Profession Tax

Public can

✓ Raise a request for new profession tax assessment

✓ Track the profession tax assessment request status and details

✓ Search any particular profession tax assessment

✓ View the payment history of a particular profession tax assessment

✓ View the respective Panchayat’s overall profession tax demand, collection and balance details as a report

✓ Make Profession Tax payment online

✓ Do online filing of profession tax

✓ Track profession tax online filing

- On click of Profession tax from Home Page or Main Menu, user will get the above screen with multiple options
- User can view all the required details of their profession tax and calculate the tax to be paid
- Once the user wants to pay the tax, he/she can click “Make Payment”. System will ask for valid user id and password. On providing the valid credentials user will get the payment screen
### Profession Tax – New Assessment

<table>
<thead>
<tr>
<th>PROFESSION TAX</th>
<th>TRACK NEW ASSESSMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>District</strong></td>
<td>Select</td>
</tr>
<tr>
<td><strong>Name</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Mobile No</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Type</strong></td>
<td>Trade, Organization</td>
</tr>
<tr>
<td><strong>Trade Name</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Door No</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Street Name</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Slab Rate</strong></td>
<td></td>
</tr>
</tbody>
</table>

#### Document Enclosed
- **Trade / Organization Letter**
  - Choose File: No file chosen
  - Format: jpeg, jpg, png, pdf or doc
- **Income Details**
  - Choose File: No file chosen
  - Format: jpeg, jpg, png, pdf or doc

- **Submit**
- **Reset**

- On click of New Assessment, user will get the above screen
- User need to enter all the required details (* marked fields are mandatory) and upload the required documents
- Once they submit, user will get the “Request Number” which can be used for further tracking
- User can “Reset” all the entered values (all the values become empty) by pressing the “Reset” button
• On click of Track Assessment, user will get the above screen
• User can track the request status and detail by entering the valid Request number or the registered mobile number
• Once they submit, user will get the assessment status and details of the entered Request number
• User can "Reset" all the entered values (all the values become empty) by pressing the “Reset” button
On click of Assessment Search, user will get the above screen
User need to enter all the required details like Financial year, District, Town Panchayat and Tax No (marked fields are mandatory)
Once the user enters the valid tax number, user will get the assessment details and balance history
Profession Tax – Payment History

PROFESSION TAX - PAYMENT HISTORY

- Financial Year
  - 2019-2020
- District
  - Select
- Town Panchayat
  - Select
- Tax No

- On click of Payment History, user will get the above screen
- User need to select the Financial Year, respective District and Town Panchayat (* marked fields are mandatory)
- Once the user enters the valid tax number, user will get the assessment details and payment history
PROFESSION TAX - VIEW DEMAND COLLECTION BALANCE

* Financial year
  2019-2020

* District
  Select

* Town Panchayat
  Select

- On click of "View DCB", user will get the above screen
- User need to select the Financial Year, respective District and Town Panchayat (* marked fields are mandatory)
- Respective Panchayat's overall profession tax demand, collection and balance details will be shown as a report
### Profession Tax – Online Filing

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>District</td>
<td>Select</td>
</tr>
<tr>
<td>Financial Year</td>
<td>Select</td>
</tr>
<tr>
<td>Mobile No</td>
<td></td>
</tr>
<tr>
<td>Type</td>
<td>Trade, Organization</td>
</tr>
<tr>
<td>Tax No</td>
<td></td>
</tr>
<tr>
<td>Current Year</td>
<td>2019-2020</td>
</tr>
<tr>
<td>Name</td>
<td></td>
</tr>
<tr>
<td>Email Id</td>
<td></td>
</tr>
<tr>
<td>Town Panchayat</td>
<td>Select</td>
</tr>
<tr>
<td>Demand Type</td>
<td>First Half, Second Half</td>
</tr>
</tbody>
</table>

- On click of Online Filing, user will get the above screen
- User need to enter all the required details (* marked fields are mandatory)
- Once they submit, user will get the “Request Number” which can be used for further tracking
- User can “Reset” all the entered values (all the values become empty) by pressing the “Reset” button
• On click of Track Online Filing, user will get the above screen
• User can track the request status and detail by entering the valid Request number or the registered mobile number
• Once they submit, user will get the profession tax online filing status and details of entered Request number
• User can "Reset" all the entered values (all the values become empty) by pressing the “Reset” button
Profession Tax – Make Payment

- On click of Make Payment, user will be re-directed to Payment System Login

Online Payment Slide (Link)