TAX & RENT DECLARATION IS TAXING **NO MORE**

Presenting the incredible
Tax & Rent Declaration
module by Adrenalin

adrenalin®
Transformative Digital HR

TAX AND RENT DECLARATION

Adrenalin makes the process of availing a tax rebate on your rent more streamlined and hassle-free. A smart algorithm and customised user experience helps you declare your rent and obtain your form 12BB easier than ever before. Study the steps in this ready reckoner and experience ease like never before in the the all-important challenge to save and optimise your taxes.

Tax Declaration

Click ⊞ to expand sections in Tax Declaration tab, and provide relevant data.

Tax Declaration					
Financial Year* 2018-2019 ▾ Generate Form12BB	Employee Name: **Bhimrao V Waghmare (OE0029)**	Financial Year: **01-Apr-2018 to 31-Mar-2019**	PAN:		User Guide

Investment	Rent Declaration	Self Occupied	Let Out	Verify

⊞	#.	Investment Type	Declaration Amount	Proof Amount	Document	Approver Comments
⊟		SECTION 80C				
	1	Infra Structure Bonds (0.00)	15000.00	15000.00	Document ②	—
	2	Housing Loan Principle (0.00)	42563.00	42563.00	Document ③	—
	3	Children Education Expenses (0.00)	12700.00	12700.00	Document ①	—
	4	PPF (150000.00)	25000.00	25000.00	Document	—
	5	Sukanya Samriddhi Yojana (0.00)			Document	
	6	ELSS (0.00)	12300.00	12300.00	Document	—
	7	Mutual Fund (0.00)	42000.00	42000.00	Document	—
	8	NSC (0.00)			Document	
	9	Fixed Deposits (0.00)			Document	—

Save   Reset

After providing necessary information, click `Go to Next` to go to next tab 'Rent Declaration'. System will save the data entered in this tab and take you to the next tab.

Rent Declaration

Here, you can provide month wise rent declaration details.

Investment	Rent Declaration	Self Occupied	Let Out	Verify

Delete	From Date	To Date	Declaration Amount (Monthly)	Proof Amount (Monthly)	Metro/NonMetro	Land Lord PAN	Add. Info	Document
☐	2018-Apr-01	2018-Sep-30	8000.00	8000.00	Metro ▾		Add	Document ①
☐	2018-Oct-01	2019-Mar-31	9000.00	9000.00	Metro ▾		Add	Document

Add Row   Delete Row   Show Breakup   Re Enter

- Select From Date and To Date
- If full month duration is not provided in From Date and To date, then system will automatically pro-rate the rent for that period. For example if From Date is selected as 01-Jan-2018 and To date is selected as 15-Feb-2018, then system will automatically prorate rent for February month. Similarly, if From Date is selected as 24-Jan-2018 and To Date is selected as 31-Mar-2018, then system will automatically prorate rent for Jan month.

- Enter Declaration Amount or Proof amount (as instructed by HR)
- Select Metro / Non-Metro
- Enter Land Lord PAN
- Click 'Add' link under Add info to add landlord details.
- Click 'Document' link to upload supporting document

Click `Show Breakup` button to view month wise breakup. On clicking this button, month wise breakup will be shown in this form.

Delete	From Date	To Date	Declaration Amount (Monthly)	Proof Amount (Monthly)	Metro/NonMetro	Land Lord PAN	Add. Info	Document
☐	2018-Apr-01	2018-Sep-30	8000.00	8000.00	Metro		Add	Document
☐	2018-Oct-01	2019-Mar-31	9000.00	9000.00	Metro		Add	Document

Add Row   Delete Row   Show Breakup   Re Enter

Please enter only monthly amount.

Type	April	May	June	July	August	September	October	November	December	January	February	March
Declaration	8000.000	8000.000	8000.000	8000.000	8000.000	8000.000	9000.000	9000.000	9000.000	9000.000	9000.000	9000.000
Proof	8000.000	8000.000	8000.000	8000.000	8000.000	8000.000	9000.000	9000.000	9000.000	9000.000	9000.000	9000.000

Please verify Monthly Breakup details before submitting the Rent details.

