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 <u>FIRST SEVEN DIGITS</u> of the current registration number <u>PLUS</u> 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 <u>SINGLE TIN</u> 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 <u>3 OPTIONS</u> 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

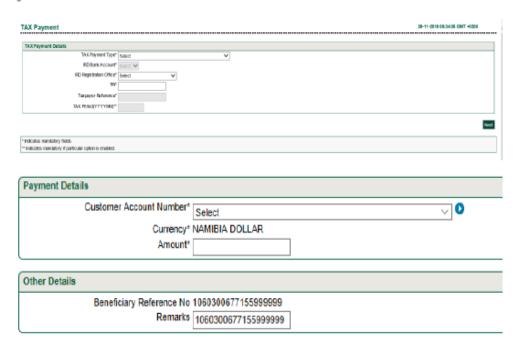
Amnesty payment

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 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

| lease complete the details of the Tax Payment below. RD Bank Account: Type of Payment; RD Registration Office: IN Number: Tax Type: Tax Period - Tear : Teriod : | | | |
|---|--|--|--|
| ype of Payment: RD Registration Office: IN Number: (ax Type: (ax Period - | Please complete the details of the Tax Payment below. | | |
| RD Registration Office: IN Number: ax Type: ax Period - ear : | Select IRD Bank Account First V | | |
| IN Number: ax Type: ax Period - ear : | Select Type of Payment V | | |
| ax Type: ax Period - ear : | Select Your IRD Registration Office | | |
| ax Period - ear : | | | |
| ear: | Select a Tax Payment type first ~ | | |
| | The state of the s | | |
| eriod : | | | |
| eriod : | Select Tax Year V | | |
| | | | |
| mount: NAC | | | |
| mount. | , | | |
| IRD Bank Account – Select the relevant TRD Bank Account from the I Type of Payment – Select the relevant Tax Payment Type from the I IRD Registration office – Select the relevant IRD Registration Office TIN Number – Enter the first 7 digits of the Taxpayer Identification | OV from the LOV | | |
| Tax Type select the relevant 'Tax Type' from the LOV | | | |
| | | | |