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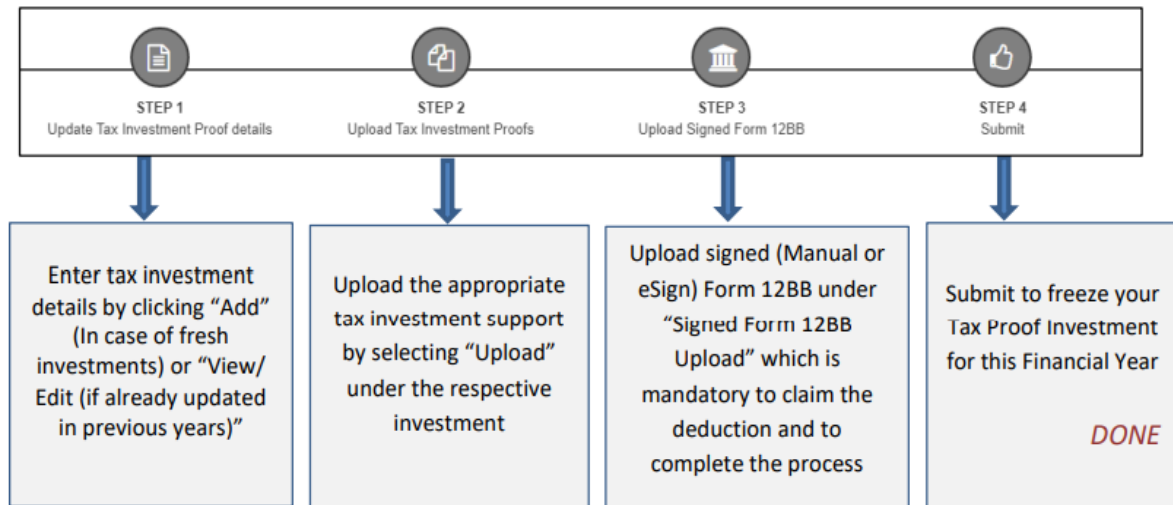
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**A. TAX PROOF SUBMISSION PROCESS IN ALLSEC:**[Back](#)

Below are the steps to complete the tax proof submission process in Allsec to validate the tax proof. If employee does not complete all the below four steps then tax proof will not be validated and exemption /deduction will not be provided. The detailed information on each steps will be available in the "User Manual" TAB in the Tax proof submission module.



All *four* steps are sequential and are inter-linked to complete the entire process. Employee cannot skip any of the above step.

Once submitted, system won't allow to edit again, **and no more proofs can be updated or uploaded.** Only view is allowed

**B. TAX PROOF AUDIT / CLEARANCE PROCESS**[Back](#)

There is a **change** in Tax proof audit & clearance process this year. Now onwards, once employee submits the tax proof after completion of all steps, tax proof will be audited simultaneously, and the clearance details will be uploaded on eTax module on Allsec once audit is done on real time basis. Below is the important note -

- If employee missed to click the submit button at Step4 of eTax process, proofs will not be audited.
- Employee will receive email communication immediately after the completion of audit of proofs (since timelines are changed from previous years, employees are suggested to watch out email from "India.payroll" email id and can also see the clearance details on the eTax module.
- In case of any rejection, employee will get one more chance to upload the valid proofs. Employee will receive a separate email for this and within three working days (including public holidays), employee should upload the valid proofs; if missed, employee will not be allowed to upload the proofs.

The proofs submitted against rejection will be audited again and employee will receive an email confirmation after the completion of audit and can also see the clearance details on the eTax module.

- After reupload of rejected proofs, if there is a rejection again after audit, employee will not be allowed to make any changes on the module again.

Note : Watch out the communication on tax proof audit to avoid any delay or discrepancy in the proof submission and also in case of rejection as the window will open for fixed timeline only and if missed it will not be opened again. The standard prefix subject for all communications from payroll will be **"Tax Proof FY2022-23"**

## C. TAX PROOF GUIDELINES

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Section & Key Points	Exemption/Deduction/Expenditure/Investment Criteria		Proof Required
<b>1. HRA – Section 13(a)</b>  * * * *  - Rent & Office location must be the same - Only one house rent is allowed - Rent >₹8333, house owner PAN must	HRA Exemption Calculation Rule  <b>Rule1:</b> Actual HRA received (as per payslip/ Comp plan)  <b>Rule2:</b> 50% (Metro – Delhi, Mumbai, Chennai, Kolkata) or 40% (non-Metro) of basic salary  <b>Rule3:</b> Rent paid less 10% of basic salary  <u>Minimum of the above is exempt</u>		<ul style="list-style-type: none"><li>Monthly rent receipts (no single receipt for multiple months allowed).</li><li>Owner PAN card copy if rent &gt;₹8333 per month</li></ul> Receipt Details : Name and address of the owner, Name of the employee, Rented premises address, Rent Month, Rent Amount, Mode of Payment (NEFT, UPI, DD/cheque, cash (least preferred)), Owner Pan details & Signature.  Receipt format is available in <b>Allsec</b> (Tax -> Tax Proof Submission (eTaxProof Tool) -> Document Library)
<b>Future Declaration:</b> Rent due for Dec 2022 to Mar 2023 declaration to be given on the Proof Page. Actual receipts for these four months to be given by 5 <sup>th</sup> March, 2023			
<b>2. Investments-Section 80C</b>  * * * * *  Max Limit – 150,000  *Family – Self, spouse & children  #Joint includes -Spouse & parents,  **Employee should be the Primary Holder	PF / VPF	Self	No proof required. Automatically taken from payroll
	LIP (Life insurance Premium)	Family*	Premium payment receipt or consolidated Premium paid certificate for the current financial year No proof required for optional LIP for which premium deducted through payroll. Automatically taken from payroll
	ELSS (Mutual Fund)	Self	SIP / Lumpsum payment Receipt or consolidated statement for the current financial year
	PPF (Public Provident Fund)	Family*	Passbook cover page contains account holder details & scheme and deposit details for the current financial year
	Tuition Fees (Children)	Up to Two	Tuition fee receipt for the current financial year (Donations, exam fees, bus fees, books etc. not allowed)
	Tax Savings Fixed Deposit	Self**	Deposit receipt for the current financial year (5 years tenure)
	Cumulative Term Deposit	Self**	Deposit receipt for the current financial year (5 years tenure).
	NSC (National Savings Certificate)	Self	NSC passbook/certificate contains deposit details for the current financial year
	ULIP	Family*	Premium payment receipt or consolidated premium paid certificate for the current financial year.
	Housing Loan Principal	Joint#	Interest-principal break-up certificate from bank for the current financial year.
	Sukanya Samriddhi for Girl child	Up to Two	Passbook cover page contains account holder details & scheme and deposit details for the current financial year

