from house property - Self Occupied

+ Add

Income / Loss from house property - Let out

+ Add

Income from Other Sources

+ Add

You can add or remove the  
respective sections as  
applicable to you.



Employee Code :

E0002

Employee Name :

Test Employee

Current Status :

New

Date :

11/11/2024

Employee PAN :

AABBC1234D

Tax Year :

FY 2024-2025

Monthly Rent Details

x Remove

Rent Paid Amount :

12000.00

LandLord PAN-Landlord Name :

ABCDE1234F-Suresh Kumar

Eg: ABCPD1234D-Ramesh Kumar

City :

Delhi

LandLord Address :

House 1, Street2, Delhi-110001

Default

#	Month	Rent paid Amount	City	LandLord	LandLord Address	Employee Remarks
1	April		Select			
2	May		Select			
3	June		Select			
4	July		Select			
5	August		Select			
6	September		Select			
7	October		Select			
8	November		Select			
9	December		Select			
10	January		Select			
11	February		Select			
12	March		Select			

Alerts

Home > My Tasks > My Tax > Submit Tax Proofs

Default

#	Month	Rent paid Amount	City	Receipt Enclosed	LandLord PAN-Landlord Name	LandLord Address	Employee Remarks
1	April	12000.00	Delhi	Select	ABCDE1234F-Suresh Kum...	House 1, Street2, Delhi-11...	
2	May	12000.00	Delhi	Select	ABCDE1234F-Suresh Kum...	House 1, Street2, Delhi-11...	
3	June	12000.00	Delhi	Select	ABCDE1234F-Suresh Kum...	House 1, Street2, Delhi-11...	
4	July	12000.00	Delhi	Select	ABCDE1234F-Suresh Kum...	House 1, Street2, Delhi-11...	
5	August	12000.00	Delhi	Select	ABCDE1234F-Suresh Kum...	House 1, Street2, Delhi-11...	
6	September	12000.00	Delhi	Select	ABCDE1234F-Suresh Kum...	House 1, Street2, Delhi-11...	
7	October	12000.00	Delhi	Select	ABCDE1234F-Suresh Kum...	House 1, Street2, Delhi-11...	
8	November	12000.00	Delhi	Select	ABCDE1234F-Suresh Kum...	House 1, Street2, Delhi-11...	
9	December	12000.00	Delhi	Select	ABCDE1234F-Suresh Kum...	House 1, Street2, Delhi-11...	
10	January	12000.00	Delhi	Select	ABCDE1234F-Suresh Kum...	House 1, Street2, Delhi-11...	
11	February	13000	Delhi	Select	ABCDE1234F-Suresh Kum...	House 1, Street2, Delhi-11...	
12	March	12000.00	Delhi	Select	ABCDE1234F-Suresh Kum...	House 1, Street2, Delhi-11...	

Total Rent: 0.00

Save as Draft

Children Education Details

+ Add

Loss from house property - Self Occupied

+ Add

You can then make changes in case any specific row needs to be changed.



Alerts

Home > My Tasks > My Tax > Submit Tax Proofs

Default

#	Month	Rent paid Amount	City	Receipt Enclosed	LandLord PAN-Landlord Name	LandLord Address	Employee Remarks
1	April	12000.00	Delhi	Select	ABCDE1234F-Suresh Kum...	House 1, Street2, Delhi-11...	
2	May	12000.00	Delhi	Select	ABCDE1234F-Suresh Kum...	House 1, Street2, Delhi-11...	
3	June	12000.00	Delhi	Yes	ABCDE1234F-Suresh Kum...	House 1, Street2, Delhi-11...	
4	July	12000.00	Delhi	Select	ABCDE1234F-Suresh Kum...	House 1, Street2, Delhi-11...	
5	August	12000.00	Delhi	Select	ABCDE1234F-Suresh Kum...	House 1, Street2, Delhi-11...	
6	September	12000.00	Delhi	Select	ABCDE1234F-Suresh Kum...	House 1, Street2, Delhi-11...	
7	October	12000.00	Delhi	Yes	ABCDE1234F-Suresh Kum...	House 1, Street2, Delhi-11...	
8	November	12000.00	Delhi	Select	ABCDE1234F-Suresh Kum...	House 1, Street2, Delhi-11...	
9	December	12000.00	Delhi	Yes	ABCDE1234F-Suresh Kum...	House 1, Street2, Delhi-11...	
10	January	12000.00	Delhi	Select	ABCDE1234F-Suresh Kum...	House 1, Street2, Delhi-11...	
11	February	13000.00	Delhi	Select	ABCDE1234F-Suresh Kum...	House 1, Street2, Delhi-11...	
12	March	13000.00	Delhi	No	ABCDE1234F-Suresh Kum...	House 1, Street2, Delhi-11...	

