



INVESTMENT PROOF GUIDELINES FOR FINANCIAL YEAR 2021-22

December-2021

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CLAIMING BENEFIT OF HOUSE RENT ALLOWANCE[RETURN HOME](#)**BENEFIT**

- House Rent allowance u/s 10 (13A)

DECLARATION TYPE

- Housing (HRA/CLA/COA)

ACCOMODATION TYPE

- Rented Accommodation

MANDATORY DOCUMENTS TO BE SUBMITTED

- Rent Paid Receipt (One receipt per month/quarter must be submitted)
- Declaration for Q4 (Jan, Feb & March only) if the actual rent receipt is not yet available at the time of submission.

MANDATORY INFORMATION ON THE DOCUMENT SUBMITTED

- Name of the Employee
- Amount and Period for which the rent is paid to the Landlord
- Address of the rented property
- Name of the Landlord
- PAN of the Landlord
- Rent receipt must be signed by the Landlord.
- If the Rent is more than Rs. 5,000/- per month, revenue stamp is mandatory except Karnataka.

IMPORTANT POINT TO BE NOTED

- There is no specific format of the rent receipt, however it must have the above-mentioned details.
- Online transaction details without signed rent receipts will not be acceptable.
- Rent Agreement without signed rent receipts will not be acceptable.
- Benefit for HRA and Interest on Home loan cannot be claimed if the address of both the properties are of same cities.
- PAN of the landlord (if monthly rent is exceeding 8333) to be updated in the portal also.
- Maintenance/Other charges will not be considered for exemption.

COMPUTATION OF HRA EXEMPTION

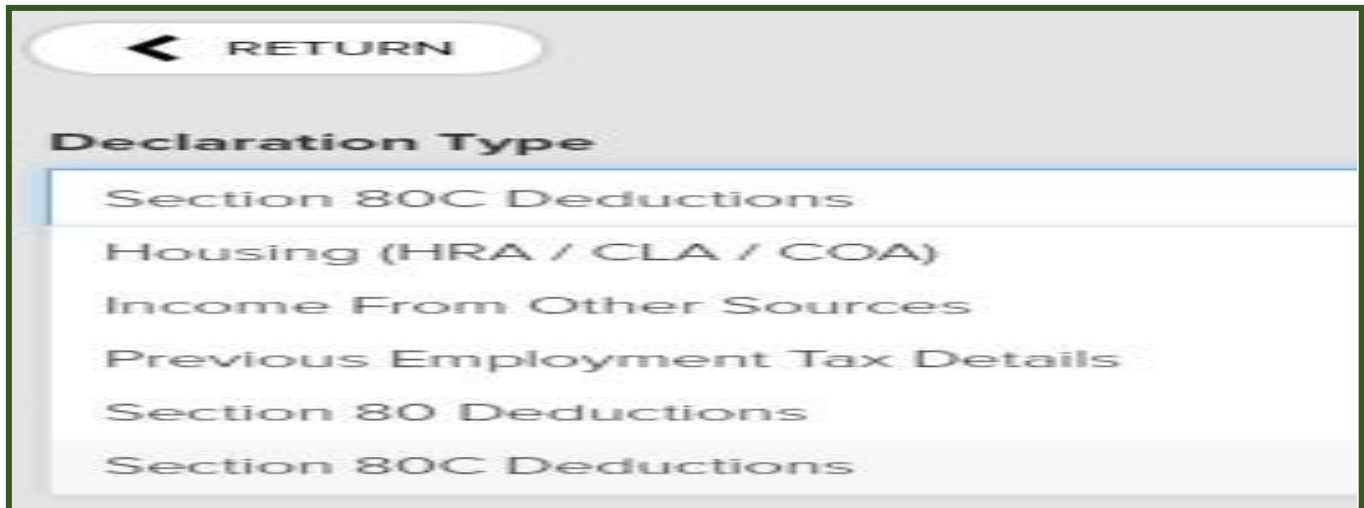
- Actual HRA received from the company.
- 40% or 50% of Basic Salary (Metro/Non-Metro City)
- Actual Rent Paid minus 10% of Basic Salary

