

Documents Required For Filing Income Tax Return

- Basic Requirements :
 - Copy of PAN
 - Residential Address
 - Business Address
- Bank Details to show in Income Tax return :
 - Bank Name
 - Branch
 - IFSC Code
 - Account Number
- If you already registered in Income Tax site :
 - Provide us Password
 - Or Last year online filed ITR acknowledgement
 - And Bank Details given in Income Tax last year
- If you have Salary Income Please Provide us :
 - Form 16 issued by your employer (with bifurcation of deduction Claimed in form 16)
- If you have Rental Income Please Provide us :
 - Address of Your House let out
 - Rental income per month
 - If loan taken for property, interest and principal repaid
- If you have Sold any Property/ Shares/ Debentures/ Any other Assets :
 - Date of Sale
 - Date of Purchase
 - Sale Consideration & Official market value
 - Purchase Cost

OR

 - Simply Provide us Property sale & Purchase Deeds
 - Shares Sale-Purchase detail (with its Date of Purchase, date of Sale, Purchase Cost & Sale Price)
- Other Income :
 - Saving Bank Interest- Provide us all passbooks or statements
 - Fixed Deposit Interest- Interest Certificate
 - Any Other Income- Provide us Detail
- For Business Income :
 - Bank statement with details of all transactions (write Name & Purpose of Deposit or withdrawals on every Transactions)

- Electricity Expenses, Telephone Expenses, Internet Charges (Provide Actual Expenses from bills if available)
- If you have registered in VAT, Provide us Quarterly filed VAT Returns & VAT payment amount
- Last financial year P/L & Balance Sheet
- If you have purchased any Assets Provide us :
 - Invoice of Purchased assets of Current Financial Year
- Investments :
 - Fixed Deposits Receipts
 - Receipts if any booking advance property booking receipts
 - Details if any other advances given
- For Deduction :
 - Provide us LIC receipts paid between 01/04/201 to 31/3/201
 - School fee receipts of your children
 - If any Health Insurance Premium receipts, Provide us
 - If you Donated money to any Trust- Donation Receipts
 - PPF Passbook of payment proof
- If your child is minor :
 - And he/ she have any Income for example FD Interest, saving Bank interest etc. then give details
 - Name
 - Date of Birth
 - Income Earned
- Loan :
 - Loan statement
 - Housing loan statement