

Investment Proof Submission Guidelines for F.Y. – 2018-19

House Rent Allowance (HRA)	<h3 style="text-align: center;">House Rent Allowance (HRA)</h3> <p>To claim exemption against HRA an employee needs to provide rent receipt:</p> <ul style="list-style-type: none"> ➤ Rent receipt can be submitted for monthly or quarterly rent amount. ➤ Monthly Rent Receipt – One Rent Receipt of each month <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> ➤ Quarterly Rent Receipt - one rent receipt of each quarter i.e. April to June (one receipt), July – Sep (one Receipt), Oct – Dec (one Receipt) and Jan to March (one receipt). ➤ In case of online payment, furnish the bank statement from where rent has been paid. Highlight the transactions with the name of the landlord along with the documents to prove the name of the landlord such as electricity bill etc. ➤ Self-Declaration is sufficient for rent paid up to 3000/- Per Month ➤ Rent receipts must contain following details. <ul style="list-style-type: none"> ○ Name of the tenant ○ Name of the landlord ○ PAN of landlord (Mandatory if monthly rent is > Rs 8333/-) ○ Address of the property ○ Amount of monthly or quarterly rent ○ Month(s) for which rent has been paid ○ Receiver's (i.e. Landlord) signature on the revenue stamp. (Revenue stamp is not required for the employees paying rent in Karnataka State) <p><u>Please mention monthly Rent paid amount clearly on the rent receipt, to avoid any confusion during the Validation of actual documents.</u></p> <p>Receipt should be in readable format and all information mentioned should be clearly visible.</p> <p>Note: - If the rent amount is more than Rs. 8,333/- per month (Rs. 1,00,000/- per year) and claiming HRA benefit, it is mandatory to furnish the Permanent account number (PAN) of the landlord.</p> <p>In case, if the landlord does not have a PAN, a declaration to this effect from the landlord along with the ID Proof and name and address of the landlord will be required to allow the rent benefit.</p> <p>Please note that, only the expenditure actually incurred on payment of rent in respect of residential accommodation occupied by the assessee, qualifies for exemption from income-tax.</p> <p>Thus, house rent allowance granted to an employee who is residing in a house/flat owned by him/spouse is not exempt from income-tax.</p>
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DEDUCTIONS UNDER SECTION CHAPTER VIA

Section	Details	Proof Required (During Proof Submission Drive)
U/S 80D - MEDICAL INSURANCE PREMIUM	<ul style="list-style-type: none"> • Deduction u/s 80D is allowed against premium paid for Medici claim policy. - Individual Policy can be in the name of taxpayer, Spouse, Parents or dependent children. - HUF policy can be taken for any member of the family and it is allowed as deduction. <p><u>Maximum Limit for Deduction</u></p> <ul style="list-style-type: none"> - Deduction is allowed up to Rs. 25,000/- when Policy is taken for self, spouse & dependent children - Additional deduction Up to Rs. 25000/- when the policy is taken for Parents of the taxpayer whether dependent or not. <p>In case of <u>Taxpayer or Parents</u> being the Senior Citizen (i.e., resident in India & 60 years or more of age), deduction is allowed up to Rs. 50000/- respectively instead of up to Rs 25000/- in both of the above cases.</p> <ul style="list-style-type: none"> • Deduction is allowed against premium paid for current financial year only. - If the premium payment due date is after the cut-off date, then please submit the last year's receipt along with declaration (Declaration Template is available on the portal) - Promissory note will not be allowed for Tax benefit. • Only Self / spouse /children and parent's proofs is/are to be provided and age is to be specified in the proofs. • Medical expenses on the health of a person who is a senior citizen if the Medici claim insurance is not paid on the health of such person. • Late fees or any other penalties are not allowed as per IT Act hence will not be considered as deduction. • Premium payment mode or the payment of medical expenditure should be other than cash. (Exception only in case of preventive health checkup) • Preventive Health checkup benefits will be allowed maximum up- to Rs.5,000/- within the maximum limit of 80D. 	<p>Photocopies of the receipt of premium paid.</p> <p>However, no proof is required in case insurance premium is getting deducted directly from salary.</p> <p>Original medical bills along with declaration from the employee (in case of medical expenditure claimed for senior citizens for whom the Medici claim insurance is not paid)</p> <p>Promissory note will not be allowed for Tax benefit</p>

