

Annex 2

Formats for claiming agency commission from RBI

Agency Commission Claim for the Quarter ended

PART 1- Tax Invoice**

Invoice / Bill No:

Date:

Reserve Bank of India (Recipient of Services)	Name of the Agency Bank (Supplier of services):
Address:	Address of Registered Office of the agency bank submitting the claim: State: State Code:
GSTN:	GSTN
PAN:	PAN:
Place of Supply State Name: State Code:	

PART 2- DETAILS OF CLAIMS

Particulars	No. of transactions		Amount in ₹	
	Physical	Electronic	Physical	Electronic
1. Gross Receipts				
2. Less:				
(a) Receipts representing Banks' own tax liability **				
(b) TDS on various other items under the IT Act				
(c) Transactions under Schemes/ Special schemes, if any, formulated by Central/State Government for senior citizens other than Senior Citizens Savings Scheme, 2004				
(d) Error scroll transactions				
(e) Other ineligible items (like receipts on account of repayments of long term borrowings of State Governments from Fls/banks, Letter of Credit (LC) transactions on behalf of Ministries / Departments, receipts under pension.)				
3. Net Receipts				

4. Payments other than pension				
5. Less: (a) Schemes/Special schemes, if any, formulated by Central/State Government for senior citizens other than Senior Citizens Savings Scheme – 2004 (b) Error scroll transactions (c) Other ineligible items such as payments under LC transactions etc.				
6. Net payments other than pension				
7. Total pension payments				
8. Less: (a) Payments under Pension Schemes, other than those meant for Central/State Government employees (b) Error scroll transactions				
9. Net pension payments				
10. Total (3 + 6 + 9)				
Number of pension accounts	Beginning of quarter		End of Quarter	

**Agency banks paying their own tax liabilities through their own branches or through authorised branches of any other agency bank including State Bank of India wherever they do not have their own authorised direct tax collection branches should indicate the same separately in the scroll and such transactions will not be eligible for payment of agency commission.

Total agency commission claimed		
Type of transaction	Number of transactions	Amount (₹)
Physical Receipts @ ₹40/- per transaction		
E-receipts @ ₹9/- per transaction		
Pension payments @ ₹75/- per transaction		
Payments other than pension @ 6.5 paise per ₹100 turnover		
Total		A

