

Introducing: The New Schedule C Form

Old Schedule C Form (Rabwah)

Schedule C

IN THE NAME OF ALLAH THE GRACIOUS, THE MERCIFUL
WE RENDER PRAISES TO HIM AND INVOKE HIS BLESSINGS ON HIS NOBLE PROPHET.

"I pray to Almighty Allah that He may be pleased to make this place a graveyard for such of my followers who in word and deed have really dedicated themselves to His cause, and in whose affairs there is no taint of love of this world. Amen O Lord of the worlds!" (Al-Wasiyyat)

DECLARATION / VERIFICATION REGARDING PAYMENTS
OF CHANDA HISSA AMAD

To: Wakil ul Mal (II)
Tahrik Jaidad Anjuman Ahmadiyya Pakistan
Rabwah
Wasiyyat No.

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Dear Brother: Assalamo Alaikum wa Rahmatullahi wa Barakatuhu

I have received the details of payments made by me towards Hissa Amad during the fiscal year It is submitted that:-

- a) I have read all the instructions set out on the backside of this form and after tick marking (d) every source of my income, I have duly signed it; and
b) I state the following declaration:-

1. The account sent by you of the payments made by me is correct; and
a) Being regardless of the requirements of Taqwa, I verify that, by the grace of the Almighty Allah, I have fully paid as per rules all the due Chanda Hissa Amad and Hissa Aam @ Chanda Aam on my total income as derived from different sources. My total payment is
OR
b) Comparing the statement of my payments sent by you with due Hissa Amad payable by me, a sum of remains still due** which I have now paid vide receipt no. dated / which I shall (Insha Allah) pay within months and shall inform VAKILUL MAL (II) through Amir Jama'at

2. The account of my payments sent by you is incorrect. My payments towards Hissa Amad are not recorded fully. Detail of payments, along with receipt no. of local Jama'at, is enclosed herewith. My total payment is Please rectify accordingly.

- a) Being regardless of the requirements of Taqwa, I verify that, by the grace of Allah, I have fully paid as per rules all the due Chanda Hissa Amad and Hissa Aam @ Chanda Aam on my total income as derived from different sources.
OR
b) Comparing due Hissa Amad payable by me with the statement of my payments (which is enclosed) a sum of remains still due** which I have now paid vide receipt no. dated / which I shall (Insha Allah) pay within months and shall inform VAKILUL MAL (II) through Amir Jama'at

Yours sincerely,

** Detail of Chanda remaining due

Hissa Amad @ Wasiyyat (1/10 or ...)

Hissa Amad @ Chanda Aam (1/16)

(on Jaidad Income)

TOTAL

(Signature Musoi/Mosiah)

Name

Present Address

Permanent Address

Date

INSTRUCTIONS

- The institution of financial sacrifices of Jama'at Ahmadiyya is based on the golden principle of **مودة و تسامح** (out of what we have provided for them). It is imperative for us to uphold this principle vigorously and preserve its spirit. The foundation stone of Chanda (contribution) is Taqwa. Therefore **تقوا لله** (fear of Allah) is always to be borne in mind while self-assessing one's true and actual income as well as when paying Chanda due on it.
- "INCOME" means all income of a Musi received by him from various sources. It is, therefore, necessary that, with full awareness, the income derived from each source is to be taken into account and the amount of due Chanda Hissa Amad payable, as per rules, is to be determined. This form is to be filled in only after this detailed assessment. Some of the Sources of Income are enlisted hereunder for general guidance.
 - A Musi's Income includes every kind of income. Anyhow, any allowance of an employed Musi, whose spending is not at his sole discretion, is exempt from inclusion into income. Similarly, Govt. dues, such as taxes, local rates, compulsory insurance etc., which are levied under Govt.'s order can be deducted from Income.
 - Like-wise, Allowances for specified or particular expenses, e.g. Uniform allowance, Educational allowance for children, are exempt for the purposes of Chanda.
 - Like-wise, Provision allowances (T.A. & D.A.) for journeys to perform professional or official duties shall be considered to be exempt for inclusion into income. Anyhow, if there is some saving from Provision allowances payment of Chanda on the savings is commendable.
 - Payment of house rent and miscellaneous expenses of similar nature are not allowed to be deducted from Income for purposes of Chanda.
 - All persons doing any business are to pay Chanda on their net total income which is to be determined by deducting from their gross income those expenses which are essentially required for the production or acquisition of Income. It is not proper to pay Chanda just on the "Drawings" from business, drawn to meet personal monthly expenses.