	Annuity Plan	Self	Premium payment receipt or consolidated premium paid certificate for the current financial year
<b>Future Declaration:</b> LIP/ELSS/Tuition Fees/ULIP/Annuity Plan due from Dec 22-Mar 23; update the details on proof page. Actual proofs for these four months to be given by March 5, 23. In case of yearly premium for which the due date is during December to March, previous year receipt is mandatory. In case of Monthly/Quarterly/Half-yearly, previous year receipts for December – March not required. Proof of payment for December to March should be submitted by 5th March against future declaration. Lesser proofs will have tax impact in March			
<b>3. Medical Insurance Section 80D</b>  - Self/Spouse/Children/Dependent Parents covered	<ul style="list-style-type: none"> <li>Premium receipt must have Employee name</li> <li>If group policy include parents, break-up required between parents &amp; others</li> <li>Premium paid through cash is <b>not</b> allowed</li> <li>Maximum deduction allowed:             <ul style="list-style-type: none"> <li>Total ₹25,000 p.a. for Self/Spouse/Children</li> <li>Additional ₹25,000 p.a. for parents up to 60 years age &amp; ₹50,000 if age &gt;60</li> <li>The above limits include Preventive Health Checkup (cash allowed) total up to ₹5000/- for all together</li> <li>If there is no insurance for the person aged 60 years and above, medical expenditure during the current financial year can be claimed up to ₹50,000 p.a.</li> </ul> </li> </ul>		<ul style="list-style-type: none"> <li>Premium paid certificate / receipt current Financial Year</li> <li>If the annual premium is payable during December to March, previous year receipt can be uploaded.</li> <li>Proof not required for premium deducted through payroll for Company Medical Insurance Scheme. The benefit will be provided by default during February/March. Employee need not to mention this in the tax proof submission module in Allsec.</li> <li>In case of preventive health checkup / Medical expenditure, bills must be for the current Financial Year.</li> </ul>
<b>Future Declaration:</b> Premium due from Dec 2022-Mar 2023; declare on proof page. Actual proofs for these four months to be given by 5 <sup>th</sup> March, 2023. In case of yearly premium for which the due date is during December to March, previous year receipt is mandatory. In case of Monthly/Quarterly/Half-yearly, previous year receipts for December – March not required. Proof of payment for December to March should be submitted by 5th March against future declaration. Lesser proofs will have tax impact in March			
<b>4. Education Loan Section- 80E</b>  - Self/Spouse/Children/ Legal Guardian covered - Higher Education only - Interest portion of loan allowed - Benefit can be claimed for max 8 years	<ul style="list-style-type: none"> <li>Deduction is allowed only if the loan is taken from bank, or any other approved (financial institution or charitable institutions).</li> <li>"Higher education" means full-time studies for any graduate or post-graduate course in engineering, medicine, management or for post-graduate course in applied sciences or pure sciences including mathematics and statistics</li> </ul>		<ul style="list-style-type: none"> <li>Interest certificate stating paid and payable for the period April 2022 to March 2023</li> <li>If the loan is taken from other than banks, the financial institution should certify that the loan is eligible under section 80 E of income tax act.</li> <li>Transaction statement not required</li> <li>Employees need to submit the final certificate in March (Any interest paid after the cutoff date &amp; before 31<sup>st</sup> March can be claimed while filing the income tax return)</li> </ul>
<b>5. Home Loan Interest Section- 24B</b>  - Possession of property by 31/03/23 mandatory	<b>Claim limits</b> <ul style="list-style-type: none"> <li>Loan borrowed after 31/03/1999 and construction completed within 5 years - ₹200,000 for both self-occupied &amp; let-out</li> <li>Loan borrowed on or before 31/03/1999 - ₹30,000</li> <li>Loan borrowed after 31/03/1999 and construction not completed with in 5 years - ₹30,000</li> </ul>		<ul style="list-style-type: none"> <li>Principal &amp; Interest break-up certificate issued by the Bank/Financial Institution on repayment for the current financial year Apr 2022 to March 2023*</li> <li>Copy of possession certificate / property handover letter is required from the builder / contractor clearly mentioning</li> </ul>