Section	Details	Proof Required (During Proof Submission Drive)
U/S 80E – REPAYMENT OF INTEREST ON EDUCATION LOAN	<ul style="list-style-type: none"> Benefit is available only to an individual assessee for the interest amount paid on education loan taken for the full time higher education of self, spouse or children or the student for whom the individual is a legal guardian. The loan should be taken from any Bank / financial institution or any approved charitable institutions. Loans taken from friends or relatives don't qualify for the deduction. It does not matter whether such education loan is taken for higher studies in India or outside India. Higher studies include all the fields of study pursued after passing senior secondary examination or its equivalent exam. It includes both the Vocational courses as well as the regular courses. The deduction for the interest on loan starts from the year in which assessee starts repaying the loan. <u>It is available only for 8 years starting from the year in which assessee starts repaying the loan or until the interest is fully repaid whichever is earlier.</u> It means if entire payments are done in 5 years only, then tax deduction will be allowed for 5 years and not 8 years. Any Part time or correspondence courses will not be allowed. THERE IS NO TAX BENEFIT FOR THE PRINCIPAL PART OF EMI 	<ul style="list-style-type: none"> Certificate of payment from bank / financial Institution mentioning amount of interest paid during the financial year. <p>Promissory note will not be allowed for Tax benefit</p>
80EE – Income Tax Benefits on Interest on Home Loan (First Time Buyers)	<p>This scheme was introduced for financial year 2013-14 and was available for 2 years, FY 2013-14 and FY 2014-15 only (assessment year 2014-15 and 2015-16). This was initially available for up to Rs. 100000 per year only.</p> <p>However, this section has been reintroduced effective FY 2016-17 (assessment year 2017-18) and now Rs 50000 per year only is allowed as deduction.</p> <ul style="list-style-type: none"> This is available till the loan fully repaid. The benefit is available on or above Rs. 200000 allowed u/s 24(b). <p><u>Following conditions should be satisfied.</u></p> <ol style="list-style-type: none"> Loan should be sanctioned between 1st Apr'16 to 31st Mar'17 The amount of loan sanctioned for residential house property should not exceed of Rs. 35,00,000/- The value of residential house property should not exceed Rs.50,00,000/- The Assessee should not own any House property on the 	<ol style="list-style-type: none"> Certificate of payment from bank /Institution mentioning amount of principal & interest paid during the financial year. Declaration to the effect that the employee does not own any other house property on the date of sanction of loan. Copy of registration/Sale deed of house mentioning the value of property. <p>Promissory note will not be allowed for Tax benefit</p>

Section	Details	Proof Required (During Proof Submission Drive)
80DD – Maintenance / Medical Treatment of Handicapped Dependents:	<ul style="list-style-type: none"> • Deduction is allowed for a dependent of the tax payer and not the tax payer himself. • The taxpayer is not allowed this deduction if the dependent has claimed a deduction in under section 80U for himself/herself. • Dependent in case of an individual taxpayer means spouse, children, parents, brothers & sisters of the taxpayer. In case of an HUF means a member of the HUF. • The taxpayer has incurred expenses for medical treatment (including nursing), training & rehabilitation of the differently abled dependent or the tax payer may have deposited in a scheme of LIC or another insurer for maintenance of the dependent. • Disability of the dependent is not less than 40%. <p><i>Disability is as defined under section 2(i) of the Persons of Disabilities Act, 1995</i></p> <p>If the above conditions are met amount of deduction allowed is –</p> <ul style="list-style-type: none"> • In case of a person with severe disability (above 40% but less than 80%) the amount of deduction is fixed at Rs. 75,000/- irrespective of actual expenditure. • In case of a person with severe disability (over 80%) a higher deduction of Rs.1,25,000 shall be Allowed irrespective of actual expenditure. 	<ul style="list-style-type: none"> • Certificate issued by a physician, surgeon, oculist or a psychiatrist working in a government hospital Copy of the policy. • Form-10 I A duly signed for the current fin-year 18-19 • Where condition of disability requires reassessment, fresh certificate to be obtained after its expiry to continue claiming the deduction. • Declaration from dependent for not claiming benefit u/s 80U. <p>Promissory note will not be allowed for Tax benefit</p>

