



Taxpayer Portal

User Manual

Version 01

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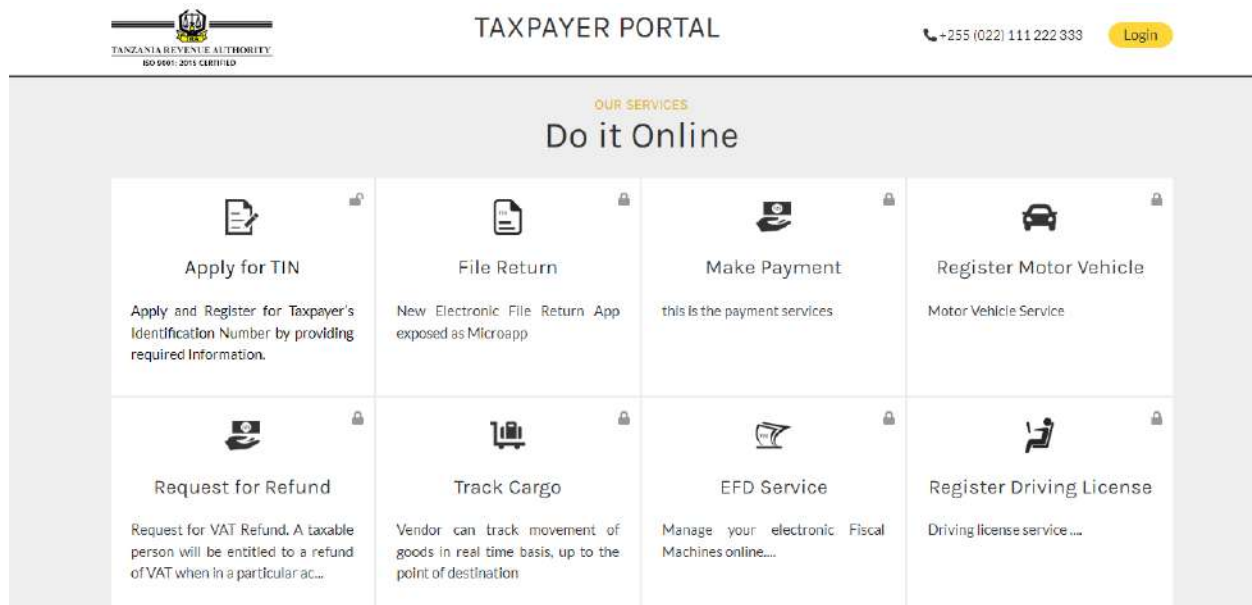
1. Welcome Page

This is the page that introduces taxpayer's portal after clicking the taxpayer's portal link.



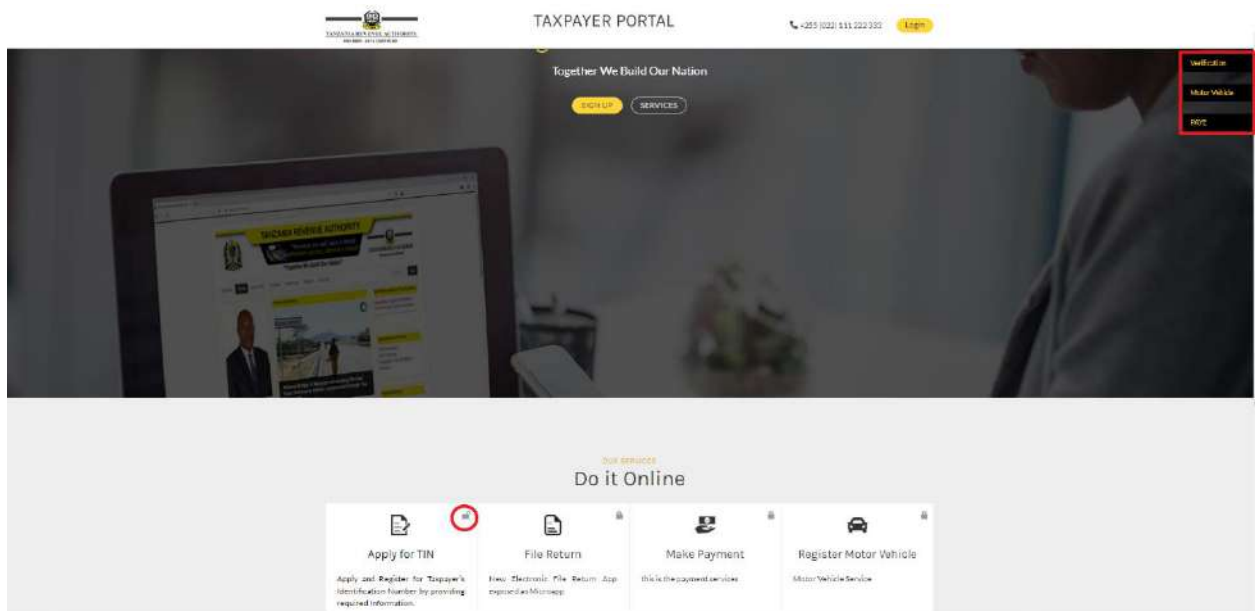
1.1 Services Page

This page shows services that can be accessed by a taxpayer.



1.1.1. Open Services

Open services are the services that can be accessed by any person. The following are the open services and how to use them.



a) Apply for TIN

An Individual without **TIN** can use this link to apply for TIN. The following are the steps to apply for TIN

i. Non-Business TIN Application

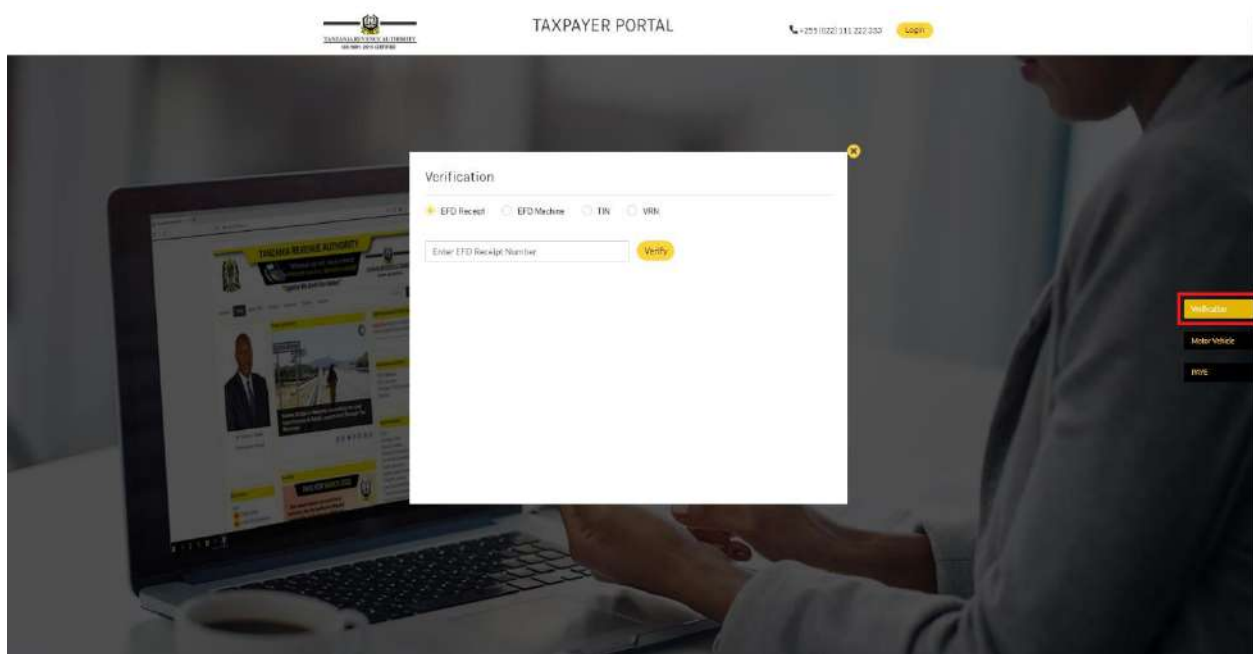
1. Open Taxpayer Portal
2. Click Apply for TIN link
3. Enter **NIN** and Phone Number to register
4. Fill and complete TIN Application form for Non-Business individual and submit.
5. Receive an **OTP** via mobile phone and enter OTP in the registration window
6. Enter OTP
7. Then Submit to complete registration
8. The individual will receive **SMS** notification with a new registered TIN and password.

ii. Business TIN Application

1. Open Taxpayer Portal
2. Click Apply for TIN link
3. Enter NIN and Phone Number to register
4. Fill and complete TIN Application form for Business individual and submit.
5. Receive an OTP via mobile phone and Enter OTP on the registration window
6. Enter OTP
7. Then Submit to complete Registration
8. The individual will receive SMS notification with a new registered TIN and Password.

b) **EFD Receipt Verification**

This is the service for verifying the genuinity of **EFD** receipt. See how to verify the EFD receipt.

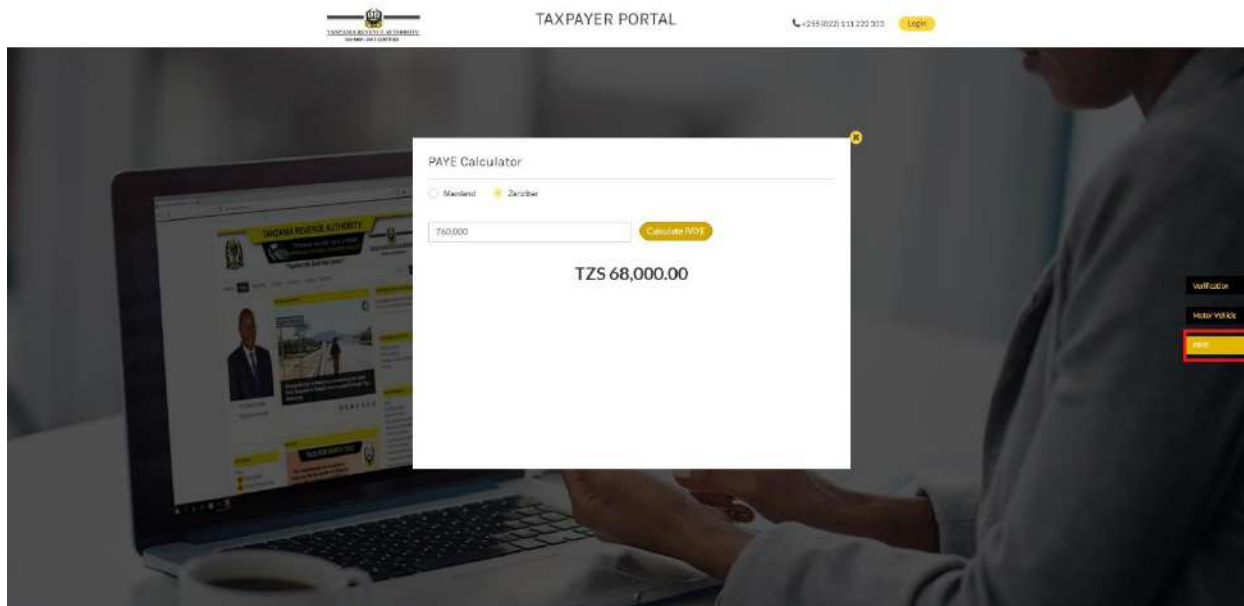


c) **Motor Vehicle Calculator**

This is the self-service facility provided to any person wants to know amount of tax would be paid for imported vehicle. This is how to use it.

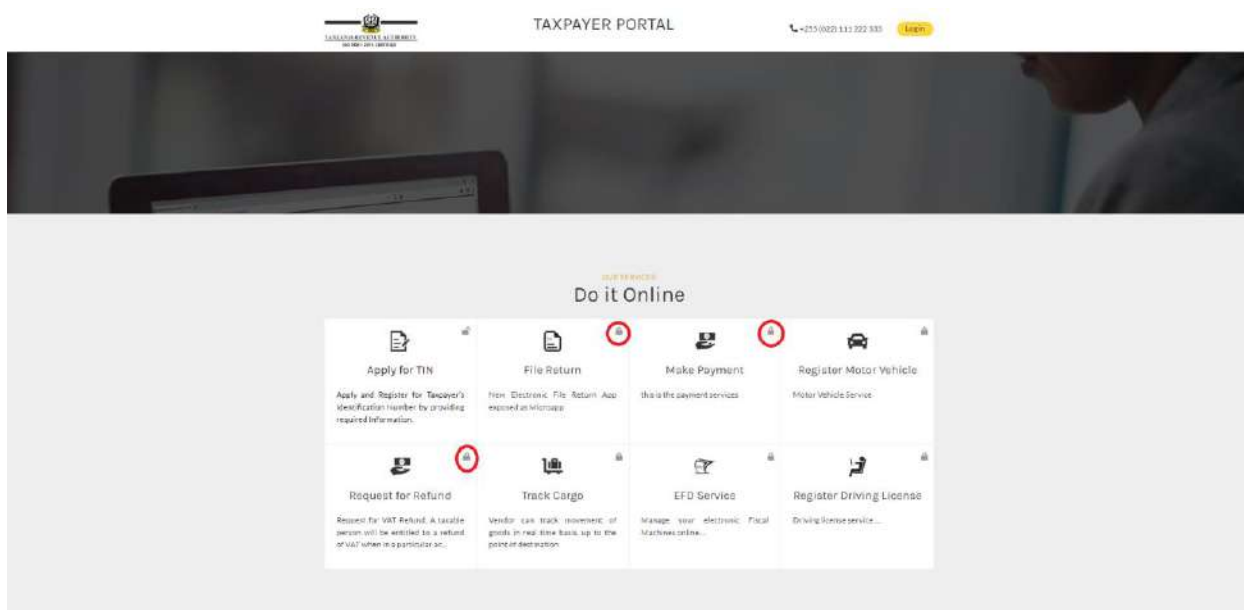
d) **PAYE Calculator**

This is the self-service facility provided to an employee or employer to know amount of **PAYE** tax charged. This is how to use it.



1.1.2.Locked Services

These services are available to registered taxpayer in the Taxpayer's portal which are related to them or their company which they are representing. See for more details.



1.2 Sign up

a) Register as existing User

For users who are already using existing systems such as **eFiling** System, they don't need to register as new users, they only need to follow below steps:

1. Open Taxpayer Portal

2. Click Login link
3. Click Forgot Password link
4. Enter TIN and click Submit
5. Enter OTP received through Mobile Phone, New Password and re-enter New Password

b) Register as New User

For users who are new to TRA systems, they have to undergo registration process. See how to register.

- User with the TIN (Non-Business TIN)
 1. Open Taxpayer Portal
 2. Click Sign Up link
 3. Enter TIN or NIN and Phone Number to register
 4. Receive the OTP in mobile phone and Enter on the registration window text field.
 5. Enter New Password and Confirm New Password
 6. Then Submit to complete Registration
 7. Login into the system with the new Password
 8. Verify the roles for individual Taxpayer (Non-Business TIN)
- User with TIN (Business TIN)
 1. Open Taxpayer Portal
 2. Click Sign Up link
 3. Enter TIN or NIN of individual business and Phone Number to register
 4. Receive the OTP in Mobile Phone and Enter in the registration window text field.
 5. Enter New Password and Confirm New Password
 6. Then Submit to complete Registration
 7. Login into the system with the new Password
 8. Verify the roles for individual Taxpayer (Business TIN)
- User with Entity Admin TIN
 1. Open Taxpayer Portal
 2. Click Sign Up link
 3. Enter TIN or NIN of Entity Admin and Phone Number to register
 4. Receive OTP in the mobile phone and enter the registration window text field
 5. Enter New Password and Confirm New Password
 6. Then Submit to complete Registration
 7. Login into the system with the new Password
 8. Verify the roles for entity's Admin

1.3 Login into the system

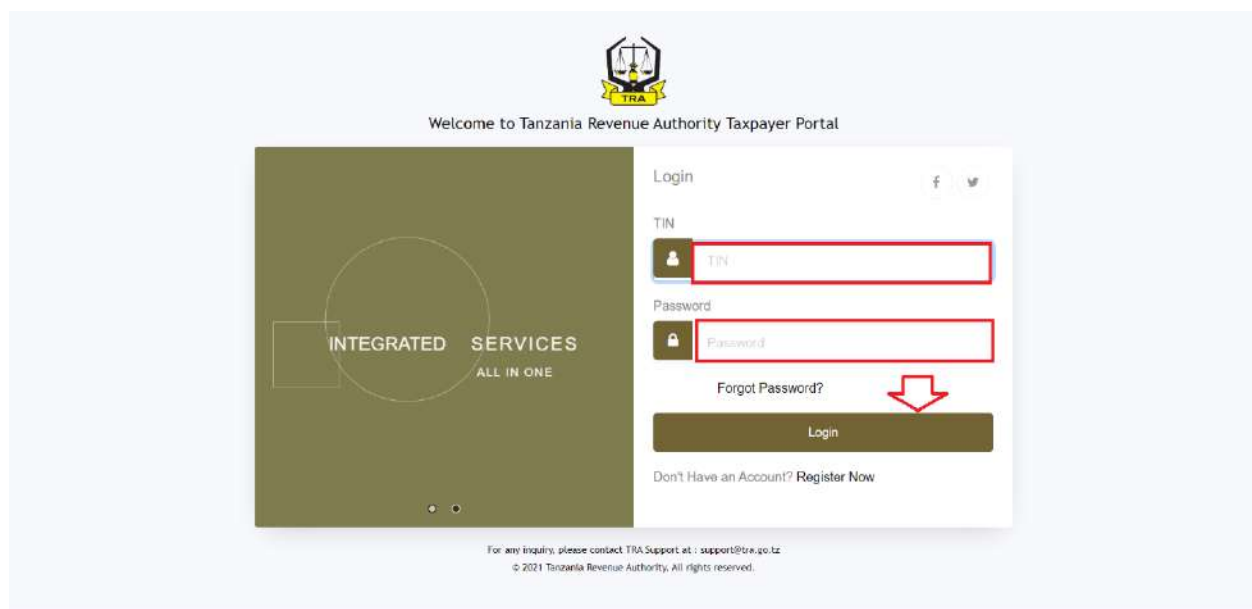
Only an individual will be able to log into the Taxpayer portal and not an entity. To sign up/Register go back to 1.2 above.

Entity's Admin, an individual with either Business or non-Business TIN can log into Taxpayer's portal after completion of the steps in 1.2 above.

1. Open Taxpayer Portal
2. Click Login link



3. Enter Username: (Re-Registered TIN) and Password: (New Password) and click login button



4. Click services link

5. Then click E-Filing (File return) Service to accessing eFiling system

1.4 Forgot/Reset Password

When user forgets or wants to change login password, they may follow these steps:

1. Open Taxpayer Portal
2. Click Login Link
3. Click Forgot Password link

4. Enter TIN that wish to reset password and click Submit button

5. Receive OTP in the mobile phone and Enter in the reset password window text field
6. Enter Old (OTP), New Password and Confirm New Password
7. Then Submit to complete Reset the Password
8. Then Login into the system with the new Password provided.

1.5 Log out of the system

Getting out of the system follow these steps:

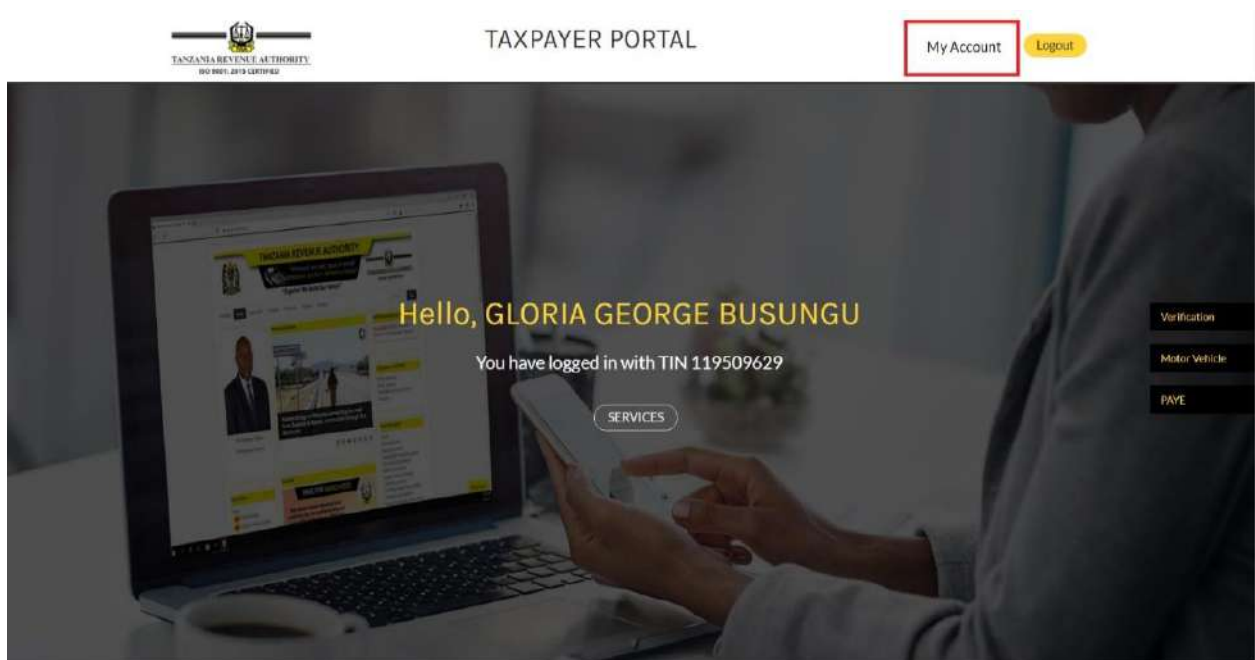
1. Click a profile name link
2. Click Logout link
3. Click a Link to return to Taxpayer portal Welcome Page

2. Home Page

After log into the system the first page that comes up is the home page. This page introduces the taxpayer services and information provided by Taxpayer's Portal.

2.1. My Account

This is the link that direct the user to profile information which contains details of a taxpayer as individual or an entity.



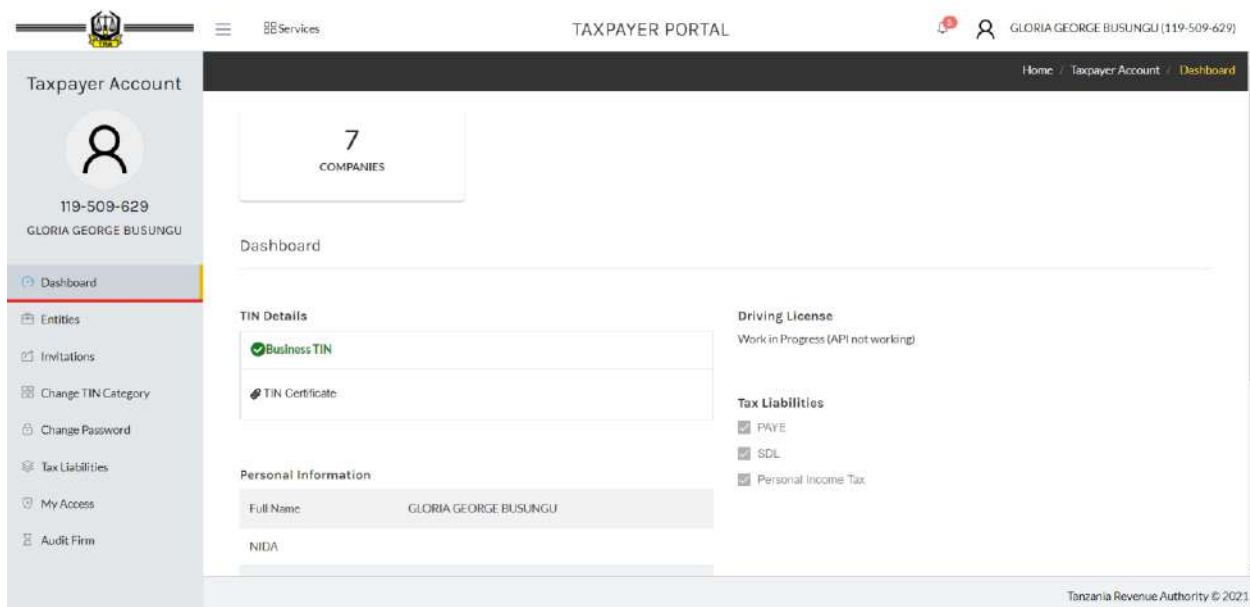
a) Dashboard

This is a window that shows summary of tax related information of an individual. To access dashboard, see the steps below.

