

# ITR Filing Checklist for Businesses



## ☐ General Documents and Information required

- ☐ PAN Card no.
- ☐ Name as on the PAN Card
- ☐ Father's Name
- ☐ Date of Birth
- ☐ E-filing Password
- ☐ Mobile no.
- ☐ Email ID
- ☐ Adhaar Card no.
- ☐ Passport no.  
(If you have travelled abroad you are required to fill your passport no.)
- ☐ Current Resident Address with Pincode
- ☐ All Savings and Current Accounts except dormant account, i.e., one which is not operated for 3 years details:
  - 1st Bank (default)
  - 2nd Bank
  - 3rd Bank
  - 4th Bank
 (For refunds, the bank should be updated with PAN)

## ☐ If you are a director in any company

- ☐ Name of the Company
- ☐ PAN of the Company
- ☐ Whether shares are listed or unlisted
- ☐ DIN

## ☐ If you are a Partner in any Partnership Firm

- ☐ Name of the Firm
- ☐ PAN of the Firm

## ☐ If you have held unlisted shares IN INDIA at any time during F.Y 2020-21

- ☐ Name of the Company
- ☐ PAN of the Company
- ☐ Opening Balance
  - No. of shares
  - Cost of acquisition
- ☐ Shares acquired during the year
  - No. of shares acquired
  - Date of description/ purchase
  - Face value per share
  - Issue price per share  
(in case of fresh issue)
  - Purchase price per share  
(in case of purchase from existing shareholder)
- ☐ Shares transferred during the year
  - No. of shares transferred
  - Sale consideration
- ☐ Closing Balance
  - No. of shares
  - Cost of acquisition

## ☐ If you have Foreign Assets and Income

- ☐ Foreign Bank Accounts
  - For Country Name
  - Name of Bank
  - Full Address
  - Account Holder Name
  - Account no.
  - Account Opening Date
  - Peak Balance
  - Status
- ☐ Financial Interest in a Foreign Entity
- ☐ Foreign Immovable property or any other Capital assets
- ☐ Signing authority in any foreign account
- ☐ Trustee / Beneficiary / Settlor in a foreign trust
- ☐ Any other income derives from any source outside India

## ☐ If Income arises from House Property, then following additional details are required :

- ☐ House Property Address
- ☐ Monthly Rent amount received
- ☐ Name of Tenant
- ☐ PAN no. of Tenant
- ☐ No. of months property has been let out during the F.Y. 2020-21
- ☐ Municipal Tax paid during the year
- ☐ Size of Flats / Flats in sq.ft.

## ☐ In case of Income from Business and Profession

- ☐ Name of Business
- ☐ Nature of Business
- ☐ Type of Business Entity - Proprietorship, Partnership, LLP or Company
- ☐ GST no. if registered under GST
- ☐ Profit and Loss statement for the period 1st April 2021 to 31st March 2022
- ☐ Balance sheet as on 31st March 2022
- ☐ Bank statement for the period of 1st April 2021 to 31st March 2022
- ☐ Fixed asset addition during the year
- ☐ Fixed asset sale during the year

## ☐ In case of Income from Capital Gain

- ☐ Demat Account statement for 1st April 2021 to 31st March 2022
- ☐ Sale of Asset - Date and Consideration received
- ☐ Cost of Asset - Purchase Value and Date of Purchase
- ☐ Mutual Fund sales and purchase details for 1st April 2021 to 31st March 2022

## ☐ In case of Income from Other sources

- ☐ Interest in Savings Account
- ☐ Interest in Time Deposit / Recurring Deposit
- ☐ Interest on FD
- ☐ Interest in Post Office Account
- ☐ Others, if any  
(Provide description)

## ☐ In case of Investment / Deduction details

- ☐ LIC
- ☐ PF
- ☐ Housing Loan Principal
- ☐ Tuition Fee
- ☐ Educational Loan Interest
- ☐ Med Claim Premium
- ☐ Medical Expenses for preventive health check - up  
(Upto 5000)
- ☐ Stamp Duty paid on the purchase of property
- ☐ Charitable Donations receipts u / s 80G  
(Please share PAN and address of the Trust)
- ☐ Interest on Housing Loan
  - Self Occupied
  - Let Out



## Keep These Documents Handy while ITR Filing

- › PAN Card Copy
- › FORM 16 ( Part A and Part B) if salary income
- › Housing Loan Interest and Principal Statement / Certificate
- › Rental Income details, if any
- › Business Income - Profit and Loss and Balance sheet for 1st April 2021 to 31st March 2022
- › GST Number if registered under GST
- › Bank statement for the period 1st April 2021 to 31st March 2022
- › Fixed Asset Addition during the year
- › Fixed Assets sold during the year
- › Demat Account statement for 1st April 2021 to 31st March 2022
- › Mutual Fund sales and purchase details for 1st April 2021 to 31st March 2022
- › Interest on FD certificate
- › Form 26AS for FY 2021-22
- › Annual Information statement for the year FY 2021-22
- › Details of Investments made under 80C - LIC premium paid, Tuition Fees for kids, PPF or PF contribution, Housing loan repayment
- › Details of Medical insurance premium paid
- › Details of Donation given along with the PAN number of Donor
- › Bank account number and IFSC code
- › Details of Foreign assets and liabilities as on 31st March 2022
- › Details of all assets and liabilities as on 31st March 2022 - required only if taxable income exceeds ₹ 50 lacs