

Corporate Income Tax Filing Kit

Checklist for Tax Audit (Form 3CD) and MAT computations - AY 2024-25 (FY 2023-24).

Disclaimer: Template for organizing audit workpapers. Confirm applicability and latest updates before use.

1. Pre-Audit Document Pack

	Checklist Item	Evidence / Notes
	Final signed financial statements (Standalone/Consolidated as applicable) and trial balance mapping.	FS + TB; lead schedules; mapping file.
	Tax computation under normal provisions with supporting schedules (disallowances, deductions, brought forward items).	Computation; schedules; supporting notes.
	Statutory registers and key reconciliations: GST, TDS/TCS, payroll, fixed assets, related party listing.	GST/TDS returns; payroll summaries; FAR; related party register.
	Board minutes / key agreements impacting tax positions: lease, royalty, management fees, major vendor contracts.	Contracts; board approvals; legal summary.

2. Form 3CD - High Priority Clauses (Workpaper Checklist)

	Checklist Item	Evidence / Notes
	Clause 3-6: Basic particulars verified against master data.	Master data sheet; ROC/GST registration proofs.
	Clause 8-10: P&L; and Balance Sheet items agree to audited FS and schedules.	FS tie-out; lead schedule checks.
	Clause 11-13: Method of accounting, ICDS applicability, and deviations documented.	Accounting policy memo; ICDS note.
	Clause 14: Key disallowances (40(a)/40A/43B etc.) backed by computations.	Disallowance workbook; due-date proofs.
	Clause 15-17: Depreciation and asset movement supported by FAR and invoices.	FAR; invoices; capitalization approvals.
	Clause 21-22: Statutory dues (GST/TDS etc.) deposit status and outstanding liabilities.	Challan file; reconciliation to ledgers.
	Clause 29-31: Related party / SDTP reporting (if applicable).	TP documentation; relevant filings (if any).
	Clause 32-34: Losses, deductions, and TDS/TCS reporting reconciled to filings.	Loss schedule; TDS returns; Form 26AS/AIS.

3. Depreciation & Fixed Asset Workpaper Pack

	Checklist Item	Evidence / Notes
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	Opening WDV verified to prior year tax audit report / ITR schedules.	Prior year audit report; ITR schedules.
	Additions: put-to-use date, eligible rate, and evidence retained.	Invoices; capitalization memo; asset tagging proof.
	Deletions/sales: block adjustments and capital gain treatment verified.	Sale invoice; disposal approval; block movement sheet.
	Book vs tax depreciation bridge prepared and reviewed.	Depreciation bridge; reviewer sign-off.

4. Minimum Alternate Tax (MAT) - Section 115JB Working

	Checklist Item	Evidence / Notes
	Start with Book Profit per P&L; align to audited FS and notes.	FS P&L; note references.
	Compute MAT adjustments (add-backs/deductions) with clear rationale.	MAT adjustment schedule; technical notes.
	Compare MAT vs normal provisions; identify higher payable tax.	Comparison summary.
	MAT credit roll-forward: opening, utilization, and carry forward schedule.	MAT credit schedule; prior year ITR.

Tip: Keep clause-wise workpapers and a sign-off memo to support each disclosure in Form 3CD.