

HOW TO PREPARE FOR IT RETURN FILING



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Author's Views



- Most of us find submission of data and filing of income tax returns (ITR) a complex task. So, we often postpone it till the last possible date. But having the paperwork organized can make the task much simpler. For business accounts are being maintained. For personal filing, generally no books of accounts are maintained. For personal ITR it is very much important to keep information in organized way to make income tax return filing easy.
- While income tax authorities don't require you to furnish any document while filing your return, they are needed while filling up the ITR form. Besides, the legal proceedings under the Income Tax Act, 1961, can be initiated up to six years prior to the current financial year. So, it is necessary that you maintain the documents for so long.
- You have to file a return by 31st July in case of non-audit assessee and 30th September in case of audit assessee . I am listing the basic documents you need to keep while filing ITR.

Bank accounts



- First and most important collect all your bank statements or passbook for the relevant financial year. Either convert into excel or can be used as it is. One option you can enter same in accounting package like tally. If your transaction is little voluminous better to make books of accounts in software. Write down details of receipts and payments against each entry. Open details corner for each type of person, expenditure and income. Let me explain if you have given and received money from any person write all entries of such person at a place so that you can understand how much is net balance with that person. Likewise do for expenditure and income. By doing this maximum work will be ready.


Bank accounts



Copies of Fixed Deposit

- Collect copies of all fixed deposit to calculate interest thereon.

This is not a Negotiable Document
STATE BANK OF INDIA
THRISSUR ROUND EAST, DHARMODAYAM BLDG.,
THRISSUR, DIST: THRISSUR, KERALA 686001
TM: 2333089


TERM DEPOSIT ADVICE
(In lieu of Term Deposit Receipt)

Nomination :
Date :

Dear Sir/Madam,
We have pleasure in confirming details of the following amount held in deposit with us. Please quote the Account Number in all correspondence. Thank you for Banking with us.

Name (s) :
D. S. S.

Mode of Operation : **STTD-OPEN (RUB-IND-SYLS-IND)**
Savings

Account Number	Term	Interest @	Principal Amount	Value Date	Maturity Date
	5 Y	8.5 %	INR 25,000.00	8.2.2011	8.2.2016

Maturity Value :
INR 38,070.00

Yours faithfully,

For STATE BANK OF INDIA
Authorised Signatory

PAN



- You don't have to attach a copy, but just mention the PAN in the return



Salary Certificate



- Form 16 is the annual salary statement issued by an employer providing details of the income earned and tax deducted in a particular financial year. If an employer doesn't issue you Form 16 by 31 May of the AY, send them a registered letter asking for the same and a copy to the assessing officer. Where you had more than one employer during the financial year (FY), seek Form 16 from each of them. Also, get Form 12BA if your pay package includes perks.

TDS Certificate



- This certificate mentions the income earned from sources other than salary and tax deduction at source (TDS) on them, such as TDS on bank term deposits, Rent, Professional fees, contract income, etc.



Form No. 26AS



- You may view this form online by registering at the National Securities Depository (NSDL) website. It provides details and status of tax credit, which includes TDS, advance tax/self assessment tax/regular assessment tax deposited by you. Check properly whether all TDS and taxes are reflecting properly. Possible few people have deducted TDS but not uploaded , ask them to update to get credit of the same.
- The most important, check whether income reported under various heads in 26AS is belongs to you. You have taken all the income earned by you and other reported information in 26AS.