<ul style="list-style-type: none"> <li>- Self-occupied : Employee can claim two properties as self-occupied provided both the properties not on let-out during the year</li> </ul>	<ul style="list-style-type: none"> <li>- Loan borrowed for repair or renewal or reconstruction of the self-occupied house –₹30,000/-</li> <li>• If the property is let out wholly or any part of the financial year, it is considered as let out.</li> <li>• If employee having more than 2 properties, then it is considered as deemed let out though the property is not actually let out.</li> <li>• For let-out, Rent for the entire financial year should be declared as rental income.</li> </ul>	<p>the possession date or registered sale deed copy (Pages 1, 2 &amp; Last).</p> <ul style="list-style-type: none"> <li>• Latest electricity bill or water bill or property tax receipt or maintenance receipt</li> </ul> <p>In case of let out property, property tax paid during the current financial year can be claimed as deduction and the supporting's for the same should be submitted.</p> <p>* If there is no loan / loan closed for the let-out property, then interest certificate is not required.</p>
<p><b>6. First Time Home Loan Interest Section- 80EE</b></p> <ul style="list-style-type: none"> <li>- Loan sanction during 01/04/16 - 31/03/17</li> <li>- House value &lt;₹50 Lacs</li> <li>- Max loan ₹35 Lacs</li> <li>- Not to own other house</li> <li>- Additional interest benefit of ₹50,000</li> </ul>	<ul style="list-style-type: none"> <li>• Possession is not mandatory to claim ₹50,000 under this section</li> <li>• Deduction claimed (for same amount) under this section cannot be claimed u/s 24(b) or vice versa.</li> <li>• After possession, up to ₹250,000 can be claimed as below: <ul style="list-style-type: none"> <li>- Exhaust ₹2 lacs under section 24(b), then balance under 80EE</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Provisional Certificate stating Break-up of Interest &amp; Principal paid and Payable for the period April 2022 to March 2023</li> <li>• Allotment letter or any document issued by the builder that shows property value.</li> <li>• Loan sanctioned letter from respective bank / financial institutions clearly stating loan amount</li> </ul>
<p><b>7. Home Loan Interest-Affordable Property Section 80EEA</b></p> <ul style="list-style-type: none"> <li>- Loan sanction during 01/04/19 - 31/03/22</li> <li>- House value &lt;₹45 Lacs</li> <li>- Not to own other house</li> <li>- Additional interest benefit of ₹150,000</li> </ul>	<ul style="list-style-type: none"> <li>• Possession is not mandatory to claim ₹150,000 under this section</li> <li>• Deduction claimed (for same amount) under this section cannot be claimed u/s 24(b) or vice versa.</li> <li>• After possession, up to ₹350,000 can be claimed as below: <ul style="list-style-type: none"> <li>- Exhaust ₹2 lacs under section 24(b), then balance under 80EEA</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Provisional Certificate stating Break-up of Interest &amp; Principal paid and Payable for the period April 2022 to March 2023</li> <li>• Allotment letter or any document issued by the builder that shows property value.</li> <li>• Loan Sanctioned letter from respective bank/financial institutions. Loan amount should be &lt; house value</li> </ul>
<p><b>8. Disability for self Section-80U</b></p>	<ul style="list-style-type: none"> <li>• Allowed for Self only</li> <li>• Benefit ₹75,000 (40 to 79% disability) / ₹125,000 (80% and above disability)</li> <li>• Benefit will be provided based on the percentage of disability and no need to submit the bills for the expenditure incurred.</li> </ul>	<ul style="list-style-type: none"> <li>• Form 10-IA signed &amp; issued by Neurologist/Pediatric Neurologist/Civil Surgeon/Chief Medical Officer</li> <li>• If there is reassessment clause, then fresh form 10-IA required</li> </ul>
<p><b>9. Disabled Dependents Medical Expenditure Section- 80DD</b></p>	<ul style="list-style-type: none"> <li>• Dependents - Spouse/Children/Dependent Parents/Brother/Sister/Legal dependent</li> <li>• Benefit ₹75,000 (40 to 79% disability) / ₹125,000 (80% and above disability)</li> </ul>	<ul style="list-style-type: none"> <li>• Form 10-IA signed &amp; issued by Neurologist/Pediatric Neurologist/Civil Surgeon/Chief Medical Officer</li> </ul>

