## e-payment of Central Excise and Service Tax

The stepwise method for e-Payment of Central Excise and Service Tax (CBEC) is as follows:

## A. <u>Non-Financial Validations</u>.

1. Taxpayer has to go to the NSDL Website at <u>www.nsdl.co.in</u> and select the option <u>'Central Excise & Service tax (Online Systems)'</u>.



2. The following screen will be displayed wherein the taxpayer needs to select the option '<u>E-Payment (Excise & Service Tax)</u>'.



3. In the upcoming screen amongst the list of banks, the bank through which e-payment is to be made must be present. The Taxpayer has to click on <u>'Please Click Here'</u>.

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4. On the next page the Taxpayer has to enter the fifteen-digit <u>'Assessee Code'</u>. If the assessee code is valid then the information relating to the taxpayer is displayed in the screen.

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5. The information relating to the taxpayer is displayed.

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State	DELHI		
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6. The Taxpayer now has to select the appropriate accounting code by clicking on <u>Select Accounting Codes for Excise/Service Tax</u> as shown in the screen.

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## 7. Accounting Code is displayed for selection.

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8. After selecting the appropriate accounting codes the taxpayer needs to click on the <u>'Submit'</u> button at the bottom.

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9. On clicking submit button, respective accounting codes with the description that have been selected will be displayed.

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10. Next, the <u>'Bank Name'</u> is to be selected through which the payment has to be processed from the drop down menu available.

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11. On selecting the bank the user has to click on <u>'Proceed'</u>.

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12. In the upcoming screen the Taxpayer has to opt for making payment by clicking on <u>'Submit to the Bank'</u>. This will direct the assessee to the Bank's net banking portal.

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## B. <u>Financial Validations.</u>

13. The Taxpayer must enter the <u>'User ID and Login Password'</u> to enter into the secured e- Banking area for payment processing at the net banking portal of the Bank.

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14. On entry of valid User ID & Password, the following screen is displayed. The field values were populated with the values filled-up by the taxpayer at the NSDL site. The Taxpayer has to enter the tax <u>'Amount'</u> against each of the accounting code displayed.

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15. The Taxpayer must select the <u>'Debit Account'</u> and provide the <u>'Transaction</u> <u>Password'</u>.

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16. After entering the transaction password <u>'CBEC payment Confirmation page'</u> is displayed wherein the taxpayer can verify the details & confirm the transaction. If not satisfied the taxpayer can cancel and go back to the previous page for re-entering the details.



17. After successful e-transaction, a '<u>Cyber Receipt</u>' is provided to the taxpayer instantly which can be printed.

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