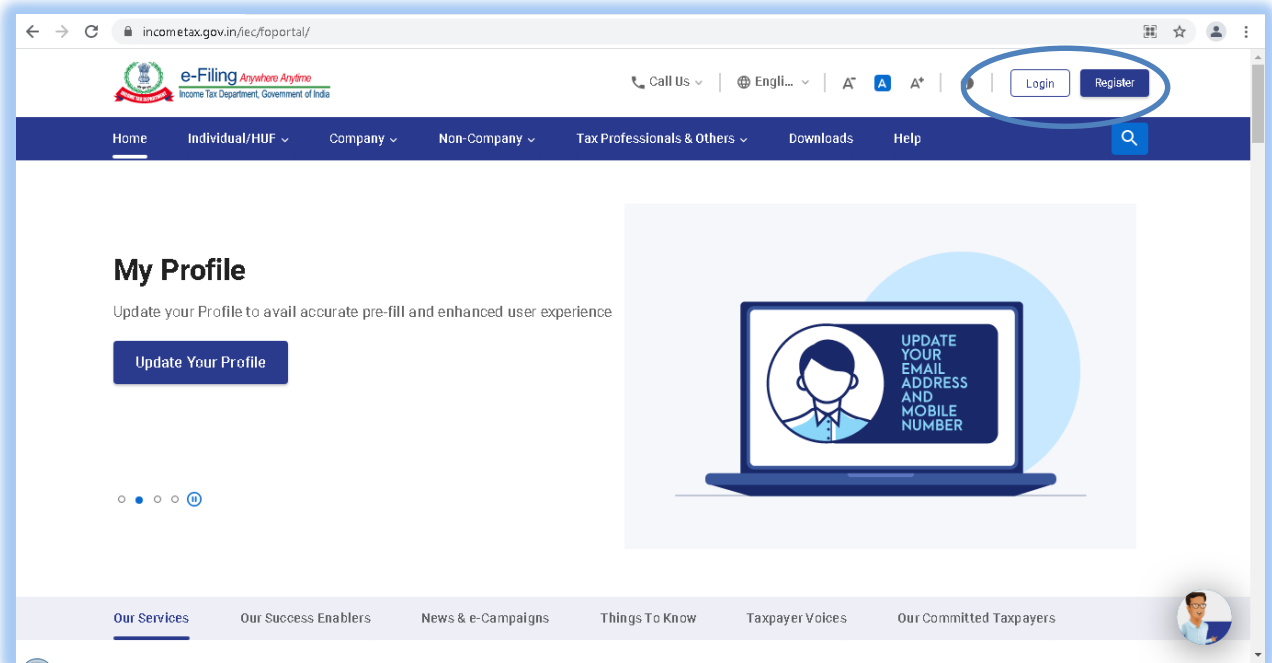
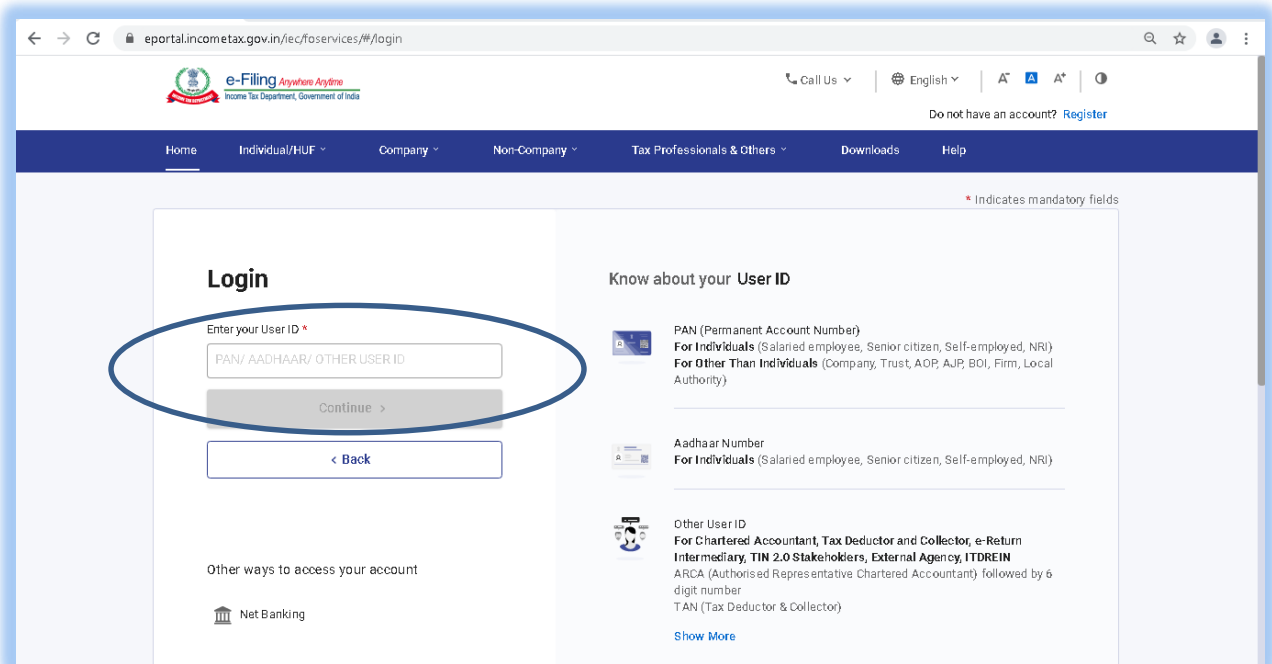


