E-Payment Training Guide

Version 1.1

e-payment

FBR
PAKISTAN

Pay Taxes Online

https://e.fbr.gov.pk

E-Payment

In continuation of various e-Services offered to the taxpayers, FBR has launched e-Payment facility for the taxpayers to pay Federal taxes online. As the taxpayer is not required to visit the tax offices for filling the tax declarations, now he is not required to go to the bank for paying taxes. Now your Office/Home is your Tax Office & Bank.

Coverage of Banks

All online branches of National Bank of Pakistan (NBP) provide e-Payment facility country wide. You can use any number of bank accounts to pay taxes electronically. FBR is working with State Bank of Pakistan to extend this facility to the account holders of other banks as well. You need to grant the debit authority to your bank using the FBR Portal as one time activity and then pay taxes electronically using the FBR Portal.

Computerized Payment Receipt

When you use e-Payment facility to pay the taxes online, the Computerized Payment Receipt (CPR) is sent to you by e-Mail immediately upon debit of your bank account. You may also print the CPR by using FBR Portal any time after the CPR is issued. The CPR is identified through a unique number and further secured by a bar code printed on the CPR.

SMS Alerts

Whenever you request an electronic payment, an SMS Message is sent to you on your mobile phone. Afterwards when your accout is debited and CPR is generated by the system, you receive another SMS Message as a confirmation of tax payment along with the CPR Number allotted. In this manner you remain in touch with your transactions even if you are not in front of a computer. You are also informed through the SMS whenever the payment is declined by your bank due to any reason.

Schedule the Tax Payment in Advance

Don't wait for the last date of tax payment, the system provides you a special feature for scheduling your tax payments in advance. For example, you can prepare the return or Payment Advice on 5th of a month and schedule the payment to be made on 15th of the month. In this case, your bank account will be debited automatically by the system on 15th as per your advice.

- **Easy to Use**
- **Fast and Economical**
- **Flexible**
- **24/7 Availability**
- **Schedulable in Advance**
- **Robust**

Special Handling of Bulk Data

e-Payment facility can also be used for making payment of taxes withheld by the withholding agents on behalf of mutilpe taxpayers in bulk by loading the bulk data to the FBR Portal. You can also upload the bulk data to FBR Portal and make the payment in the bank even by Cash, Pay Order, Cheque of any bank, etc. instead of making e-Payment. This special feature will save your time and ensure better quality of the information relating the taxpayers on whose behalf the tax is deposited by the withholding agents.

Why Wait

Start e-Payment
Now !

e-Payments – Direct Debit Facility

Users of FBR Portal can now pay taxes electronically using Direct Debit facility. Please follow the steps given below and setup your bank account for paying the taxes electronically without going to the bank:

- Get enrolled at eFBR
- Obtain Digital Certificate from NIFT
- Grant Direct Debit Authority to NBP
- Activate your bank account
- Start making tax payments electronically

Pakistan Revenue Automation (Pvt.) Ltd.

TECHNICAL HELPLINE (051) 111-772-772, (021) 921 1066, (042) 921 1884

e-Mail : eSupport@fbr.gov.pk

INTRODUCTION

Federal Board of Revenue (FBR) is in process of reforming its services and restructuring the Tax Collection System with major facilitation to its Tax Payers countrywide. In this direction a major milestone is achieved by providing one point services to taxpayers through web based e-Portal (http://e.fbr.gov.pk). Pakistan Revenue Automation Pvt Limited [PRAL] is managing this e-Portal under the policies of FBR, Government of Pakistan.

e-Payments of Taxes is one of the services co-hosted at this e-Portal. This e-Payment service is jointly being carried out by PRAL and National Bank of Pakistan [NBP] under the CAP-II Project.

TAX PAYMENT SERVICE ON E-PORTAL

Taxpayer is issued a User ID, Password and PIN Code upon completion of successful enrollment process after due verifications and security checks of enrollment procedure

Taxpayer is required to submit all of his requests / filings / payments by entering his PIN Code for authorization purposes
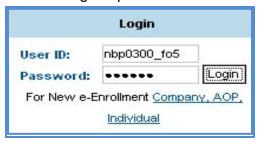
PREPARATION OF PAYMENT

PREPARATION OF SALESTAX OR FEDERAL EXCISE PAYMENT

1. Logon to http://e.fbr.gov.pk

2. Enter login & password

3. Select e-Payments → Sales Tax

4. Enter FTN/NTN or STRN to retrieve the Taxpayer data

5. Select tax year from left control

6. Click Sales Tax Link under Create Payment Slip

7. System loads the payment slip with the Taxpayer's Particular
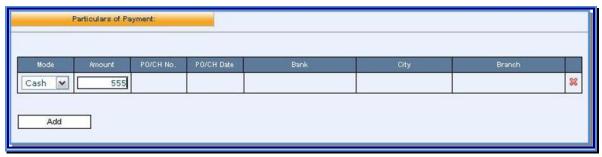
8. Enter the amount in Details of Payment section. System automatically calculates the total field.

Details of Payment:		
Head of Account (NAM Code)	**Description**	**Amount**
B-02341	Sales Tax	555
B-02366	Sales Tax on Services collected on behalf of Provincial Government	0
B-02367	Federal Excise Duty on in VAT mode	0
	Total	555

9. Select the payment mode in Particulars of Payment section and enter amount

Particulars of Payment:							
Mode	Amount	PO/CH No.	PO/CH Date	Bank	City	Branch	
Cash	555						✖

Add

10. If payment mode selected is Cheque/Pay order also enter Pay order/Cheque No, Date, Bank, City and Branch with amount

| Mode	Amount	PO/CH No.	PO/CH Date	Bank	City	Branch	
Pay Or	7,750	123456	27/07/2009	HABIB BANK LIMITE	LAHORE	LAHORE DEVELOPM	✖

Add

11. If you want to make payment through more than one instruments, use add button to enter details. Example of payment to be made by Cheque and Pay order is given below:

Mode	Amount	PO/CH No.	PO/CH Date	Bank	City	Branch	
Pay Or	7,750	123456	27/07/2009	HABIB BANK LIMITE	LAHORE	LAHORE DEVELOPM	✖
Cheque	1,500	654321	27/07/2009	STANDARD CHARTE	LAHORE	MALL ROAD BRANC	✖

Add

12. Press create button to create payment. To edit the Payment click the Back Button and edit the Payment.
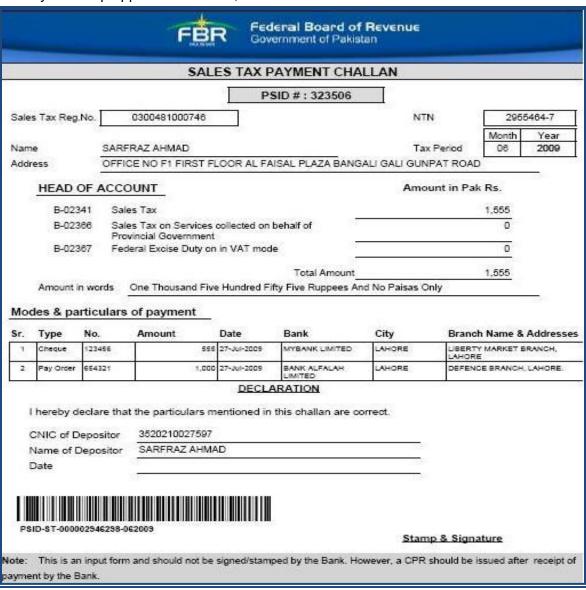
Create | Back | Cancel

13. To confirm the payment slip press the Confirm button

[!] Please review your e-Payment details, for confirmation click confirm button, to change details click back button.

☑ Confirm   ◀ Back   ✖ Cancel

14. Payment Slip appears on screen, write PSID on the Challan

Federal Board of Revenue
Government of Pakistan

SALES TAX PAYMENT CHALLAN

PSID # : 323506

Sales Tax Reg.No.	0300481000746

NTN	2955464-7

Month	Year
06	2009

Name: SARFRAZ AHMAD   Tax Period

Address: OFFICE NO F1 FIRST FLOOR AL FAISAL PLAZA BANGALI GALI GUNPAT ROAD

HEAD OF ACCOUNT   Amount in Pak Rs.

B-02341	Sales Tax	1,555
B-02366	Sales Tax on Services collected on behalf of Provincial Government	0
B-02367	Federal Excise Duty on in VAT mode	0
	Total Amount	1,555

Amount in words: One Thousand Five Hundred Fifty Five Ruppees And No Paisas Only

Modes & particulars of payment

Sr.	Type	No.	Amount	Date	Bank	City	Branch Name & Addresses
1	Cheque	123456	555	27-Jul-2009	MYBANK LIMITED	LAHORE	LIBERTY MARKET BRANCH, LAHORE
2	Pay Order	654321	1,000	27-Jul-2009	BANK ALFALAH LIMITED	LAHORE	DEFENCE BRANCH, LAHORE.

DECLARATION

I hereby declare that the particulars mentioned in this challan are correct.

CNIC of Depositor: 3520210027597

Name of Depositor: SARFRAZ AHMAD

Date:

PSID-ST-000002546298-062009

Stamp & Signature

Note: This is an input form and should not be signed/stamped by the Bank. However, a CPR should be issued after receipt of payment by the Bank.
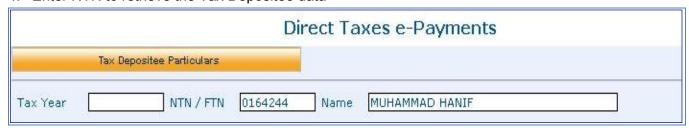
PREPARATION OF DIRECT TAX PAYMENT

1. Logon to http://e.fbr.gov.pk

2. Enter login & password

3. Select e-Payments → Direct Tax

4. Enter NTN to retrieve the Tax Depositee data

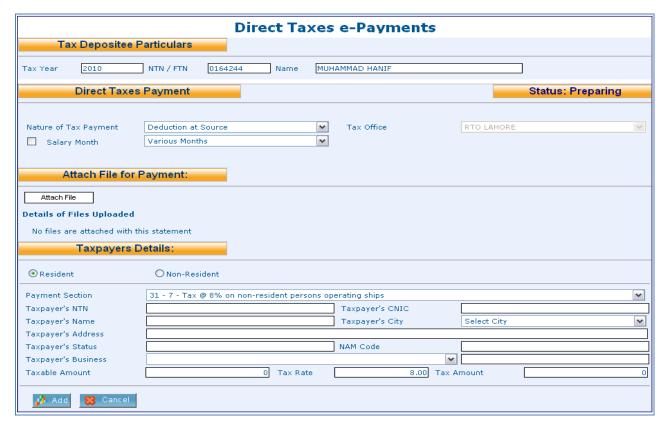5. Click the Direct Tax link under the Create payment slip
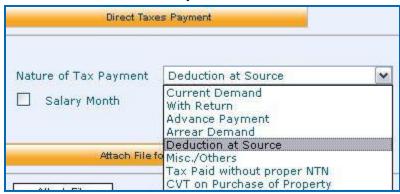

6. System loads the payment slip

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7. Select the Nature of Payment from list

Select the payment section from list

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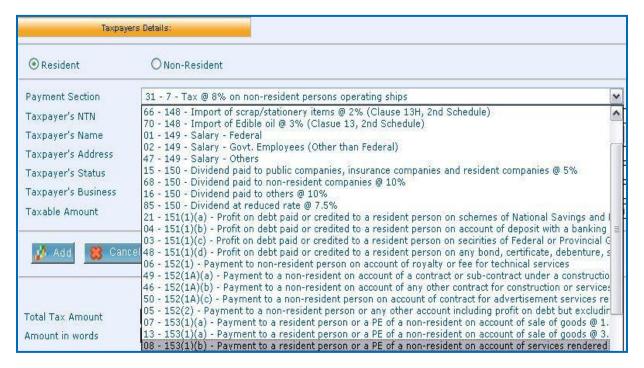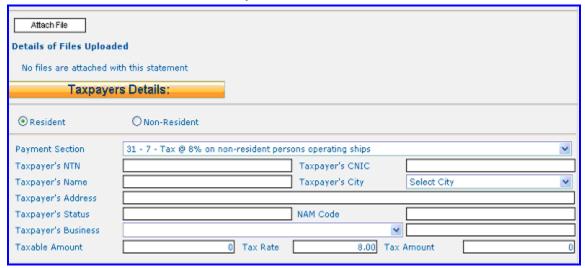
10. If nature of payment selected is Deduction at Source, there are two options available to enter the data, a- attach file, b- Online entry
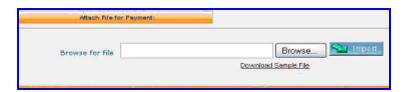
11. If Attach file option is selceted then system will provide option to download follwing format in xls file.
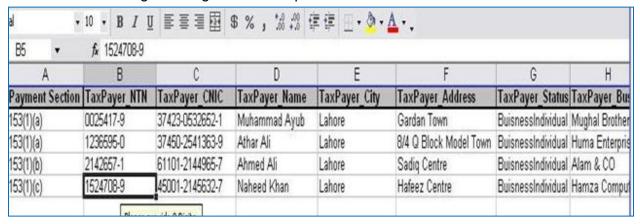
12. After downloading following format. Complete and save the file.

