

# Government Organization Advance Tax Payment Challan

[Sample Format]

Challan No.: \_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/20\_\_\_\_

Name of Government Organization: \_\_\_\_\_

Permanent Account Number (PAN): \_\_\_\_\_ Assessment Year: 20\_\_\_\_ - 20\_\_\_\_

Address: \_\_\_\_\_

Type of Payment: ☐ Advance Tax ☐ Self-Assessment Tax ☐ Regular Assessment Tax

## Details of Payment

S.No.	Particulars	Amount (in INR)
1	Income Tax	_____
2	Surcharge	_____
3	Health & Education Cess	_____
4	Interest	_____
5	Penalty	_____
Total		_____

Mode of Payment: ☐ Cash ☐ \_\_\_\_\_  
Cheque/DD No. \_\_\_\_\_ Bank: \_\_\_\_\_

Prepared By

\_\_\_\_\_  
Verified By

\_\_\_\_\_  
Authorized Signatory

## Important Notes:

- Ensure all information provided is accurate and matches organizational records.
- Attach supporting documents as required by tax authorities.
- Incomplete or incorrect challans may lead to processing delays.
- Preserve an acknowledged copy of this challan for future reference.
- Challan must be signed by the authorized signatory of the organization.

