

Check List for Professional Tax

Form-I (Application For Registration)	To Professional Tax Officer to District
Name of Applicant –(Employer)	Employer includes- • Individual • Firm • Company • Corporation • Society • Club • Association
Status of the person who signing the form	Proprietor, Partner, Principal, Officer, Agent, Manager, Director, Secretary.
Sales tax number is any	Sales tax number if any
Number of employee (all)	ALL
Address of employee(all)	ALL
When the authority is satisfied, and all the information prescribed in form-I	In that case Certificate of Registration in form-I-A Shall be grant by authority (within 30 days of form-1)
An employer shall make payment of tax and interest and penalty (if any) by deposit of the requisite amount in the Treasury by Challan in Quadruplicate.	The copies marked original and duplicate shall be returned to the employer duly receipted
Every Assesses registered under this act shall submit the assessing authority, a return in Form-V	This return shall be accompanied by a treasury challan in proof
Every employer required to maintained a register containing	Particular of salary wage paid and amount of professional tax paid
If return appearing in Form-V is incorrect then--	Assessing authority shall issue a notice in Form VIII to attend In person or through authorized representative along with all documents
If assesses not has not complied with the notice- Authority issue further notice to assesses-	In Form-XI --- In this authority setting out the reason of non Accepting the return
Then authority makes self assessment to the best of his judgment.	And the tax decided by authority is paid by assesses within 15 days of receipt of notice
Government appointed certain Collecting Agent For collection of professional tax- (but this facilities is available for few tax payers)	Xxx Mail id- gauravpurohit1991@gmail.com