13. Click at browse button to locate the xls file, then click at Import to upload the file

14. System will display following message after uploading

Your file has been attached successfully				

Browse for file [   ] Browse... Import

Download Sample File

Details of Files Uploaded

File Name	Number Of Records	Total Amount	View	Delete
K B.xls	4	12705	View	Delete
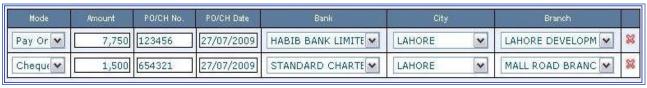
15. After uploading Excel file click Back button for Payment Slip Main Page

16. In case of Advance payment or Arrear Demand select the Tax year from list

17. If payment mode selected is Cheque/Pay order also enter PO/CH No, Date, Bank, City and Branch with amount

18. Select the payment mode in Particulars of Payment section and enter amount

19. If you want to make payment through more than one instruments, use add button to enter details.

Example of payment to be made by Cheque and Pay order is given below:

20. Press create button to create payment

21. To edit the payment click the back button & edit the payment

22. To confirm the payment slip press the Confirm button

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23. Payment Slip appears on screen

FBR **Federal Board of Revenue**
Government of Pakistan

INCOME TAX PAYMENT CHALLAN

PSID # : 350310

RTO KARACHI		5	1		2010
Name of LTU/MTU/RTO		LTU/MTU/RTO Code			Tax Year

Nature of Tax Payment	☐ Current Demand	☐ Arrear Demand	☐ With Return	Salary Month		
	■ Deduction at Source	☐ Advance Payment	☐ Misc / Others	(only for payment u/s 149)		

Payment Section	7	Tax @ 8% on non-resident persons operating ships	Payment Section Code	3	1
(Section)	(Description of Payment Section)		Account Head (NAM)	B01134	

Taxpayer's Particulars (To be filled for payments other than Withholding Taxes)   (To be filled in by the bank)

NTN _____   CNIC/Reg./Inc. No. _____

Taxpayer's Name _____   Status _____

Business Name _____

Address _____

FOR WITHHOLDING TAXES ONLY

NTN/FTN of Withholding agent 1598789-2   CNIC/Reg./Inc. No. 4210102035133

Name of withholding agent MUHAMMAD ALI

Total no. of Taxpayers	1	Total Tax Deducted	80

Details of Taxpayers have been uploaded on ePortal vide ePortal Reference Number # 350310

Amount of tax in words: Eighty Ruppees And No Paisas Only   Rs. _____ 80

Modes & particulars of payment

Sr.	Type	No.	Amount	Date	Bank	City	Branch Name & Address
1	Cash		80				

DECLARATION

I hereby declare that the particulars mentioned in this challan are correct.

CNIC of Depositor   4210102035133

Name of Depositor   MUHAMMAD ALI

Date _____

PSID-IT-000003021672-002010   Stamp & Signature

Note: This is an input form and should not be signed/stamped by the Bank. However, a CPR should be issued after receipt of payment by the Bank.

GUIDELINES REGARDING E-PAYMENT OF CVT PROPERTY

1- In Tax Depositee particulars please enter NTN No. If the tax Depositee does not have NTN No. (Please Verify from FBR web site). Then enter 9999997 in NTN and enter complete name of depositee. And than select direct taxes from Create Payment Slip

2- Select Nature of Tax Payment as " CVT on Purchase of Property "
3- If NTN is provided than system will automatically produces Tax Office other wise provide relevant tax office from dropped down list, select district, registration authority, if registration authority is not given in drop down list than select other and provide the name of authority in Other column.

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Direct Taxes e-Payments

Tax Depositee Particulars

Tax Year	2010	NTN / FTN	8000007-0	Name	eCBR Demo Company

Direct Taxes Payment   **Status: Preparing**

Nature of Tax Payment: CVT on Purchase of Property

District: LAHORE
Tax Office: RTO LAHORE
Registration Authority: Lahore District
Other, please specify:

4- Sellers and purchaser's CNIC, Name and Address is mandatory enter these correctly.

Particulars of the Purchaser: **Particulars of the seller:**

1. NTN	9999997	2. a.CNIC	3520251530437	5. NTN	0221234-0	6. a.CNIC	35202-5987445-4
		b. Passport No.				b. Passport No.	
3. Name	Abid Hussain S/O Abdul Razzaq			7. Name	MRS. SHAHIDA JAVED		
4. Address	40 - Railway Road Lahore			8. Address	56- J Joher Town Lahore		
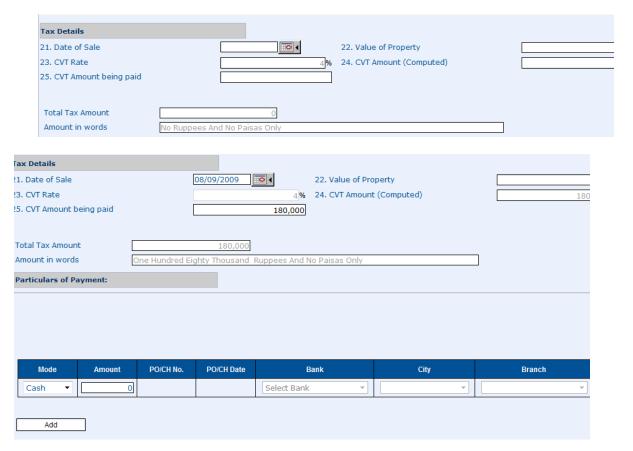
5- From serial No. 9 to 20 there are particulars of purchased property. Enter these carefully.

Particulars of the property

9. Type	◉ Commercial ○ Residential

10. Status: ◉ Plot ○ Flat ○ Constructed Land

11. Land Size		Sq. Yards	12. Covered Area		Sq. Ft.
13. Plot / House / Flat / Shop / etc. No			14. Name of Sector / Phase / Mohala		
15. Street / Lane / etc. No			16. Tehsil / Town		
17. Name of Province	Select Province		18. Name of District		
19. Value as determined for the purpose of Stamp duty (Rs.)	0		20. Value as declared by the transferee, where stamp duty is not chargeable (Rs.)		

6- At column 19provide the value as determined for purpose of stamp duty and leave 20 column blank, system will automatically calculates the amount of CVT at 4% rate. If you provide value where stamp duty is not chargeable than leave 19 column blank and system will calculate the value of CVT as per rates.

Tax Details

21. Date of Sale		22. Value of Property	
23. CVT Rate	4 %	24. CVT Amount (Computed)	
25. CVT Amount being paid			

Total Tax Amount: 0

Amount in words: No Ruppees And No Paisas Only

Tax Details

21. Date of Sale	08/09/2009	22. Value of Property	
23. CVT Rate	4 %	24. CVT Amount (Computed)	180
25. CVT Amount being paid	180,000		

Total Tax Amount: 180,000

Amount in words: One Hundred Eighty Thousand Ruppees And No Paisas Only

Particulars of Payment:

Mode	Amount	PO/CH No.	PO/CH Date	Bank	City	Branch
Cash	0			Select Bank		

Add

After Calculating Total Tax Amount provide the payment details as cash/ cheque / PO etc.

7- After completing this input form. Print this form by "Print This Page" button at top left of this page.

8- Tax Depositee will sign on this page then create payment slip. FO/Cashier will Keep record of this input page.

9- Tax Payer will visit the branch for payment with CVT input form, FO will collect this form for entry and after entry this form will be collected by the FO and attached with CPR Copy in order to send to DPC or reporting.

10- After entering the all data FO will take the print out of the screenshot for record and get the screen shot signed by the tax payer for record.

CVT ON MOTOR VEHICLES

1. Add Depositee NTN and Select Tax Year.

2. Depositee of Withholding Agent will be The Custom.

3. Select Tax Type as Direct Tax

4. Select Nature of Tax Payment as Misc/Others.

5. Select Payment Section Code as 78-CVT on Motor Vehicles

6. Enter tax payer's NTN

7. System will retrieve the whole information

8. Enter amount of tax to be paid

9. Enter particulars of payment

10. Create the Payment Slip

DIRECT DEBIT FACILITY

It is a facility, by mean of which any taxpayer can pay all his FBR payments online from his NBP Bank Account from his office or any where else instead of going to bank and standing in long queues for hours. Detailed Procedure is as under,

DIRECT DEBIT AUTHORITY (One Time)

1. Install Digital Certificate from Nift.
2. Add Account Information   (Registration / Profile Management)
3. Generate Debit Authority (Registration / Direct Debit
4. Feed Mobile No. & Pin Code
5. Print three copies of Auto Generated Debit Authority Letter (D/A)
6. In Part –1 of the D/A. signed & stamped by the bank signatories.
7. Submit two copies of D/A to the Bank
8. Receive 15 Digit Debit Authority Pin-Code-Number
9. Activate Debit Authority by entering Debit Authority pin code and Agreement Ref. No. at (Registration / Direct Debit)
10. To check some one's account is activated for Direct Debit,

    In EPAYMENTS Module (while creating payment slip) when we select payment mode as Direct Debit. The system shows that account no. along with branch information.

PAYMENT ADVICE (Tax Return)

1. Prepare, Save & Verify Return
2. Press "e-Payment" Button
3. Select Payment Mode as "Direct Debit"
4. Select the Account & Enter Pin-Code
5. Press "Create Payment" & "Confirm Payment"
6. Payment-Id is displayed & e-Mailed
7. SMS Message is sent to the Registered Mobile No.
8. Bank processes the Payment

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CLEARED   SMS Confirmation Message with CPR No.

CPR is e-Mailed at the Registered e-Mail Address

Feed CPR No. in the Return & SUBMIT (Auto Submit Soon)

DECLINED SMS Message is sent to contact the bank

SCHEDULING PAYMENTS THROUGH DIRECT DEBIT MODE

This option is available to taxpayers with direct debit account for electronic payments.

1. When the Taxpayer creates payment, select the payment mode as "Direct Debit" and click "Create button.

2. System prompts to verify all payment details, same time system ask user to select option to create immediate payment or scheduled payment.

2. If Scheduled payment option is selected; system will ask further details from taxpayer.

4. Taxpayer will select the scheduled date, on which this transaction will be automatically sent to its bank. The date of schedule must be of future date; currently system does not allow changing the schedule time, all the scheduled payments are transferred at 9:00a.m on scheduled date.

5. Taxpayer will select the option "Notify on Failure" to get SMS message, if his transaction could not be processed due to any reason.

6. Taxpayer will enter his PIN code and click the "Confirm" button.

7. Payments scheduled by taxpayer can be searched from "Scheduled e-Payments List" option given in left menu as well as in menu bar's e-payment option.

8. Taxpayer will select the month and click "Scheduled e-Payments List", system will show list of all scheduled payments created in the month.

View	Sr. No.	Payment Slip ID	e-Payment Type	Scheduled Date	Scheduled Time	Failure Notification	Status
🔍	1	79253	Direct Taxes	14/02/2009	09:00 AM	Y	Preparing
🔍	2	79161	Direct Taxes	13/01/2009	09:00 AM	Y	Under Progress
🔍	3	78913	Direct Taxes	01/01/2009	09:00 AM	Y	Preparing
🔍	4	78911	Direct Taxes	01/01/2009	09:00 AM	Y	Preparing
🔍	5	78907	Direct Taxes	31/12/2008	09:00 AM	Y	Under Progress
🔍	6	78905	Direct Taxes	31/12/2008	09:00 AM	Y	Under Progress
🔍	7	78891	Direct Taxes	30/12/2008	09:00 AM	N	Under Progress
🔍	8	78889	Direct Taxes	01/01/2009	09:00 AM	Y	Preparing
🔍	9	78847	Direct Taxes	31/12/2008	09:00 AM	Y	Preparing

9. If the payment is scheduled for tomorrow, the system will show it as "Under Process"; otherwise "Preparing" if it is scheduled for later than tomorrow. The main difference is that the taxpayer can change schedule date or delete the scheduling for scheduled payments those are under "Preparing" status.

DEDUCTION CERTIFICATES

Taxpayer is now provided this option to download the Deduction Certificates for payments made in "Deduction at Source" nature.

