

Checklist of Requirements

For Filing of I.T. Return for the A. Y. 2021-22 of Non Corporate / Non Trust assesseees

(field highlighted states changes applicable from current year)

<u>General Requirements</u>		<u>√ When</u>	<u>Amount</u>
		<u>Given or</u>	<u>(in Rs)</u>
		<u>State NA</u>	
		<u>when Not</u>	
		<u>Applicable</u>	
1.	Indicate the resident status : Resident or Resident but not ordinary Resident		
a)	In case you want us to evaluate your residential status then furnish us the information as per the Annexure A		
b)	In case of Non Residents Please provide:- (i) Country of residence with tax Identification No. (ii) In case of Non Resident being citizen of India or Person of Indian Origin, total period of stay in India during the previous year/during the 4 preceding years.		
c.	In case PAN is not available, then Tax Identification Number (TIN) or the passport number to be mandatory given.		
2.	In case of Individual & HUF'S indicate whether new tax regime u/s 115BAC has been opted for.		
3	Details of all Bank A/cs such as type of A/c, Bank A/c number, Branch, type of account, whether account held jointly and IFSC code of bank, except dormant bank accounts (not operational during the last three years) Non residents ,not having Indian bank, can furnish at least one foreign bank account with SWIFT code , IBAN & name of bank for refund		
4	Summary of all Bank Accounts or in the alternative copies of Bank Pass Books / Bank Statements wherein entries of receipts & payments are duly marked with proper explanation Bank Slips & cheque counter foils.		

5.	<p>Whether the assessee has</p> <ol style="list-style-type: none"> 1. Deposited amount or aggregate of amounts exceeding Rs.1 crore in one or more current account during the previous year? (Amount if the answer is yes) 2. Incurred expenditure of an amount or aggregate of amount exceeding Rs 2 lacs for travel to a foreign country for himself or for any other person? (Amount if the answer is yes) 3. Incurred expenditure of an amount or aggregate of amount exceeding Rs1 lacs on consumption of electricity during the previous year? (Amount if the answer is yes) <p>[If the answer to any of the three conditions is yes, than return filing u/s 139(1) shall be mandatory even if the taxable income is less than the threshold limit of Rs. 5 lac]</p>		
6.	<p>Total drawings for personal purposes including family drawings. Here indicate aggregate drawings by way of payments by credit card, cash drawings n cheque payments & bank transfers for personal expenses</p>		
7.	<p>Copy of Form 26AS,TDS certificates, Copies of Advance Tax / Self-Assessment tax challan if Paid</p>		
8.	<p>Details of change in address during the year, if any.</p>		
9.	<p>For Resident Assessee:- Aadhaar Number to be provided mandatorily. Every Person is required to quote Aadhar Number in their Income Tax Return. Firms/ AOP/BOI/ Trusts are also required to Quote Aadhar number of their Partner/members/Trustees in new ITR 5. For HUF, Aadhar number of Karta is required to be quoted in ITR 2 or 3 as the case may be.</p>		
10.	<ol style="list-style-type: none"> a. Declaration of cost of assets and liabilities (as under) by Individuals/HUF earning above Rs.50 Lakhs namely in case total income greater than Rs. 50 lacs. <ul style="list-style-type: none"> • Land • Building • Cash in Hand • Jewellery, bullion etc • Vehicles, yachts, boats and aircrafts • Liability in relation to all the above assets b. Required to disclose address of immovable property and description of movable assets. c. This also should be compared & reconciled with the filings of Assessment Year 2020-21 		