Process flow for Direct Tax payment for Corporate Net-Banking Users of IDBI Bank

1. Open website <https://www.incometax.gov.in/iec/foportal/> & Click on Login.



2. Enter PAN / TAN or any other registered id used on this portal. Click on Continue.



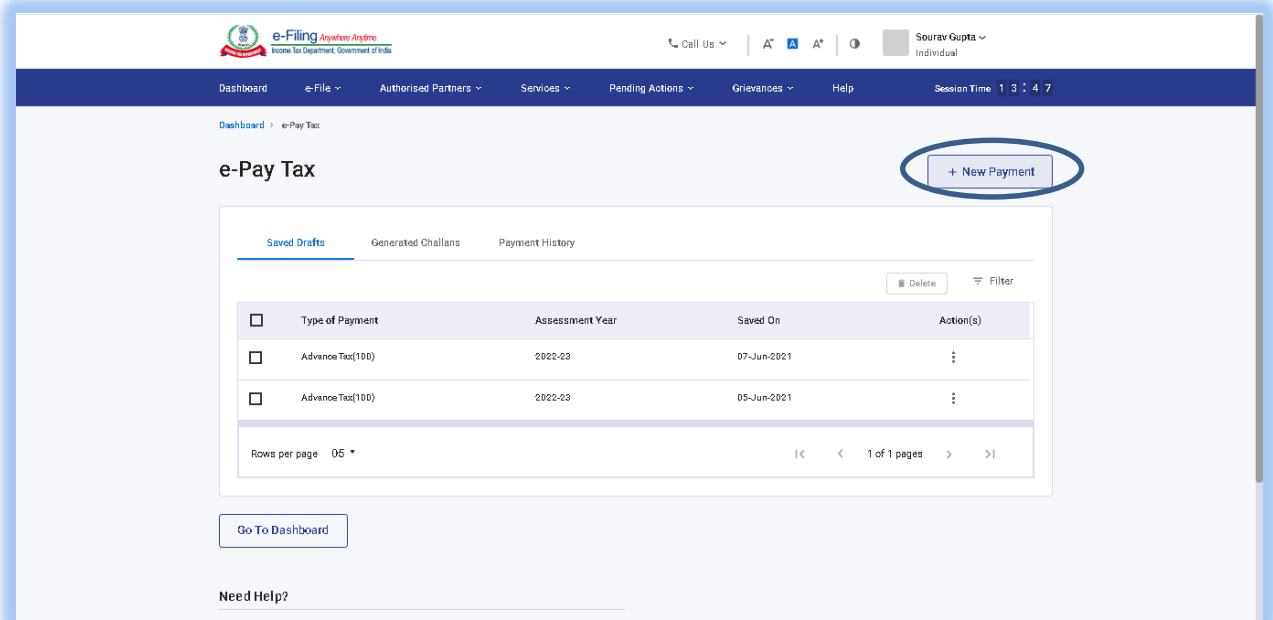
3. Enter password, tick on check-box and click Continue.

The screenshot shows the e-Filing Login page. At the top, there is a header with the e-Filing logo and navigation links. Below the header is a dark blue navigation bar with links for Home, Individual/HUF, Company, Non-Company, Tax Professionals & Others, Downloads, and Help. The main content area is titled 'Login' and features a form with the following elements: a PAN field, a 'Secure Access Message' section with a checked checkbox 'Please confirm your secure access message', a password field, and a 'Forgot Password?' link. A blue circle highlights the checkbox and password field. Below the password field are 'Continue' and 'Back' buttons. To the right of the form is a large blue padlock icon.

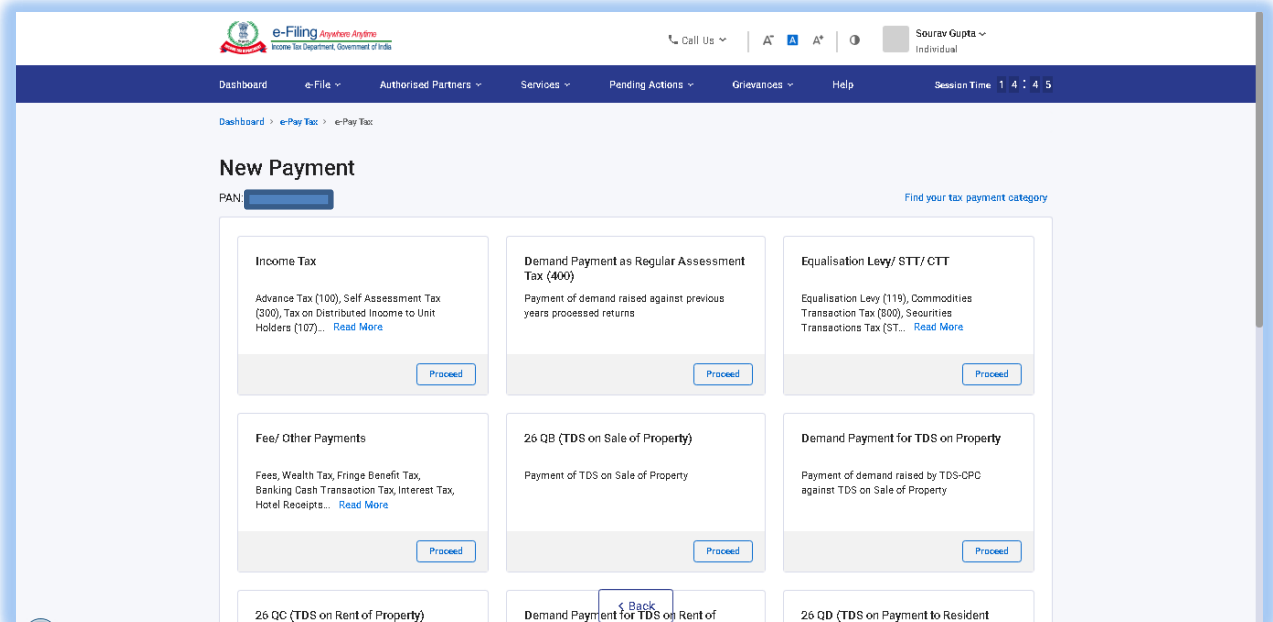
4. In e-File Tab, Select E-Pay Tax.