WH AGENTS SECTION WISE / PAYMENT CODE WISE DISTRIBUTION

S.No	Section	Code	With Holding Agents
1	113	25	Tax Payer Only
2	113A	36	Tax Payer Only
3	113B	43	Tax Payer Only
4	137	24	Tax Payer Only
5	137	26	Tax Payer Only
6	147	23	Tax Payer Only
7	148	11	Custom as W.H.A only
8	148	65	Custom as W.H.A only
9	148	66	Custom as W.H.A only
10	148	68	Custom as W.H.A only
11	149	01	AGPR Only
12	149	02	AG Punjab,Sindh, Baluchistan,NWFP only
13	149	47	Other than Federal and Provincial as W.H.A only
14	150	15	Limited Companies as W.H.A only
15	150	68	Limited Companies as W.H.A only
16	150	16	Limited Companies as W.H.A only

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17	150	85	Limited Companies as W.H.A only
18	151(1)(a)	21	National Saving and GPO as W.H.A only
19	151(1)(b)	04	Banks as W.H.A only
20	151(1)(c)	03	Banks as W.H.A only
21	151(1)(d)	48	Banks and Financial Institution as W.H.A only
22	152(1)	06	With Holding Agent Only
23	152(1A)(a)	49	With Holding Agent Only
24	152(1A)(b)	46	With Holding Agent Only
25	152(1A)(c)	50	With Holding Agent Only
26	152(2)	05	With Holding Agent Only
27	153(1)(a)	07	With Holding Agent Only
28	153(1)(a)	13	With Holding Agent Only
29	153(1)(b)	08	With Holding Agent Only
30	153(1)(c)	09	With Holding Agent Only
31	153(1A)	69	With Holding Agent Only
32	154(1)	12	Banks as W.H.A only
33	154(1)	51	Banks as W.H.A only
34	154(1)	52	Banks as W.H.A only
35	154(1)	53	Banks as W.H.A only

36	154(2)	60	Banks as W.H.A only
37	154(2)	67	Banks as W.H.A only
38	154(3)	55	Banks as W.H.A only
39	154(3A)	37	Banks as W.H.A only
40	154(3B)	57	Banks as W.H.A only
41	155	18	With Holding Agent Only
42	156	20	State Bank as W.H.A only
43	156	45	With Holding Agent Only
44	156A	38	With Holding Agent Only
45	156B	58	Banks as W.H.A only
46	231A	44	Banks as W.H.A only
47	233	10	With Holding Agent Only
48	233	80	With Holding Agent Only
49	233A(1)	39	LSE,KSE,ISE
50	233A(1)	41	LSE,KSE,ISE
51	233A(1)	42	LSE,KSE,ISE
52	234	14	Motor Registration Authority and GPO as W.H.A only
53	234	61	Motor Registration Authority and GPO as W.H.A only
54	234	62	Motor Registration Authority and GPO as W.H.A only

55	235	22	LESCO and Others as W.H.A only
56	236	35	Telecom Companies as W.H.A only
57	236	63	Mobile and Other Companies as W.H.A only
58	WWF	27	With Holding Agent Only
59	WPPF	64	With Holding Agent Only
60	Misc.	28	With Holding Agent Only
61	WT	74	Tax Payer Only
62	CVT	86	Tax Payer Only
63	CVT	87	Tax Payer Only
64	CVT	88	Tax Payer Only
65	CVT	78	Custom as W.H.A only
66	CVT	77	Stock Exchange as W.H.A only

PAYMENTS WHICH CANNOT BE CREATED ON CAP II

Sr. No.	Section	Description	Section Code
1	150	Dividend paid to public companies, insurance companies and resident companies @ 5%	15
2	150	Dividend paid to non-resident companies @ 10%	68
3	150	Dividend paid to others @ 10%	16
4	150	Dividend at reduced rate @ 7.5%	85
5	151(1)(a)	Profit on debt paid or credited to a resident person on schemes of National Savings and P.O Saving Accounts	21
6	151(1)(b)	Profit on debt paid or credited to a resident person on account of deposit with a banking company or financial institution	04
7	151(1)(c)	Profit on debt paid or credited to a resident person on secirities of Federal or Provincial Government or a local authority	03
8	151(1)(d)	Profit on debt paid or credited to a resident person on any bond, certificate, debenture, security or any other instrument by a banking company, financial institution, company incorporated under	48

				In
		Companies Ordinance, 1984, or a finance society		some
9	154(1)	Realization of proceeds of exports of goods @ 0.75%, as prescribed in Division (IV) of part III of the First Schedule	12	cases
				WHA
				are
10	154(1)	Realization of proceeds of exports of goods @ 1%, as prescribed in Division (IV) of part III of the First Schedule	51	unable
				to
				provid
11	154(1)	Realization of proceeds of exports of goods @ 1.25%, as prescribed in Division (IV) of part III of the First Schedule	52	e the
				tax
				payers
12	154(1)	Realization of proceeds of exports of goods @ 1.5%, as prescribed in Division (IV) of part III of the First Schedule	53	details
				so we
13	154(2)	Realization of indenting commission in foreign exchange on imports @ 5%	60	cannot
14	154(2)	Realization of indenting commission in foreign exchange on exports @ applicable to exports	67	create
				the
15	154(3)	Realization of proceeds of sale of goods to an exporter under an inland back-to-back letter of credit etc.	55	payme
				nt slips
16	154(3A)	Export of goods by an industrial undertaking located in an export processing zone	37	for that
17	154(3B)	Payment against sale of goods by an indirect exporter to a direct exporter or an export house registered under DTRE Rules, 2001	57	payme

nts i.e.

RECONCILIATION (REPORTS)

1. It is the responsibility of the FO to make sure the its respective branch sends scroll on daily basis.

2. In case of Online Branch, Where Direct Debit Facility in being used , it is the responsibility of Bank Officer / FO to add the amount of DD on daily SCROLL, but don't attach CRP of DD.

3. It is the responsibly of the FO sitting in Main Branch (Link Branch) to attach all the CRP's of Direct Debit and reconcile the amount from Direct Debit Summary on daily basis.

PAYMENT SLIP FOR SALES TAX WITHHELD

PAKISTAN REVENUE AUTOMATION LIMITED
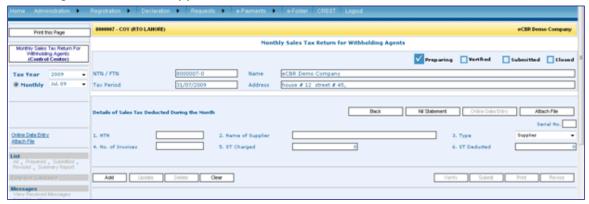
Creation of Payment Slips for Sales Tax withheld are associated with the Sales Tax Return for Withholding Agents in Sales Tax Module (In Tax Payer's Login). Detailed Procedure is as under
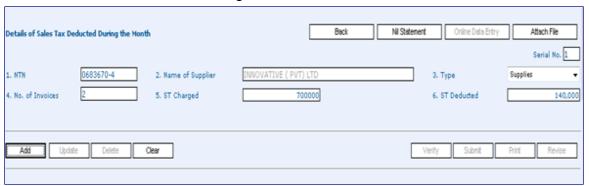
1. Select From Decleraions / Sales Tax / Sales Tax Return for Withholding Agnets

2. Following window will be appear. Select Tax month from Left Control.

3. Enter NTN, No of invoices, ST Charged and ST deducted and Click at ADD button at bottom.
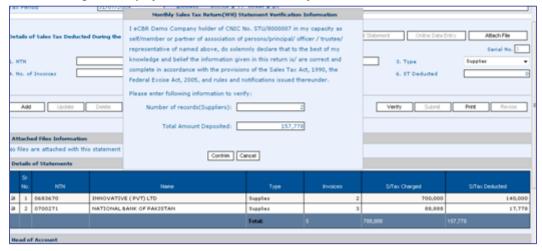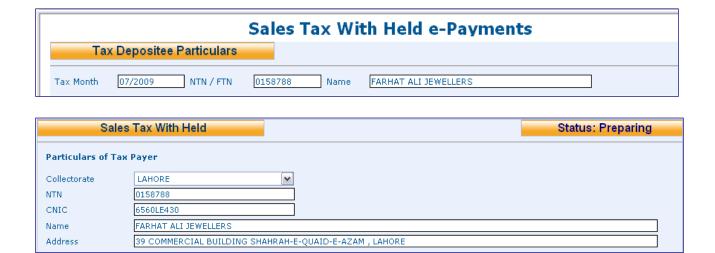
4. After Adding all tax payers detail. Click at verify button.

5. After verification click at e-payment Button

6. Sales Tax Withheld payment challan will be displayed, enter particular of payments and click at create button at bottom.

Details of Payment:

Head of Account (NAM Code)		Description	Amount
B-02341	Supplies		707
B-02366	Services		0
		Total	707

Particulars of Payment:

Mode	Amount	PO/CH No.	PO/CH Date	Bank	City	Branch	
Cash	707						✖

Add

Create   Back   Cancel
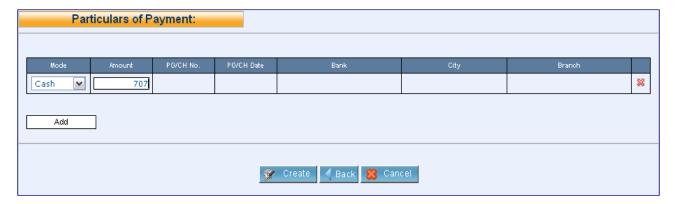
7. Payment Slip for Sales Tax withheld will be appear

PSID: 308474

Your e-Payment Slip has been created successfully
Click on **Print** button to download PSID on your computer.

You may deposit your payments in any NBP/SBP branch. Following is the list of branches nearest to your business.

Locate nearest Branch in your city: GUJRANWALA ▾

Code	Branch Name	Phone
0333	CIVIL LINES BRANCH, GUJRANWALA.	055/9200330 - 9200071
0334	GUJRANWALA CITY BRANCH	055/9200952
1610	MODEL TOWN TRUST, PLAZA BRANCH, GUJRANWALA	055/9200361
1490	SATELLITE TOWN BR, GUJRANWALA	055/9200346

Print

BANK OPERATIONS
RECEIVE PAYMENT

1. Logon to http://e.fbr.gov.pk
2. Enter login & password
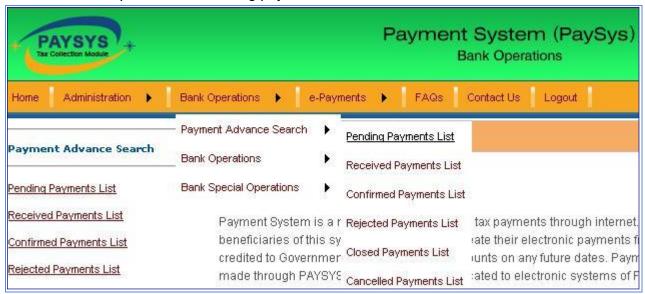
PAKISTAN REVENUE AUTOMATION LIMITED

3. Select Bank operations → Pending payment List

4. Enter PSID/NTN/STRN/CNIC or select date to search the payment

5. Click on to view the payment

PAKISTAN REVENUE AUTOMATION LIMITED
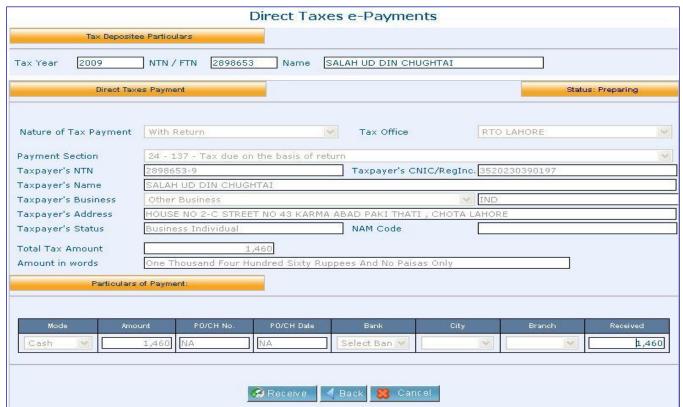
6. Enter the received amount in Received Field in Particular of Payment section and press receive button

7. Press the print button, CPR appearing on screen

Particulars of Payment:

Status of Payment Details

Mode	Amount	Ref No	Received	Status	Status Date	By	View
Cash	1,460		1,460	Confirmed	30/7/2009	NAVEED ALAM KHAN	

Print CPR   Back   Cancel

Print CPR   Back   Cancel

8. CPR appears on screen print it and delivered to Taxpayer

PRAL
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FBR
PAKISTAN

INCOME TAX DEPARTMENT
COMPUTERIZED PAYMENT RECEIPT (CPR - IT)

NBP

NATIONAL BANK OF PAKISTAN : MAIN BRANCH, THE MALL LAHORE (0300) : LAHORE

CPR No	: IT-20090730-0300-1061980	**Payment Date**	: 30-Jul-2009
Payment Section	: 137 - Tax due on the basis of return - 24	**RTO/LTO**	: RTO LAHORE
Nature of Payment	: With Return	**Tax Period**	: 2009
Account Head(NAM)	: B01131		

Details of Tax Payer

NTN / CNIC	: 2898653-9 / 3520230390197	Status	: IND
Taxpayer/Business	: IND		
Name & Address	: SALAH UD DIN CHUGHTAI , HOUSE NO 2-C STREET NO 43 KARMA ABAD PAKI THATI , CHOTA LAHORE		
		Tax Amount	: 1,460