Form No. 26AS



TRACES
TDS Reconciliation Analysis and Correction Enabling System



Form 26AS

Annual Tax Statement under Section 203AA of the Income Tax Act, 1961

- See Section 203AA and second provision to Section 206C (5) of the Income Tax Act, 1961 and Rule 31AB of Income Tax Rules, 1962

Permanent Account Number (PAN)	Current Status of PAN	Active	Financial Year	2008-09	Assessment Year	2009-10
Name of Assessee						
Address of Assessee						

- Above data / Status of PAN is as per PAN details. For any changes in data as mentioned above, you may submit request for corrections. Refer www.tin-ndl.com / www.utittdl.com for more details. In case of discrepancy in status of PAN please contact your Assessing Officer
- Communication details for TRACES can be updated in 'Profile' section. However, these changes will not be updated in PAN database as mentioned above

PART A - Details of Tax Deducted at Source

(All amount values are in INR)

Sr. No.	Name of Deductor				TAN of Deductor	Total Amount Paid / Credited	Total Tax Deducted ⁹	Total TDS Deposited
1	HINDUSTAN INSTRUMENT LTD EMPLOYEES PROVIDENT FUND				DELH03594D	14800.40	4574.00	4574.00
Sr. No.	Section ¹	Transaction Date	Mode of Booking	Date of Booking	Remarks ²	Amount Paid / Credited	Tax Deducted ³	TDS Deposited
1	192	20-Feb-2009	F	18-Jun-2009	-	14800.40	4574.00	4574.00
Sr. No.	Name of Deductor				TAN of Deductor	Total Amount Paid / Credited	Total Tax Deducted ⁹	Total TDS Deposited
2	TATA CONSULTANCY SERVICES LIMITED				MUMT11446B	5360.47	0.00	0.00
Sr. No.	Section ¹	Transaction Date	Mode of Booking	Date of Booking	Remarks ²	Amount Paid / Credited	Tax Deducted ³	TDS Deposited
1	192	27-Mar-2009	F	15-Jun-2009	-	1.00	0.00	0.00
2	192	27-Feb-2009	F	15-Jun-2009	-	2679.74	0.00	0.00
3	192	27-Jan-2009	F	15-Jun-2009	-	2679.73	0.00	0.00

Investment receipts



- Collect receipt for payments for sec 80C benefit such as medical insurance premium receipts, Life insurance premium receipts, School Fee receipts, Public Provident Fund (PPF) deposit , taxsaving mutual funds donations to charitable trusts, tuition fees, etc.



House Loan



- Certificate from banker stating payment of principal and interest on home loan for the year.



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Education Loan



- Certificate from banker stating payment of interest on education loan.



Property Tax



- If you own a property or rented one then preserve the municipal tax receipt .



Property



- If you have bought or sold a property, retain sale deed and receipts of stamp duty and registration fee paid.



Shares and Mutual Fund



- Collect statement showing short term and long term capital gain on shares and mutual funds. A holding statement as on year end. Check the balance with broker at year end.

Capital Gains



- If you have made any capital gains, either short term or long term while transacting in capital assets such as property, gold, or equity instruments Bills, documents and contract notes for assets sold during the year are needed as are the corresponding purchase papers.

Assets



- Bills for all assets purchased and sold. Bill for purchase of car or two wheeler along with registration charges and insurance premium receipt. All other assets purchase bill and receipt for sale.



Foreign Travel



- Dates of foreign travel and expenditure on all foreign tours. Make a statements along with proof of payments.



Business



- When business is small and no books of account is required to be maintained as per Income Tax Act, even then I suggest to maintain books of accounts and details in excel or manually to draw correct profit and loss. It will be very easy for you to calculate the profit or loss to be declared. Only in case of presumptive business u/s 44AD and 44AE you can declare without books of accounts.

Minor's Income



- Minor's Income is clubbed with the income of any of the parent. So, while you are collecting information for your return do collect the information even for minors.

Partnership Firm Returns



- Do finalize the returns of all the firms in which you are partners well before the due date. This will help you in considering the figures of partner remuneration, salary, interest and profit earned from each partnership firms in your personal return.

Audit



- when your turnover is more than exemption limit of audit, get books of accounts audited well in time. The last hour auditing may not give you proper time for tax planning.

Gifts



- Details of gifts received from whom and given to whom may help you to declare in income tax returns.



Conclusion



- The most important is have detail of all transactions in bank accounts, shares and mutual fund statements, loan statements, receipts for all investments, expenditure and TDS certificates (Form 16, 16A and 26AS).

Thanks!



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