Section	Details	Proof Required (In End of FY i.e. Jan to Mar-19)
SEC-80DDB - DEDUCTION IN RESPECT OF MEDICAL TREATMENT	<p>Deductions of expenses on medical treatment of specified ailments (such as AIDS, cancer and neurological diseases) can be claimed under Section 80DDB. The maximum amount of deduction allowed from gross total income on condition that no medical reimbursement is received from any insurance company or employer for this amount. In case of reimbursement the amount paid should be reduced by the amount received if any under insurance from an insurer or reimbursed by an employer.</p> <p>For this section in the case of an employee “dependent” means individual, the spouse, children, parents, brothers and sisters of the employee or any of them, dependent wholly or mainly on the employee for his support and maintenance.</p> <p><u>Amount of Deduction</u></p> <p>If age less than 60 years of age then the amount of deduction would be actual amount spent or Rs. 40,000/- whichever is lower.</p> <p>If age 60 years or more then amount of deduction would be actual medical expenses or Rs. 100,000/- whichever is lower</p> <p>Specified diseases and ailments for deduction under section 80DDB:</p> <ul style="list-style-type: none"> (a) Neurological diseases (b) Dementia (c) Dystonia Musculorum Deformans (d) Motor Neuron Disease (e) Ataxia (f) Chorea (g) Hemiballismus (h) Aphasia (i) Parkinson’s Disease 	<p>Required Certificate issued by a physician, surgeon, oculist or by any specialist doctor. (Form 10I)</p> <p>Original medical bills for the expenses incurred on treatment of such dependent.</p> <p>This certificate must be obtained in respect of each assessment year for which the deduction is claimed and enclosed to the return of income for that assessment year.</p> <p>Promissory note will not be allowed for Tax benefit</p>

Section	Details	Proof Required (In End of FY i.e. Jan to Mar-19)
80U - PERMANENT SELF PHYSICAL DISABILITY INCLUDING BLINDNESS	<ul style="list-style-type: none"> • In case of a person with disability (40% and above but less than 80%) the amount of deduction is fixed at Rs. 75,000/- irrespective of actual expenditure. • In case of a person with severe disability (80% or above) a higher deduction of Rs.1,25,000/- shall be Allowed irrespective of actual expenditure. • Proofs should have in the name of employee • He is a person with disability 	<ul style="list-style-type: none"> • Certificate issued by a physician, surgeon, oculist or a psychiatrist working in a government Hospital Copy of the policy. • Form-10 I A duly signed for the current FY 2018-19 • Where condition of disability requires reassessment, fresh certificate to be obtained after its expiry to continue claiming the deduction <p>Promissory note will not be allowed for Tax benefit</p>
80TTA - Interest on Saving Account & 80 TTB (Newly Introduced for FD & RD)	<p>Section 80TTA is proposed to be introduced to provide deduction to an individual or a Hindu undivided family in respect of interest received on deposits (not being time deposits) in a savings account held with banks, cooperative banks and post office. The deduction is restricted to Rs 10,000/- or actual interest whichever is lower.</p> <p>E.g. Total Interest is Rs. 50,000/- then $50,000 - 10,000 = 40,000/-$ will be taxable</p> <p>Note: The remaining amount will be considered as an income also under the head "Other Income" Interest income for senior citizens is increased from Rs 10,000 to Rs. 50,000 U/s 80TTB. Interest income will include interest earned from fixed deposits (FD) and recurring deposits (RD).</p>	<p>No document is to be attached in this section, however employees are advised to check their bank statement/passbook to give the correct information.</p> <p>Benefit will be allowed on the basis of the claim submitted by employee.</p>

Section	Details	Proof Required (In End of FY i.e. Jan to Mar-19)
NPS (National Pension Scheme)	<p>As per the section 80CCE the aggregate amount of deduction under sections 80C, 80CCC and Section 80CCD(1) shall not exceed Rs. 1,50,000/- However the contribution made by the Central Government or any other employee to a pension scheme u/s 80CCD (2) shall be excluded from the limit of Rs.1,50,000/- provided under this Section and the same amount will be considered as a perquisite.</p> <p>Note: Please do not enter your "NPS Amount" which is part of your FBP.</p>	<p>Photocopy of all the payment receipts issued by the bank with NPS Account Details (Tier I and Tier II)</p> <p>Promissory note will not be allowed for Tax benefit</p>
80CCD(1B)	"NPS - Additional Deduction of Rs. 50,000/-	<p>Photocopy of all the payment receipts issued by the bank with NPS Account Details</p>
80CCG (Rajiv Gandhi Equity Saving Scheme)	<p>This deduction is available only for new retail investors where an annual income of assessee does not exceed Rs 12 lakh in the given financial year. The investment can be made up-to Rs 50,000/- in the capital markets, however the deduction will be available up-to 50% of the investment.</p> <p>The maximum investment permissible under the Scheme is Rs. 50,000/- and the investor would get a 50 percent deduction of the amount invested from the taxable income for that year i.e. Rs.25000/-. To benefit the small investors, the investments can be made in installment in the year in which tax claims are made.</p> <p>This scheme is extended till 31st March 2020.</p>	<p>Copy of Receipts</p> <p>Promissory note will not be allowed for Tax benefit</p>

