

1 General Instructions

These instructions are guidelines for filling the particulars in this Return Form. In case of any doubt, please refer to relevant provisions of the Income-tax Act, 1961 and the Income-tax Rules, 1962.

1. **Assessment Year for which this Return Form is applicable**

This Return Form is applicable for assessment year 2015-16 only, i.e., it relates to income earned in Financial Year 2014-15.

2. **Who can use this Return Form**

This Return Form is to be used by an individual / HUF whose total income for the assessment year 2015-16 includes:-

- (a) Business income where such income is computed in accordance with special provisions referred to in section 44AD and 44AE of the Act for computation of business income; or
- (b) Income from Salary/ Pension; or
- (c) Income from One House Property (excluding cases where loss is brought forward from previous years); or
- (d) Income from Other Sources (Excluding winning from Lottery and Income from Race Horses).

Note: The income computed shall be presumed to have been computed after giving full effect to every loss, allowance, depreciation or deduction under the Income-tax Act.

Note: Further, in a case where the income of another person like spouse, minor child, etc. is to be clubbed with the income of the assessee, this Return Form can be used only if the income being clubbed falls into the above income categories.

3. **Who cannot use this Return Form**

SUGAM cannot be used to file the following incomes

- (a) Income from more than one house property; or
- (b) Income from winnings from lottery or income from Race horses; or
- (c) Income under the head "Capital Gains", e.g. Short-term capital gains or long-term capital gains from sale of house, plot, shares etc; or
- (d) Agricultural income in excess of ₹ 5,000; or
- (e) Income from Speculative Business and other special incomes; or
- (f) Income from a profession as referred to in sub-section (1) of section 44AA or income from an agency business or income in the nature of commission for brokerage; or
- (g) Person claiming relief of foreign tax paid under section 90, 90A or 91; or
- (h) Any resident having any asset (including financial interest in any entity) located outside India or signing authority in any account located outside India or
- (i) Any resident having income from any source outside India

4. **SUGAM form is not mandatory**

SUGAM Business Form shall not apply at the option of the assessee, if -

- (I) the assessee keeps and maintains all the books of account and other documents referred to in section 44AA in respect of the business.
- (ii) the assessee gets his accounts audited and obtains a report of such audit as required under section 44AB in respect of the business.

In the above scenarios, Regular ITR-4 should be filed and not SUGAM.

5. **Annexure-less Return Form**

No document (including TDS Certificate) should be attached to this Return Form. All such documents enclosed with this Return Form will be detached and returned to the person filing the return.

6. **Manner of filing this Return Form**

This Return Form can be filed with the Income-tax Department in any of the following ways—

- (i)By furnishing the return in a paper form;
- (ii)By furnishing the return electronically under digital signature;

(iii)By transmitting the data in the return electronically under electronic verification code ;

(iv)By transmitting the data in the return electronically and thereafter submitting the verification of the return in Return Form ITR—V;

Where the Return Form is furnished in the manner mentioned at 6(iii), the assessee should printout two copies of Form ITR—V.

NOTE One copy of ITR-V, duly signed by the assessee, has to be sent by post to - Post Bag No. 1, Electronic City Office, Bengaluru—560100,Karnataka. The other copy may be retained by the assessee for his record.

7. **Filling out the acknowledgment**

Only one copy of this Return Form is required to be filed. Where the Return Form is furnished in the manner mentioned at 6(i) or at 6(iv), the acknowledgment slip attached with this Return Form should be duly filled.

