

# TAX & RENT DECLARATION IS TAXING NO MORE

Presenting the incredible Tax & Rent Declaration module by Adrenalin

# 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.

an	icial Y	ear* 2018-2019 Generate Form12BB Employee Name: Bhim	ao V Waghmare (OE0029)	Financial Year. 01-Apr-2018 to 31-I	Mar-2019 PAN:	Us Gu
nv	estm	ent Rent Declaration Self Occupied Let Out Ve				
	#.	Investment Type	Declaration Amount	Proof Amount	Document	Approver Comments
		Y				
- 5	SEC	TION 80C				
	1	Infra Structure Bonds (0.00)	15000.00	15000.00	2 Document	-
	2	Housing Loan Principle (0.00)	42563.00	42563.00	Document 3	
	3	Children Education Expenses (0.00)	12700.00	12700.00	Document	
	4	PPF (150000.00)	25000.00	25000.00	Document	<u>0.0</u>
	5	Sukanya Samriddhi Yojana (0.00)			Document	<u></u>
	6	ELSS (0.00)	12300.00	12300.00	Document	.771
	7	Mutual Fund (0.00)	42000.00	42000.00	Document	755
	8	NSC (0.00)			Document	
	9	Fixed Deposits (0.00)			Document	

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.

Investr	ment 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
	2018-Oct-01	2019-Mar-31	9000.00	9000.00	Metro		Add	Document
Add R	Delete Row					Sh	ow Breakuj	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 (M	Monthly) Proo	f Amount (Monthly	) Metro/N	lonMetro	Land Lord PA	N Add	
	2018-Apr-01	2	2018-Sep-30	■ (	8000.00		8000.00	Metro	<b>·</b>		Ad	d Documer
		6			0000.00		9000.00	Metro			Ad	d Documer
Add Row	2018-Oct-01	2	2019-Mar-31		9000.00		9000.00	Metto			Show Brea	
Add Row			June	July	August	September	October	November	December	January		
Add Row ase enter	/ Delete Row only monthly amount. April		June	July	August	September 8000.000				January 9000.000	Show Brea	kup Re Ent

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											
Financial	I Year* 2018-2019 🗸 🖻	enerate Form12BB	Employee Name: E	Bhimrao V Waghm	are (OE0029)	Financial Year: 01-Apr-20	18 to 31-Mar-2019	PAN:			<u>User</u> Guide	
Invest	ment Rent Declaration	Self Occupied	J Let Out	Verify								
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 ourrent date and If it is 'N then it will accept ourrent date/ future dates. If 'Possession taken' is 'N and if the 'Date of possession' is within ourrent 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 V	Yes 🗸	2019-Mar-11	154520.00	15450.00	HDFC	Chennai		$\square$
	2018-May-08	4578452.00	545875.00	Select V	Yes 🗸	2019-Jan-07	4578.00	1545.00	AXIS			
Add Roy	w 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.

ivestment	Rent Decla	ration Se	If Occupied Let	Out Verify						
	Previous Decla	red Values								
Annual Rent	Less: Property	Tax Paid	Net Annual Value	Less: Standard Deduction (30%)	Interest on Housing	Loan Pre-Constructi	on Interest	Income from Let-out House Property	Lende	er's PAN
157.00		54.00	103.00	31.00	D 1	57.00	5214.00	-5299.00		
1200.00		120.00	1080.00	324.00	D	12.00	112.00	632.00		
14502.00		12452.00	2050.00	615.00	2	22.00	1245.00	-1932.00		
78451.00		48741.00	29710.00	8913.00	0 8	574.00	8.00	12215.00		
							(	5616.00		
s page to	be filled whe	n you have p	urchased house p	roperty in loan and it is	given out for rent					
	Annual Rent	Less: Property Paid	Tax Net Annual Val	ue Less: Standard Deduction (30%)	Interest on Housing Loan	Pre-Construction Interest	Income from Le House Prope	Lender's PAN	Add. Info <b>*</b>	Docume
elete	157.00		54.00 10	3.00 31.00	157.00	5214.00	-52	99.00	Add	Documen
elete	1200.00	1	20.00 108	0.00 324.00	12.00	112.00	6	32.00	Add	Documen

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.