UNDER SECTION 80C (MAXIMUM LIMIT IS RS. 150,000/- INCLUDING PF + VPF)

Promissory note will not be allowed in any 80C Investment Section

Particulars	Details	Proof Required (In End of FY i.e. Jan to Mar-19)
LIP (Life Insurance Premium)	<p>Life insurance premium for Self, Spouse & Children are eligible It includes:</p> <ol style="list-style-type: none"> 1) Endowment Policy 2) Money Back Policy 3) Term Insurance Policy <p>Promissory note will not be allowed for Tax benefit</p>	<p>Photocopies of all premium receipts paid from April '18 till the date of submission, attested by the employee.</p> <p>In case any premium is due after the last date of submission of proofs, please provide us</p> <ol style="list-style-type: none"> 4) Last year premium payment receipt 5) Copy of the policy 6) Declaration stating that the premium for the same will be paid by the due date or before the next cutoff date. In case of any default the tax along with the interest, if any, may be deducted from your salary for March-19. <p><u>Current year's premium payment receipts</u> should be submitted on or before the next cut-off date.</p> <p>Premium deducted from salaries will be</p>
PPF	PPF for Self, Spouse & Children are eligible.	Photocopies of deposited Challans and /or PPF Passbook with copy of the covering page.
NSC	NSC can be claimed only for investment made for self. Investments made in the name of parents (father / mother / both) or in-laws including spouse & children are not eligible for deduction under section 80C.	Photocopies of all NSC certificates purchased in the current year.
ACCURED INTEREST OF NSC	<p>NSC interest declared will also be accounted as "Other Income" and taxed.</p> <p>NSC calculator is given with the supporting forms to calculate the Accrued Interest of NSC</p>	<p>Photocopy of all the certificates for which interest is being claimed.</p> <p>Calculation of Interest.</p>

Particulars	Details	Proof Required (In End of FY i.e. Jan to Mar-19)
ULIP	ULIP can be claimed for Self, Spouse & Children	<p>Photocopies of all premium receipts.</p> <p>In case any premium is due after the last date of submission of proofs, please provide us</p> <ol style="list-style-type: none"> 1) Last year premium payment receipt 2) Copy of the policy 3) Declaration stating that the premium for the same will be paid by the due date or before the next cutoff date. In case of any default the tax along with the interest, if any, may be deducted from your salary for March-19. <p>Current year's premium payment receipts should be submitted on or before the next cut-off date.</p>
Deposit Under Senior Citizens Saving Schemes	<p>Eligible only if the employee is a Sr. Citizen. Sr. Citizen is a person who shall attain 60 years in current financial year i.e. till 31st March 2019, as per Income Tax Act.</p> <p>Bond should be of the current financial year only (Apr '18 – Mar '19).</p> <p>Document should specify that benefit eligible u/s senior citizen saving scheme</p>	Photocopies of Bond certificate
Mutual funds (ELSS Schemes)	<p>MF/ ELSS can be claimed only for investment made for self. MF / ELSS investments made in the name of parents (father / mother / both) or in-laws including spouse & children are not eligible for deduction under section 80C.</p> <p>Promissory note will not be allowed for Tax benefit</p>	<p>Photocopies of acknowledgement of application or /and final certificate/statement of account.</p> <p>In case of SIP investments amount to be debited after cut-off date can also be claimed ** Please inform if SIP has been STOPPED</p>
Children Tuition Fees	<p>Only Tuition fee will be allowed, and any other fee will be disallowed like development fee, Transport fee etc.</p> <p>Play School / Pre-Nursery Tuition fee will also be allowed</p>	Receipts of tuition fees.

