

## How to declare my 'Second Home Loan Details':

You can follow the below steps to declare the 'Second Home Loan Details' on Zing HR :

1. Log in to your Zing HR account.
2. On the home screen left-hand top side click on select menu and then 'Investment' as shown below.

**ZING**

Click On select menu (dots)

My Time And Attendance

● Absent ● Leave Applied ● Half Day ● Leave Approved ● Present ● Outdoor Approved ...

October 2018 [Holiday List](#)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	1	2	3	4	5	6
	●		●	●	●	●
7	8	9	10	11	12	13
	●	●				
14	15	16	17	18	19	20
					●	
21	22	23	24	25	26	27
28	29	30	31	1	2	3

Absence in current month

0.0

- Paternity Leaves (NA)
- Paid Leave (47.00)
- CompOff Leaves (0.00)
- BirthDay Leaves (0.00)
- Other Leaves ▾

[Regularize](#) [Outdoor](#)

The screenshot displays the ZING portal interface. At the top left is the ZING logo. Below it are navigation icons for Home, Investment (highlighted with a red arrow), My Compensation, PMS, and Reward and Recognition. A ZingLearn icon is also present. On the right, there is a 'month' dropdown menu. The main content area features a calendar grid for the month of April, with dates 14 through 3. The calendar shows several days with colored markers: green dots on 14, 15, and 16; a yellow highlight on 17; a pink highlight on 18; and a purple dot on 25. To the right of the calendar is a summary of leave types: Paternity Leaves (NA), Paid Leave (47.00), CompOff Leaves (0.00), BirthDay Leaves (0.00), and Other Leaves (with a dropdown arrow). At the bottom left, there are two buttons labeled 'Regularize' and 'Outdoor'.

- New window will appear on that you need to confirm your name, PAN no, Tax and Net Taxable income.

Mr. Admin, Zing Zinghr		Gender : Male	PAN : arfpg9555k	TAX : 5163735	Net Taxable Income : 15016680
Investment					
Chapter VIA Deductions	Medicare Education DisabilityMore...	Tentative Limit (₹ 420000)	Declared (₹ 75757)	Submitted (₹ 75000)	Verified (₹ 0)
HRA Monthly Details	Rent	Tentative Limit (₹ 0)	Declared (₹ 0)	Submitted (₹ 0)	Verified (₹ 0)
Income From Other Sources	Interest TDS	Tentative Limit (₹ 0)	Declared (₹ 0)	Submitted (₹ 0)	Verified (₹ 0)
Income From Previous Employer	Income PT PF	Tentative Limit (₹ 0)	Declared (₹ 0)	Submitted (₹ 0)	Verified (₹ 0)
Sec 10 Exemption	Expensive11111	Tentative Limit (₹ 15000)	Declared (₹ 0)	Submitted (₹ 0)	Verified (₹ 0)
Second Home Loan Details (Let Out Property)	RentReceived MunicipalTaxes HousingLoans	Tentative Limit (₹ 0)	Declared (₹ 15297306)	Submitted (₹ 0)	Verified (₹ 0)
Self Occupied House/ Property	LoanInterest	Tentative Limit (₹ 0)	Declared (₹ 69444)	Submitted (₹ 0)	Verified (₹ 0)
Investments u/s 80C	LICPremium PPF PensionScheme	Tentative Limit (₹ 150000)	Declared (₹ 1220)	Submitted (₹ 0)	Verified (₹ 0)
80G	DONATION PAID 886	Tentative Limit (₹ 0)	Declared (₹ 1)	Submitted (₹ 0)	Verified (₹ 0)

[Save](#)

- Select the 'Second Home Loan Details (Let Out Property)' then you will get the below screen.

