

May 19, 2018

Dear Sir / Madam ,

Sub : - Reminder for Income Tax Return **A Y 2018-19** .

This is to inform you that your Income Tax Return for the Financial Year **April 2017 to March 2018** i.e. Assessment Year **2018-19** , is due as follows : -

Category	Due Dates
Company or Other Persons under Audit	30-Sep-2018
Other Persons	31-Jul-2018

In this connection we would like to request you to submit / send your details on or before 15-Jun-2018 to enable us to compile the return before the stipulated due date .

**Please note the Late Fees payable for delay in furnishing Return of Income shall be :-
(for which the assessee will be solely responsible)**

Category	Late Fees
A . Income not more than Rs.5 Lakhs	: Rs.1000/=
B. Income more than Rs.5 Lakhs	
before 31-Dec-2018	: Rs.5000/=
After 31-Dec-2018 to 31-Mar-2019	: Rs.10000/=

The Return of Income for the year shall be Time Barred after 31-Mar-2019 . ie filing of the returns shall not be possible and all consequences for Non Filing of Return of Income shall apply .

(Note :- In case of the companies and other persons under audits the above fees shall be in addition to the fees levied under the specific sections of the act)

The list of requirements is appended herewith . The list is comprehensive for all assesseees . Kindly submit the documents relevant to your case .

You are also requested to bring any other details / information / document which you may feel are or would become necessary for filing your Income Tax Return accurately and comprehensively , after considering all the available deductions / exemptions / tax benefits .

Kindly note that if all the information is received at a time we would be able to process your documents speedily and compile the Income Tax Return at the earliest .

In case of any difficulty please feel free to contact us at any time .

In view of the rising cost of Man Power and in our endeavour to provide the world class services to all our clients , we would like to request you to pay our Professional Fees , when you come for submission of your documents . This will enable us to maintain the highest level of Quality Services that we have always been providing to you . Kindly make the payment either by CHEQUE or CREDIT CARD or our VPA - mnchoksiandco@upi or mnchoksiandco@ybl . DO NOT PAY BY CASH .

Assuring you of our best services .

Regards ,

Priya Khapare , Manager Admin

Our Mission – Give Value – Add Value – Get Value .

Our Motto – Sincerity , Dedication & Perseverance .

M. N. Choksi & Co.

Chartered Accountants

301 , Adeshwar Darshan , Ram Maruti Road , Thane (W) – 400 602 .

Tel : +91 22 2536 2374 ; +91 22 2530 4225 ; +91 99875 42374 . URL – www.mncandco.com .

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Branch : CA A. P. Shirodkar , 3 , Rajgir Sadan , Opp Sion Station , Mumbai - 400 022 .

Partners : CA M. N. Choksi CA M. B. Karadkar CA A. P. Shirodkar



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List of Requirements for filing Indian Income Tax Return : -

General : -

1. **Photocopy of Latest PAN Card ;**
2. **Latest Contact Details viz email ID , Cell No , Res Tel No .**
3. Details of Change of name , Change of address , if any ;
4. **Photocopy of a Blank Cheque of the Account to be declared in the Income Tax Return , irrespective of whether there is a claim of Refund or not .** (Name of the Bank , Name of the Branch , Type of Account , Account Number , MICR Code of the Bank) ;
5. Photocopy of the Acknowledgement of the Return of the preceding year , in case we have not filed your return ;
6. Photocopies of the Bank Accounts (Savings Account , Savings Plus , Quantum Deposit Account . Smart Save Account , Current Account , Overdraft Account , Cash Credit Account , Non Resident External Account (NRE) , Non Resident Ordinary Account (NRO) , Foreign Currency Non Resident Account (FCNR) , Resident Foreign Currency Account (RFC) etc **Pass Book / Bank Statement with the details of Deposits , Withdrawals marked thereon** , other supporting documents etc .
7. Details of the Receipts , Payments , Deposits , Withdrawals & Transfers to / from the Bank Accounts in the format attached herewith .

Salary Income

1. Original Salary Certificate (Form 16) ;
2. Annexure to Salary Certificate (Form 12BA) ;
3. Details of Exemptions claimed u/s 10 viz House Rent Allowance (HRA) , Medical Reimbursement , Leave Travel Allowance (LTA) etc .
4. Copies of vouchers , letters of reimbursement of expenses claimed from employer .
5. Documents of Retirement Benefits viz PF Withdrawal , Gratuity , Leave Salary , Super Annuation etc
6. Proof of Pension Income viz Pension A/c Pass Book , Pension certificate etc
7. In case your Gross Salary exceeds Rs. 10.00 lacs and / or the " Income from Other Sources " exceeds Rs. 10,000/= , it is advisable to compile a Statement of Affairs / Balance Sheet and file the Return of Income accordingly .