	<ul style="list-style-type: none"> <li>Benefit will be provided based on the percentage of disability and no need to submit the bills for the expenditure incurred.</li> </ul>	<ul style="list-style-type: none"> <li>If there is reassessment clause, then fresh form 10-IA required</li> </ul>
<b>10. Expenditure incurred for Terminal Diseases for Self &amp; Dependents- Section 80DDB</b>	<ul style="list-style-type: none"> <li>Allowed for Self/Spouse/Children/Dependent parents/ Brother/Sister</li> <li>Expenses on medical treatment of specified diseases (AIDS, Cancer, Neurological diseases, Chronic Renal failure, and Hematological disorders) can be claimed</li> <li>Maximum Benefit ₹40,000 (₹100,000 if age &gt;60 years)</li> <li>Benefit will be the minimum of the amount spent or the limit mentioned above.</li> </ul>	<ul style="list-style-type: none"> <li>Prescription or certificate from a specialist Doctor</li> <li>Bills pertaining to the current financial year April 22 to March 23</li> <li>The prescription /Certificate should contain the name and age of the patient, name of the disease or ailment along with the name, address, registration number and the qualification of the specialist issuing the prescription/Certificate.</li> </ul>
<b>11. Electric Vehicle Loan Interest Section- 80EEB</b>	<ul style="list-style-type: none"> <li>Loan taken for purchase of an Electric Vehicle from any Financial Institution.</li> <li>The loan is sanctioned by the financial institution during April 1, 2019 to March 31, 2023 only. The Maximum eligibility is ₹150,000 p.a.</li> <li>Interest payable on such loan would qualify for deduction under this section</li> </ul>	<ul style="list-style-type: none"> <li>Interest certificate stating interest paid and payable from April 2022 - March 2023</li> <li>RC copy to be submitted. If RC is not applicable for that vehicle, then tax invoice to be submitted.</li> <li>Loan sanctioned letter from respective bank / financial institutions</li> </ul>
<b>12. National Pension System Section -80CCD</b>	<ul style="list-style-type: none"> <li>Employee contribution to National pension System</li> <li>The tax benefits are available only in the case of Tier I account (not applicable for Tier II account).</li> <li>Maximum limit for investment is ₹2 lacs out of which ₹1.5 lacs or 10% of basic salary whichever is less will be allowed to claim u/s 80CCD (1) (Part of 80C) and additional ₹50,000 allowed to claim u/s 80CCD (1B).</li> </ul>	<ul style="list-style-type: none"> <li>NPS Transaction Statement of current financial year downloaded from NSDL Portal.</li> <li>Proof is not required for the amount allocated in the compensation plan which is the employer contribution. The benefit will be provided by default under section 80CCD(2). You need not to mention this in the tax proof submission module in Allsec.</li> </ul>

**D. Previous Employment Proofs**[Back](#)

<b>Previous Employment Salary</b>	<ul style="list-style-type: none"> <li>Salary received from the previous company for the current Financial Year i.e. 1st April 2022 to Date of Leaving</li> </ul>	<ul style="list-style-type: none"> <li>Tax Computation Sheet provided by the previous company at the time of full and final settlement.</li> <li>Signed Form 12B (part of form 12BB document)</li> <li>Employees need to submit all the other tax proofs (80C, 80D medical insurance, home loan interest etc. except rent receipts till DOL), to get tax exemption even if the proofs were submitted with the previous organization.</li> </ul>
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## **E. INVESTMENT DECLARATION VS PROOF SUBMISSION GUIDELINES**

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### **i. Investments declared and proofs submitted for the same amount**

No impact in tax.

### **ii. Investments declared but proofs not submitted –**

Based on declaration, tax benefit is given till January. February and March tax is calculated based on actual proofs received; this means declarations will be disregarded for payroll tax computation for February and March. There may be higher tax liability in February and March which will result in lower net pay.

### **iii. Investments not declared but proofs submitted –**

Till January, tax is calculated without any tax benefit since not declared investment. February and March, the tax is calculated based on proofs submitted. There may be excess tax deducted which is adjusted from February and March tax; still, if there is an excess tax, the same is shown in Form 16 which can be claimed at the time of filing the return.

### **iv. Investment declaration amount is lesser than proofs submitted**

Till January, tax is calculated based on declaration. February and March, the tax is calculated based on proofs submitted. There may be excess tax deducted which is adjusted from February and March tax; still, if there is an excess tax, the same is shown in Form 16 which can be claimed at the time of filing the return.

### **v. Investment declaration amount is greater than proofs submitted**

Till January, tax is calculated based on declaration. February and March, the tax is calculated based on proofs submitted. There may be higher tax liability in February and March which will result in lower net pay.

### **vi. You have proofs but not able to submit on eTax module before cut-off date**

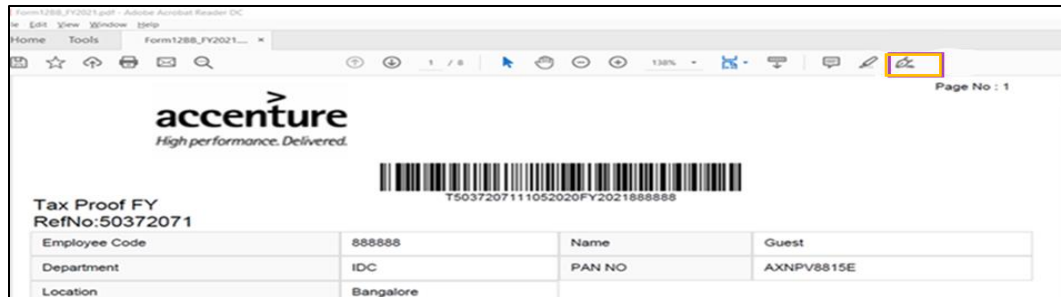
In this scenario, you can always claim such exemption/deduction at the time of filing return. You are encouraged to consult your personal tax advisor on how to claim such exemption/deduction in your income tax return. Accenture shall not be responsible for any loss that may arise in case you cannot claim exemption/ deduction in your income tax return, or your claim is rejected by the income tax office. Therefore, to avoid unexpected impact to your net pay in following months and to ensure your taxes are properly computed, please follow the instructions cautiously to ensure you update the declaration page accurately and submit proofs as required.



