

## PROCEDURE

### **1. E-payment website**

The website address of E-Payment for Department of Taxes, Manipur is <https://web4.kar.nic.in/manipurepay>

### **2. E-payment**

**Step 1:** Under e-payment, select the type of Tax you want to pay and Click on it.

**Step 2:** Select whether you are a registered dealer, unregistered dealer or New. If you are a registered dealer, enter your TIN/RC number. On entering of TIN/RC, your name and address will be displayed automatically. If you are unregistered dealer, you must enter your Name / Company Name, Address.

**Step 3:** Select the payment type you would like to make for eg. Monthly, Quarterly or On Department Demand. If it's Monthly enter the Year and select the month. If Quarterly, select the year and Quarter. If On department demand, then enter Order no., Order date and Designation.

**Step 4:** Enter the tax details such as tax amount, interest amount and penalty amount. If there is no amount to be entered, then, enter 0 (zero).

**Step 5:** Now select the bank through which you want to make the e-payment. Click on Next, the screen will display the details of the transaction that has been entered. Now click on Submit. You will see a unique Commercial Tax Reference number (CTD Ref. No.) that is generated. Note this number for future use.

**Step 6:** Now click on 'Click here for Payment'. You will be directed to the net-banking website provided by your bank. All the details entered in Step 1 to Step 5 will be automatically passed to the net-banking website. Enter your login and password and confirm the transaction. The net-banking website will display the e-payment slip with all the details. The bank e-payment slip can be printed or saved to a file for future reference. The net-banking website has a link to return to Commercial Tax website. On clicking of this link, you will be directed back to Commercial Tax website.

**Step 7:** On returning, the payment details are automatically updated to the Department of Taxes ePayment website. At times Internet may get disconnected after making the payment in the bank website. In such cases, you can use the Verify option to update the payment details on the Department of Taxes ePayment website. Payment details of corporate accounts will be passed as 'Partial' after the confirmation in the net-banking website. The Verification for corporate accounts will have to be done after one day to know the exact status.

### **3. Verify**

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

**Step 2:** Now click on Submit. 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 Department of Taxes ePayment website.

**Step 4:** If the payment made is successful for the Retail account, then the transaction is verified and the successful transaction details are updated at VATSoft database. If the payment made is not successful for the Retail account, then the failed transaction details are updated at VATSoft database. After verification, if you find that the transaction is a failed transaction, then, please check in your net-banking website, if the ePayment amount is deducted from your account. If the amount is deducted from your account and your account is a Retail account, then you can try once more to Verify. If still not Verified, you can check after one day. If your transaction is still not verified, then you can contact the Department of Taxes Helpline. For corporate accounts, on confirmation of payment in bank website, the amount is not debited from the account immediately. Only on approval by the bank official, the amount is debited from the account. You can check your account if the amount is debited. If so, you can try the Verification process from the CTD website to update the status.

**Step 5:** 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 administrator/Help desk of the Bank website.

### **5. E-Challan**

**Step 1:** On clicking of this option, a screen is prompted to enter CTD Ref.No. Or TIN number. The date of making payment and the amount is mandatory. All the transactions which are verified successfully will be listed. Select the transaction from the list. The Challan is displayed. Click on Print to print the e-Challan.