The screenshot shows the e-Filing Dashboard. At the top, there is a header with the e-Filing logo and navigation links. Below the header is a dark blue navigation bar with links for Dashboard, e-File, Authorised Partners, Services, Pending Actions, Grievances, and Help. The main content area is titled 'Welcome, Sourav!' and features a 'Profile Status: 0% Complete' indicator. Below this, there are two columns of services: 'You can avail following services:' and 'Update Profile to avail following services:'. The 'e-File' menu is open, showing options like 'Income Tax Returns', 'Income Tax Forms', and 'E-Pay Tax'. The 'E-Pay Tax' option is highlighted.

5. Click on New Payment.



6. Click on Proceed of the applicable tax tab.



7. Fill in the details and click on Continue.

The screenshot shows the 'New Payment' form in the e-Filing system. The user is at Step 1: 'Add Tax Applicable Details'. The PAN is filled in. The 'Assessment Year' is set to 2023-24, with a note that the financial year is 2022-23. The 'Type of Payment (Minor Head)' is set to 'Advance Tax (100)', with a note that the tax applicable (Major Head) is Income Tax (Other than Companies)(0021). There are 'Back' and 'Continue' buttons.

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

Type of Payment (Minor Head) *
Advance Tax (100)
Tax Applicable (Major Head) is Income Tax (Other than Companies)(0021)

< Back Continue >

Instructions

- General Instructions
- Relevant FAQs

8. Enter values in tax components and click on Continue.

The screenshot shows the 'New Payment' form in the e-Filing system, now at Step 2: 'Add Tax Break Up Details'. The 'Add Tax Applicable Details' step is marked as complete. The form lists various tax components with input fields for their values. The total amount is ₹ 1,500, which is written in words as 'Rupees One Thousand Five Hundred Only'. There are 'Back', 'Save As Draft', and 'Continue' buttons.

(a) Tax	₹	1,500
(b) Surcharge	₹	0
(c) Cess	₹	0
(d) Interest	₹	0
(e) Penalty	₹	0
(f) Others	₹	0
Total (a + b + c + d + e + f)		₹ 1,500

