



CITY UNION BANK LTD

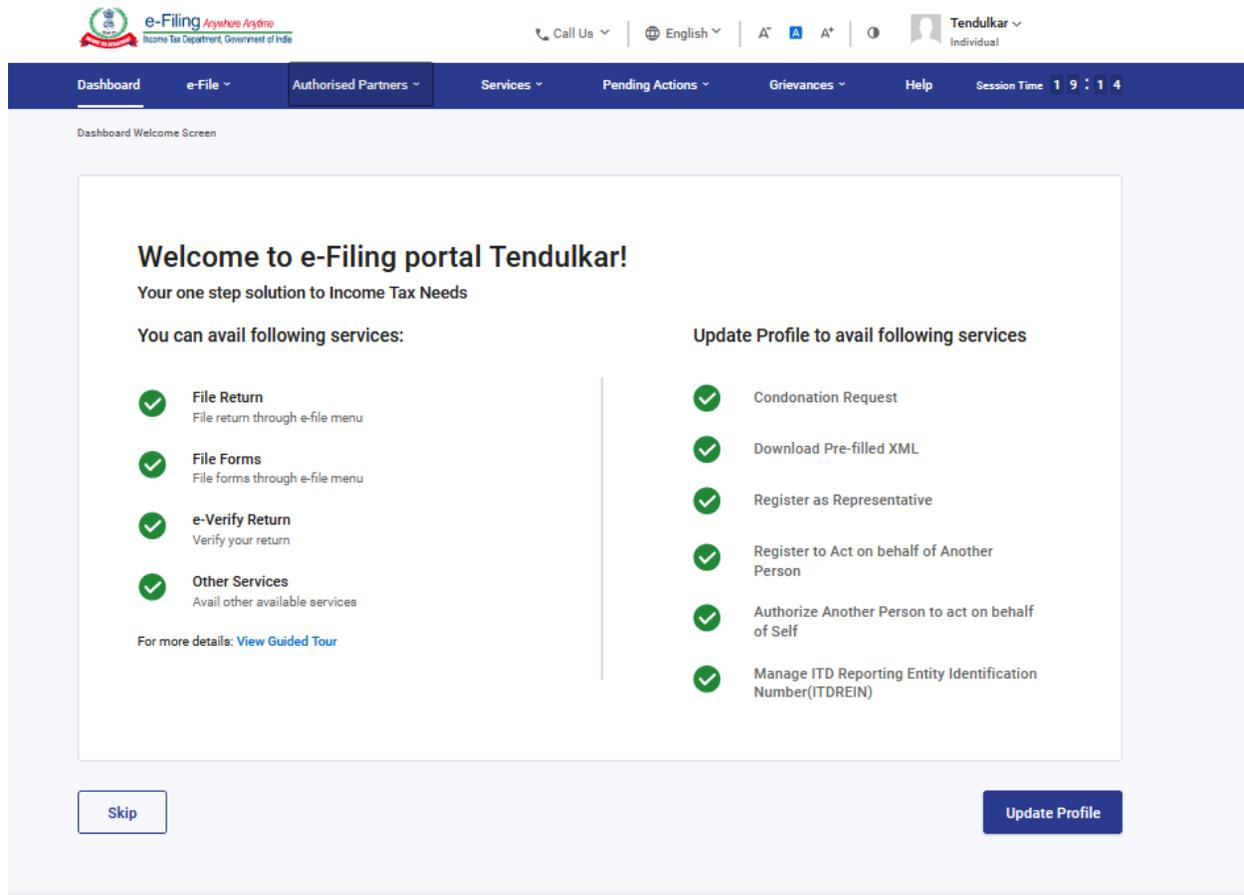
City Union Bank Limited  
Computer Systems Department



User Manual document  
**CBDT Payments through Bank Counter**

## CBDT PAYMENT FOR OTC PAYMENTS (CASH /CHEQUE /DD)

1. Only customers who have chosen the payment mode as Over the counter (Cash/Cheque/DD/) can only visit branch for payments. Login to CBDT portal. Choose e-File and select e-Pay Tax.



