



**M/s PRANJAL JOSHI & CO**  
**CHARTERED ACCOUNTANTS**

Office No. 9, Suvan Apartments, Opp. Jog High School, HDFC Bank Building, Mayur Colony, Kothrud,  
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## How to make e-payment of Service Tax

1. Log on to [www.aces.gov.in](http://www.aces.gov.in)
2. Go to “E-PAYMENT” and click the respective link
3. Put your PAN based assessee code e.g. – *AEKPJ5011JSD001* and Enter Text written in the Box
4. Select Tax to be paid as “**Service Tax**”
5. Your Registration Details will appear.
6. Select Accounting code for Services (New window will get open). Select Accounting codes as follows –  
e.g. – Chartered Accountancy Services 0092 (accordingly select for your services)  
**Please do not select Interest or Penalty Accounting Code**
7. Common Accounting codes (compulsorily to be selected by all types of assesses) **in addition** to Main Service Code selected in step 6 above.

PRIMARY EDUCATION CESS	0298
SECONDARY AND HIGHER EDUCATION CESS	0426

8. Accounting code selection window will get closed.
9. Now Select Your Bank. Insert User ID and password.
10. Put the Service tax total amount bifurcation as follows –  
*(Assume that total Service Tax payable by you is Rs. 52,525)*

Description	Amount (Rs)	How calculated (for Your Information)
Service Tax (against service selected as per point no. 6 above)	50,995	$52,525 / 12.36 * 12 = 50,995$
0298 - Primary Education Cess	1,020	$50,995 * 0.02 = 1,020$
0426 - Secondary and Higher Education Cess	510	$50,995 * 0.01 = 510$
TOTAL	52,525	

11. Complete the payment and generate the acknowledgement.
12. Save copy of acknowledgement for your records and send one copy to us.

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