SOURCES OF INCOME

For general guidance some of the Sources of Income along with the prescribed rate of Chanda applicable on the Income derived are enlisted herewith. Please go through these carefully; tick mark (d) in the box of each source of your Income and duly sign at the end. Jarakomallah

Source of Income	Rate of Chanda	Box
1. Service (Govt. or Private) Emoluments, Perquisite, Pay, Salary, Remuneration, Overtime All, Coaching or Tuition fees/Assistantship etc.	1/10 or at the rate of Wasiyat	☐
2. Labour, Wages Overtime allowance, Bonus etc.	--- do ---	☐
3. Business, Trade & Industry, real Profit, Dividend received on Shares or Certificates etc.	--- do ---	☐
4. A Present or Gift in cash, Monetary aid, Subsidy, Subsistence Grant or All, Prize, Social Welfare or Unemployment allowance etc.	--- do ---	☐
5. Lease-holding or Contractorship, Executor any work on contract	--- do ---	☐
6. Pocket money, Money received to meet basic necessities and expenses from Head of the family/Guardian/Children etc.	--- do ---	☐
7. A Present or Gift in cash, Monetary aid, Subsidy, Subsistence Grant or All, Prize, Social Welfare or Unemployment allowance etc.	--- do ---	☐
8. Superannuation/Retirement pension, Commutation, Gratuity, Severance Pay or Dues, Old-age pension etc.	--- do ---	☐
9. Land Cultivation or Farming, Income from non-owned land cultivated by Musi as tenant, contractor or lessee	--- do ---	☐
10. Landlordship, Income from Musi's self-owned Estate or Farm (whether cultivated by self or through tenant, contractor or lessee)	1/16	☐
11. Landlordship, Income from self-owned Jaidad (property) like Factory or Work shop/House leased out on rent or lease	--- do ---	☐
12. Student, Stipend or Scholarships to meet educational expenses. Such a student will ascertain an appropriate amount in accord with his living standard and condition, after discussing with Jama'at, and pay his 1/10 as Chanda.	1/10	☐
(d) am studying in class or Form/Course. Its term or period is		

(Signature of Musoi/Mosiah)

Date:

New 1 Page Form

(instead of 2), with

slightly different

inputs and will now

be pre-filled for your

convenience

New Format

*** The New Form only applies to Rabwah Based Musian, Qadian Musis shall continue to use the 2-Page Form ***

New Schedule C Form

Detail of Payments & Declaration Regarding Hissa Amad

Under Rule No. 69 (Schedule C & C(a))

OFFICE OF WAKILUL MAL II

TAHRIK JADID ANJUMAN AHMADIYYA PAKISTAN, RABWAH, DISTRICT CHINIOT, PAKISTAN

NAME: WASIYYAT NO.
S/O, W/O, D/O FISCAL YEAR:
ADDRESS: RATE OF WASIYYAT:
DATE OF PRINT:

PAYMENTS DETAIL:

Month	Date of Payment	Receipt No.	Amount Hissa Amad	Amount Hissa Amad @ Chanda Aam	Remarks
July					
August					
September					
October					
November					
December					
January					
February					
March					
April					
May					
June					
Total					

NOTE: 1. Your payments of for Hissa Jaidad have been recorded.

2. Please make sure that above payments are correct and discrepancies are rectified (if any).

Declaration of the Musi / Musiah

(Please tick '✓' the relevant box and also write the exact amount in filling space.)

Keeping in view the above mentioned payments and comparing them with my total income during this year, being regardless of the requirement of taqwa, I hereby declare that: (عبارت خود کو نظر رکھتے ہوئے حقارت سے صحت پر کارآمد)

- ☐ I have fully paid my due chanda based on the total income derived from various sources, and there is no arrears or excess left behind.
☐ The above shown payments includes an extra sum of (Currency) Which is the payment of my past dues or which I have paid intentionally. (Please cut the irrelevant portion)
☐ I owed arrears of (Currency) which I have now paid under receipt no. dated or I will pay them within the next months. (Please cut the irrelevant portion)

SOURCE OF INCOME:

(e.g. Salary / Business / House Wife / Student / Agriculture / Social Welfare / Rent from Owned Property / If Other, please specify)

Signature of the Musi / Musiah

Date:

Signature of Amir / National President

(for Wakilul Mal San)

Date:

New, Easy-to-Use Schedule C

- ✓ **Simplified:** Now a **1 Page Form**, instead of 2 Pages *
- ✓ **Pre-filled:** Most of Your Info, including Name, Wasiyyat # & Payments are **filled-in**
- ✓ **No More Manual Forms:** You just need to confirm your **Chanda Payments** and make your **Declarations**
- ✓ **Reduces Errors**
- ✓ **Faster to Complete**
- ✓ **Faster Processing Times**



Take Advantage of the New & Improved Schedule C Form(s) and Complete them Today



Step-by-Step Instructions

- ❑ **STEP 1:** Open the **Link(s)** from the table below for the New Form(s):

Fiscal Year	Status
2025-2026	Submit Schedule C 2025-2026

- ❑ **STEP 2:** Review the information under: **"Your Details"** (i.e., Your Name & Wasiyyat Number). Next, choose your: **"Rate of Wasiyyat"** from the drop-down list, from 1/10 to 1/3. Next, review your: **"Chanda Payments Detail"** in the next box vs. your Chanda Statement & ensure you do not have any missing payments. Your Chanda Statement(s) are attached to this e-mail (scroll to the bottom). If your payments looks accurate, proceed to: **"Confirm Your Statement"** & from here, select: **"Yes they are Correct"** (most common) or **"No, there is a Discrepancy"** if payments are missing
- ❑ **STEP 3:** If you selected: **"Yes they are Correct"**, proceed to: **"Declaration of the Musi / Musiah"** and choose one of the following Options:
- (A) "I have **"Fully Paid"** my due chanda based on total income derived from various sources, and there is no arrears or excess left behind"
 - (B) "The above shown payments include an **"Extra Sum"**, which is payment of my past dues or paid intentionally" (*Enter the Extra Sum in the next Box*). *****Important***: If paying Arrears, where it asks "THE EXTRA SUM IS: select the Option: "The Payment of My Past Dues"**
 - (C) "I owed **"Arrears"**, which I have now paid — or will pay within coming months" (*Enter Receipt #, Date & Attach the Receipt if you have already paid or indicate the Number of Months, if more time is needed*)
- ❑ **STEP 4:** Select your: **"Source(s) of Income"** (You can Select Multiple)
- ❑ **STEP 5:** If you made any Hissa Jaidad payments, enter the details here
- ❑ **STEP 6:** Last Step: Review your Form & Click: **"Sign & Submit."** Your Signature should already be pre-filled. (*Optional Steps*): Send a message to: The National Wasaya Department or to: Markaz Wakalat Maal II, Rabwah / Wakalat Tamil-o-Tanfiz, Qadian for any explanations you want to provide

Step 1: Check Your E-Mail for the Form

Complete Your Schedule C For Fiscal Year 2025-2026: First Name Last Name (Wasiyyat Number: 456789)

office.national.wasiyyat@ahmadiyya.us
to me ▾



AHMADIYYA
MUSLIM COMMUNITY
United States of America

NEW SCHEDULE C FORM FOR FY2025-26!

ACTION REQUIRED: Complete Your Schedule C for the Most Recent Year & Any Missing Prior Years

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

Dear First Name Last Name,

Wasiyyat Number: 12345

Wasiyyat Status: Moosi

Wasiyyat Source: Rabwah

السلام عَلَيْكُمْ وَرَحْمَةُ اللَّهِ وَبَرَكَاتُهُ

- The New Schedule C Form for **Fiscal Year 2025-2026** is now available
- **New & Easy-to-Use:** This is a New Version of the Form that has most of your information pre-filled, including your Chanda Payments

The National Wasaya Department will send you an e-mail with links to your personalized Schedule C Forms. When you receive the e-mail, scroll down to the table as shown below and click on the Link for the **FY 2025-2026 Form**

- Step-by-Step Instructions for the New Schedule C:

- **STEP 1:** Open the **Link(s)** from the table below for the New Form(s):