In words: Rupees One Thousand Five Hundred Only

< Back Save As Draft Continue >

9. For Net-Banking mode, select IDBI BANK from dropdown list and click on Continue.

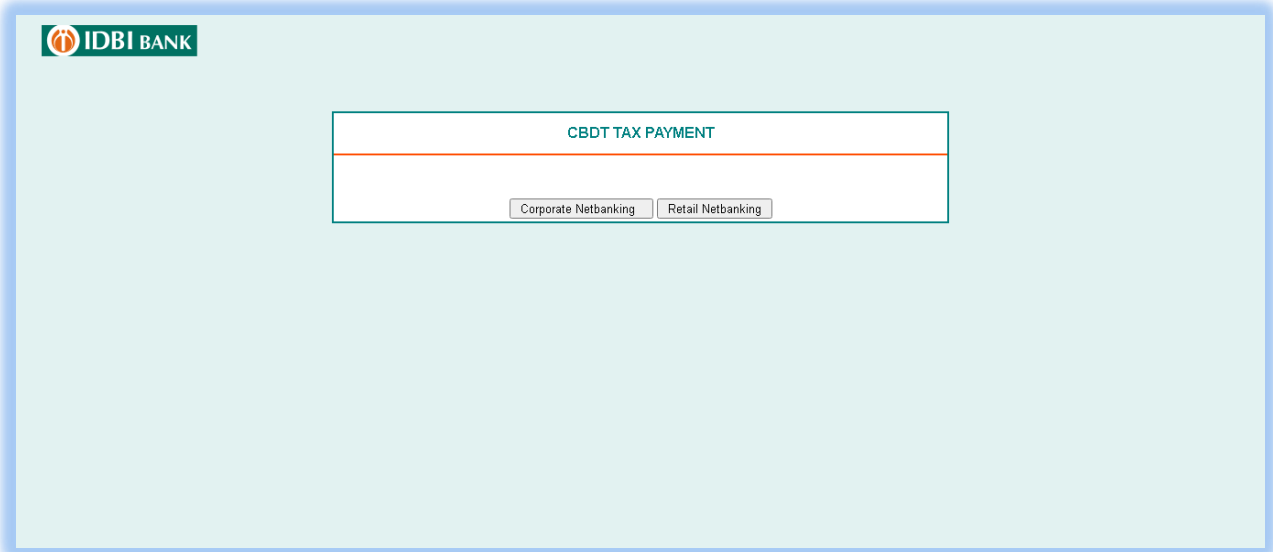
The screenshot shows the 'New Payment' form in the e-Filing system. The form is titled 'New Payment' and has a PAN field. Below the PAN field, there are several tabs: 'Net Banking', 'Debit Card', 'Pay at Bank Counter', 'RTGS/NEFT', and 'Payment Gateway'. The 'Net Banking' tab is selected. Under this tab, there is a section for 'Taxpayer can avail this facility if -' with two sub-points: 'a) You have a bank account with net-banking facility; and' and 'b) Your bank is amongst the banks that provide the e-payment facility.' Below this, there are radio buttons for 'HDFC BANK', 'SBI', 'PNB', 'AXIS BANK', 'ICICI BANK', and 'Other Bank'. The 'Other Bank' option is selected, and a dropdown menu is open showing 'IDBI BANK'. At the bottom of the form, there are buttons for '< Back', 'Save As Draft', and 'Continue >'. A progress indicator at the top shows three steps: 'Add Tax Applicable Details', 'Add Tax Break Up Details', and 'Add Payment Details', with the third step being the current one.

10. Confirm tax payment details and click on Pay Now.

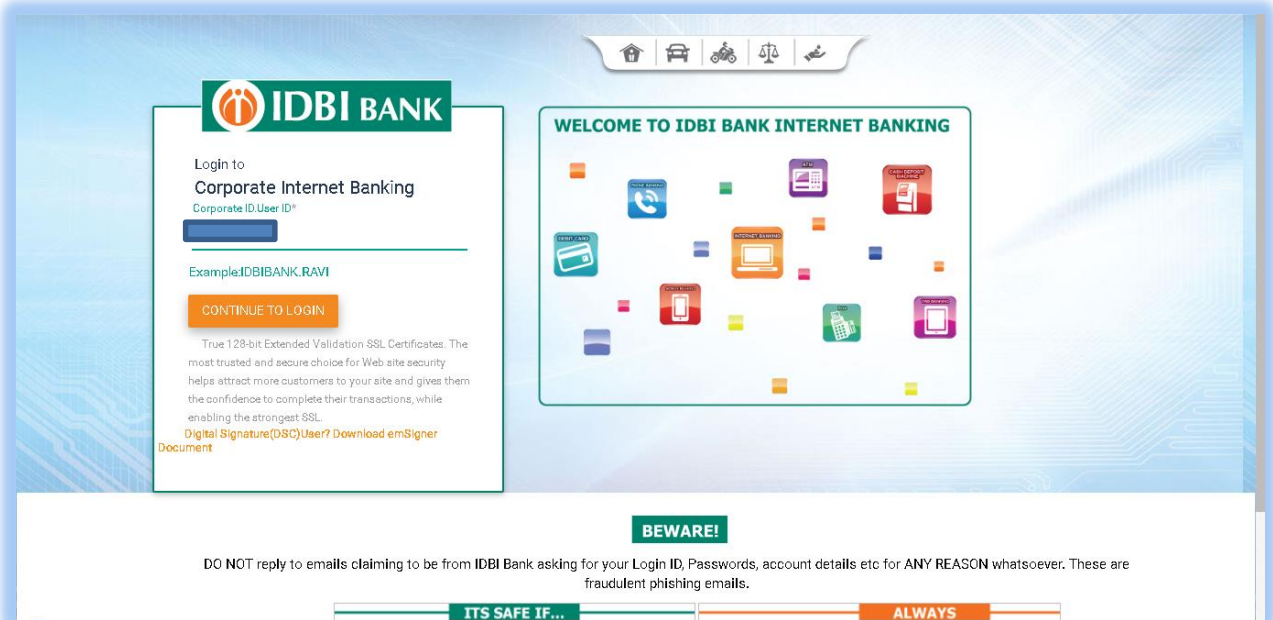
The screenshot shows the 'New Payment' form in the e-Filing system, now in the 'Preview' mode. The form is titled 'New Payment' and has a PAN field. Below the PAN field, there is an 'Edit' button. The form is divided into two main sections: 'Payment Details' and 'Tax Break up Details'. The 'Payment Details' section shows the following information: Assessment Year: 2023-24, Financial Year: 2022-23, Payment Mode: Net Banking, Bank Name: IDBI Bank, Tax Applicable (Major Head): Income Tax (Other than Companies) (0021), and Type of Payment (Minor Head): Advance Tax (100). The 'Tax Break up Details' section shows a table with the following rows: (a) Tax: ₹ 1,500, (b) Surcharge: ₹ 0, (c) Cess: ₹ 0, (d) Interest: ₹ 0, (e) Penalty: ₹ 0, (f) Others: ₹ 0, Total (a + b + c + d + e + f): ₹ 1,500, and In words: Rupees One Thousand Five Hundred Only. At the bottom of the form, there are buttons for '< Back', 'Pay Later', and 'Pay Now'.