Amount of Tax in Words : One Thousand Four Hundred Sixty Ruppees And No Paisas Only

Payment Mode	Amount	Date	AC / Ref No	Bank & Branch
Cash	1,460	30-Jul-2009		

NAVEED ALAM KHAN

CPR: IT-20090730-0300-1061980 | Signature & Stamp of Manager / Authorized officer

9. If payment mode is Cheque or Pay-order after pressing received button Token for clearance appears on screen (From Pending Payment List), print it and deliver to taxpayer

Direct Taxes e-Payments

Token For Clearance

	Token No:	327102
	Date:	30/7/2009

Instrument Type:	Pay Order	Date:	30/7/2009
Instrument No:	468293	Amount:	20,000
Taxpayer Name:	NATIONAL BANK OF PAKISTAN		

NATIONAL BANK OF PAKISTAN
0300 - MAIN BRANCH, THE MALL LAHORE

[Print]   [Ok]

10. To confirm the Cheque/PO payments, click **RECEIVED PAYMENTS LIST** from left panel

Pending Payments List

Received Payments List

Confirmed Payments List

Rejected Payments List

11. Search appears on screen, search the required payment

Search - Received Payments

Search Criteria:

Type	All	NTN		CNIC	
PSID	327102	STRN		Branch Code	
From	01/07/2009	To	30/07/2009		Search

PRAL
as good as IT gets   **PAKISTAN REVENUE AUTOMATION LIMITED**

12. Click the under the confirm heading, payment appears on screen

Receive	SR#	Name of Tax payer	NTN/CNIC	STRN	PSID	Tax Amount	Date Created	Type
⬇	1	NATIONAL BANK OF PAKISTAN	00000009638/199401		327102	20,000	30/7/2009	IT
						20,000		

13. If cheque/Po is clear click the Confirm button appearing under the confirm heading

Particulars of Payment:

Mode	Amount	Ref No	Received	Received By	Reason	View	Confirm	Reject
Pay Order	20,000	468293	20,000	NAVEED ALAM KHAN		⬆	✔	✖

Status of Payment Details

Mode	Amount	Ref No	Received	Status	Status Date	By	View
Pay Order	20,000	468293	20,000	Received	30/7/2009	NAVEED ALAM KHAN	⬆

Back   Cancel
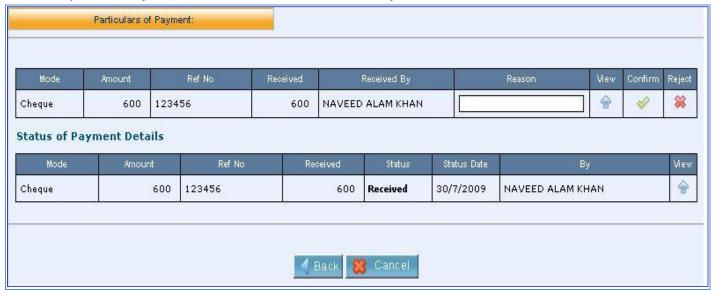
14. Print the CPR and deliver to Taxpayer

Particulars of Payment:

Status of Payment Details

Mode	Amount	Ref No	Received	Status	Status Date	By	View
Pay Order	20,000	468293	20,000	Confirmed	30/7/2009	NAVEED ALAM KHAN	⬆

Print CPR   Back   Cancel   Deduction Certificates

15. If cheque/Po is rejected click and enter the reason of rejection

Mode	Amount	Ref No	Received	Received By	Reason	View	Confirm	Reject
Cheque	600	123456	600	NAVEED ALAM KHAN		⬆	✓	✖

Status of Payment Details

Mode	Amount	Ref No	Received	Status	Status Date	By	View
Cheque	600	123456	600	**Received**	30/7/2009	NAVEED ALAM KHAN	⬆

◀ Back   ✖ Cancel

16. Write Reason and Click Reject button

Mode	Amount	Ref No	Received		Reason	View	Confirm	Reject
Cheque	600	123456	600	NAVE	TAKEN REVECIVED	⬆	✓	✖

Status of Payment Details

17. Payment Rejected

Status of Payment Details

Mode	Amount	Ref No	Received	Status	Status Date	By	View
Cheque	600	123456	600	**Rejected**	30/7/2009	NAVEED ALAM KHAN	⬆

PAKISTAN REVENUE AUTOMATION LIMITED

18. To change Rejected Payment Status to Pending.Click the Rejected Payments List and search the required payment

19. Enter Rejected Payments ID #
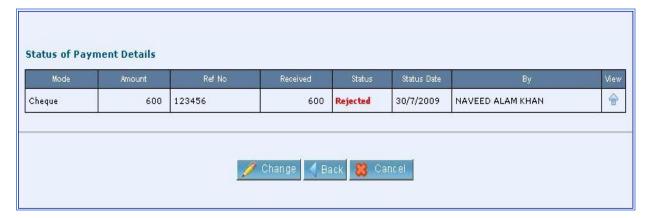

20. Click the to view the payment

Status of Payment Details

Mode	Amount	Ref No	Received	Status	Status Date	By	View
Cheque	600	123456	600	Rejected	30/7/2009	NAVEED ALAM KHAN	⬆

Change Back Cancel

21. To change the payment Status press Change button and press add button to change the rejected payment and press save button

Status of Payment Details
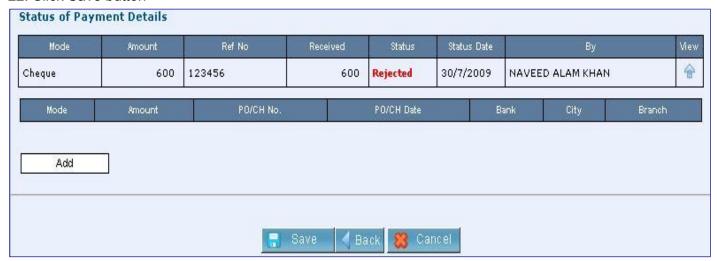
Mode	Amount	Ref No	Received	Status	Status Date	By	View
Cheque	600	123456	600	Rejected	30/7/2009	NAVEED ALAM KHAN	⬆

Change Back Cancel

22. Click Change button and Press Ok

Particulars of Payment:

Microsoft Internet Explorer

? Are your sure you want to revise this payment?

OK   Cancel

Status of Payment Details

Mode	Amount	Ref No		Status		By	View
Cheque	600	123456	600	Rejected	30/7/2009	NAVEED ALAM KHAN	⬆

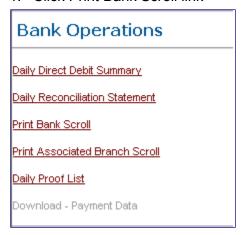Change Back Cancel

PAKISTAN REVENUE AUTOMATION LIMITED
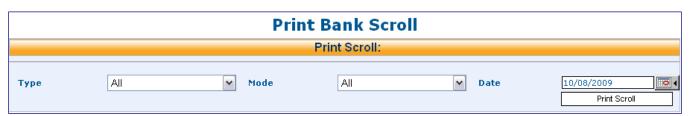
22. Click Save button

BANK SCROLL

1. Click Print Bank Scroll link

2. Select the Type of Tax

Type	All
	All
	Sales Tax & Federal Excise
	Sales Tax With Held
	Sales Tax
	Federal Excise
	Direct Taxes

3. Select the payment mode

Print Scroll:

Mode	All
	All
	Cash
	Cheque
	Pay Order
	Direct Debit
	Credit Card
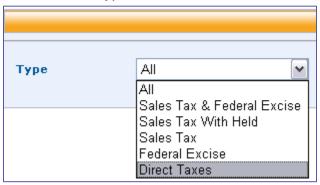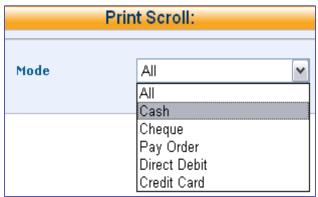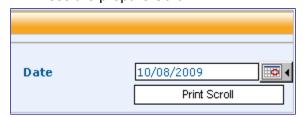
4. Press the prepare Scroll

Date	10/08/2009
	Print Scroll

5. Scroll appears on screen

REPRINT PAYMENT SLIP AND CPR

PAYMENT SLIP

1. To print payment slip again click Sales Tax & Federal Excise or Direct Taxes under the Payment Advance Search

2. Payments slip reprint only print for those payment that are in Prepare stage

3. Click on to view the payment

4. Press Print PSID button to reprint the Payment Slip

CPR

1. CPR of Sales Tax & Federal Excise or Direct Taxes can be reprinted from confirmed payment list.

DELETE / UPDATE EPAYMENT

1. To delete/update the ePayment, click Sales Tax & Federal Excise or Direct Taxes link. Delete/update option only available for payment in Prepare mode.

Payment Advance Search

Sales Tax

Federal Excise

Direct Taxes

Sales Tax With Held

2. For example we select Direct Taxes, list of ePayments appears on screen. You can also search your required Payment through PSID, Amount, Status or Login ID etc.
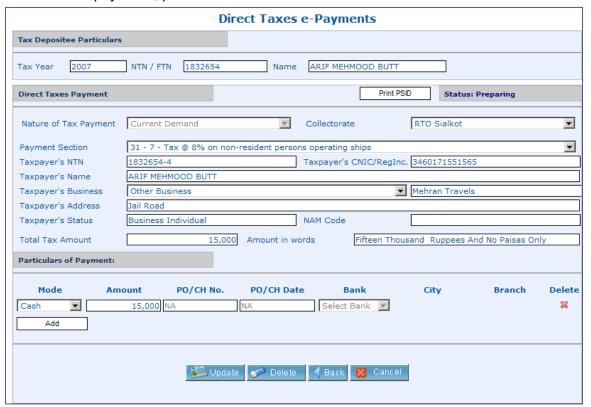
Payment Slips Advance Search

| PSID | 325136 | Amount | | PRAL as good as IT gets | All | Login ID | |
| From | 01/7/2009 | To | 31/7/ | Loading | Direct Taxes | | Search |

3. Click the view to the payment

View	Sr. No.	Name of Tax payer	CPR Number	Payment Slip ID	Tax Amount	Date Created	Type	Status
🔍	1	EDUCATIONAL SERVICES (PRIVATE) LIMITED		325136	513	29/7/2009	IT	Preparing
					513			

Search Results:

|< << 1 - 1 of 1 >> >|

Show Page Numbers

4. To delete the payment , press delete button

Direct Taxes e-Payments

Tax Depositee Particulars

| Tax Year | 2007 | NTN / FTN | 1832654 | Name | ARIF MEHMOOD BUTT |

Direct Taxes Payment   Print PSID   **Status: Preparing**

| Nature of Tax Payment | Current Demand | | Collectorate | RTO Sialkot |

Payment Section	31 - 7 - Tax @ 8% on non-resident persons operating ships
Taxpayer's NTN	1832654-4	Taxpayer's CNIC/RegInc.	3460171551565
Taxpayer's Name	ARIF MEHMOOD BUTT
Taxpayer's Business	Other Business	Mehran Travels
Taxpayer's Address	Jail Road
Taxpayer's Status	Business Individual	NAM Code	
Total Tax Amount	15,000	Amount in words	Fifteen Thousand Ruppees And No Paisas Only

Particulars of Payment:

Mode	Amount	PO/CH No.	PO/CH Date	Bank	City	Branch	Delete
Cash	15,000	NA	NA	Select Bank			✖
Add							

Update   Delete   Back   Cancel

5. To update the payment, make the changes as required and press update button

Direct Taxes e-Payments

Tax Depositee Particulars

Tax Year	2010	NTN / FTN	0786000	Name	SADIQ WOOD INDUSTRIES (PVT) LTD	

Direct Taxes Payment

Status: Preparing

Nature of Tax Payment	Current Demand	Tax Office	RTO LAHORE

Payment Section	26 - 137 - Tax due on the basis of an order
Taxpayer's NTN	0786000-5 Taxpayer's CNIC/RegInc.
Taxpayer's Name	SADIQ WOOD INDUSTRIES (PVT) LTD
Taxpayer's Business	M/S SADIQ WOOD INDUSTRIES (PVT) LTD
Taxpayer's Address	9 COOPER ROAD , LAHORE CITY
Taxpayer's Status	COMPANY NAM Code B01131
Total Tax Amount	500,000
Amount in words	No Ruppees And No Paisas Only

Particulars of Payment:

Mode	Amount	PO/CH No.	PO/CH Date	Bank	City	Branch	
Cash	500,000						✖

Add

Create   Back   Cancel

DAILY PROOF LIST (DPL)

DPL is a report that can be generated at any time during the day but *before closing a day*. DPL report will show you the list of CPRs generated by the local branch upto the time the report is generated. User can download the DPL and take its print at any time.