Fiscal Year	Status
2025-2026	Submit Schedule C 2025-2026

- **STEP 2:** Review the information under: **"Your Details"** (i.e., Your Name & Wasiyyat Number). Next, choose your: **"Rate of Wasiyyat"** from the drop-down list, from 1/10 to ½. Next, review your: **"Chanda Payments Detail"** in the next box vs. your Chanda Statement & ensure you do not have any missing payments. Your Chanda Statement(s) are attached to this e-mail (scroll to the bottom). If your payments looks accurate, proceed to: **"Confirm Your Statement"** & from here, select: **"Yes they are Correct"** (most common) or **"No, there is a Discrepancy"** if payments are missing
- **STEP 3:** If you selected: **"Yes they are Correct"**, proceed to: **"Declaration of the Musi / Musiah"** and choose one of the following Options:
 - (A) "I have **"Fully Paid"** my due chanda based on total income derived from various sources, and there is no arrears or excess left behind"
 - (B) "The above shown payments include an **"Extra Sum"**, which is payment of my past dues or paid intentionally" (Enter the Extra Sum in the next Box). *****Important***: If paying Arrears, where it asks "THE EXTRA SUM IS: select the Option: "The Payment of My Past Dues"**

Step 2: Confirm Your Payment Details

Check Your **Full Name**

Check Your **Wasiyyat (#)**

Check Your **Wasiyyat Chanda Payments Detail** vs. your Chanda Statement. Your Statement(s) were attached to the invitation e-mail to fill out the Schedule C and were provided by the **AMC National Finance**

After reviewing, “Confirm Your Statement” Select: **“Yes, they are correct”** or **“No there is a discrepancy”**

YOUR DETAILS

First Name Last Name (A)

RELATIONSHIP: S/O (son of) First Name Last Name

MAILING ADDRESS: 15000 Good Hope Road

Address line 2 (optional):

Silver Spring MD – Maryland

20905 USA

REMOVAL CODE: 12345 (B)

WASIYYAT NO.: 456789 (B)

RATE OF WASIYYAT: 1/10 (C)

PAYMENTS DETAIL – FROM YOUR STATEMENT OF ACCOUNT

Month	Date of Payment	Receipt No.	Amount Hissa Amad
March	03/21/2026	110454781	300.00
TOTAL HISSA AMAD \$300.00		TOTAL HISSA JAIDAD \$0.00 (E)	

CONFIRM YOUR STATEMENT

Do the payments and totals shown above match your own records for fiscal year 2025-2026?

☒ **Yes, they are correct**
The Hissa Amad payments and the Hissa Jaiddad total match my records.
Click here to confirm & continue —

☐ **No, there is a discrepancy**
These amounts do not match my records and need correction.
Click here to report the discrepancy —

Step 2: Review the Information in the Pre-filled Form, most importantly your “Payments Detail”

Choose your **Rate of Wasiyyat**

If you paid **Hissa Jaiddad Chanda**, it will be shown here

If you believe your “**Payments Detail**” is **incorrect**, provide an explanation and attach proof

Statement reported as incorrect – please tell us below what needs to be fixed. (Change)

REPORT A STATEMENT DISCREPANCY

Your Schedule C will not be submitted yet.
Once you send this report, the National Wasiyyat team will review and correct your Statement of Account. You will receive a notification with an updated Schedule C link for 2025-2026 as soon as your statement has been fixed – you can then complete your declaration in minutes.

WHAT IS MISSING WITH THIS STATEMENT?
For example: a payment of \$250 made in March 2025 (receipt no. ...) is missing from the list above.

Attach receipts / proof (PDF or images)

Send Correction Request

Step 3: The Declaration (If Correct)

The most important part of Schedule C Form is the Hissa Amad Declaration, where being regardful to the requirements of Taqwa, a Musi must declare his / her **Due Chanda**

Following are the 3 Declarations to choose from (assuming your Payments Detail is Correct):

1. **Option 1:** “I have fully paid my due chanda based on the total income derived from various sources, and there is no arrears or excess left behind.” (**Chanda Due = Chanda Paid**)
2. **Option 2:** “The above shown payments include an **Extra Sum**, which is **The Payment of My Past Dues** or **Which I Have Paid Intentionally**.”
 - a) If the **Extra Sum** was to pay a prior years’ **Arrears**, enter the amount of the **Extra Sum (\$)** in the next box. Next, where it says: **“This Extra Sum is:”**, Select: **The Payment of My Past Dues**
 - b) Alternatively, if the extra payment was made intentionally, just Select: **Paid in Excess Intentionally**
3. **Option 3:** “I owed arrears, which I have now paid — or will pay within the coming months.”
 - a) Enter the **Arrears Amount (\$)** in the next box. Then Select either: **I Have Already Paid Them** or **I am Paying the Arrears Right Now**. A Link to the Chanda Portal is provided to pay the **Arrears** now
 - b) If more time is needed to pay, indicate this in months. This will create an **Arrears** balance

Step 3: “Option 1”: Chanda Due=Paid

✓ Statement confirmed — you verified the payments shown above are correct.