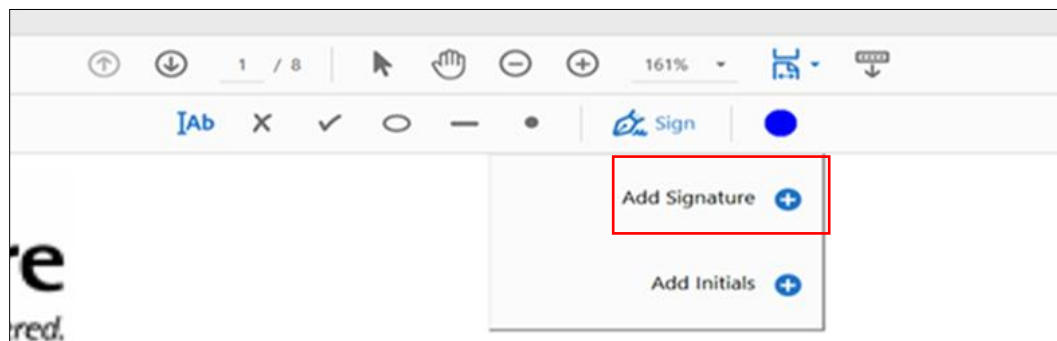
## F. eSIGN ON FORM 12BB (PDF) – STEPS TO FOLLOW

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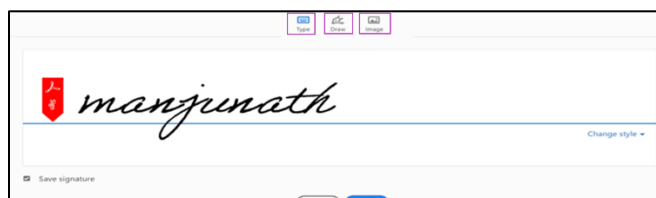
1. Download Form12BB (Step 3 of eTax Module)
2. All details are pre-filled based on the updates done in the eTax Module.
3. Open Form 12BB using Acrobat Reader DC which is already installed in all Accenture Systems
4. Navigate to the top of the document, there is pen icon (Sign document by typing or drawing a signature) as shown in below.



- 5: Click Sign, and then select Add **Signature**.



- 6: A popup will open, giving three options, **Type** (Type the name) or **Draw** (Draw using a mouse) or **Image** (Signature image can be attached) as shown below.



**Option 1 (Type the name) OR Option 2 (Draw using a mouse) / Option 3 (Image can be attached)**

*manjunath*  
(Signature of the employee)  
Full Name: Guest

*manjunath*  
(Signature of the employee)  
Full Name: Guest

- 7: Paste the saved **signature** in the signature place inside the **PDF** file.

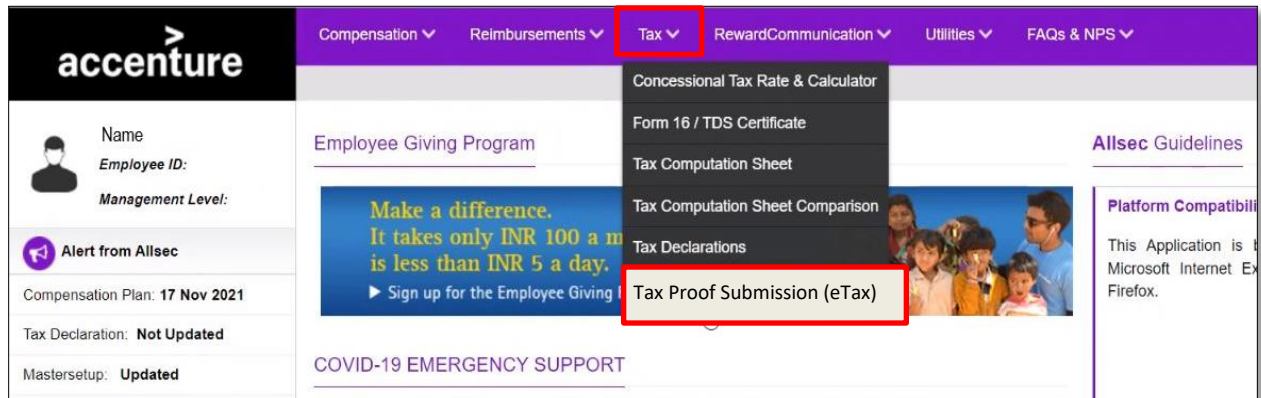
- 8: Save the Digitally Signed copy and upload in Allsec Tax Proof Submission Page.

## G. TAX PROOF SUBMISSION – eTAX (ALLSEC)

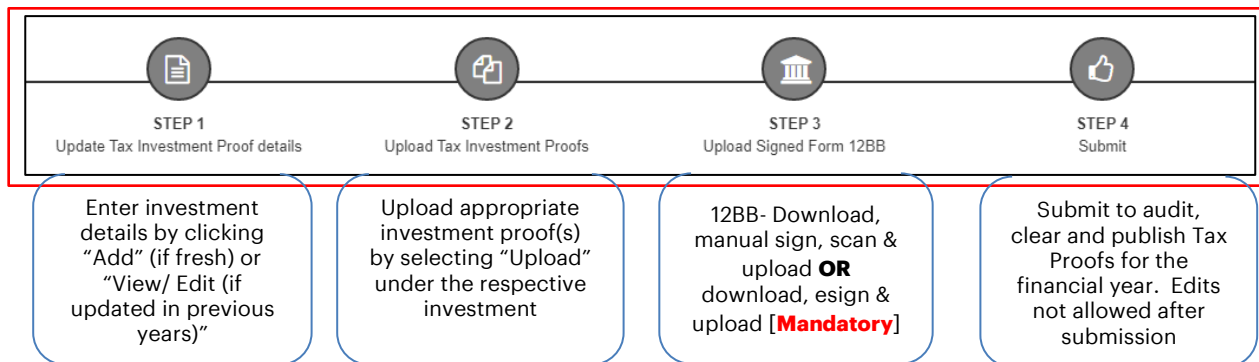
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## A. Login to eTax on Allsec