11.	<p>Directorship Details:-Whether you were Director in a company at any time during the previous year ? If yes, please furnish the following information</p> <p>a) Name of Company and PAN, b) Whether its shares are listed or unlisted c) Director Identification Number (DIN)</p>		
12.	<p>Whether you have held unlisted equity shares at any time during the previous year ? If yes, please furnish following information in respect of equity shares</p> <p>1) Name of the Company 2) PAN 3) Opening Balance [No. of shares and cost of Acquisition] 4) No. of shares acquired during the year. a) No. of shares b) Date of subscription purchase c) Face value per share. d) Issue price per share in case of fresh issue. e) Purchase price per share in case of purchase from existing shareholder. 5) Shares transferred during the year [No of shares and sale consideration] 6) Closing Balance [No. of shares and sale consideration]</p>		
13.	<p>If you are a Partner of a Firm/LLP Details of the partnership firm i.e Name & PAN number Details of partner in case assessee is a firm</p> <p>Details of partner in case assessee is a firm</p> <p>a. Name and address b. Aadhar Number c. PAN d. Percentage of share e. Rate of interest on capital f. Remuneration paid/payable</p>		

14.	Schedule on GST seeking information regarding turnover/gross receipts as per GST returns filed for each GSTIN No. separately.		
15.	While filing ITR-1, ITR-2, ITR-3 or ITR-4 under nature of employment, government employees have been bifurcated as Central Govt and state govt employees. Also a new option "NA" has been added to the list. This option can be used by individuals claiming Family Pension		
16.	A new "Schedule DI- Details of Investment" has been incorporated in all the ITR Forms, whereby a statement has to be filed for any investment/ deposit/ payments made during the period 01.04.2020 to 31.07.2020 for the purpose of claiming any deduction under Chapter VIA.		
17.	<p>While filing Form ITR-3, ITR-5 or ITR-6, certain additional details have been asked under Audit Information. These are as follows:</p> <p>I. Whether assessee is declaring income only under Section 44AE/44B/44BB/44AD/44ADA/44BBA/44BBB?</p> <p>II. If No, whether during the year Total sales/turnover/gross receipts of business exceeds Rs. 1 crore but does not exceed Rs. 5 crores?</p> <p>If the answer to point II above is Yes, whether aggregate of all amounts received including amount received for sales, turnover or gross receipts or on capital account like capital contributions, loans etc. during the previous year, in cash, does not exceed five per cent of said amount?</p> <p>d) Also, if the answer to point II above is Yes, whether aggregate of all payments made including amount incurred for expenditure or on capital account such as asset acquisition, repayment of loans etc., in cash, during the previous year does not exceed five per cent of the said payment?</p>		

Sr. No.	Particulars	(√) When Given or State NA when Not Applicab le	Amount
I	<u>Income From Salary</u>		
	1.	Form 16	
	2.	Form 12BA along with Form16	
	4.	In case of more than one employer ,than salary details from all the employers along with TAN number , Nature of Employer and address.	
II	<u>Income From House Property</u>		
	1	If More than one house owned, municipal rate able value for all houses (Details of Co-Owner i.e Name, PAN No. & Percentage of holding)	

	2.	Copy of Rent Agreement for the property if let out.		
	3.	Details of Municipal Taxes Paid. These taxes are generally charged in the Society's maintenance bills. If not charged separately than a certificate from the society specifying the municipal taxes paid.		
	4.	Details of Housing loan Interest paid if any along with certificate/statements from the Lending Institution/ Employer		
	5.	TDS Certificates for TDS deduction from rent Received.		
	6.	In case of let out property, Name of the tenant and Pan number, instead of PAN and TAN details of the tenant Aadhar Number of the tenant can be provided if the tenant is an individual		
	7.	The amount of rent which cannot be realised from the tenant.		
III	<u>Income from Business & Profession</u>			
	1.	Nature of business or profession		
	2.	Balance Sheet		
	3.	Profit & Loss A/c		
	a.)	Manufacturing Account with separate details of manufacturing expenses, Depreciation on Factory Plant and Machinery and details of Opening /Closing stock of Work in Progress		
	b.)	Trading Account : (Gross Receipts from profession).		
	c.)	P/L Account : (Other depreciation and Amortisation)		
	4.	Capital A/c		
	5.	TDS/TCS Certificates		
IV	<u>Agricultural Income</u>			
a)		In case the net agricultural income for the year exceeds[Rs.5 lakh, the form seeks following requirements]		
b)		Name of district along with pin code in which agricultural land is located		
c)		Measurement of agricultural land in Acre		
d)		Whether the agricultural land is owned or held on lease		
		Whether the agricultural land is irrigated or rain-fed		
		<ul style="list-style-type: none"> Also requires to report Income not chargeable to tax as per DTAA 		
		<ul style="list-style-type: none"> Requires to report Pass through income not chargeable to tax 		
V	<u>Presumptive Income</u>			
	1.	Bifurcation of income received in cash or by cheque & electronic modes for the purpose of deciding 6% or 8% profit on presumptive basis u/s 44AD/44ADA/44AE		
	2.	In section 44AD, one new clause has been added as the electronic mode in addition to electronic clearance and reduced the presumptive income from 8% to 6%.		