Change

DECLARATION OF THE MUSI / MUSIAH

Keeping in view the above mentioned payments and comparing them with my total income during this year, **being mindful of the requirement of taqwa**, I hereby declare that:

(میں شرط تحوی کو مد نظر رکھتے ہوئے تصدیق کرتا کرتی ہوں)

A

☒ I have **fully paid** my due chanda based on the total income derived from various sources, and there is no arrears or excess left behind.

☐ The above shown payments include an **extra sum**, which is the payment of my past dues or which I have paid intentionally.

☐ I **owed arrears**, which I have now paid — or will pay within the coming months.

If your Chanda Statement is correct and no further payments need to be made, Select:
“Option 1: I Have Fully Paid My Due Chanda Based on the Total Income Derived from Various Sources, and There is no Arrears or Excess Left Behind.”

NOTE: DO NOT select this option if you paid **Arrears** in the current Fiscal Year or you have to pay **Arrears**.

Step 3: “Option 2”: Prior Arrears Paid

✓ Statement confirmed — you verified the payments shown above are correct.

Change

DECLARATION OF THE MUSI / MUSIAH

Keeping in view the above mentioned payments and comparing them with my total income during this year, **being regardful of the requirement of taqwa**, I hereby declare that:

(میں شہادت دیتی ہوں کہ وہ رقم ادا کی گئی ہے)

☐ I have **fully paid** my due chanda based on the total income derived from various sources, and there is no arrears or excess left behind.

☒ The above shown payments include an **extra sum**, which is the payment of my past dues or which I have paid intentionally.

EXTRA SUM (\$)

B

100.00

Enter the amount of the **Extra Sum** for **Arrears** Paid, \$100.00 in this case

THIS EXTRA SUM IS:

C

☒ The payment of my past dues

*****IMPORTANT Step:***** Choose the First Option, at right to declare that you have paid past **Arrears**

D

☐ Paid in excess intentionally

If the **“Extra Sum”** was paid intentionally, Select this Option

If prior year **Arrears** were paid in the Current Fiscal Year 2025-2026, then Select: **“Option 2: The Above Shown Payments Include an Extra Sum, Which is the Payment of my Past Dues”**

Step 3: “Option 3”: Amount Due

DECLARATION OF THE MUSI / MUSIAH

A ☒ I owed arrears, which I have now paid – or will pay within the coming months.

If you still have a Payment Due for the current Fiscal Year 2025-2026, Select: “Option 3: I Owed Arrears”

B ARREARS AMOUNT (\$)

200.00

Enter the **Amount Due** still due for the current Fiscal Year 2025-2026. \$200.00 in this example

C ☐ I have already paid them

If you already paid, Select: this option and provide the Receipt #, Date and Attach the Receipt Below

D ☒ I am paying the arrears right now

If you want to pay the **Amount Due**, select this option & use the **Link** below to pay in the Chanda Portal

E ☐ I will pay them in the coming months

If you need more time to pay, select this option and indicate the number of months you will pay

F [Pay now on the Chanda Portal ↗](#)

After completing your payment, enter the receipt number of the payment you just made below.

Receipt no.

Receipt date

G 123456789

08/01/2026

Payment receipt (PDF or image, required) — it will be added as the next page of your Schedule C.

 **Attach receipt**

Months needed

6

If you Selected: “I Have Already Paid Them” or “I Am Paying the Arrears Right Now” provide Receipt #, date & attach the receipt in the boxes at right

Step 3: Paying Prior Year's Chanda



AHMADIYYA
MOVEMENT IN ISLAM
United States of America

Finance Portal

Pay Chanda

Previous Year Chanda

Tehrik-e-Jadid Daftar

Calculate Chanda

Pay Loans

Subscriptions

Modify Recurring Status

Submit Your Budget

Submit Your TJ Budget

Get Your Payment Status

Minaratul Masih Donors

Khuddam Chanda

Ansar Chanda

Resources

Pay now on the Chanda Portal

1

Previous Year

<https://chanda.ahmadiyya.us/previous-year>

Enter Previous Year Payments

2

Recurrence

3

Payment Information

4

Done

QR Code to Pay Chanda Arrears for a Prior Year



Previous Year Donations

Member Code	Jamaat	Donor's Full Name
Enter member code	Select Jamaat	Enter full name