1. User selects the option from Left menu or menu bar.

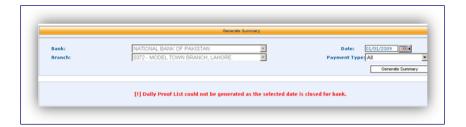2. System will by default show you the list of CPRs generated for today

3. User can download the PDF file for printing; click "Download Statement" button.

4. User can select the date (not yet closed) to generate PDL; if day is closed for the date, user will get this message.

PAKISTAN REVENUE AUTOMATION LIMITED

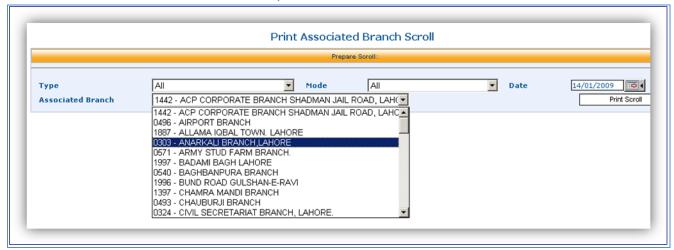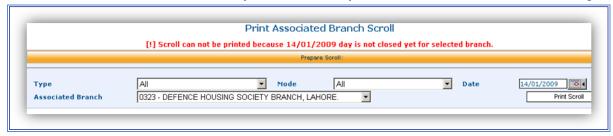[!] Daily Proof List could not be generated as the selected date is closed for bank.

ASSOCIATED BRANCH SCROLL

1. Link branches will have access to print its associate branch's scroll as well.

2. If the associated branch has not yet closed its day; the link branch will see this message.

CLOSE OF DAY FUNCTIONALITY (COD)

Close of Day operation is run daily, before closing a day no payment can be received on next day; however cheques can be received or rejected because these actions do not produce CPR.

Before closing a day, user must make sure that he knows the total amount and number of CPRs generated by his branch for the closing day.

DPL is helpful to get such information; after closing the day user will not be allowed to generate Daily Proof List for the closed day but you'll have access to print SCROLL of the day from Daily Branch Scroll option.
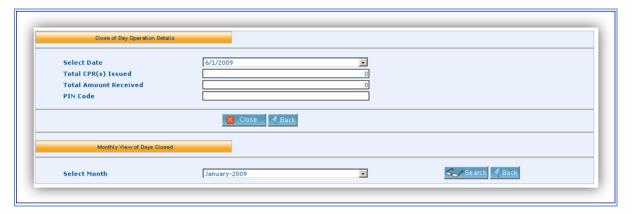
1. User selects the Close of Day Operation from menu bar or from left menu.

2. User selects the date from list then type total CPRs issued, amount received and his PIN code.
3. Close of Day shows all unclosed dates; it does not show the non-working days of the bank, because non-working days e.g. Sunday, Bank Holidays, Eid days etc. are automatically closed with 0 zero activity.
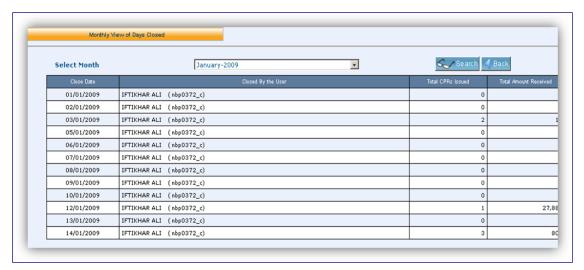
3. System will give you a message showing that all days of the branch have been closed. This message appears if you have no more days left for the closing.

4. User can view list of Days closed for the Month; select the month and then click "Search" button, it will show you the Date closed along with the summary of total CPRs and Amount received by the bank and user who closed the day.

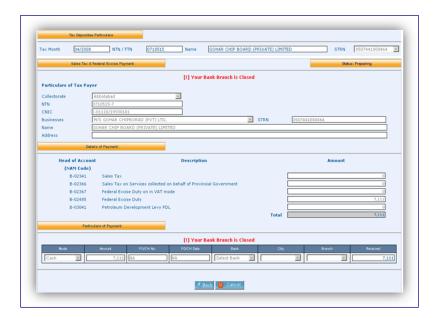| Close Date	Closed By the User	Total CPRs Issued	Total Amount Received
01/01/2009	IFTIKHAR ALI (nbp0372_c)	0	
02/01/2009	IFTIKHAR ALI (nbp0372_c)	0	
03/01/2009	IFTIKHAR ALI (nbp0372_c)	2	1
05/01/2009	IFTIKHAR ALI (nbp0372_c)	0	
06/01/2009	IFTIKHAR ALI (nbp0372_c)	0	
07/01/2009	IFTIKHAR ALI (nbp0372_c)	0	
08/01/2009	IFTIKHAR ALI (nbp0372_c)	0	
09/01/2009	IFTIKHAR ALI (nbp0372_c)	0	
10/01/2009	IFTIKHAR ALI (nbp0372_c)	0	
12/01/2009	IFTIKHAR ALI (nbp0372_c)	1	27,88
13/01/2009	IFTIKHAR ALI (nbp0372_c)	0	
14/01/2009	IFTIKHAR ALI (nbp0372_c)	3	80

4. After closing the day; user will not be able to receive any cash e-payment or confirm any Cheque because both operations involve CPR generation process. However bank user can receive payment with Cheques and Reject any (returned) cheque.
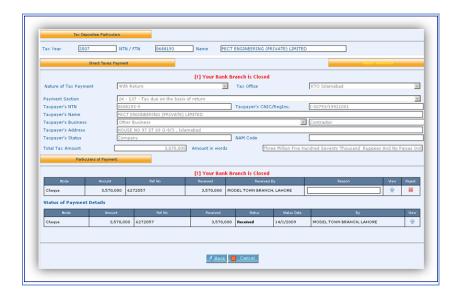
Following message will be shown if the day is closed. User will have no option to receive cash payment.

Following message will be shown if the day is closed. User will have no option to confirm cheque but he can reject the cheque.

CLOSE OF PAYMENT

This new functionality provides the bank user with additional features of closing a partially received payment; for example:

1. Taxpayer deposited Cheque(A) and Cheque(B) in the bank against PSID#1234
2. Branch sent Cheque(A) and Cheque(B) to the respective clearing banks
3. Cheque (A) is cleared by its bank, and Cheque (B) is returned un-cleared
4. Taxpayer demands his cheques returned to him (because CPR cannot be generated for partial cleared payment)
5. Bank returns rejected Cheque(B) and cleared cash to the taxpayer
6. Bank Closes the payment#1234 from "Close of PSID" option
7. System deactivates the payment from pending-clearance payment report.

PAKISTAN REVENUE AUTOMATION LIMITED

There is a payment with a cheque and cash; but cheque is returned as "Rejected". Bank has returned the cash to the taxpayer and wants to close this payment.

Status of Payment Details						
Mode	Amount	Ref No	Received	Status	Status Date	By
Cash	1		1	Confirmed	14/1/2009	IFTIKHAR ALI
Cheque	1	56	1	Rejected	14/1/2009	IFTIKHAR ALI

1. User will select the "Close of PSID" option from left menu or menu bar.

Bank Special Operations

Close of PSID

Close of Day Operation

2. User will see a search payment screen, enter criteria e.g. PSID# and click Search button.

Close of PSID

Search Criteria:

Type	All	NTN		CNIC	
PSID		STRN		Branch Code	
From	14/01/2009	To	14/01/2009		Search

Search Results:

|< << 1 - 1 of 1 >> >|
Show Page Numbers

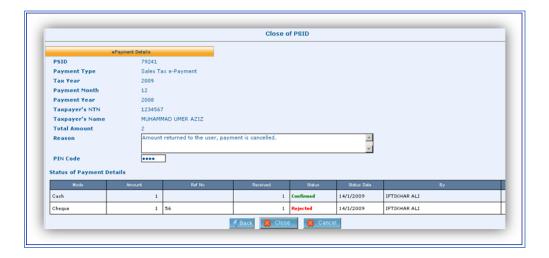| View	Close	Sr.#	Name of Tax payer	NTN/CNIC	STRN	PSID	Tax Amount	Date Created
🔍	✖	1	MUHAMMAD UMER AZIZ	1234567	0408520126128	79241	2	14/1/2009
							2	

3. User will click the "Close button"

4. System will display the particulars of payment, and ask to enter a reason for closing this payment along with PIN code; then click the Close button.

5. System will give you message that "Payment has been closed successfully".

6. Bank user can search list of all closed payments from "Search Closed Payments" option

8. User will select either "Date range" or enter criteria to search all closed payments. System will show all payments closed by users of his branch and allow him to view that payment details.

1.1.1.   Introduction Of FBR Portal

Federal Board of Revenue (FBR) is in process of reforming its services and restructuring the Tax Enrollment System with major facilitation to its Tax Payers countrywide. In this direction a major milestone is achieved by providing single point services to taxpayers through web based e-Portal (https://e.fbr.gov.pk).

Pakistan Revenue Automation Pvt Limited [PRAL] is managing the e-Portal in accordance with the policies of Federal Board of Revenue, Government of Pakistan.

1.1.2.   Enrollment Process

This module facilitates already registered taxpayers having NTN(s) to enroll at e-FBR Portal to start e-Filing. Taxpayers without NTN and not registered with FBR are required to register first with FBR and after allotment of NTN they can enroll with FBR Portal.

Three Categories are available for e-Enrollment

a) Individual Taxpayer
b) Company Taxpayer
c) AOP Taxpayer

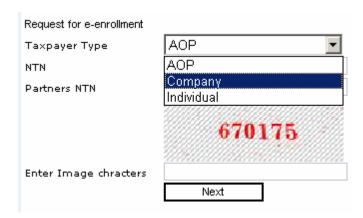# Step by Step Enrollment Process

Prepare Application

Type **https://e.fbr.gov.pk** **in browser as shown in figure:-**

Place your mouse over Application Link and select Application Form as shown in figure:-

Select Taxpayer Type from list as shown in figure:-
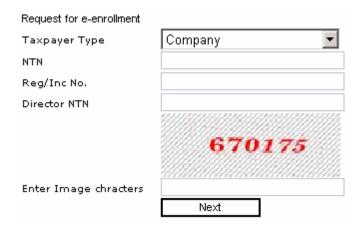
Select Company from Taxpayer Type List as shown in figure:-

     PAKISTAN REVENUE AUTOMATION LIMITED
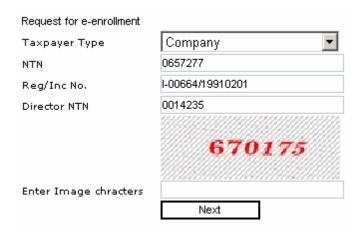
Enter NTN, Reg/Inc No. and Director NTN as shown in figure:-

Enter the image Character (RED) into the last field and press the Next button for further processing as shown in figure:-

Taxpayer Enrollment Form appears on Screen as shown in figure:-

PAKISTAN REVENUE AUTOMATION LIMITED

Taxpayer Enrollment Form
(For availing e-Services at FBR Portal)

| | Preparing ✓ | Verified ☐ | Submitted ☐ |

Category | Company ▾ | DOMESTIC ▾   Status | Resident ▾   Country | Pakistan ▾

Reg.IncNo. | I-00664/19910201 * [For Company & Registered AOP only]

Name | FAUJI ELECTRIC POWER COMPANY LIMITED *

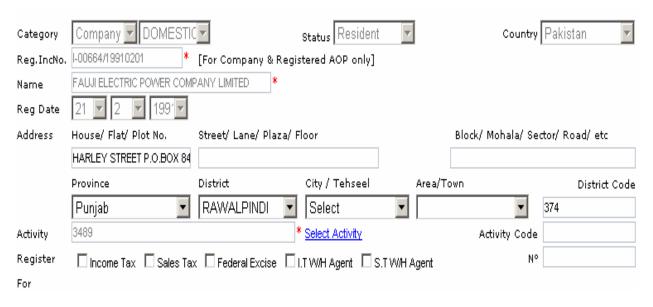**Fill the Registry Section First. Category, Status, Country, Reg.IncNo Name and Reg Date are not editable. Enter the address as shown in Figure:-**

Category | Company ▾ | DOMESTIC ▾   Status | Resident ▾   Country | Pakistan ▾

Reg.IncNo. | I-00664/19910201 * [For Company & Registered AOP only]

Name | FAUJI ELECTRIC POWER COMPANY LIMITED *

Reg Date | 21 ▾ | 2 ▾ | 1991 ▾

Address | House/ Flat/ Plot No. | Street/ Lane/ Plaza/ Floor | Block/ Mohala/ Sector/ Road/ etc

HARLEY STREET P.O.BOX 84 | |

| Province | District | City / Tehseel | Area/Town | District Code |
| Punjab ▾ | RAWALPINDI ▾ | Select ▾ | ▾ | 374 |

Activity | 3489 | * Select Activity | Activity Code |

Register For | ☐ Income Tax ☐ Sales Tax ☐ Federal Excise ☐ I.T WH Agent ☐ S.T WH Agent | N° |

