



APPLICATION FORM
(For Filing of Income Tax Return)

**** REQUIRED DOCUMENTS: FOR SALARIED PERSONS Form 16 PART A & B. ** FOR SELF EMPLOYED PERSON Form 26AS or ITD Portal Password. ****

BLOCK A		APPLICANT DETAILS AS PER PAN CARD																			
Full Name *																					
Father's Name *																					
Date of Birth *				/			/				PAN *										
Address *																					
		PIN Code *																			
State		Mobile No. *																			
Email *																					
Aadhaar Number																					
Bank Account Number *																					
Name of Bank *				* Type of A/C		Savings Bank A/C.		Current Account													
				<input checked="" type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>													
IFSC CODE (Verify your ChequeBook or Bank Passbook for this Code) *																					
"www.incometaxindiaefiling.gov.in" Portal Password of Applicant *																					
Select Assessment Year. * <input checked="" type="checkbox"/>		AY 2019-20 <input type="checkbox"/> (01-04-2018 TO 31-03-2019)																			
Whether Salaried or Self Employed <input checked="" type="checkbox"/>		Salaried <input type="checkbox"/>					Self Employed <input type="checkbox"/>														

BLOCK B		(ANNUAL GROSS INCOME DETAILS OF ALL HEADS OF INCOME)			
Income from Salary/ Pension(Attach Form 16)	Rs.	Income from Business/Profession		Rs.	
Income from House Property (Rental Income)	Rs.	Bank Interest / Lottery Income		Rs.	
Income from Capital Gains (Sales of Assets)	Rs.	Agricultural Income		Rs.	

BLOCK C		EXEMPTIONS UNDER CHAPTER VI A (80C to 80 U)			
Interest on Housing Loan 24(B)	Rs.	Life Insurance Policy Premium Paid		Rs.	
Kids School Fee (2 Kids Only)	Rs.	Medical Insurance 80 D/Medical Treatment 80DD		Rs.	
Housing Loan Principal Payment	Rs.	House Rent Paid 80GG (Only for Self Employed)		Rs.	
FDs and Mutual Fund Contributions	Rs.	PF/PPF/NPS/		Rs.	
Donations If any (Donee PAN must)	Rs.	Any Other Deductions		Rs.	

BLOCK D		NET TAXABLE INCOME			
Gross Total Income	Rs.	(minus) Total Exemptions	Rs.	=	NET INCOME
BLOCK B TOTAL		BLOCK C TOTAL			Rs.
If TDS is deducted TAN number of Deductor/Employer					TDS If Any (Yes/No)*
Name of the Deductor / Employer					

Note: Tax Genius calls the Applicant for collecting required information necessary for processing the Application. **Income Tax Return will be filed within 10 working days subject to receipt of required full information from Applicant.** Tax Genius reserves the right to reject any Application on any technical grounds beyond the control of Tax Genius / Franchise and refund the service charges collected. E-filing Acknowledgements will be send to Applicant's email ID or they can be collected from Concerned Franchise Center. After receiving the Acknowledgements, Applicant shall Send signed ITR V form to CPC Bangalore address / e-Verify the same.

Application will be processed within 10 Workindays subject to receipt of full information (Form 16/ ITD Portal Password/Form 26AS) required for filing the tax returns. Tax Genius is not responsible for late payment fee or penalties. The Applicant and the Tax Genius LLP agree to submit to the exclusive jurisdiction of the Courts located in Hyderabad, India as regards any claims or matters arising under these terms & conditions.

SELF EMPLOYED PERSON HAS TO FILL THE BLOCK - E FOR PREPARATION OF PROFIT & LOSS A/C and BALANCE SHEET	
** DECLARATION: I here by declare that the details furnished above are ture and correct to the best of my knowledge. Further I hereby authorize Tax Genius LLP to Register / Aleter my Profile at www.incometaxindiaefiling.gov.in for accesing TDS particulars and filing my Tax Return. **	(Signature of the Applicant) *
Head Office: M/s. Tax Genius LLP , 5-7-1/599, Plot No 599WP, Hariharapuram, Vanasthalipuram, Hyderabad-500070. Ph: 8019448888	