Total Rent: 0.00

Save as Draft

Children Education Details

+ Add

Loss from house property - Self Occupied

+ Add

Kindly select 'Yes' for the months for which you will attach the rent receipts. It is recommended that 1 receipt for every quarter should be enclosed.

Default

#	Month	Rent paid Amount	City	Receipt Enclosed	LandLord PAN-Landlord Name	LandLord Address	Employee Remarks
1	April	12000.00	Delhi	Select	ABCDE1234F-Suresh Kum...	House 1, Street2, Delhi-11...	
2	May	12000.00	Delhi	Select	ABCDE1234F-Suresh Kum...	House 1, Street2, Delhi-11...	
3	June	12000.00	Delhi	Yes	ABCDE1234F-Suresh Kum...	House 1, Street2, Delhi-11...	
4	July	12000.00	Delhi	Select	ABCDE1234F-Suresh Kum...	House 1, Street2, Delhi-11...	
5	August	12000.00	Delhi	Select	ABCDE1234F-Suresh Kum...	House 1, Street2, Delhi-11...	
6	September	12000.00	Delhi	Select		Delhi-11...	
7	October	12000.00	Delhi	Yes		Delhi-11...	
8	November	12000.00	Delhi	Select		Delhi-11...	
9	December	12000.00	Delhi	Yes		Delhi-11...	
10	January	12000.00	Delhi	Yes		Delhi-11...	
11	February	13000.00	Delhi	Select		Delhi-11...	
12	March	13000.00	Delhi	Select		Delhi-11...	

Total Rent: 146000.00

Save as Draft

Children Education Details

+ Add

Loss from house property - Self Occupied

+ Add

EY Process Pay Message

Record saved successfully (but not yet submitted).

OK

You can Save anywhere in the page.

Loss from house property - Self Occupied

x Remove

+ - ↑ ↓

#	<input type="checkbox"/>	Address	Location Status	Ownership Status	Ownership Percentage	Date of Loan	
1	<input type="checkbox"/>		select	select			

Calculate Total Interest

Total Interest Claimed: 0.00

Save as Draft

Income / Loss from house property - Let out

To add House property details (self occupied or let out), please add the relevant sections.



EY

Process Pay

Test User

Employee - Demo Company

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Submit Tax Proofs

Calculate Total Income / Loss

Total Income / Loss Claimed: -31750.00

Save as Draft

Income from Other Sources

x Remove

#	Source Of Income	Income Amount	Employee Remarks
1	Accrued Interest on NSC		
2	Any Other Income		
3	Savings Bank Interest Income		
4			

Section 80 Details

80C Employee PF Contribution :

0.00

80C Employee VPF Contribution :

0.00

80CCD(2) Employer NPS Contribution :

0.00

80C Principal Repayment of Housing Loan invested :

125000.00

80C Interest Accrued on NSC invested :

0.00

To add Income from other sources, use this section.

Alerts

Home > My Tasks > My Tax > Submit Tax Proofs

Calculate Total Income / Loss

Total Income / Loss Claimed: -31750.00

Save as Draft

Income from Other Sources

x Remove

#	Source Of Income	Income Amount	Employee Remarks
1	Accrued Interest on NSC	12000.00	
2	Any Other Income		
3	Savings Bank Interest Income	25000.00	Total Interest from all savings bank
4			

Section 80 Details

80C Employee PF Contribution :	0.00
80C Employee VPF Contribution :	0.00
80CCD(2) Employer NPS Contribution :	0.00
80C Principal Repayment of Housing Loan invested :	125000.00
80C Interest Accrued on NSC invested :	0.00

For Savings bank interest, please add the entire interest from all savings bank accounts.

Ensure you separately claim the deduction under 80TTA in the Section 80 details section.

Calculate Total Income / Loss

Total Income / Loss Claimed: -31750.00

Save as Draft

Income from Other Sources

x Remove

#	Source Of Income	
1	Accrued Interest on NSC	
2	Any Other Income	
3	Savings Bank Interest Income	
4		

EY Process Pay Message

Record saved successfully (but not yet submitted).