Least of the above will be considered for exemption

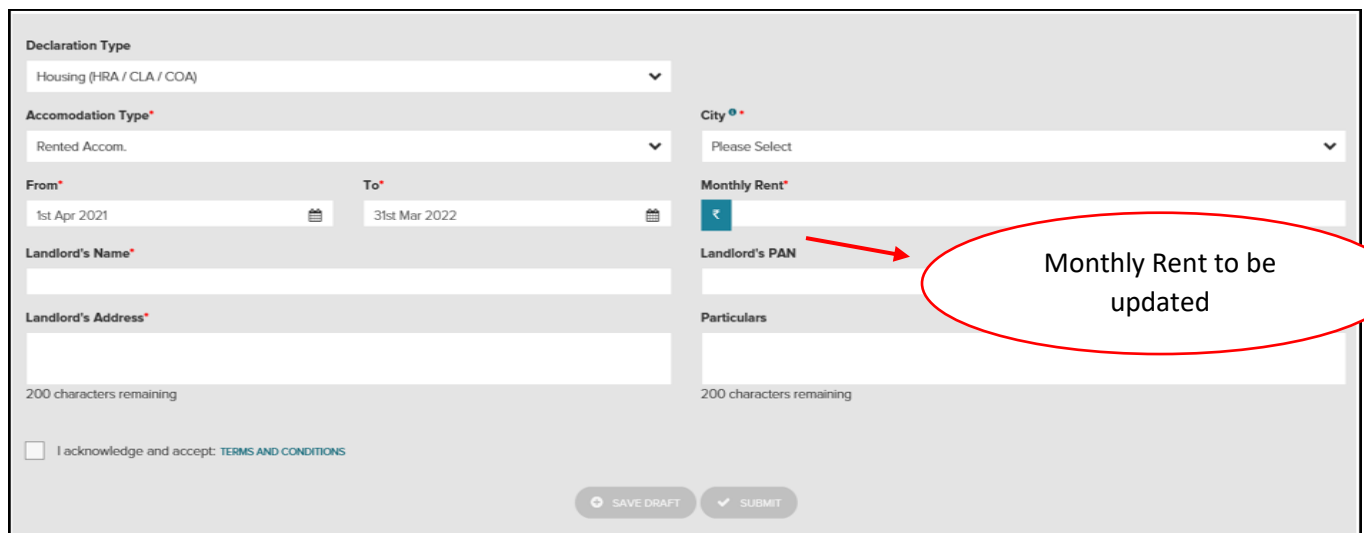
*** One receipt for each Quarter i.e. Apr-Jun, Jul-Sep, Oct-Dec & Jan – Mar**

Select the following :

- Declaration type - Housing (HRA/CLA/COA)



Fill in the details as requested on the portal



Acknowledge and Submit

Incase there is a change in the rent amount or the rented property, employees are required to create separate HRA claims with appropriate start and end date.

You are required to update “Monthly Rent Amount”, system will automatically calculate the total rent basis information provided.

Employees who have joined during the year, will be able to submit their claim from their DOJ only.

CLAIMING BENEFIT OF HOME LOAN INTEREST[RETURN HOME](#)**DECLARATION TYPE**

- Income from Other Sources U/S 24

TYPE TO BE SELECTED ON THE PORTAL

- Self-Occupied/Deemed Self-Occupied House
- Wholly Let out house Property
- Partly Let out house Property

- *Normal Home loan interest benefit needs to be claimed here.*
- *Additional Interest benefit of 50k/150k to be claimed under section 80EE/80EEA only if you meet all the conditions as mentioned in guidelines (refer details below in this document)*
- *To claim full the benefit of Rs, 200,000, the possession of the property must be received within 5 yrs from the date of sanction of the loan failing which the benefit will be restricted to Rs. 30,000/- only.*
- *Employee can claim the benefit for property in the name of self or Spouse. If the ownership is shared with any other persons, they need to claim proportionate benefit only.*

MANDATORY DOCUMENTS TO BE SUBMITTED FOR CLAIMING THE FOLLOWING BENEFIT

SELF OCCUPIED/ DEEMED TO BE SELF OCCUPIED PROPERTY	WHOLLY/PARTLY LET OUT PROPERTY	PRE-EMI INTEREST (Interest amount paid prior to possession date)
1. Provisional Interest certificate. 2. Proof of Possession (Any of the following) * House completion Certificate * Possession certificate * Sale Deed * Electricity/ Water Tax receipt. * Municipal Tax Receipt * Society Maintenance Bill	1. Provisional Interest certificate. 2. Proof of Possession (Any of the following) * House completion Certificate * Possession certificate * Sale Deed * Electricity/ Water Tax receipt. * Municipal Tax Receipt * Society Maintenance Bill 3. Computation of Income from House Property	1. Interest certificate for all prior periods. 2. Proof of Possession (Any of the following) * House completion Certificate * Possession certificate * Sale Deed * Electricity/ Water Tax receipt. * Municipal Tax Receipt * Society Maintenance Bill