11. Accept Terms and Conditions & click submit to bank.

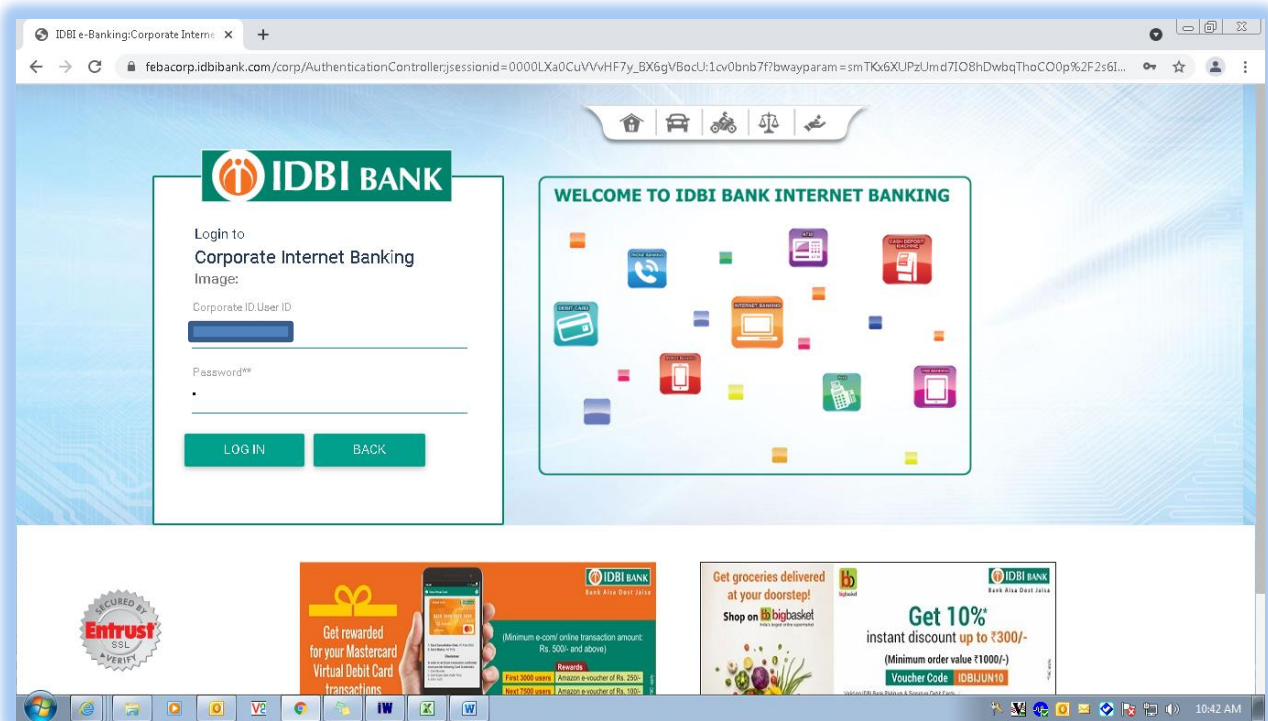
12. Click on Corporate Netbanking.



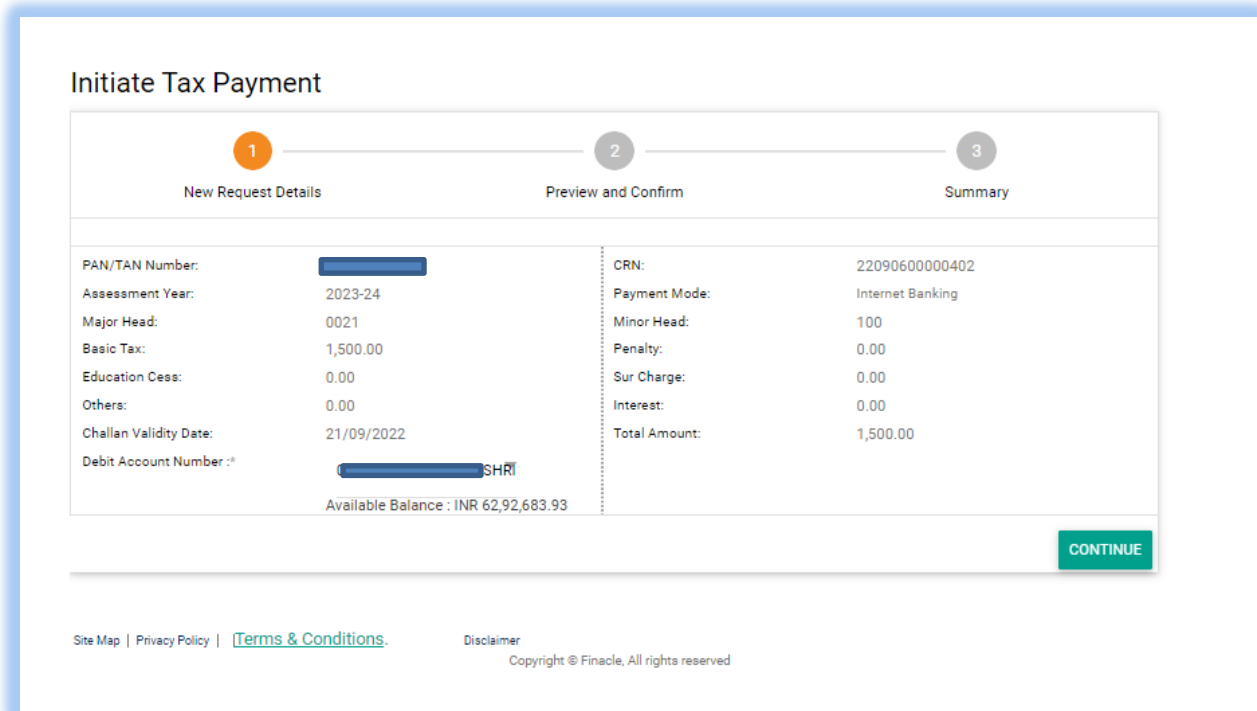
13. Enter Corporate ID.User ID and click Continue to login.