Enter the House/Flat/Plot No, enter Street/Lane/Plaza/Floor, enter Block/Mohala/Sector/Road/etc and Select Province, District, City/Tehsil and Area/Town from the List as shown in figure:-
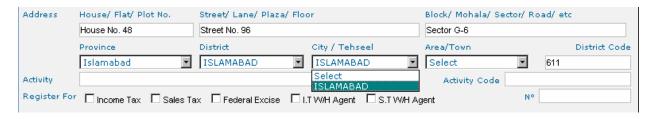

Address | House/ Flat/ Plot No. | Street/ Lane/ Plaza/ Floor | Block/ Mohala/ Sector/ Road/ etc

House No. 48 | Street No. 96 | Sector G-6

| Province | District | City / Tehseel | Area/Town | District Code |
| Select ▾ | Select ▾ | Select ▾ | ▾ | |

Select
Punjab
Sindh
Baluchistan
NWFP
Islamabad
FATA
Northern Areas
Azad Kashmir

Activity | | * Select Activity | Activity Code |

Register For | ax ☐ Federal Excise ☐ I.T WH Agent ☐ S.T WH Agent | N° |

☐ Self

CNIC of L/R | Name |

Address | Street/ Lane/ Plaza/ Floor | Block/ Mohala/ Sector/ Road/ etc

PAKISTAN REVENUE AUTOMATION LIMITED

Select Districts from the list as shown in figure:-

Select the City/Tehsil from the list as shown in figure

Select the Area/Town from the list as shown in figure

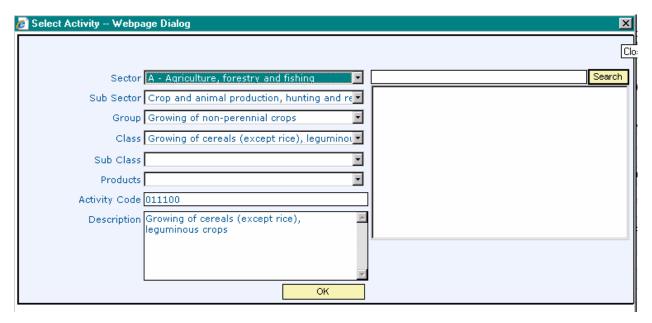**To select the Principal Activity click on Select Activity as shown in figure:-**

Select Activity Web Dialog appears on screen as shown in figure:-

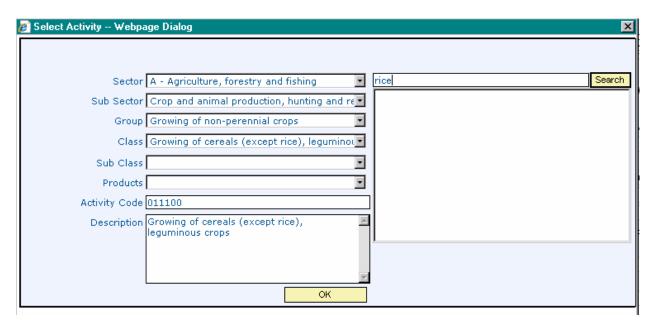 **PAKISTAN REVENUE AUTOMATION LIMITED**

Two options are available to Select the Activity and Type at least three characters into Search field and press the search as shown in figure:-
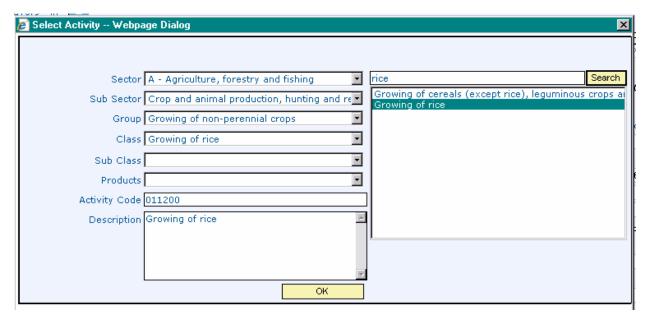
Result appears into the Text Area, Select the Activity and appropriate Sector, Sub Sector, Group , Class , Sub Class, Products, Activity Code and Description appears on respective fields as shown in figure:-

Press OK to add the Principal Activity as shown in figure:-
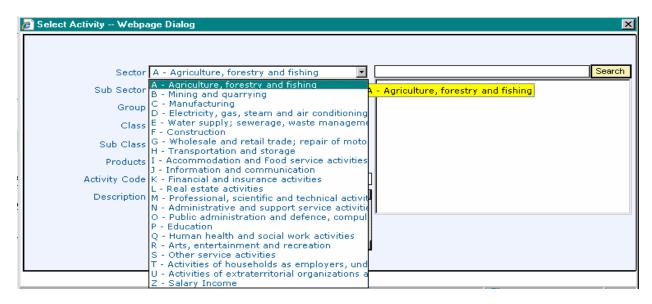

Second option available for Selection of Activity is to select appropriate Sector, Sub Sector, Group, Class, Sub Class, Products one by one from the list Activity Code and Description automatically appears on respective fields:-

Press OK to add the Principal Activity as shown in figure:-

PAKISTAN REVENUE AUTOMATION LIMITED

Click the Check box for which you like to be registered as shown in figure:-
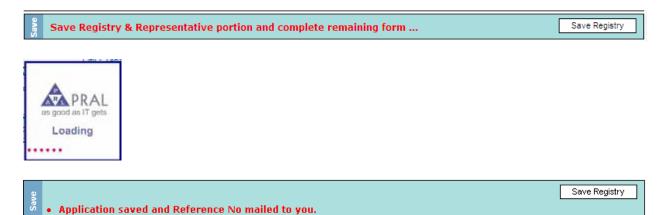
Register For ☑ Income Tax ☐ Sales Tax ☐ Federal Excise ☐ I.T WH Agent ☐ S.T WH Agent

After Completing the Registry Section complete the Representative Section as u/s 172 of Income Tax.

If applicant himself/herself is his/her Representative then check the Self check box, CNIC, Name and Address fields populated. Otherwise enter the data into field to complete the Representative Section as shown in figure

After completing the Registry and Representative sections, press Save Registry button as shown in figure , Reference No mailed to email address mentioned in Representative section.

Save Registry & Representative portion and complete remaining form ... [Save Registry]

[Save Registry]

• Application saved and Reference No mailed to you.

Enter Director/share holder information, not available for Individual Taxpayer as shown in figure:-

PAKISTAN REVENUE AUTOMATION LIMITED

Directors/Shareholders

Please provide Information about Top 10 Directors/Shareholders. Use All Other checkbox to provide consolidated capital of all other owners. This portion is required for company and AOP.

☐ All Others

NTN/CNIC [   ] [   ] *   Capital [   ] *   [Add]

Select & add Secondary activities up to maximum of three (3) as mentioned above as shown in figure:-

Other Activities

Provide Secondary Activities, other than Principal activity in this portion upto a maximum of 3 activities.

Activity [   ] [   ]   Select Activity   [Add Activity]

Enter Branch Name, Select Type of Branch from List, Enter Address details, Select Start Date from the Day, Mon and Year Lists as shown in figure . If you want to close some business, click on Close link and add close date and press update.

Business / Branches

Branch Name [   ] *   Type [Select ▼]

Address

House/ Flat/ Plot No.   Street/ Lane/ Plaza/ Floor   Block/ Mohala/ Sector/ Road/ etc
[   ]   [   ]   [   ]

Province   District   City   Area/Town   Dist. Code
[Select ▼]   [Select ▼]   [Select ▼]   [Select ▼]   [   ]

Electricity No [   ]   Gas No [   ]   Start Date [Day ▼][Mon ▼][Year ▼]   Close Date [Day ▼][Mon ▼][Year ▼]

[Add Business]

After pressing Add Business button a message like one shown in figure will appear.

Business / Branches

• **Business Branch has been added successfully**

Branch Name [   ] *   Type [Select ▼]

Address

House/ Flat/ Plot No.   Street/ Lane/ Plaza/ Floor   Block/ Mohala/ Sector/ Road/ etc
[   ]   [   ]   [   ]

Province   District   City   Area/Town   Dist. Code
[Select ▼]   [Select ▼]   [Select ▼]   [Select ▼]   [   ]

Electricity No [   ]   Gas No [   ]   Start Date [28 ▼][12 ▼][199 ▼]   Close Date [Day ▼][Mon ▼][Year ▼]

[Add Business]

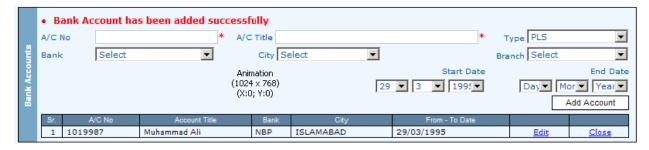| Sr.	Branch Name	City	Start Date	End Date	Gas No	Electricity No	
1	F-7 Outlet	MANSEHRA	28/12/1992				Edit Close

Enter Account No. in A/C No. field, Enter Account Title in A/C Tile field, Select Account Type PLS/Current from the List, Select Bank from list, Select City from the list and Select Branch from the list as shown in figure:-
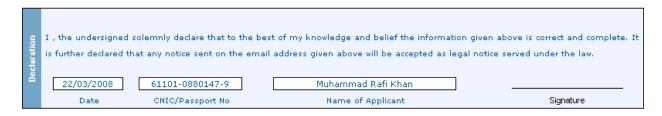
• Bank Account has been added successfully

A/C No [_____] *   A/C Title [_____] *   Type [PLS ▾]

Bank [Select ▾]   City [Select ▾]   Branch [Select ▾]

Animation
(1024 x 768)
(X:0; Y:0)

Start Date   End Date

[29 ▾] [3 ▾] [199! ▾]   [Day ▾] [Mor ▾] [Year ▾]

[Add Account]

Sr.	A/C No	Account Title	Bank	City	From - To Date		
1	1019987	Muhammad Ali	NBP	ISLAMABAD	29/03/1995	Edit	Close

Declaration section auto fetch CNIC/Passport No. and Name of Applicant as shown in figure:-

I , the undersigned solemnly declare that to the best of my knowledge and belief the information given above is correct and complete. It is further declared that any notice sent on the email address given above will be accepted as legal notice served under the law.

22/03/2008	61101-0880147-9	Muhammad Rafi Khan	_____
Date	CNIC/Passport No	Name of Applicant	Signature

Official Area for Enrollment Officer as shown in figure:-

NTN Alloted [_____]   User Id [_____]

Date [_____]   Tax Office [eCBR ▾]

_____
Signature of Issuing Officer

Verify Application

Click Verify Application button to verify the application as shown in figure

[Print Application] [Verifiy Application] [Submit Application]

Enter CNIC no to verify the application, click Submit Button .In case of successful verification "Verification Successful" message appears as shown in figure:-

Verification Successfull
CNIC [61101-0880147-9]
[Submit] [Close]

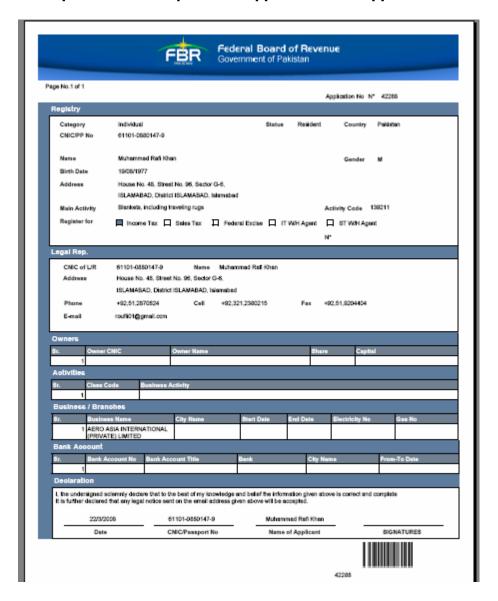**Click Close button to complete the Verification Process:-**

Taxpayer Registration Form

☐ Preparing ☑ Verified ☐ Submitted

If you want to edit the application, click on Un-verify button as shown in figure

Save		Print Application	Un-Verifiy Application	Submit Application

Press print button to print the application. An application as shown in figure

PAKISTAN REVENUE AUTOMATION LIMITED

e-Filing of Sales Tax Return

This Module provides the facility to file sales tax return electronically and print acknowledgement receipt. Following are the steps to be performed to e-file Sales Tax Return.
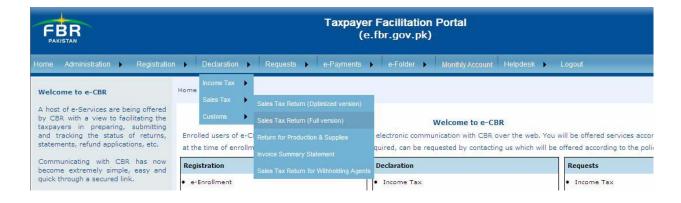
Login

Taxpayers, e-filing all kinds of declarations of all taxes at https://e.fbr.gov.pk will require to login to the Portal:-

Prepare Sales Tax Return

Place mouse pointer on Declaration menu, drag mouse pointer to Sales Tax and Select Sales Tax Return from the list as shown in figure. The Sales Tax Return Main form will appear.

