

Document Uploads for Comprehensive Tax Services

1. Individual Tax Returns

- **Form 16/16A:** (For salaried employees)
- **Salary Slips:** (Latest 3 months)
- **Bank Statements:** (Last 6 months)
- **Investment Proofs:** (For deductions under Section 80C, 80D, etc., such as PPF, LIC, ELSS)
- **Aadhaar Card:** (Optional, for verification)
- **PAN Card:** (Mandatory)
- **Proof of Income from Other Sources:** (Rent agreements, interest certificates, etc.)
- **Home Loan Interest Certificate:** (If applicable)
- **Donation Receipts:** (If claiming under Section 80G)

2. Business Tax Returns

- **PAN Card:** (Business and individual)
- **Business Registration Certificate:** (For verification)
- **Profit & Loss Statement:** (For the financial year)
- **Balance Sheet:** (For the financial year)
- **GST Returns (GSTR-1, GSTR-3B):** (If applicable)
- **Bank Statements:** (Last 6 months)
- **TDS Certificates:** (If any TDS was deducted)

3. GST Filing

- **GSTIN Certificate:** (For verification)
- **GST Returns (GSTR-1, GSTR-3B):** (For previous periods)
- **Sales Invoices:** (Supporting GST output tax)
- **Purchase Invoices:** (Supporting GST input tax credit)
- **Bank Statements:** (For reconciliation)

4. TDS (Tax Deducted at Source) Filing

- **PAN/TAN Card:** (For verification)
- **TDS Certificates (Form 16/16A):** (For deductions made)
- **Challan Receipts:** (For TDS payments)
- **Salary Slips:** (For TDS on salaries)
- **Interest Certificates:** (For TDS on interest income)

5. Capital Gains Tax Filing

- **Sale Deed:** (For property or asset sold)
- **Purchase Deed:** (For the property or asset originally acquired)
- **Bank Statements:** (Showing the sale consideration received)
- **Cost of Improvement Bills:** (If any improvements were made)
- **Indexation Proofs:** (If claiming benefits under indexation)
- **Investment Proofs under Section 54/54EC/54F:** (For claiming exemptions)

6. Property Taxes (Residential/Commercial)

- **Property Tax Receipts:** (For the previous year)
- **Property Ownership Document:** (Sale deed, registration papers)
- **Municipal Receipts:** (For any municipal charges paid)
- **Property ID Proof:** (As per local municipal records)
- **NOC from Society/Builder:** (If applicable)

7. Tax Planning and Advisory

- **Financial Planning Documents:** (If any existing plan is in place)
- **Investment Portfolio Statements:** (Details of current investments)
- **Tax Saving Instruments:** (Details of investments made for tax saving)
- **Income Proofs:** (Salary slips, rent agreements, etc.)