



Employee's Guide to Submit Proof of Investments

Learn how to submit your investment proofs through Zoho Payroll's Employee Portal.



Guidelines to Submit Investment Proofs in Zoho Payroll

During every financial year, you can declare investments to reduce the taxable income on your salary. You have to submit proofs for all the investments you have declared, so that your employer can match the declared investments along with the submitted proofs and compute the true-up of taxes.

Based on the investments declared and submitted proofs, the following outcomes are possible.

- If the value of declared investments is equal to the value of proofs submitted, there won't be any change in your taxable salary from the time you declared your investments.
- If the value of declared investments is greater than the value of proofs submitted, then your taxable income increases. You have to pay more taxes.
- If the value of declared investments is less than the value of proofs submitted, then your taxable income decreases. You can reclaim the additional taxes paid through IT returns.
- If you do not declare any investments and do not submit any proof, only the Government mandated standard exemptions will be deducted from your salary. The remaining income will be taxed as it is.

Things to keep in mind

- Investment Proofs (POI) can be submitted only when the POI submission window is opened by your employer. You will receive an email and a notification in the Home tab inside the self-service portal
- You can view the declared investments and proofs and also respond to comments made by your payroll admin using our mobile app.

Steps to be followed

After your employer has unlocked the POI submission, you can log in to your Zoho Payroll portal and submit your proof of investments. To submit:

- Navigate to the **Investments** module in the left side bar.
- Select **Submit proofs**.
- Enter the actual amount invested for each investment, provided you have valid proofs.
- Add new investments if needed.
- To check the total tax liability, click **Compute Tax**.
- Click **Save and Compare**.

New Proof of Investment

Particulars	Declared Amount	Actual Amount
<p>Note : Declare the mediclaim insurance policies for yourself, spouse, children and parents. The maximum tax saving investment you can make under 80D is ₹1,00,000.00</p>		
<div>Select an Investment</div>	₹ 0.00	₹ 0.00
+ Add Investment		
<h3>Other Investments</h3> <p>Note : Declare investments such as Voluntary NPS, Interest Paid on Education Loan and Medical Expenditures under this section</p>		
<div>Rajiv Gandhi Equity Saving Scheme</div> <p>Max Limit : ₹25,000.00</p>	₹ 0.00	₹ 21000.00
+ Add Investment		
<h3>Other Sources of Income</h3>		
<h3>Other Allowance Details</h3>		
<p>Click Compute Tax, to calculate the Total Tax Liability based on the above declaration</p>		
		Compute Tax
<div> Save and Compare Cancel </div>		

- In the **Overall Tax Summary** page, attach the proofs by clicking the **Attach** icon.
- Add comments if you need to convey something about your investments to your employer or approver.
- Review all the details and check the acknowledgment.

- Click **Submit**.

IT Declaration **Proof Of Investments** [Need help with Proof of Investments?](#)

Overall Tax Summary Financial Year : 2020 - 2021

Tax Regime	Net Taxable Income	Total Tax	Tax to be Paid	Status
Old Tax Regime	₹10,54,500.00	₹1,34,004.00	₹1,34,004.00 (₹11,167.00 / Month)	DRAFT

[Edit Proof of Investment](#)

Particulars	Declared Amount	Proofs	Comments	Actual Amount
Other Investments				
Rajiv Gandhi Equity Saving Scheme	₹0.00	🔗	📝	₹21,000.00

☒ I Meera, son/daughter of Krishnan do hereby certify that the information given is complete and correct

Submit

If you want to switch tax regimes, you can do so before your employer runs the first payroll for the financial year provided, the POI is unlocked. Else, you can do it at the time of filing ITR.

- Go to the **Investments** tab.
- Select **Proof of Investments**.
- Select the **More** icon next to **Edit Declaration** and select **Change Tax Regime**.

IT Declaration **Proof Of Investments** [Need help with Proof of Investments?](#)

Overall Tax Summary Financial Year : 2020 - 2021

Net Taxable Income	Total Tax	Tax to be Paid	Status
₹10,54,500.00	₹1,34,004.00	₹1,34,004.00 (₹11,167.00 / Month)	AWAITING APPROVAL

[Edit Proof of Investment](#)

Tax Regime : Old Tax Regime [\(Change\)](#)

Particulars	Declared Amount	Proofs	Comments	Actual Amount
Other Investments				
Rajiv Gandhi Equity Saving Scheme	₹0.00	🔗	📝	₹21,000.00

Form 12BB - Employee Proof of Investments [Download](#)

- You will be redirected to the **Tax Comparison** page. Here, you can evaluate the tax liability under each regime and select the desired regime.
- Next, click **Save**.

Compare Tax Details

☒ **Old Tax Regime**
Total Tax : ₹36,660.00

☐ **New Tax Regime**
Total Tax : ₹62,400.00

PARTICULARS	DECLARED AMOUNT
House Rent Paid Details	
Apr 2020 - Dec 2020	₹1,08,000.00 (₹12,000.00 / month)
5th Avenue, City Heights	
PAN: FGBHN6543W • Metro	
80C Investments (Max Limit : ₹1,50,000.00)	
National Savings Certificates	₹50,000.00
Life Insurance Premium	₹50,000.00
Public Provident Fund	₹50,000.00
80D Investments (Max Limit : ₹1,00,000.00)	
Medi Claim Policy & Preventive health check up for parents	₹12,000.00

Submit

Cancel

← Edit Declaration

- Review all the details in the **Overall Tax Summary** page and check the acknowledgment.
- Click **Submit**.

Editing the submitted Proof of Investment (POI)

- You can withdraw, edit, and resubmit the proof of investments provided your payroll admin has not locked or approved it.
- Investment proof once submitted, cannot be edited without withdrawing it.
- To withdraw your investment proofs, go to the summary page and click **Withdraw Proof of Investments**. In the confirmation pop-up box, click **Yes**.
- Once the submitted proofs are withdrawn, click **Edit Proof Of Investment** to make changes.
- Click **Save**.