1. An individual required to Login
2. Click My Account



3. A page opens up at Dashboard.



b) Entities

This is the menu that shows the list of entities which an individual can view and perform assigned activities on behalf of those entities. See the steps below.

1. An individual required to Login
2. Click My Account
3. Click Entities
4. Click View Details button for the preferred entity

TAXPAYER PORTAL

GLORIA GEORGE BUSUNGU (119-509-629)

Home / Taxpayer Account / My Entities

Taxpayer Account

119-509-629
GLORIA GEORGE BUSUNGU

Dashboard

Entities

Invitations

Change TIN Category

Change Password

Tax Liabilities

My Access

Audit Firm

My Companies
List of Companies

Search

Refresh

Name	TIN	Phone	Email	Status	
HAPPY CHOICES ORGANIZATION	151670040	0746207090	happychoicesorganization@gmail.com	Active	+/-
LUBAJARO INVESTMENT AND GENERAL ENTERPRISE COMPANY LIMITED	139594700	0654196886	lukelemuoye@gmail.com	Active	+/-
DELOITTE & TOUCHE	108149092	255082154909	deloitte@deloitte.co.tz	Active	+/-
JUSTICE HUB LEDALS	139030575	0740207090	lovejacobs81@gmail.com	Active	+/-
DELTANET ENTERPRISES LIMITED	136790455	0712916916	mail	Active	+/-
SAID SALIM BAKHRESA & COMPANY LIMITED	106100223	0655111342	bschita@tra.go.tz	Active	+/-

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5. A page for managing a specific Entity opens up with submenus for the specified tasks.

TAXPAYER PORTAL

GLORIA GEORGE BUSUNGU (119-509-629)

Home / Taxpayer Account / My Entities / 1048

Taxpayer Account

119-509-629
GLORIA GEORGE BUSUNGU

Dashboard

Entities

Invitations

Change TIN Category

Change Password

Tax Liabilities

My Access

Audit Firm

HAPPY CHOICES ORGANIZATION
Company Details

Go Back

Status: You are an Administrator to this entity.

Name	HAPPY CHOICES ORGANIZATION	TIN	151670040
Email	happychoicesorganization@gmail.com	Phone No.	0746207090

Users Resource Requests Audit Firm Company Profile

+ New User

Search

Full Name	TIN	Phone	Status
-----------	-----	-------	--------

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c) Invitations

This menu directs whoever is appointed to represent a certain entity to accept or reject their invitations. See how to

1. An individual required to Login
2. Click My Account
3. Click Invitations
4. Click **Accept** to agree/concede the invitation or **reject** to deny the invitation request.

Taxpayer Account

135-646-431
PETER ABELY MWAIKAMBO

Dashboard
Entities
Invitations
Change TIN Category
Change Password
Tax Liabilities
My Access

Invitations
List of Invitations Received

Search

SN	Entity Name	Entity TIN	Invitation Date	Status	Actions
1	TAIFA GAS TANZANIA LIMITED	103682770	May 10, 2022	Accepted	N/A
2	HAPPY CHOICES ORGANIZATION	151670040	Feb 26, 2022	Accepted	N/A
3	JVM SUPPLIES LIMITED	128189122	May 27, 2022	Pending	Accept Reject

Items per page: 5 0 - 0 of 0 |< < > >|

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d) Change TIN Category

This is the menu that directs an individual to request for change TIN category from non-business to business category. Following are the steps to change TIN Category

Pic

e) Change Password

This menu directs to a window that enables one who has logged in to taxpayer's portal to change their password. See the steps below

1. An individual required to Login
2. Click My Account
3. Click Change Password
4. Enter Current password
5. Enter New Password and Confirm New Password
6. Then Click Submit.

Taxpayer Account

126-273-142
PYARALI MOHAMEDALI KASSIMALLY

Dashboard
Entities
Invitations
Change TIN Category
Change Password
Tax Liabilities
My Access

Change Your Password

Username
126273142

Current Password

New Password

Confirm Password

Submit

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f) Tax Liabilities (Liable Tax(es))

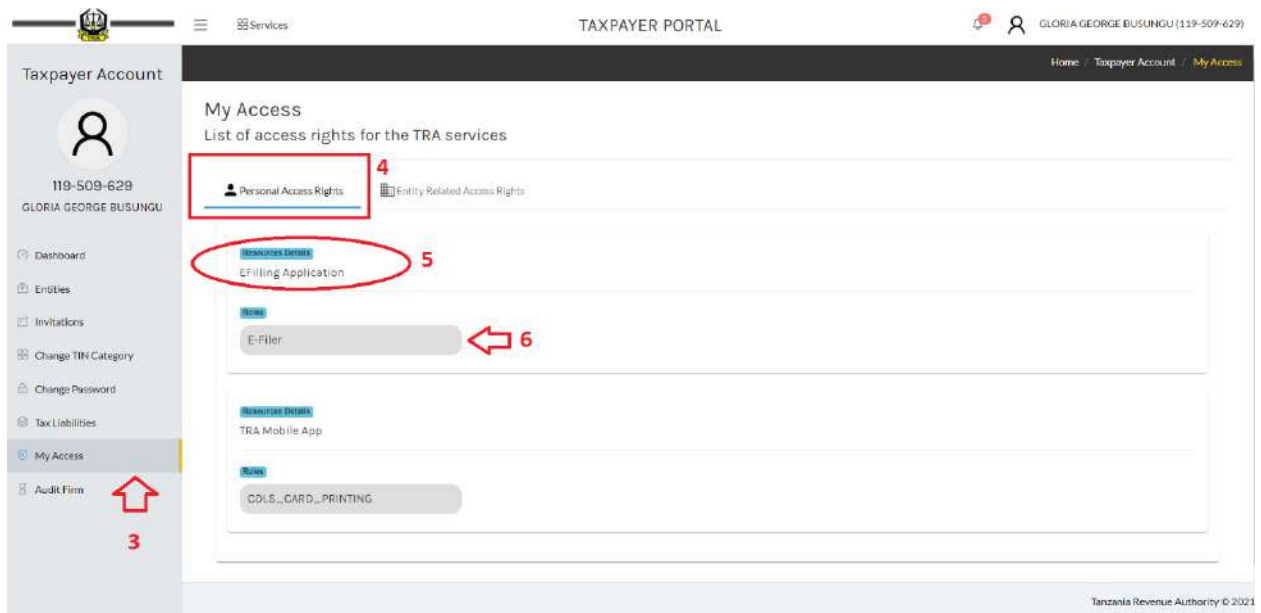
This menu allows an individual with business TIN to view and add additional liable tax(es) due to their nature of business. See the steps below

1. An individual required to Login
2. Click My Account
3. Click Tax Liabilities
4. Click Add Tax Liability
5. Select liable tax type from a drop-down list
6. Click Submit.

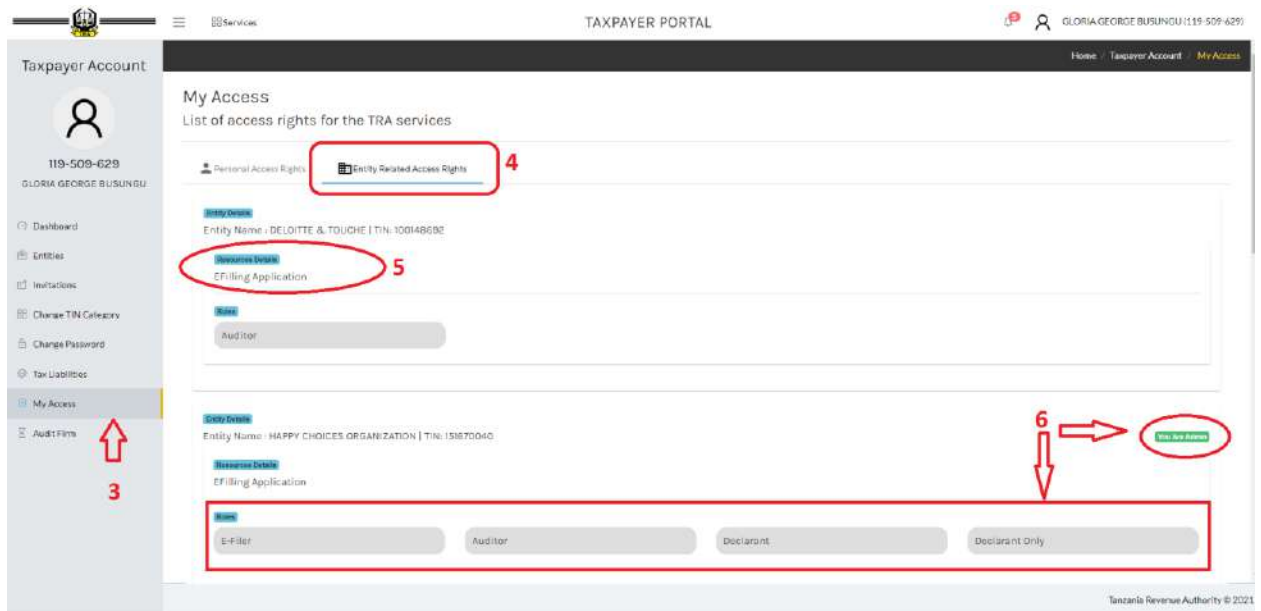
g) My Access

This is the window that shows the self-role and entity related roles as appointed in the taxpayer's portal. See the steps below

1. An individual required to Login
2. Click My Account
3. Click My Access
4. Click Personal Access Rights tab to view your access and roles



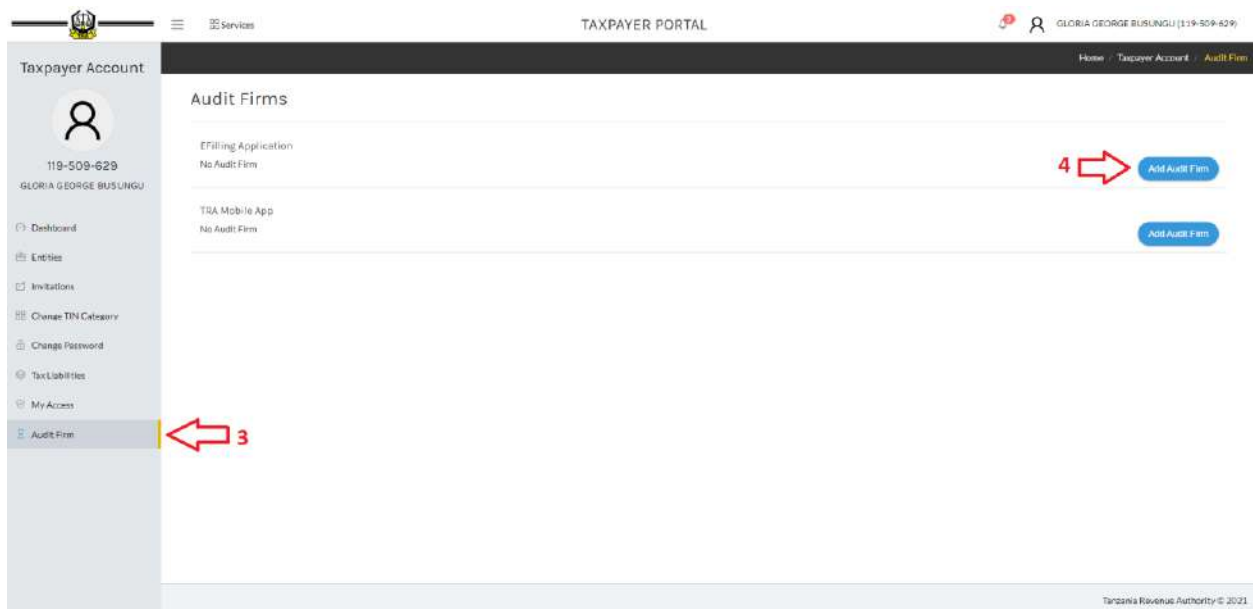
5. Click Entity Related Access Rights tab to view your access related to an entity you work on behalf.



h) Audit Firm (Business TIN)

This is the menu that directs an individual to appoint an audit firm whose auditors are going to certify the tax returns on his or her behalf. See the steps below.

- To Appoint an Audit Firm
 1. An individual required to Login
 2. Click My Account
 3. Click Audit Firm
 4. Click Add Audit Firm for a specific Application (e.g., eFiling)



5. Enter an Audit Firm TIN
6. Click Appoint Audit Firm.

Pic

- To Revoke an Audit Firm
 1. An individual required to Login
 2. Click My Account
 3. Click Audit Firm
 4. Click Revoke for a specific Application (e.g., eFiling)
 5. Click Yes to confirm.

Pic

2.1.1. Entities profile management

Below is step-by-step how to manage by adding/removing user, request resources, accepting invitations, etc.

a) An entity

To manage the access and perform duties on behalf of the entity, entity admin or director should be able to access these tabs.

i. Users

This is a tab in Entities menu in which an entity admin can add or edit users who are going to perform tasks on behalf of the entity.

- Add User (Declarant, Entity Admin etc.)
 1. An entity admin required to Login
 2. Click My Account
 3. Click Entities
 4. Click View Details button for the preferred entity

TAXPAYER PORTAL

GLORIA GEORGE BUSUNGU | 119-509-629

Home / Taxpayer Account / My Entities

Taxpayer Account

119-509-629
GLORIA GEORGE BUSUNGU

Dashboard

Entities

Invitations

Change TIN Category

Change Password

Tax Liabilities

My Access

Audit Firm

My Companies
List of Companies

Search

Refresh

Name	TIN	Phone	Email	Status	
HAPPY CHOICES ORGANIZATION	151670040	0740207050	happychoicesorganization@gmail.com	Active	+2
LUBAJARO INVESTMENT AND GENERAL ENTERPRISE COMPANY LIMITED	129934709	0654196586	lukelemuya@gmail.com	Active	+2
DELOITTE & TOUCHE	109143692	255682154909	deloitte@deloitte.co.tz	Active	+2
JUSTICE HUB LEGALS	119000575	0740207050	lovejacobs1@gmail.com	Active	+2
DELTA NET ENTERPRISES LIMITED	136790405	0712916916	null	Active	+2
SAID SALIM BAKHRESA & COMPANY LIMITED	109100223	0655111342	bichika@tra.go.tz	Active	+2

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5. Click Users Tab
6. Click New User

TAXPAYER PORTAL

PYARALI MOHAMEDALI KASSIMALLY | 126-273-142

Home / Taxpayer Account / My Entities | 100000

Taxpayer Account

126-273-142
PYARALI MOHAMEDALI KASSIMALLY

Dashboard

Entities

Invitations

Change TIN Category

Change Password

Tax Liabilities

My Access

AYAKOTA AFRICA LIMITED
Company Details

Go Back

Status: You are an Administrator to this entity.

Name	TIN	Email	Phone No.
AYAKOTA AFRICA LIMITED	144114655	ayakotafinancehub@gmail.com	0625590059

Users

Resource Requests

Audit Firm

Company Profile

Search

+ New User

Full Name	TIN	Phone	Status	
PYARALI MOHAMEDALI KASSIMALLY	126273142	0713520889	ACCEPTED	✓
PETER ADELY MUYAKHOD	120646431	0764037744	ACCEPTED	✓
WILFRED DAVID REVELAH	150211746	0713520988	ACCEPTED	✓
DIOLA KATERUBUS IPANONG	138649626	0713520988	ACCEPTED	✓
LAMECK DANIEL NDINDA	102768851	0713520921	ACCEPTED	✓

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7. Enter TIN of an Individual and verify the details
8. Select (Tick) the roles to grant
9. Click Add user button then the user is added successfully.

DELOITTE & TOUCHE
Company Details

Details: You can an Administrator to this entity.

Name	TIN	Email	Phone No.
DELOITTE & TOUCHE	100143692	deloitte@deloitte.co.tz	2558821549039

Users | Password Requests | Audit Firm | Company Profile

Add New User

User Details	User ID
Full Name	DELOITTE & TOUCHE
Taxpayer Number (TIN)	100143692
National ID (NIDA)	100143692
Phone Number	2558821549039
Email	deloitte@deloitte.co.tz
Username	100143692

Edit User (8) | **Add User** (9)

- Edit User (Declarant, Entity Admin etc.)
 1. An entity admin required to Login
 2. Click My Account
 3. Click Entities
 4. Click View Details button for the preferred entity

My Companies
List of Companies

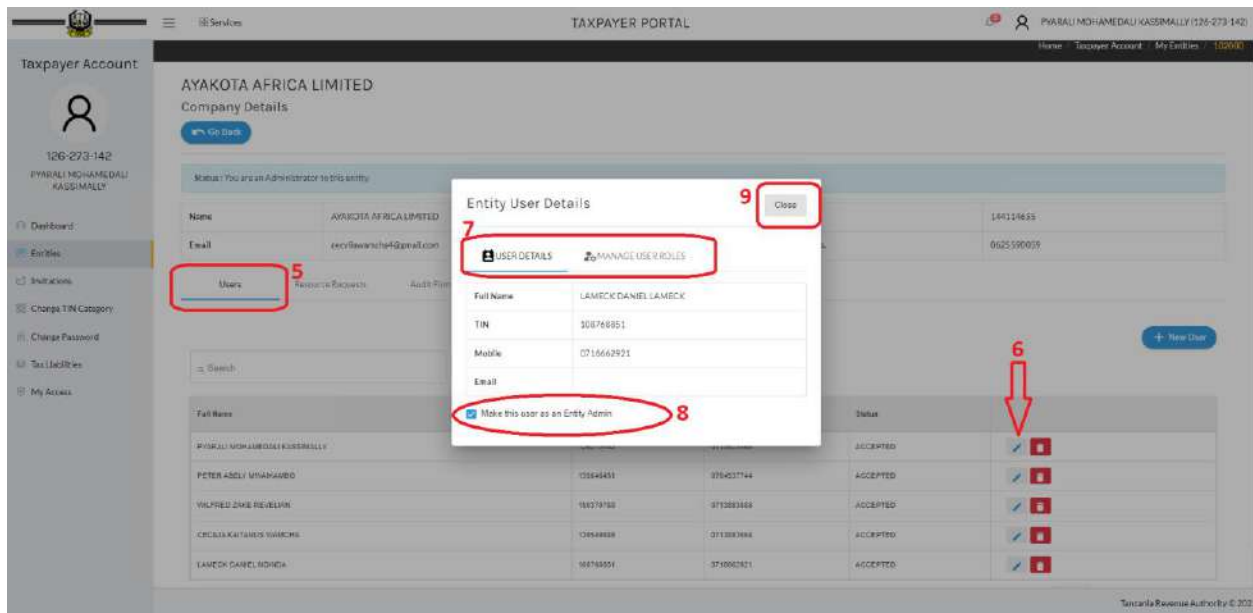
Search

Entities (3)

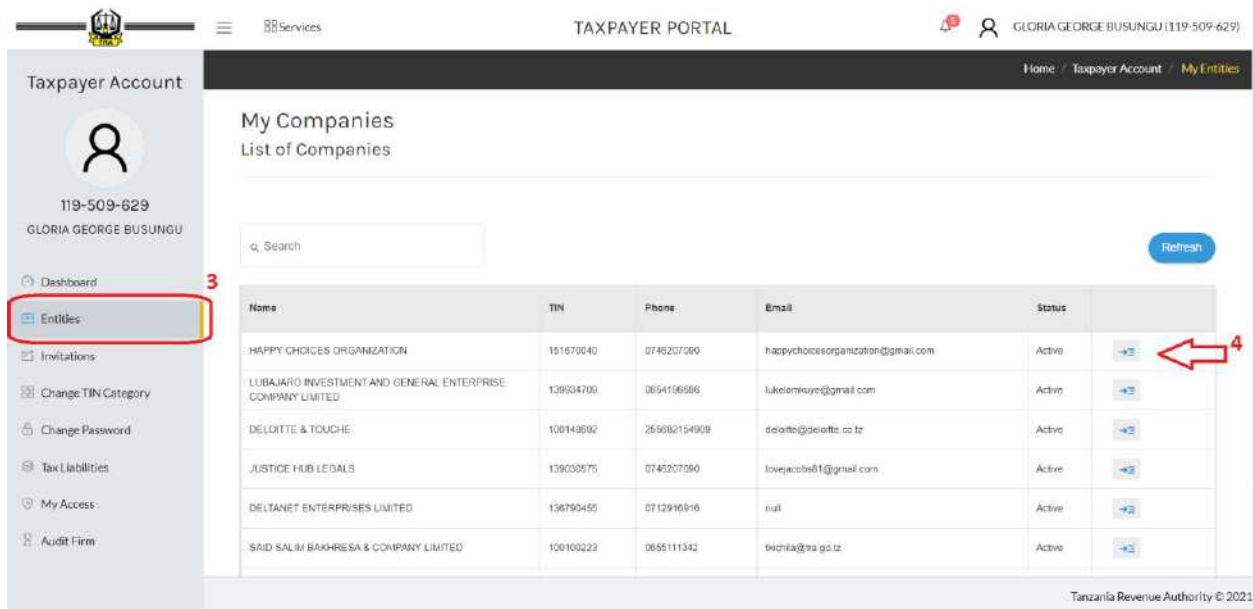
Name	TIN	Phone	Email	Status	View Details
HAPPY CHOICES ORGANIZATION	151870040	0740207080	happychoicesorganization@gmail.com	Active	View Details (4)
LUBAJARO INVESTMENT AND GENERAL ENTERPRISE COMPANY LIMITED	129934709	0654106886	lukeomkuye@gmail.com	Active	View Details
DELOITTE & TOUCHE	100143692	2558821549039	deloitte@deloitte.co.tz	Active	View Details
JUSTICE HUB LEGALS	129030575	0740207080	lovejacob81@gmail.com	Active	View Details
DELTANET ENTERPRISES LIMITED	136790455	0712916916	null	Active	View Details
SAID SALIM BAKHRESA & COMPANY LIMITED	100100223	0655111342	bichila@sa.go.tz	Active	View Details

5. Click Users Tab
6. Click Edit (Pencil icon)
7. Click User Details Tab or Manage Roles Tab in the popped-up window
8. De-select (untick) or select (tick) to revoke or grant the roles respectively.