***HRA and HLI on Self occupied property can be claimed only if your own property is in the city that is other than your work location.**

***For Pre-EMI interest 1/5th of the total Interest will be considered during the year.**

MANDATORY INFORMATION REQUIRED ON THE DOCUMENTS

INTEREST CERTIFICATE	POSSESSION PROOF	COMPUTATION OF INCOME FROM HOUSE PROPERTY
1. Interest Certificate for the current Year 2. Name and Address of the Lender 3. PAN of the Lender 4. Address of the Property 5. Name of the Borrower/Co-Borrower	1. Name of the Property Owner/s 2. Address of the Property	1. Detailed computation of income (including loss under the head 'house property'). 2. The Form must be self-attested else will not be accepted

*** Bank Statement will not be acceptable. It is mandatory to submit the Interest certificate issued by the Bank/ Financial Institution.**

ADDITIONAL INTEREST BENEFIT ON LOAN TAKEN FOR CERTAIN HOUSE PROPERTY**[RETURN HOME](#)****DECLARATION TYPE**

- Income from Other Sources - House Loan Interest Deduction u/s 80EEA (This option is available under Home loan tab only)
- Section 80 Deductions – House Loan Interest Deduction u/s 80EE

INVESTMENT TYPE

- House Loan Interest Deduction u/s 80EEA
- House Loan Interest Deduction u/s 80EE

Interest amount to be first claimed in Section 24 upto Rs. 200,000. Additional interest, if any after utilizing the limit u/s 24, to be claimed u/s 80EE & 80EEA subject to fulfilling the conditions as listed in the table below.

HOUSE LOAN DEDUCTION u/s 80EEA (Additional Interest Benefit of ₹ 150,000)		
Mandatory Documents Required	Mandatory Information	Mandatory Conditions to be fulfilled
1. Interest Certificate issued by the Bank. 2. Loan Sanction Letter with sanction date & amount. 3. Property registration document showing value of the property.	1. Provisional Interest certificate. 2. Name of the Lender 3. Address of the Lender 4. PAN of the Lender 5. Address of the Property 6. Name of the Borrower/Co-Borrower	1. First time home buyer in FY 2019-21 (i.e. assessee doesn't own any house property on the loan sanction date). 2. Loan sanction date in between 1st April 2019 - 31st March 2021. 3. Value of house property doesn't exceed ₹45,00,000.
<p>* Bank Statement will not be acceptable. It is mandatory to submit the Interest certificate issued by the Bank/ Financial Institution</p> <p>* Benefit will be given only if all the mandatory conditions are fulfilled.</p> <p>* Benefit u/s 80EEA to be claimed after availing the limit u/s 24</p>		

HOUSE LOAN DEDUCTION u/s 80EE (Additional Interest Benefit of ₹ 50,000)		
Mandatory Documents Required	Mandatory Information	Mandatory Conditions to be fulfilled
1. Interest Certificate issued by the Bank. 2. Loan Sanction Letter with sanction date & amount. 3. Property registration document showing value of the property.	1. Provisional Interest certificate. 2. Name of the Lender 3. Address of the Lender 4. PAN of the Lender 5. Address of the Property 6. Name of the Borrower/Co-Borrower	1. First time home buyer in FY 2016-17 (i.e. assessee doesn't own any house property on the loan sanction date). 2. Loan sanction date in between 1st April 2016 - 31st March 2017. 3. Loan sanction amount does not exceed ₹35,00,000. 4. Value of house property doesn't exceed ₹50,00,000.
<p>* Bank Statement will not be acceptable. It is mandatory to submit the Interest certificate issued by the Bank/ Financial Institution</p> <p>* Benefit will be given only if all the mandatory conditions are fulfilled.</p> <p>* Benefit u/s 80EE to be claimed after availing the limit u/s 24</p>		