Mr. Admin, Zing Zinghr		Gender : Male	PAN : arfpg9555k	TAX : 5163735	Net Taxable Income : 15016680	
Investment						
Sec 10 Exemption	Expensive11111	Tentative Limit (₹ 15000)	Declared (₹ 0)	Submitted (₹ 0)	Verified (₹ 0)	
Second Home Loan Details (Let Out Property)	RentReceived MunicipalTaxes HousingLoans	Tentative Limit (₹ 0)	Declared (₹ 15297306)	Submitted (₹ 0)	Verified (₹ 0)	
	Max	Declared	Submitted Amount	Verified Amount	Proof Entry	Status
A. Annual Rent Received on Second Property	<input type="text" value="0"/>	21980000	<input type="text" value="0"/>	<input type="text" value="0"/>	<a href="#">Add Proof</a>	
B. Municipal taxes if any on Second Property	<input type="text" value="0"/>	109797	<input type="text" value="0"/>	<input type="text" value="0"/>	<a href="#">Add Proof</a>	
C. Gross Asset Value (A-B)	<input type="text" value="0"/>	21870203	<input type="text" value="0"/>	<input type="text" value="0"/>	<a href="#">Add Proof</a>	
D. Repairs (30% of C)	<input type="text" value="0"/>	6561059	<input type="text" value="0"/>	<input type="text" value="0"/>	<a href="#">Add Proof</a>	
E. Net Adjustable Annual Value	<input type="text" value="0"/>	15309144	<input type="text" value="0"/>	<input type="text" value="0"/>	<a href="#">Add Proof</a>	
F. Housing Loan Interest (of a second Property)	<input type="text" value="0"/>	11838	<input type="text" value="0"/>	<input type="text" value="0"/>	<a href="#">Add Proof</a>	
G. Net Income/(Loss) from House Property	<input type="text" value="0"/>	15297306	<input type="text" value="0"/>	<input type="text" value="0"/>	<a href="#">Add Proof</a>	
Total Declaration :		15297306			<a href="#">Lender Details</a>	

[Save](#)

- On this screen you will not get any editable field where you declare the 'Second Home Loan Details (Let Out Property)' so you need to click on the 'Lender Details' buttons then new window will appear.

Mr. Admin. Zing Zinghr Gender: Male PAN: arfpg9555k TAX: S163735 Net Taxable Income: 15016680

Investment

SEC 10 Exemption	Tentative Limit (₹ 15000)	Declared (₹ 0)	Submitted (₹ 0)	Verified (₹ 0)
Second Home Loan Details (Let Out Property)	Tentative Limit (₹ 0)	Declared (₹ 15297306)	Submitted (₹ 0)	Verified (₹ 0)

	Max	Declared	Submitted Amount	Verified Amount	Proof Entry	Status
A. Annual Rent Received on Second Property	0	21980000	0	0	Add Proof	
B. Municipal taxes if any on Second Property	0	109797	0	0	Add Proof	
C. Gross Asset Value (A-B)	0	21870203	0	0	Add Proof	
D. Repairs (30% of C)	0	6561059	0	0	Add Proof	
E. Net Adjustable Annual Value	0	15309144	0	0	Add Proof	
F. Housing Loan Interest (of a second Property)	0	11838	0	0	Add Proof	
G. Net Income/(Loss) from House Property	0	15297306	0	0	Add Proof	
Total Declaration:		15297306			Lender Details	

Save

- Enter the 'Second Home Loan Details (Let Out Property)' and click on 'Add' buttons.

Lender (Financial Institute) Details

A. Annual Rent Received on Second Property	: 1500000	Lender Type	: Financial Institute (Other than Emplo
B. Municipal taxes if any on Second Property	: 12621	Name of the lender	: ICICI
C. Gross Asset Value (A-B)	: 1487379	Address of the lender	: KANDIVALI
D. Repairs (30% of C)	: 446213	Permanent Account Number	: AACCA846845
E. Net Adjustable Annual Value	: 1041166		
F. Interest paid on Loan	: 1230		
G. Net Income/(Loss) from House Property	: 1021166		

Add

Municipal

- Once you will add this data you can bale to view this data in the below of entry field,
- You can then use Edit and Delete button for update and Delete this data as well.