Go to Previous   Go to Next

Month wise breakup details are shown in this form.

Note: If you want to make any changes to the rent declaration, you can always do so by clicking Re Enter

Verify the details and click Go to Next to proceed further. Click Go to Previous to go back to the previous tab.

Now you will see the 'Self Occupied' tab. This needs to be filled-in only if you have purchased house property and it is occupied by yourself.

	Tax Declaration											User Guide
Financial Year*	2018-2019	Generate Form12BB	Employee Name: **Bhimrao V Waghmare (OE0029)**			Financial Year: **01-Apr-2018 to 31-Mar-2019**		PAN:				

This page to be filled when you have purchased house property in loan and it is occupied by yourself.

If 'Possession taken' is 'Y', then 'Date of possession' will accept past dates till current date and If it is 'N' then it will accept current date/ future dates.
If 'Possession taken' is 'N' and if the 'Date of possession' is within current Financial year ,then interest paid will be taken for tax exemption else it will not be taken for tax exemption.

Delete	Date of Loan Sanctioned	Loan Amount Value	Residential House Property Value	Already Owned Any House Property(Y/N)	Whether Possession Taken	Date of Possession	Declaration Amount	Proof Amount	Name of the lender	Lender's Address	Lender's PAN*	Fin Inst
☐	2018-Apr-05	3500000.00	6000000.00	-- Select --	Yes	2019-Mar-11	154520.00	15450.00	HDFC	Chennai		
☐	2018-May-08	4578452.00	545875.00	-- Select --	Yes	2019-Jan-07	4578.00	1545.00	AXIS			

Add Row   Delete Row

Fields in tab are self-explanatory. Provide necessary information and click. Go to Next

Click Go to Previous to go back to the previous tab. Now you will see the 'Let Out' tab. This needs to be filled-in only if you have purchased house property on loan and given it for rent.

Previous Declared Values

Annual Rent	Less: Property Tax Paid	Net Annual Value	Less: Standard Deduction (30%)	Interest on Housing Loan	Pre-Construction Interest	Income from Let-out House Property	Lender's PAN*
157.00	54.00	103.00	31.00	157.00	5214.00	-5299.00	
1200.00	120.00	1080.00	324.00	12.00	112.00	632.00	
14502.00	12452.00	2050.00	615.00	2122.00	1245.00	-1932.00	
78451.00	48741.00	29710.00	8913.00	8574.00	8.00	12215.00	
						5616.00	

This page to be filled when you have purchased house property in loan and it is given out for rent.

	Annual Rent	Less: Property Tax Paid	Net Annual Value	Less: Standard Deduction (30%)	Interest on Housing Loan	Pre-Construction Interest	Income from Let-out House Property	Lender's PAN*	Add. Info*	Document
Delete	157.00	54.00	103.00	31.00	157.00	5214.00	-5299.00		Add	Document
Delete	1200.00	120.00	1080.00	324.00	12.00	112.00	632.00		Add	Document

When the Tax declaration page is opened in proof mode, the data submitted in declaration mode will be shown in the top under Previous declared values column. Fields in tab are self-explanatory. Provide necessary information and click. Go to Next

You will see the verification tab now where data given in previous four tabs are shown here, organized section wise. Click Go to Previous back to the previous tab.