EXEMPTION OF HOMELAN BENEFIT

- Benefit u/s 24 : Maximum benefit is Rs. 200,000/- i.e. total amount allowed for Self-Occupied, Let-out property & Pre EMI-Interest all put together is capped at Rs.200,000/-.
- Benefit u/s 80EE: Interest Amounting to Rs. 50,000 is exempted
- Benefit u/s 80EEA: Interest Amounting to Rs. 150,000 is exempted
(Benefit u/s 80EEA & 80EE is over and above Rs. 200,000 benefit u/s 24 subject to fulfilling the conditions)



WORKFLOW TO BE COMPLETED ON THE PORTAL FOR CLAIMING HOUSE PROPERTY

[RETURN HOME](#)

Select the following :

- Declaration Type - Income from Other Sources
- Source Type – House Property

The screenshot shows a form with the following sections:

- Declaration Type**: A dropdown menu with "Income From Other Sources" selected.
- Source Type***: A dropdown menu with "House Property" selected.
- Types***: A dropdown menu with "Please Select" selected. Below it, a list of options is visible: "Partly Let out House Property", "Self-Occupied/Deemed self-occupied House", and "Wholly Let out House Property".

Details to be updated for Interest u/s 24, Pre -EMI Interest & Additional Interest u/s 80EEA (as applicable)

The screenshot shows a form with the following sections and annotations:

- Types***: A dropdown menu with "Self-Occupied/Deemed self-occupied House" selected.
- Select House Property***: A dropdown menu with "Please Select" selected.
- Loan Category***: Radio buttons for "Single" (selected) and "Joint".
- Percentage of Share***: A text input field with "100" entered.
- Commencement of Loan***: A date picker field.
- Proposed Interest Paid Current Yr.***: A text input field with a red arrow pointing to it and the annotation "Please update total Interest amount as per Certificate".
- Lender's Name***: A text input field.
- Lender's Address***: A text input field.
- Employee Comments**: A text input field.
- Purpose of Loan***: A dropdown menu with "Construction / buying of house" selected.
- VIEW RECORDS**: A link.
- Eligible for Sec.80EEA Exemption***: Radio buttons for "Yes" (selected) and "No". A red arrow points to it with the annotation "Click on 'Yes' only if you fulfill the requirement of Section 80EEA".
- Pre EMI Amount(Total interest amount paid prior to possession date)**: A text input field with a red arrow pointing to it and the annotation "Pre-EMI applicable for Interest paid for prepossession period only".
- Possession Date***: A date picker field.
- PAN of Lender***: A text input field.
- Lender's Type***: A dropdown menu with "Please Select" selected.
- I acknowledge and accept: TERMS AND CONDITIONS**: A checkbox.
- SAVE DRAFT** and **SUBMIT** buttons.

Details to be updated for Additional Interest u/s 80EE

The screenshot shows a form with the following sections:

- Declaration Type**: A dropdown menu with "Section 80 Deductions" selected.
- Investment Type***: A dropdown menu with "House Loan Interest Deduction U/S 80EE" selected.
- Loan Category***: Radio buttons for "Single" (selected) and "Joint".
- Percentage of Share***: A text input field with "100" entered.
- Commencement of Loan***: A date picker field.
- Possession Date***: A date picker field.
- Proposed Interest Paid Current Yr.***: A text input field.
- Lender's Name***: A text input field.
- Lender's Address***: A text input field.
- PAN of Lender***: A text input field.
- Lender's Type***: A dropdown menu with "Please Select" selected.
- I acknowledge and accept: TERMS AND CONDITIONS**: A checkbox.
- SAVE DRAFT** and **SUBMIT** buttons.

Acknowledge and Submit

CLAIMING BENEFIT UNDER SECTION 80C[RETURN HOME](#)**DECLARATION TYPE**

- Section 80C Deduction**

Any Investment/contribution i.e. PF, VPF, NPS, SA & GHMI top-up premium done through Payroll need not be updated by employees in the portal as these will be considered automatically for tax benefit.