	3.	In section 44AE for presumptive income from goods carriages, the ceiling of maximum row is removed and a new validation "Number of vehicles should not exceed 10 vehicles at any time during the year" is added.			
	4.	In case the assessee opts for presumptive income, then only details of cash and bank transactions related to presumptive income are required to be furnished.			
	5.	For assesseees paying tax under Presumptive Taxation are required to furnish further following details i. GST Registration number(s) along with Turnover as per GST Return filed			
		1	Partners/ Members own capital	7	Fixed assets
		2	Secured loans	8	Inventories
		3	Unsecured loans	9	Sundry debtors
		4	Advances	10	Balance with banks
		5	Sundry creditors	11	Cash-in-hand
		6	Other liabilities	12	Loans and advances
VI		In ITR-4, under " Schedule BP ", while calculating the Gross Turnover or Gross Receipts under Section 44AD , amounts received through prescribed electronic modes has been incorporated in addition to amounts received through account payee cheque, account payee bank draft and bank electronic clearing system.			
VII		<u>Income From Capital Gains</u>			
	****	If Investment in PMS, details of transactions in excel format.			
	1.	Details of Purchase & sale of shares, debentures, MF Units in the format enclosed as per Annexure II and other related expenses incurred, if any. With details of FMV as on 01.01.2001&31.01..2018			
	2.	Details of capital gains/ losses on sale of immovable property or any other Capital Asset along with copies of sale and purchase registered agreements. With details of FMV as on 01.04.2001 if acquired prior to 01.04.2001			
	3.	Details of investments out of the above sale proceed along with copies of receipts for such investments made.			
	4	Deduction under Capital Gains For claiming deduction u/s 54, additional details are required i. Date of transfer of Original Asset ii. Cost of new asset iii. Date of Purchase/Construction of new asset iv. Amount deposited in Capital Gains Accounts Scheme before due date v. Amount of deduction claimed			
	5	In case of short term/long term capital gain on transfer of immovable property, Please furnish (i) Name (ii) PAN (iii) Percentage of share of buyer with amount.			