“Tax” Menu and then “Tax Proof Submission(eTax) ”



## B. MANDATORY STEPS (READING PURPOSE)



- Once employee completes each STEP, color of the STEPs will change to indicate the completion of the STEP. The completion progress – **Grey to Blue to Green**
- Future declaration form is part of Form 12BB unlike previous years.
- Rent payable for December to March to be updated in the rent details to reflect the future declaration form.



## 1 Default Screen:

- Rent field is shown by default for all employees whether employee declared or not.
- If declaration made during the year for other investments, the respective component would also appear (E.g. employee declared Life Insurance; the same will be displayed in the investment list).
- If proof details updated during previous year for the selected investments, the respective component will also appear (e.g. employee updated proof details of PPF during previous year, the same will be displayed below rent component)
- PF and VPF contributed till October 2022 and estimated value from November 2022 to March 2023 is displayed in "PF details" button.

### Screen1A

### Screen1B

**PF details**

Description	Amount
PF/ VPF deposited during April to October 2022	
Estimated PF/VPF to be deposited during November 2022 to March 2023	
Estimated PF/VPF contribution for April 2022 to March 2023	
Maximum Deduction allowed under section 80C of Income Tax Act, 1961*	
Estimated tax investment proof to be submitted	

**Important Notes :**

1. The details shown above are the estimated value and will increase / decrease.
2. This details will be helpful to you to know your estimated Provident fund / voluntary provident fund contribution and the balance amount for which you may need to submit the tax investment proofs under section 80C of income tax act 1961.

\*Includes investment in Annuity Plan, Cumulative Term Deposit, Equity Linked Saving Scheme/Mutual Fund, Fixed Deposit, Housing Loan Principal Repayment, Life Insurance Premium, National Saving Certificates, Public Provident Fund, Sukanya Samridhhi Account Scheme, Tuition Fee, Unit Linked Insurance Plan.



## 1B. Rent Updation

## Screen1B1

## Screen1B2: Rent Details Updation

## Screen1B3: Rent Details Updation

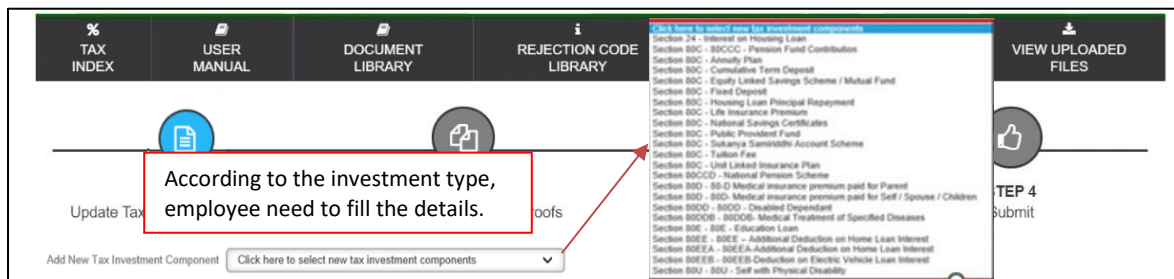
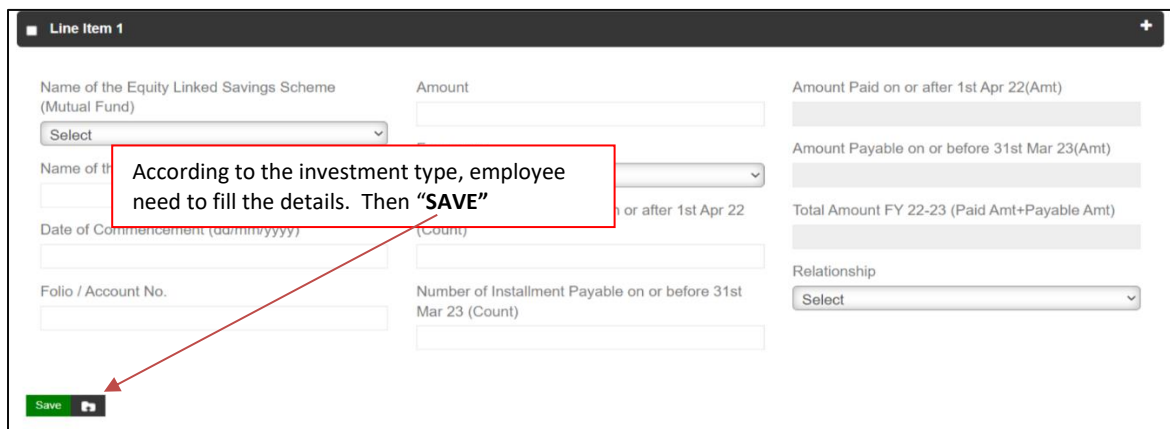
**Screen1B4**

Investments	Income Tax Section No.	Declared Amount	Proof Amount	Add	View/Edit	Upload
<input type="checkbox"/> Rent						

After saving the information, employee can View & Edit the data that has been saved. This symbol appears after saving the data




**1C. New Investment Selection (Not declared before)**

If employee wants to add any investments other than the investment listed in the main screen (Point 1A above), the employee can select from the drop-down. For proof purpose, the employee can directly fill the details in the eTax Module. However, the same will be considered for February and March after auditing the proofs. Since the employee has not declared the investment on Tax Declaration Page of Allsec, for getting same tax benefit for December and January, the employee must submit tax declaration during the window.