9. Click Close button then the user is edited successfully.



- Remove User (Declarant, Entity Admin etc.)
 1. An entity admin required to Login
 2. Click My Account
 3. Click Entities
 4. Click View Details button for the preferred entity



5. Click Users Tab
6. Click Delete User (Trash icon)
7. Click Tick Button to confirm removing the user.

TAXPAYER PORTAL

Home / Taxpayer Account / My Entities / 10000

Taxpayer Account

126-273-142
PYARALI MOHAMMEDALI KASSIMALLY

AYAKOTA AFRICA LIMITED
Company Details

Go Back

Status: You are an Administrator to TIN entity.

Name	TIN	Email	Phone No.
AYAKOTA AFRICA LIMITED	144119655	cecylitakachaf@gmail.com	0625590659

Users 5 (Resource Requests / Audit Firm / Company Profile)

Search

Full Name	TIN	Phone	Status	
PYARALI MOHAMMEDALI KASSIMALLY	126273142	071323388	ACCEPTED	✖️ ➡️ 6
PETER ABELI MWAHARIBO	13948431	0784517744	ACCEPTED	✖️ ➡️ 6
WILFRIED ZARE REVELARI	152370769	071323388	ACCEPTED	✖️ ➡️ 6
DEOLA KAITIRUS WIMODIA	138549000	071389300	ACCEPTED	❌ ➡️ 7

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ii. Resource Request

This Tab allows to an entity admin to request for resources to enable them to perform a certain activity. See the steps below to request resources

- Add Resource (Efiling, TRA Mobile App etc.)
 1. An entity admin required to Login
 2. Click My Account
 3. Click Entities
 4. Click View Details button for the preferred entity

TAXPAYER PORTAL

Home / Taxpayer Account / My Entities

Taxpayer Account

119-509-629
GLORIA GEORGE BUSUNGU

My Companies
List of Companies

Search

Entities 3

Name	TIN	Phone	Email	Status	
HAPPY CHOICES ORGANIZATION	151670040	0746207080	happychoicesorganization@gmail.com	Active	➡️ 4
LUBAJARO INVESTMENT AND GENERAL ENTERPRISE COMPANY LIMITED	139534700	0654196886	lukelomkuyee@gmail.com	Active	➡️ 4
DELOITTE & TOUCHE	100143092	255082154909	deloitte@deloitte.co.tz	Active	➡️ 4
JUSTICE HUB LEGALS	139030575	0740207080	lovejacobs81@gmail.com	Active	➡️ 4
DELTANET ENTERPRISES LIMITED	136790455	0712916916	mail	Active	➡️ 4
SAID SALIM BAKHRESA & COMPANY LIMITED	100100223	0655111342	bachira@tra.go.tz	Active	➡️ 4

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5. Click Resource Requests Tab
6. Click Resource Request Button

Taxpayer Account
119-509-629
GLORIA GEORGE BUSUNGU

HAPPY CHOICES ORGANIZATION
Company Details
[Go Back](#)

Status: You are an Administrator to this entity.

Name	HAPPY CHOICES ORGANIZATION	TIN	151670040
Email	happychoicesorganization@gmail.com	Phone No.	0746207090

Users **Resource Requests** ⁵ Audit Firm Company Profile

[+ Resource Request](#) ⁶

Search

Request Details	Requested By	Requester TIN	Request Date	Status
Requesting TRA Mobile App	GLORIA GEORGE BUSUNGU	11959429	06-04-2022 12:48:29	Request Initiated
Requesting TRA Mobile App	GLORIA GEORGE BUSUNGU	11959429	05-06-2022 12:50:24	Request Initiated
Requesting External CMRS Portal MFE	GLORIA GEORGE BUSUNGU	11959429	16-02-2022 12:37:48	Request Initiated
Requesting CMRS Mobile App	GLORIA GEORGE BUSUNGU	11959429	06-04-2022 12:48:11	Request Initiated
Requesting CMRS-ODD Portal Version 1	SANATH AMADI ONEYO	119573400	13-05-2022 12:52:14	Request Initiated

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7. Click Send Request for a specific resource application pending approval by TRA.

Taxpayer Account
119-509-629
GLORIA GEORGE BUSUNGU

HAPPY CHOICES ORGANIZATION
Company Details
[Go Back](#)

Status: You are an Administrator to this entity.

Name	HAPPY CHOICES ORGANIZATION	TIN	151670040
Email	happychoicesorganization@gmail.com	Phone No.	0746207090

Users **Resource Requests** ⁵ Audit Firm Company Profile

Request New resource

Sr	Resource Name	Resource Description	Action
1	TRA Mobile App	TRA Mobile App	View Send Request ⁷
2	EMitting Application	sample resource	Send Request
3	Taxpayer Portal Test	sample resource	Send Request
4	Example Implicit Client Application	sample resource	Send Request
5	Taxpayer Portal Linux	sample resource	Send Request
6	External SAS Portal Client test	sample resource	Send Request

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iii. Audit Firm

This Tab allows to an entity admin to appoint an Audit Firm for certification of tax returns on behalf of the entity.

- Appoint an Audit Firm
 1. An entity admin required to Login
 2. Click My Account
 3. Click Entities
 4. Click View Details button for the preferred entity

TAXPAYER PORTAL

GLORIA GEORGE BUSUNGU | 119-509-629

Home / Taxpayer Account / My Entities

Taxpayer Account

119-509-629
GLORIA GEORGE BUSUNGU

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Refresh

Name	TIN	Phone	Email	Status	
HAPPY CHOICES ORGANIZATION	151670040	0740207090	happychoicesorganization@gmail.com	Active	+2
LUBAJARO INVESTMENT AND GENERAL ENTERPRISE COMPANY LIMITED	129934709	0654196586	lukejoniweya@gmail.com	Active	+2
DELOITTE & TOUCHE	109143692	255682154909	deloitte@deloitte.co.tz	Active	+2
JUSTICE HUB LEGALS	139030575	0740207090	lovejacobs81@gmail.com	Active	+2
DELTA NET ENTERPRISES LIMITED	136790405	0712916916	null	Active	+2
SAID SALIM BAKHRESA & COMPANY LIMITED	106100223	0655111342	bichika@tra.go.tz	Active	+2

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5. Click Audit Firm tab
6. Click New Audit firm

TAXPAYER PORTAL

GLORIA GEORGE BUSUNGU | 119-509-629

Home / Taxpayer Account / My Entities / 129429

Taxpayer Account

119-509-629
GLORIA GEORGE BUSUNGU

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My Access

Audit Firm

LUBAJARO INVESTMENT AND GENERAL ENTERPRISE COMPANY LIMITED
Company Details

Go Back

Status: You are an Administrator to this entity.

Name	TIN
LUBAJARO INVESTMENT AND GENERAL ENTERPRISE COMPANY LIMITED	139934709

Email	Phone No.
lukejoniweya@gmail.com	0654196586

Users Resource Request **Audit Firm** Company Profile

NO CURRENT FIRM

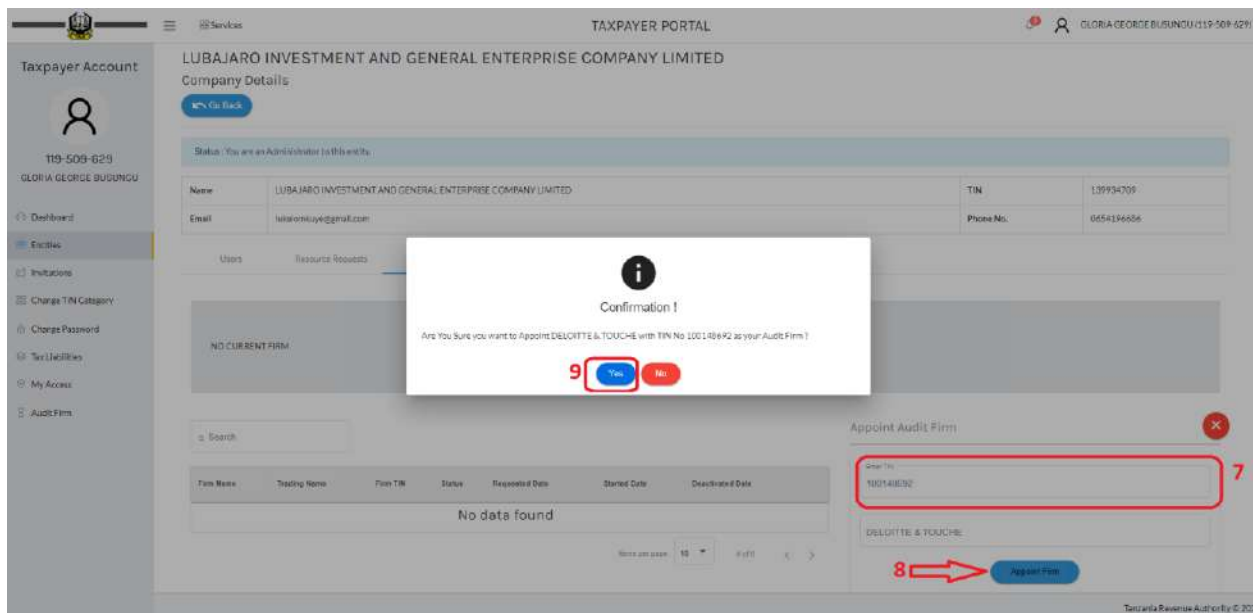
Search

+ New Audit Firm

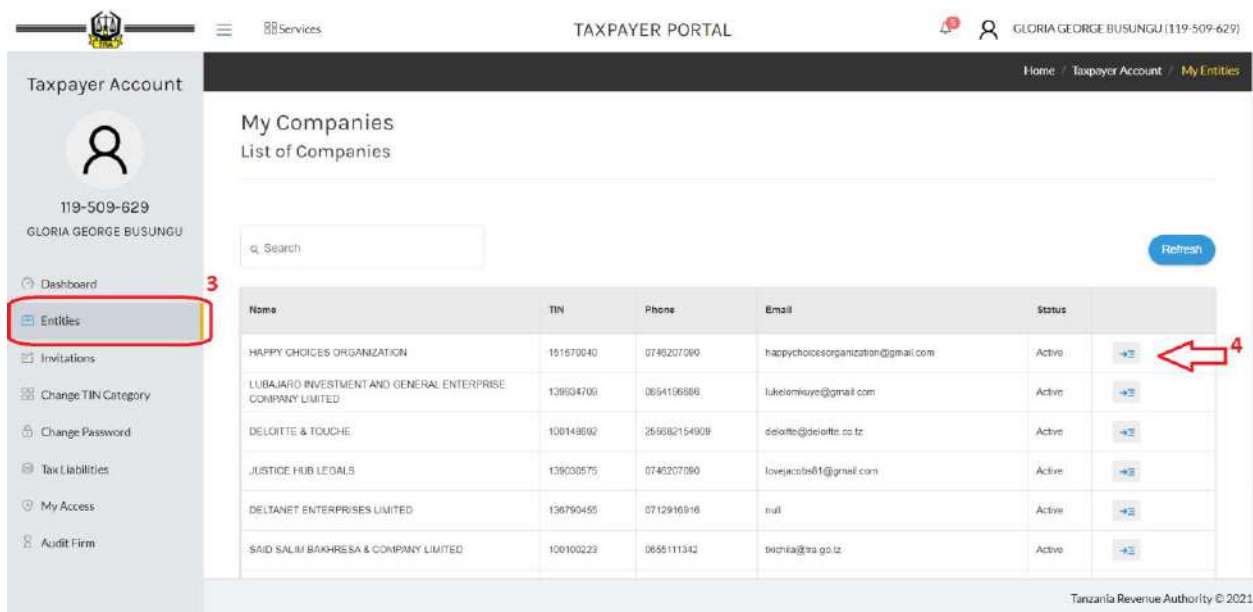
Firm Name	Trading Name	Firm TIN	Status	Requested Date	Started Date	Deactivated Date
No data found						

Tanzania Revenue Authority © 2021

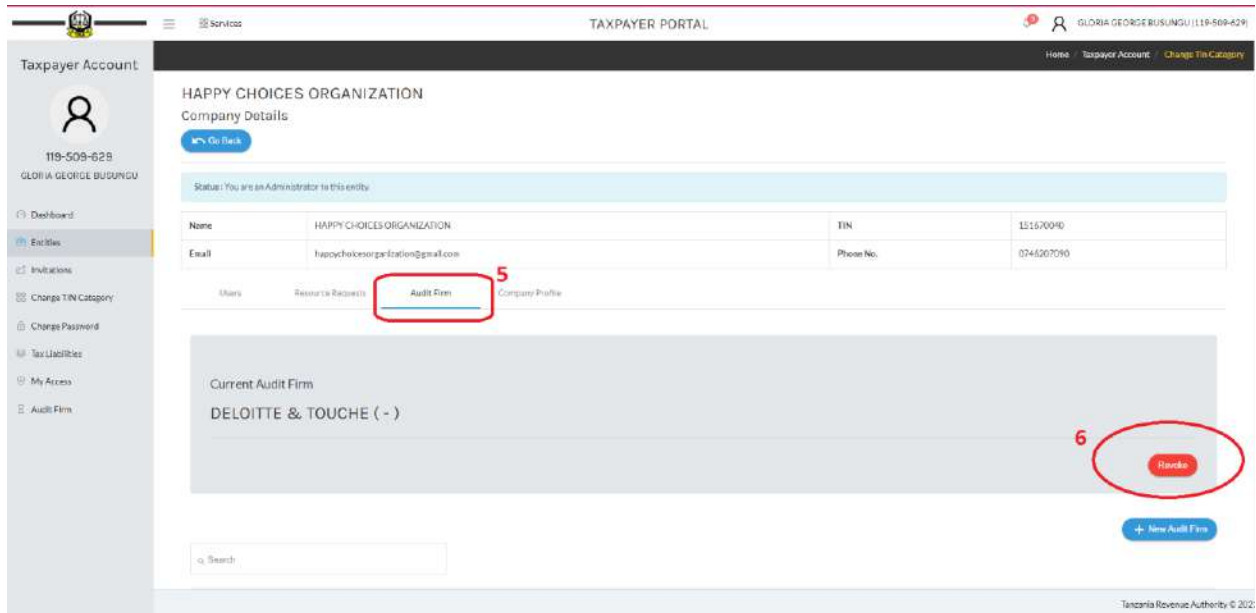
7. Enter an Audit Firm TIN and verify the details.
8. Click Appoint Firm button
9. Click Yes on confirmation dialog box.



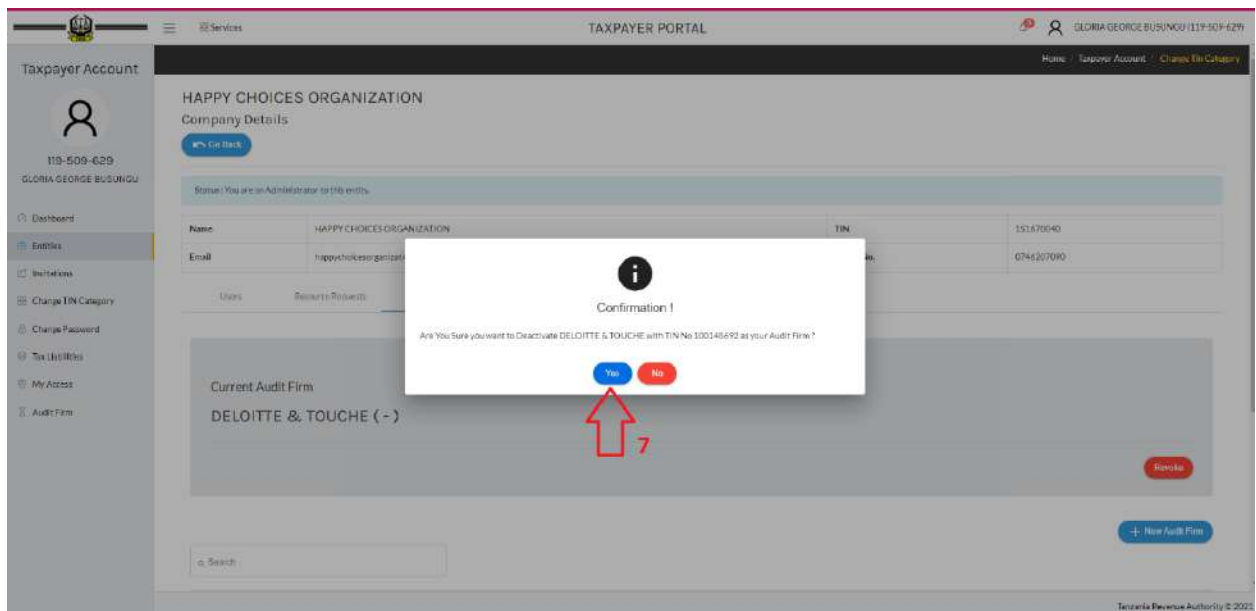
- Revoke an Audit Firm
 1. An entity admin required to Login
 2. Click My Account
 3. Click Entities
 4. Click View Details button for the preferred entity



5. Click Audit Firm Tab
6. Click Revoke on a current Audit Firm information



7. Click Yes on confirmation dialog box.



iv. Company Profile

This Tab provides information of the company such as Names of Directors, Liable Taxes, Business Start Date, Accounting Period, etc. See the steps below

7. An entity admin required to Login
8. Click My Account
9. Click Entities
10. Click View Details button for the preferred entity
11. Click Company Profile tab

12. Click Business Dates button to view business start date and accounting period information
13. Click Directors/Representatives button to view directors' information
14. Click Tax Liabilities button to view or add liable taxes.

v. Auditors

This Tab allows only an audit firm entity admin to add auditors who are going to certify tax returns for the clients of the firm. See the steps below

- Add an Auditor
 1. An audit firm entity admin required to Login
 2. Click My Account
 3. Click Entities
 4. Click View Details button for the preferred entity
 5. Click Auditors Tab
 6. Click Appoint Auditor
 7. Enter TIN of an active auditor registered and recognized by NBAA then verify the details
 8. Click Add Auditor
 9. Click Appoint to confirm on the popped-up dialog box appeared.
- Remove an Auditor
 1. An audit firm entity admin required to Login
 2. Click My Account
 3. Click Entities
 4. Click View Details button for the preferred entity
 5. Click Auditors Tab
 6. Click Delete Auditor (Trash icon)
 7. Click Tick Button to confirm removing an auditor.

vi. Clients

This tab provides information of the audit firm clients working on behalf specifically in certification of tax returns. See the steps below

1. An audit firm entity admin required to Login
2. Click My Account
3. Click Entities
4. Click View Details button for the preferred entity
5. Click Clients tab to view the information.

vii. Invitations

This tab shows status of invitation to an audit firm entity admin only for accepting or rejecting appointments. See the steps below

1. An audit firm entity admin required to Login
2. Click My Account
3. Click Entities
4. Click View Details button for the preferred entity.
5. Click Invitations tab

6. Click **Accept** to agree/concede the invitation or **reject** to deny the invitation request.
7. Click Yes on confirmation dialog box.

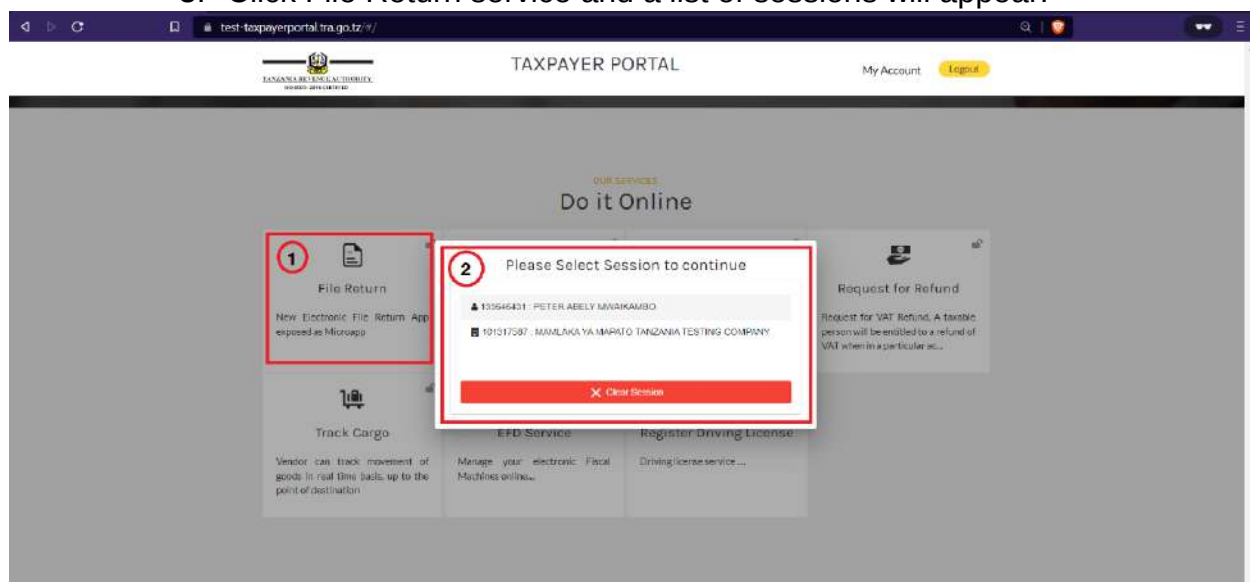
3. Access and Use Services (Applications)

3.1. File Return

File Return is the service that directs a user to access eFiling system.

3.1.1. Access to eFiling System

1. Log into Taxpayer Portal,
2. Click Services menu,
3. Click File Return service and a list of sessions will appear.



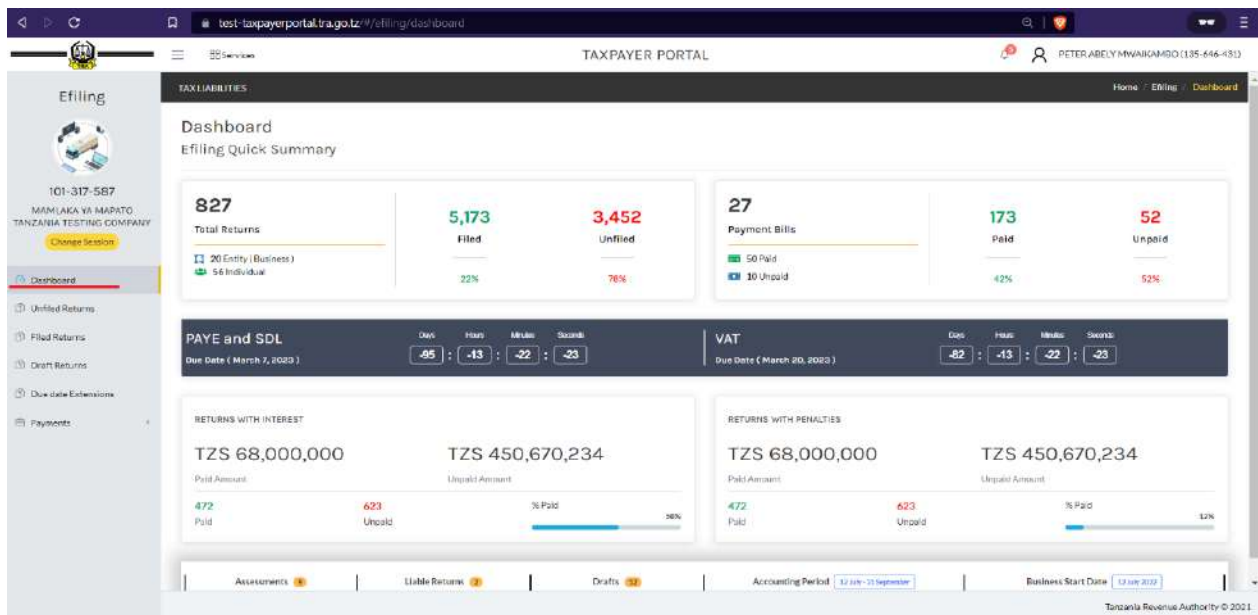
4. Choose a preferred session.