Select the filing frequency (Monthly/Quarterly) and select Tax Period from the Combo box as shown in figure . Click on the link of **Sales Tax Return** (for filing
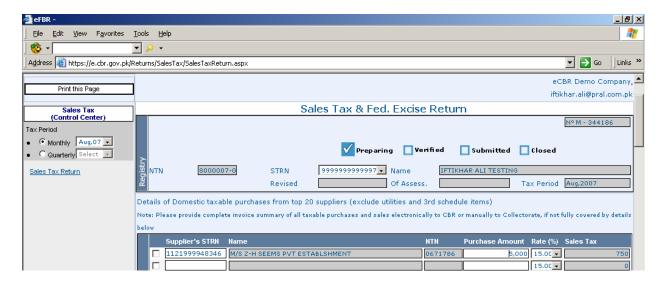
NULL return, click on the link of **"File Null Return"**)**.** The Sales Tax Return form will appear:-

Enter valid STRN of the supplier in top 20 supplier's list and press **TAB button** on the key board. The system will display **Name** and **NTN** of the supplier as shown in figure . Enter **Purchase Amount** and select **Rate (%),** the system will calculate the Sales Tax as shown in figure:-

Enter data in the remaining portion of the return according to your requirements. Save the return periodically to avoid loss of data in case of electricity break down or any other mishap.

Save Return Data

After entering the required data in the Sales Tax Return, click on **Save** button as shown in figure to save your Return." A message "Return saved successfully" will appear as shown in figure:-
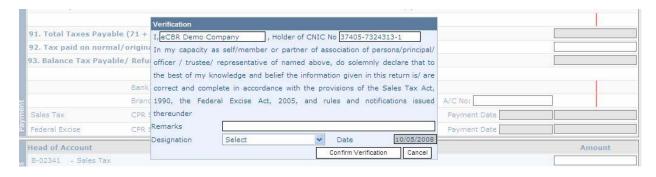
Head of Account	Amount
B-02341 - Sales Tax	
B-02366 - Sales Tax on services	
B-02367 - Federal Excise Duty on in VAT mode	
B-02485 - Federal Excise Duty	
B-03041 - Petroleum development Levy	
Total Amount Deposited	

| Print Acknowledgement | Feed CPR | e-Payment | Print Challan | | Null Return | Delete | Clear | Save | Verify | Submit | Print | Revise |

message return saved successfully

Sales Tax Return	NTN	8000007-0	STRN	9999999999997	Name	IFTIKHAR ALI TESTING
			Revised		Of Assess.	Tax Period Aug,2007

Return saved successfully.

After saving the return, click on **Verify button** as shown in figure to verify your returns data.

	B-02485- Federal Excise Duty	
	B-03041- Petroleum development Levy	
	Total Amount Deposited	

| Print Acknowledgement | Feed CPR | e-Payment | | Null Return | Delete | Clear | Save | Verify | Submit | Print | Revise |
| Print Challan | | | | | | | | | | | |

Enter your CNIC and Remarks (if any) as shown in figure . Click on **Confirm Verification** button to verify your return. Click on **Un-verify** button after completing step if any further editing is required in the return.

	Verification	
91. Total Taxes Payable (71 +	I, eCBR Demo Company , Holder of CNIC No 37405-7324313-1	
92. Tax paid on normal/origina	In my capacity as self/member or partner of association of persons/principal/	
93. Balance Tax Payable/ Refu	officer / trustee/ representative of named above, do solemnly declare that to the best of my knowledge and belief the information given in this return is/ are	
Bank	correct and complete in accordance with the provisions of the Sales Tax Act,	A/C No:
Brand	1990, the Federal Excise Act, 2005, and rules and notifications issued	
Sales Tax CPR	thereunder	Payment Date
Federal Excise CPR	Remarks	Payment Date
Head of Account	Designation Select Date 10/05/2008	Amount
B-02341 - Sales Tax	Confirm Verification Cancel	

Feed CPR No

You will receive Computerized Payment Receipt (CPR After making the payment in the bank. Click **Feed CPR** button as shown in figure:-

Enter CPR Number as shown in figure and enter your CPR No, payment date and amount deposited in the bank and Click **save** button to save your return.

Submit Return

After clicking the **save** button, the **Submit** button will be enabled. Click -> **Submit** button as shown in figure, to submit the return

On successful submission the system will show a successful submission message, otherwise it will generate an error message and show the error.

e-Filing of Special Return for Production & Supplies

PAKISTAN REVENUE AUTOMATION LIMITED

There are three easy steps to e-file Return for Production & Supplies.

 Step 1. Select Return for Production & Supplies

 Step 2. Prepare Return for Production & Supplies

 Step 3. Submit Return for Production & Supplies

Step 1. Select Return for Production & Supplies

1.1. Place mouse pointer on **Declaration** menu->Move the mouse pointer to **Sales Tax**-> click on **Return for Production & Supplies**

1.2. Select **Tax Period** -> Click on **Return for Production & Supplies**. The screen of Return for Production & Supplies will appear.

Step 2. Prepare Return for Production & Supplies

2.1. *Manage Product List (one time activity):-* Click on **Manage Product List** Button -> **Add/Delete (Check/uncheck)** required products -> read the message and press the required button-> Press the **Update** button to update product list-> Press **Close** button to close Management of product list button. The product (s) added (Checked) will appear on Special Return for Production & Supplies window.

2.2. *Prepare Return (Monthly Activity): -* Enter the values in required fields. Press **Save** button when data entry is completed.

Step 3. Submit Return for Production & Supplies

3.1. Press **Verify** button to verify your entries -> Press **Ok** button, the submit button will be enabled -> Press **Submit** button to submit the Return for Production & Supplies. The message of successful submission of return will appear and **Print Acknowledgement** button will be enabled ;

3.2. Press **Print Acknowledgement** button to print the acknowledgement of the Return for Production & Supplies.

Direct Taxes- IT Returns

PAKISTAN REVENUE AUTOMATION LIMITED

e-Filing of Income Tax Return

This module provide the facility to e-file income tax return electronically

Login

1. Login eFBR web portal and select Annual Return of Income Tax from Declaration Menu.

2. a) In case of e-Intermediary Select the Client from the list of Taxpayers.

   b) In case of Company or Individual select from the list of yearly Returns.

3. Select the Return type from Left Menu.

Sections of Return IT1:

Enrollment

This section contains the information about the Enrollment of Taxpayer

Share Holding/Ownership

This section should be filled with information of the Share Holders/Owners. If there are no Share Holders/Owners leave this section empty. To add new a Share Holder/Owner follow the steps below.

Step-1 Click Add New.

Step-2 A second screen is opened. Enter the owner's NTN and capital. Percentage (of shares) is auto calculated. Name of the Share Holder/Owner will automatically come from database.

Step-3 In case of Non-Resident, click the Non-Resident option.

Step-4 Click the Add button to Save the Owner/Share Holder.

Total capital is automatically calculated on the basis of first Ownership/ Share holding entry.

Step-5 To enter the second share holder, only enter NTN and Capital Amount and the share percentage is auto calculated by the system.

Step-6 To enter the Remaining Share Holders click the Checkbox "Enter Remaining Share.

Fill the rest of the Return.

a) Fill all the fields that apply to you.

b) Clicking the **"calculator"** opens a help screen to calculate the values. Popup Blocker should be disabled in order to view this screen. Enter the values in the fields of calculator. It will automatically calculate the total for you.

Note: If the user complains that he clicks the **calculator/ Print Payment Slip** button and nothing happens or no window is opened. Then definitely Internet Explorer Pop-up blocker is enabled.

Bank.

a) The last section **Payment/Refund** contains bank information fields. Bank fields are only for those who have **Net Tax Refundable. (**This feature has been added for future**)**

b) If **Bank Branch** is not available. Don't fill data in these fields.

a) Save.

Fill and Save the IT Returns Form, to prepare your Return. Click **"Save"** button to do so. **Save** will only be available before you have **verified** your Return.

b) Verify & Unverify.

When you have **"Saved/Prepared"** your Return, verify it by clicking

->**"Verify"** button. After **Saving** Return you can **Verify** the Return. When you verified the Return you can either Submit it or Unverify it by clicking

-> **"Unverify"** button. You cannot change the return in Verified mode.

c) Print Payment Slip & Enter CPR No.

Click -> **"Print Payment Slip"** button to print Payment Slip. Take the slip to the Bank. Pay your Tax Amount in the Bank. Enter **CPR No.** issued by the bank, by clicking -> **"Enter CPR No."** button. Now the Submit button will be enabled.

d) Submit.

Submit button is enabled after you have entered the CPR No. You can submit the Return **only** after you have VERIFIED the return. **Submit** the IT Return by clicking -> **"Submit"** button. You will receive an **Acknowledgment Slip**. Now the return is locked for any editing. To change anything in the return, you will have to revise it and work on the revised return.

e) Revise

Revise button is enabled only after you have submitted the Return. By clicking -> **Revise** button you can revise the Return. When you click

-> **Revise** button**,** you have to follow the above mentioned steps to submit the Revised Return.

f) Print Return

Print Return button is used to print the Income Tax Return. After clicking Print **Return** button the Return you have submitted will be opened in Acrobat Reader. You must have Acrobat Reader to get print of the Return.

g) Acknowledgment

If **Acknowledgment** button is clicked, then the acknowledgment slip is opened. From where you can get the print out of Acknowledgment slip by clicking -> **Print** Button.

 Revision of Income Tax Return

Process: Revising a Return

There are three easy steps to revise a return.

Step 1. Open the Return to be revised

Step 2. Submit Revision Request

PAKISTAN REVENUE AUTOMATION LIMITED

Step 3. Prepare and Submit Revised Return (after Approval of Revision Request)

Step 1. Open the Return to Revised

- ➢ Place mouse pointer on **Declaration** menu->click on **Income Tax** then click on **Income Tax Return** and finally **Annual Return of Income Tax.**
- ➢ Open Return to be revised -> Click on **Request for Revision** button. A revision request application form will be displayed by the system

Step 2. Submit Revised Return Request

Enter **Reason of Revision** -> **Pin code** -> **Submit**

What happens next?

Your request will be sent to the respective Tax Office where the original return was submitted electronically; you will be informed via your registered email about the decision of the Tax Office; SMS alerts are also available upon request of the taxpayer.

Step 3. Prepare and Submit Revised Return (after Approval of Revision Request)

Click -> **"Revise"** button -> Click on **"Ok"** button of the message;

After clicking on **"OK"** button, make necessary changes in the return and submit.

e-Filing of Withholding Tax Statement of Direct Taxes

This module provides the facility to file the Withholding Tax Statement electronically using the option of online data entry or attach file. Below are the
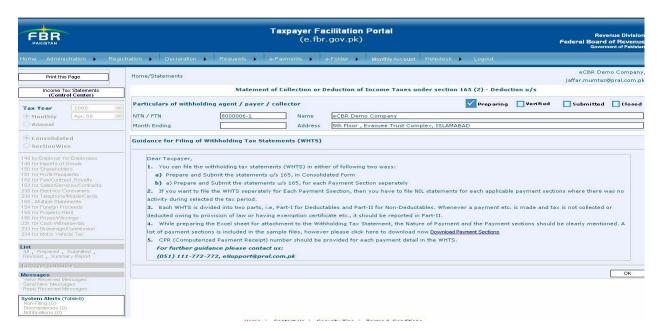
steps to be performed to file the sales tax Withholding Tax Statement for withholding agents electronically .

Prepare Income Tax Withholding Tax Statement

Declaration -> Income Tax Statements -> Statement of Tax Collected/Deducted

The following screen will appear. Click Ok to continue:-
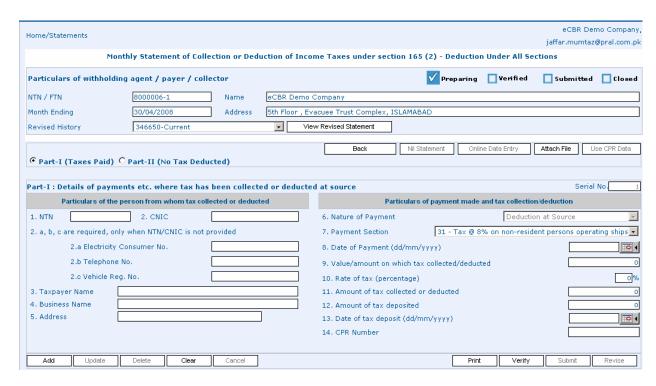
Income Tax Statements (Control Center) enables. Select Frequency i.e. monthly or Annual and select Consolidated or Section wise.

