



Varaiya and Shah LLP

Chartered Accountants

Tax Alert

Dear All,

It is already more than a month since the F.Y. 2020-21 got over. We will soon be approaching the due date of filing the income tax return of F.Y. 2020-21.

Therefore, we request you to start collecting following documents/details to ease the process of return filing:

1. In case of salaried person, obtain Form 16, Part A and Part B from your employer
2. In case of rent received on house property, details of Municipal/Property taxes paid.

In case of receiving rent for the first time, the address of the property, details of ownership and the details of tenant including PAN of tenant. If the property is jointly owned, details of all the co-owners including PAN/Aadhar and % of ownership.

3. In case of transactions in shares and mutual funds, obtain global reports, capital gain reports, transaction statements etc.
4. Obtain interest certificates in case of interest bearing investments.
5. Collect all LIC receipts, donation receipts, mediclaim receipts, etc
6. Update your PPF passbook
7. In case of tax free bonds, collect bond interest advices.

8. Any other documents necessary for return filing

Apart from the above, please start closing your books and finalising Profit & Loss A/c, Capital A/c and Balance Sheet.

Kindly update your contact details provided for your aadhar card to enable us to e-verify your return through OTP and also update your contact number, email-id and other details of your bank account (**linked to Aadhaar Card**), to enable the department to deposit the refund in your bank accounts.

Thanking You,

We, at Varaiya & Shah LLP

Date: 10th May, 2021

Varaiya & Shah LLP

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