OK

Section 80 Details

80C Employee PF Contribution :	0.00
80C Employee VPF Contribution :	0.00
80CCD(2) Employer NPS Contribution :	0.00
80C Principal Repayment of Housing Loan invested :	125000.00
80C Interest Accrued on NSC invested :	12000.00

You can Save anywhere in the page.



EY

Process Pay

Test User  
Employee - Demo Company

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Section 80 Details

80C Employee PF Contribution :

0.00

80C Employee VPF Contribution :

0.00

80CCD(2) Employer NPS Contribution :

0.00

80C Principal Repayment of Housing Loan invested :

125000.00

80C Interest Accrued on NSC invested :

12000.00

+ Add

Section 80E (Education Loan) Details

+ Add

Previous Employment Details

Previous Employment :

No

☐

I hereby digitally confirm that the investments / expenses provided have been incurred by me out of my income chargeable to income-tax during the financial year. I confirm the information provided by me is correct and complete. I confirm they are not claimed elsewhere.

Save as Draft

Submit Proof

For Section 80 Items, your projected values for the financial year will show here as per the latest processed payroll.

Further, other items such as Housing loan principal etc. will automatically appear here once information in above sections has been saved.

Alerts

x Remove

+ - ↑

≡ All Search

#	<input type="checkbox"/>	Investment Items	Policy / Document No	In the name of	Annual Invested Amount	Sum Assured (if applicable)	Eligible Amount	Employee Remarks
1	<input type="checkbox"/>	80C Life Insurance issued after 31Mar12	LI1234	Self	10000.00	1000000.00		
2	<input type="checkbox"/>	80D Parents	MD1122	Parents(for 80D)	15000.00	2000000.00		
3	<input type="checkbox"/>	80TTA Savings Bank Interest		Self	1000			
4	<input type="checkbox"/>	Select		Select				

Save as Draft

Section 80E (Education Loan) Details

+ Add

Previous Employment Details

Alerts

Home > My Tasks > My Tax > Submit Tax Proofs

1	<input type="checkbox"/>	80C Life Insurance issued after 31Mar12	234	Self	10000.00	1000000.00	10000.00	
2	<input type="checkbox"/>	80D Parents	1122	Parents(for 80D)	15000.00	2000000.00	15000.00	
3	<input type="checkbox"/>	80TTA Savings Bank Interest		Self	10000.00		10000.00	Total interest reported as inc...
4	<input type="checkbox"/>	Select		Select				

EY Process Pay Message

Record saved successfully (but not yet submitted).

OK

Save as Draft

Section 80E (Education Loan) Details

+ Add

Previous Employment Details

Previous Employment :

No



I hereby digitally confirm that the investments / expenses provided have been incurred by me out of my income chargeable to income-tax during the financial year. I confirm the information



Save as Draft

Section 80E (Education Loan) Details

x Remove

+ - ↑ ▾

All

Search

#	<input type="checkbox"/>	Course	Fulltime	Loan taken for	Total Interest Amount	Employee Remarks
1	<input type="checkbox"/>	Higher Education	Select	select		
2	<input type="checkbox"/>	select	Select	select		
		No				
		Yes				

Previous Employment Details

Previous Employment : No

☐ I hereby digitally confirm that the investments / expenses provided have been incurred provided by me is correct and complete. I confirm they are not claimed elsewhere.

Save as Draft

Submit Proof

Use this section if you have interest payments eligible under Section 80E Education loan.

EY

Process Pay

Test User  
Employee - Demo Company

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Save as Draft

Section 80E (Education Loan) Details

x Remove

+ - ↑ ▾

#	<input type="checkbox"/>	Course	Fulltime	Loan
1	<input type="checkbox"/>	Higher Education	Yes	Childr
2	<input type="checkbox"/>	select	Select	select

Previous Employment Details

Previous Employment :

No

No

Yes - New Regime

Yes - Old Regime

☐ I hereby digitally confirm that t  
provided by me is correct and

penses provided have been incur  
they are not claimed elsewhere.

Save as Draft

Submit Proof

Previous employer section is applicable for only those employees who have joined from a different company / legal entity during the financial year.

If you have Previous employer income, you should select "Yes" along with the regime as used in your previous employer final tax calculation.