Particulars	Details	Proof Required (In End of FY i.e. Jan to Mar-19)
Fixed Deposit	FD should be cover up under the tax sever scheme.	Receipt of fixed deposit made for 5 years or more than 5 years. FD receipt should be marked with "Eligible for deduction u/s80C.
Housing Loan Principal Repayment	Stamp Duty and Registration Charges: The amount you pay as stamp duty when you buy a house and the amount you pay for the registration of the documents of the house can be claimed as deduction under section 80C in the year of purchase of the house.	Please provide Current Year Housing Loan Provisional Certificate. <ul style="list-style-type: none"> • Certificate should be in the name of employee. • Only bank statement is not valid proofs. Interest provisional certificate to be submitted. • Certificate should provide the breakup of Interest & Principal paid during the Financial Year 2018-19. • In case of Joint Loan, please provide the declaration form stating the claiming percentage. ** <u>In absence of declaration 100% benefit will be given</u>
Sukanya Samriddhi Yojana (for Girl Child)	The government issued a notification to allow 80C exemption equal to the amount invested in the scheme up to Rs.1,50,000/-, which is also the maximum amount one can invest in this scheme in a financial year	Photocopy of Receipts

U/S 24 - INTEREST ON HOUSING LOAN OR LOSS / INCOME FROM HOUSE PROPERTY

<u>Self-Occupied</u> <ul style="list-style-type: none"> • Capped to a maximum of Rs.2,00,000/- P.A. • House Property should be in the name of the employee • In case of Joint loan, declaration specifying the % of benefit claimed by the individual • You can claim only one house property as self-occupied. • You can claim only one benefit either HRA or Interest if property is in the same location or place 	<p>Provisional statement/certificate with EMI break-up categorized into interest and the principal component.</p> <p>Relevant possession proof / Self Declaration documents should be accompanied with the bank certificate. It is advisable to submit utility bill along with possession certificate/Registry.</p> <p>Stamp Duty Paid Receipt pertaining to current financial year (Apr'18 Mar'19) to claim the benefit of stamp duty paid.</p>
<u>Let out Property (Loss or Income)</u> <ul style="list-style-type: none"> • Maximum up to Rs. 2,00,000/-. • House property Should be in the name of the employee. <p>MAXIMUM OF RS. 200000 IN TOTAL IS ALLOWED UNDER LOSS FROM SELF OCCUPIED AND LET OUT HOUSE PROPERTY.</p>	<ul style="list-style-type: none"> • Provisional certificate pertaining to current financial year (Apr '18 – Mar '19) with breakup of interest and principle from the Housing Finance Company / Bank. • Provide the Calculation of Income from a Let-Out property

PREVIOUS EMPLOYER SALARY

Employee who has joined the company during the financial year 2018 - 2019 i.e. after April 01,2018 also needs to give the details of salary received from his previous employer in the **Form 12B** along with certified Final Tax Computation sheet / Form 16 / Tax Certificate for FY 2018-19 issued by the previous employer so that correct tax can be deducted accordingly.

Note: - This has to be done on ALT Portal under “**FORM 12B**” Tab of Investment Declaration page (Tope right side on investment window).

INCOME TAX SLAB FOR FY 2018-19

Individual (Male Female) (Below 60 Yrs.)	Senior Citizens (Male Female)	Super Senior Citizens (Male Female)
Exempt Till 2,50,000/-	Exempt Till 300,000/-	Exempt Till 5,00,000/-
5% of between 2,50,001 – 5,00,000	5% of between 300,001 – 5,00,000	NA
20% of between 5,00,001 – 10,00,000	20% of between 500,001 – 1,00,000	20% of between 5,00,001 – 10,00,000
30% of over 10,00,000	30% of over 10,00,000	30% of over 10,00,000

Note: As per 2018 Budget (Finance Act, 2018) section 87A of the Income Tax Act, 1961 rebate of Rs. 2,500/- will be given to the individual tax payer whose annual taxable Income does not exceed Rs 3.5 lakhs.

Note: Health & Education Cess will be levied @ 4% on Tax and Surcharge.

Note: Surcharge @ 10% and 15% of tax payable will be applicable if the annual taxable income is above Rs. 50,00,000/- (Fifty Lacs) & Rs. 1,00,00,000/- (One Crore) respectively.

Note: There will be standard deduction of Rs. 40000/- given to all employees.

Note: Medical exemption of Rs. 1250/- per month has been removed.

Note: Conveyance exemption of Rs. 1600/- per month has been removed.

Note: No TDS will be deducted from interest income up to Rs. 50,000/- a year for senior citizen.