DETAILS OF INVESTMENTS TO BE CLAIMED U/S 80C (Only if actual payment made during current FY)		
Investment Type	Mandatory Documents to be submitted	Mandatory Information
Repayment of Housing loan Principal	1. Provisional Certificate issued by the financial institution / Bank 2 : House completion / possession certificate / Sale Deed/ Utility bill (Electricity Bill/ Municipal Tax receipt/ Water Tax receipt/Society Maintenance Bill) mentioning the owner of the property (Any of the listed possession proof along with Provisional certificate)	(i) Provisional Certificate for the current Financial year (ii) Name of the lender (iii) PAN of the lender (iv) Address of the property (v) Borrower /Co Borrower's name
Stamp Duty/ Registration	Photocopy of Sale Deed, Stamp Duty and registration Paid Receipt pertaining to current financial year.	(i) Name of the Property Owner/s (ii) Address of the Property (iii) Amount paid for Registration (iv) Amount paid for Stamp Duty
Term Deposit/ Fixed Deposit (5yrs Tax Saving)	Anyone of the following 1. Fixed deposit Certificate issued by the bank 2. Passbook (front page & entries page of investment) issued by the bank (Investment allowed in the name of employee only)	(i) Name of the depositor. (ii) Investment must be current year (iii) Type of deposit (iv) Receipt should clearly specify that it is exempt under section 80C
Contribution to Public Provident Fund	Anyone of the following 1. Statement of account/PPF Passbook (front page with payment entries) 2. Deposit Receipt or Counterfoil/Stamped challan along with front page of passbook. 3. Online deposit E-Receipt or # E-Counterfoil along with front page of passbook. (Investment allowed in the name of Self, spouse & Children only)	(i) Name of the account holder (ii) Name of the guardian (in case of proof submitted for children) (iii) Type of account (PPF) (iv) Entries of Investment made/ deposited mentioning date. (v) Investment should be in the current financial year only.
Sukanya Samriddhi Scheme	Anyone of the following 1. Statement of account / Passbook (front page with entries entries) 2. Deposit Receipt/ Counterfoil / Challan along with front page of passbook 3. Online deposit E-Receipt or E-Counterfoil along with front page of passbook (Should be in the name of employee's daughter and upto 2 daughters)	(i) Name of the account holder (ii) Name of the guardian (in case of proof submitted for minor) (iii) Type of account (SSY) (iv) Investment should be in the current financial year only.
Contribution to ULIP/ Life Insurance Policy	1. The payment Receipt issued by UTI / LIC/Any other insurer 2. Copy of Policy document (Must have date of policy & details of sum assured) Can be claimed for Self, Spouse and Children. Actual premium amount or 10% of the sum assured (if policy commencement date after 1st April 2012) or 20% of the sum assured (if policy commencement date between 01st April 2003 to 31st March 2012) whichever is less can be considered for tax exemption Policy commencement date is Prior to 01st April 2003, actual premium amount will be considered.	(i) Name of the Policy Holder (ii) The Premium amount (iii) Period of premium paid must be within FY 2021-22

DETAILS OF INVESTMENTS TO BE CLAIMED U/S 80C (Only if actual payment made during current FY)		
Investment Type	Mandatory Documents to be submitted	Mandatory Information
Tuition fee - Upto 2 Children	Benefit is restricted to Term Fee & Tuition Fee only 1. Tuition paid receipt from the university/college/school/ other educational institution for the purpose of full-time education. Full-time education includes any educational course offered by any university, college, school or other educational institution to a student who is enrolled full-time for the said course. It is also clarified that full-time education includes play-school activities, pre-nursery and nursery classes.	(i) Name of the Child (ii) Date and period of payment (iii) Seal and signature from the institution
Subscription to notified Central Govt security (NSC)	1. NSC Certificate NSC investment should be in the name of employee only	(i) . Name of the investor (ii). Period of deposit made
Subscription to notified Mutual Fund / ELSS	Document 1 : Mutual Fund/ELSS Statement of account Proposal deposit receipt will not be allowed.	(i) Name of the investor (ii) The amount invested (iii) Period should be current FY
Subscriptions to notified Pension Fund (NPS)	1. Payment Receipt / NPS Statement of investment issued by the government. Benefit upto Rs. 1,50,000 u/s 80CCD (1) NPS deposited in employee's name is only allowed	(i) Name of the employee (ii) Contribution made by employee (Only tier 1 contribution) (iii) Date of the investment in Current year (iv). PRAN – Mandatory

Projection u/s 80C is allowed only in case of LIP/MF/ELSS & Tuition Fees by submitting previous year's receipt/ SIP statement for current year's payment as applicable along with declaration.

