

## Procedure for e-payment

### 1. e-payment website:

e-payment link for Commercial Taxes Department- Karnataka is <http://vat.kar.nic.in/epay>

### 2. e-Payment:

**Step 1:** In the homepage of e-payment, Select the type of tax payment which you want to pay and Click on it.

**Step 2:** In the e-payment form Select the dealer type, form type, and enter your TIN/RC number on the provided space. On entering of your TIN/RC, your name and address and LVO Office code which you belong to will be displayed automatically.

**Step 3:** Select the payment type you would like to make e.g., Monthly/ Quarterly /On Department Demand.

1. If Monthly payment mode is selected, then enter the Tax Period-Year and the month.
2. If Quarterly payment mode is selected, then select the Tax period-year and the Quarter period from the available drop down.
3. If On department demand mode is selected, then enter Order no., Order date and Designation.

**Step 4:** Enter the tax details such as tax amount, interest amount and penalty amount. Total amount will be calculated and shown automatically based on the amount that you are entering. and enter your mobile number to get the payment confirmation message.

**Step 5:** Click on Next, the page will show the summary of the details about the transaction that has been entered in the main page. Once you verify the details and proceed to next step by clicking on Submit. The page generates an **unique Commercial Tax Reference number (CTD Ref. No.)** that can be noted for future use (i.e., verification of payment).

**Step 6:** Now click on '**Click here for Payment**', you will be re-directed to Khajane-II e-payment portal for making the Payment. Select any one mode of payment, type of e-payment and then enter the Captcha as shown in the page and click submit. You will be re-directed to the banking page for payment and post successful transaction you be automatically re-directed back to the commercial tax website with the payment details. Here you can click the provided link to download/print the e-challan for your reference.

**Step 7:** If the payment is not successful/failed due to network issue or so. In such cases, you can use the Verify option to update the payment details on the CTD website. Payment details of corporate accounts will be passed as 'Partial' after the confirmation from the net-banking website. The Verification for corporate accounts will have to be done after one day to know the exact status.

### **3. Verify e-payment:**

**Step 1:** On clicking of this option, a screen is prompted to enter CTD Ref. No, TIN/RC number, payment date and the amount.

**Step 2:** Now click on List. All the transactions that have been entered for the requested particulars are listed.

**Step 3:** Now click on Verify. The payment details that have been made for the selected transaction are displayed and updated on the CTD website.

**Step 4:** If the payment made is successful for the retail account, then the transaction is valid else the transaction shows failed after clicking the verify link. If the transaction is failed, firstly, you check in your net-banking website for the amount deduction, if the amount is not deducted for the transaction that has been made, then you can start the e-payment again. If the amount is debited with the unsuccessful transaction, you can check it after a day for the payment status else payment will be credited back to your account or you can contact to the respective bank.

**Step 5:** After successful payment, but still your transaction is not verified, then you can contact the CTD Helpline.

**Step 6:** If any problem is encountered in the net-banking website, such as amount is debited more than once/ not able to login/ password is forgotten/ incorrect balance, then contact the Bank Helpline.

### **4. Print e-Challan:**

On clicking of this option, a screen is prompted to enter the CTD Ref. No. Or TIN number, payment date and amount. All the transactions which are verified successfully for that particular user will be displayed. Click on the required transaction from the list click on Print to get the e-challan.