

Requirements for filing ITR for F.Y. 2021-22 corresponding to A.Y. 2022-23
(In the case of Individual / HUF / Firm / AOP – Non Audit Case)

(Due Date for filing Income Tax Return is 31.07.2022 after which the Late Fees would be levied.)

● **Following is the List of details / documents required for filing Income Tax Return for the year under consideration in case of Individual / HUF / Firm / AOP –**

- 👍 Login Details of IT Portal (PAN and Password)
- 👍 List of sources of Income
- 👍 Previous year ITR Form
- 👍 Form 26AS, AIS and TIS Forms downloaded from IT Portal (*shall be done at our end once we have the Login Details*)
- 👍 All the Bank Accounts details and the copy of bank statements for the period 01.04.2021 – 31.03.2022 along with summary / narration for all the deposits in the account (for all bank accounts).
- 👍 Form 16 issued by the employer in case of Income from Salary
- 👍 Data about Income received from House Property (Rent Received, Municipal Taxes Paid)
- 👍 Home Loan Statement/ Certificate (if any)
- 👍 In case of Shares/ Mutual Funds /Bonds sold – Capital gain (P&L) statement in PDF or Exported into Excel and in case of House Property sold proofs of the same. In the case of Shares/ Mutual Funds /Bonds sold, the relevant statements can be sought from the Broker / Investment Advisor / Agent / PMS Service Provider.
- 👍 Proofs of Tax Saving Instruments under chapter VI-A such as -
 1. LIC Premium, Contribution to PF, Tuition Fees payment receipts, NPS, etc.
 2. Medical Expenditure Receipt of payments, Medical Insurance payment etc.
 3. Details along with the proof of eligible 80G donations made.

* **Mandatory Disclosure- If your total income in a previous year exceeds Rs 50 lakhs then you are mandatorily required to file Schedule of Assets and Liability (all as on 31.03.2022):**

Balances at the end of the year for following would be required for the following

- 👍 **The term ‘Assets’ include land; building along with immovable assets; financial assets such as shares, securities, and deposits; PPF, loans and advances; FDRs, bank balances (as on 31.03.2022) cash in hand; jewellery; vehicles; movable assets such as bikes, motor vehicles, yachts, aircraft, and boats; and bullion, artwork, FOREIGN ASSETS held (if any), etc.**
- 👍 **The term ‘Liabilities’ all liabilities incurred in relation to the assets should be reported such as: Housing loan, Vehicle loan, Personal loan, Private Loans, Amounts outstanding to be paid on account of any purchase / asset, etc.**

For any further assistance or clarification please email us on mumassociate@pkmg.co.in

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