



# Process for Paying Direct Taxes Using Income Tax Portal

## Type of Tax Payments



### Income Tax

- ✓ Advance Tax (100)
- ✓ Self Assessment Tax (300)
- ✓ Tax on Distributed Income to Unit Holders (107)
- ✓ Surtax (102)
- ✓ Payment of Demand/Penalty/Interest etc. under Undisclosed Foreign Income And Assets And Imposition of Tax Act, 2015 (Black Money Act) (108),
- ✓ Secondary Adjustment Tax under Section 92CE of Income-tax Act, 1961(110)
- ✓ Accretion Tax under Section 115TD of Income-tax Act, 1961 (111)

Demand Payment as Regular Assessment Tax (400)

### Equalisation Levy/ STT/ CTT

- ✓ Equalisation Levy (119)
- ✓ Commodities Transaction Tax (800)
- ✓ Securities Transactions Tax (STT)(0034).

- ✓ Fee/ Other Payments
- ✓ Fees
- ✓ Wealth Tax
- ✓ Fringe Benefit Tax
- ✓ Banking Cash Transaction Tax
- ✓ Interest Tax
- ✓ Hotel Receipts Tax
- ✓ Gift Tax
- ✓ Estate Duty
- ✓ Expenditure/Other Tax. Income Tax (Other than Companies) (0021)

26 QB (TDS on Sale of Property)

26 QD (TDS on Payment to Resident Contractors and Professionals)

26 QC (TDS on Rent of Property)


Demand Payment for TDS on Property, Rent of Property & Resident contractors & Professionals



## Step 1 – Go to Income Tax Portal’s Login Page

<https://eportal.incometax.gov.in/iec/foervices/#/login>

## Step 2 – Enter Your PAN (PAN of the Tax Payer)



**e-Filing** *Anywhere Anytime*  
Income Tax Department, Government of India

[Call Us](#) | [English](#) | [A<sup>-</sup>](#) [A](#) [A<sup>+</sup>](#) | [🌙](#)

[Do not have an account? Register](#)

[Home](#) | [Individual/HUF](#) | [Company](#) | [Non-Company](#) | [Tax Professionals & Others](#) | [Downloads](#) | [Help](#)

### Login




Enter your User ID \*

**Error** - This is a Mandatory Field.

[Continue >](#)


[< Back](#)

### Know about your User ID


-  **PAN (Permanent Account Number)**  
**For Individuals** (Salaried employee, Senior citizen, Self-employed, NRI)  
**For Other Than Individuals** (Company, Trust, AOP, AJP, BOI, Firm, Local Authority)
-  **Aadhaar Number**  
**For Individuals** (Salaried employee, Senior citizen, Self-employed, NRI)
-  **Other User ID**  
**For Chartered Accountant, Tax Deductor and Collector, e-Return**



## Step 3 – Enter Password (Select the confirm checkbox)

 **e-Filing** *Anywhere Anytime*  
Income Tax Department, Government of India

Call Us | English | A A+ | [Do not have an account? Register](#)




### Login

PAN **MASKED**


Secure Access Message

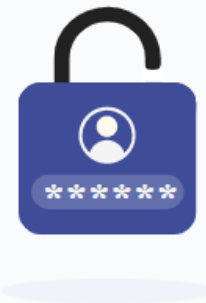
**Login**

Please confirm your secure access message   
displayed above \*

Enter password for your e-Filing account

Password \*

[Forgot Password?](#) 



After entering the password – Login Dashboard is displayed

Welcome Back, NAME



PAN

XXXXXXXX0962


Mobile

MASKED@gmail.com

Contact Details [Update](#)

Bank Account [Update](#)

Your account is not secure with e-vault [Secure Account](#)

Income & Tax Estimator 

> Tax Calendar 

### Assessment Year 2022-23 filing

✔ **Filed successfully**

**Note:** We will process your filing and make sure it is completed at the earliest. Please find the return processing status below.

