TANZANIA REVENUE AUTHORITY

ISO 9001:2015 Certified

Taxpayer Portal

User Manual

Version 01

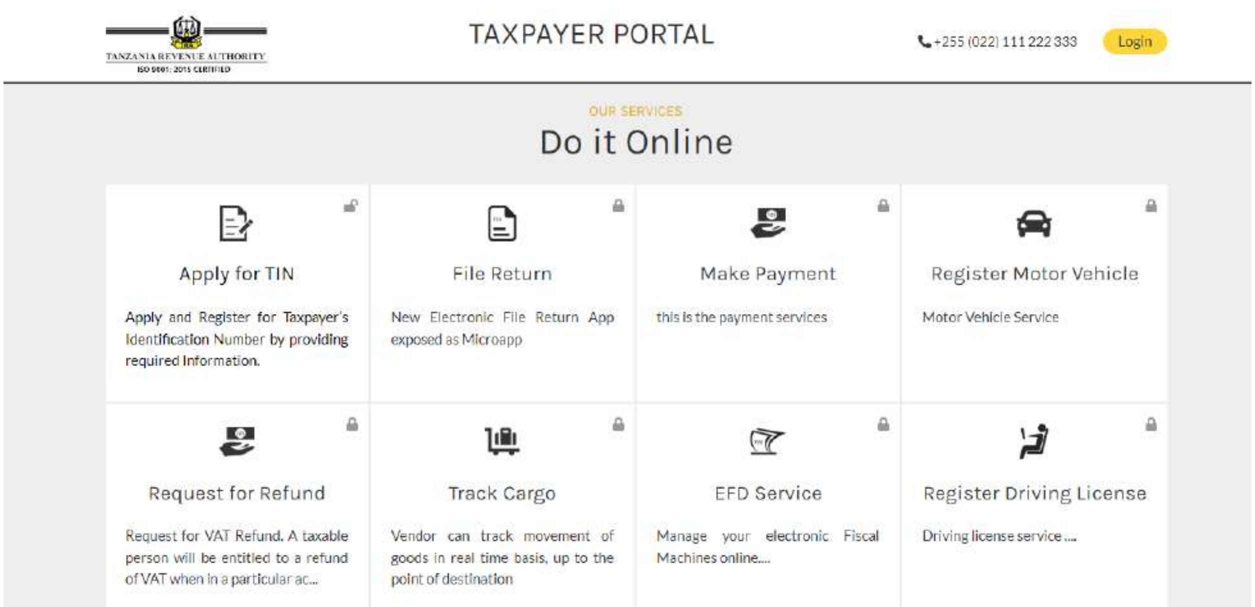
Table of Contents

1. Welcome Page

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

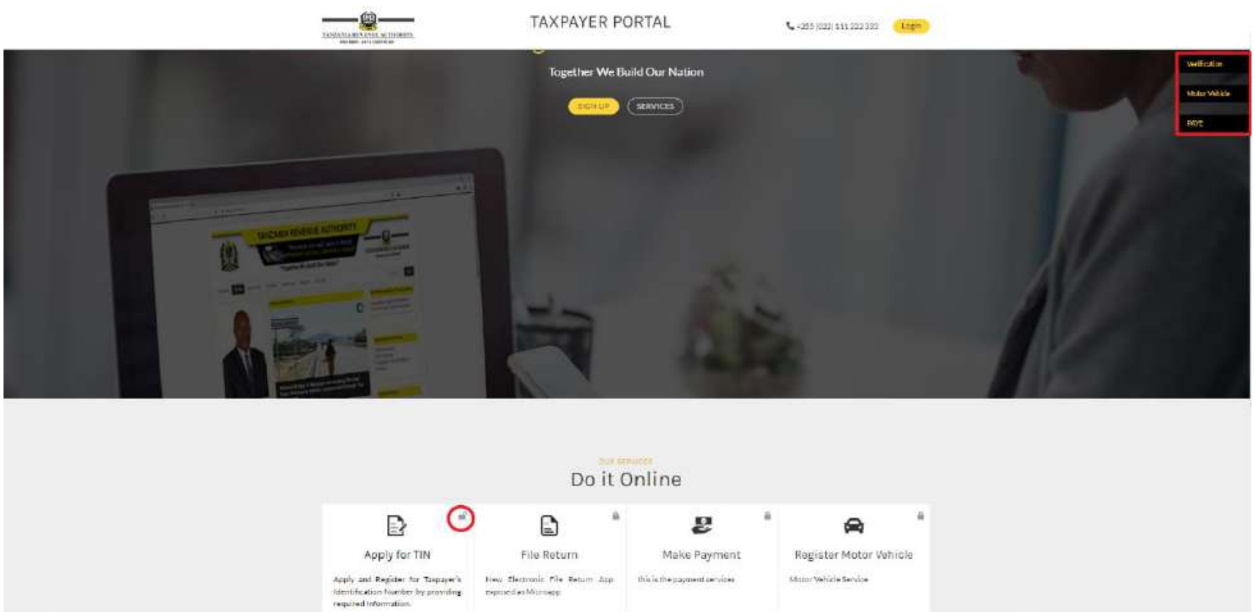
1.1 Services Page