EXEMPTION UNDER SECTION 80C

- Maximum benefit u/s 80C is restricted to Rs. 150,000 **(Including employee contribution to PF/VPF considered via payroll)**

WORKFLOW TO BE COMPLETED ON THE PORTAL FOR CLAIMING 80C BENEFIT

Select the following :

- Declaration Type - Section 80C Deductions
- Investment Type – Select the appropriate option from the drop-down list
- Update “ Dependent details” where investment is made in the name of spouse/children or select “Self” if the investment is made in the name of employee failing which “Submit Button” will not be enabled and the system will not allow employees to submit their claims.

Acknowledge and Click on Submit

CLAIMING BENEFIT UNDER SECTION 80

[RETURN HOME](#)

DECLARATION TYPE

- Section 80 Deduction

DETAILS OF INVESTMENTS TO BE CLAIMED U/S 80		
Investment Type	Mandatory Documents to be submitted	Mandatory Information
Contribution to NPS / Atal Pension Yojana u/s80 CCD (1B)	1. Payment Receipt / Pension Statement of investment issued by the government. Benefit upto Rs. 50,000 u/s 80CCD(1B) NPS deposited in employee's name is allowed for exemption.	(i). Name of the employee. (ii). Contribution made by employee (Only tier 1 contribution) (iii). Investment date in current FY (iv). PRAN – Mandatory
Preventive Health Checkup for Self, Spouse, Children and Dependent Parents u/s 80D	1. Paid Receipt for Health Check-up for the current financial year Can be claimed for self, spouse, dependent children, and parents upto Rs. 5,000/- per year capped at overall limit of section 80D as stated below.	(i) Name of the employee (ii) Amount paid (iii) Date of payment
Medical Insurance Premium for Parent (Senior/Non-Senior Citizens) u/s80D	Can be claimed for dependent parents. 1. The Premium paid receipt for current FY Benefit for Senior Citizen Parent – INR 50,000 Benefit for Non-Senior Citizen Parent – INR 25,000	(i) Name of the insurer (ii) Amount of premium paid (iii) Payment date must be for FY (iv) Age of the insured
Medical Insurance Premium (Self Spouse & Children) u/s80D	Can be claimed for Self, Spouse & Children. 1. The Premium paid receipt for current FY Maximum benefit for Self, spouse & Children upto 25,000	(i). Name of the insurer (ii). Amount of premium paid (iii). Payment date must be for FY (iv). Age of the insured.
Combined Health Insurance Premium Benefit u/s 80D can be claimed as follows : Self, Spouse & Children (Non-Senior Citizen) + Parents (Non-Senior Citizen) – 25,000 + 25,000 Self, Spouse & Children (Non-Senior Citizen) + Parents (Senior Citizen) – 25,000 + 50,000 (The above limit inclusive of Preventive Health Check-up benefit of 5,000)		
Deduction for dependent with disability/ severe disability u/s 80DD	1. Disability certificate/Form 10IA issued by Government Hospital/Appropriate Medical authority. Can be claimed for dependent Spouse, children, parents, brothers, and sisters. Benefit u/s 80DD is as follows : Disability between 40% - 80% - INR 75,000 Severe disability > 80% - INR 125,000 In case the disability is temporary and requires reassessment of its extent after a period stipulated in the aforesaid certificate, deduction Shall not be allowed for any subsequent period unless a new certificate is obtained from the medical authority.	(i) Name of the disabled dependent (ii) Specify % of Disability / Severe Disability (iii) Type of disability. (iv) Certificate should be valid for current financial year (v) Certificate should be attested by appropriate authority.