Demand Estimated: **Nil**



Return filed on  
30-Jul-2022

Return verified on  
30-Jul-2022

Return processing  
04-Nov-2022

Processing Completion  
04-Nov-2022

[File revised return](#)

# Step 4 – Click on e-File & Select e-Pay Tax



Dashboard > e-Pay Tax

Income Tax Returns >

Income Tax Forms >

**e-Pay Tax**

Submit Tax Evasion Petition or Benami Property holding

## e-Pay Tax

Please click on New

(ii) Debit Card (iii) Over the Counter (iv) NEFT/RTGS (v) Payment Gateway for [these banks](#)

+ New Payment

Saved Drafts Generated Chances Payment History

Delete

Filter

<input type="checkbox"/>	Type of Payment	Assessment Year	Saved On	Action(s)
No Rows To Show				

# Step 5 – Click on New Payment

## e-Pay Tax

[+ New Payment](#)

Please click on New Payment for tax payment through (i) Net Banking (ii) Debit Card (iii) Over the Counter (iv) NEFT/RTGS (v) Payment Gateway for [these banks](#)

Saved Drafts    Generated Challans    Payment History

Delete    Filter

<input type="checkbox"/>	Type of Payment	Assessment Year	Saved On	Action(s)
No Rows To Show				

## Step 6 Select the type of Tax Payment & Click on Proceed



Income Tax Department, Government of India

English

Income Tax

Advance Tax (100), Self Assessment Tax (300), Tax on Distributed Income to Unit Holders (107)... [Read More](#)

Proceed

Demand Payment as Regular Assessment Tax (400)

Payment of demand raised against previous years processed returns

Proceed

Equalisation Levy/ STT/ CTT

Equalisation Levy (119), Commodities Transaction Tax (800), Securities Transactions Tax (ST... [Read More](#)

Proceed

Fee/ Other Payments

Fees, Wealth Tax, Fringe Benefit Tax, Banking Cash Transaction Tax, Interest Tax, Hotel Receipts... [Read More](#)

Proceed

26 QB (TDS on Sale of Property)

Payment of TDS on Sale of Property

Proceed

Demand Payment for TDS on Property



Payment of demand raised by TDS-CPC against TDS on Sale of Property

Proceed



# Step 7 - Select Assessment Year & Type of Tax Payment & Click on Continue



  **e-Filing** *Anywhere Anytime*  
Income Tax Department, Government of India

labels.call\_us | English | A A+ |

[Add Tax Applicable Details](#) | [Add Tax Break Up Details](#) | [Add Payment Details](#)

## New Payment

PAN: AJKPM8077C

\* Indicates the mandatory fields

Assessment Year \*  
2023-24  
Financial Year is 2022-23 for the selected Assessment Year 2023-24

Type of Payment (Minor Head) \*  
Advance Tax (100)  
Other Receipts (500)  
Tax on Distributed Income to Unit Holders (107)  
Payment of Demand/Penalty/Interest etc. under Undisclosed Foreign Income And Assets And Imposition of Tax Act, 2015 (Black Money Act) (108)  
Secondary Adjustment Tax under Section 92CE of Income-tax Act, 1961 (110)

[< Back](#) [Continue >](#)

# Step 8 Enter the Amount of Tax, Surcharge, Cess, Interest as applicable



Add Tax Applicable Details



Add Tax Break Up Details



Add Payment Details

## New Payment

PAN: AJKPM8077C

\* Indicates the mandatory fields

(a) Tax

₹

(b) Surcharge

₹

(c) Cess

₹

(d) Interest

₹



# Step 9 Click on Continue



(d) Interest

₹

(e) Penalty

₹

(f) Others

₹

**Total (a + b + c + d + e + f)**

₹ 1,000

**In words**

Rupees One Thousand Only

[< Back](#)

[Save as Draft](#)

[Continue >](#)



# Step 10 Select Payment Gateway

Mode Payment

## New Payment

PAN: AJKPM8077C

\* Indicates the mandatory fields

Net Banking

Debit Card

Pay at Bank Counter


RTGS/NEFT

Payment Gateway ⓘ





Taxpayers having bank account with an Authorised Bank can use this mode for payment. No transaction charge/fee is applicable for making tax payment through this mode.


 Canara Bank

 Indian Overseas Bank


 Kotak Mahindra Bank


 Bank Of Maharashtra


 ICICI Bank


 Indian Bank


 Karur Vysya Bank

 Federal Bank

 Bank Of India

 Central Bank Of India

 Punjab National Bank

 Axis Bank

Other Bank

# Step 11 Select Kotak Mahindra Bank (This is a Bill Desk Payment Gateway with Shivalik as one of the Bank Options)



Mode Payment

## New Payment

PAN: AJKPM8077C

\* Indicates the mandatory fields

Net Banking

Debit Card

Pay at Bank Counter

RTGS/NEFT

Payment Gateway ⓘ

This mode provides a wide range of payment options to the taxpayer including Net Banking, Debit Card, Credit Card and UPI. The selected payment gateway will redirect to its own page and provide all the options available with that gateway. The transaction charges if any, will be applicable over and above the tax amount in this mode. [Transaction Charges](#)