14. Enter login password and click on login.



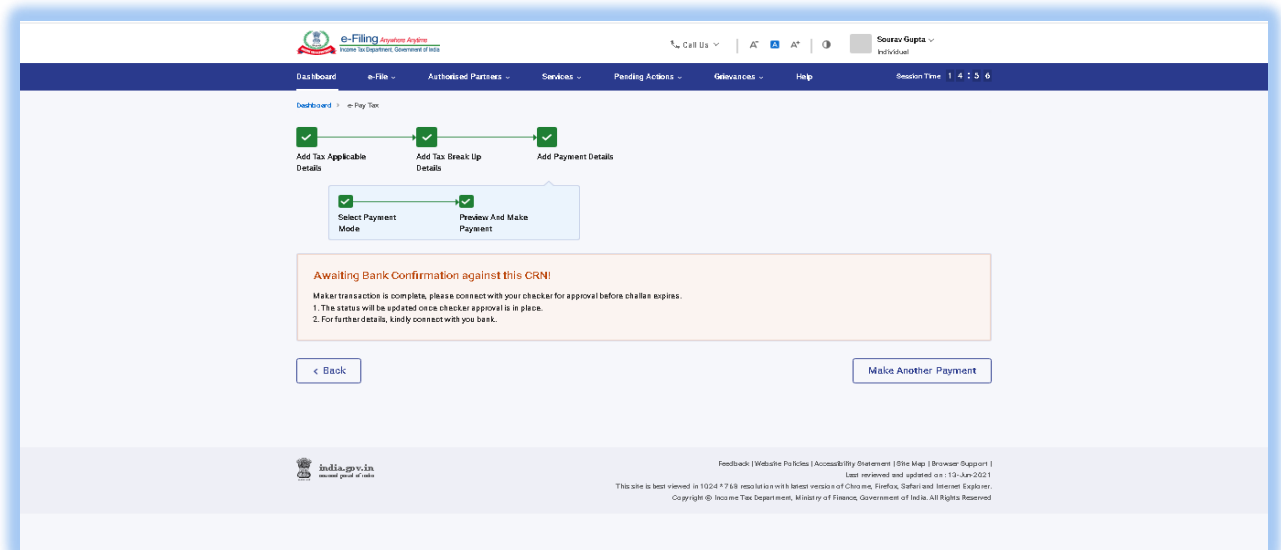
15. Select Debit Account Number from drop down list & click on Continue.



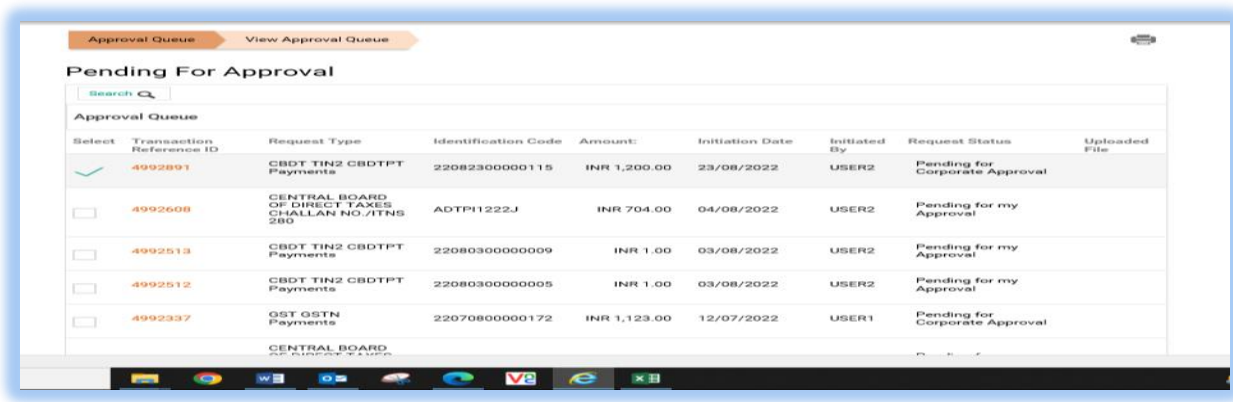
16. For multi-level authorization (maker-checker), select rule id and in case of “select approver”:
 - a. Select approver by clicking on Lookup and select a particular approver from list. Only this particular approver will be able to see this transaction in his/her approval queue.
 - b. Do not select approver and leave “Select User” space blank. All the approvers as per rule/setup will be able to see this transaction in his/her approval queue. Any of the approvers will be to approve the transaction.
17. Enter transaction password and click on Submit.

