

01/04/2024

Dear Sir / Madam,

We are pleased to give here below the dates for filing of income tax returns and dates for payment of Advance tax ie for Financial Year 2024-25 ( AY 2025-26) . Please preserve this message and arrange to send us the required documents , information well before the due dates . We need time to process , prepare and file your returns / pay tax .

As you know filing of late returns and late payment of tax attracts penal interest /penalty etc. So please compile within time and please avoid last minute rush /difficulties .

## Upcoming due dates for FY 2023-24 (AY 2024-25)

<b>Category of Taxpayer</b>	<b>Due Date</b>
Individuals, HUFs, AOPs, BOIs (not subject to audit)	31st July 2024
Companies, other entities subject to tax audit, and partners in applicable firms	31st October 2024
Assesses under Section 92E requiring audit returns	30th November 2024
Revised return/Belated/late return	31st December 2024

# Advance Tax Due Dates For FY 2024-25

FY 2024-25 for both individual and corporate taxpayers

Due Date	Advance Tax Payment Percentage
On or before 15th June	15% of advance tax
On or before 15th September	45% of advance tax (-) advance tax already paid
On or before 15th December	75% of advance tax (-) advance tax already paid
On or before 15th March	100% of advance tax (-) advance tax already paid

For filling of ITR for the F.Y. 2023 – 2024 covering the period from 01/04/2023 to 31/03/2024.

You are requested to send us the following information to enable us to file your ITR within the prescribed time limit.

1. Photo Copy of latest Aadhaar Card
2. Photo Copy of latest PAN Card
3. All the Bank Statements / Passbooks for the period 01/04/2023 – 31/03/2024
4. Salary Certificate in Form No. 16 part A & Part B
5. TDS certificates in Form No. 16A for income of commission, Brokerage, service charges, etc.
6. Statements of investments in Mutual Funds, Equity Shares, FD, Bonds, etc.

7. Interest Certificate from all the banks and /or other authority as applicable.
8. Copy of receipts for the payment made to Life Insurance companies & health insurance
9. Details of Short term capital gain i.e STCG, Long term capital gain i.e LTCG & Holdings at cost as on 31/03/2024
10. In case of sale or purchase of immovable properties during the year kindly send us all agreements for Sale and/or Purchase
11. Cancelled cheque for Bank details to be mentioned in the ITR
12. Housing loan certificate mentioning therein interest amount, principal amount and closing balance. If its not mentioned please get us loan account statements for all 12 months with closing balance.

Please preserve this list.

Kindly note that no further reminders will be given.

For working of Advance tax Payable please send us details of sales Purchase , expenses , Salary , other income earned so far and estimated earning till 31/03/2025

*With regards ,*

*Proprietor*

*Visani & Company*