PAKISTAN REVENUE AUTOMATION LIMITED
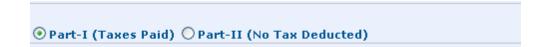
Click on 165-Multiple Statement, Withholding Tax Statement screen appears on screen :-

There are two parts of withholding tax statements. Select the part where you want to enter /attach data

i)   **Part I (Tax Paid)**

ii)   **Part-II (No Tax Deducted)**

Online Data Entry

   PAKISTAN REVENUE AUTOMATION LIMITED
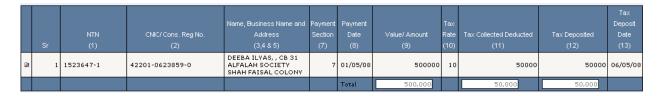
Enter the NTN of the tax payee and press TAB the tax payee information appears on screen. If NTN is not available enter CNIC number. If NTN or CNIC Number is not available enter one of the Electricity, Telephone or Vehicle no.

After completing, the values click on Add button. The form will be cleared and ready for new record. Previously added record is shown in the grid at the bottom of the page.

	Sr	NTN (1)	CNIC/ Cons. Reg No. (2)	Name, Business Name and Address (3,4 & 5)	Payment Section (7)	Payment Date (8)	Value/ Amount (9)	Tax Rate (10)	Tax Collected Deducted (11)	Tax Deposited (12)	Tax Deposit Date (13)
	1	1523647-1	42201-0623859-0	DEEBA ILYAS, , CB 31 ALFALAH SOCIETY SHAH FAISAL COLONY	7	01/05/08	500000	10	50000	50000	06/05/08
						Total	500,000		50,000	50,000	

Bulk Data Entry

If someone feels, any difficulty to add records online. There is another powerful option provided to the **e-Filer** i.e. Attach File button below the header information.

Click on Attach File button. The screen will look like as shown below

Guide Lines

1. Please provide **8 Digits** NTN in format *#######-#*, if **7 Digits** NTN is available then provide in format *#######-0*
2. Please provide **13 Digits** CNIC in format *#####-#######-#*
3. If **NTN** or **CNIC** is not available leave the field blank, dont fill the fields with invalid charcaters
4. Please provide **DATE** in format **DD/MM/YYYY**, **DATE** in other formats are not acceptable
5. All **Amounts** should be numeric without decimal points, invalid characters or alpha-numeric are not acceptable
6. All **Tax Rates** should be numeric decimals, invalid characters or alpha-numeric is not acceptable
7. Please provide valid **Name** and **Address**, length should not exceed **100 and 250 Characters** respectively
8. All **CPR** or **Challan Numbers** should be **21 Characters** long without '-'
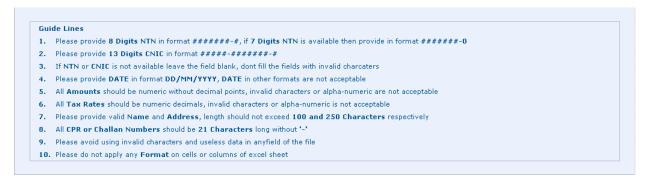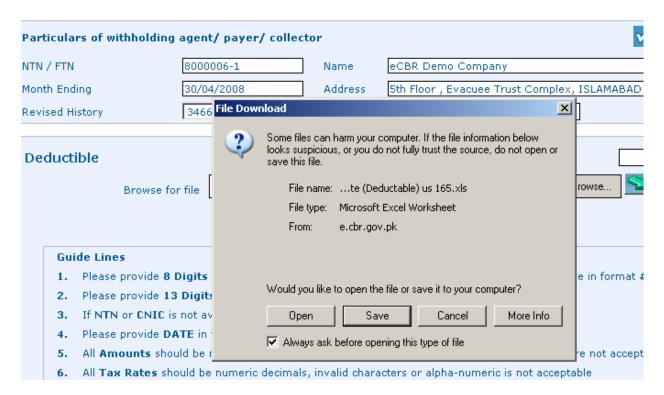9. Please avoid using invalid characters and useless data in anyfield of the file
10. Please do not apply any **Format** on cells or columns of excel sheet

Before attaching, each time Download Sample File by clicking the relevant link and save it locally on your PC.

Particulars of withholding agent/ payer/ collector

NTN / FTN	8000006-1	Name	eCBR Demo Company
Month Ending	30/04/2008	Address	5th Floor , Evacuee Trust Complex, ISLAMABAD
Revised History	3466		

Deductible

Browse for file

File Download

Some files can harm your computer. If the file information below looks suspicious, or you do not fully trust the source, do not open or save this file.

File name: ...te (Deductable) us 165.xls

File type: Microsoft Excel Worksheet

From: e.cbr.gov.pk

Would you like to open the file or save it to your computer?

Open   Save   Cancel   More Info

☑ Always ask before opening this type of file

Guide Lines

1. Please provide **8 Digits**
2. Please provide **13 Digits**
3. If **NTN** or **CNIC** is not av
4. Please provide **DATE** in
5. All **Amounts** should be r
6. All **Tax Rates** should be numeric decimals, invalid characters or alpha-numeric is not acceptable
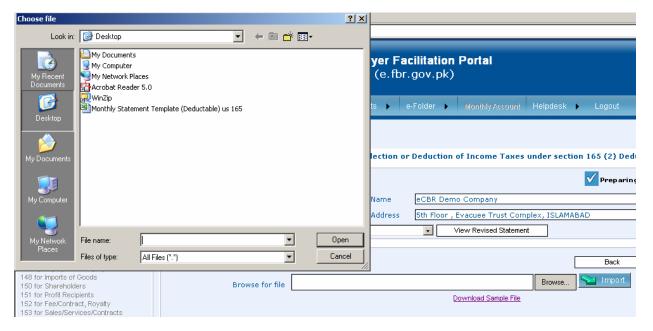
Press browse to select the file and then click on Import button to attach it.

Multiple files can also be attached with different file names. Names and other information are shown in the grid at the bottom of the page. You may view the records of the file or delete the complete file.

The following message will appear on the screen.
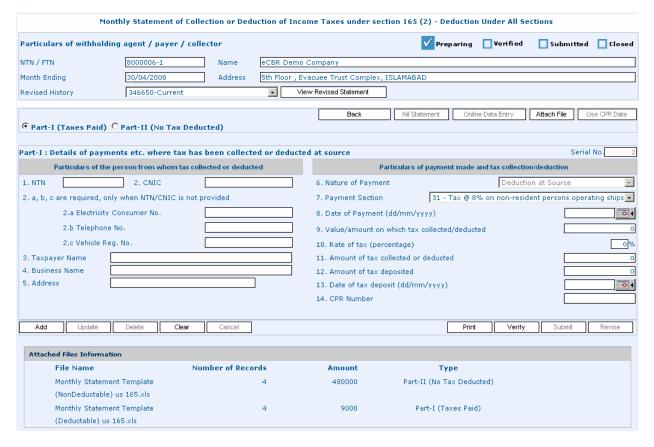
"Your file has been attached successfully"

After attaching the file, click on Back button. Following screen appears on screen

Verify Statement

After completing the entry either by online entry or by attaching the file, click on Verify Button. A new window will appear on the screen. Enter total no (sum) of records either entered online or by attaching files in both Part I or Part II. Enter Total amount of tax deducted and deposited. Then press Confirm Button.

PAKISTAN REVENUE AUTOMATION LIMITED

A Statement Analysis will be displayed as shown below. There must be no difference in actual and verified values before submission.

Employer Statement Verification Information

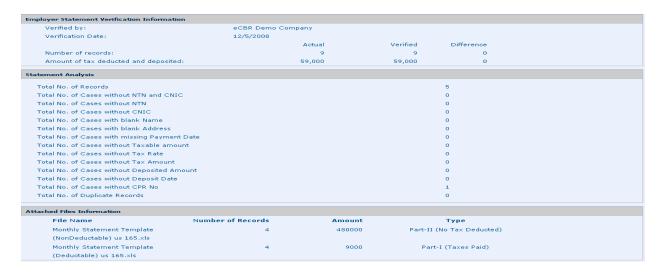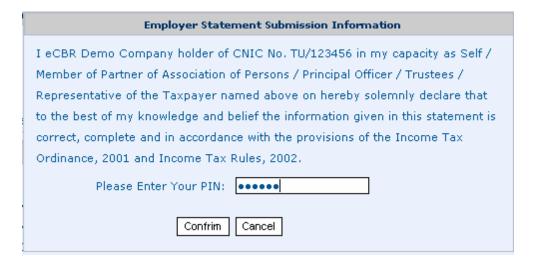|		Actual	Verified	Difference
Verified by:	eCBR Demo Company			
Verification Date:	12/5/2008			
Number of records:		9	9	0
Amount of tax deducted and deposited:		59,000	59,000	0

Statement Analysis

Total No. of Records	5
Total No. of Cases without NTN and CNIC	0
Total No. of Cases without NTN	0
Total No. of Cases without CNIC	0
Total No. of Cases with blank Name	0
Total No. of Cases with blank Address	0
Total No. of Cases with missing Payment Date	0
Total No. of Cases without Taxable amount	0
Total No. of Cases without Tax Rate	0
Total No. of Cases without Tax Amount	0
Total No. of Cases without Deposited Amount	0
Total No. of Cases without Deposit Date	0
Total No. of Cases without CPR No	1
Total No. of Duplicate Records	0

Attached Files Information

File Name	Number of Records	Amount	Type
Monthly Statement Template (NonDeductable) us 165.xls	4	480000	Part-II (No Tax Deducted)
Monthly Statement Template (Deductable) us 165.xls	4	9000	Part-I (Taxes Paid)

Submit Statement

Click on Submit button to submit the statement. To submit the statement enter Your PIN Code and click on Confirm button.

Employer Statement Submission Information

I eCBR Demo Company holder of CNIC No. TU/123456 in my capacity as Self / Member of Partner of Association of Persons / Principal Officer / Trustees / Representative of the Taxpayer named above on hereby solemnly declare that to the best of my knowledge and belief the information given in this statement is correct, complete and in accordance with the provisions of the Income Tax Ordinance, 2001 and Income Tax Rules, 2002.

Please Enter Your PIN: ●●●●●●

[Confrim] [Cancel]

The system will auto generate an Acknowledgement Slip as shown below. You may print this acknowledgement slip.

Acknowledgement Slip

Your statement has been submitted successfully.

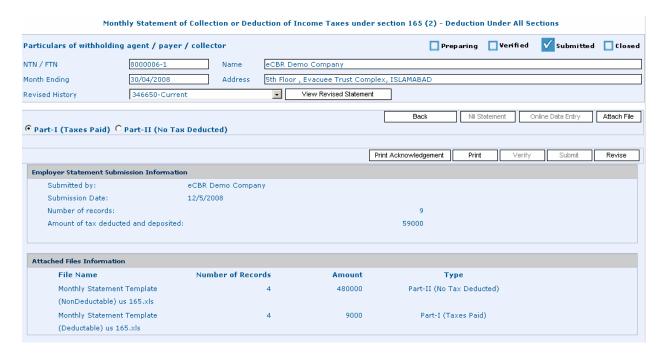|	
Filed Document	Statement of Collection or Deduction of Income Taxes under section 165 (2) - Deduction u/s 165
Tax Year	2008
Taxpayer Name	
Filed By	eCBR Demo Company
Date Submitted	12/5/2008
User ID	democompany
Receipt ID	346650

This Receipt ID has also been e-mailed to you at the address mentioned in your profile.

[Ok]

To print the Acknowledgement Slip go back to the WHTS form following form appears.
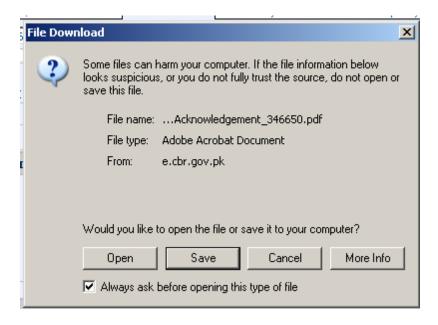
Click the Print Acknowledgement Button to print. Click on Open or Save according to requirement.

PAKISTAN REVENUE AUTOMATION LIMITED

Acknowledgement appears on screen:-

Revenue Division
Central Board Of Revenue
Government of Pakistan

INCOME TAX DEPARTMENT

Electronic Document No. (EDN) :   346650

ACKNOWLEDGEMENT SLIP

| Filed Document | Statements of Tax Collected/Deducted - 165 All Statements u/s 165 | ORIGINAL |

Submission Date : 12/5/2008
Tax Period   : 04 / 2008

NTN / FTN	8000006	Tax Office	: RTO Karachi
Taxpayer Name	: eCBR Demo Company		

PAYMENT SECTION	RECORDS	TAX DEDUCTED	TAX DEPOSITED
149 - Salary - Others	4	6,000	9,000
7 - Tax @ 8% on non-resident persons operating ships	1	50,000	50,000

ITSAOM-042008-346650

(All amounts In Pak Rupees)

E-Officer, FBR

PAKISTAN REVENUE AUTOMATION LIMITED

8.4.3 Revise WHTS Statement

To revise the statement, click on Revise Button and follow the above mentioned step to submit the Withholding Tax Statement.