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

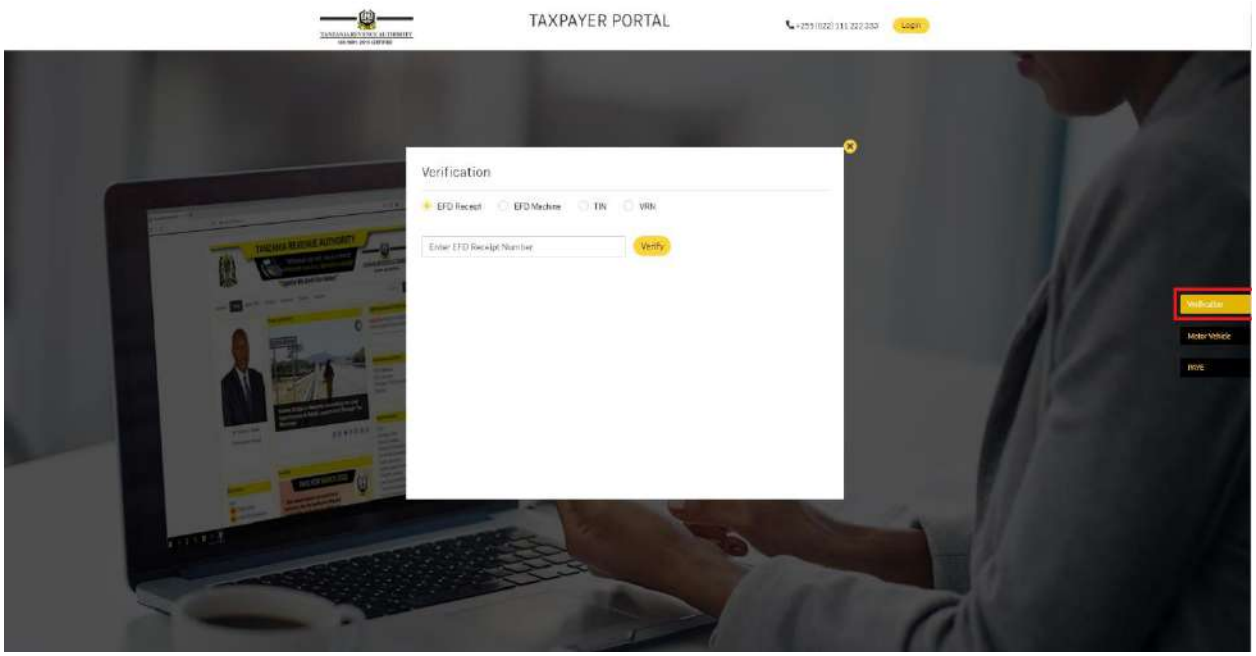
An Individual without TIN can use this link to apply for TIN. The following are the steps to apply for TIN

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 genuity of EFD receipt. See how to verify the EFD receipt.