**Screen1C1: Selection of New Investment Proofs (Not declared previously)**

**Screen1C2: Updation of New Investment Details**

**1D. Updation of existing investments (Previous Year Proof Details)**

Providing example for Life Insurance Premium. Please note that before updating details, check whether the information is for the same investment you want to update by clicking View/Edit. If it is not the same, click "+" symbol for new policy.

**Screen1D1: Home page for Investment Proofs: Existing Policies**

Investments	Income Tax Section No.	Declared Amount	Proof Amount	Add	View/Edit	Upload
<input type="checkbox"/> Life Insurance Premium	Section 80C	0.00	0.00			

Click here to update

### Screen1D2: Updation of Investment Proofs : Existing Policies

### Screen1D3: Updation of Investment Proof Details

## 1E. Updation of Investment Proofs: Inclusion of additions under same category

If employee wants to include additional proof details under same category e.g. buying new policy under Life Insurance investment.

### Screen1E1: Adding New Line Item for same investment type

### Screen1E2: Updation of details

## 1F. Edit or Deletion of Tax Proof Information

### Screen1F1

Employee can edit / delete all investments by selecting "all" or by clicking respective individual investment.

Click on "Delete Selected" or "Edit Selected" as per requirement of the employee

For editing single investment, click here

Name of the Insurance Company	Policy No.	Date of Commencement (dd/mm/yyyy)	Sum Assured	Premium Amt	Total Amount FY 21-22 (Paid Amt+Payable Amt)	Edit
Aditya Birla Sun Life Insurance Company Limited	45656	14/10/2021	100000	4500	9000	

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## 2. Proof Upload post successful Updation of Investment details in Step1

### Screen2A (Main Screen): Action to start proofs uploading

Check whether this Icon is available. If not, must be issue in Step1

Click on this to start uploading Proofs. Each investment type, the icon is available. Proofs for respective investments should be uploaded against the same. **NOT TO UPLOAD ALL PROOFS UNDER ONE INVESTMENT TYPE**

Click here to select new tax investment components

Investments

Rent

8,300.00

Upload

### Screen2B: Proof upload (Example for Rent)

Section 10(13A) - Rent

Kindly do not upload password protected file. Password protected file will not be considered

Upload scanned copy of rent receipts of all months \*

Choose File No file chosen

Click on Choose File to attach the proofs from the laptop/computer

Upload scanned copy of Landlord PAN \*

Choose File No file chosen

Click on Choose File to attach the Landlord PAN copy where rent is >Rs.8,333 per month from the laptop/computer. This option not shown if rent is <Rs.8,333

Upload

1. Maximum allowed files size 10 MB put together for all proofs.

2. File types are restricted to .pdf, .jpg..

3. Form 12BB should not be uploaded here.It should be uploaded under 'Form 12BB upload'.

4. Proof marked with the symbol \* is mandatory

Close

**Screen2C: Status of Attachment of Proofs**

**Section 10(13A) - Rent**

**Kindly do not upload password protected file. Password protected file will not be considered**

Upload scanned copy of rent receipts of all months \*

No file chosen


[Remove](#) April22.pdf

[Remove](#) May22.pdf

Upload scanned copy of Landlord PAN \*

No file chosen

[Remove](#) Landlord PAN.pdf



File should be attached one by one. If 12 receipts, then action repeat 12 times. If wrong file attached, can be deleted by clicking on "Remove"

If everything is fine, click here to upload

**Screen2D: Status of Proofs upload**

An embedded page at smarthro.allsectech.com says

April22.pdf -> File Uploaded successfully

May22.pdf -> File Uploaded successfully

Landlord PAN.pdf -> File Uploaded successfully

Review thoroughly as sometimes, there may be issue in uploading. Ensure getting 'successful' message for all the files attached.

Click "Ok" to proceed

**Screen2E: Exit from the page**

1. Maximum allowed files size 10 MB put together for all proofs.
2. File types are restricted to .pdf, .jpg..
3. Form 12BB should not be uploaded here. It should be uploaded under 'Form 12BB upload'.
4. Proof marked with the symbol \* is mandatory

If successful in uploading all the proofs, click "Close" to exit

**THE ABOVE IS FOR RENT. THE PROCESS REMAINS THE SAME FOR ALL INVESTMENT PROOFS UPLOAD**



## Screen2F: Proofs Upload status

STEP 1 Update Tax Investment Proof details

STEP 2 Upload Tax Investment Proofs

STEP 3 Upload Signed Form 12BB

STEP 4 Submit

Add New Tax Investment Component [Click here to select new tax investment components](#)

[View Proof for Selected](#)

Last modified on : 02 Dec 2021

If files are uploaded successfully, the Upload icon becomes green. If it is red, it means proofs not uploaded against the respective investment. Ensure uploading all the files as the green does not mean uploaded all proofs. Even one document is uploaded, it shows green. If employee uploads the file successfully for red one, it becomes green.