8. **Obligation to file return**

Every individual whose total income before allowing deductions under Chapter VI-A of the Income-tax Act, exceeds the maximum amount which is not chargeable to income tax is obligated to furnish his return of income. The deductions under Chapter VI-A are mentioned in Part C of this Return Form. The maximum amount not chargeable to income tax in case of different categories of individuals is as follows:-

Sl No.	Category	Amount
(i)	In case of individuals below the age of 60 years	₹ 2,50,000
(ii)	In case of individuals , being resident in India, who are of the age of 60 years or more at any time during the financial year 2014-15	₹ 3,00,000
(iii)	In case of individuals , being resident in India, who are of the age of 80 years or more at any time during the financial year 2014-15	₹ 5,00,000

2 Item by Item Instructions

Item	Explanation
A1-A3	Fill your First name, Middle name, Last name in A1, A2, A3 as per details entered in PAN Card
A4	Fill your Permanent Account Number. Make sure that you fill your PAN carefully. NOTE (1) Ensure that you enter PAN on the top of every page (2) In your PAN, first five and last one digit are alphabets and the remaining four digits are numerals.
A5	Fill your Gender, Male or Female
A6	Fill your Date of birth as per PAN Database Details NOTE Always fill your Date of Birth in DD/MM/YYYY Format as given in the form
A7	Fill in the Ward/Circle Example: Ward 15(1), Circle 14(1). You can also fill the full Assessing Officers Code, if known.
A8-A14	Fill in the Communication Address NOTE A8: Door No./Flat No., A10: Area/Locality and A13. PIN Code are mandatory. If you have changed your address please indicate the same, so that no communication from the department goes undelivered.
A15	Fill in your Status
A16	Fill in your Email Address This is important for faster communication from / with the department.
A17	Fill in your own Mobile number in the first 10 digits. Fill in STD code in the next first 5 digits and then fill the residential/office phone number in the next 8 digits. This is important for faster communication from/with the department.