The screenshot shows the e-Filing portal dashboard for a user named Tendulkar Individual. The page features a navigation menu with options like Dashboard, e-File, Authorised Partners, Services, Pending Actions, Grievances, and Help. The main content area is titled "Welcome to e-Filing portal Tendulkar!" and provides a one-step solution to income tax needs. It lists available services such as File Return, File Forms, e-Verify Return, and Other Services. Additionally, it offers an "Update Profile" section with services like Condonation Request, Download Pre-filled XML, Register as Representative, Register to Act on behalf of Another Person, Authorize Another Person to act on behalf of Self, and Manage ITD Reporting Entity Identification Number (ITDREIN). Buttons for "Skip" and "Update Profile" are located at the bottom of the dashboard.

**Welcome to e-Filing portal Tendulkar!**  
Your one step solution to Income Tax Needs

You can avail following services:

- ✓ **File Return**  
File return through e-file menu
- ✓ **File Forms**  
File forms through e-file menu
- ✓ **e-Verify Return**  
Verify your return
- ✓ **Other Services**  
Avail other available services

For more details: [View Guided Tour](#)

Update Profile to avail following services

- ✓ Condonation Request
- ✓ Download Pre-filled XML
- ✓ Register as Representative
- ✓ Register to Act on behalf of Another Person
- ✓ Authorize Another Person to act on behalf of Self
- ✓ Manage ITD Reporting Entity Identification Number(ITDREIN)

[Skip](#) [Update Profile](#)



- In e-Pay Tax choose the Type of Payment and click +New Payment menu present in Top right corner.

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

Call Us | English | A+ | A\* | Tendulkar Individual

Dashboard | e-File | Authorised Partners | Services | Pending Actions | Grievances | Help | Session Time 1 9 : 4 7

Dashboard > e-Pay Tax

## 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)
<input checked="" type="checkbox"/>	Self-Assessment Tax(300)	2022-23	13-Dec-2022	⋮
<input type="checkbox"/>	Tax on Distributed Income to Unit Holders(107)	2023-24	13-Dec-2022	⋮
<input type="checkbox"/>	Tax on Distributed Income to Unit Holders(107)	2008-09	12-Dec-2022	⋮
<input type="checkbox"/>	Self-Assessment Tax(300)	2021-22	12-Dec-2022	⋮
<input type="checkbox"/>	Self-Assessment Tax(300)	2022-23	12-Dec-2022	⋮