		(iv) Complete address of property required to be given.		
VII	<u>Income from Other Sources</u>			
	1.	Dividend (along with exempt, disclosure advisable even where not chargeable).		
	2.	Interest/Income from Mutual Fund, Company Fixed deposits ,Bonds ,Debentures etc.		
	3.	Interest from Banks (F.D's and Savings separately) along with TDS Certificates / interest Certificates		
	4.	Other interest along with TDS Certificates		
	5.	Other income with details and TDS certificates thereof		
	6.	Principal amounts withdrawn from NSS, MEP, & TDS Certificates thereof		
		Note : Incomes & TDS in S No 2 to 6 should reconcile with Form 26AS		
	7.	Details of Expenses incurred for earning above mentioned income		
	8.	Income of the nature referred to in section 56(2)(x) which is chargeable to tax i.e purchase of any property, being immoveable property, shares, debentures & other securities, received, jewellery, bullion etc. by any person without consideration or inadequate consideration from persons other than relatives.		
	9.	Details of amounts not allowed as expense against Income from Other sources viz i. Any personal expense (Generally certain portion of expenses are also regarded as personal depending upon factual details) ii. Interest or Salary paid outside India on which tax is not deducted		
VIII	<u>Tax Saving Investment</u>			
		Proofs being copies of receipt for		
	1.	LIC, etc Pension Scheme with details of sum assured		
	2.	Insurance premium receipts with details of sum assured		
	3.	NSC Certificates copies if purchased during the year		
	4.	PPF Deposit receipt		
	5.	ULIP Receipt		
	6.	Tax Savings Bonds of IDBI / ICICI.		
	7.	Term Deposits Receipt.		
	8.	School Fees Receipt(Only Tuition Fees).		
	9.	Donation receipts. Bifurcation to be given between donation given in cash and by other mode.		
	10.	Mediclaime Receipt (incl. health checkup expenditure of assessee, or his family & medical treatment of a dependant who is a person with disability)- Section 80D		
	11.	Contribution to Pension Fund – Section 80CCC		
	12.	Contribution in New Pension Scheme u/s 80CCD		

	13.	Interest Paid on Education Loan – Section 80E		
	14.	House Rent Paid - Section 80GG		
	15.	Person with Disability - 80U		
IX	Details of donations entitled for deduction under section 80G			
	A	Donations entitled for 100% deduction without qualifying limit		
		Name and address of donee. PAN of Donee . Amount of donation Eligible Amount of donation		
	B	Donations entitled for 50% deduction without qualifying limit		
		Name and address of donee PAN of Donee Amount of donation Eligible Amount of donation		
	C	Donations entitled for 100% deduction with qualifying limit		
		Name and address of donee PAN of Donee Amount of donation Eligible Amount of donation		
	D	Donations entitled for 50% deduction with qualifying limit		
X		Name and address of donee PAN of Donee Amount of donation Eligible Amount of donation		
Details of any other Income, if any: Please specify the Nature of Income.				

Details of Foreign Assets		<input type="checkbox"/> When Given or State NA when Not Applicable	Remarks
A)	Details of Foreign Bank Accounts		
	IFS Code of the bank in case of Bank Accounts held in India (SWIFT Code in case of Foreign Bank Account)		

	<p>Name of the Bank</p> <p>Account Number (IBAN in case of foreign Bank Accounts)</p> <p>Indicate the account in which you prefer to get your refund credited, if any</p>		
B)	Details of Financial Interest in any Entity		
	<p>Country Name :-</p> <p>Country Code :-</p> <p>Nature of entity :-</p> <p>Name and Address of the Entity :-</p> <p>Total Investment (at cost) (in rupees) :-</p> <p>Nature of Interest (Direct/Beneficial Owner/Beneficiary):-</p> <p>Income Accrued from such interest:-</p> <p>Date since held:-</p> <p>Nature of Income</p>		
C)	Details of Immovable Property		
	<p>Country Name :-</p> <p>Country Code :-</p> <p>Address of the Property:-</p> <p>Total Investment (at cost) (in rupees) :-</p> <p>Date of acquisition:-</p> <p>Nature and Amount of Income:-</p> <p>Status – Owner/Beneficial owner/Beneficiary</p>		
D)	Details of Foreign Custodial Accounts held		
	<p>Country name :-</p> <p>Country Code :-</p> <p>Name of Financial Institution</p> <p>Address of financial institution</p> <p>ZIP code</p>		