View/Edit Upload

## Screen2G: Final Review of uploaded Proofs

STEP 1 Update Tax Investment Proof details

STEP 2 Upload Tax Investment Proofs

STEP 3 Upload Signed Form 12BB

STEP 4 Submit

Add New Tax Investment Component [Click here to select new tax investment components](#)

[View Proof for Selected](#)

Last modified on : 02 Dec 2021

Click here to review final proofs

VIEW UPLOADED FILES

Uploaded File(s) - 3 File(s) - 1.69 MB / 10 MB

[Landlord PAN.pdf-\(16/11/2022 21:34:36\)](#)

[April22.pdf-\(16/11/2022 21:34:36\)](#)

[May22.pdf-\(16/11/2022 21:34:36\)](#)

Review thoroughly; if found wrong file, can be deleted. If everything is fine, click on "Close"

Close

Last modified on : 02 Dec 2021

View/Edit Upload

\*\*\*\*\*

## 3. Form 12BB Process (Mandatory) – Successful completion of Step 2

### Screen3A: Download Form 12BB

STEP 1 Update Tax Investment Proof details

STEP 2 Upload Tax Investment Proofs

STEP 3 Upload Signed Form 12BB

STEP 4 Submit

Add New Tax Investment Component [Click here to select new tax investment components](#)

[View Proof for Selected](#)

Last modified on : 02 Dec 2021

Form 12BB Upload

Download the Form 12BB to local Laptop/Computer

### Screen3B: Process to sign Form 12BB

Verification

On the last page of 12BB

I, Guest A, son/daughter of dsadsaa dsadsa, do hereby certify that the information given above is complete and correct.

Downloaded Form 12BB to be signed – Manual or esign

Scan or clear mobile picture of the signed 12BB and save in computer/ laptop (in case of esign, scan or mobile picture not required – use esigned softcopy saved in your computer / Laptop for upload)

eSign or Physical Sign

(Signature of the employee)

Full Name: Guest A

### Screen3C: Employees joined middle of FY22-23 and updated Previous Employer's Salary. 12B is mandatory

**FORM NO. 12B**

(See rule 26A)

**Form for furnishing details of income under section 192(2) for the year ending 31st March, 2023**

Name and address of the employee Guest A .dsadsadsa.daadsadsadsa.dsadsada.Antarctica.dsadsadas.Delhi.603202

Permanent Account No ABFPU5498R

Residential status

Form 12B is a three-page document. This is part of Form 12BB. Eligible employee should sign three continuous pages at "Signature of Employee". This is over and above signing Form 12BB as above (Screen3B)

### Screen3D: Upload duly signed Form 12BB

TAX INDEX USER MANUAL DOCUMENT LIBRARY REJECTION CODE LIBRARY FAQ'S DOWNLOAD FORM 12 BB VIEW UPLOADED FILES

**STEP 1**

Update Tax Investment Proof details

**STEP 2**

Upload Tax Investment Proofs

**STEP 3**

Upload Signed Form 12BB

**STEP 4**

Submit

Add New Tax Investment Component Click here to select new tax investment components

View Proof for Selected

**Click here to upload signed Form 12BB**

Form 12BB Upload

Last modified on : 02 Dec 2021

Kindly upload signed Form 12 BB to consider your Tax investment proofs. Tax investment proofs will not be considered if signed Form 12 BB is not uploaded.

Kindly do not upload password protected file. Password protected file will not be considered.

Browse...

Upload

☐ Yes, I have attached Signed Form 12 BB

Go to file location & attach here. File name should contain "Form12BB\_FY2223"

Then click "upload"

1. Maximum/Overall File size allowed for upload is 10 MB.

2. File types are restricted to .pdf, .jpg, .xps..

3. Only Signed Form12BB should be uploaded here.

An embedded page at smarthro.allsectech.com says

Form12BB\_FY2223\_Guest.pdf -> File Uploaded successfully

Click here & close

OK

\*\*\*\*\*

## 4. Final Submission

### Screen4A: Final Action by Employee

STEP 1 Update Tax Investment Proof details

STEP 2 Upload Tax Investment Proofs

STEP 3 Upload Signed Form 12BB

STEP 4 Submit

Add New Tax Investment Component [Click here to select new tax investment components](#)

[View Proof for Selected](#)

[Form 12BB Upload](#)

Last modified on : 02 Dec 2021

[Future Declaration Form](#)

Investments	Income Tax Section No.	Declared Amount	Proof Amount	Add	View/Edit	Upload
<input type="checkbox"/> Rent	Section 80C(A)	0.00	8,300.00		<a href="#">View/Edit</a>	<a href="#">Upload</a>
<input type="checkbox"/> Life Insurance		75,000.00	9,000.00	+	<a href="#">View/Edit</a>	<a href="#">Upload</a>

[Submit](#) Any activity will not be permitted after submission

### Screen4B: Final Alert

**ALERT**

**Before clicking "YES", please ensure that you have thoroughly reviewed / completed all the STEPs as page gets frozen after "YES"**

**If want to review again, click "NO" & review, then Click "YES"**

? Your Tax proof submission module will be freed on submission. Any activity will not be permitted after submission. Do you want to proceed?

[Yes](#) [No](#)

### Screen4B: Final Status (every step should be Green)

STEP 1 Update Tax investment proof details

STEP 2 Upload the tax investment supporting

STEP 3 Upload Form 12 BB

STEP 4 Submit