Please select one payment gateway \*

Canara Bank

Federal Bank


Kotak Mahindra Bank



The taxpayer may compare the transaction charges before selecting the payment gateway and payment option. [Transaction Charges](#)

# Step 12 Preview the Details and click on Pay Now



 e-Filing *Anywhere Anytime*  
Income Tax Department, Government of India

labels.call\_us | English | A+ | A\* |

## New Payment

PAN : AJKPM8077C

Preview [edit](#)

### Payment Details

Assessment Year	Financial Year	Tax Applicable (Major Head)	Type of Payment (Minor Head)
2023-24	2022-23	Income Tax (Other than Companies) (0021)	Advance Tax (100)

Payment Gateway  
Kotak Mahindra Bank

### Tax Break up Details

(a) Tax	₹ 1,000
(b) Surcharge	₹ 0
(c) Cess	₹ 0
(d) Interest	₹ 0
(e) Penalty	₹ 0
(f) Others	₹ 0
<b>Total (a + b + c + d + e + f)</b>	<b>₹ 1,000</b>
In words	Rupees One Thousand Only

[Back](#) [Pay Later](#) [Pay Now](#)

# Step 13 Select I agree to the terms and conditions & Click Submit to Bank



**New Payment**  
PAN : AJKPM9077C

Preview [Edit](#)

Payment Details			
Assessment Year 2023-24	Financial Year 2022-23	Tax Applicable (Major Head) Income Tax (Other than Companies)	Type of Payment (Minor Head) Advance Tax (100)
Payment Gateway Kotak Mahindra Bank			

Tax Break up Details	
(a) Tax	₹ 1,000
(b) Surcharge	₹ 0
(c) Cess	₹ 0
(d) Interest	₹ 0
(e) Penalty	₹ 0
(f) Others	₹ 0
<b>Total (a + b + c + d + e + f)</b>	<b>₹ 1,000</b>
In words	Rupees One Thousand Only

**Terms and Conditions**

updated to "PAID", the taxpayer/user may re-check the status of the CRN after 30 minutes as the same may get updated after response received from Payment Gateway to e-Filing Portal. In case, no such response is received during the said time, the taxpayer/user is advised to wait for one day as the e-Filing Portal will reconcile the CRN with the Bank providing Payment Gateway and update the CRN status accordingly. If status of CRN is still not updated, taxpayer/user is advised to contact his/her bank.

13. Once a payment is successfully made, e-Filing will not entertain any request for refund/reversal of the paid amount. Further, no charge back claims against the Income Tax Department shall be allowable to any taxpayer/user under any circumstances. The taxpayer/user is advised to make claim of such amount as tax credit during the filing of Income tax return of the relevant Assessment Year.

14. Any fraudulent transaction or misuse shall be dealt as per applicable laws.

I agree to the terms and conditions.

[Submit To Bank](#)

[Back](#) [Pay Later](#) [Pay Now](#)

## Step 14 Enter Mobile No. & Email ID (Optional) either Proceed or Skip this step



**Amount: ₹ 1000**  
**CRN: 23011100019671**

To receive the payment acknowledgement,  
please provide your mobile number and email ID


Mobile Number

Email ID

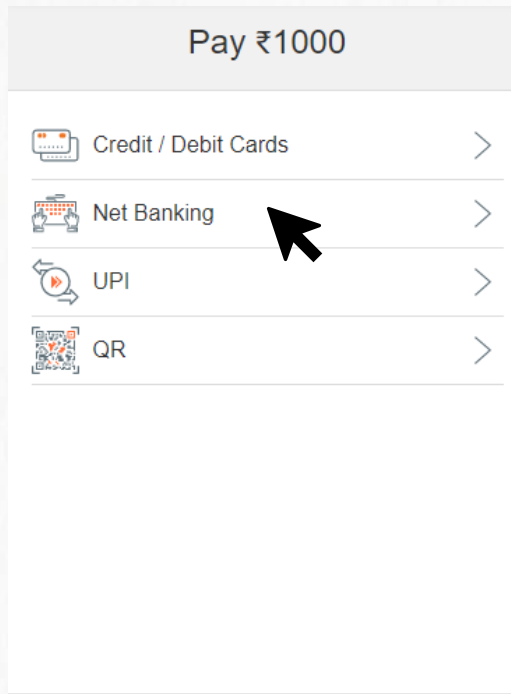
Click here to receive the GST invoice in your inbox

I have understood the [terms and conditions](#)