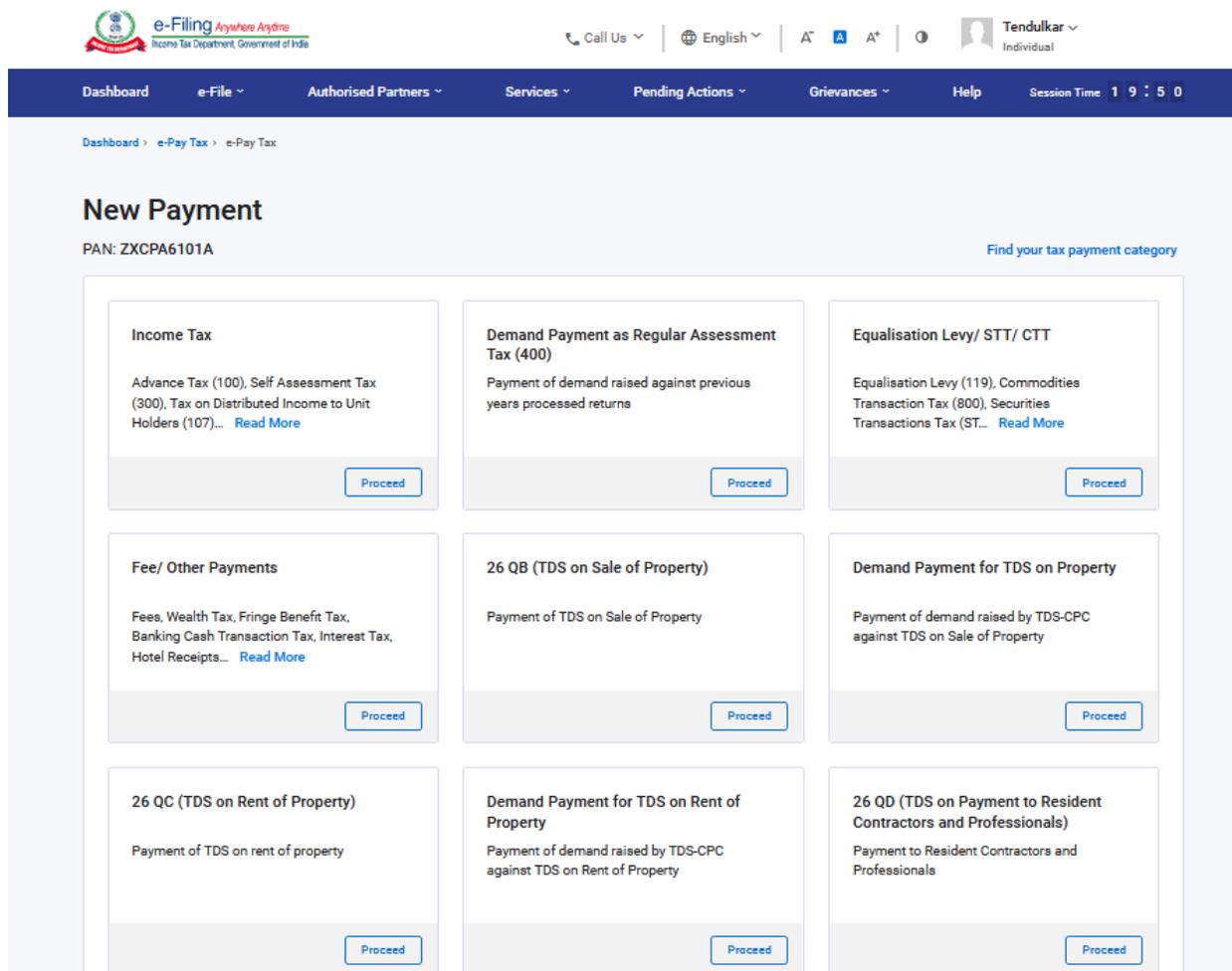
Rows per page 05 | 1 of 4 pages

**Note:** Challans generated and remitted through e-Filing are only available in this section

[Go To Dashboard](#)

[Click here to go to Protean \(previously NSDL\) tax payment page for other banks](#) [Bank of Baroda, HDFC Bank, IDBI Bank, Jammu & Kashmir Bank, Punjab & Sind Bank, State Bank of India, UCO Bank, Union Bank of India]

3. In New Payment page, select the type of tax by clicking Proceed option.



The screenshot shows the 'New Payment' page on the e-Filing portal. At the top, there is a navigation bar with 'e-Filing Anywhere Anytime' and 'Income Tax Department, Government of India'. Below this is a dark blue header with navigation links: Dashboard, e-File, Authorised Partners, Services, Pending Actions, Grievances, Help, and Session Time 19:50. The main content area has a breadcrumb trail: Dashboard > e-Pay Tax > e-Pay Tax. The title 'New Payment' is followed by the PAN: ZXCPA6101A and a link 'Find your tax payment category'. The page displays a grid of nine payment categories, each with a 'Proceed' button:

- Income Tax**: Advance Tax (100), Self Assessment Tax (300), Tax on Distributed Income to Unit Holders (107)... [Read More](#)
- Demand Payment as Regular Assessment Tax (400)**: Payment of demand raised against previous years processed returns
- Equalisation Levy/ STT/ CTT**: Equalisation Levy (119), Commodities Transaction Tax (800), Securities Transactions Tax (ST... [Read More](#)
- Fee/ Other Payments**: Fees, Wealth Tax, Fringe Benefit Tax, Banking Cash Transaction Tax, Interest Tax, Hotel Receipts... [Read More](#)
- 26 QB (TDS on Sale of Property)**: Payment of TDS on Sale of Property
- Demand Payment for TDS on Property**: Payment of demand raised by TDS-CPC against TDS on Sale of Property
- 26 QC (TDS on Rent of Property)**: Payment of TDS on rent of property
- Demand Payment for TDS on Rent of Property**: Payment of demand raised by TDS-CPC against TDS on Rent of Property
- 26 QD (TDS on Payment to Resident Contractors and Professionals)**: Payment to Resident Contractors and Professionals