3.1.2. Components of File Return Service

The menus that are seen after successfully entered a preferred session.

a) Dashboard

This is a window that shows summary of filed returns, unfiled returns, due dates, penalties etc., and other tax related information of an individual or an entity. The dashboard is the first page seen after choosing a preferred session.



b) Unfiled Returns

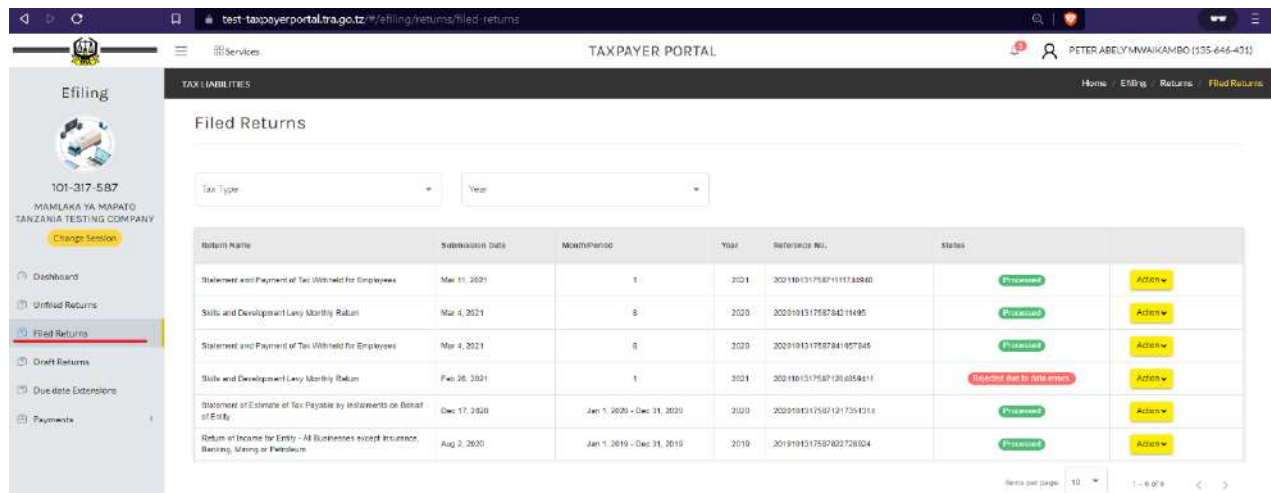
This menu directs the user to the page that list tax returns which the user is liable to file.

The screenshot shows the 'Unfiled Returns' page. It includes a search filter for 'Tax Type' and 'Year'. The table below lists the unfiled returns:

Return Type	Year	Month/Period	Action
Salary and Development Levy Monthly Return	2021	2	Action
Statement and Payment of Tax Withheld for Employees	2021	2	Action
Salary and Development Levy Monthly Return	2021	3	Action
Statement and Payment of Tax Withheld for Employees	2021	3	Action
Salary and Development Levy Monthly Return	2021	4	Action
Statement and Payment of Tax Withheld for Employees	2021	4	Action
Value Added Tax Monthly Return	2021	4	Action
Value Added Tax Monthly Return	2021	1	Action
Value Added Tax Monthly Return	2021	2	Action
Value Added Tax Monthly Return	2021	3	Action

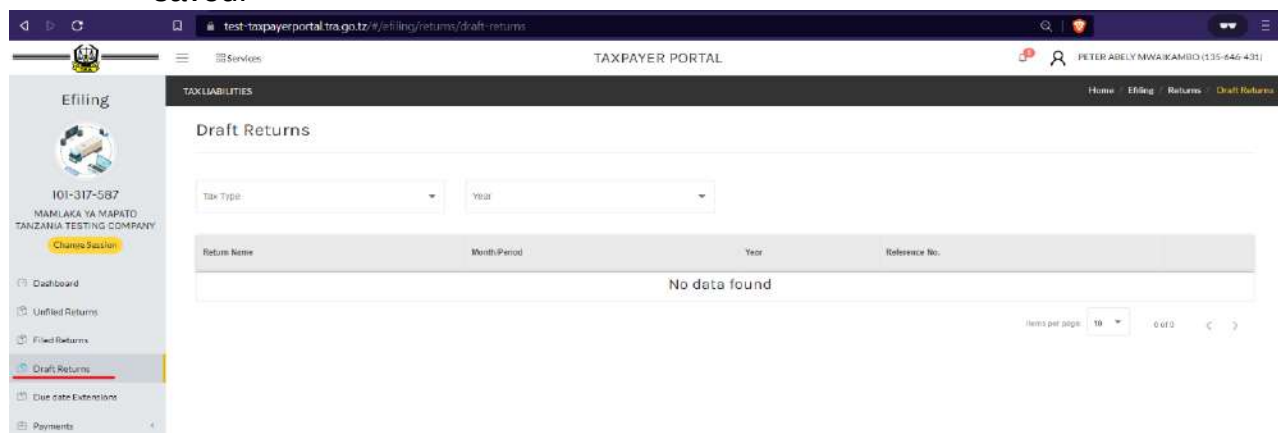
c) Filed Return

This menu directs the user to the page that list tax returns which have already been filed for either individual or entity.



d) Draft Returns

This menu directs the user to a page that list tax returns which are temporarily saved.



e) Due Date Extensions

How to apply for Due Date Extension

The following are the steps to follow in order to request extension of time to file return for all returns

1. Login to Taxpayer Portal as Declarant or eFiler
2. Navigate to File Return Service
3. Then Click and Choose preferred session
4. Click Unfiled Returns Menu
5. Select the Return to which you want to apply for due date extension
6. Click Action Button to get the option for Apply Extension

test-taxpayerportal.tza.go.tz/#/efiling/returns/unfiled-returns

TAXPAYER PORTAL

PETER ABELY MWAKAMBO (135-646-431)

Home / Efilng / Returns / Unfiled Returns

Unfiled Returns

Tax Type: 5 SOL
 Year: 5 2022

Return Type	Year	Month/Period	Action
Skills and Development Levy Monthly Return	2022	1	5 Action
Skills and Development Levy Monthly Return	2022	2	Action
Skills and Development Levy Monthly Return	2022	3	Action
Skills and Development Levy Monthly Return	2022	4	Action
Skills and Development Levy Monthly Return	2022	5	Action
Skills and Development Levy Monthly Return	2022	6	6 Action

1 - 6 of 6
 File Return
Apply Extension

7. Enter the proposed date
8. Enter a reason for extension
9. Click Send request button

test-taxpayerportal.tza.go.tz/#/efiling/returns/due-date-extensions/apply

TAXPAYER PORTAL

PETER ABELY MWAKAMBO (135-646-431)

Home / Efilng / Returns / Due Date Extensions

Due Date Extension

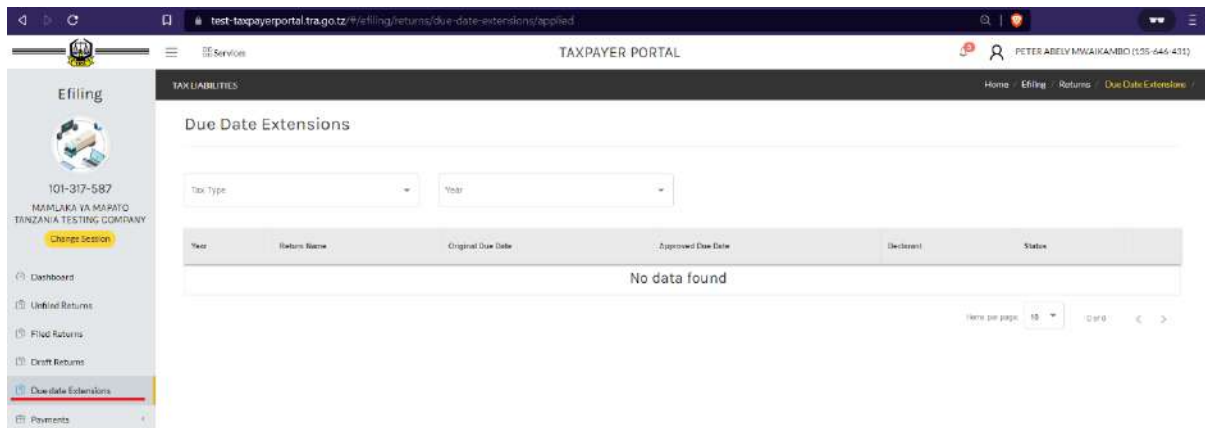
Return Name: Skills and Development Levy Monthly Return
 Year: 2022
 Due Date: 07/07/2022

Proposed due date: 7 JUL 2022

Reasons: 8

9 Send request

10. After the request is sent; check the status of the request by pressing the Due Date Extension menu

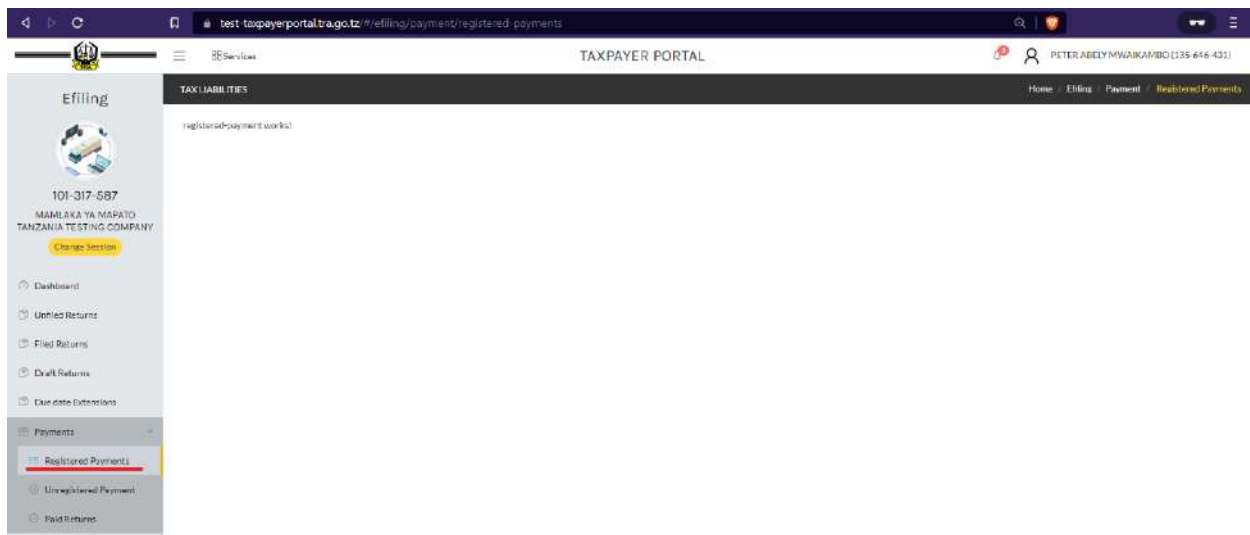


11. From Due Date Extensions page, a taxpayer can view the status of the submitted extension application if it has been approved or rejected.

f) Payments

This menu has three options:

- i. **Registered Payments:** for the payment notices (with Control Number) which have been created.



- ii. **Unregistered Payment:** all the bills waiting for creating payment notices (Requesting Control Number)

Procedures for requesting control number in File Return Service:

1. Click Payments menu
2. Click Unregistered Payments
3. Select the record for which to request control number
4. Click Action button
5. Click Full Payment to access the page for creating a payment notice with request for control number

test-taxpayerportal.tz.go.tz/#/efiling/payment/unregistered-payments

TAXPAYER PORTAL

PETER ABELY MWAKAMBO (135-646-431)

Efiling

101-317-587
MAMLAKA YA MAPATO
TANZANIA TESTING COMPANY
Change Session

Dashboard
Unfiled Returns
Filed Returns
Draft Returns
Due date Extensions
Payments
Registered Payments
Unregistered Payments
Paid Returns

Unregistered Payments (Request Control Number)

Tax Type	Debit Number	Item Amount	GPS Code	Year	Reference	Action
Skills and Development Levy Monthly Return	44556666	400.000	1120101	2020	202010131758764211495	Action
Statement and Payment of Tax Withheld for Employees	44556666	149,838,569	1111101	2020	2020101317587641657845	Action
Statement of Estimate of Tax Payable by Instalments on Behalf of Entity	444050931	8,370,000	11510136	2020	20201013175871217351314	Action
Statement of Estimate of Tax Payable by Instalments on Behalf of Entity	444050939	9,360,000	140101	2020	20201013175871217351314	Full Payment
Statement of Estimate of Tax Payable by Instalments on Behalf of Entity	444050929	9,360,000	140101	2020	20201013175871217351314	Partial Payment
Statement of Estimate of Tax Payable by Instalments on Behalf of Entity	444050928	9,360,000	140101	2020	20201013175871217351314	Add to Cart
Statement of Estimate of Tax Payable by Instalments on Behalf of Entity	444050927	9,360,000	140101	2020	20201013175871217351314	Action
Return of Income for Entity - All Businesses except Insurance, Banking, Mining or Petroleum	444032049	30,917,893.68	11510134	2019	2019101317587822228924	Action
Return of Income for Entity - All Businesses except Insurance, Banking, Mining or Petroleum	444032039	93,264,266.76	11510134	2019	2019101317587822228924	Action
Return of Income for Entity - All Businesses except Insurance, Banking, Mining or Petroleum	444032038	339,142,769.4	0	2019	2019101317587822228924	Action

6. Fill in the form
7. Click Submit button

TAXPAYER PORTAL

PETER ABELY MWAKAMBO (135-646-431)

Efiling

101-317-587
MAMLAKA YA MAPATO
TANZANIA TESTING COMPANY
Change Session

Dashboard
Unfiled Returns
Filed Returns
Draft Returns
Due date Extensions
Payments
Registered Payments
Unregistered Payments
Paid Returns

TAX LIABILITIES

Unregistered Payments (Request Control Number)

Your about to create payment notice of **TShs. 8,370,000.00**

If you want to generate payment notice without control number, make sure to uncheck generate control number options below

☒ Generate control number for this payment notice

Taxpayer information:

TIN: 101317587 TaxPayer Name:

Employee Location: * Mobile Number: * Email Address: *

Phone format sample: 9751237507

Payments information:

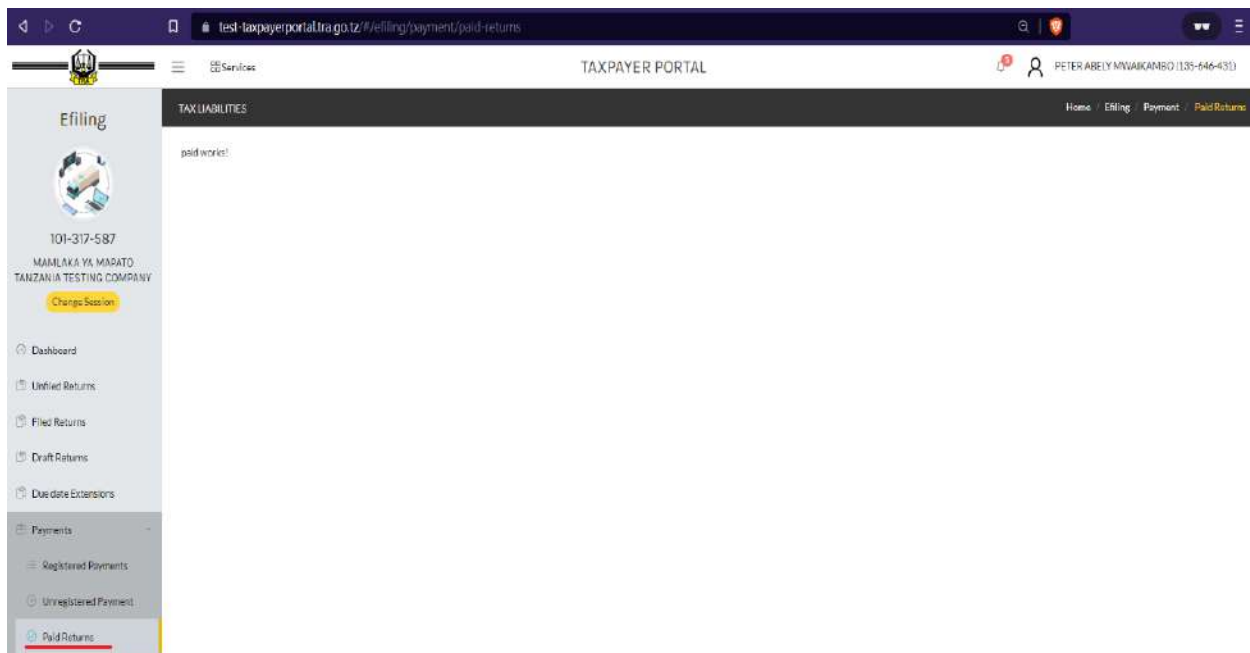
Mode of payments: * Currency: TZS

Bank Account: *

Cancel Submit

The other options from the Action button aren't currently accommodated i.e., Partial Payment and add to Cart.

iii. **Paid Returns:** Contains the list of bills which have been paid

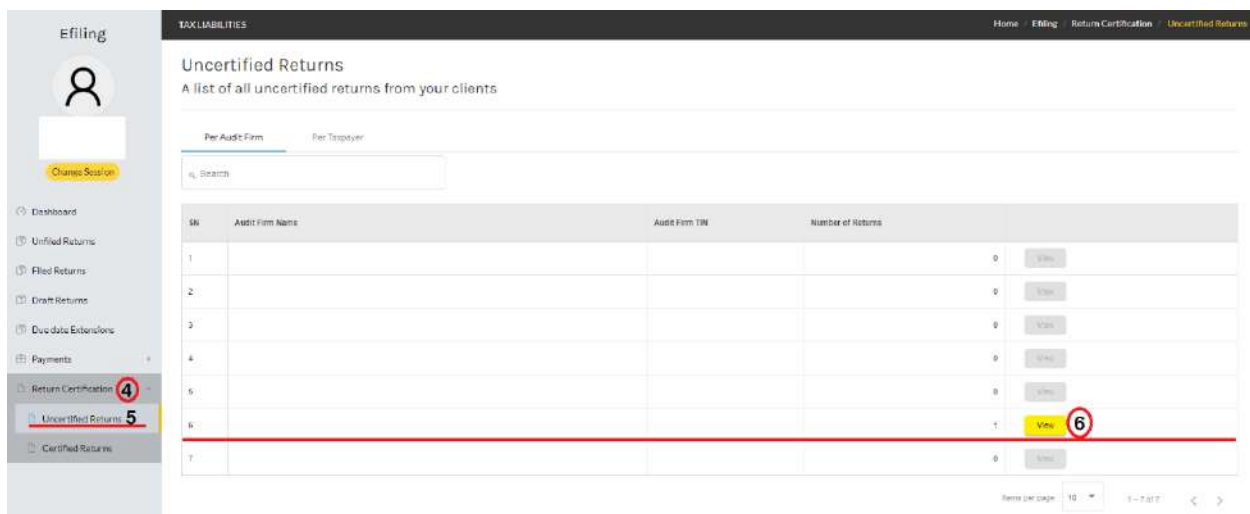


g) Return Certifications

This menu is seen by user with TIN which has been assigned auditing role.
How to certify ROI:

Steps

1. Login to Taxpayer Portal as an Auditor
2. Navigate to File Return Service
3. Then click and choose Auditor's session
4. Expand Certifications menu
5. Select Uncertified Returns
6. Click View button for the Audit firm to which there is a tax return to certify



7. Click Certify button

Auditing Firm Name

A list of uncertified returns

[Go Back](#)

q, Search					
Year	Submission Date	Return Type	Reference No.	Company Name	Company TIN
2018	May 31, 2022	Return of Income made by an Individual - All Businesses except Mining or Petroleum	29211195096290314847453	GLORIA GEORGE BUSUNGU	119-509-629

Items per page: 10 1 - 1 of 1 < >

Certify 7

8. There are three options Reject, Certify with qualification and Certify with no qualification

Certification

Certify this return using certification decision action below

[Go Back](#)

Year	2018
Submission Date	31/05/2022 5:48:47 PM
Return Type	Return of Income made by an Individual - All Businesses except Mining or Petroleum
Reference Number	20211195096290314847453
Company Name	GLORIA GEORGE BUSUNGU
Company TIN	119-509-629
Return Attachments	Return File Financial Statement Detailed Calculations Transfer Pricing Document
Certification Decision	Reject Certify with qualification Certify with no qualification

There are two options:

i. Uncertified Returns

Efiling

100-100-223
SAID SALIM BAKHRESA &
COMPANY LIMITED

[Change Session](#)

Dashboard

Uncertified Returns

Filed Returns

Draft Returns

Due date Extensions

Payments

Return Certification

Uncertified Returns

Certified Returns

TAXPAYER PORTAL

Home / Efiling / Return Certification / **Uncertified Returns**

Uncertified Returns

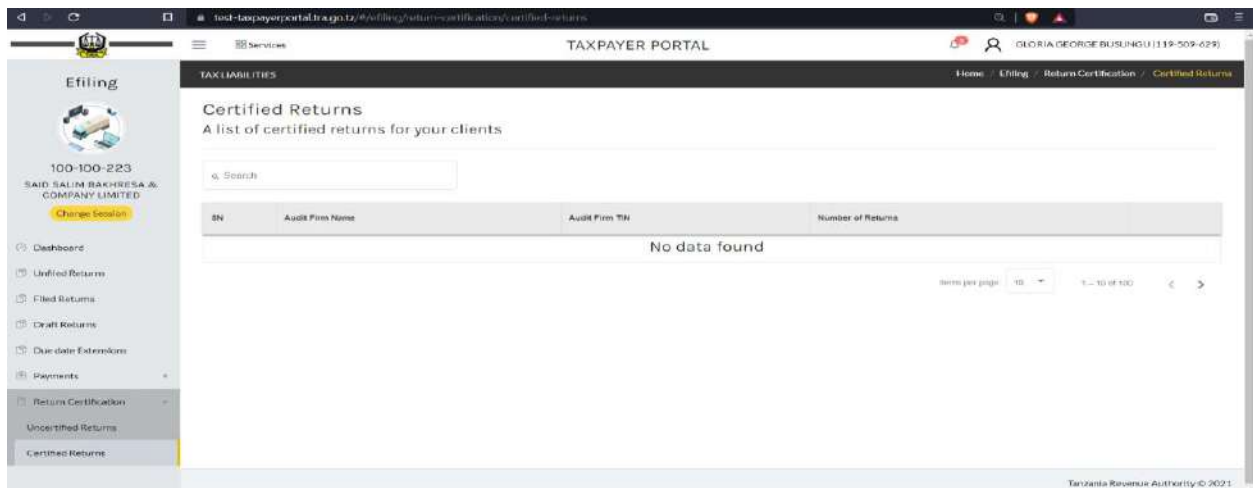
A list of all uncertified returns from your clients

SN	Audit Firm Name	Audit Firm TIN	Number of Returns
No data found			

Items per page: 10 1 - 10 of 100 < >

Tanzania Revenue Authority © 2021

ii. Certified Returns



h) Manage Returns (Tax Liabilities)

This menu directs the user to the links of returns that require prior information. It allows the user to save information which can be used while submitting return.

