**Indian Oil Corporation Limited  
Finance Department**

**Annual Tax Declaration Guidelines**

**Employee Name:** [Employee’s Name]  
**Employee ID:** [Employee ID]  
**Department:** [Department Name]  
**Position:** [Employee’s Position]  
**Date:** [Date]

**Overview:**

As the financial year comes to a close, it is mandatory for all employees to complete their annual tax declaration. This declaration ensures accurate calculation of tax liabilities and helps in availing applicable tax benefits.

**Steps to Complete Your Tax Declaration:**

1. **Download the Tax Declaration Form:**
   * Access the Tax Declaration Form attached to this document or download it from the company’s intranet portal.
2. **Fill Out the Form:**
   * Complete all required fields in the Tax Declaration Form accurately.
   * Provide details of income, investments, deductions, and exemptions as applicable.
3. **Attach Supporting Documents:**
   * Scan and attach supporting documents such as:
     + Rent receipts (if claiming HRA)
     + Medical bills
     + Investment proofs (e.g., LIC premium receipts, PPF contributions, etc.)
4. **Submit the Form:**
   * Submit the completed Tax Declaration Form and supporting documents via:
     + Email to [Tax Department Email Address]
     + Through the company’s intranet portal
     + Physically to the Finance Department at [Office Location]
5. **Deadline:**
   * The deadline for submitting your Tax Declaration Form is [Due Date]. Late submissions may result in penalties or delays in tax processing.

**Guidelines:**

* **Accuracy:** Ensure all information provided is accurate and up-to-date.
* **Policy Compliance:** Familiarize yourself with IOCL’s tax policies and guidelines attached for reference.
* **Queries:** For any questions or assistance regarding tax declaration, please contact the Tax Department at [Tax Department Contact Information].

**Important Notes:**

* Failure to submit your tax declaration may result in the defaulting of tax deductions.
* Keep a copy of your submitted Tax Declaration Form for your records.