A18	Fill in the Mobile number of TRP or your representative who has prepared the return on your behalf. This is important for faster communication from/with the department.																		
A19	Shade the appropriate circle. <table> <tr> <th>Tax Payable Status</th><th>Shade Circle</th></tr> <tr> <td>Total Tax Payable (D12) < Total Prepaid Taxes (D17)</td><td>1</td></tr> <tr> <td>Total Tax Payable (D12) > Total Prepaid Taxes (D17)</td><td>2</td></tr> <tr> <td>Total Tax Payable (D12) = Total Prepaid Taxes (D17)</td><td>3</td></tr> </table>	Tax Payable Status	Shade Circle	Total Tax Payable (D12) < Total Prepaid Taxes (D17)	1	Total Tax Payable (D12) > Total Prepaid Taxes (D17)	2	Total Tax Payable (D12) = Total Prepaid Taxes (D17)	3										
Tax Payable Status	Shade Circle																		
Total Tax Payable (D12) < Total Prepaid Taxes (D17)	1																		
Total Tax Payable (D12) > Total Prepaid Taxes (D17)	2																		
Total Tax Payable (D12) = Total Prepaid Taxes (D17)	3																		
A20	Shade the appropriate circle. For non-residents certain deductions are not available (For more details, refer Income-tax Act 1961)																		
A21	Shade the appropriate circle. <table> <tr> <th>How the return is filed</th><th>Shade Circle</th></tr> <tr> <td>Voluntarily on or before the due date under section 139(1)</td><td>1</td></tr> <tr> <td>Voluntarily after the due date -under section 139(4)</td><td>2</td></tr> <tr> <td>Revised return under section 139(5)</td><td>3</td></tr> <tr> <td>In response to notice under section 142(1)</td><td>4</td></tr> <tr> <td>In response to notice under section 148</td><td>5</td></tr> <tr> <td>In response to notice under section 139(9)</td><td>6</td></tr> <tr> <td>In response to notice under section 153A/ 153C</td><td>7</td></tr> <tr> <td>Under section 119(2)(b) on an application to be made separately before the income-tax authority (The return shall be treated as valid only after the application/claim/relief under section 119(2)(b) has been admitted by the income-tax authority)</td><td>8</td></tr> </table>	How the return is filed	Shade Circle	Voluntarily on or before the due date under section 139(1)	1	Voluntarily after the due date -under section 139(4)	2	Revised return under section 139(5)	3	In response to notice under section 142(1)	4	In response to notice under section 148	5	In response to notice under section 139(9)	6	In response to notice under section 153A/ 153C	7	Under section 119(2)(b) on an application to be made separately before the income-tax authority (The return shall be treated as valid only after the application/claim/relief under section 119(2)(b) has been admitted by the income-tax authority)	8
How the return is filed	Shade Circle																		
Voluntarily on or before the due date under section 139(1)	1																		
Voluntarily after the due date -under section 139(4)	2																		
Revised return under section 139(5)	3																		
In response to notice under section 142(1)	4																		
In response to notice under section 148	5																		
In response to notice under section 139(9)	6																		
In response to notice under section 153A/ 153C	7																		
Under section 119(2)(b) on an application to be made separately before the income-tax authority (The return shall be treated as valid only after the application/claim/relief under section 119(2)(b) has been admitted by the income-tax authority)	8																		
A22	Exercise the option by shading the circle if you are governed by Portuguese Civil Code and impacted by Section 5A of Income-tax Act, 1961. You should enter only your share of income in the column B3 (house property) and B4 (other sources). The balance share of income under these heads should be entered in the return of income of your spouse.																		
A23	If you are governed by Portuguese Civil Code and impacted by Section 5A of Income- tax Act, 1961 provide PAN of the Spouse.																		
A24	Provide the receipt number of Original return and Date of filing of Original Return. It is mandatory for you to provide this details in case of a revised/defective return, else the return will not be accepted by Income Tax Department.																		
A25	If the return is being filed in response to notice by the Income - tax Department under section 139(9)/142(1)/148/153A/153C provide the date of such notice.																		
A26	Please provide the 12 digit Aadhaar Number, if available.																		
B1	Fill in the details from E4 of schedule BP. Note: Ensure to fill business codes in the "Nature of Business". For business codes refer instructions.																		
B2	Fill the details of salary/ pension as given in TDS certificate (Form 16) issued by the employer. However, if the income has not been computed correctly in Form No. 16, please make the correct computation and fill the same in this item. Further, in case there was more than one employer during the year, please furnish in this item the details in respect of total salaries from various employers. NOTE If Form 16 is not issued, compute as per Work Sheet-1 given in this instructions																		
B3	Compute as per Work Sheet-2 given in this instructions NOTE If loss, mark the negative sign with in the brackets at left. Also specify by shading the circle as whether the house property is 'Self Occupied' or 'Let Out'.																		
B4	Compute as per Work Sheet-3 given in this instructions																		
B5	Add Items B1, B2, B3 and B4. If loss, mark the negative sign with in the brackets at left. However, this loss cannot be carried forward to next year using this form. Use ITR-4 for Carry Forward of Losses																		
C1	Some of the major items for deduction under this section are- amount paid or deposited towards life insurance, contribution to Provident Fund set up by the Government, recognised Provident Fund, contribution by the assessee to an approved superannuation fund, subscription to National Savings Certificates, tuition fees, payment/ repayment for purposes of purchase or construction of a residential house and many other investments) (for full list, please refer to section 80C of the Income-tax Act) As provided in section 80CCE, aggregate amount of deduction under section 80C, 80CCC and sub- section(1) of 80CCD shall not exceed one lakh and fifty thousand rupees																		
C2	Deduction in respect of contributions to certain pension funds. Limited to ₹ 1,00,000/-																		
C3	Deduction in respect of your contribution under a pension scheme notified by Central Government. For Employees- amount paid or 10% of salary, or one lakh rupees whichever is less For Others- amount paid or 10% of gross Total Income, or one lakh rupees whichever is less																		
C4	Deduction in respect of contribution made by your employer to your account under a pension scheme notified by Central Government. For Employees- amount paid or 10% of salary, whichever is less																		
C5	Investments made under notified equity savings investment scheme – Note Maximum deduction ₹ 25,000/-.																		
C6	Deduction in respect of Medical Insurance Premium and contributions to CGHS Upper limit for 80D Deduction that can be claimed 1. Self , Spouse, Dependent Children(aggregate)- ₹ 15,000/- 2. Parents- ₹ 15,000/- 3. Senior Citizen- ₹ 20,000/-																		
C7	Deduction in respect of maintenance including medical treatment of dependent who is a person with disability Upper Limit for 80DD Deduction 1. General — ₹ 50,000/- 2. Severe Disability — ₹ 1,00,000/-																		
C8	Deduction in respect of medical treatment, etc. Upper limit for 80DDB Deduction that can be claimed 1. General- Actual or ₹ 40,000/- whichever is less 2. Senior Citizen-Actual or ₹ 60,000/- whichever is less																		
C9	Deduction in respect of interest on loan taken for higher education																		
C10	Deduction in respect of interest on loan taken for residential house property																		
C11	Deduction in respect of donations to certain funds, charitable institutions, etc. Compute as per Work Sheet-4.																		
C12	Deduction in respect of rents paid Maximum Deduction ₹ 24,000/-																		
C13	Deduction in respect of contributions given by any person to political parties																		
C14	Deduction in respect of royalty on Patents – Note Actual or ₹ 3,00,000/- whichever is less.																		
C15	Deduction in respect of royalty income etc. of author of certain books other than text books – Note – Actual or ₹ 3,00,000/- whichever is less.																		
C16	Deduction in respect of interest on deposits in savings account – Note Maximum deduction ₹ 10,000/-																		
C17	Deduction in case of a person with disability Upper Limit for 80U Deduction 1. General — ₹ 50,000/- 2. Severe Disability — ₹ 1,00,000/-																		