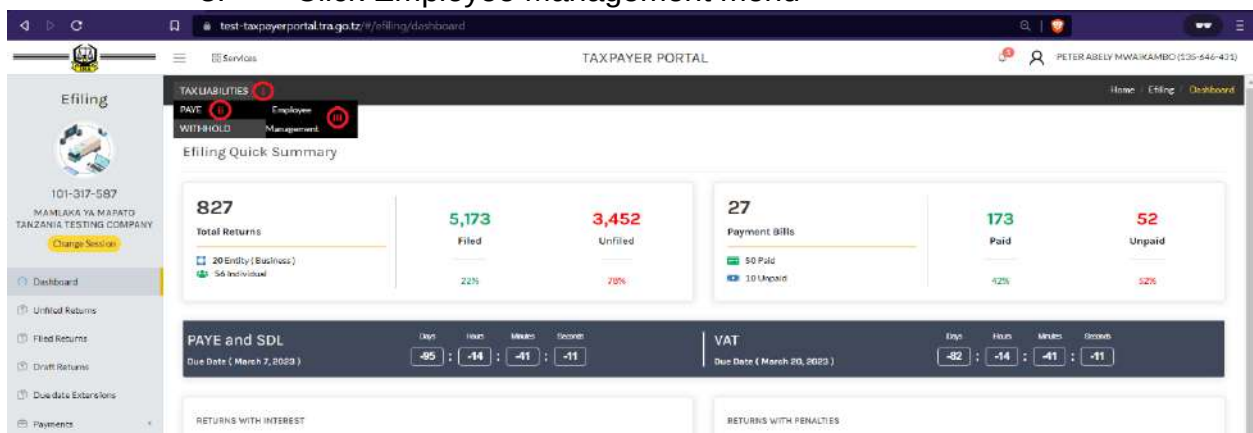
i. ROI

To Add ROI prior information, follow these steps:

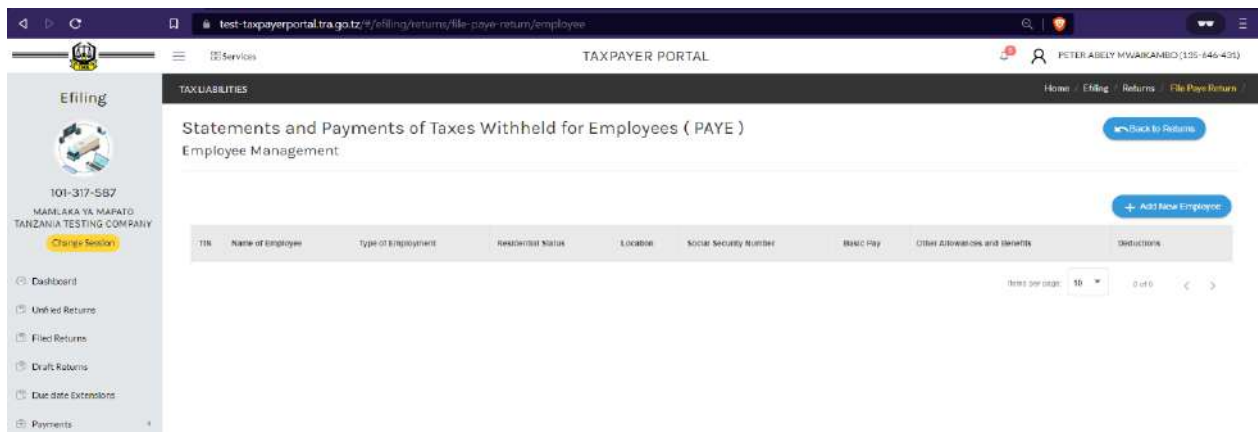
ii. PAYE

To Add PAYE prior information, follow these steps:

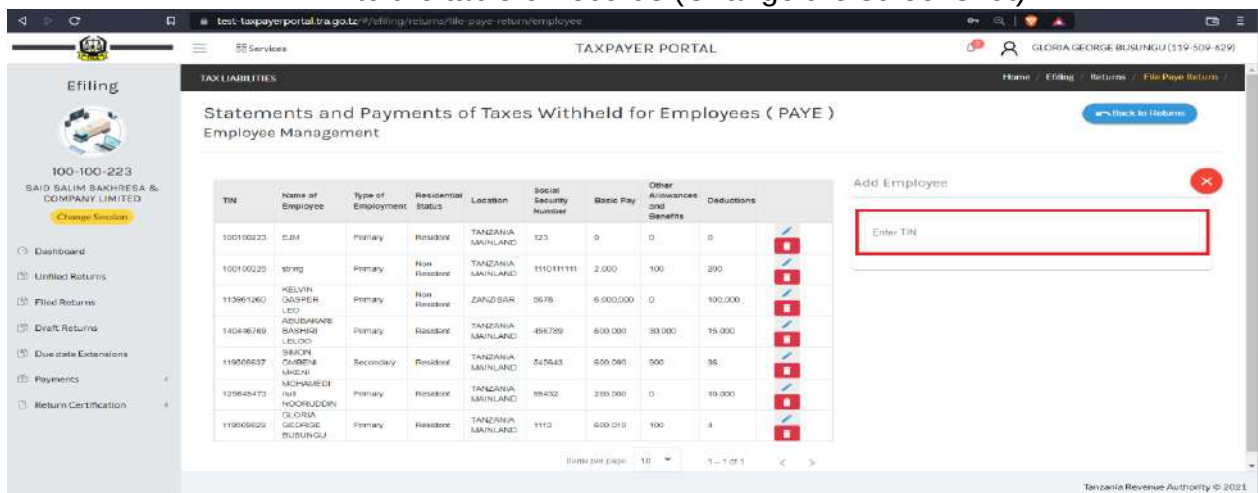
1. Go to Tax Liabilities menu
2. Hover the mouse on PAYE menu
3. Click Employee Management menu



4. The page for Employee Management shows the buttons for adding new employee information and Back to Returns



5. The user clicks Add New Employee button to add a new employee's TIN to the table of records (Change the screenshot)



6. After adding an employee's TIN, the system retrieves the name from TIN system and add other fields for manual input: (Change the screenshot)

test-taxpayerportal.tira.go.tz/#efiling/returns/file-pay-return/employee

TAXPAYER PORTAL

GLORIA GEORGE BUSUNGU (119-509-629)

efiling

100-100-223
SAID SALIM BAKHRESA & COMPANY LIMITED
Change Session

Dashboard
Unfiled Returns
Filed Returns
Draft Returns
Due date Extensions
Payments
Return Certification

TIN	Name of Employee	Type of Employment	Residential Status	Location	Social Security Number	Basic Pay	Other Allowances and Benefits	Deductions
100100223	EJM	Primary	Resident	TANZANIA, MARILAND	125	0	0	0
100100225	stng	Primary	Non Resident	TANZANIA, MARILAND	111011111	2,000	100	200
113001260	KELVIN GASPER LEO	Primary	Non Resident	ZANZIBAR	5678	6,000,000	0	100,000
140446760	ABUSAKARI BASHIR LELLO	Primary	Resident	TANZANIA, MARILAND	456780	600,000	30,000	15,000
119500037	SMONY OMSENI MKENI	Secondary	Resident	TANZANIA, MARILAND	543643	600,000	900	30
120045473	MOHAMED HADI MOORUGODIA	Primary	Resident	TANZANIA, MARILAND	25432	200,000	0	10,000
119000539	GLORIA GEORGE BUSUNGU	Primary	Resident	TANZANIA, MARILAND	1113	600,010	100	0

Items per page: 10 1 - 1 of 1

Add Employee

Enter TIN
130605431

Employee Name
PETER ABELY MUYAKAUMBO

Employment Type

Residential Status

Employee Location

Social Security Number

Basic Pay

Other Allowances

Deductions

Add Employee

Tanzania Revenue Authority © 2021

For Bulk Employee addition

Explanations to follow

iii. Withholding Tax

To Add Withholding Tax prior information, follow these steps:

- Go to Tax Liabilities menu item to access Withhold options: Branch, Batch and Taxes Certificates

test-taxpayerportal.tira.go.tz/#efiling/returns/unfiled-returns

TAXPAYER PORTAL

GLORIA GEORGE BUSUNGU (119-509-629)

efiling

100-100-223
SAID SALIM BAKHRESA & COMPANY LIMITED
Change Session

Dashboard
Unfiled Returns
Filed Returns
Draft Returns
Due date Extensions
Payments
Return Certification

TAX LIABILITIES

RETURN
PAYE
WITH-HOLD
Branch
Batch
Taxes Certificates

Tax Type Year

Return Type	Year	Month/Period	Action
Statement and Payment of Tax Withhold for Employee	2022	9	Action
Value Added Tax Monthly Return	2020	8	Action
Value Added Tax Monthly Return	2020	9	Action
Value Added Tax Monthly Return	2021	9	Action
Value Added Tax Monthly Return	2020	10	Action
Value Added Tax Monthly Return	2021	10	Action
Value Added Tax Monthly Return	2020	11	Action
Value Added Tax Monthly Return	2021	11	Action
Value Added Tax Monthly Return	2020	12	Action
Value Added Tax Monthly Return	2021	12	Action

Tanzania Revenue Authority © 2021

Branches:

The screenshot displays the 'Branches' section of the Taxpayer Portal. The interface includes a top navigation bar with the SRA logo, a user profile dropdown, and a 'TAXPAYER PORTAL' header. A left sidebar contains a navigation menu with options like Dashboard, Unfiled Returns, Filed Returns, Draft Returns, Due date Extensions, Payments, and Return Certification. The main content area is titled 'Branches' and features a table with the following columns: Tin number, Branch Name, Region, District, Ward, Sub Ward, and Postal Code. The table is currently empty, displaying 'No data found'. A search bar is located at the top right of the table area. The footer of the page reads 'Tanzania Revenue Authority © 2021'.

Transaction Batches

The screenshot displays the 'Transaction Batches' section of the Taxpayer Portal. The interface includes a top navigation bar with the SRA logo, a user profile dropdown, and a 'TAXPAYER PORTAL' header. A left sidebar contains a navigation menu with options like Dashboard, Unfiled Returns, Filed Returns, Draft Returns, Due date Extensions, Payments, and Return Certification. The main content area is titled 'Transaction Batches' and features a search bar with a date selector set to '06/2022' and a 'Submit' button. Below the search bar is a table with the following columns: Batch Name, Tin number, From, To, Branch Name, Control Number, and Status. The table is currently empty, displaying 'No data found'. The footer of the page reads 'Tanzania Revenue Authority © 2021'.

Withholding Tax Certificates

The screenshot displays the 'Withholding Tax Certificates' section of the Taxpayer Portal. The interface includes a top navigation bar with the SRA logo, a user profile dropdown, and a 'TAXPAYER PORTAL' header. A left sidebar contains a navigation menu with options like Dashboard, Unfiled Returns, Filed Returns, Draft Returns, Due date Extensions, Payments, and Return Certification. The main content area is titled 'Withholding Tax Certificates' and features a search bar with a dropdown menu set to 'WITHHOLDABLE' and a date selector set to '06/2022', along with a 'Submit' button. Below the search bar is a table with the following columns: Certificate Number, Withholder Tin, Withholdable Tin, Withholder Name, Date of Issue, Month, and Control Number. The table is currently empty, displaying 'No data found'. The footer of the page reads 'Tanzania Revenue Authority © 2021'.

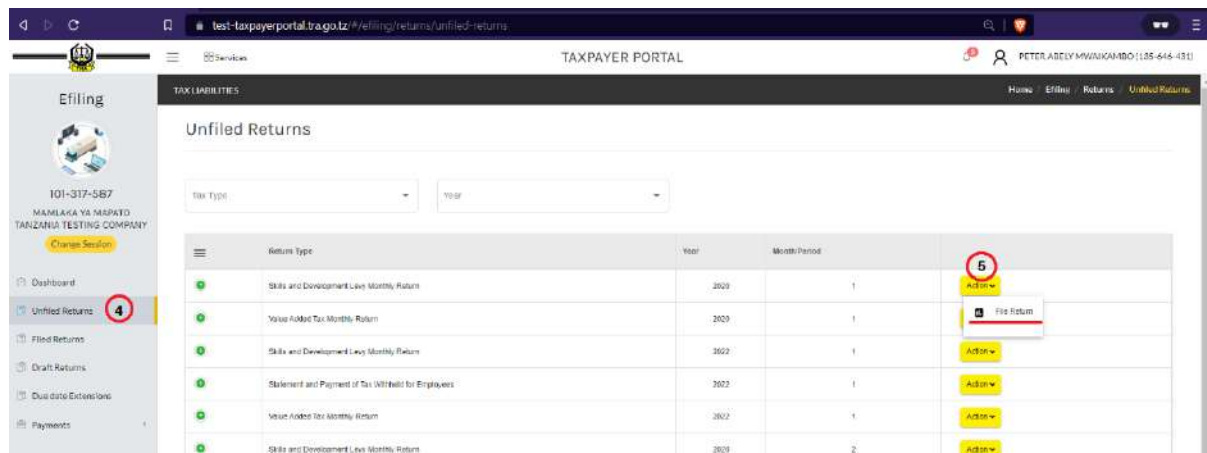
3.1.3. Submit Tax Return

The following are the steps to follow in order to submit return

a) SDL Return

Submit SDL Return

1. Login to Taxpayer Portal as Declarant or eFiler
2. Navigate to File Return Service
3. Then Click and Choose preferred session
4. Click Unfiled Returns Menu
5. Click on Action button then File Return button to file unfiled SDL return



6. Fill in required SDL Information as follows:

For Permanent Employee Details

Part I

- i. Enter Number of Permanent Employee(s)
- ii. Enter the sum of Basic Salary amount
- iii. Enter the sum of Other Allowances amount
- iv. Enter the sum of Exemption Amount

File SDL Return

Skills and Development Levy Monthly Return for January, 2020

[Back to Returns](#)

Reminder

You are about to file Skills and Development Levy Monthly Return for: MAMLAKA YA MAPATO TANZANIA TESTING COMPANY whose TIN is: 101317587. Uploading of false, forged information and / or any information indicating fraudulent actions is strictly prohibited. Any of these information will NOT be processed. We strongly advise you to provide valid information as directed by Tanzania Revenue Authority.

Location: TANZANIA MAINLAND



Please fill details for temporary employees. If there is no detail please enter 0.

Number of Employees	Sum of Basic Salary	Sum of Other Allowances
100	1000000	0
Sum of Exemption		
0		

[Back](#)[Next](#)

7. Press Next button to go to Fill Temporary Employee Details

Part II

- Enter Number of Temporary Employee(s)
- Enter the sum of Basic Salary amount
- Enter the sum of Other Allowances amount
- Enter the sum of Exemption Amount

File SDL Return

Skills and Development Levy Monthly Return for January, 2020

[Back to Returns](#)

Reminder

You are about to file Skills and Development Levy Monthly Return for: MAMLAKA YA MAPATO TANZANIA TESTING COMPANY whose TIN is: 101317587. Uploading of false, forged information and / or any information indicating fraudulent actions is strictly prohibited. Any of these information will NOT be processed. We strongly advise you to provide valid information as directed by Tanzania Revenue Authority.

Location: TANZANIA MAINLAND



Preview amount of SDL payable to TRA

	SN	Nature of Employment	Number of Employees	Gross Payments	Amount Subject to SDL	SDL Payable
+	1	PERMANENT	10	1,000,000.00	1,000,000.00	45,000.00
+	2	TEMPORARY	100	1,000,000.00	1,000,000.00	45,000.00
+	Total		110	2,000,000.00	2,000,000.00	90,000.00

[Back](#)[Next](#)

8. Then Click Next button to preview SDL Payable

File SDL Return

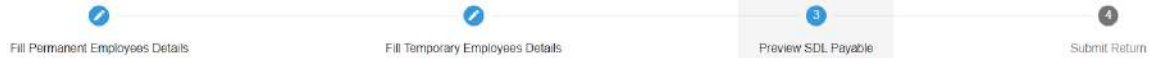
Skills and Development Levy Monthly Return for January, 2020

[Back to Returns](#)

Reminder

You are about to file Skills and Development Levy Monthly Return for: MAMLAKA YA MAPATO TANZANIA TESTING COMPANY whose TIN is: 101317587. Uploading of false, forged information and / or any information indicating fraudulent actions is strictly prohibited. Any of these information will NOT be processed. We strongly advise you to provide valid information as directed by Tanzania Revenue Authority.

Location: TANZANIA MAINLAND



Preview amount of SDL payable to TRA

	SN	Nature of Employment	Number of Employees	Gross Payments	Amount Subject to SDL	SDL Payable
	1	PERMANENT	10	1,000,000.00	1,000,000.00	45,000.00
	2	TEMPORARY	100	1,000,000.00	1,000,000.00	45,000.00
	Total		110	2,000,000.00	2,000,000.00	90,000.00

[Back](#)

[Next](#)

9. There are two options to either Click Submit to Draft or Click Final Submit

File SDL Return

Skills and Development Levy Monthly Return for January, 2020

[Back to Returns](#)

Reminder

You are about to file Skills and Development Levy Monthly Return for: MAMLAKA YA MAPATO TANZANIA TESTING COMPANY whose TIN is: 101317587. Uploading of false, forged information and / or any information indicating fraudulent actions is strictly prohibited. Any of these information will NOT be processed. We strongly advise you to provide valid information as directed by Tanzania Revenue Authority.

Location: TANZANIA MAINLAND



Save draft or Submit final SDL return

	SN	Nature of Employment	Number of Employees	Gross Payments	Amount Subject to SDL	SDL Payable
	1	PERMANENT	10	1,000,000.00	1,000,000.00	45,000.00
	2	TEMPORARY	100	1,000,000.00	1,000,000.00	45,000.00
	Total		110	2,000,000.00	2,000,000.00	90,000.00

[Save Draft](#)

[Submit Final](#)

10. Viewing Acknowledgement, Assessment and Submitted Return
 - i. Go to Filed Returns menu
 - ii. Select the SDL return to view either Acknowledgement or Assessment or Submitted Return

test-taxpayerportal.tzgo.tz/#/efiling/returns/filed-returns

TAXPAYER PORTAL

PETER ABELY MWAKAMBO (135-446-431)

Home / Efilng / Returns / Filed Returns

Filed Returns

Tax Type: Year:

Return Name	Submission Date	Month/Period	Year	Reference No.	Status	Action
Statement and Payment of Tax Withheld for Employees	Mar 18, 2021	1	2020	2020191317587111744940	Processed	10 Action
Skills and Development Levy Monthly Return	Mar 4, 2021	8	2020	2020191317587104211495	Processed	1 Acknowledgment View Amendment View Submitted Return
Statement and Payment of Tax Withheld for Employees	Mar 4, 2021	8	2020	20201913175871057945	Processed	
Skills and Development Levy Monthly Return	Feb 25, 2021	1	2021	2021191317587126465411	Rejected due to data errors	
Statement of Estimate of Tax Payable by Institutions on Behalf of Entity	Dec 17, 2020	Jan 1, 2020 - Dec 31, 2020	2020	20201913175871217351314	Processed	Action
Return of Income for Entity - All Businesses except Insurance, Banking, Mining or Petroleum	Aug 2, 2020	Jan 1, 2019 - Dec 31, 2019	2019	2019191317587102222924	Processed	Action

Save and Submit SDL Return from the Draft

1. Login to Taxpayer Portal as Entity Admin
2. Navigate to File Return Service
3. Then Click and Choose session (preferred Entity)
4. Click Draft Returns Menu
5. Click on a record action button to edit Drafted SDL Return

TAXPAYER PORTAL

PETER ABELY MWAKAMBO (135-646-431)

Home / Efilng / Returns / Draft Returns

Draft Returns

Tax Type: Year:

Return Name	Month/Period	Year	Reference No.	Action
Skills and Development Levy Monthly Return	1	2020	2020191317587113442274	5 Action

Items per page: 10

Submit Return As Final
Update Return & Submit

6. Edit SDL Return Details

For Part I

- i. Edit Number of Permanent Employee
- ii. Edit the sum of Basic Salary amount
- iii. Edit the sum of Other Allowances amount
- iv. Edit the sum of Exemption Amount

TAXPAYER PORTAL

PETER ABELY MWAUKAMBO (135-646-431)

File SDL Return
Skills and Development Levy Monthly Return for January, 2020

[Back to Returns](#)

Reminder
You are about to file Skills and Development Levy Monthly Return for: MAMLAKA YA MAPATO TANZANIA TESTING COMPANY whose TIN is: 101317587. Uploading of false, forged information and / or any information indicating fraudulent actions is strictly prohibited. Any of these information will NOT be processed. We strongly advise you to provide valid information as directed by Tanzania Revenue Authority.

Location: TANZANIA MAINLAND

1 2 3 4
Fill Permanent Employees Details Fill Temporary Employees Details Preview SDL Payable Submit Return

Please fill details for permanent employees. If there is no detail please enter 0

Number of Employees: 10
Sum of Basic Salary: 1000000
Sum of Other Allowances: 0
Sum of Exemption: 0

[Next](#)

For Part II

- v. Edit Number of Permanent Employee
- vi. Edit the sum of Basic Salary amount
- vii. Edit the sum of Other Allowances amount
- viii. Edit the sum of Exemption Amount

File SDL Return
Skills and Development Levy Monthly Return for January, 2020

[Back to Returns](#)

Reminder
You are about to file Skills and Development Levy Monthly Return for: MAMLAKA YA MAPATO TANZANIA TESTING COMPANY whose TIN is: 101317587. Uploading of false, forged information and / or any information indicating fraudulent actions is strictly prohibited. Any of these information will NOT be processed. We strongly advise you to provide valid information as directed by Tanzania Revenue Authority.

Location: TANZANIA MAINLAND

1 2 3 4
Fill Permanent Employees Details Fill Temporary Employees Details Preview SDL Payable Submit Return

Please fill details for temporary employees. If there is no detail please enter 0

Number of Employees: 100
Sum of Basic Salary: 1000000
Sum of Other Allowances: 0
Sum of Exemption: 0

[Back](#) [Next](#)

7. Click next button to preview SDL Payable and then next button for submission of SDL return.

Reminder
You are about to file Skills and Development Levy Monthly Return for: MAMLAKA YA MAPATO TANZANIA TESTING COMPANY whose TIN is: 101317587. Uploading of false, forged information and / or any information indicating fraudulent actions is strictly prohibited. Any of these information will NOT be processed. We strongly advise you to provide valid information as directed by Tanzania Revenue Authority.

Location: TANZANIA MAINLAND



	SN	Nature of Employment	Number of Employees	Gross Payments	Amount Subject to SDL	SDL Payable
	1	PERMANENT	10	1,000,000.00	1,000,000.00	45,000.00
	2	TEMPORARY	100	1,000,000.00	1,000,000.00	45,000.00
	Total		110	2,000,000.00	2,000,000.00	90,000.00

Save Draft **Submit Final**

8. Confirm Return Submission

Reminder
You are about to file Skills and Development Levy Monthly Return for: MAMLAKA YA MAPATO TANZANIA TESTING COMPANY whose TIN is: 101317587. Uploading of false, forged information and / or any information indicating fraudulent actions is strictly prohibited. Any of these information will NOT be processed. We strongly advise you to provide valid information as directed by Tanzania Revenue Authority.

