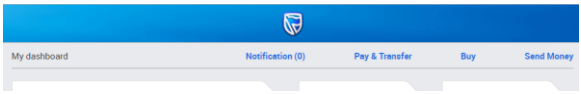
Tax Payments Online Banking **Self-Help Guide**

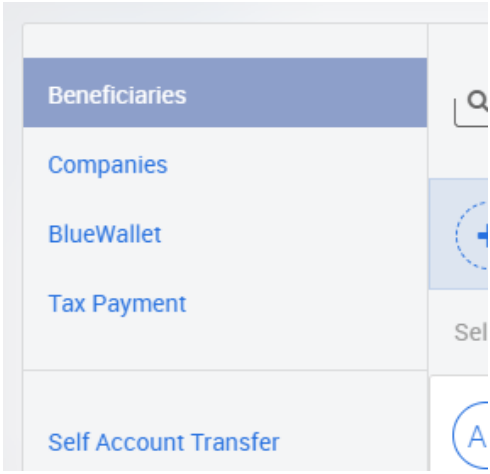
Standard Bank Moving Forward™

Tax Payments on Online Banking

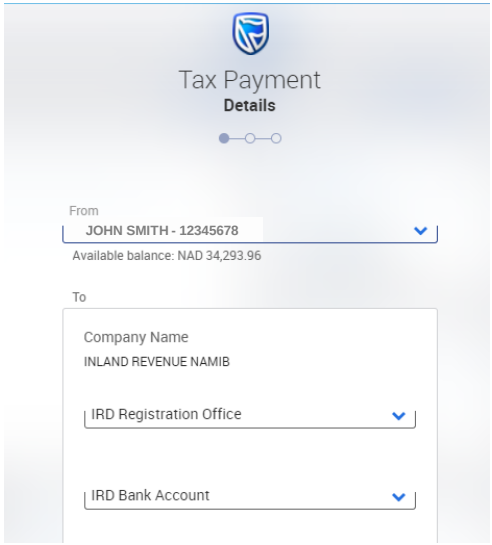
Click on the **Pay&Transfer** tab on your dashboard



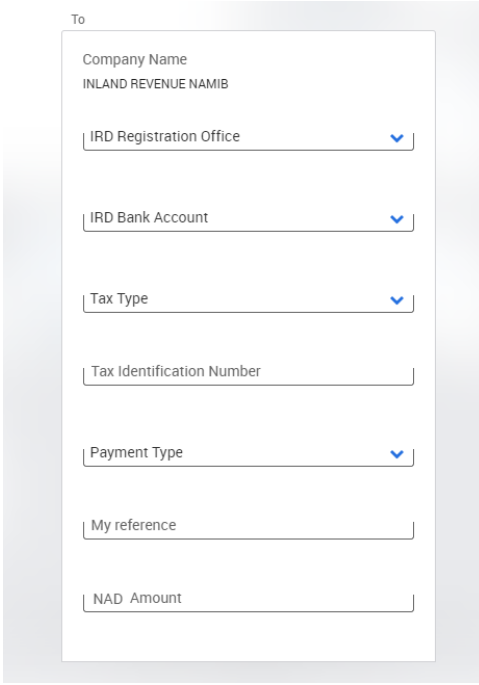
Click on **Tax Payment**

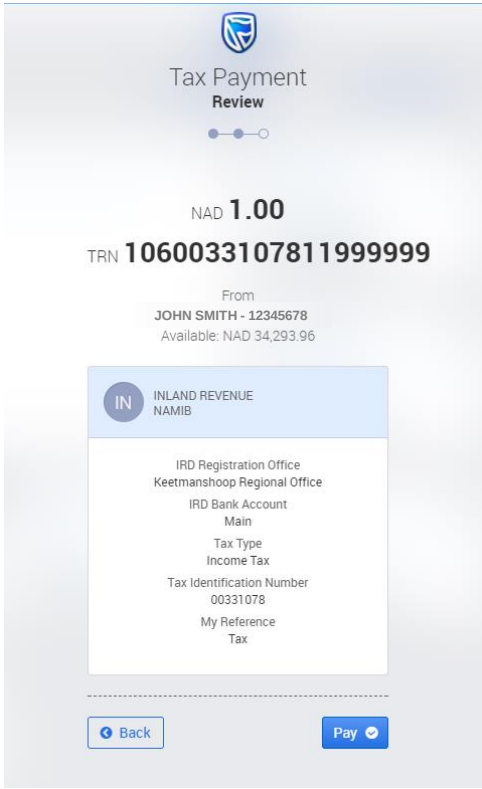


Select the **From** account



- Select the **IRD Registration Office** – this is where you were registered as a tax payer
- Select the **IRD Bank Account** – based on the type of tax you are paying, **Main, VAT or Amnesty**
- Select the **Tax Type**
- Enter your **Tax Identification Number (TIN)** – you'll this on your Tax registration document. E.g. 0123456-01-1 only enter the first 7-8 digits. Newer TINs have 8 digits
- Select the **Payment Type** – **Account** or **Period payment**
    - If **Tax Period Payment** is selected, specify the **Year** and **Period** e.g. **2019-01**



- Enter **My reference** – this is your reference on your bank statement
- Enter the **Amount**

- On the **Review** page, confirm that all in details are correct and click on **Pay**
    - The 19 digit Tax Reference Number (TRN) is system generated based on the selections and inputs on the Payments page. The Ministry of Finance uses this reference, received from the Bank, to allocate the payment