C18	Add C1 to C17
C19	Subtract C18 from B5 and enter the corresponding amount in C18. NOTE To carry forward loss in C19 use ITR 4
D1	Compute as per tax computation table given in page 3 on Taxable Total Income(C19)
D2	Deduction from income-tax to a resident individual, whose total income does not exceed ₹ 5,00,000/-, of an amount equal to such income-tax or an amount of ₹ 2,000/-, whichever is less
D3	Tax payable after rebate (D1-D2)
D4	Surcharge at the rate of 10% on D3, if C19 exceeds ₹ 1 crore
D5	Calculate the education cess including secondary and higher education cess at the rate of three per cent of D3+D4
D6	$D6 = D3 + D4 + D5$
D7	Claim the relief, if any, allowable under section 89 in respect of arrears or advances of salary received during the year.
D8	$D8 = D6 - D7$
D9	Calculate 234A interest according to the provisions of Income-tax Act 1961 and enter the amount in D9
D10	Calculate 234B interest according to the provisions of Income-tax Act 1961 and enter the amount in D10
D11	Calculate 234C interest according to the provisions of Income-tax Act 1961 and enter the amount in D11
D12	$D12 = D8 + D9 + D10 + D11$
D13	Add the relevant Advance Tax Details given in (col. iv)of Schedule IT and write the amount in D13. Enter only those Tax payments made by you

D14	Add the relevant Self-Assessment Tax Details given in (col. iv) of Schedule IT and write the amount in D14
D15	Add the relevant TDS Deducted given in (col. iv)of Schedule TDS1 and (col. vi)of Schedule TDS2 and write the amount in D15 Verify your TDS & Tax payment details using FORM 26AS
D16	Add the relevant TCS Deducted given in (col. iv) of Schedule TCS and enter details in D16 Verify your TCS & Tax payment details using FORM 26AS
D17	Add D13, D14, D15 and D16
D18	If D12 is greater than D17, then fill the amount of Tax Payable in D18. Note : Shade the Tax Payable Circle in A19. If D12 is equal to D17, then fill '0' in D18. This will indicate that there is zero Tax Balance.
D19	If D17 is greater than D12, then fill the amount of refund in D19. Note : Shade the Tax Refundable Circle in A19.
D20	Please enter details of all exempt income e.g. Dividend income, Agricultural income etc. Use ITR-4, if agricultural income exceeds Rs. 5,000. Compute as per Work Sheet-5 given in the instructions.
D21	Please provide the details of all the savings and current accounts held by you at any time during the previous year. However, it is not mandatory to provide details of dormant accounts which are not operational for more than 3 years. Please indicate the account in which you would like to get your refund credited irrespective of whether you have refund or not. The account number should be as per Core Banking Solution (CBS) system of the bank.

