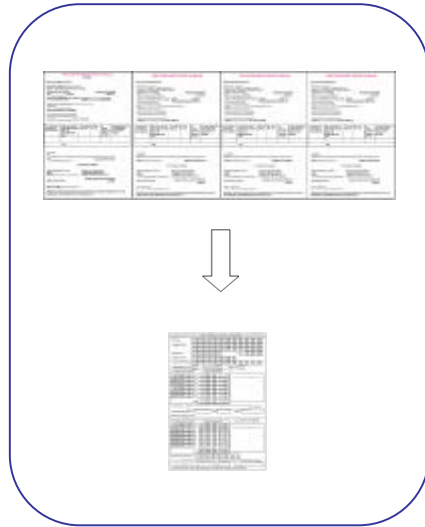




Electronic Accounting System In Excise and Service Tax (EASIEST)

User Guide



Central Board of Excise and Customs New Delhi

Assessee Code No.

- ? Mention details of Commissionerate, Division and Range under which the Tax Payer falls.

Commissionerate Name
Commissionerate Code Division Code Range Code

- ? Mention the 8 digit Accounting Code of the product/commodity for Central Excise or the Service for which tax is being paid. The accounting codes are given on the reverse of the Challan.

Accounting Code of the Service								Amount Tendered in Rupees								
0	0	4	4													
0	0	4	4													
0	0	4	4													
0	0	4	4													
0	0	4	4													
0	0	4	4													
Total																

- ? Mention the total amount tendered in words and the mode of payment

(In words) Rupees: Only) tendered by
Cash/Cheque/Draft/Pay Order No. Dated Drawn on
Signature of the TENDERER with date

- ? Ensure that the details filled in the challan and taxpayer's counterfoil are identical.

Accounting Code of the Service								Amount Tendered in Rupees								TAX PAYER'S COUNTERFOIL	
0	0	4	4														RECEIVING BANK BRANCH STAMP
0	0	4	4														
0	0	4	4														
0	0	4	4														
0	0	4	4														
0	0	4	4														
Total																	
Received from Assessee Code No. <input type="text"/>																	
(In words) Rupees: <input type="text"/> Only																	
By Cash/Cheque/Draft/Pay Order No. <input type="text"/> Dated <input type="text"/> Drawn on <input type="text"/>																	
on account of Union Service Tax as detailed in this taxpayer's counterfoil and on stamp affixed and signed thereon.																	

- ? Ensure that the Seal of the Receiving branch is affixed in the space provided on the challan as well as on the Taxpayer's Counterfoil containing the CIN information.

Checklist for the taxpayers

- ✍ Fill the challan properly, legibly and completely.
- ✍ Ensure arithmetical correctness.
- ✍ Ensure that the information in the Taxpayer's Counterfoil matches with the challan.
- ✍ Retain the Taxpayer Counterfoil.

Frequently Asked Questions (FAQs)

How to get additional information about EASIEST Scheme?

Details about the EASIEST scheme are available on the following websites:

<http://exciseandservicetax.nic.in>

<http://www.cbec.gov.in>

How to get the new G.A.R .7 Challan for Tax Payments?

The new Challan can be obtained from your jurisdictional Commissionerates and the above websites.

How to know the Assessee Code?

- ? Go to <http://exciseandservicetax.nic.in>
- ? Click on 'Know your Assessee Code'
- ? Enter 10 digit PAN number to view Assessee code and other details

How to know the Commissionerate Code, Division Codes and Range Codes?

- ? Go to <http://exciseandservicetax.nic.in>
- ? Click on 'Know Your Location Code'.

How to know the Accounting Codes?

The Accounting Codes are given on the reverse of the Challan. Also refer to the website <http://exciseandservicetax.nic.in> for latest updates on Accounting codes.

What is the evidence for the payment of taxes?

The Taxpayers Counterfoil is the evidence of payment. The Challan Identification Number (CIN) appearing on this counterfoil will have to be quoted in the return.

How to verify the status of tax payment?

- ? Go to the website <https://nsdl.co.in>.
- ? Click on 'Central Excise / Service Tax Challan Status Inquiry'.
- ? Enter the constituents of the Challan Identification Number (CIN) to view status of tax payment.