Tax Rent Declaration

Financial Year* 2018-2019 ▾

Employee Name: **Sandeep GANDHI Sandeep GANDHI (Aes1000)**   Gender: **Female**   Current Financial Year: **01-Apr-2018 to 31-Mar-2019**   PAN:

| Investment | Rent Declaration | Self Occupied | Let Out | **Verify** |

Click here to view in full page   View in full page

Please verify the details before submit. After submit generate FORM12BB

Investment

ShortName	Description	Declaration Amount	Proof Amount	FileRefNo	Guidlines
Deductions From Gross Salary					
	Medical expenditure for critical illness for Self	50000.00	0.00	0	Medical expenditure for critical illness for Self
	Medical expenditure for critical illness for Depen	65000.00	0.00	0	Medical expenditure for critical illness for Dependents
	Medical expenditure for critical illness for Senio	10000.00	0.00	0	Medical expenditure for critical illness for Senior Dependents
	SUB TOTAL	125000.00			
Income/Loss					

You can click 'View in Full page' link in this form to view the declaration details in a full page view.

Tax Declaration

Financial Year* 2018-2019 ▾   Generate Form12BB   Employee Name: **Bhimrao V Waghmare (OE0029)**   Financial Year: **01-Apr-2018 to 31-Mar-2019**   PAN: User Guide

| Investment | Rent Declaration | Self Occupied | Let Out | **Verify** |

| Proof | 8000.000 | 8000.000 | 8000.000 | 8000.000 | 8000.000 | 8000.000 | 9000.000 | 9000.000 | 9000.000 | 9000.000 | 9000.000 | 9000.000 |

Self Occupied

Section Name	Previous Declaration Amount	Proof Amount	File Ref. No.	Guidelines
Interest Paid on housing loan during current FY	154520.00	15450.000		Form 12C , in case of Let out property, and Possession letter, if Home Loan is taken in the current year, are mandatory
Interest Paid on housing loan during current FY	4578.00	1545.000		Form 12C , in case of Let out property, and Possession letter, if Home Loan is taken in the current year, are mandatory

Let Out

Annual Rent	Less: Property Tax Paid	Net Annual Value	Less: Standard Deduction (30%)	Interest on Housing Loan	Pre-Construction Interest	Income from Let-out House Property	Address of the Property
74566.00	2654.00	71912.00	21574.00	175000.00	24100.00	50102.00	Trichy

Submit   Generate Form12BB   Reset

After verifying the data, click **Submit** to save the details.

You can also generate Form12BB after submitting the form. Once you submit the form, the 'Generate Form12BB' button will be enabled, on clicking which you can generate your Form12BB report.

Financial Year* 2018-2019 ▾

Employee Name: **Sandeep GANDHI Sandeep GANDHI (Aes1000)**   Gender: **Female**   Current Financial Year: **01-Apr-2018 to 31-Mar-2019**   PAN:

| Investment | Rent Declaration | Self Occupied | Let Out | **Verify** |

| Proof | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 |

Self Occupied

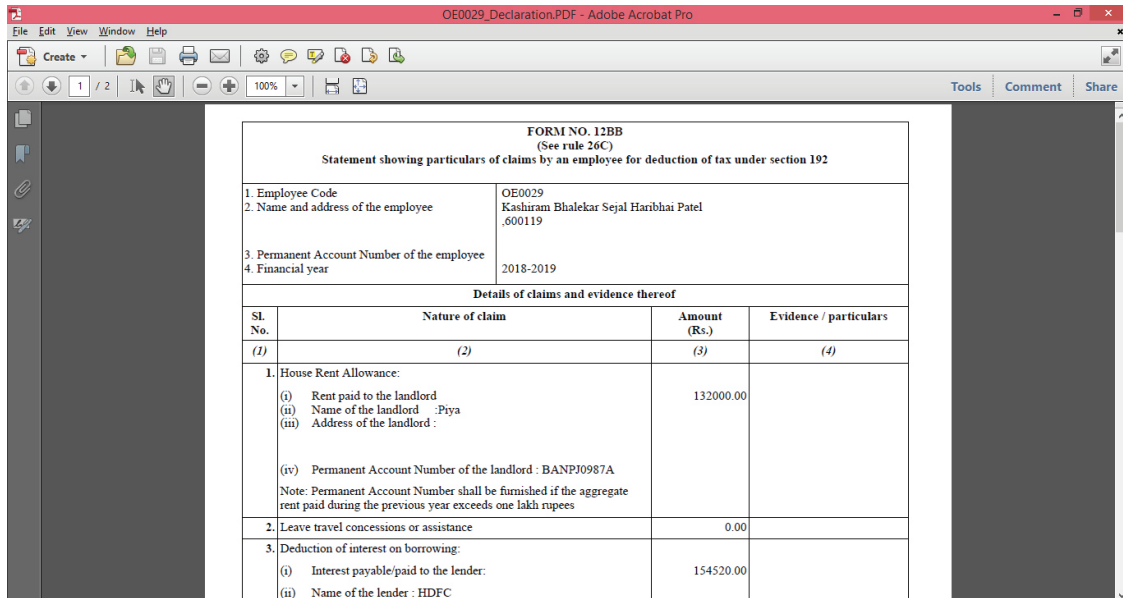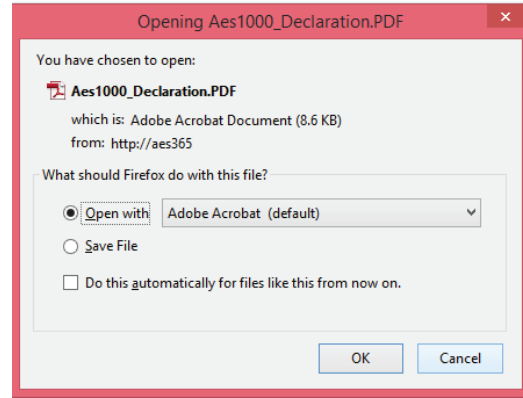| Section Name	Previous Declaration Amount	Declaration Amount	Proof Amount	File Ref. No.
Income/Loss From House Property	1000.00	2000.00		Form 12C , in case of Let out property, and Possession letter, if Home Loan is taken in the current year, are mandatory

Let Out

Annual Rent	Less: Property Tax Paid	Net Annual Value	Less: Standard Deduction (30%)	Interest on Housing Loan	Pre-Construction Interest	Income from Let-out House Property	Address of the Property
35000.00	600.00	34400.00	10320.00	119000.00	0.00	-94920.00	Dno-3,
1000.00	5.00	995.00	298.00	0.00	0.00	697.00	sdfaf
131.00	0.00	131.00	39.00	0.00	0.00	92.00	dgs
					Total	-94131.00	

Generate Form12BB   Reset

When the form is submitted, the Submit button will not be visible and **Generate Form 12BB** will be enabled, as shown in the previous screen.
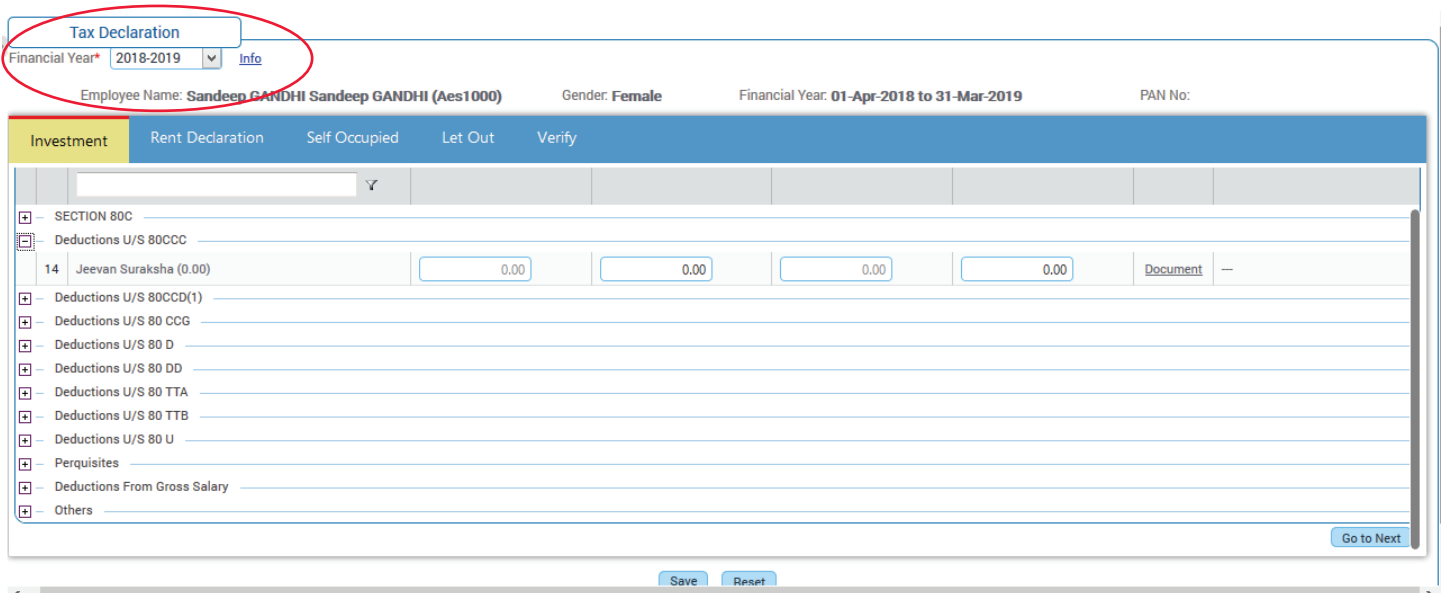

