Date:

Accounts Department,

SCORG International Consulting Pvt. Ltd

302, Karan Selene, Bhandarkar Road,

Pune – 411 004.

Sir,

**Sub: Submission of Proof of savings for Income Tax – Financial Year 2017 – 18**

Please find enclosed herewith my declaration of tax savings and other income during the financial year 2017 – 18 duly supported with the documentary evidence(s) & self-attested as per the following arrangements:

1. I certify that particulars furnished are true and correct to the best of my knowledge and belief.

2. I also certify that these savings have been made/proposed savings will be made by me from

my own salary income/sources.

3. Proof of the proposed savings declared will be submitted on or before 31st December 2017.

4. I understand if I am unable to submit the self-attested saving proofs for the current savings before 31st Dec 2017, due tax may be deducted from my salary for the next month without any further intimation to me.

5. I will be personally responsible to Income Tax Department, Govt. of India, for all information

pertaining to income tax assessment.

Thanking you,

Yours faithfully,

................................................

**Signature**

Name: .................................................................... Employee Code: ...................................................... Mobile No.: ............................................................. E-Mail id: ................................................................

**Investment Declaration Form For FY 2017-18**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | **Employee Code** |  |
| **Gender** |  | **PAN No** |  |
| **Date of Birth** |  | **Date of Joining** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **NO.** | **PARTICULARS** | **AMOUNT** ` | **MAXIMUM**  **LIMIT (**`**)** |
|  | Medical/ Medicine Bills (1st March 17 to 30th April 2018) |  | **15000 /-**  **Maximum amount eligible for Deduction under section 80C &**  **80CCC Categories is**  **` 1,50,000/-** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S. NO.** | **Particulars** | **Remarks** | **Amount declared by you in the**  **Declaration form** | **Please Fill in** |
| **1** | **Rent Paid/Payable for:** |  | **AMOUNT** ` | **(Metro/Non Metro)** |
| April 2017 | “Please enter your Monthly Rent details as per the Rent Receipt/Lease Deed. Submission of Lease Deed, Landlord  PAN No and **payment proof** are mandatory, as applicable.” |  |  |
| May 2017 |  |  |
| June 2017 |  |  |
| July 2017 |  |  |
| August 2017 |  |  |
| September 2017 |  |  |
| October 2017 |  |  |
| November 2017 |  |  |
| December 2017 |  |  |
| January 2018 |  |  |
| February 2018 |  |  |
| March 2018 |  |  |
| **Total** |  |  |  |