Leave a comment (optional)

0 / 150

Fiscal Year	Type	Amount
Select year	Select type	0.00
Select year	Select type	0.00
Select year	Select type	0.00

Total Amount
US\$ 0.00

Insert Row

Next

If you know the year in which the **Arrears Balance** Has occurred, use the portal at left to pay the **Arrears** for that year. You can pay for any year as far back as **FY2010-11**. After paying, Enter the Receipt #, Date & Attach the Receipt as indicated in the previous Slide for **"Option 3"**

10

Step 4: Choose Source(s) of Income

Rabwah Form(s)

SOURCE OF INCOME

Select the source(s) of your income — click to select **one** or **more** that apply.

Salary Business House Wife Student Agriculture Social Welfare Rent from Owned Property Other

PLEASE SPECIFY

Qadian Form(s) (No Change)

SOURCES OF INCOME

For general guidance some of the Sources of Income alongwith the prescribed rate of Chanda applicable on the income derived are enlisted herewith. Please go through these carefully and check the box of each source of your income.

#	Source of Income	Box
1	Service (Govt. or Private) Emoluments, Perquisite, Pay, Salary, Remuneration, Overtime All., Coaching or Tuition fees/Assistantship etc.	☐
2	Labour, Wages Overtime allowance, Bonus etc.	☐
3	Business, Trade & Industry, real Profit, Dividend received on Shares or Certificates etc.	☐
4	Profession, Trade/Art, Legal or Medical practice, Craftsmanship or application of any Skill.	☐
5	Lease-holding or Contractors hip, Execute' any work on contract.	☐
6	Pocket money, Money received to meet basic necessities and expenses from Head of the family/Guardian/Children etc	☐
7	A Present or Gift in cash, Monetary aid, Subsidy, Subsistence Grant or All., Prize, Social Welfare or Unemployment allowance etc	☐
8	Superannuation/ Retirement pension, Commutation, Gratuity, Severance Pay or Dues, Old-age pension etc.	☐
9	Land Cultivation or Farming, Income from' non-owned land cultivated by Musi as tenant, contractor or lessee.	☐
10	Landlordship, Income from Musi's self-owned Estate or Farm (whether cultivated by self or through tenant, contractor or lessee	☐
11	Landlordship, Income from self-owned Jaidad (property) like Factory or Work shop/House leased out on rent or lease.)	☐
12	Student Stipends or Scholarships to meet educational expenses. Such a student will ascertain an appropriate amount in accord with his/her living standard and condition, after discussing with Jama'at, and pay its 1/10 as Chanda	☐

Check boxes for the Sources of Income (Can Select Multiple Sources):

- **Salary:** Typically for Salaried Employees
- **Housewife:** For non-earning Lajna Musian
- **Student:** Students must select this option, especially if their chanda is below \$300.00
- **Rent From Owned Property:** Paid at a 1/16 rate
- **If Selecting Other:** Please specify your Source of Income or profession

Check boxes for the Sources of Income (Can Select Multiple):

- **Option 1 (Salary):** Is typically for Salaried Employees
- **Option 6 (Pocket Money):** For non-earning Musian
- **Option 12 (Student Stipends):** Students must select this option, especially if their chanda is below \$300.00



Step 5: Hissa Jaidad Payments

If you paid on behalf of deceased family member, Check this box and enter their details below

A

HISSA JAIDAD REPORTING

Your Statement of Account records **Hissa Jaidad of \$1,000.00** for 2025/2026. Tell us whether any of this payment was made for a deceased family member, then tell us about the property or asset for any amount that remains.

☒ I paid this on behalf of a deceased family member

You can report a portion or the full amount. At the same time, we will notify Wasiyyat Helpdesk so they can coordinate with the Mal Department to move that amount to the deceased Musi's account.

DECEASED MUSI'S FULL NAME	MEMBER CODE	WASIYYAT NUMBER	AMOUNT PAID FOR THE DECEASED MUSI (\$)
			0.00

If you made any Hissa Jaidad payments throughout the Fiscal Year, enter the details at right.
Select either: "I Know the Property or Asset" or "Property details not yet known"

B

Remaining Hissa Jaidad to report: **\$1,000.00**

How should the remaining amount be reported?