Location: TANZANIA MAINLAND

Fill Permanent Employees Details Preview SDL Payable Submit Return

Save draft or Submit final SDL return

Confirm Return Submission

You are about to submit return for: MAMLAKA YA MAPATO TANZANIA TESTING COMPANY whose TIN is: 101317587. Please confirm before you submit.

Are you sure you want to submit return?

Yes, Submit **No, Cancel**

	SN	Nature of Employment	Number of Employees	Gross Payments	Amount Subject to SDL	SDL Payable
	1	PERMANENT	10	1,000,000.00	1,000,000.00	45,000.00
	2	TEMPORARY	100	1,000,000.00	1,000,000.00	45,000.00
	Total		110	2,000,000.00	2,000,000.00	90,000.00

Save Draft Submit Final

9. Accept the Declaration

Reminder
You are about to file Skills and Development Levy Monthly Return for: MAMLAKA YA MAPATO TANZANIA TESTING COMPANY whose TIN is: 101317587. Uploading of false, forged information and / or any information indicating fraudulent actions is strictly prohibited. Any of these information will NOT be processed. We strongly advise you to provide valid information as directed by Tanzania Revenue Authority.

Location: TANZANIA MAINLAND

Fill Permanent Employees Details

Save draft or Submit final SDL return

SN	Nature of Employment	Payments	Amount Subject to SDL	SDL Payable
1	PERMANENT	1,000,000.00	1,000,000.00	45,000.00
2	TEMPORARY	1,000,000.00	1,000,000.00	45,000.00
Total		2,000,000.00	2,000,000.00	90,000.00

Do you wish to submit it?

Yes, Submit No, Cancel

Save Draft Submit Final

Back

Reminder
You are about to file Skills and Development Levy Monthly Return for: MAMLAKA YA MAPATO TANZANIA TESTING COMPANY whose TIN is: 101317587. Uploading of false, forged information and / or any information indicating fraudulent actions is strictly prohibited. Any of these information will NOT be processed. We strongly advise you to provide valid information as directed by Tanzania Revenue Authority.

Location: TANZANIA MAINLAND

Fill Permanent Employees Details

Save draft or Submit final SDL return

SN	Nature of Employment	Payments	Amount Subject to SDL	SDL Payable
1	PERMANENT	1,000,000.00	1,000,000.00	45,000.00
2	TEMPORARY	1,000,000.00	1,000,000.00	45,000.00
Total		2,000,000.00	2,000,000.00	90,000.00

The return has been submitted successfully to TRA and assigned a reference no. 202010131758713442274. Use this number to keep track of the status of this return in the filed returns list in order to view its assessment and proceed with payment.

OK

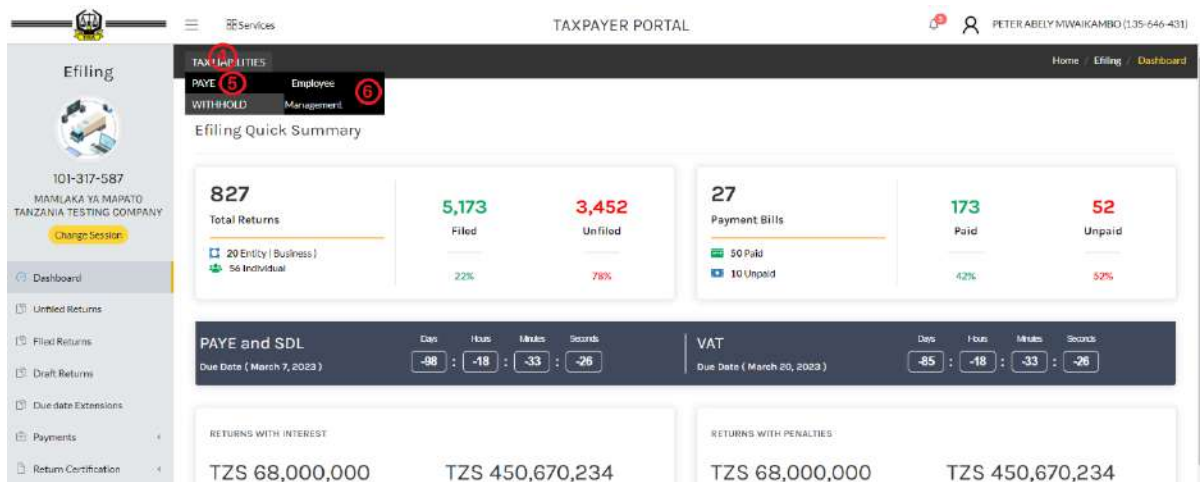
Save Draft Submit Final

Back

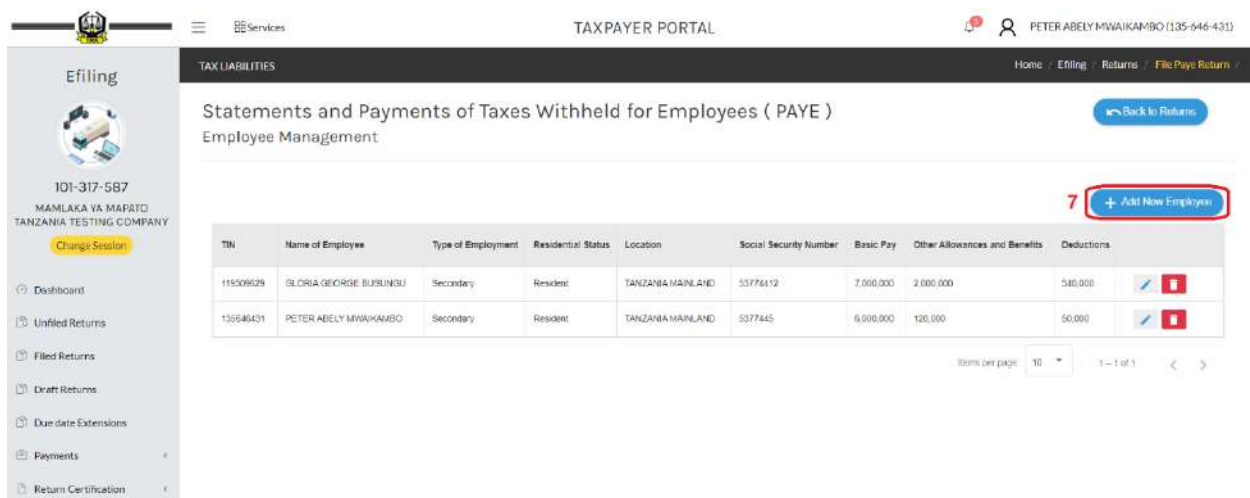
b) PAYE Return

Adding employees to file PAYE return (Few employees)

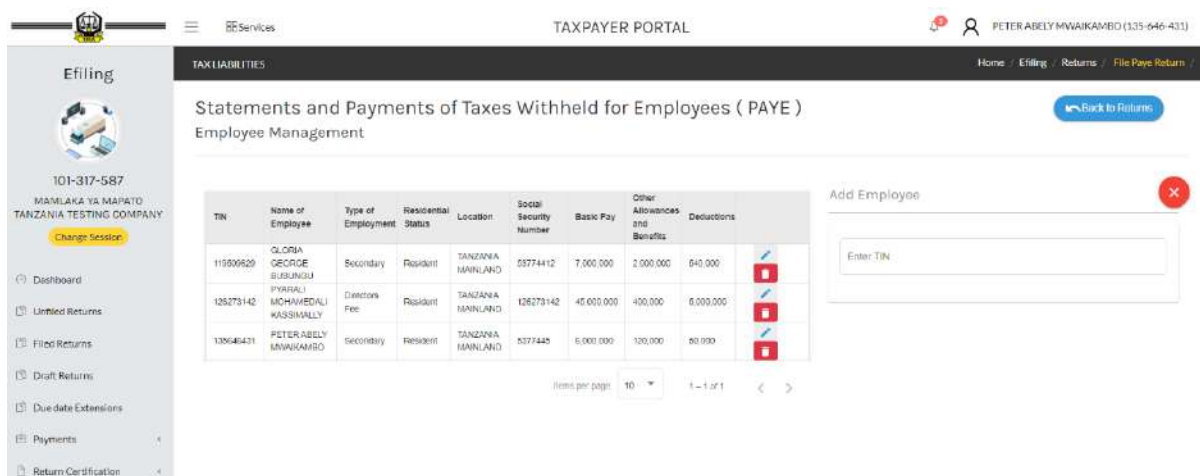
1. Login to Taxpayer Portal as Declarant or eFiler
2. Navigate to File Return Service
3. Then Click and Choose preferred session
4. On a top menu bar click Tax Liabilities to access submenus and
5. Hover mouse to PAYE menu
6. Click Employee Management Menu



The page that opens



7. Click Add New Employee Button



8. Enter employee TIN, the system will retrieve the name from TIN system and add new fields for input

TAXPAYER PORTAL

Services

PETER ABELY MWAIKAMBO (135-646-431)

Efiling

101-317-587
MAMLAKA YA MAPATO
TANZANIA TESTING COMPANY

Change Session

Dashboard
Unfiled Returns
Filed Returns
Draft Returns
Due date Extensions
Payments
Return Certification

TIN	Name of Employee	Type of Employment	Residential Status	Location	Social Security Number	Basic Pay	Other Allowances and Benefits	Deductions	Action
11956605	GLORIA GEORGE EUSUBU	Secondary	Resident	TANZANIA MWAJUMBE	53771293	7,000,000	3,900,000	540,000	
128272182	PURULLI MACHUMBEALI KATINSHALI	Director/PA	Resident	TANZANIA MWAJUMBE	128273942	40,000,000	400,000	5,000,000	
135646431	PETER ABELY MWAJUMBE	Secondary	Resident	TANZANIA MWAJUMBE	5377445	6,000,000	120,000	50,000	

Items per page: 12 1 - 3 of 3

Add Employee

Join TIN: 113961260

Employee Name: KELVIN GASPER LEO

Employment Type:

Residential Status:

Employee Location:

Social Security Number:

Basic Pay:

Other Allowances:

Deductions:

Add Employee

9. Click Add Employee button
10. Navigate and click unfiled return link
11. Filter tax type by selecting PAYE with a preferred year
12. Click action button and
13. Select File Return option to file unfiled PAYE return of specified Year and Month

TAXPAYER PORTAL

Services

PETER ABELY MWAJUMBE (135-646-431)

Efiling

101-317-587
MAMLAKA YA MAPATO
TANZANIA TESTING COMPANY

Change Session

Dashboard
Unfiled Returns
Filed Returns
Draft Returns
Due date Extensions
Payments
Return Certification

TAXIABILITIES

Home / Efiling / Returns / Unfiled Returns

Unfiled Returns

Tax Type: PAYE **11** Year: 2022 **11**

Return Type	Year	Month/Period	Due date	Action
Statement and Payment of Tax Withheld for Employees	2022	1	Feb 7, 2022	12 Action
Statement and Payment of Tax Withheld for Employees	2022	2	Mar 7, 2022	13 File Return
Statement and Payment of Tax Withheld for Employees	2022	3	Apr 7, 2022	Action
Statement and Payment of Tax Withheld for Employees	2022	4	May 7, 2022	Action
Statement and Payment of Tax Withheld for Employees	2022	5	Jun 7, 2022	Action
Statement and Payment of Tax Withheld for Employees	2022	6	Jul 7, 2022	Action

14. Click File Return button

Reminder
You are about to file Statements and Payments of Taxes Withheld for Employees (PAYE) for: TANZANIA REVENUE AUTHORITY whose TIN is: 101317587. Uploading of false, forged information and / or any information indicating fraudulent actions is strictly prohibited. Any of these information will NOT be processed. We strongly advise you to provide valid information as directed by Tanzania Revenue Authority.

Taxpayer Details		PAYE Summary	
Taxpayer Identification Number (TIN)	: 101317587	Numbers of Employees	: 4
Taxpayer Name	: TANZANIA REVENUE AUTHORITY	Total Gross Amount	: 64,090,000 /=-
Due Date	: Feb 7, 2022	Total Taxable Amount	: 158,440,000 /=-
Due Date Extension	: -	Total Tax Payable	: 111,472,000 /=-

Name of Employee	TIN	Type of Employment	Residential Status	Social Security Number	Basic Pay	Other Allowances and Benefits	Deductions	Gross Amount	Taxable Amount	Tax Payable
KELVIN GASPHER LEO	113061230	Secondary	Resident	76437744	3,500,000	70,000	50,000	3,570,000	3,570,000	1,953,000
GLORIA GEORGE BUSUNGU	119069629	Secondary	Resident	53774412	7,000,000	2,000,000	540,000	9,000,000	8,460,000	2,538,000
PYRAALI MOHAMMEDALI KASSIMALLY	126273142	Directors Fee	Resident	126273142	45,000,000	400,000	5,000,000	45,400,000	40,400,000	8,998,000
PETER ABELI MWAUKAMBO	118464431	Secondary	Resident	5377448	6,000,000	120,000	50,000	6,120,000	6,070,000	1,821,000

Items per page: 10 1 - 10 of 100

14 [Submit PAYE Return](#)

15. Click Submit to final submit PAYE return

Reminder
You are about to file Statements and Payments of Taxes Withheld for Employees (PAYE) for: TANZANIA REVENUE AUTHORITY whose TIN is: 101317587. Uploading of false, forged information and / or any information indicating fraudulent actions is strictly prohibited. Any of these information will NOT be processed. We strongly advise you to provide valid information as directed by Tanzania Revenue Authority.

Taxpayer Details		PAYE Summary	
Taxpayer Identification Number (TIN)	: 101317587	Numbers of Employees	: 4
Taxpayer Name	: TANZANIA REVENUE AUTHORITY	Total Gross Amount	: 64,090,000 /=-
Due Date	: Feb 7, 2022	Total Taxable Amount	: 158,440,000 /=-
Due Date Extension	: -	Total Tax Payable	: 111,472,000 /=-

Name of Employee	TIN	Type of Employment	Residential Status	Social Security Number	Basic Pay	Other Allowances and Benefits	Deductions	Gross Amount	Taxable Amount	Tax Payable
KELVIN GASPHER LEO	113061230	Secondary	Resident	76437744	3,500,000	70,000	50,000	3,570,000	3,570,000	1,953,000
GLORIA GEORGE BUSUNGU	119069629	Secondary	Resident	53774412	7,000,000	2,000,000	540,000	9,000,000	8,460,000	2,538,000
PYRAALI MOHAMMEDALI KASSIMALLY	126273142	Directors Fee	Resident	126273142	45,000,000	400,000	5,000,000	45,400,000	40,400,000	8,998,000
PETER ABELI MWAUKAMBO	118464431	Secondary	Resident	5377448	6,000,000	120,000	50,000	6,120,000	6,070,000	1,821,000

Confirmation !

This return is submitted under the provisions of Section 84 of the Income Tax Act, Cap 302. You are hereby required to submit the return and make payment within 7 days after the end of the month to which it refers. Are you sure you want to Submit PAYE for TANZANIA REVENUE AUTHORITY with TIN 101317587 for the month of January, 2022 ?

[Submit](#) [Reject](#)

Items per page: 10 1 - 10 of 100

[Submit PAYE Return](#)

Viewing Acknowledgement, Assessment and Submitted Return:

16. Click Filed Returns Menu and
17. Find Statement and Payment of Tax Withheld for Employees for specific period
18. Click on Action Button and select either Acknowledgement or View Assessment or View Submitted Return to verify information

TAXPAYER PORTAL

PETER ABELY MWAIKAMBO (135-646-431)

Filed Returns

Tax Type: PAYE **17** Year: 2022 **17**

Return Name	Submission Date	Month/Period	Year	Reference No.	Status	Action 18
Statement and Payment of Tax Withheld for Employees	Jun 13, 2022	1	2022	2022 1012175876135847689	Processed	Acknowledgement View Assessment View Submitted Return

Items per page: 10

16 Filed Returns

c) SETPI

1. Login to Taxpayer Portal as Entity Admin
2. Navigate to File Return Service
3. Then Click and Choose preferred session
4. Click Unfiled Returns menu
5. Filter Tax Type at the top by selecting Corporate Tax for entity or Personal Income Tax for individual
6. Select preferred SETPI RETURN AND Click File Return on action button (File Return) to file unfiled SETPI return

TAXPAYER PORTAL

Home / Efilng / Returns / Unfiled Returns

Unfiled Returns

Tax Type: Personal Income Tax **5** Year: 2022 **5**

Return Type	Year	Month/Period	Due date	Action 6
Statement of Estimate of Tax Payable by Installments for an Individual	2022	Jul 1, 2021 - Jun 30, 2022	Sep 30, 2021	File Return

Items per page: 10

4 Unfiled Returns

7. Fill in the following required details:
 - i. Specify Entity Type (For entity SETPI)
 - ii. Business Income
 - iii. Investment Income
 - iv. Estimated Annual Turnover
 - v. Final Withholding Payments
 - vi. Repatriated Income of a Domestic Permanent Establishment
 - vii. Tax actually paid on non-final withholding payments

- viii. Tax actually paid on final withholding payments
 - ix. Single Instalment tax paid
 - x. Foreign tax credit
8. Click Calculate SETPI

Reminder
You are about to file Statement of Estimate of Tax Payable by Instalments for an Individual (SETPI) for whose TIN is: . Uploading of false, forged information and / or any information indicating fraudulent actions is strictly prohibited. Any of these information will NOT be processed. We strongly advise you to provide valid information as directed by Tanzania Revenue Authority.

1 Fill out Return Details 2 Calculated Tax 3 Confirmation

7

Source of Income:

Business Income * 100000 Employment Income * 1000000 Investment Income Other than Final Withholding Payments * 1000000

Repatriated Income of a Domestic Permanent Establishment * 9000000

Final Withholding Payments

Chargeable Income / Loss * 1000000 Tax Due * 100000

Deductions

Tax actually paid on non-final withholding payments * 10000000 Tax actually paid on final withholding payments * 19000000 Single instalment tax paid * 18000000

Foreign tax credit * 0

Calculate SETPI 8

9. Submit SETPI Return

1 Fill out Return Details 2 Calculated Tax 3 Confirmation

SETPI Calculation

Source of Income	Chargeable Income / (Loss)	Tax Due
Business Income (other than income from mining or petroleum operations)	100,000	
Employment income	1,000,000	
Investment income other than final withholding payments	1,000,000	
Total Income	2,100,000	
Estimated tax liability		0
Final withholding payments	1,000,000	100,000
Repatriated Income of a Domestic Permanent Establishment	9,000,000	900,000
Total Estimated Tax Liability		1,000,000
Deductions (include actual taxes paid only)		
Tax actually paid on non-final withholding payments		10,000,000
Tax actually paid on final withholding payments		19,000,000
Single instalment tax paid		16,000,000
Foreign tax credit		0
Total Deductions		47,000,000
Net Tax Payable/ (Repayable)		0

Back **Submit SETPI**

10. Click Submit button to confirm submission of SETPI Return

Revised Statement of Estimated Tax Payable by Installment by an Individual (SETPI)
REVISED SETPI - INDIVIDUAL

Reminder
You are about to file Revised Statement of Estimated Tax Payable by Installment by an Individual (SETPI) for the period of Jan 1, 2022 - Dec 31, 2022. Uploading of false, forged information and / or any information indicating false information to the Revenue Authority.

Confirmation !
Are you sure you want to file Revised Statement of Estimated Tax Payable by Installment by an Individual (SETPI) for the period of Jan 1, 2022 - Dec 31, 2022 ?

[Submit](#) [Reject](#)

Back File Return RESET

11. Navigate to the Filed Return Menu,
12. Filter most recent SETPI Return as per specified period (Personal Income Tax for individual and Corporate Tax for entities),
13. Click Action Button in the record then the following action will appear: View Acknowledgement, View Assessment, View Submitted Return and Revise Statement
 - i. Click View Acknowledgement Receipt
 - ii. Click View Assessment Notice
 - iii. Click View Submitted Return
 - iv. Revise Statement

TAXPAYER PORTAL

Home / E-filing / Returns / **Filed Returns**

Filed Returns

Tax Type: Personal Income Tax **12** Year: 2022 **12**

Return Name	Submission Date	Month/Period	Year	Reference No.	Status	Action 13
Statement of Revised Estimate of Tax Payable by Installments for Individual	Jun 13, 2022	Jan 1, 2022 - Dec 31, 2022	2022	20221390187189133429840	Processed	Acknowledgement View Assessment View Submitted Return Revise Statement
Statement of Estimate of Tax Payable by Installments for an Individual	Jun 13, 2022	Jan 1, 2022 - Dec 31, 2022	2022	20221390187189133632875		

Items per page: >

d) Revised SETPI

1. Login to Taxpayer Portal as Entity Admin
2. Navigate to File Return Service
3. Then Click and Choose preferred session
4. Click Filed Returns menu

5. Filter Tax Type at the top by selecting Corporate Tax for entity or Personal Income Tax for individual
6. Select preferred SETPI RETURN AND Click Revise Statement on action button to revise filed SETPI return

TAXPAYER PORTAL

Filed Returns

Tax Type: Personal Income Tax **5** Year: 2022 **5**

Return Name	Submission Date	Month/Period	Year	Reference No.	Status	Action
Statement of Revised Estimate of Tax Payable by Instalments for Individual	Jun 13, 2022	Jan 1, 2022 - Dec 31, 2022	2022	20221360187180133425940	Processed	6 Action
Statement of Estimate of Tax Payable by Instalments for an individual	Jun 13, 2022	Jan 1, 2022 - Dec 31, 2022	2022	20221360187180133032675		

Items per page: >

- Acknowledgement
- View Assessment
- View Submitted Return
- Revise Statement

7. Fill in the following required details:
 - xi. Specify Entity Type (For entity SETPI)
 - xii. Business Income
 - xiii. Investment Income
 - xiv. Estimated Annual Turnover
 - xv. Final Withholding Payments
 - xvi. Repatriated Income of a Domestic Permanent Establishment
 - xvii. Tax actually paid on non-final withholding payments
 - xviii. Tax actually paid on final withholding payments
 - xix. Single Instalment tax paid
 - xx. Foreign tax credit
8. Click Calculate SETPI

Reminder
You are about to file Statement of Estimate of Tax Payable by Instalments for an Individual (SETPI) for whose TIN is: . Uploading of false, forged information and / or any information indicating fraudulent actions is strictly prohibited. Any of these information will NOT be processed. We strongly advise you to provide valid information as directed by Tanzania Revenue Authority.

