

Ravi Laxmi & Associates
(Chartered Accountants)

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Docs For ITR Return

General documents

Sr. no	<u>In case of Individual and HUF</u>	<u>In case of Company, Firm, AOP/BOI, Trust</u>
1	Pan Card of Assessee	Pan Card of Assessee
2	Aadhar card of Individual Assessee	Certificate of Incorporation
3	Mobile no, Alternative number	List of directors with their PAN, Address, Aadhar No., Contact No.
4	Passport copy	Passport copy
5	Email Id, alternative email ID	GSTIN Certificate for all states
6	Alternative Mobile no	Aadhar, Mobile no. and email id for authorized person
7	Bank Statement (For Account no & IFSC Code)	Bank Statement (For Account no & IFSC Code)
8	Password of IT site (Not required for first time	Password of IT site (Not required for first time return)

Return Docs

	Assessee having income From Salary , Other Sources & One House Property (Total Income Upto 50 lacs)	Assessee having income From Salary , Other Sources, House Property and Capital Gain	Assessee having income From PGBP with others
1	From 16 (Part A & Part B)	From 16 (Part A & Part B)	From 16 (Part A & Part B)
2	All Saving Bank Statements	All Saving Bank Statements	All Saving Bank Statements
3	FD Intt. Certificate, interest on loan	FD Intt. Certificate, interest on loan	FD Intt. Certificate, interest on loan
4	Rent agreement (If Assessee not claim HRA)	Rent agreement (If Assessee not claim HRA)	Rent agreement (If Assessee not claim HRA)
5	Life Insurance, Tution fee, PPF statements and other investment.	Life Insurance, Tution fee, PPF statements and other investment.	Life Insurance, Tution fee, PPF statements and other investment.
6	Health Insurance premium paid	Health Insurance premium paid	Health Insurance premium paid
7	Receipt of Donations	Receipt of Donations	Receipt of Donations
8	Interest certificate of housing loan with seggregation of principal payment	Interest certificate of housing loan with seggregation of principal payment	Interest certificate of housing loan with seggregation of principal payment
9	Rent agreement of the porperty let out	Rent agreement of the porperty let out and self occupied	Rent agreement of the porperty let out and self occupied
10		Statement of shares/Unit of mutual fund traded during the year.	
11		Detail of purchase and sale of property sold	Detail of purchase and sale of property sold
12		Investment detail in case of poroperty sale	Investment detail in case of poroperty sale
13			Financial statements alongwith auditor report and notes to accounts
14			computation of Income
15			Tax audit Report