18. Do not close/refresh the webpage, as redirection to E-filing portal (TIN 2.0) will occur.
 - For single authorization corporate user, tax payment will be completed here.
 - For multi-level authorization (maker-checker), tax payment request will be sent to approver.

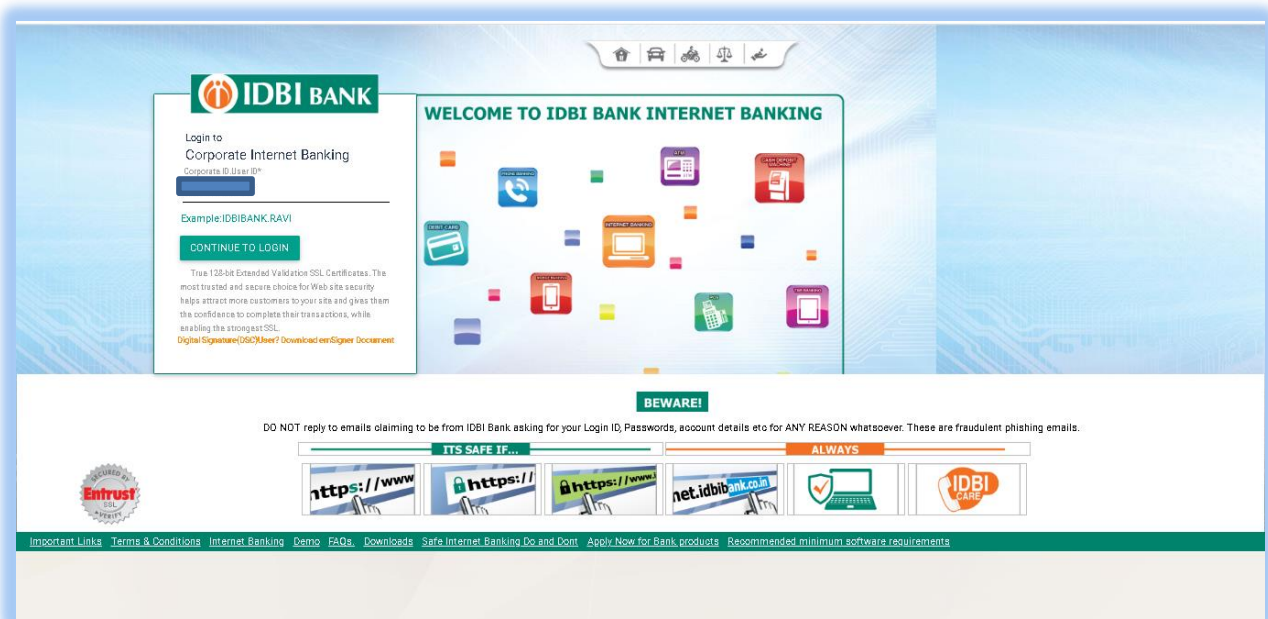
19. For single authorization corporate user, tax payment receipt maybe downloaded from the e-filing portal. For multi-level authorization (maker-checker), transaction status will be awaiting bank confirmation.



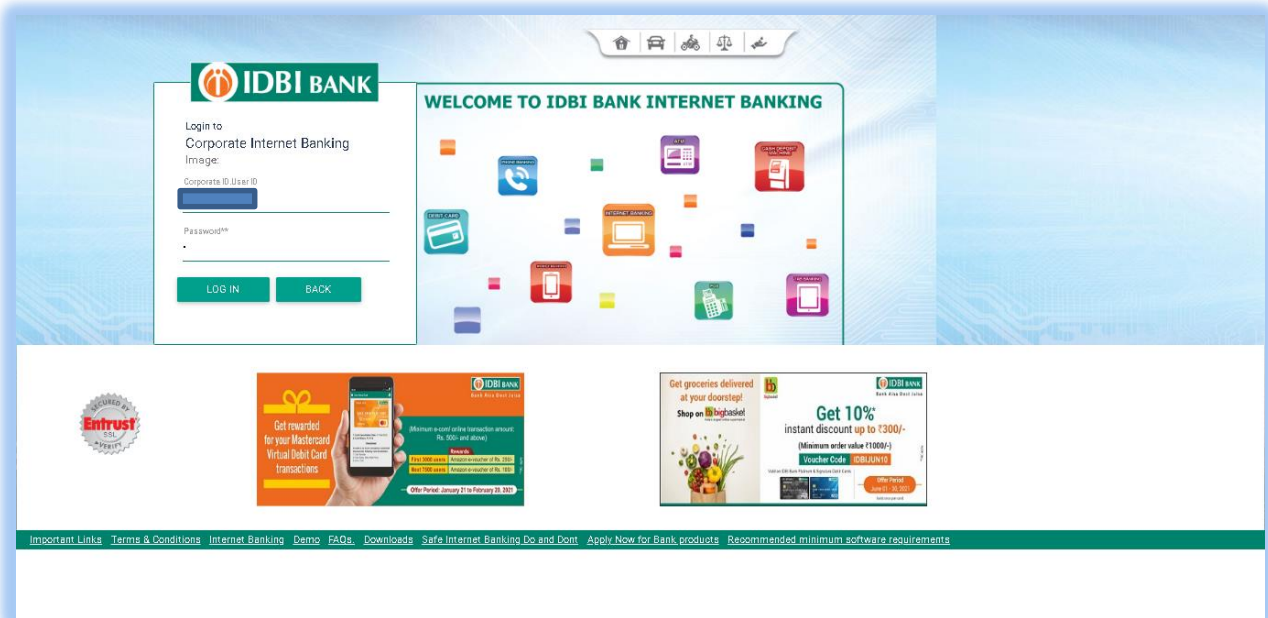
20. The transaction initiator (maker id) can go to Menu > Approval Queue > View approval queue, select the transaction record and scroll down at page bottom, click More Actions to: Recall – Delete the transaction. Update Next Approver – Change the next approver and assign the transaction to another approver.