DETAILS OF INVESTMENTS TO BE CLAIMED U/S 80

Investment Type	Mandatory Documents to be submitted	Mandatory Information
Medical Treatment/Medical Treatment for specified disease (For Non-Senior Citizen /Senior Citizen) u/s 80DDB	<ol style="list-style-type: none"> 1. Bills for amount actually paid for the medical treatment. 2. Prescription from the treating doctor (Specialist like Oncologist, Urologist, Nephrologist, Hematologist, Immunologist, or any other specialist). 3. Self-attested declaration for 80DDB. <p>Can be claimed for Spouse, children, parents, brothers, and sisters dependent wholly on the employee for his support and maintenance. Benefit u/s 80DDB is as follows :</p> <p>Non-Senior Citizen - INR 40,000 Senior citizen - INR 100,000</p> <p>Any amount claimed through insurance should be reduced from the total eligible amount.</p>	<ol style="list-style-type: none"> (i) Name and age the patient (ii) Name of the disease/ailment (iii) Name, address, registration number & qualification of the specialist issuing the prescription. (iv) Bills with dates pertaining to current financial year
Repayment of Interest on Loan for Higher Education u/s 80E	<ol style="list-style-type: none"> 1. Provisional Interest certificate from any bank/financial institution or any approved charitable institution in India for higher education <p>Benefit is restricted to actual Interest paid during the financial year.</p> <p>The deduction shall be allowed in computing the total income for the Financial year in which the employee starts paying the interest on the loan taken and immediately succeeding seven Financial years or until the Financial year in which the interest is paid in full by the employee, whichever is earlier.</p> <p>Higher Education means any course/study pursued after passing the Senior Secondary Examination or its equivalent from any school, board or university recognized by the Central or State Government or local authority or by any other authority authorized by the Central or State Government or local authority to do so.</p>	<ol style="list-style-type: none"> (i) Name of the borrower/ Co-borrower (ii) Date of loan sanction (iii) Amount of Interest paid in the current financial year
Additional Interest Benefit on Home Loan u/s 80EE (50K Benefit)	<ol style="list-style-type: none"> 1. Provisional Interest certificate. 2. Name of the Lender 3. Address of the Lender 4. PAN of the Lender 5. Address of the Property 6. Name of the Borrower/Co-Borrower <p>Additional Benefit of 50k can be claimed over and above 2L</p>	<ol style="list-style-type: none"> 1. First time home buyer in FY 2019-21 (i.e. Assesses doesn't own any house property as on loan sanction date). 2. Loan sanction date in between (1st April 2019 - 31st March 2021). 3. Value of house property doesn't exceed ₹45,00,000.
Electric Vehicle interest deduction U/S 80EEB	<ol style="list-style-type: none"> 1. Provisional Interest certificate from any bank / financial institution for the purpose electric vehicle loan. 2. Copy of RC book of the electric vehicle <p>Benefit maximum upto 150,000</p>	<ol style="list-style-type: none"> (i) The Name of the borrower (ii) Date of loan sanctioned. (iii) Loan must be sanctioned from 1st April 2019 to 31st March 2023

DETAILS OF INVESTMENTS TO BE CLAIMED U/S 80		
Investment Type	Mandatory Documents to be submitted	Mandatory Information
Deduction for self with disability / Severe-disability u/s 80U	<p>1. Disability certificate/Form 10IA issued by Government Hospital/Appropriate Medical authority.</p> <p>Can be claimed for dependent Spouse, children, parents, brothers and sisters. Benefit u/s 80DD is as follows :</p> <p>Disability between 40% - 80% - INR 75,000 Severe disability > 80% - INR 125,000</p> <p>In case the disability is temporary and requires reassessment of its extent after a period stipulated in the aforesaid certificate, deduction Shall not be allowed for any subsequent period unless a new certificate is obtained from the medical authority</p>	<p>(i). Name of the disabled dependent (ii). Specify % of Disability Severe disability (iii). Type of disability. (iv). Certificate should be valid for current financial year (v). Certificate should be attested by appropriate authority</p>

WORKFLOW TO BE COMPLETED ON THE PORTAL FOR CLAIMING 80 BENEFIT

Select the following :

- Declaration Type - Section 80 Deductions
- Investment Type – Select the appropriate option from the drop-down list

Declaration Type

Investment Type*

- 80DDDB(Medical treatment for specified diseases for Senr Citizen)
- 80DDDB(Medical treatment for specified diseases)
- Contribution to Certain Pension Funds
- Contribution to NPS
- Deduction for dependent with disability
- Deduction for dependent with severe disability

Investment Type*

Dependent Details*

Action	Relation
ADD DEPENDENTS	

Amount*

i The Maximum Limit for this Investment type is 5000.00

☐ I acknowledge and accept: [TERMS AND CONDITIONS](#)

Acknowledgement and click on submit.

