

**Khyber Pakhtunkhwa Revenue Authority**

**GOVERNMENT OF  
KHYBER PAKHTUNKHWA**

**TAX PAYERS GUIDE**  
**PAYMENT OF TAXES**

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# INTRODUCTION

## TAX PAYMENT SERVICE ON E-PORTAL

Taxpayer is issued a User ID, Password and PIN Code upon completion of successful enrolment process after due verifications and security checks of enrolment procedure. Taxpayer is required to submit all of his requests / filings / payments by entering his PIN Code for authorization purposes.

## PREPARATION OF SALESTAX ON SERVICES CHALLAN FORM

1. Logon to <https://kpra.kp.gov.pk>
2. Enter login & password
3. Select e-Payments 'Sales Tax on Services'
4. Select tax year from left control
5. 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.
9. Select the payment mode in Particulars of Payment section and enter Amount
10. If you want to make payment through more than one instruments, use add button to enter details.
11. If payment mode selected is Cheque/Pay order also enter Pay Order/Cheque No, Date, Bank, City and Branch with amount.
12. Press create button to create payment and to edit the Payment click the Back Button and edit the Payment.
13. To confirm the payment slip press the Confirm button
14. Payment Slip appears on screen, write PSID on the Challan.

The Payment Challan Form (PSID) can be deposited at specified branches of National Bank of Pakistan (List is given at the end of document.) The Bank will receive Challan Form (PSID) and issue the Computerized Payment Receipt (CPR).

The CPR is proof that the tax has been deposited.