4. Choose the Assessment year and Type of Payment and click continue.

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

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Dashboard | e-File | Authorised Partners | Services | Pending Actions | Grievances | Help | Session Time 1 9 : 3 1

Dashboard > e-Pay Tax

1 Add Tax Applicable Details → 2 Add Tax Break Up Details → 3 Add Payment Details

## New Payment

PAN: ZXCPA6101A

\* Indicates the mandatory fields

<b>Assessment Year *</b> 2022-23 Financial Year is 2021-22 for the selected Assessment Year 2022-23	<b>Type of Payment (Minor Head) *</b> Tax on Distributed Income to Unit Holders (107) Tax Applicable (Major Head) is Income Tax (Other than Companies)(0021)
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### Instructions

- [General Instructions](#)
- [Relevant FAQs](#)

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national portal of india

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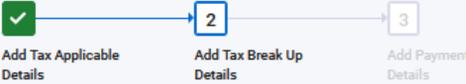
5. Add the Tax Break Up details by entering the amount in the shown box and click continue.

 e-Filing *Anywhere Anytime*  
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Dashboard e-File Authorised Partners Services Pending Actions Grievances Help Session Time 1 9 : 5 2

Dashboard > e-Pay Tax



### New Payment

PAN: ZXCPA6101A

\* Indicates the mandatory fields

(a) Tax	₹	1
(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</b>
<b>In words</b>		<b>Rupees One Only</b>

[< Back](#) [Save As Draft](#) [Continue >](#)

6. Select the payment mode as **Pay at Bank Counter** and select choose the payment mode (cash/cheque/DD). Click continue to proceed for transaction.

Income Tax Department, Government of India

Call Us | English | A A A

\* Indicates the mandatory fields

Net Banking   Debit Card   **Pay at Bank Counter**   RTGS/NEFT   Payment Gateway ⓘ

**This option cannot be used by a taxpayer being a Company or a person (other than a company) to whom provisions of section 44AB are applicable as per Notification 34/2008 of CBDT.**

Taxpayer can avail this mode to pay taxes at the counter of Authorized banks.

- Signed copy of Challan Form along with payment instrument needs to be presented before the branch of the selected Authorised Bank to make payment.
- Tax Payment of more than Rs. 10,000/- (Rupees Ten Thousand Only) in cash is not allowed under this mode.
- No transaction charge/fee is applicable for making tax payment through this mode.

Payment Through \*

Cash ⓘ    Cheque    Demand Draft

Select Bank (authorised Banks only) \*

City Union Bank Limited ▾

The Pay at Bank Counter option is for the branches of Authorized banks only. For other banks please use NEFT/ RTGS option.

< Back   Save As Draft   Continue >



7. Preview the details and continue to make payment by clicking PAY NOW.

## New Payment

PAN : ZXCPA6101A

### Preview

[Edit](#)

#### Payment Details

Assessment Year 2022-23	Financial Year 2021-22	Tax Applicable (Major Head) Income Tax (Other than Companies) (0021)	Type of Payment (Minor Head) Tax on Distributed Income to Unit Holders (107)
Payment Mode Pay at Bank Counter			
Payment through Cash	Bank Name City Union Bank Limited		

#### Tax Break up Details

(a) Tax	₹ 1
(b) Surcharge	₹ 0
(c) Cess	₹ 0
(d) Interest	₹ 0
(e) Penalty	₹ 0



8. CRN will get generated against mode (Cash/Cheque/DD) selected. Now customer needs to visit nearby City Union Bank branch for making the payment

The screenshot shows the e-Filing portal interface. At the top, there is a navigation bar with options like Dashboard, e-File, Authorised Partners, Services, Pending Actions, Grievances, and Help. The user is logged in as 'Tendulkar Individual'. The main content area displays a progress flow for 'e-Pay Tax' with steps: Add Tax Applicable Details, Add Tax Break Up Details, Add Payment Details, Select Payment Mode, Preview And Download Challan Form, and Visit Bank To Make Payment. A green box highlights the next step: 'Next Step, visit your bank branch to complete the payment.' Below this, there are instructions and a 'Download Challan Form' button. A 'Summary' section contains a table with Challan Details.

Challan Details			
CRN	Created On	Valid Till	Payment Mode
22121700000129	17-Dec-2022	01-Jan-2023	Pay at Bank Counter