

Company Advance Tax Payment Receipt Format Checklist

Receipt Details

Receipt Number	_____
Date of Payment	_____
Company Name	_____
PAN/TAN	_____
Assessment Year	_____
Challan Number	_____
Bank Name & Branch	_____
Payment Mode	_____
Amount Paid	_____

Checklist

- ☐ Company name and PAN/TAN correctly mentioned
- ☐ Correct assessment year entered
- ☐ Challan number and payment date are present and legible
- ☐ Total amount paid matches with bank record
- ☐ Bank name and branch details are accurate
- ☐ Payment mode (Cash/Cheque/Online) noted
- ☐ Authorised signatory signature, if applicable
- ☐ Official stamp of company, if required
- ☐ Keep a copy for company records and future reference

Important Notes

- Advance tax payments should be made in accordance with applicable deadlines to avoid interest.
- Ensure all details match with the challan and bank acknowledgment.
- This receipt is a crucial document for statutory audits and assessment procedures.
- Any errors or discrepancies should be immediately brought to the bank or tax authority’s notice.
- Maintain this document securely for at least 6 assessment years.