Tax Computation Table

(i) In case of every individual (other than resident individual who is of the age of 60 years or more at any time during the financial year 2014-15) -

Income (In ₹)	Tax Liability (In ₹)
1 Upto ₹ 2,50,000	Nil
2 Between ₹ 2,50,001 – ₹ 5,00,000	10% of income in excess of ₹ 2,50,000
3 Between ₹ 5,00,001 – ₹ 10,00,000	₹ 25,000 + 20% of income in excess of ₹ 5,00,000
4 Above ₹ 10,00,000	₹ 1,25,000 + 30% of income in excess of ₹ 10,00,000

(ii) In case of resident individual who is of the age of 60 years or more but less than 80 years at any time during the financial year 2014-15 -

Income (In ₹)	Tax Liability (In ₹)
1 Upto ₹ 3,00,000	Nil
2 Between ₹ 3,00,001 – ₹ 5,00,000	10% of income in excess of ₹ 3,00,000
3 Between ₹ 5,00,001 – ₹ 10,00,000	₹ 20,000 + 20% of income in excess of ₹ 5,00,000
4 Above ₹ 10,00,000	₹ 1,20,000 + 30% of income in excess of ₹ 10,00,000

(iii) In case of resident individual who is of the age of 80 years or more at any time during the financial year 2014-15 -

Income (In ₹)	Tax Liability (In ₹)
1 Upto ₹ 5,00,000	Nil
2 Between ₹ 5,00,001 – ₹ 10,00,000	20% of income in excess of ₹ 5,00,000
3 Above ₹ 10,00,000	₹ 1,00,000 + 30% of income in excess of ₹ 10,00,000

Verification Please complete the Verification Section and Sign in the box given. Without a valid signature, your return will not be accepted by the Income-tax Department.

TRP Details This return can be prepared by a Tax Return Preparer (TRP) also in accordance with the Tax Return Preparer Scheme, 2006 dated 28th November, 2006. If the return has been prepared by him, the relevant details have to be filled by him and the return has to be countersigned by him in the space provided in the said item.

Sch IT Please enter details of tax payments, i.e., advance tax and self-assessment tax made by you.
NOTE If you have more than five Self Assessment and Advance Tax details to be entered, then fill Supplementary Schedule IT and attach the same with the return.

Sch TCS Please furnish the details of Tax collected at source
Note: If you have more than three TCS details to be entered, then fill supplementary Schedule TCS and attach the same with the return

Sch TDS 1 Please furnish the details in accordance with Form 16 issued by the employer(s) in respect of salary income. Further in order to enable the Income Tax Department to provide accurate, quicker and full credit for taxes deducted at source, the taxpayer must ensure to quote complete details of every TDS transaction. If you have more than three Form 16

details to be entered, then fill Supplementary Schedule TDS1 and attach the same with the return

Sch TDS 2 (i) Please furnish the details in accordance with Form 16A issued by a person in respect of interest income and other sources of income. (ii) All the tax deductions at source made in the current financial year should be reported in the TDS schedule. (iii) "Unique TDS Certificate Number". This is a six digit number which appears on the right hand top corner of those TDS certificates which have been generated by the deductor through the Tax Information Network (TIN) Central System. (iv) "Deducted Year" means in which tax has been deducted. In this column fill up the four digits of relevant financial year. For example, if the deduction has been made by the deductor in the financial year 2014-15 fill up 2014 in the designated space. (v) Enter the amount of TDS deducted which is claimed in this return of income. For example, if any income is not chargeable to tax in this year then the corresponding TDS deducted on such income, if any, will be allowable in the year in which such income is chargeable to tax. (vi) If you are governed by Portuguese Civil Code and part of income is chargeable in your hands and part of it in the hands of your spouse, then enter in this column only part of TDS corresponding to part income chargeable in your hands.
Note: If you have more than four Form 16A details to be entered, then fill supplementary Schedule TDS2 and attach the same with the return.

