

## Document Checklist –File-for-Me

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Documents  (NO ORIGINALS ONLY PHOTO COPY or SOFT COPY)	Salary	Interest & Other Income	Self Occupied Property	Let Out Property	Capital Gains Losses	Business/ Profession
TDS Certificate - Form 16	√	-	-	-	-	-
TDS Certificate - Form 16A	-	√	-	√	-	√
Housing Loan Interest Certificate	-	-	√	√	-	-
Pre-construction Interest Certificate (if any)	-	-	√	√	-	-
Photocopy of your cheque (for bank details to be mentioned in the i-tax return form)	√	√	√	√	√	√
Statement showing details of any other income (if any)	-	√	√	√	√	-
Tax Investment Proofs (only such investments, that have <b>not been</b> submitted to your employer)	√	√	√	√	√	√
Donation Receipts Copy (if any)	√	√	√	√	√	√
PAN Card Copy	√	√	√	√	√	√
Advance Tax Challan (if paid)	√	√	√	√	√	√
Self Assessment Tax Challan (if paid)	√	√	√	√	√	√
Statement of Mutual Fund Redeemed (if any)	-	-	-	-	√	-
Statement of Share / F&O Transactions (if any)	-	-	-	-	√	-

*You may provide Bank Statements only if you want us to analyze the transactions and give a summary report. This is a separate chargeable activity and the fees for the same is determinable based on the number of bank accounts & volume of transactions. Minimum analysis fee begins at Rs. 2,000*