	<p><i>Account Number</i></p> <p><i>Status</i></p> <p><i>Account opening Date</i></p> <p><i>Peak Balance during the period</i></p> <p><i>Closing Balance</i></p> <p><i>Gross Amount paid/credited to the account during the period</i></p>		
E)	Details of Foreign Equity and debt Interest held		
	<p><i>Country name:-</i></p> <p><i>Country Code:-</i></p> <p><i>Name of Entity</i></p> <p><i>Address of entity</i></p> <p><i>ZIP code</i></p> <p><i>Nature of entity</i></p> <p><i>Date of acquiring the interest</i></p> <p><i>Initial value of the investment</i></p> <p><i>Peak value of Investment during the period</i></p> <p><i>Closing value</i></p> <p><i>Total gross amount paid/credited with respect to the holding during the period</i></p> <p><i>Total gross proceeds from sale or redemption of investment during the period</i></p>		
F)	Details of Foreign cash value Insurance Contract or Annuity contract held		
	<p><i>Country name:-</i></p> <p><i>Country code:-</i></p> <p><i>Name of financial institution in which insurance contract held</i></p> <p><i>Address of financial institution</i></p> <p><i>ZIP code</i></p>		

	<p><i>Date of Contract</i></p> <p><i>The cash value or surrender value of the contract</i></p> <p><i>Total gross amount paid/credited with respect to the contract during the period</i></p>		
G)	Details of any other Asset		
	<p><i>Country Name:-</i></p> <p><i>Country Code:-</i></p> <p><i>Nature of Asset:-</i></p> <p><i>Date of Acquisition:-</i></p> <p><i>Nature and Amount of Income:-</i></p> <p><i>Total Investment (at cost) (in rupees):-</i></p> <p><i>Status – Owner/Beneficial owner/Beneficiary</i></p>		
H)	Details of account(s) in which you have signing authority and which has not been included in A to D above.		
	<p><i>Name of the Institution in which the account is held:-</i></p> <p><i>Address of the Institution:-</i></p> <p><i>Name mentioned in the account and Account No:-</i></p> <p><i>Peak Balance/Investment during the year (in rupees):-</i></p> <p><i>Whether Income Accrued is taxable</i></p>		
	Details of Tax Relief claimed under section 90 or section 90A or section 91 (Double Taxation relief)		
	<p><i>Country Name:-</i></p> <p><i>Country Code :-</i></p> <p><i>Tax Identification number of the tax payer in respective country:-</i></p> <p><i>Income (in rupees):-</i></p> <p><i>Tax Paid (outside India) (in rupees):-</i></p> <p><i>Total Tax Relief Claimed(in rupees):-</i></p>		

I)	Details of trusts, created under the laws of a country outside India, in which you are a trustee, beneficiary or settlor		
	<p>Country Name:-</p> <p>Country Code :-</p> <p>Name and address of trustees:-</p> <p>Name and address of settlor:-</p> <p>Name and address of beneficiaries:-</p> <p>Date since position held:-</p> <p>Whether income derived is taxable in your hands:-</p>		
J)	Details of any other income derived from any source outside India which is not included in,- (i) items A to F above and, (ii) income under the head business or profession		
	<p>Country Name :-</p> <p>Country Code :-</p> <p>Name and Address of the person from whom derived:-</p> <p>Income derived:-</p> <p>Nature of Income:-</p>		
K)	For Non Residents		
	<p><i>In case Capital Gains & Income from Other sources are taxable after taking benefit of DTAA, then provide the following</i></p> <ul style="list-style-type: none"> <i>i. Amount of Income</i> <i>ii. Country name & code</i> <i>iii. Article of DTAA</i> <i>iv. Rate as per Treaty & whether TRC obtained</i> <i>v. Section of Income Tax Act & rate as per Income Tax</i> 		

Annexure I

1) Please furnish following details for determining residential status

<i>Financial Year</i>	<i>No. of days stayed India with dates of arrival & departure</i>
2020-21	
2019-20	
2018-19	
2017-18	
2016-17	

2) If Resident but Ordinary resident, then also furnish details for the following years:

<i>Financial Year</i>	<i>No. of days stayed in India with dates of arrival & departure</i>
2015-16	
2014-15	
2013-14	
2012-13	
2011-12	
2010-11	
2009-10	