3 Business Codes

Sector	Sub-Sector	Code
1. Manufacturing Industry	Agro-based industries	0101
	Automobile and Auto parts	0102
	Cement	0103
	Diamond cutting	0104
	Drugs and Pharmaceuticals	0105
	Electronics including Computer Hardware	0106
	Engineering goods	0107
	Fertilizers, Chemicals, Paints	0108
	Flour & Rice Mills	0109
	Food Processing units	0110
	Marble & Granite	0111
	Paper	0112
	Petroleum and Petrochemicals	0113
	Power and energy	0114
	Printing & Publishing	0115
	Rubber	0116
	Steel	0117
	Sugar	0118
	Tea, Coffee	0119
	Textiles, handloom, Power looms	0120
	Tobacco	0121
	Tyre	0122
	Vanaspati & Edible Oils	0123
	Others	0124
2. Trading	Chain Stores	0201
	Retailers	0202
	Wholesalers	0203
	Others	0204
3. Commission Agents	General Commission Agents	0301
4. Builders	Builders	0401
	Estate Agents	0402
	Property Developers	0403
	Others	0404
5. Contractors	Civil Contractors	0501
	Excise Contractors	0502
	Forest Contractors	0503
	Mining Contractors	0504
	Others	0505
6. Professionals	Chartered Accountants, Companies Secretaries, etc.	0601
	Fashion designers	0602
	Legal professionals	0603
	Medical professionals	0604
	Nursing Homes	0605
	Specialty hospitals	0606
	Others	0607
7. Service Sector	Advertisement agencies	0701
	Beauty Parlours	0702
	Consultancy services	0703
	Courier Agencies	0704
	Computer training/educational and coaching institutes	0705
	Forex Dealers	0706
	Hospitality services	0707
	Hotels	0708
	I.T. enabled services, BPO service providers	0709
	Security agencies	0710
	Software development agencies	0711
	Transporters	0712
	Travel agents, tour operators	0713
	Others	0714
8. Financial Service Sector	Banking Companies	0801
	Chit Funds	0802
	Financial Institutions	0803
	Financial service providers	0804
	Leasing Companies	0805
	Money Lenders	0806
	Non-Banking Finance Companies	0807
	Share Brokers, Sub-brokers, etc.	0808
	Others	0809
9. Entertainment Industry	Cable T.V. productions	0901
	Film distribution	0902
	Film laboratories	0903
	Motion Picture Producers	0904
	Television Channels	0905
	Others	0906

Persons having income from the following will not be eligible to use this Return form-
(i) a person carrying on legal, medical, engineering or architectural profession or the profession of accountancy or technical consultancy or interior decoration or any other profession as referred to in sub-section(1) of section 44AA.
(ii) a person earning income in the nature of commission or brokerage; or
(iii) a person carrying on any agency business.

4 Worksheet 1 and 2

WORKSHEET-1: How to Compute Salary Income

NOTE⇒ In the case of salaried employees, perquisites have to be valued in accordance with the notification No. SO.3245(E) dated 18.12.2009 , for the purposes of including their value in the salary income.