21. Approver opens IDBI Bank Corporate Banking Login Page. Enter Corporate ID.User ID and click on Continue to login.



22. Enter login password and click on login.



23. Click Menu >Approval Queue> View Approval Queue. Use search option to retrieve transaction. Tick checkbox of the transaction to be approved & click on Approve. The approver may click on transaction reference id of the transaction record to view details.

Approval Queue View Approval Queue

Pending For Approval

Search

Select	Transaction Reference ID	Request Type	Identification Code	Amount:	Initiation Date	Initiated By	Request Status	Uploaded File
<input checked="" type="checkbox"/>	4992968	CBDT TIN2 CBDTPT Payments	22090900000077	INR 1,500.00	09/09/2022	USER1	Pending for my Approval	
<input type="checkbox"/>	4992891	CBDT TIN2 CBDTPT Payments	22082300000115	INR 1,200.00	23/08/2022	USER2	Pending for Corporate Approval	
<input type="checkbox"/>	4992608	CENTRAL BOARD OF DIRECT TAXES CHALLAN NO./ITNS 280	ADTP11222J	INR 704.00	04/08/2022	USER2	Pending for Corporate Approval	
<input type="checkbox"/>	4992513	CBDT TIN2 CBDTPT Payments	22080300000009	INR 1.00	03/08/2022	USER2	Pending for Corporate Approval	
<input type="checkbox"/>	4992512	CBDT TIN2 CBDTPT Payments	22080300000005	INR 1.00	03/08/2022	USER2	Pending for Corporate Approval	
<input type="checkbox"/>	4992337	GST GSTN	22070800000172	INR 1,123.00	12/07/2022	USER1	Pending for	

24. Check tax payment details and observe that challan validity date is not expired. Enter transaction password and click Approve.

Preview Confirmation

1 New Request Details 2 Preview and Confirm 3 Summary

PAN/TAN Number:		CRN:	22090900000077
Assessment Year:	2023-24	Payment Mode:	Internet Banking
Major Head:	0021	Minor Head:	100
Basic Tax:	1,500.00	Penalty:	0.00
Education Cess:	0.00	Sur Charge:	0.00
Others:	0.00	Interest:	0.00
Challan Validity Date:	24/09/2022	Total Amount:	1,500.00
Debit Account Number :			

Additional Details

Remarks

Enter your credentials to confirm the transaction

Confirmation Details

Transaction Password*

APPROVE BACK

25. Tax payment is completed. Click on printer icon to print tax payment receipt.

Approval Queue View Approval Queue

Cyber Receipt

[104151] The request is approved successfully. Ref. ID: [4992968]

New Request Details Preview and Confirm Summary

PAN/TAN Number:	[REDACTED]	CRN:	22090900000077
Assessment Year:	2023-24	Payment Mode:	Internet Banking
Major Head:	0021	Minor Head:	100
Basic Tax:	1,500.00	Penalty:	0.00
Education Cess:	0.00	Sur Charge:	0.00
Others:	0.00	Interest:	0.00
Transaction Date:	09/09/2022 12:07:40	Total Amount:	1,500.00
CIN:	22090900000077IBKL	Bank Reference Number:	199130068
BRANCH:	BELAPUR, NAVI MUMBAI	BSR:	6910333

26. Tax payment receipt / status can also be retrieved by

- Login in to e-filing portal > e-file> e-Pay Tax > Payment History Tab.
- From IDBI Bank Corporate Netbanking login> Menu > Tax payment > Cbdt Challans.

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

Call Us | Sourav Gupta Individual

Dashboard | e-File | Authorised Partners | Services | Pending Actions | Grievances | Help | Session Time 13:47

Dashboard > e-Pay Tax

e-Pay Tax + New Payment

Payment History

<input type="checkbox"/>	Type of Payment	Assessment Year	Saved On	Action(s)
<input type="checkbox"/>	Advance Tax(100)	2022-23	07-Jun-2021	⋮
<input type="checkbox"/>	Advance Tax(100)	2022-23	05-Jun-2021	⋮

Rows per page 05 * | 1 of 1 pages

Go To Dashboard

Need Help?