PALIKE SAMPANMOOLA

ANNEXURE – IV

How to file your Property Tax   Returns Online*

1) Log in to BBMP Property Tax Portal Palike Sampanmoola. This can be through the **BBMP website http://bbmp.gov.in or directly at http://bbmptax.karnataka.gov.in**

2) Enter your Base SAS application No. or PID No. in the space provided.

3) You can see all the details you have entered in the Base SAS application.

4) You cannot make any changes in column 1 and 2.

5) Make appropriate change in column 3 if there is any change in occupation/age/telephone No. /Mobile No. and e mail address. Mobile number is a mandatory field.

6) You cannot make any changes from column No. 4 a to 4 f. If there are any changes in the postal address, mention the changes in column 4 g.

(STEP-1 COMPLETED & MOVE TO STEP-2)

7) Please mention your BESCOM & BWSSB RR No.s and ADHAAR CARD Number. These are optional fields, however we urge you to give the details as it will help address issues relating to property tax evasion.

8) In column 5a and 5b you have to choose the zonal classification to which your property belongs to Residential / Non-Residential category of properties respectively.

- In column 5a(i) and 5b(i) the zonal classification already chosen in the base year application is retrieved as per your declaration in that year.

- In column 5a(ii) and 5b(ii), you will have to choose the zonal classification as per the new Zonal classification notified in the Karnataka State Gazette available on this website.

- If there is more than one jump in the current year zonal classification when compared to the base year which is mentioned in 5a(i) and 5b(i) then, the <u>jump shall be restricted to next higher zonal classification only.</u>

For example : if the zonal classification in the base year application is say "E", and now as per the new notification, property is in zone "C", then it has to be restricted to the immediate next higher zone i.e to zone "D" only.

9) Suppose your property is sliding down from higher zone to lower zone, it has to be retained in the same zonal classification as it exists in the base year application.

For example : If the property was in zone "D" in the base year application, but now it has slid down to zone "E", it has to be retained in zone "D" only.

10) In column 6, details of your property are retrieved as there in your base year application.

11) In column 7a built up area and usage of your property as declared in the base year application are retrieved.

12) If there are any changes made in the existing structure or usage of your property in the current year, please incorporate those changes in the space provided below the column 7a by using "ADD" option.(Note:Any reduction in your Property taxes because of change of usage etc will have to be verified by the concerned ARO of the sub-division, only then will the online application filing completion will be enabled)

13) In column 7b as in earlier years you have to declare the details of mobile towers, hoardings, parking details in your property

14) In column 8, your property details, usage and the tax paid details can be seen as declared by you in the base year.

15) In column 9 details about court appeal filed <u>if any</u> and details of tax assessed and tax revised can be seen.

(STEP-2 COMPLETED & MOVE TO STEP-3)

In-built auto calculator of Property Taxes begins its work

16) In column 10 assessment for expected returns from residential property at prescribed rates is made automatically and net tax to be paid is shown after depreciation and addition of cess.

17) In column 11 assessment of expected returns from non-residential properties at prescribed rates is made automatically and property tax to be paid is shown after depreciation .

18) In column 11A assessment of expected returns from non-residential properties in which 25% of the total area ,is calculated as service area used for the respective category at prescribed rates is made automatically and property tax to be paid is shown .

19) In column 12 assessment of excess vacant land is made.

20) In column 13 assessment of vacant land is made.

21) In column 14 total property tax details to be paid for residential, non-residential, excess vacant land and vacant land are automatically calculated and shown.

22) In column 15 tax on telecommunication towers, in column 16 tax on bill board/ hoarding are automatically calculated and shown.

23) In column 17 total property tax to be paid is shown.

24) In column 18 total cess payable @24% of property tax payable is calculated and shown.

25) In column 19 total tax payable after inclusion of cess is calculated and shown.

26) If you are paying the entire amount as calculated above in one instalment, you can avail a rebate of 5% of total amount payable.

27) In column 20 the rebate amount is calculated automatically shown to you.

28) In column 21 net property tax payable is shown after deducting the rebate amount.

29) Column 22 is defunct as there is no advance tax paid.

30) The excess amount of tax if any paid in the previous year cannot be adjusted in the system. If there is a refund of taxes due, then please submit an application to your jurisdictional ARO's office ,who will in the next 90 days hold Ward wise camps to resolve such outstanding issues and if refund is due action will be taken to transfer the amount to your

bank account after following due process under law. Therefore Column 23 is defunct.

31) In column 24 a penalty of Rs.100/- will be added if return is not filed within the prescribed period.

32) In column 25 a penal interest of 2% per month is added if the property tax is paid after due date for payment.

33) In column 26 Solid Waste Management Cess for 12 months is added.

34) In column 27 Net Tax payable is shown.

35) Thereafter you will have to make a declaration certifying the accuracy of the returns you are filing and that you know you are liable for action under relevant provisions of the KMC Act in case of false declarations.

36) Now you have to choose whether you are paying in one instalment or two instalments. Property tax can be paid in two instalments.

37) If you are paying online, you can choose the online payment option by clicking "ONLINE PAYMENT" and make the payment using your credit/debit card or net banking.

38) If you are paying in cash/DD/cheques. You have to click on the "CHALLAN" button.

39) Then generate a challan and take a printout. Take care to see that you also take a print out of your filled in application form. In the month of April the validity of the challan is valid for 10 days from the date of generated. You can proceed to make a payment in any one of the authorised Canara Bank branches within the BBMP limits within this time frame. The bank gives receipts immediately for payments received in cash and DD. For payments received through cheque receipts are generated after realisation of payment. You can print challans, completed application copy and also receipts after payments are made or realised as the case may be.