Lender (Financial Institute) Details

Permanent Account Number :

E. Net Adjustable Annual Value :

F. Interest paid on Loan :

G. Net Income/(Loss) from House Property :

[Add](#)

Lender Name	Address	Lender Type	PAN	Annual Rent	Municipal taxes	Interest	Action
ICICI bank	kandivall	Financial Institute (Other than Employer)	AACCA8464F	1500000	12621	1230	<a href="#">✎</a> <a href="#">✖</a>
Arun	Kandivall	Employer	AAICA4667N	1600000	7632	8954	<a href="#">✎</a> <a href="#">✖</a>
Test	Test admin	Others	AAACB1534F	18880000	89544	1654	<a href="#">✎</a> <a href="#">✖</a>

8. Then you need to close this window.

Lender (Financial Institute) Details

Permanent Account Number :

E. Net Adjustable Annual Value :

F. Interest paid on Loan :

G. Net Income/(Loss) from House Property :

[Add](#)

Lender Name	Address	Lender Type	PAN	Annual Rent	Municipal taxes	Interest	Action
ICICI bank	kandivall	Financial Institute (Other than Employer)	AACCA8464F	1500000	12621	1230	<a href="#">✎</a> <a href="#">✖</a>
Arun	Kandivall	Employer	AAICA4667N	1600000	7632	8954	<a href="#">✎</a> <a href="#">✖</a>
Test	Test admin	Others	AAACB1534F	18880000	89544	1654	<a href="#">✎</a> <a href="#">✖</a>

Mr. Admin, ZinglTr      Gender : Male      PAN : arfpg9555k      TAX : 5163735      Net Taxable Income : 15016680

Investment

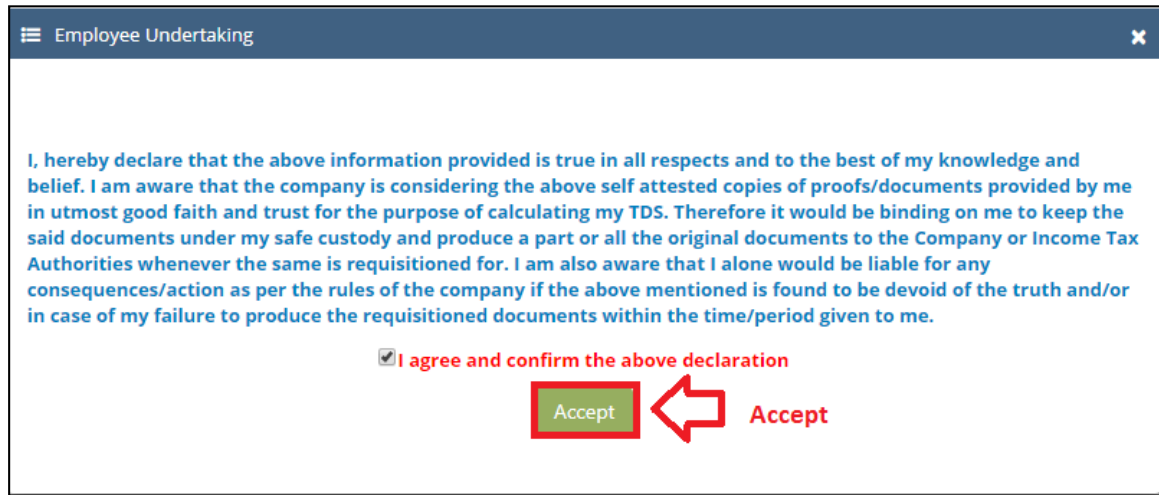
SEC 10 Exemption	Tentative Limit (₹ 15000)	Declared (₹ 0)	Submitted (₹ 0)	Verified (₹ 0)	
Second Home Loan Details (Let Out Property)	Tentative Limit (₹ 0)	Declared (₹ 15297306)	Submitted (₹ 0)	Verified (₹ 0)	