DECLARATION OF PREVIOUS EMPLOYER'S INCOME AND TAX

[RETURN HOME](#)

DECLARATION TYPE

- Previous Employer's Tax Details

DETAILS OF PREVIOUS EMPLOYER INCOME AND TAX		
Declaration Type	Mandatory Documents to be submitted	Mandatory Information required on the Documents
Previous employer Tax Details	<p>The proof of document issued by the previous employer</p> <p>1 : Provisional Form 16 or Full and Final settlement along with tax computation duly stamped & signed by the Previous employer</p> <p>2 : Form 12B duly filled, verified and signed by employee</p> <p>Only Tax Computation sheet/Projections will not be accepted.</p>	<p>(i) Details must be for the current financial year.</p> <p>(ii) Salary Income after Section 10 Exemption</p> <p>(iii) Professional Tax deducted</p> <p>(iv) Provident Fund / VPF Deducted</p> <p>(v) Income Tax Deducted</p>

UPDATE THE FOLLOWING DETAILS IN FORM 12B

FORM NO. 12B

[See rule 26A]

Form for furnishing details of income under section 192(2) for the year ending 31st March, _____ 2022

Name and address of the employee XXXXXXXXXX

Permanent Account No. _____ AXXX10XXX

Residential status INDIAN

S. No	Name and address of employer(s)	TAN of the employer(s) as allotted by the ITO	Permanent Account Number of the employer(s)	Period of employment	Particulars of salary as defined in section 17, paid or due to be paid to the employee during the year			Total of columns 6, 7, and 8	Amount deducted in respect of life insurance premium, provident fund contribution, etc., to which	Total amount of tax deducted during the year (enclose certificate issued under section 203)	Remarks
					Total amount of salary excluding amounts required to be shown in columns 7 and 8	Total amount of house rent allowance, conveyance allowance and other allowances to the extent	Value of perquisites and amount of accretion to employee's provident fund account (give				
1	2	3	4	5	6	7	8	9	10	11	12
	ABC CO	TANXXXX	PANXXXX	YEARS	XXXXX.00	XXX.00	X.00	XXXXX.00	XX.00	XXX.00	

Fill in Previous Employer's Company name, TAN, PAN & Period of employment.

Column 6 - Update Gross Salary excluding the amount shown in column 7 & 8 (Total amount of salary excluding amounts required to be shown in columns 7 and 8)**Column 7** - Enter section 10 details (Total amount of house rent allowance, conveyance allowance and other allowances to the extent chargeable to tax [See section 10(13A) read with rule 2A and section 10(14)])**Column 8** - Perquisite amount (Value of perquisites and amount of accretion to employee's provident fund account (give details in the Annexure))**Column 9** - Sum of 6 + 7 + 8**Column 10** - 80 C details (Amount deducted in respect of life insurance premium, provident fund contribution, etc., to which sec. 80C applies (Give details))**Column 11** - Total TDS amount (Total amount of tax deducted during the year (enclose certificate issued under section 203))

WORKFLOW TO BE COMPLETED ON THE PORTAL FOR DECLARING PREVIOUS EMPLOYER'S INCOME AND TAX

Please fill in the highlighted cells as per the details received in your FNF Settlement

PREVIOUS EMPLOYEE TAX DETAILS	ACTUAL AMOUNT
Salary as per provisions u/s 17(1)	₹
Value of perquisites u/s 17(2)	₹
Profits in lieu of salary u/s 17(3)	₹
Exemptions u/s 10	₹
Prof. Tax Deducted	₹
Prov. Fund Deducted	₹
Income Tax Ded. Incl. Cess and Surcharge	₹
Surcharge Deducted	₹
Education Cess Deducted	₹
Medical Exemption	₹
Leave Encashment Exemption Amount	₹
Gratuity Exemption	₹

Previous Employment Tax details should be between 1st Apr 2012 to 31st Mar 2022

All the employer details needs to be combined and input in respective sections, in case income is from of multiple previous employer.

Please Upload Proof

UPLOAD

Acknowledge and click on submit

DECLARATION OF INCOME FROM OTHER SOURCES

Employees can declare any income from sources other than **Salary & House Property** under “Income from Other sources” for the purpose of additional tax deduction from Salary.

Select the following :

- Declaration Type – Income from Other Sources > Other Sources
- Income Source – Select the appropriate option from the drop-down list

WORKFLOW TO BE COMPLETED ON THE PORTAL FOR DECLARING OTHER INCOME

Declaration Type

Income From Other Sources

Source Type*

Other Sources

Income Source*

Please Select

Income from Dividend

Income from Interest

Other Income (Unspecified)

TDS on Other Income

SAVE DRAFT SUBMIT

Acknowledgement and click on submit.

**No Supporting documents are required to be submitted for income from other sources.*