BLOCK E		INFORMATION REQUIRED FOR TRADING, PROFIT & LOSS A/C AND BALANCE SHEET									
** This Block should be filled by Self Employed Applicants who are having Income from Business/Profession **											
Business / Trade Name:											
BUSINESS EXPENDITURE PARTICULARS		RS.	BUSINESS INCOME PARTICULARS		RS.						
Opening Stock			Sales								
Purchases			Gross Receipts from Business/ Profession								
Salaries / Wages			Closing Stock								
Electricity / Fuel Expenses											
Shop or Business Premises Rent											
Telephone and Internet											
Printing and Stationary											
Repairs and Maitenance											
Interest on Business Loan											
Office Maitenance											
Sales Promotion/Advertisement											
Taxes Paid (Ex.GST)											
Deprecciation/Other Expenses											
LIABILITIES		RS.	ASSETS		RS.						
Share Capital			Furniture								
Provision for Expenses			Plant and Machinery								
Sundry Creditors			Vehicles / Land & Buildings								
Business Loans from Banks (Out Standing)			Sundry Debtors								
Unsecured Loans			Bank Balance as on 31st March (all Accounts)								
			Cash Balance								
			Advances								
GST Number of the Applicant											
Total Business Turnover		Rs.	GST (tax) Paid		Rs.						
** DECLARATION: I here by declare that the details furnished above are ture and correct to the best of my knowledge. Further I hereby authorize Tax Genius LLP to Register / Aleter my Profile at www.incometaxindiaefiling.gov.in for accesing TDS particulars and filing my Tax Return. **			(Signature of the Applicant) *								
GUIDELINES AND IMPORTANT INFORMATION											
For AY 2019-20 Total Income (Gross Income- Exemptions) is not Taxable as per below Table.											
1	Citizen Age Below 60 Years		Rs.2.5 Lakhs								
	Citizen Age 60- 80 Years		Rs.3 Lakhs								
	Citizen Age above 80 Years		Rs.5 Lakhs								
2	For Salaried Person Form 16 Part A & Part B is compulsory if TDS is Deducted. If TDS is not Deducted Only Application form is Enough. Form 16 Part A and Part B should contain the Employer TAN Number.										
3	For Self Employed Form 26AS or ITD Portal Password required if TDS is deducted. If TDS is not Deducted Only Application form is Enough.										
4	After Receiving the Acknowledgements, applicant has to sign ITR V (Income Tax Verification Form) and send the same to "CENTRALIZED PROCESSING CENTRE, Income Tax Department, Bengalore-560500" . Alternatively he can e-verify the same with Aadhar OTP or Internet Banking.										
5	Refunds Claimed if any will be processed within 30 to 60 days on receipt of ITR V by CPC, Bangalore. In case of any Query regarding the Refunds Applicants can call the ITD Help line Number: 1800 425 2229										
6	For Self Employed Profit and Loss A/C and Balance Sheet is compulsory as per IT Provisions, Hence Applicant shall fill & submit the BLOCK E details. Generally Block E is prescribed to get the Annual Expenses of Self Employed Applicant. For example if he pays Monthly 800 as Internet Expenses and 400 for Mobile Bill, his annual expenditure under "Telephone and Internet" will be Rs.14,400/- . All the expenses should be calculated anually and enter in Block E										
7	Please Note every Welcome Email and Under process Email received from Tax Genius will have a Link " Download Sample Forms and Formats Click Here ". This link contain all the reqired information relating to ITD Portal Password Reset , ITR V e-Verification Manual, Benefits of IT Filing, Income Tax Online Payment User Manual, etc.										
8	If applicants gets an email or SMS from Tax Genius regarding Missing Information, he/she can send the missing information to info@taxgenius.co.in										
9	Generally Salaried Persons will not get any Refund because they will be taxed based on their net taxable income. But if any deductions missing at form 16 can be incorporated in IT return and get the refund to such extent.										
10	Application will be processed within 10 working days subject to receipt of full information form Applicant. On Receipt of Acknowledgement, Applicant should check his Bank Details and other information from the Computaion Sheet. Applicant shall inform any changes to Tax Genius LLP withing 7 working days for revising the return. Tax Genius LLP is not responsible if changes are										
11	Tax Genius LLP and Its Franchise are not responsible for Late Payment Fee / Penalties imposed by ITD.										
12	If TDS is not deducted do Write "Nil" at the Application form. If TDS deducted, Write Exact amount or "Yes".										
HELP LINE NUMBERS: 8019448888 / 8096158888 / 7095058888 (Morning 10 am to 5 pm)											