	Max	Declared	Submitted Amount	Verified Amount	Proof Entry	Status
A. Annual Rent Received on Second Property	<input type="text" value="0"/>	21980000	<input type="text" value="0"/>	<input type="text" value="0"/>	<a href="#">Add Proof</a>	<a href="#">📄</a>
B. Municipal taxes if any on Second Property	<input type="text" value="0"/>	109797	<input type="text" value="0"/>	<input type="text" value="0"/>	<a href="#">Add Proof</a>	<a href="#">📄</a>
C. Gross Asset Value (A-B)	<input type="text" value="0"/>	21870203	<input type="text" value="0"/>	<input type="text" value="0"/>	<a href="#">Add Proof</a>	<a href="#">📄</a>
D. Repairs (30% of C)	<input type="text" value="0"/>	6561059	<input type="text" value="0"/>	<input type="text" value="0"/>	<a href="#">Add Proof</a>	<a href="#">📄</a>
E. Net Adjustable Annual Value	<input type="text" value="0"/>	15309144	<input type="text" value="0"/>	<input type="text" value="0"/>	<a href="#">Add Proof</a>	<a href="#">📄</a>
F. Housing Loan Interest (of a second Property)	<input type="text" value="0"/>	11838	<input type="text" value="0"/>	<input type="text" value="0"/>	<a href="#">Add Proof</a>	<a href="#">📄</a>
G. Net Income/(Loss) from House Property	<input type="text" value="0"/>	15297306	<input type="text" value="0"/>	<input type="text" value="0"/>	<a href="#">Add Proof</a>	<a href="#">📄</a>
Total Declaration :		15297306			<a href="#">Lender Details</a>	

[Save](#)


9. After that you need to click on 'Save' button as shown above.

10. You need to click on **‘I agree and confirm the above declaration ’** and **‘Accept ’** .

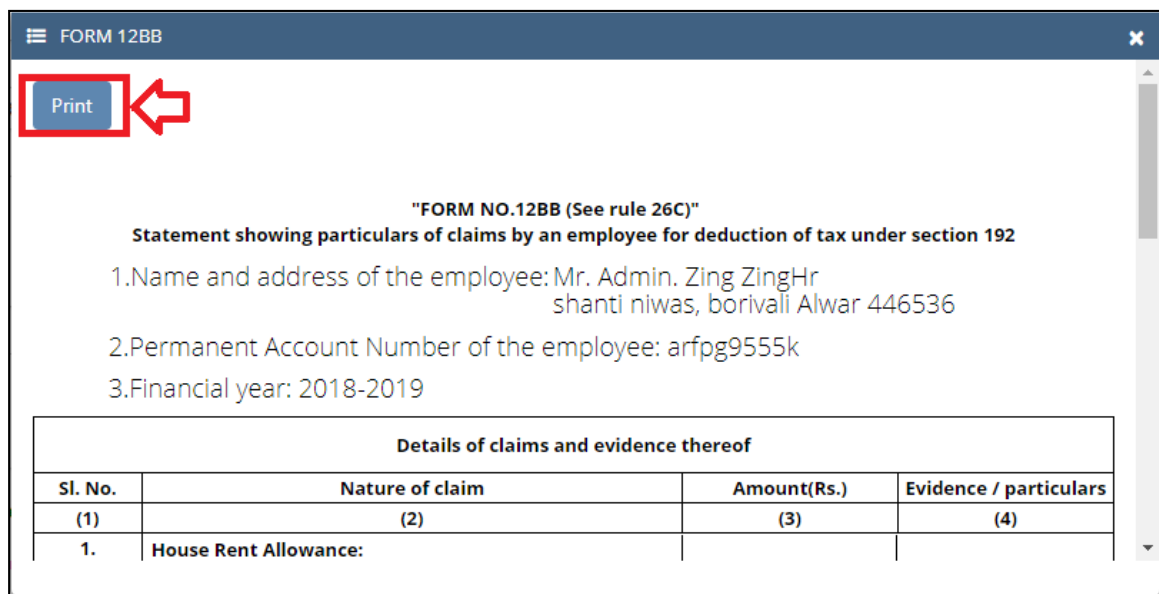



I, hereby declare that the above information provided is true in all respects and to the best of my knowledge and belief. I am aware that the company is considering the above self attested copies of proofs/documents provided by me in utmost good faith and trust for the purpose of calculating my TDS. Therefore it would be binding on me to keep the said documents under my safe custody and produce a part or all the original documents to the Company or Income Tax Authorities whenever the same is requisitioned for. I am also aware that I alone would be liable for any consequences/action as per the rules of the company if the above mentioned is found to be devoid of the truth and/or in case of my failure to produce the requisitioned documents within the time/period given to me.

