

Help Document to the Taxpayers on new PT Module

Getting Started with the PT Module

The new **PT Module** is a one-stop shop for all your Professional Tax requirements.

Key Features for Taxpayers:

- **PT Information:** Taxpayers can access to the Act, Rules, Schedules, Forms and latest Notifications by clicking on the PT Information button. They can view, download and take prints out the information available here.
- **Know Your Jurisdiction:** To assist the Taxpayers while getting registration under which administrative circle their Address / Principal Place of Profession (Business) falls can be known here. They can find their specific Circle basing on area as well as PINCODE.
- **Know Your Profession Tax Officer:** The Taxpayers can search for the name of the Profession Tax Officer, his phone number and email id here once they know their PT administrative jurisdiction.
- **Know Your Schedule Rate for PT Payment:** The monthly as well as yearly amount to be paid as Profession Tax with certain exemptions and conditions are envisaged in the Schedule-I appended to the Telangana Tax on Professions, Trades, Callings and Employments Act, 1987. Basing on the Schedule a ready reckoner is provided here for ease and convenience of the Taxpayers. They can search here just by selecting their profession and other criteria in the drop down boxes provided here and know their liability.

New Taxpayer Registration

- All new Taxpayers who are issued either GST registration or VAT registration, will be allotted PTIN automatically. They **do not** need to apply again for a PT registration using this module.
- Automated PTINs will be generated in the first week of every month for the GST/VAT registrations issued in the previous month.
- On auto-generation of PTIN an e-mail containing the details of PTIN, log-in credentials will be sent to the registered e-mail address of the dealer. Hence, no need to apply or pursue for PT registration afresh.
- A provision for PAN based check of PTIN is given. If the check reveals that there is a PTIN against the PAN, no need to register again under PT Act using this module.

Required Documents:

The Taxpayers intending to register for PT, using this module should have digital copies of the following documents ready for uploading:

- Address Proof of Principal Place of Business (Lease/Rental/Sale Deed).
 - Copy of PAN Card (Business/Partners/Directors).
 - Latest Bank Statement showing the Bank Name, Account Number, Branch Name & IFSC.
 - Partnership Deed or Memorandum and Articles of Association.
- The registration process in this module is user-friendly and captures only those details, which are required for PT administration and much similar to the GST registration details. After filling in business and employee details, the dealer can review the Summary of all their details and submit. They will receive an **Application Reference Number (ARN)** for tracking, if required.

Tracking of ARN: Use ARN to track the status of any new registration application directly from the home page.

Existing Dealer Services

Once logged in using **User ID** (the PTIN itself) and **Password**, one can access a personalized dashboard to manage the following:

- **Check RC:** View and print Professional Tax Certificate.
- **Return Filing:** Enter employee data based on salary ranges to calculate tax payable and file monthly return. This will lead to the payment module. Once the tax liability is discharged, then only it will be considered that the return is filed.
- **Amendments:** Update or change the registration details, as needed.
- **PTIN Cancellation:** Can make a request to cancel PT registration, if no longer required.
- **Reports:** Two types of reports are provided basing on the registration details or the details provided subsequently (i) **Demand Report** which shows the Demand – Collection – Balance of PT and (ii) **Return Report** which shows the year-wise, month-wise return filing status.
- **E-Payment:** The PT payment of monthly or yearly can directly be made by using this button. For monthly payments, it will be facilitated for return filing and tax payment.
 - E-Payment can be made without even logging into. A separate button is provided for that making it so easy and simple.
- **Change Password & Refund provisions** are also available here. The refund will only be applied through online but cannot be sanctioned through online. It will be sanctioned manually by the jurisdiction officer.