



Proposal for “Income Tax Audit Service”

Commercial:

Tax Audit - CA Fees 10,000/-

Chartered Accountant Fees for Income Tax Audit – Rs. 10,000/- (Starting, Depend on Volume of Transaction May Vary)

Income Tax Audit Consultancy Package Included

1. Preparation of Books of Account (Will be prepared by Accountant Other than Auditor CA)
2. Finalization of Accounts – Profit and Loss, Balance Sheet etc
3. Filing of Audit Report by CA
4. Income Tax Return Preparation and Filing
5. Digital Signature

Documents Requirement for Income Tax Audit Service:

1. Business Registration Proof, and Owner PAN Card, Aadhar Card
2. Bank Statements
3. Sales Records
4. Purchase Records
5. Expenses/Bill/Invoices
6. Voucher/Register/Stock Register
7. Books of Accounts
8. GST Return, TDS Returns
9. Cash Book
10. Other Financial Records Details, Assets and Investments List
11. Any Other Documents as and when ask by CA

Minimum Requirement for Income Tax Audit Service Formation:

- **Business:** Mandatory if turnover exceeds ₹1 crore.
- **Professionals:** Mandatory if gross receipts exceed ₹50 lakh.

- **Declared Profit:**
 - For businesses under presumptive scheme – audit if profit < 8% of turnover.
 - For professionals – audit if profit < 50% of receipts.
- **Conducted by:** Only a Chartered Accountant in practice.
- **Audit Report Forms:** 3CA/3CB and 3CD.

Annual Compliance of Income Tax Audit Service (to be followed every year):

Every financial year, businesses and professionals covered under Section 44AB of the Income Tax Act must comply with tax audit requirements. The process includes:

1. Maintaining Proper Books of Accounts – As per Income Tax rules and accounting standards.
2. Preparation of Financial Statements – Profit & Loss Account, Balance Sheet, and related schedules.
3. Verification by Chartered Accountant – Only a CA in practice can conduct and certify the audit.
4. Filing of Tax Audit Report – Report to be furnished in Form 3CA/3CB and Form 3CD before the due date (generally 30th September of the assessment year).
5. Filing of Income Tax Return (ITR) – Along with the audit report and relevant disclosures.
6. Preservation of Records – Maintain audit and accounting records for future verification or assessment.

Start Process Now – Get Income Tax Audit Service

- Step 1: Send us Documents Via Email or WhatsApp
 - Email: office@legaladda.com
 - WhatsApp: +91 9726365804
- Step 2: Preparation of Documents & Processing
- Step 3: Get Income Tax Audit Service

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