

Annexure - B

**INFORMATION AND DOCUMENTS REQUIRED FOR FILING OF ANNUAL RETURN
OF INCOME TAX FROM TY-2014-2020 (01 July 2018 to 30 June 2020) (BUSINESS)**

Following documents and information are required for preparation, reconciliation and submission of annual return of Income and Wealth Statement.

S. No.	Particulars	Yes/ No	Remarks
1	Detail of entire income (Pakistan and Foreign source) and expenses (Profit and loss account) along with documentary evidences for the year TY 2014-2020 (July 2013 – June 2020).		
2	Detail of any assets purchased/gifted/sold/exchanged during the year by the taxpayer himself or spouse or minor children.		
3	Any Installment paid like insurance, vehicles, properties etc.		
4	Bank statements of all bank accounts, (foreign currency accounts if any) (01-07-2013 to 30-06-2020).		
5	Details of residential/personal expenses including Utility Bills; a) Electricity, Telephone and Water and Gas bills b) Motor vehicle, educational and other household expenses Note: If above mentioned expenses are not maintained then the estimated amount will be required.		
6	Challans of Income Tax paid/deducted during the year (Period 01-07-2013 to 30-06-2020) or Certificate of collection or deduction of income tax.		
7	Any other detail or information which you may consider necessary for finalization of the return.		
8	Note: If registered for sales tax (FBR/SRB/PRA/BRA) purposes kindly provide sales and purchase summary as per submitted sales tax returns.		

NOTES:

Annexure - B

**INFORMATION AND DOCUMENTS REQUIRED FOR FILING OF ANNUAL
RETURN OF INCOME TAX TY-2020 (01 July 2019 to 30 June 2020) (BUSINESS)**

Following documents and information are required for preparation, reconciliation and submission of annual return of Income and Wealth Statement.

S. No.	Particulars	Yes/No	Remarks
1	Detail of entire income (Pakistan and Foreign source) and expenses (Profit and loss account) along with documentary evidences for the year TY 2020 (July 2019 – June 2020).		
2	Detail of any assets purchased/gifted/sold/exchanged during the year by the taxpayer himself or spouse or minor children.		
3	Any Installment paid like insurance, vehicles, properties etc.		
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8	Note: If registered for sales tax (FBR/SRB/PRA/BRA) purposes kindly provide sales and purchase summary as per submitted sales tax returns.		

NOTES:

Annexure - A

INFORMATION AND DOCUMENTS REQUIRED FOR FILING OF ANNUAL RETURN OF INCOME TAX TY-2014-2020 (SALARY)

Following documents and information are required for preparation, reconciliation and submission of annual return of Income and Wealth Statement.

S. No.	Particulars	Yes / No	Remarks
1	Pay slips and tax deduction certificate for the year TY 2014-2020 (July 2013 to June 2020).		
2	Detail of any assets purchases/gifted/sold out/exchanged during the year by the taxpayer himself or spouse or minor children.		
3	Any Installment paid like insurance, vehicles, properties etc.		
4	Bank statements of all bank accounts, (foreign currency accounts if any) (01-07-2013 to 30-06-2020).		
5	Details of residential/personal expenses including Utility Bills; a) Electricity, Telephone and Water and Gas bills b) Motor vehicle, educational and other household expenses Note: If above mentioned expenses are not maintained then the estimated amount will be required.		
6	Any other detail or information which you may consider necessary for finalization of the return.		

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Annexure - A

**INFORMATION AND DOCUMENTS REQUIRED FOR FILING OF
ANNUAL RETURN OF INCOME TAX TY-2020 (SALARY)**

Following documents and information are required for preparation, reconciliation and submission of annual return of Income and Wealth Statement.

S. No.	Particulars	Yes / No	Remarks
1	Pay slips and tax deduction certificate for the year TY 2020 (July 2019 to June 2020).		
2	Detail of any assets purchases/gifted/sold out/exchanged during the year by the taxpayer himself or spouse or minor children.		
3	Any Installment paid like insurance, vehicles, properties etc.		
4	Bank statements of all bank accounts, (foreign currency accounts if any) (01-07-2019 to 30-06-2020).		
5	Details of residential expenses including Utility Bills; a) Electricity, Telephone and Water and Gas bills b) Motor vehicle, educational and other household expenses Note: If above mentioned expenses are not maintained then the estimated amount will be required.		
6	Any other detail or information which you may consider necessary for finalization of the return.		

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