	2018-2019 V										
Employ	ee Name: Sandeep GANDHI Sandeep GAND	HI (Aes1000)	Gender: Female		Current Financial Year: 01-Apr-2018 to 31-Mar-2019 PAN:						
Investment	Rent Declaration Self Occupied	Let Out	Verify								
Please verify the details before submit. After submit generate FORM12BB											
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 ca	n click 'View	in Full pa	ge' link	in this form to view the declaration						

details in a full page view.

Tax Decia	iration												
inancial Year*	2018-2019 V Genera	te Form12B	B Emp	oloyee Name	: Bhimrao V	Waghm	are (OE0029)	Finan	cial Year. 01-Apr-2018	to 31-Mar-2019	PAN:		Us Gu
Investment	Rent Declaration	Self Occ	upied	Let Out	Verify								
Proof	8000.000 8000.000	8	000.000	8000.000	8000.	000	8000.000	9000.0	00 9000.000	9000.000	9000.000	9000.000	9000.000
Self Occupied													
Section Name	unt	File Ref. No.		Guidelines									
Y	Y			Y		Y		Y					
Interest Paid on housing loan during current FY	1	54520.00		15450.000			Form 12C , in ca	ise of Let out p	roperty, and Possession	letter, if Home Loan	is taken in the current	year, are mandator	у
Interest Paid on housing loan during current FY		4578.00		1545.000			Form 12C , in ca	ise of Let out p	roperty, and Possession	letter, if Home Loan	is taken in the current	year, are mandator	у
et Out													
Annual Rent	Less: Property Tax Paid	Net An	nual Value	Less: Star	ndard Deductio	n (30%)	Interest on Ho	ousing Loan	Pre-Construction Inter	rest Income from	n Let-out House Prope	rty Address of	the Property
Y	Y		Y		Y			Y	Y		Y		Y
74566.00	2654.00		71912.00			21574.00		175000.00	2410		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.

nancial Year* 2018	3-2019 🗸											
Employee Na	me: Sandeep GAI	NDHI Sano	deep GANDHI (Ae	es1000)	Gender: Female	e C	urrent Financi	ial Year. <b>01-Apr-2018 t</b> o	31-Mar-2019	PAN:		
	Rent Declaratio		elf Occupied	Let Out	Verify							
	0.000	0.000	0.000	0.000	0.000	0.000	0.00	0.000	0.000	0.000	0.000	0.000
Self Occupied												
Section Name	Section Name Previous Declaration Amount Declaration Amount		Proof Amount	Amount File Ref. No.								
γ	Y	,		Υ	Υ		Y					
Income/Loss From House Property		100	00.00	2000.00		Form 12C , in	case of Let out	property, and Possession	letter, if Home Loar	n is taken in the current ye	ar, are mandatory	
Let Out												
Annual Rent	Less: Property Ta Paid	ax N	let Annual Value	Less: Stand (30%)	dard Deduction	Interest on H Loan	ousing	Pre-Construction Interest	Income from Property	Let-out House	Address of the Property	
Y	γ	· [	Y		Υ		Y	Y		Y	7	Y
35000.00		600.00	34400.00		10320.0	1	119000.00	0.	00	-94920.00	Dno-3,	
1000.00		5.00	995.00		298.0	1	0.00	0.	00	697.00	sdfaf	
131.00		0.00	131.00		39.00	1	0.00	0.	00	92.00	dgs	
								To	al	-94131.00		



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.

You have chosen to		
-	be Acrobat Document (8.6 KB)	
from: http://a	es365	
What should Firefo	x do with this file?	
Open with	Adobe Acrobat (default)	~
O Save File		
Do this <u>a</u> uto	matically for files like this from now on.	