If you had already shared this information earlier, then the option will appear as "Yes" automatically and cannot be changed to avoid error. In case you wish to have it removed, please raise a query via the EY Connect Queries module.

EY

Process Pay

Test User  
Employee - Demo Company

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Tax Year :

FY 2024-2025

1. Download Declaration with 12BB

Attachments

2. Save Documents3. Submit Documents

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All

Search

#	Attachment	Description	Status	Date
1		Attach Digitally accepted Declaration with Form 12BB as downloaded from the "Download" option above	NEW	
2		HRA - Rent receipt(s) (at least one month per quarter) - For multiple receipts - zip into 1 file	NEW	
3		House property(self occupied) - Occupied on 01/05/2022 - Most recent Interest & Principal Certificate(s) for current year	NEW	
4		For the above HP - Ownership Proof (any document which shows ownership. Please upload only relevant pages)	NEW	
5		For the above HP - Ownership Proof (any document which shows ownership. Please upload only relevant pages)	NEW	
6		For the above HP - Ownership Proof (any document which shows ownership. Please upload only relevant pages)	NEW	
7		For the above HP - Ownership Proof (any document which shows ownership. Please upload only relevant pages)	NEW	
8		Accrued Interest on NSC - NSC Certificate purchase (INR 10000.00)	NEW	
9		80C Life Insurance - Premium Receipts (INR 10000.00)	NEW	
10		80D Parents - Premium Receipts. In case of Pre-qualified (INR 15000.00)	NEW	

After submission, you will be automatically taken to the documents upload page.



Tax Year : FY 2024-2025

1. Download Declaration with 12BB

Attachments

2. Save Documents

3. Submit Documents

2. Save Documents

#	Attachment	Description	Status	Date
1		Attach Digitally accepted Declaration with Form 12BB as downloaded from the "Download" option above	NEW	
2		HRA - Rent receipt(s) (at least one month per quarter) - For multiple receipts - zip into 1 file	NEW	
3		House property(self occupied) - Occupied on 01/05/2022 - Most recent Interest & Principal Certificate(s) for current year	NEW	
4		For the above HP - Ownership Proof (any document which shows ownership. Please upload only relevant pages)	NEW	
5		For the above HP - Proof of completion / possession mentioning the date of completion / possession	NEW	
6		House property(Let Out) - Occupied on 01/03/2022 - Most recent Interest & Principal Certificate(s) for current year	NEW	
7		For the above HP - Ownership Proof (any document which shows ownership. Please upload only relevant pages)	NEW	
8		Accrued Interest on NSC - NSC Certificate purchase (Interest accrued upto 31/03/2022) (INR 1000.00)	NEW	
9		80C Life Insurance - Premium Receipts (INR 1000.00)	NEW	
10		80D Parents - Premium Receipts. In case of Pre-Deceased Parents (INR 15000.00)	NEW	

Download the digitally accepted declaration in your machine.

Attach it in the table below along with other documents as per the checklist.

EY

Process Pay

Test User

Employee - Demo Company

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Home > My Tasks > My Tax > Submit Tax Proofs

Tax Year : FY 2024-2025

1. Download Declaration with 12BB

Attachments

2. Save Documents3. Submit Documents

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All

Search

#	Attachment	Description	Status	Date
1		Attach Digitally accepted Declaration with Form 12BB as downloaded from the "Download" option above	NEW	
2		HRA - Rent receipt(s) (at least one month per quarter) - For multiple receipts - zip into 1 file	NEW	
3		House property(self occupied) - Occupied on 01/05/2022 - Most recent Interest & Principal Certificate(s) for current year	NEW	
4		For the above HP - Ownership Proof (any document which shows ownership. Please upload only relevant pages)	NEW	
5	Attach	For the above HP - Proof of completion / possession mentioning the date of completion / possession	NEW	
6		House property(Let Out) - Occupied on 01/03/2022 - Most recent Interest & Principal Certificate(s) for current year	NEW	
7		For the above HP - Ownership Proof (any document which shows ownership. Please upload only relevant pages)	NEW	
8		Accrued Interest on NSC - NSC Certificate purchase (INR 10000.00)	NEW	
9		80C Life Insurance - Premium Receipts (INR 10000.00)	NEW	
10		80D Parents - Premium Receipts. In case of Pre-Deceased (INR 15000.00)	NEW	

Please ensure you attach the documents as per the checklist.