NAME OF THE EMPLOYER

TAN of Employer

1 Gross Salary

a) Salary as per provisions contained in section 17(1)
NOTE⇒ Transfer item 1a of Form 16

b) Value of Perquisites (as per Form No. 12BB)
NOTE⇒ Transfer item 1b of Form 16

c) Profit in lieu of Salary (as per Form No. 12BB)
NOTE⇒ Transfer item 1c of Form 16

d) Total (1a+1b+1c)

2 Allowances exempt u/s 10
NOTE⇒ Transfer item 2 of Form 16

3 Gross Salary after Allowances (2-3)
NOTE⇒ Transfer item 3 of Form 16

4 Total Deductions
NOTE⇒ (1) Transfer item 5 of Form 16
(2) Add Entertainment Allowance and Tax on Employment to get Total Deductions

5 Income Chargeable under the head 'Salaries' (3-4)

NOTE⇒ Maintain a worksheet for each employee and then add row 5 of all employers and transfer the amount to B2 in the SUGAM Form

WORKSHEET-2: How to Compute Income from House Property

NOTE⇒ If you have reported your interest on Housing Loan in item 7 of Form 16, then you can fill item 1g in the worksheet given below and transfer the same to B3. Ensure to fill a negative sign in the brackets given at the left in B3

1 House Property

(a) Annual letable value/ rent received or receivable (higher if let out for whole of the year, lower if let out for part of the year)

(b) The amount of rent which cannot be realized

(c) Tax paid to local authorities

(d) Total (1b + 1c)

(e) Balance (1a – 1d)

(f) 30% of 1e

(g)Interest payable on borrowed capital (restricted to ₹ 2,00,000 if NOT 'Let Out')

(h) Total (1f + 1g)

(i) Income from house property 1 (1e – 1h)

2 Income under the head “Income from house property”

(a) Rent of earlier years realized under section 25A/AA

(b) Arrears of rent received during the year under section 25B after deducting 30%

(c) To be mentioned in Item B3 of this Return Form → Total Income from House Property (2a+ 2b + 1i)

NOTE⇒ Please include the income, if any, of specified persons such as minor children while computing the income under this head, if property is in their name

4 Worksheet 3,4 and 5

WORKSHEET-3: How to Compute Income from Other Sources

OTHER SOURCES

1

Income other than from owning race horse(s):-

(a) Taxable Dividends, Gross

1a

(b) Interest, Gross

1b

(c) Rental income from machinery, plants, buildings etc, Gross

1c

(d) Others, Gross

1d

(e) Total (1a + 1b + 1c + 1d)

1e

(f) Deductions under section 57:-

(i) Expenses

fi

(ii) Depreciation

fii

(iii) Total

fiii

2

To be mentioned in Item B4 of this Return Form → Total Income from other sources (1e – fiii)

2

NOTE⇒

Please include the income, if any, of specified persons such as minor children while computing the income under this head, if FD etc is in their name.

WORKSHEET-4: How to Compute deductions under section 80G

DETAILS OF DONATIONS

A

Donations entitled for 100% deduction (eg Prime Minister's National Relief Fund)

Name of donee

Amount of donation

(i)

Ai

(ii)

Aii

(iii) Total

Aiii

B

Donations entitled for 50% deduction where donee not required to be approved under section 80G(5) (vi) (eg Prime Minister's Drought Relief Fund)

Name of donee

Amount of donation

(i)

Bi

(ii)

Bii

(iii) Total

Biii

C

Donations entitled for 50% deduction where donee is required to be approved under section 80G(5) (vi) (eligible donation is restricted to 10 % of Total Income after other deductions)

Name and address of donee

Amount of donation

(i)

Ci

(ii)

Cii

(iii) Total

Ciii

D

To be mentioned in Item C11 of this Return Form → Total Deduction under Section 80 G = {100% of Aiii + 50 % of Biii + 50% of [Maximum of 10% of Total Income After Other Deductions ((Item B5 – Sum of Items (C1 to C17 except C11)) or (Ciii))}

D

WORKSHEET-5: How to Compute Exempt Income

EXEMPT INCOME

How to compute Exempt Income (Income not to be included in Total Income)

1

Interest income

1

2

Dividend income

2

3

Net Agriculture income (not exceeding ₹ 5,000)

3

4

Others, including exempt income of minor child

4

5

To be mentioned in Item D23 of this Return Form→Total (1+2+3+4)

5