

TAX PAYMENT GUIDE (ITAS)

A TAX IDENTIFICATION NUMBER (TIN)

This is the Client's (whether individual or corporate) tax identification number which was issued upon registration with Inland Revenue Department.

For purposes of ITAS – the TIN will be the **FIRST SEVEN DIGITS** of the current registration number **PLUS** a preceding **ZERO** (0)

EXAMPLE

OLD TIN	0051989 - 01 / 4 / 5
NEW TIN	<u>0</u> 0051989

TIN numbers are therefore no longer restricted to certain tax payments. Under the new ITAS the **SINGLE TIN** can be used to pay all taxes where applicable. For ease of reference all taxes imply those listed in the table below:

Tax Type Description
Income Tax
Non-Resident Shareholders Tax
Tax on Royalties
Employee Tax
Value Added Tax
Value Added Tax Import Account
Withholding Tax on Interest
Withholding Tax on Services
Withholding Tax on Unit Trusts
VAT Import on Services
Transfer Duty
Stamp Duty
Land Tax
Company Annual Duty
Lloyds Tax
License Duty

Table 1: Tax types

C TAX PERIOD

The tax period is the last 6 digits of the TRN and has the format "ccyymm". These last digits will have a different meaning for each tax type.

PLEASE NOTE:

For PERIOD PAYMENTS the valid year and month must be entered.

For ACCOUNT PAYMENTS the "ccyymm" requirement will be automatically replaced with "9999" (*default state*).

When making tax payments there are 3 OPTIONS given to the Clients with specific Bank Accounts having been assigned to each option

Account Payment

IDR Bank Account: Main account – 165001

Period payment

IDR Bank Account: VAT account – 165060

Amnesty payment

IDR Bank Account: Amnesty Account – 165011

FCDB | STEP 1:

On the Payment Screen, Select Payments > Tax Payment and complete the below screen

Figure 2: FCDB screen

TAX Payment 28-11-2019 09:34:05 GMT +0200

TAX Payment Details

Tax Payment Type*	Select
RD Bank Account	Select
RD Registration Office*	Select
TIN	
Taxpayer Reference*	
TAX PERIOD**	

Next

* indicates mandatory field.
** indicates mandatory if particular option is checked.

Payment Details

Customer Account Number*	Select
Currency*	NAMIBIA DOLLAR
Amount*	

Other Details

Beneficiary Reference No	106030067715599999
Remarks	106030067715599999

Tax Payment Type – Select the relevant 'Tax Payment Type' from the LOV.

IRD Registration office– Select the relevant 'IRD Registration Office' from the LOV.

TIN – Enter the first 7 digits of the 'Taxpayer Identification Number' with a preceding zero in front.

Tax Period - Text field used to capture the period which tax is being paid for. This field not applicable to all tax types as certain tax types will default to '999999' and cannot be amended.

WBFR | STEP 1:

Select a Function > Select an Account > Select an Activity

Figure 3: WBFR screen

Tax Payment

Please complete the details of the Tax Payment below.

IRD Bank Account:	<input type="text" value="---Select IRD Bank Account First---"/>
Type of Payment:	<input type="text" value="---Select Type of Payment ---"/>
IRD Registration Office:	<input type="text" value="--- Select Your IRD Registration Office---"/>
TIN Number:	<input type="text"/>
Tax Type:	<input type="text" value="Select a Tax Payment type first"/>
Tax Period -	
Year :	<input type="text"/>
	<input type="text" value="----- Select Tax Year -----"/>
Period :	<input type="text"/>
Amount:	NAD <input type="text"/>

IRD Bank Account – Select the relevant 'IRD Bank Account' from the LOV

Type of Payment – Select the relevant 'Tax Payment Type' from the LOV

IRD Registration office – Select the relevant 'IRD Registration Office' from the LOV

TIN Number – Enter the first 7 digits of the 'Taxpayer Identification Number' with a preceding zero in front

Tax Type – select the relevant 'Tax Type' from the LOV