If you need to attach more than one document in any row, please zip the documents and attach.

Alerts

Home > My Tasks > My Tax > Submit Tax Proofs

Tax Year : FY 2024-2025

1. Download Declaration with 12BB

Attachments

2. Save Documents

3. Submit Documents

#	Attachment	Description	Status	Date
1		Attach Digitally accepted Declaration with Form 12BB as downloaded from the "Download" option above	NEW	
2		HRA - Rent receipt(s) (at least one month per quarter) - For multiple receipts - zip into 1 file	NEW	
3		House property(self occupied) - Occupied on 01/05/2022 - Most recent Interest & Principal Certificate(s) for current year	NEW	
4		For the above HP - Ownership Proof (any document which shows ownership. Please upload only relevant pages)	NEW	
5	Attach	For the above HP - Proof of completion / possession mentioning the date of completion / possession	NEW	
6		House property(Let Out) - Occupied on 01/03/2022 - Most recent Interest & Principal Certificate(s) for current year	NEW	
7		For the above HP - Ownership Proof (any document which shows ownership. Please upload only relevant pages)	NEW	
8		Accrued Interest on NSC - NSC Certificate purchase (INR 10000.00)	NEW	
9		80C Life Insurance - Premium Receipts (INR 10000.00)	NEW	
10		80D Parents - Premium Receipts. In case of Pre-Deceased (INR 15000.00)	NEW	

After attaching all the documents, ensure to click on Submit Documents. You will get an email confirmation on receipt of your documents.

Alerts

Home > My Tasks > My Tax > Submit Tax Proofs

Attachments

2. Save Documents

3. Submit Documents

1 - 5/10

AllSearch

#	Attachment	Description	Status	Date
1		Attach Digitally accepted Declaration with Form 12BB as downloaded from the "Download" option above	NEW	
2		HRA - Rent receipt(s) (at least one month per quarter) - For multiple receipts - zip into 1 file	NEW	
3		House property(self occupied) - Occupied on 01/05/2022 - Most recent Interest & Principal Certificate(s) for current year	NEW	
4		For the above HP - Ownership Proof (any document which shows ownership. Please upload only relevant pages)	NEW	
5		For the above HP - Proof of completion / possession mentioned in the above description	NEW	
6		House property(Let Out) - Occupied on 01/03/2015 - Most recent Interest & Principal Certificate(s) for current year	NEW	
7		For the above HP - Ownership Proof (any document which shows ownership. Please upload only relevant pages)	NEW	
8		Accrued Interest on NSC - NSC Certificate purchased during earlier years along with interest calculation. (INR 12000.00)	NEW	
9		80C Life Insurance - Premium Receipts (INR 10000.00)	NEW	
10		80D Parents - Premium Receipts. In case of Previous year (INR 15000.00)	NEW	

To see the Proof submission data, click Show Proof details.

Show Proof Details



Alerts

Home > My Tasks > My Tax > Submit Tax Proofs

Employee Code : E0002Employee Name : Test Employee

Current Status : Documents PendingDate : 11/11/2024

Employee PAN : AABBC1234D

Tax Year : FY 2024-2025

1. Download Declaration with 12BB

Attachments

2. Save Documents

3. Submit Documents

#	Attachment	Description	Status	Date
1		Attach Digitally accepted Declaration with Form 12BB as downloaded from the "Download" option above	NEW	
2		HRA - Rent receipt(s) (at least one month per quarter) - For multiple receipts - zip into 1 file	NEW	
3		House property(self occupied) - Occupied on 01/03/2024	NEW	
4		For the above HP - Ownership Proof (any document)	NEW	
5		For the above HP - Proof of completion / possession	NEW	
6		House property(Let Out) - Occupied on 01/03/2024	NEW	
7		For the above HP - Ownership Proof (any document)	NEW	
8		Accrued Interest on NSC - NSC Certificate purchase (INR 10000.00)	NEW	
9		80E Edu. Loan - Interest Certificate from bank cle (INR 10000.00)	NEW	
10		80C Life Insurance - Premium Receipts (INR 10000.00)	NEW	
11		80D Parents - Premium Receipts. In case of Pro (INR 15000.00)	NEW	

The submitted Tax Proofs (along with complete documentation) will be considered as per the specified payroll cut-offs.

Submissions / documents provided after the specified cut-offs will not be considered.



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