**S.**

|  |  |  |  |
| --- | --- | --- | --- |
| **NO.** | **PARTICULARS** | **AMOUNT** ` | **MAXIMUM**  **LIMIT (**`**)** |
| **2** | Provident Fund Contribution |  | Maximum amount eligible for Deduction under section 80C &  80CCC Categories is  ` 1,50,000/- |
| **3** | Life Insurance Premium |  |
| **4** | Public Provident Fund (PPF) |  |
| **5** | Voluntary Provident Fund (VPF) |  |
| **6** | Pension Fund Contribution |  |
| **7** | National Savings Certificate (NSC) |  |
| **8** | Interest Accrued on NSC (Reinvested) |  |
| **9** | Unit Linked Insurance Policy (ULIP) |  |
| **10** | Equity Linked Savings Schemes (ELSS) - Mutual Funds |  |
| **11** | Payment of Tuition fees for Children (Max 2 Children) |  |
| **12** | Principal repayment of Housing Loan |  |
| **13** | Registration charges incurred for Buying House (I year Only) |  |
| **14** | Sukanya Samriddhi Yojana |  |
| **15** | Infrastructure Bonds |  |
| **16** | Bank Fixed Deposit for 5 Years & above |  |
| **17** | Post office Term Deposit for 5 years & above |  |
|  | **Total** |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **S.**  **NO.** | **PARTICULARS** | **REMARKS** | **AMOUNT** ` |
| **17** | “**Interest on Housing Loan u/s 24**  *(If the house is self occupied and the loan was taken before April 1999).*  *Bankers Certificate to be submitted”* | Provisional Certificate issued by the  Banker showing the Interest Part |  |
| “**Interest on Housing Loan u/s 24**  *(If the house is self occupied and the loan was*  *taken on or after April 1999). Bankers Certificate to be submitted”* | Provisional Certificate issued by the  Banker showing the Interest Part |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **S.**  **NO.** | **PARTICULARS** | **REMARKS** | **AMOUNT** ` |
|  | “**Interest on Housing Loan u/s 24** *(Let out/Deemed to be let out) Bankers Certificate to be submitted*  *(if the property is LET OUT - Rental Income need to*  *be specified)”* | Rental Income for the Period April  2017 - March 2018  Municipal Taxes PAID by the owner  (employee) during the financial year |  |
| **18** | Medical Reimbursement | Medical expenses incurred for family |  |
| **19** | Sec 80D (Mediclaim Policy & Preventive health  check up) | “Medical Insurance Premium PAID by Employee: - on the health of employee, spouse, and dependent children.“ |  |
| **20** | Sec 80DD (Maintenance including Medical  treatment of dependant person with disability) |  |  |
| **21** | Sec 80E (Education Loan) | “**Interest on Loan taken for Higher**  **Education:** |  |
| **22** | Sec 80U (For person with a disability) |  |  |
| **23** | Sec 80G (For Donations) |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **S.**  **NO.** | **PARTICULARS** | **MAXIMUM**  **LIMIT (**`**)** | **AMOUNT** ` |
| **24** | a) Interest Income from Savings A/c (Banks & Post office only) |  |  |
| b) |  |  |
| c) |  |  |
| d) |  |  |
| **25** | **Income From Previous Employer (Joined after 01/04/2017)** |  |  |
| a) Income after exemptions | Form 16 or Tax computation from previous employer should be furnished |  |
| b) Provident Fund (PF) |  |
| c) Professional Tax (PT) |  |
| d) Tax deducted at source (TDS) |  |

I hereby declare that Information as stated above is true and correct. I also authorize the company to recover tax (TDS) from my salary based on the declaration/documents submitted by me. I am personally liable to Income Tax proceedings for any misstatements in the declaration or proofs submitted herewith if they are inconsistent with the requirement of Income Tax Act, 1961.

I …………………………………………................ solemnly declare that to the best of my knowledge

and belief the information given above is correct and complete.

Date:

Place: Signature

**Details of house property for claiming rebate under section 24 of IT Act :-**

|  |  |  |
| --- | --- | --- |
| 1. | Address of house property : | ............................................................... |
|  |  | ............................................................... |
|  |  | ............................................................... |
| 2.  2a. | Whether self-occupied:  If No, Net annual income of house property: | Yes No  ............................................................... |
| 3. | Amount of loan sanctioned: | ............................................................... |
| 4. | Year of sanction of loan: | ............................................................... |
| 5. | Year of possession of house property: | ............................................................... |

|  |  |
| --- | --- |
| **Detail of repayment of loan during the F.Y:** |  |
| Principal amount paid: | ............................................................... |
| Interest amount paid: | ............................................................... |
| Interest paid during previous years and: claiming in current financial year due to non-possession of house. | ............................................................... |

I …………………………………………................ solemnly declare that to the best of my knowledge

and belief the information given above is correct and complete.

Signature with date

**DECLARATION REGARDING PERMANENT ACCOUNT NUMBER**

I, ………………………………………………. (name of the landlord), S/o **/** D/o…………………………… do hereby confirm that I have given on rent property no. ………....….………………………………………… (Details of property given on rent) to Mr. / Ms. …………............…………….. on monthly rent of

` …………........……… effective from ………...........………… to ………...........………….

I, further confirm that I do not hold any Permanent account Number (PAN) issued by the tax authorities in India.

The above information is true and correct to the best of my knowledge and I shall be personally responsible and liable if the same is found to be incorrect. Further I shall immediately furnish the PAN if obtained by me subsequent to the signing of this declaration.

Place: **Signature of Landlord**

Date: Name:......................................................

Address:...................................................

...............................................................

...............................................................