1 Fill out Return Details 2 Calculated Tax 3 Confirmation

7

Source of Income

Business Income * 100000

Employment Income * 1000000

Investment Income Other than Final Withholding Payments * 1000000

Repatriated Income of a Domestic Permanent Establishment * 9000000

Final Withholding Payments

Chargeable Income / Loss * 1000000

Tax Due * 100000

Deductions

Tax actually paid on non-final withholding payments * 10000000

Tax actually paid on final withholding payments * 19000000

Single instalment tax paid * 18000000

Foreign tax credit * 0

Calculate SETPI 8

9. Submit SETPI Return

1 Fill out Return Details 2 Calculated Tax 3 Confirmation

SETPI Calculation

Source of Income	Chargeable Income / (Loss)	Tax Due
Business Income (other than income from mining or petroleum operations)	100,000	
Employment income	1,000,000	
Investment income other than final withholding payments	1,000,000	
Total Income	2,100,000	
Estimated tax liability		0
Final withholding payments	1,000,000	100,000
Repatriated Income of a Domestic Permanent Establishment	9,000,000	900,000
Total Estimated Tax liability		1,000,000
Deductions (include actual taxes paid only)		
Tax actually paid on non-final withholding payments		10,000,000
Tax actually paid on final withholding payments		19,000,000
Single instalment tax paid		18,000,000
Foreign tax credit		0
Total Deductions		47,000,000
Net Tax Payable/ (Repayable)		0

Back **Submit SETPI**

10. Click Submit button to confirm submission of SETPI Return

Revised Statement of Estimated Tax Payable by Installment by an Individual (SETPI)
REVISED SETPI - INDIVIDUAL

Reminder
You are about to file Revised Statement of Estimated Tax Payable by Installment by an Individual (SETPI) for the period of Jan 1, 2022 - Dec 31, 2022. Uploading of false, forged information and / or any information indicating false information to the Revenue Authority.

Confirmation !
Are you sure you want to file Revised Statement of Estimated Tax Payable by Installment by an Individual (SETPI) for the period of Jan 1, 2022 - Dec 31, 2022 ?

[Submit](#) [Reject](#)

[Back](#) [File Return](#) [RESET](#)

11. Navigate to the Filed Return Menu,
12. Filter most recent SETPI Return as per specified period (Personal Income Tax for individual and Corporate Tax for entities),
13. Click Action Button in the record then the following action will appear: View Acknowledgement, View Assessment, View Submitted Return and Revise Statement
 - v. Click View Acknowledgement Receipt
 - vi. Click View Assessment Notice
 - vii. Click View Submitted Return
 - viii. Revise Statement

TAXPAYER PORTAL

Efiling

TAXLIABILITIES

Home / Efiling / Returns / **Filed Returns**

Filed Returns

Tax Type: Personal Income Tax **12** Year: 2022 **12**

Return Name	Submission Date	Month/Period	Year	Reference No.	Status	Action 13
Statement of Revised Estimate of Tax Payable by Installments for Individual	Jun 13, 2022	Jan 1, 2022 - Dec 31, 2022	2022	20221390187180133425840	Processed	View Acknowledgement View Assessment View Submitted Return Revise Statement
Statement of Estimate of Tax Payable by Installments for an Individual	Jun 13, 2022	Jan 1, 2022 - Dec 31, 2022	2022	20221390187180133632675		

Items per page: >

e) WHT

Create Branch for Entity where the service has been provided

1. Login to Taxpayer Portal as Declarant or eFiler

2. Click on services button on Welcome Page to open Services
3. Click on 'File Return' Service
4. Select a session to submit WHT Return
5. Hover Mouse pointer on the Tax Liabilities link/Button at the top Bar
6. Hover Mouse pointer on WITHHOLD Menu
7. Click on BRANCH Menu

The screenshot shows the Taxpayer Portal dashboard. The left sidebar contains navigation links: Efiling, Dashboard, Unfiled Returns, Filed Returns, Draft Returns, Due date Extensions, and Payments. The main content area displays several key metrics: 827 Total Returns (20 Entity/Business, 56 Individual), 5,173 Filed (22%), 3,452 Unfiled (78%), 27 Payment Bills (50 Paid, 10 Unpaid), 173 Paid (42%), and 52 Unpaid (52%). Below these are sections for PAYE and SDL, and VAT, each with a Due Date of March 20, 2023. At the bottom, there are two sections: RETURNS WITH INTEREST and RETURNS WITH PENALTIES, both showing TZS 68,000,000 and TZS 450,670,234 respectively.

8. Click on Add Branch button

The screenshot shows the 'Branches' page in the Taxpayer Portal. The page title is 'Branches' and it includes a red 'Add branch' button. Below the title is a table with the following columns: TIN NUMBER, Branch Name, Region, District, Ward, Sub Ward, and Postal Code. The table contains one row of data: TIN NUMBER 101317567, Branch Name TRA Bty, Region Shinyanga, District Shinyanga CBD, Ward MSHI, Sub Ward Kauluka, and Postal Code 27101. At the bottom right, there is a 'Items per page' dropdown set to 10, and a '0 of 0' indicator.

9. Input Branch Information by filling required information
10. Click Submit Button to submit Branch Information

test-taxpayerportal.tta.go.tz/#/efiling/withholding/branches

TAXPAYER PORTAL

PETER ABELY MWANKAMBO (225-645-432)

Home / E-filing / Withholding / Branches

Branches

9

Tin: 101317587

Branch Name: TRA Shy

Region: Shinyanga

District: Shinyanga CBD

Ward: Mjini

Sub Ward: Kaunda

10 Submit

Tin number	Branch Name	Region	District	Ward	Sub Ward	Postal Code
No data found						

Items per page: 10 0 of 0

Edit Branch Information (Update Information)

1. Find the record of the branch to edit and click pen icon
2. Change/Edit branch information on the form
3. Click Update button to submit Updated Branch Information

test-taxpayerportal.tta.go.tz/#/efiling/withholding/branches

TAXPAYER PORTAL

PETER ABELY MWANKAMBO (225-645-432)

Home / E-filing / Withholding / Branches

Branches

2

Tin: 101317587

Branch Name: TRA Shy

Region: Shinyanga

District: Shinyanga CBD

Ward: Mjini

Sub Ward: Kaunda

3 Update

Tin number	Branch Name	Region	District	Ward	Sub Ward	Postal Code	
101317587	TRA Shy	Shinyanga	Shinyanga CBD	Mjini	Kaunda	37101	1
101317587	TRA Kahama	Shinyanga	Kahama	Kahama Mjini	Kwanaga	37300	
101317587	TRA Kahama	Shinyanga	Kahama	Musudu Lohembu	Musudu Lohembu C	37515	
101317587	TRA Shy Vijini	Shinyanga	Shinyanga	Isimangazi	Kakela	37287	

Items per page: 10 0 of 0

Edit Branch Information (Delete Branch Record)

1. Find the record of the branch to delete and click bin icon
2. Click on tick to approve or cross to reject deletion of branch

TAXPAYER PORTAL

Branches

Tin number	Branch Name	Region	District	Ward	Sub Ward	Postal Code	
101317507	TBA Kanama	Shinyanga	Kanama	Kanama Mji	Nyemanga	37104	
101317507	TBA Kibaka	Shinyanga	Kibaka	Mwaka Lohembe	Mwaka Lohembe C	37515	
101317507	TBA Shy	Shinyanga	Shinyanga CBD	Mji	Kianda	37101	
101317507	TBA Shy Viji	Shinyanga	Shinyanga	Isamagadi	Kakoo	37207	

Items per page: 10 1 - 4 of 4

Create Batch(es) for the services of specific BRANCH

1. Hover Mouse pointer on the Tax Liabilities link/Button at the top Bar
2. Hover Mouse pointer on WITHHOLD Menu Item
3. Click on BATCH Menu Item

TAXPAYER PORTAL

WITHHOLD

BATCH

Add Batch

Tin number	Branch Name	Region	District	Ward	Sub Ward	Postal Code	
101317507	TBA Kanama	Shinyanga	Kanama	Kanama Mji	Nyemanga	37104	
101317507	TBA Kibaka	Shinyanga	Kibaka	Mwaka Lohembe	Mwaka Lohembe C	37515	
101317507	TBA Shy	Shinyanga	Shinyanga CBD	Mji	Kianda	37101	
101317507	TBA Shy Viji	Shinyanga	Shinyanga	Isamagadi	Kakoo	37207	

Items per page: 10 1 - 4 of 4

4. Click on Add Batch button

Transaction Batches

Add batch

Period: 06/2022 **Submit**

Batch Name	Tin number	From	To	Branch Name	Control Number	Status
No data found						

Items per page: 10 0 of 0

5. Input Batch Information by filling required fields
6. Select BRANCH created specifically for the services provided for such location
7. Click Submit Button to submit Batch Information to the specified Branch

Transaction Batches

5

7 Submit

Submit

Batch Name	Tin number	From	To	Branch Name	Control Number	Status	
WHT May 022	undefined	May 1, 2022	May 31, 2022	TRA Shy Vijini	0	OPEN	✎ 🗑 Action
WHT May 022	undefined	May 1, 2022	May 31, 2022	TRA Shy	0	OPEN	✎ 🗑 Action

Items per page: 10 0 of 0

After adding batches

Transaction Batches

Add batch

Submit

Batch Name	Tin number	From	To	Branch Name	Control Number	Status	
WHT for May 022	100100355	May 1, 2022	May 31, 2022	Services Kham	0	OPEN	✎ 🗑 Action
WHT for May 022	100100355	May 1, 2022	May 31, 2022	Services Shinyanga	0	OPEN	✎ 🗑 Action
WHT for May 022	100100355	May 1, 2022	May 31, 2022	Goodie Shy	0	OPEN	✎ 🗑 Action

Items per page: 30 1 - 10 of 100

For editing a batch

For deleting a batch

Edit BATCH Information (Update Information)

1. Find the record of the BATCH to edit and click pen icon
2. Change/Edit BATCH information on the form
3. Click Update Button to submit Updated BATCH Information

Transaction Batches

Close

2

3 Update

Submit

Batch Name	Tin number	From	To	Branch Name	Control Number	Status	
WHT MAY 022	undefined	May 1, 2022	May 31, 2022	TRA Kishapu	0	OPEN	✎ 🗑 Action
WHT May 022	undefined	May 1, 2022	May 31, 2022	TRA Shy	0	OPEN	✎ 🗑 Action
WHT May 022	undefined	May 1, 2022	May 31, 2022	TRA Shy Vijini	0	OPEN	✎ 🗑 Action

Items per page: 10 1 - 3 of 3

Delete BATCH Record

1. Find the record of the BATCH to delete and click bin icon

2. Click on tick to approve or cross to reject deletion of batch

Transaction Batches Add batch

Period: 06/2022 Submit

Batch Name	Tin number	From	To	Branch Name	Control Number	Status	
WHT MAY 022	undefined	May 1, 2022	May 31, 2022	TRA Kishapu	0	OPEN	1 Action
WHT May 022	undefined	May 1, 2022	May 31, 2022	TRA Shy	0	OPEN	Action Are You sure? 2 X ✓
WHT May 022	undefined	May 1, 2022	May 31, 2022	TRA Shy Vijini	0	OPEN	Action

Items per page: 10 1-3 of 3 < >

Add Deductions

1. On the far end of the BATCH record, Click Action Button
2. From Action Button Menu List, Click View/Edit Deductions

Transaction Batches Add batch

Period: 06/2022 Submit

Batch Name	Tin number	From	To	Branch Name	Control Number	Status	
WHT MAY 022	undefined	May 1, 2022	May 31, 2022	TRA Kishapu	0	OPEN	Action
WHT May 022	undefined	May 1, 2022	May 31, 2022	TRA Shy	0	OPEN	Action 1
WHT May 022	undefined	May 1, 2022	May 31, 2022	TRA Shy Vijini	0	OPEN	Action 2 View/Edit Deductions Request Control Number View Certificates

Items per page: 10 1-3 of 3 < >

3. Click 'Add New Deduction' button

Tax Deductions Add New Deduction upload deduction Go Back

3

Batch Name : WHT May 022 Branch Name : TRA Shy Agent TIN : 101317587
Date From : May 1, 2022 Date to : May 31, 2022 Status : OPEN

Withholder Tin	Withholder Tin	Withholder Name	Date of Deduction	Currency	Gross Amount	Tax Rate(%)	Tax Withheld(%)	City Code	Invoice Date	Remarks
No data found										

Items per page: 10 0 of 0 < >

4. Fill in all information into required fields on displayed Deduction form
5. Click Submit button to Save Deduction information

Tax Deductions

[Close](#)
[upload deduction](#)
[Go Back](#)

4

Withholder TIN : 101317587
 Withhold TIN : 115509629
 Individual/Entity : INDIVIDUAL
 Withhold Name : GLORIA GEORGE BUSUNDU

Date of Deduction : 10/05/2022
 Invoice Number : 102
 TaxType Category : Withholding Tax - Residents

Currency : TZS
 DTB VERIFICATION CODE : 78905089
 GTS code : Withholding Tax on Management Fee_Individual Resident

Gross Amount : 450,000
 Date of Invoice : 10/05/2022

5
[Submit](#)

Batch Name : WHT May 022
Date From : May 1, 2022

Branch Name : TRA Shy
Date to : May 31, 2022

Agent TIN : 101317587
Status : OPEN

Withholder Tin	Withhold TIN	Withhold Name	Date of Deduction	Currency	Gross Amount	Tax Rate(%)	Tax Withheld(%)	Gts Code	Invoice Date	Remarks
No data found										

The list of deductions added

Tax Deductions

[Add New Deduction](#)
[upload deduction](#)
[Go Back](#)

Batch Name : WHT May 022
Date From : May 1, 2022

Branch Name : TRA Shy
Date to : May 31, 2022

Agent TIN : 101317587
Status : OPEN

Withholder Tin	Withhold TIN	Withhold Name	Date of Deduction	Currency	Gross Amount	Tax Rate(%)	Tax Withheld(%)	Gts Code	Invoice Date	Remarks
101317587	undefined	PYARALI MOHAMEDALI KASSIMALLY	May 12, 2022	TZS	300,000	15	45,000	undefined	May 12, 2022	undefined
101317587	undefined	PETER ABELY MWAKAMBO	May 16, 2022	TZS	400,000	15	60,000	undefined	May 16, 2022	undefined
101317587	undefined	GLORIA GEORGE BUSUNDU	May 9, 2022	TZS	450,000	15	67,500	undefined	May 9, 2022	undefined

Items per page: 10 1 - 3 of 3

Upload Deductions

1. On the far end of the BATCH record, Click Action Button
2. From Action Button Menu List, Click View Details
3. Click 'Upload Deduction' button

Still in progress

Delete DEDUCTION Record

1. Find the record of the DEDUCTION to delete and click bin icon
2. Click on tick to approve or cross to reject deletion of deduction

Tax Deductions

[Add New Deduction](#) [Upload Deduction](#) [Go Back](#)

Batch Name : WHT May 022		Branch Name : TRA Shy		Agent TIN : 101317587	
Date From : May 1, 2022		Date to : May 31, 2022		Status : OPEN	

Withholder Tin	Withholdee Tin	Withholdee Name	Date of Deduction	Currency	Gross Amount	Tax Rate(%)	Tax Withheld(%)	Gls Code	Invoice Date	Remarks	
101317587	undefined	PYARALI MOHAMEDALI KASSIMALLY	May 12, 2022	TZS	300,000	15	45,000	undefined	May 12, 2022	undefined	1
101317587	undefined	PETER ABELY MWAUKAMBO	May 16, 2022	TZS	400,000	15	60,000	undefined	May 16, 2022	undefined	2
101317587	undefined	GLORIA GEORGE BUSUNGU	May 9, 2022	TZS	450,000	15	67,500	undefined	May 9, 2022	undefined	

Items per page: 10 1 - 3 of 3 < >

Request Control Number

1. On the far end of the BATCH record, Click Action Button
2. From Action Button Menu List, Click Request Control Number button

Transaction Batches

[Add batch](#)

Period 05/2022		Submit
-------------------	--	------------------------

Batch Name	Tin number	From	To	Branch Name	Control Number	Status	
WHT MAY 022	undefined	May 1, 2022	May 31, 2022	TRA Kikikuu	0	OPEN	Action
WHT May 022	undefined	May 1, 2022	May 31, 2022	TRA Shy	0	OPEN	Action 1
WHT May 022	undefined	May 1, 2022	May 31, 2022	TRA Shy Vijjeni	0	OPEN	View/Edit Deductions Request Control Number 2 View Certificates

Items per page: 10 1 - 3 of 3 < >

Invoice Lists

[Go Back](#)

Batch Name : WHT May 022		Branch Name : TRA Shy		Agent TIN : 101317587	
Date From : May 1, 2022		Date to : May 31, 2022		Status : OPEN	
Total Amount : 172,500		Control Number : 0		2 Request Control Number	

q Search

Gls Code	Gls Description	Payment For	Gross Amount	Currency	Tax Withheld(%)	Batch Date
1111111	Withholding Tax - Residents	Withholding Tax on Mgt and Tech Serv Fees (Mining, Oil & Gas)_Individual Resident	300,000	TZS	45,000	May 31, 2022
11111125	Withholding Tax - Residents	Withholding Tax - Rental (Land and Building)_Individual Resident	400,000	TZS	60,000	May 31, 2022
11111110	Withholding Tax - Residents	Withholding Tax on Management Fee_Individual Resident	450,000	TZS	67,500	May 31, 2022

Items per page: 10 1 - 3 of 3 < >

3. Enter Required information regarding this BATCH for specific BRANCH and click Submit button
4. Click Submit/Cancel button

Invoice

Batch
Date Fr
Total Ar

q Search

File Code

11111111
11111125
11111110

Go Back

Request Control Number

Batch Date

May 31, 2022
May 31, 2022
May 31, 2022

1 - 3 of 3

Cancel Submit

Your about to create payment notice of **TShs. 172,500.00**

If you want to generate payment notice without control number, make sure to uncheck generate control number options below

☒ Generate control number for this payment notice

Taxpayer information

TIN: 101217567 Taxpayer Name: 9/8

Taxpayer Location * Mobile Number * Email Address *

(Phone format example: 071925187)

Payments information

Mode of payments * Currency * TZS

Bank Account *

File Return (WHT)

1. After Filling/Input above information navigate to Unfiled Return Menu
2. Click on Action button on Statements and Payments of Taxes Withheld (For Payment Other than PAYE)) to file WHT Return for the period specified from the transaction batch.

TAXPAYER PORTAL

PETER ABELY MWAIKAMBO (135-646-431)

Home / Efiling / Returns / Unfiled Returns

Efiling

101-317-587
MAMLAKA YA MAPATO
TANZANIA TESTING COMPANY
Change Session

Dashboard

Unfiled Returns 1

Filed Returns

Draft Returns

Due date Extensions

Payments

Return Certification

TAX LIABILITIES

Unfiled Returns

Tax Type: Select Tax Type Year: 2022

Return Type	Year	Month/Period	Due date	Action
Skills and Development Levy Monthly Return	2022	6	Jul 7, 2022	Action
Statement and Payment of Tax Withheld for Employees	2022	6	Jul 7, 2022	Action
Value Added Tax Monthly Return	2022	6	Jun 20, 2020	Action
Skills and Development Levy Monthly Return	2022	5	Jun 7, 2022	Action
Statement and Payment of Tax Withheld for Employees	2022	5	Jun 7, 2022	Action
Value Added Tax Monthly Return	2022	5	May 20, 2020	Action
Statements and Payments of Taxes Withheld (For Payment Other than PAYE)	2022	5	Jun 7, 2022	Action 2
Skills and Development Levy Monthly Return	2022	4	May 7, 2022	Action

File Return

Tanzania Revenue Authority © 2021

3. Click Final Submission to Submit WHT Return

Withhold Return Preview Before Submission

3

Final Submission

Go Back

Print Save Page: 2 of 3 124% Single Page

Part 2 - Withholding Tax - Details of Withholdees and Withholding Tax								
S/NO	BATCH NAME	TIN OF WITHHOLDEE	NAME OF WITHHOLDEE	GFS CODE	WITHHOLDING TAX RATE	AMOUNT EXCLUSIVE OF VAT	WITHHOLDING TAX DUE	DATE OF DEDUCTION
1	WHT May 022	135-646-431	PETER ABELY MWAUKAMBO	11,111,125.00	15.00	400,000.00	60,000.00	
2	WHT May 022	126-273-142	PYARALI MOHAMEDALI KASSIMAL	11,111,111.00	15.00	300,000.00	45,000.00	
3	WHT May 022	119-509-629	GLORIA GEORGE BUSUNGU	11,111,110.00	15.00	460,000.00	67,500.00	
TOTAL						1,150,000.00	172,500.00	

4. You will be reminded on your obligations and click Submit Withhold Return

Withhold Final Return Submission

Go Back

Reminder
 You are about to file Statements and Payments of Taxes Withheld (For Payment Other than PAYE) for: 101317587 whose TIN is: 101317587. Uploading of false, forged information and / or any information indicating fraudulent actions is strictly prohibited. Any of these information will NOT be processed. We strongly advise you to provide valid information as directed by Tanzania Revenue Authority.

Submit Withhold Return

After successful submission, the acknowledgement of receipt of WHT return will be generated with reference number.

Withhold Final Return Submission

Go Back

Reminder
 You are about to file Statements and Payments of Taxes Withheld (For Payment Other than PAYE) for: 101317587 whose TIN is: 101317587. Uploading of false, forged information and / or any information indicating fraudulent actions is strictly prohibited. Any of these information will NOT be processed. We strongly advise you to provide valid information as directed by Tanzania Revenue Authority.

ACKNOWLEDGEMENT RECEIPT

Taxpayer Name: TANZANIA REVENUE AUTHORITY
 Taxpayer TIN: 101-317-587
 Filed by: TANZANIA REVENUE AUTHORITY
 Declarant TIN: 101-317-587
 Return Type: Statements and Payments of Taxes Withheld (For Payment Other than PAYE)
 Submitted on: 15 June 2022 10:01:01 AM

ACKNOWLEDGEMENT OF RECEIPT

Thank you for using e-filing services.

Tanzania Revenue Authority (TRA) hereby acknowledge that on 15 June 2022 10:01:01 AM received your document and assigned an e-document number 2022101317587051511844 as per Regulation 72 of the Tax Administration (General) Regulations, 2016. Please quote this number in

- Click and open Filed Returns Menu and find (Statements and Payments of Taxes Withheld (For Payment Other than PAYE)) for specific period
- Click on Action Button and select either Acknowledgement or View Submitted Return to verify information

Efiling TAXIABILITIES Home / Efiling / Returns / **Filed Returns**

101-317-587
MAMLAKA YA MAPATO
TANZANIA TESTING COMPANY
[Change Session](#)

Dashboard
Unfiled Returns
Filed Returns 5
Draft Returns

Filed Returns

Tax Type: Year: 2022

Return Name	Submission Date	Month/Period	Year	Reference No.	Status	
Statements and Payments of Taxes Withheld (for Payment Other than PAYE)	Jun 15, 2022	6	2022	2022101317587651511544	Processed	6 Action
Statement and Payment of Tax Withheld for Employees	Jun 13, 2022	1	2022	20221013175876133847589	Processed	☒ Acknowledgement ☐ View Submitted Return

Items per page: 10

3.2. Make Payment

Payment Service facilitates and consolidates all tax and non-tax revenue payments.

User will access Payment Service to create payment notice(s) and to generate control numbers for assessed and non-assessed taxes payments.