House Property Income / Loss

1. Details of Rent Income with copies of Rent / Lease / Live and Licence Agreements etc, if any ;
2. Photocopy of Municipal Tax Receipt ;
3. Photocopies of Society Bills With Break up for Municipal Tax Payments ;
4. Photocopies of Housing Interest Certificates ;

Business

1. Trial Balance / Balance Sheet and Profit & Loss A/c along with schedules for the year end ;
2. Data CD in case the Books of accounts are maintained on the Computer.
3. Photocopies of Bills of Additions to Fixed Assets during the year ;
4. Photocopies of Challans of Statutory Dues viz Profession Tax Self Employed , Profession Tax Employees , Service Tax , Sales Tax , Value Added Tax , Provident Fund (PF) , Family Pension Fund (FPF) , Employees State Insurance Corporation Fund (ESIC) , Bonus , Tax Deducted at Source (TDS) etc .
5. Statements of Secured / Unsecured Loans from Banks / Financial Institutions ;
6. Bank Reconciliation Statement ;

7. Summary of Sales , Services , Purchases , VAT Collected , Service Tax Collected , VAT Credit , Service Tax Input Credit etc .
8. Bill wise List of Debtors and Creditors ;
9. Summary of Partners Capital Account in Partnership Firms ;
10. Foreign Remittance Advice's viz Western Union Money Transfer , TT , MT , email etc
11. In case you want us to compile the Trial Balance / Balance Sheet and Profit & Loss Account ie Books of Accounts , all the records pertaining to your business transactions shall be required viz Sales Bills File , Purchase Bills File , Debit Notes File , Credit Notes File , Cash Expenses File , Expenses Payable File , Cheque Payment File , Bank Statements , Cheque Counterfoils , Pay in Slips , Credit Card Statement etc .

Capital Gains (Shares , Mutual Funds etc)

1. Details of Capital Gains / Losses earned / incurred during the year in respect of sale of Shares , Mutual Funds etc ;
2. Photocopies of Bills / Broker Notes of Purchase / Sale of Shares , Mutual Funds etc ;
3. Statement of Accounts of the Brokers / Service Providers ;
4. Copy of the Demat Accounts / Unit Statements ;
5. Certificate of payment of Security Transaction Tax (STT) in Form No. 10DB , issued by the broker through which the transactions are entered into ;

Capital Gains (Immovable Property etc)

1. Photocopy of Agreement of Original Purchase of the property along with proof of payment of Stamp Duty , Receipt of Registration and Registration Certificate – usually the last two pages of the agreement which contain the details of the parties to the transaction along with photographs ;
2. Photocopy of Agreement of Sale of the property along with proof of payment of Stamp Duty , Receipt of Registration and Registration Certificate – usually the last two pages of the agreement which contain the details of the parties to the transaction along with photographs ;
3. Photocopy of Agreement of Purchase of the new property , if any , along with proof of payment of Stamp Duty , Receipt of Registration and Registration Certificate – usually the last two pages of the agreement which contain the details of the parties to the transaction along with photographs ;
4. Photocopies of the Bills of any major additions / alterations / repairs done on the old / new premises ;
5. Photocopy of the Loan Sanction letter , if any ;
6. Photocopy of investments in Capital Gain Bonds ;
7. Photocopy of Statement of Account of Capital Deposit A/c ;

Other Sources

1. Details of Income from Bank Interest – SB , Bank Interest – RD , Bank Interest – FD , Interest on Bonds , Interest on Debentures , Interest on Company FD ,
2. Details of Family Pension Received , with documentary proof ;

Exempt Incomes

1. Details of Gifts (Gift Deed) from specified relatives ;
2. Details of Dividends , Mutual Funds ;
3. Details of Interest on PPF a/c , PPF Account Pass Book ;
4. Details of Agriculture Income , along with 7/12 Extract of the agriculture land ;
5. Details of Foreign Remittances of Non Residents , with Foreign Remittance Certificate (FRC) ;
6. LIC Maturity Letter ;
7. Documents of Retirement Benefits viz PF Withdrawal , Gratuity , Leave Salary , Super Annuation etc

Investments

1. Photocopies of all the Investments made during the year viz. Public Provident Fund (PPF) , Unit Linked Insurance Plan (ULIP) , National Savings Certificates (NSC) , Kisan Vikas Patra (KVP) , National Savings Scheme (NSS) , Bonds , Postal MIS Accounts , Postal RD Accounts Other Postal Deposits , Fixed Deposits , Recurring

Deposits , Shares , Mutual Funds , etc. along with details of income received therefrom .

2. Photocopies of all the Investments made in the name of the minor children and dependent Spouse viz PPF , ULIP , NSC , NSS , IDBI , ICICI , KVP , Postal Deposits , Fixed Deposits , Shares , Mutual Funds etc. along with details of income received there from .

Deductions

1. Photocopies of Expenses on Tuition Fees at School for children ;
2. Photocopies of Life Insurance Premium (LIP) Receipts ;
3. Photocopies of Mediclaim Receipts ;
4. Original Receipts of Donation ;

Non Residents

1. Details of arrival and departure in India during the Financial Year ;
2. Photocopies of Pass Port / CTC / PIO Card for dates of Arrival and Departure in India ;
3. Photocopy of Employment Agreement with Foreign Employer ;
4. Details of Foreign Remittances of Non Residents , with Foreign Remittance Certificate (FRC) ;
5. Foreign Remittance Advice's viz Western Union Money Transfer , TT , MT , email etc

Tax Payments

1. Original TDS Certificate from Salary ;
2. Original TDS Certificates on Business Income ;
3. Original TDS Certificates on Other Sources Income ;
4. Original Advance Tax Challans ;
5. Original Self Assessment Tax Challans ;
6. Original Form No. 10 DB (for credit of Securities Transaction Tax – STT) .

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Draft Format of Receipts and Payments : -

Name of the Assessee	:	x	Bank	:	
Previous Year	:	31-Mar-14	Branch	:	
Asst Year	:	2014-15	Type of Account	:	
			Account No	:	

Receipts and Payments Account (Detailed)

Date	Cheque No/ Ref No / Voucher No / Instrument No	Name of Person		Nature / Purpose of Receipt / Payment ; Bill No / Invoice No / Period etc	Account Head		Deposits Rs.	Withdrawals Rs.	Balance Rs.