

### How to Pay Taxes:

Please note that Income Tax Challans can be paid online thru your Net Banking. Please click here to pay your <https://eportal.incometax.gov.in/iec/foservices/#/login> online.

Guidelines at the time of payment of taxes:

- Login to the income tax portal
- Go to e-file and select e pay tax
- Please select new Payment( On the top right corner)
- Please select **income tax** for self assessment tax (300) Payment
- Please enter relevant Assessment Year and minor head as self assessment tax(300)
  - (Ex: For the Financial Year 1<sup>st</sup> April 2022 to 31<sup>st</sup> March 2023, please select **"Assessment Year as 2023-24"**.)
- Please select continue and enter the relevant tax amount and click on "continue".
- After the selection of the relevant Bank of you, please click on "continue".
- Please pay & save the tax challan.

Please forward us a copy of tax challan paid in the return mail.

Hope above information will guide you for error free tax challans.