I agree and confirm the above declaration

**Accept**  **Accept**

11. Next you will get the print option, where you can able to take printout from clicking on **‘Print ’** button.



**Print** 

**"FORM NO.12BB (See rule 26C)"**  
**Statement showing particulars of claims by an employee for deduction of tax under section 192**

1.Name and address of the employee: Mr. Admin. Zing ZingHr  
shanti niwas, borivali Alwar 446536

2.Permanent Account Number of the employee: arfp9555k

3.Financial year: 2018-2019

Details of claims and evidence thereof			
Sl. No.	Nature of claim	Amount(Rs.)	Evidence / particulars
(1)	(2)	(3)	(4)
1.	House Rent Allowance:		

12. In case, if you wish to add or update Declared amount you need to follow the after that you need to Save the overall declaration

Investment					
Chapter VIA Deductions	Medicine Education Disability more...	Tentative Limit (₹ 420000)	Declared (₹ 75757)	Submitted (₹ 0)	Verified (₹ 0)
HRA Monthly Details	rent	Tentative Limit (₹ 0)	Declared (₹ 0)	Submitted (₹ 0)	Verified (₹ 0)
Income From Other Sources	Interest TDS	Tentative Limit (₹ 0)	Declared (₹ 0)	Submitted (₹ 0)	Verified (₹ 0)
Income From Previous Employer	Income PT PF	Tentative Limit (₹ 0)	Declared (₹ 0)	Submitted (₹ 0)	Verified (₹ 0)
Sec 10 Exemption	Expense/111s	Tentative Limit (₹ 15000)	Declared (₹ 0)	Submitted (₹ 0)	Verified (₹ 0)
Second Home Loan Details (Let Out Property)	Rent/Received Municipal Taxes Housing Loans	Tentative Limit (₹ 0)	Declared (₹ 15297306)	Submitted (₹ 0)	Verified (₹ 0)
Self Occupied House/ Property	Loan Interest	Tentative Limit (₹ 0)	Declared (₹ 69444)	Submitted (₹ 0)	Verified (₹ 0)
Investments u/s 80C	LIC Premium PPF Pension/3 more	Tentative Limit (₹ 150000)	Declared (₹ 1220)	Submitted (₹ 0)	Verified (₹ 0)
80G	DONATION PAID 80G	Tentative Limit (₹ 0)	Declared (₹ 1)	Submitted (₹ 0)	Verified (₹ 0)


Save

13. You need to click on ‘**I agree and confirm the above declaration**’

**Employee Undertaking**

I, hereby declare that the above information provided is true in all respects and to the best of my knowledge and belief. I am aware that the company is considering the above self attested copies of proofs/documents provided by me in utmost good faith and trust for the purpose of calculating my TDS. Therefore it would be binding on me to keep the said documents under my safe custody and produce a part or all the original documents to the Company or Income Tax Authorities whenever the same is requisitioned for. I am also aware that I alone would be liable for any consequences/action as per the rules of the company if the above mentioned is found to be devoid of the truth and/or in case of my failure to produce the requisitioned documents within the time/period given to me.

**I agree and confirm the above declaration**

Accept
Decline

(If this is accepted the Form 12 BB will be generated)

14. Click on ‘**Accept**’ button and you done it!

Declaration saved Successfully!!

OK

15. Then you will get the overall declaration statement, which you able to take a print as well using Print Button or you can Save the same in PDF.

FORM 12BB

Print

**"FORM NO.12BB (See rule 26C)"**  
**Statement showing particulars of claims by an employee for deduction of tax under section 192**

1.Name and address of the employee: Mr. Admin. Zing ZingHr  
shanti niwas, borivali Alwar 446536

2.Permanent Account Number of the employee: arfpg9555k

3.Financial year: 2018-2019

Details of claims and evidence thereof			
Sl. No.	Nature of claim	Amount(Rs.)	Evidence / particulars
(1)	(2)	(3)	(4)
1.	House Rent Allowance:		

16. In case , if you missed out any amount to be declared in investment declaration screen , you can come again and go to respective tab and enter the amount and **Save**.
- Please note that every time you declare new amount or edit any amount, you will be ask to take the Employee Undertaking and you need to tick “ I agree and confirm the above declaration “ and Click Accept Button. Again Form 12 BB will be generated.