



INCOME TAX RETURN FILING

FY 2025-26

Period: 01-04-2025 to 31-03-2026

DOCUMENTS CHECKLIST



BASIC DETAILS (MANDATORY)

- PAN
- Aadhaar
- Income Tax Portal Password (if available)
- Mobile Number
- Email Address
- Bank Statements / Passbook
- Loan Statements

ADDITIONAL DISCLOSURES (IF APPLICABLE)

- Share Holding / Investment in Shares
- Directorship in Companies / LLPs
- Foreign Assets (Bank Accounts, Investments, Property, etc.)

SALARIED EMPLOYEES

- Form 16
 - Payslips (if Form 16 is unavailable)
 - Alternative Documentation
- (if both Form 16 and Payslips are unavailable):
- Bank Statement showing salary received
 - Employer's certificate stating salary
 - Self-estimated salary calculation
 - Details of Arrear Salary (if any, for relief calculation)

HOUSE PROPERTY OWNERS

- Property Address
- Rent Received (during the year)
- Home Loan Documentation:
- Loan Statement or Interest Certificate from Bank / NBFC
- Property Tax Receipt (if paid)

REBATE UNDER SECTION 87A

- Applicable for resident individual with total income up to ₹12,00,000* (under new tax regime), Ensure correct declaration to claim rebate
- *Subject to conditions as per Income Tax Act.

IMPORTANT DUE DATES

- NON-BUSINESS TAXPAYERS (Individuals, HUF, etc.) -
31/07/2026
- BUSINESS TAXPAYERS (Businesses, Professionals, LLP, etc.) -
31/08/2026

• Note: Timely filing helps you avoid late fees and carry forward losses.

BUSINESS / PROFESSIONAL INCOME

Books of Accounts Maintained:

- Copy of Balance Sheet
- Copy of Profit & Loss Statement

Books of Accounts Not Maintained:

- Details of Sales during the year
- Details of Expenses during the year
- Bank Statements (full year)
- Bank Balance / Closing Bank Balance
- Balances of Debtors, Creditors, Stock, and Cash
- GST Registered Businesses:
- Total sales details as per GST returns

CAPITAL GAINS

A. Sale of Shares / Securities / Mutual Funds

- Gain/Loss Report from Broker (share wise with entry & exit dates)
- Annual Holding Statement

B. Sale of Immovable Property (Land, Building, etc.)

- Purchase and Sale Registry Copy
- Details of Sale Expenses

C. Sale of Other Capital Assets (Gold, Jewellery, Crypto, etc.)

- Sale Details and Purchase Cost
- Proof of Purchase and Sale (bills, invoices, wallet statements, etc.)

OTHER INCOME

- Savings Bank Interest
- Fixed Deposit Interest
- Dividends
- Agricultural Income
- Commission
- Other Interest Income
- Any Other Income (not mentioned above)

TAX-SAVING INVESTMENTS / EXPENSES

- Life Insurance Premium (self and spouse)
- Children's School Fees
- Home Loan Repayment (Principal u/s 80C)
- Tax-Saving Fixed Deposits (5 year lock-in)
- Public Provident Fund (PPF) Investments
- National Pension System (NPS) Investments
- Sukanya Samridhi Scheme Investments
- National Savings Certificate (NSC) Investments
- Disability Deduction
- Medical in Premium / Medical Expenses (via bank)
- Interest Paid on Education Loan
- Donations Eligible for 80G
- Rent Receipts (if not receiving HRA)
- Electric Vehicle Loan Interest

WHO SHOULD FILE ITR?

- Income above basic exemption limit
- TDS deducted
- Capital Gains / Crypto transactions
- Loan / Visa / Tender requirement
- Business or Professional income
- Foreign assets / income earned outside India

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