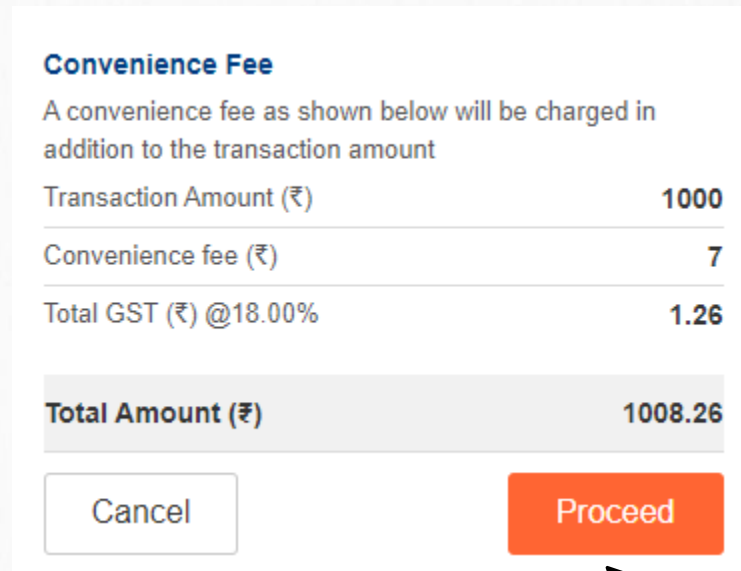
Skip this step Proceed







Step 14: Select Net Banking & Select Shivalik Bank from the Drop Box Menu



Step 15: Convenience fee of Rs. 7+GST is applicable; click on Proceed



Step 16: Enter your Login ID & Password for Internet Banking



**SHIVALIK**  
Shivalik Small Finance Bank

**Set Transaction Date**

Transaction Date (dd/MM/yyyy)\* 11/01/2023

**Make a Payment From**

Pay From Account\* Select

**Make a Payment To**

Unregistered Payee\* BILLDESK\_SI **VIEW PAYEE DETAILS**

Amount\* ₹ 1,008.26

**Other Details**

Remarks \_\_\_\_\_

**RESET** **CONTINUE**

Step 17: Select Account No. and click on Continue

**SHIVALIK**  
Shivalik Small Finance Bank

**Amount & Frequency Details**

Total Amount: ₹ 1,008.26  
Total Charge Amount: ₹ 0.00  
Transaction Currency: ₹

**BACK TO EDIT**

*Enter your credentials to confirm the transaction*

**Confirmation Details**

One Time Password\* \_\_\_\_\_ **GENERATE OTP**

**CANCEL** **SUBMIT**

Step 18: Click on Generate OTP, enter OTP (received in your registered Mobile No. with the Bank) click on Submit

# Download the challan - Instantly



The screenshot shows the e-Filing portal interface. At the top, there is a header with the e-Filing logo and navigation options like 'Call Us', 'English', and a user profile. Below the header is a dark blue navigation bar with menu items: Dashboard, e-File, Authorised Partners, Services, Pending Actions, Grievances, Help, and Session Time (2:9:50). The main content area shows a progress bar with three steps: 'Add Tax Applicable Details', 'Add Tax Break Up Details', and 'Add Payment Details', all marked with green checkmarks. Below this, a sub-progress bar shows 'Select Payment Mode' and 'Preview And Make Payment', also marked with checkmarks. A large green success message box contains the text 'The Challan Payment is successful!' and 'You can download the challan receipt by clicking Download.' A blue 'Download' button with a download icon is positioned to the right of the message. An arrow points from the text 'Payment is completed - download the challan Receipt' to the 'Download' button.

Payment is completed - download the challan Receipt

# Challan Will Give CIN/Bank Name, BSR Code, Challan Name, Date & Bank Details



Amount (in Rs.)	:	₹ 1,000		
Amount (in words)	:	Rupees One Thousand Only		
CIN	:	2301110	Number	
Payment Gateway	:	Kotak Mahindra Bank		
Mode of Payment	:	Net Banking		
Bank Name/Card Type	:	Shivalik Small Finance Bank Limited		
Bank Reference Number	:	Number	519	
Date of Deposit	:	11-Jan-2023		
BSR code	Number	Challan No	Number	Tender Date : 11/01/2023



## Thanks for being a committed taxpayer!

To express gratitude towards committed taxpayers, the Income Tax Department has started a unique appreciation initiative. It recognises taxpayers' commitment by awarding certificates of appreciation to them. Login to e-filing portal and visit Appreciations and Rewards to know more.

**Congrats! Here's what you have just achieved by choosing to pay online:**