On clicking this button, the File open dialog box appears with options to Open or Save the generated file. Click Open to view the file.

Generated Form12BB report

Referring Past year claims

Financial year drop down given at the top of the page. By this employee can refer to last year's declaration for comparison, which makes easier for the employee review the data instead referring to PDF's or Excel.

What if employee wrongly declared the entry?

Pull back tax declaration. – If employee wrongly submitted the tax details, he can pull back the transaction and re submit. This makes system easy so that, employee no need to request the approver to reject. This is one of the useful functionality being appreciated by our customers

	Employee Id	Name of the Employee	Tax From	Tax To
☑	OE0029	Bhimrao V Waghmare	01 Apr 2018	31 Mar 2019

* - Mandatory

Pullback form: Tax Declaration (1)

Comments*: Rent declation amount wrongly given

[Pullback] [Reset]

Tax declaration – Approvals

Approver can do correction directly during approval. This also makes the life easier, instead of rejecting and asking employee to resubmit.

* - Mandatory

Pending Form Names: Tax Declaration (1)

	Employee Id	Name of the Employee	Tax From	Tax To	Raised On
☑	OE0022	Ravinder Singh Shani	01 Apr 2018	31 Mar 2019	2019-Feb-18 16:59

Comments*:

[Approve] [Reject] [Reset]

Tax Declaration

Financial Year*: 2018-2019   Employee Name: **Bhimrao V Waghmare (OE0029)**   Financial Year: **01-Apr-2018 to 31-Mar-2019**   PAN No:

Investment | Rent Declaration | Self Occupied | Let Out

#.	Investment Type	Previous Declaration Amount	Declaration Amount	Previous Proof Amount	Proof Amount	View Document	Remarks	Audit
	SECTION 80C							
1	Infra Structure Bonds (0.00)	15000.00	15000.00	15000.00	15000.00	View Document		☐
2	Housing Loan Principle (0.00)	12.00	12.00	42563.00	42563.00	View Document		☐
3	Children Education Expenses (0.00)	12700.00	12700.00	12700.00	12700.00	View Document		☐
4	PPF (150000.00)	25000.00	25000.00	25000.00	25000.00	View Document		☐
5	ELSS (0.00)	12300.00	12300.00	12300.00	12300.00	View Document		☐
6	Mutual Fund (0.00)	42000.00	42000.00	42000.00	42000.00	View		☐

[Save] [Reset]

Comments*: approved

[Approve] [Back] [Reject]

Know Your Approver(s)