2			OE0029_E	Declaration.PDF - Adobe Acro	bat Pro				-	0 ×	
Eile	<u>E</u> dit <u>V</u> iew <u>W</u> indow <u>H</u> elp									×	
1	Create - 🎦 📄 🖨 🖂	٩	🗩 🐶 💊 🕒							11 A	
	🔹 🔟 / 2   Ik 🕑   👄 🖶	100%	-   =				Т	ools	Comment	Share	
				FORM NO. 12BB						^	
			Statement showing particulars o								
Ø			ployee Code ne and address of the employee	OE0029 Kashiram Bhalekar Sejal Hari	bhai Patel						
<b>Z</b> %.		2. 114	ine and address of the employee	,600119							
			manent Account Number of the employee ancial year	2018-2019							
		Details of claims and evidence thereof									
		SL No.	Nature of cla	im	m Amount Evidence / particulars (Rs.)						
		(1)	(2)		(3)	(4)					
		1.	House Rent Allowance: (i) Rent paid to the landlord (ii) Name of the landlord :Piya (iii) Address of the landlord :		132000.00						
			(iv) Permanent Account Number of the l Note: Permanent Account Number shall be rent paid during the previous year exceeds	e furnished if the aggregate							
		2.	Leave travel concessions or assistance		0.00						
		3.	Deduction of interest on borrowing:								
			<ul><li>(i) Interest payable/paid to the lender:</li><li>(ii) Name of the lender : HDFC</li></ul>		154520.00					Ĵ.	

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.

Tax Declaration			
Financial Year* 2018-2019 V Info			
Employee Name: Sandeep GANDHI Sandeep GANDHI (Aes10	00) Gender. Female	Financial Year. 01-Apr-2018 to 31-Mar-2019	PAN No:
Investment Rent Declaration Self Occupied Let O			
А			
E SECTION 80C			ſ
Deductions U/S 80CCC  14 Jeevan Suraksha (0.00)	0.00	0.00	0.00 Document
Deductions U/S 80CCD(1)			
+ Deductions U/S 80 CCG			
- Deductions U/S 80 D			
Deductions 0/0 co rink     - Deductions U/S 80 TTB			
Deductions U/S 80 U			
+ – Perquisites			
E → Deductions From Gross Salary			
+ Others			
			Go to Next

Save Reset

#### 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

Pullback form		Tax Declaration (1)						
				De	XWL			
	Employee Id	Name of the Employee	Tax From	Тах То				
	Y	Y	Y	Y				
	OE0029	Bhimrao V Waghmare	01 Apr 2018	31 Mar 2019				
Comments*		Rent declation amount wrongly given						

#### 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	Тах То	Raised On	
	Y	Υ	Y	Y	Y II	
•	OE0022	Ravinder Singh Shani	01 Apr 2018	31 Mar 2019	2019-Feb-18 16:59	
Comments	*	ſ				
		ĺ	Approve Reject Reset			

nancia	ial Year* 2018-2019 V Employe	e Name: Bhimrao V Wagh	mare (OE0029)	Financial Year. 01-Apr-20	18 to 31-Mar-2019	PAN No:		
Inve	estment Rent Declaration Self Occupied	Let Out						
#.	. Investment Type	Previous Declaration Amount	Declaration Amount	Previous Proof Amount	Proof Amount	View Document	Remarks	Aud
	Y							
- 5	SECTION 80C							
1	1 Infra Structure Bonds (0.00)	15000.00	15000.00	15000.00	15000.00	View 2		
2	2 Housing Loan Principle (0.00)	12.00	12.00	42563.00	42563.00	View 3 Document		
3	3 Children Education Expenses (0.00)	12700.00	12700.00	12700.00	12700.00	View O		
4	4 PPF (150000.00)	25000.00	25000.00	25000.00	25000.00	View Document		
5	5 ELSS (0.00)	12300.00	12300.00	12300.00	12300.00	View Document		
6	5 Mutual Fund (0.00)	42000 00 J	42000 00	42000 00 J	42000 00	View		
		Comments	Save Reset	.:i				

#### Adrenalin eSystems Limited

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