☒ I know the property or asset
List the details below. A Payment Declaration will be created.

☐ Property details not yet known
Use this when you paid in advance or have not decided which property this payment applies to. No Payment Declaration is needed now.

If you selected: "I Know the Property or Asset," enter the details at right

C

List each property or asset below. The Amount Paid entries must equal the remaining Hissa Jaidad amount.

TYPE	ADDRESS	AMOUNT PAID (\$)
House	15000 Good Hope Road, Silver Spring, MD 20905, USA	1000

ASSESSMENT SUBMITTED TO MARKAZ?

☒ Yes ☐ No, I will submit the assessment form soon

APPROVED ASSESSED VALUE?

☒ Approved — I have the assessed value
10000

☐ Waiting on approval

If you need to add more properties or assets, click this button and add details accordingly like in © above

D

+ Add a property / asset

Each property also requires an assessment to be on file. If you have not yet submitted one, you can do so here: [Real Estate & Land](#) · [Jewelry](#) · [Property Particulars](#) (Investments, Haq Mahr, other).



Step 6: Review, Sign & Submit

Optional Step(s): Send any Note(s), Explanation(s), Calculation(s) or PDF Attachment(s) (Supporting Doc(s)) to the National Wasaya Department, USA

A

[Click here to add a Note or Documents for the National Wasiyyat Department](#) Optional

This section is **Optional**. If you wish to bring any matter to the attention of the **National Wasiyyat Department** regarding your submission, you may add a note below and attach any Schedule C-related documents – for example, a copy of a receipt or a letter to Markaz. Musis are advised **not** to upload their Financial Statements here; the statement is attached to your submission automatically by the system.

Note (max 500 characters)

Any information or clarification you wish to provide with your submission...

Supporting documents (PDF – payment proofs, correspondence, etc.)

Attach PDF documents

B

Optional Step(s): Send any Note(s), Explanation(s), Calculation(s) or PDF Attachment(s) (Supporting Doc(s)) to Markaz, Wakalat Maal II, Rabwah or Wakalat Tamil-o-Tanfiz, Qadian

C

[Click here to add a Note to Wakalat Maal II](#) Optional

This section is **Optional**. Use it to send a note to **Wakalat Maal II** (through the National Secretary Wasaya USA), along with any supporting documents (PDF only).

Note to Wakalat Maal II (max 2000 characters)

The matter you wish to bring to the attention of Wakalat Maal II...

Documents accompanying the letter (PDF only – placed after the letter)

Attach PDF documents

D

E

Sign and Submit

Final Step: Review your information in the form, including your **“Payments Detail”** and **“Declaration”** and then **SIGN & SUBMIT!**
Your signature should already be pre-filled



Post Submission

Post Submission of the Schedule C Form(s):

- Post submission, you will be e-mailed a PDF version of the Schedule C Form you submitted
- The National Wasaya Department's **Verification Team** will review the Form for accuracy
- If the Form is correct, it will be batched and sent to **Markaz Wakilul Mal II, Rabwah** or **Wakalat Tamil-o-Tanfiz, Qadian**, depending on your Wasiyyat File

Rejected Schedule C Forms:

- If your Schedule C Form is incorrect, you will receive a **Rejection** email explaining why the Form is incorrect and a link to resubmit the Form for the year in question with the appropriate corrections
- Please look out for any e-mails regarding this and address the issue(s) promptly. Seek help from your Local Wasaya Secretary, if needed

Wasaya Help Desk: When to Reach Out

When to Reach out to the Wasaya Help Desk:

- A Wasaya Help Desk has been set up to address any questions you may have on your account or resolve any issues: Wasiyyat.HelpDesk@Ahmadiyya.US or ScheduleC@Ahmadiyya.US
- Reach out to the Help Desk for any **Markaz** related issues: Hissab Letters, **Arrears Calculation**, Final Notices, Clearance Letters, Wasaya Certificates, etc.

When to Reach out to your Local Wasaya Secretary:

- If you want to know if you have any missing Schedule Cs & the specific years that are missing
- If you need help with completing a Schedule C Form or if you received a **Rejection Email** from the Wasaya Department and need help **Re-submitting** a corrected Form
- To check if you have any **Arrears** balance
- Reach out to your **Local Wasaya or Finance Secretary** if you are having trouble locating your **Chanda Statements**