3.2.1. Accessing to Payment Service

Below are steps on how to access Payment Service

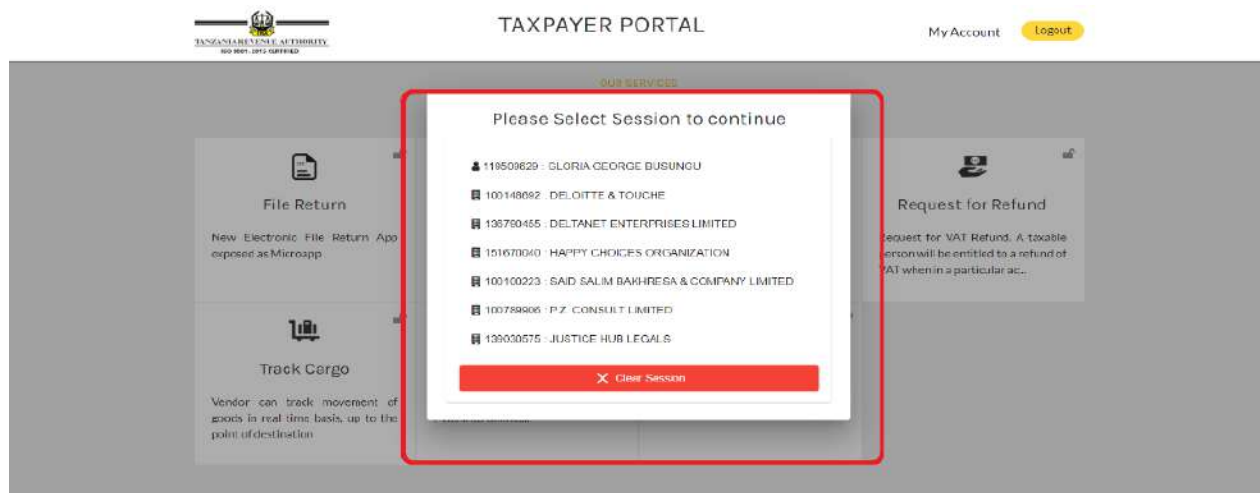
1. After successfully login into taxpayer portal, Click **Services** link and page of services will open

TAXPAYER PORTAL My Account Logout

OUR SERVICES
Do it Online

File Return New Electronic File Return App exposed as Microapp	Make Payment this is the payment services	Register Motor Vehicle Motor Vehicle Service	Request for Refund Request for VAT Refund. A taxable person will be entitled to a refund of VAT when in a particular ac...
Track Cargo Vendor can track movement of goods in real time basis, up to the point of destination	EFD Service Manage your electronic Fiscal Machines online...	Register Driving License Driving license service ...	

2. Click Payment Service and a list of sessions will appear.



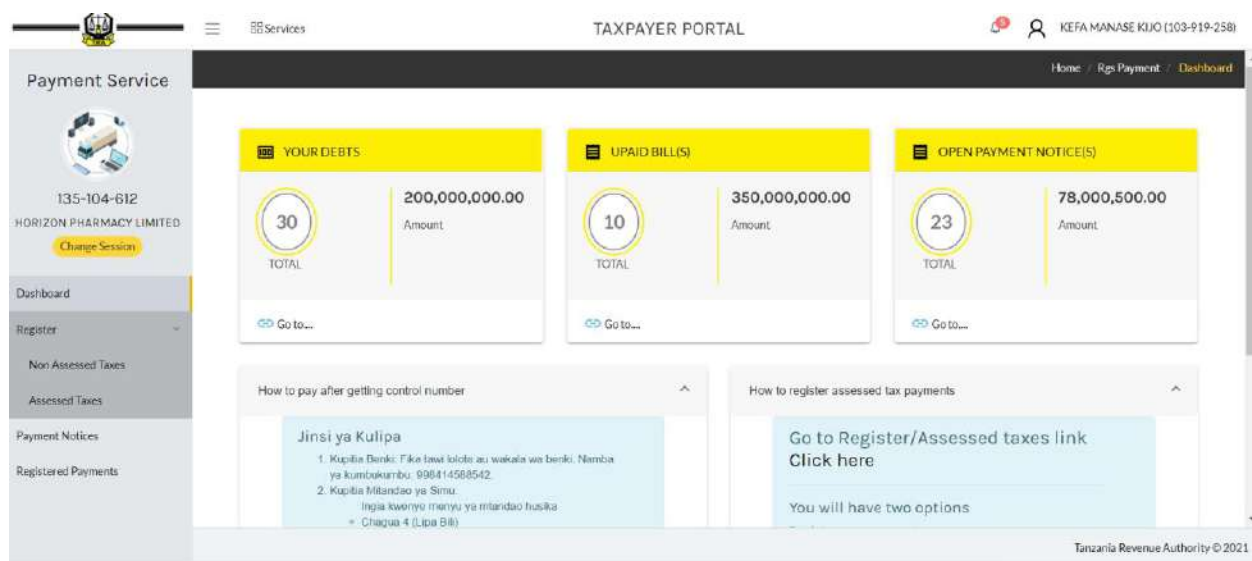
3. Choose preferred session and user will be directed to the Payment Service's dashboard of the respective entity or individual.

In a payment Service there are four menus to facilitate taxpayer to perform several payment activities.

- Dashboard
- Register
 - Non-Assessed taxes
 - Assessed taxes
- Payment notices
- Registered Payments

a) Dashboard

It is a homepage for payment service contains various payments statistics specific to the active taxpayer.



b) Register

This menu facilitates users to create Payment Notice(s) for payment process. Register Menu has two Submenus namely Assessed Taxes and Non-Assessed Taxes.

i. Assessed Taxes Menu

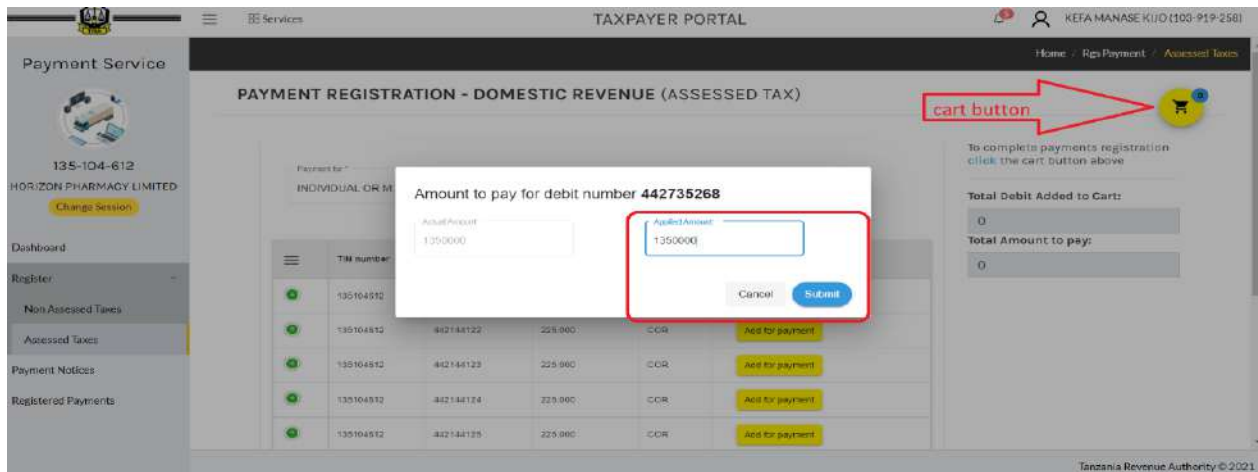
Below are steps to register assessed taxes.

1. Click Register
2. Click Assessed taxes and list of all Assessed Taxes will appear

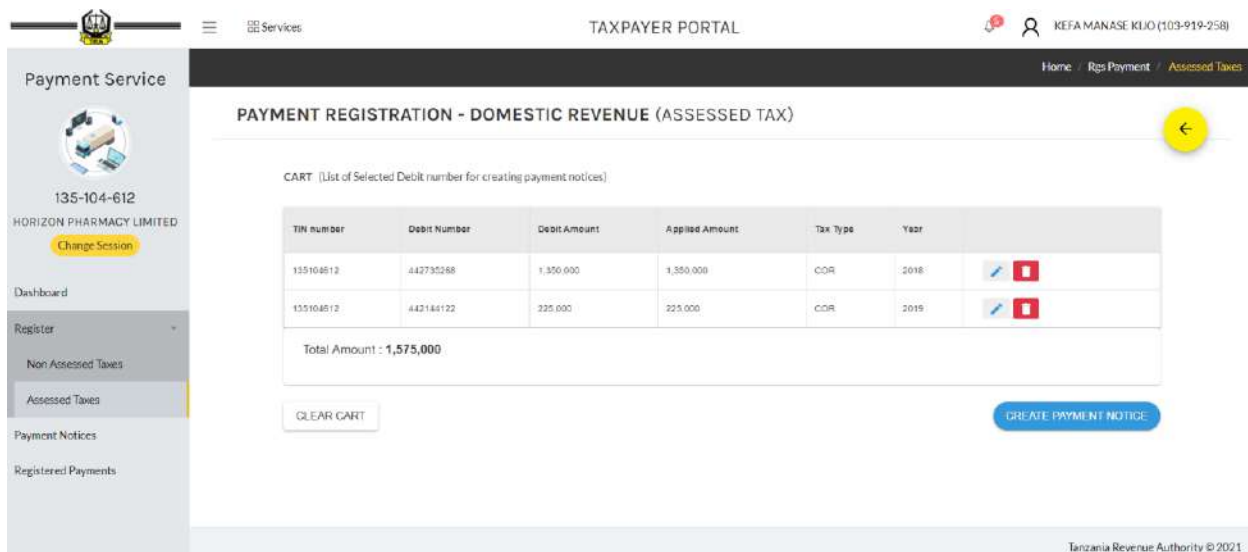
The screenshot shows the 'TAXPAYER PORTAL' interface. On the left, the 'Payment Service' sidebar includes a 'Register' button and a list of menu items: 'Register', 'Non Assessed Taxes', 'Assessed Taxes' (highlighted with a red box), 'Payment Notices', and 'Registered Payments'. The main content area is titled 'PAYMENT REGISTRATION - DOMESTIC REVENUE (ASSESSED TAX)'. It features a search bar with 'Payment to' (set to 'INDIVIDUAL OR M.') and a 'DEBIT NUMBER' field. Below this is a table of assessed taxes with columns for TIN number, Debit Number, Debit Amount, and Tax Type. Each row has an 'Add for payment' button. To the right of the table, there is a summary section with 'Total Debit Added to Cart' and 'Total Amount to pay', both showing '0'. A note at the top right says 'To complete payments registration click the cart button above'. The footer indicates 'Tanzania Revenue Authority © 2021'.

TIN number	Debit Number	Debit Amount	Tax Type
135104812	442735268	1,350,000	COR
135104812	442144122	225,000	COR
135104812	442144123	225,000	COR
135104812	442144124	225,000	COR
135104812	442144125	225,000	COR
135104812	443637988	900,000	COR

3. Select preferred assessment (or search by debit number) and Click **Add for Payment** button.
4. A pop-up window to edit applied amount (whole or partial amount) to be paid will appear.
5. Edit Amount to be paid in case of partial payment and Click **Submit** button to add debit number to the cart. Only five entries can be added to the cart



6. Click **cart** button to view details of entries added before creating payment notice. A page showing details of assessment(s) added to the cart will appear. User is able to edit details, delete added assessment(s) or clear the whole cart.



7. Click **CREATE PAYMENT NOTICE** button to create payment notice. Payment notice creation page will open and user will be required to fill in all mandatory fields. The following details will be required:
 - i. Taxpayer TIN and name will be retrieved automatically based on the active session
 - ii. Choose taxpayer location: Tanzania Mainland or Zanzibar
 - iii. Fill in taxpayer mobile number (not less or more than 10 digits format) and email for notification of control number creation and payment status.
 - iv. Fill in mode of Payments; SWIFT- for direct transfer to BOT and Other (Taxbank) for direct deposit to commercial banks for amounts less than five million Tanzania Shillings

- v. Choose TRA bank account either Commissioner for Domestic Revenue or Commissioner for Large Taxpayers. In case for Zanzibar Location choose Commissioner for Domestic revenue Zanzibar.

8. Click **Submit** button to create Payment notice.

The screenshot shows the TAXPAYER PORTAL interface. A modal form titled "You are about to create payment notice of Tshs. 3,825,000.00" is displayed. The form contains the following fields:

- Taxpayer information:**
 - TIN: 135104012
 - Taxpayer Name: HORIZON PHARMACY LIMITED
 - Taxpayer Location: Tanzania-Moriland (dropdown)
 - Mobile Number: 0700111111
 - Email Address: taxpayer@email.co.tz
- Payments information:**
 - Mode of payments: Other (Tax Bank) (dropdown)
 - Currency: TZS
 - Bank Account: Commissioner for Domestic Revenue - Other Regions (dropdown)

At the bottom right of the modal are "Cancel" and "Submit" buttons. The background shows the portal's sidebar with "Payment Service" selected and the user "KEFA MANASE KIJU (103-919-258)".

9. System will create payment notice and generate control number

10. Created payment notice will be available in Payment Notices menu and notification will be sent to taxpayer phone and email.

The screenshot shows the TAXPAYER PORTAL interface. The main heading is "PAYMENT REGISTRATION - DOMESTIC REVENUE (ASSESSED TAX)". A modal message with a green checkmark states: "You have submitted your payment request, control number will be sent to your email phone number and available in registered payment after the process complete". Below the message is an "OK" button. The background shows a table with columns: TIN number, Debit Number, Amount, Tax Type, and Year. The "Total Amount" is 0. There is a "CLEAR CART" button and a "CREATE PAYMENT NOTICE" button. The sidebar and user information are the same as in the previous screenshot.

11. Access Payment Notices menu (refer section 3.2.3 below) to view status of control number creation.

12. After control number being created and payment notice status changed to RECEIVED, access Registered Payments menu (section 3.2.4 below) to print Tax Payment Slip/Payment Order Form to submit to your preferred bank to complete payment process.

ii. **Non-Assessed Taxes**

This submenu will facilitate user to register payments of taxes without assessment notice.

Below are steps to register for non-assessed taxes.

1. Click Register.
2. Click Non-Assessed taxes and a form to register non-assessed tax will appear

The screenshot shows the 'TAXPAYER PORTAL' interface. On the left is a sidebar with 'Payment Service' and 'Register' options. The main area is titled 'PAYMENT REGISTRATION - DOMESTIC REVENUE (NON ASSESSED TAX)'. It contains a form with the following fields:

- Type of Tax: Sign Board Fees
- GFS Code: Receipt from sign Board F...
- Amount: 100,000
- Period Indicator: Annually
- Year: 2022

A red arrow points to the 'Add' button at the bottom right of the form, labeled '4. Add button'. Another red arrow points to the 'CREATE PAYMENT NOTICE' button on the right side of the form, labeled '5. create payment notice button'. The form also includes a table for 'List of taxes added for payment notices' with columns: TaxType, GFS CODE DETAILS, AMOUNT, PERIOD, ACTION. The total amount is shown as 0.

3. Fill in all required details of non-assessed tax to be registered. Required tax details to be filled are
 - i. Type of Tax: populated automatically in a dropdown menu
 - ii. **GFS** Code: Choose from the dropdown menu.
 - iii. Amount: Type in amount of tax to be paid.
 - iv. Period Indicator: Choose from the dropdown menu, three options available which are Monthly, Quarterly and Annually
4. Click **Add** button to add tax into the cart. Only five entries can be added on the cart to be registered into one payment notice.
5. Click **CREATE PAYMENT NOTICE** button to create payment notice.

TAXPAYER PORTAL

Services

Payment Service

135-104-612
HORIZON PHARMACY LIMITED
Change Session

Dashboard

Register

Non Assessed Taxes

Assessed Taxes

Payment Notices

Registered Payments

You are about to create payment notice of **Tshs. 100,000.00**

If you want to generate payment notice without control number, make sure to uncheck generate control number options below

☒ Generate control number for this payment notice

Taxpayer Information :

TIN *
103910258

Taxpayer Name
KEFAMANASE KUJO

Taxpayer Location *
Tanzania-Mainland

Mobile Number *
0787680021

Email Address *
kolvin.leo@tra.go.tz

Phone format example: 0117822787

Payments Information :

Mode of payments *
SWIFT Transfer to Bank of Tanzania (TSS)

Currency *
TZS

Bank Account
Commissioner for Domestic Revenue Department

Cancel Submit

Tanzania Revenue Authority © 2021

6. After filling all required details click **Submit** button to create Payment notice.
7. System will create payment notice.
8. Created payment notice will be available in Payment Notices menu and notification will be sent to taxpayer's phone and email.
9. Access Payment Notices menu on section 3.2.3 below to views status of control number creation.
10. After control number being created and payment notice status changed to RECEIVED, access Registered Payments menu (section 3.2.4 below) to print Tax Payment Slip/Payment Order Form to submit to your preferred bank to complete payment process.

c) Payment Notices

This menu enable user to tracks status of control number request on registered payment notices.

Bills will have the following status

- i. Pending - waiting for control number
- ii. Received - control number has been received but not paid
- iii. Open - created with no option to generate control number
- iv. Failed - control number generation has failed.
- v. Canceled
- vi. Paid

TAXPAYER PORTAL

KEFA MANASE KIJU (103-919-258)

Payment Service

135-104-612
HORIZON PHARMACY LIMITED
Change Session

Dashboard
Register
Non Assessed Taxes
Assessed Taxes
Payment Notices
Registered Payments

Filter with status *
--ALL--

Control Number	TaxPayer Name	Invoices Amount	Generated By	Generated Date	Invoice Status	Action
991840228568	HORIZON PHARMACY LIMITED	3,925,000	103919258	06-06-2022 13:40:13	RECEIVED	Action
991840228559	HORIZON PHARMACY LIMITED	1,350,000	103919258	06-06-2022 13:33:45	RECEIVED	Action
0	HORIZON PHARMACY LIMITED	1,350,000	103919258	06-06-2022 09:43:21	PENDING	Action
0	HORIZON PHARMACY LIMITED	1,350,000	103919258	04-06-2022 08:19:35	PENDING	Action
991840228522	HORIZON PHARMACY LIMITED	1,350,000	103919258	03-06-2022 13:06:42	RECEIVED	Action
991840228520	HORIZON PHARMACY LIMITED	1,350,000	103919258	03-06-2022 12:52:43	RECEIVED	Action
99398003985	HORIZON PHARMACY LIMITED	1,350,000	103919258	02-06-2022 16:32:50	RECEIVED	Action

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The following actions can be performed on payment notices

1. View details of payment notices.
2. Request control number-This is applicable for those open payment notices
3. Cancel invoice- this is also applicable for open payment notices.

TAXPAYER PORTAL

KEFA MANASE KIJU (103-919-258)

Payment Service

135-104-612
HORIZON PHARMACY LIMITED
Change Session

Dashboard
Register
Non Assessed Taxes
Assessed Taxes
Payment Notices
Registered Payments

Home / Rps Payment / Registered Invoices

Filter with status *
--ALL--

Control Number	TaxPayer Name	Invoice Amount	Generated By	Generated Date	Invoice Status	Action
991840228568	HORIZON PHARMACY LIMITED	3,925,000	103919258	06-06-2022 13:40:13	RECEIVED	Action
991840228559	HORIZON PHARMACY LIMITED	1,350,000	103919258	06-06-2022 13:33:45	RECEIVED	Action
0	HORIZON PHARMACY LIMITED	1,350,000	103919258	06-06-2022 09:43:21	PENDING	Action
0	HORIZON PHARMACY LIMITED	1,350,000	103919258	04-06-2022 08:19:35	PENDING	Action
991840228522	HORIZON PHARMACY LIMITED	1,350,000	103919258	03-06-2022 13:06:42	RECEIVED	Action
991840228520	HORIZON PHARMACY LIMITED	1,350,000	103919258	03-06-2022 12:52:43	RECEIVED	Action
99398003985	HORIZON PHARMACY LIMITED	1,350,000	103919258	02-06-2022 16:32:50	RECEIVED	Action

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d) Registered Payments

From this menu user will be able to print Tax Payment Slip/Payment Order Form for bank to process tax payments.

In this menu bills are categorized in three tabs.

- a) Completed/Processed Bills - These are bills which have been successfully received control number
- b) Paid Bills – all bills which have been already paid.
- c) Cancelled Bills - bills which has been cancelled or postponed by a taxpayer for one reason or another.

To print Tax Payment Slip/Payment Order Form after receiving control number follow the following steps

1. After Login into taxpayer portal and accessing Payment Service
2. Click Registered payments
3. Search your bill by control number or date

The screenshot shows the 'TAXPAYER PORTAL' interface. On the left is a sidebar with 'Payment Service' and '135-104-612 HORIZON PHARMACY LIMITED'. The main area has tabs for 'COMPLETED/PROCESSED BILLS', 'PAID BILLS', and 'CANCELED BILLS'. A search bar is highlighted with a red box and an arrow pointing to it with the text 'search bill by control number or date'. The search bar contains a dropdown menu with 'CONTROL NUMBER' selected, a text input field, and a 'Submit' button. Below the search bar is a table of bills.

	Bill Amount	Payer Name	Bill Expire Date	Bill Generate Date	Status	Control Number	
1	1,350,000	HORIZON PHARMACY LIMITED	07-06-2023 20:51:28	07-06-2022 20:50:28	COMPLETED	991840228572	Action
2	8,825,000	HORIZON PHARMACY LIMITED	06-06-2023 13:40:14	06-06-2022 13:39:14	COMPLETED	991840228560	Action
3	1,350,000	HORIZON PHARMACY LIMITED	06-06-2023 13:33:54	06-06-2022 13:32:54	COMPLETED	991840228559	Action
4	1,350,000	HORIZON PHARMACY LIMITED	03-06-2023 13:06:48	03-06-2022 13:05:48	COMPLETED	991840228532	Action
5	1,350,000	HORIZON PHARMACY LIMITED	03-06-2023 12:52:45	03-06-2022 12:51:45	COMPLETED	991840228520	Action
6	1,350,000	HORIZON PHARMACY LIMITED	02-06-2023 16:47:50	02-06-2022 16:46:50	COMPLETED	993090003985	Action

4. Choose preferred bill and click Action button
5. Click Print Tax Payment Slip/payment Order Form option.

The screenshot shows the same 'TAXPAYER PORTAL' interface. The search bar now has 'CONTROL NUMBER' selected in the dropdown. The table of bills is visible. A red box highlights the 'Action' button for the first bill (Control Number: 991840228572). A dropdown menu is open for this button, showing options: 'View details', 'Cancel Control Number', 'Print Payment Receipt', and 'Print Payment Receipt'. The 'Print Payment Receipt' option is highlighted with a red box.

6. Tax Payment Slip/Payment Order Form will be printed ready to be submitted to bank for payment processing.



Tanzania Revenue Authority
Acknowledgement Of Receipt

CONTROL NUMBER 991840228572
PAYER NAME HORIZON PHARMACY LIMITED
PAYER PHONE 0787680021
PAYMENT REF 01TZ2932
BILL GENERATED BY 103919258
EXPIRES ON 06/07/2023 20:51:28

BILL DESCRIPTION

#	Tax Description	G/S Code	Item Reference	Amount
1	Import duty - HS Chapter 31	11513100	3612	1,350,000

TOTAL AMOUNT **1,350,000**

AMOUNT IN WORDS One Million Three Hundred Fifty Thousand

PREPARED BY

SIGNATURE

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- 3.3. Register Motor Vehicle
- 3.4. Request For Refund
- 3.5. Track Cargo
- 3.6. EFD Service
- 3.7. Register Driver's License