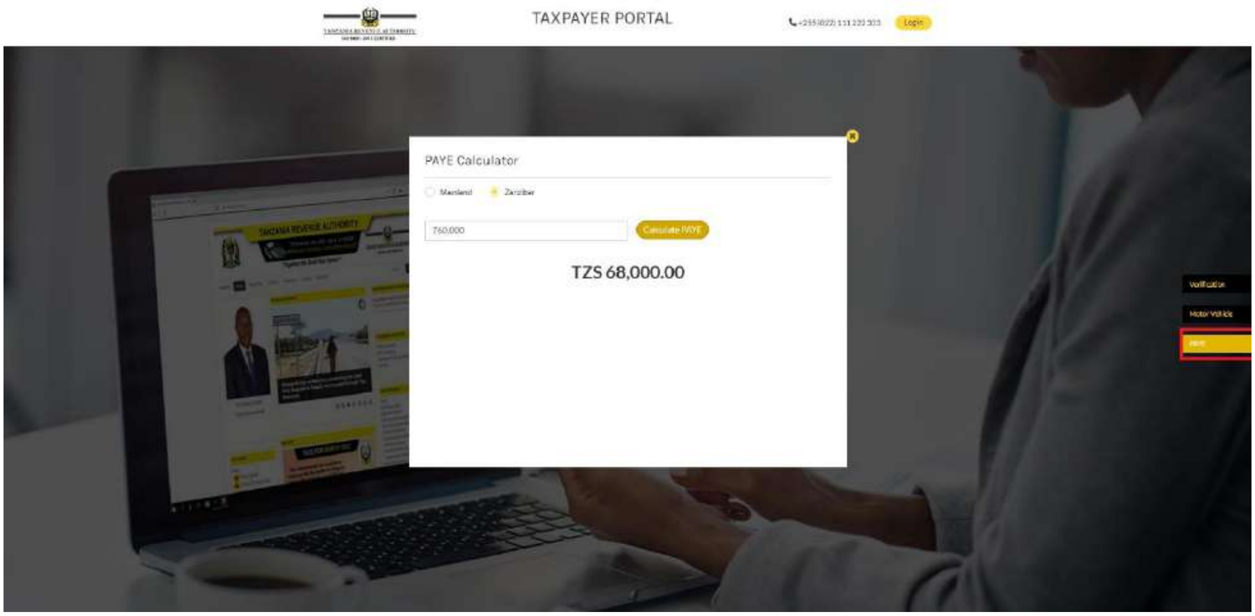


c) Motor Vehicle Calculator

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.

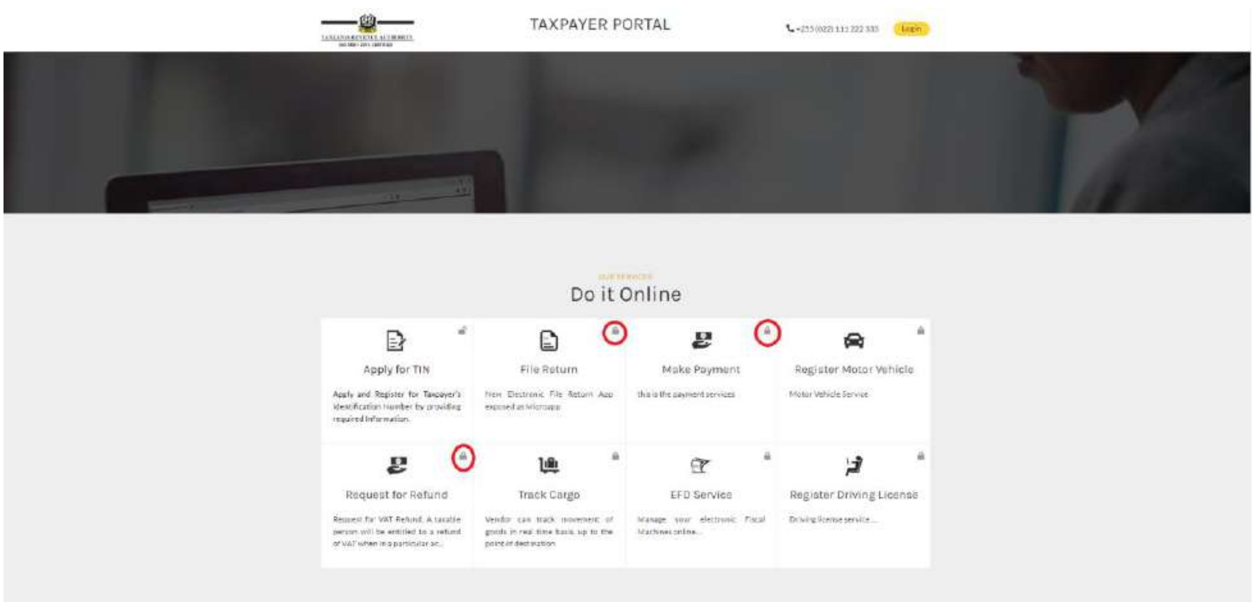
d) PAYE Calculator

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

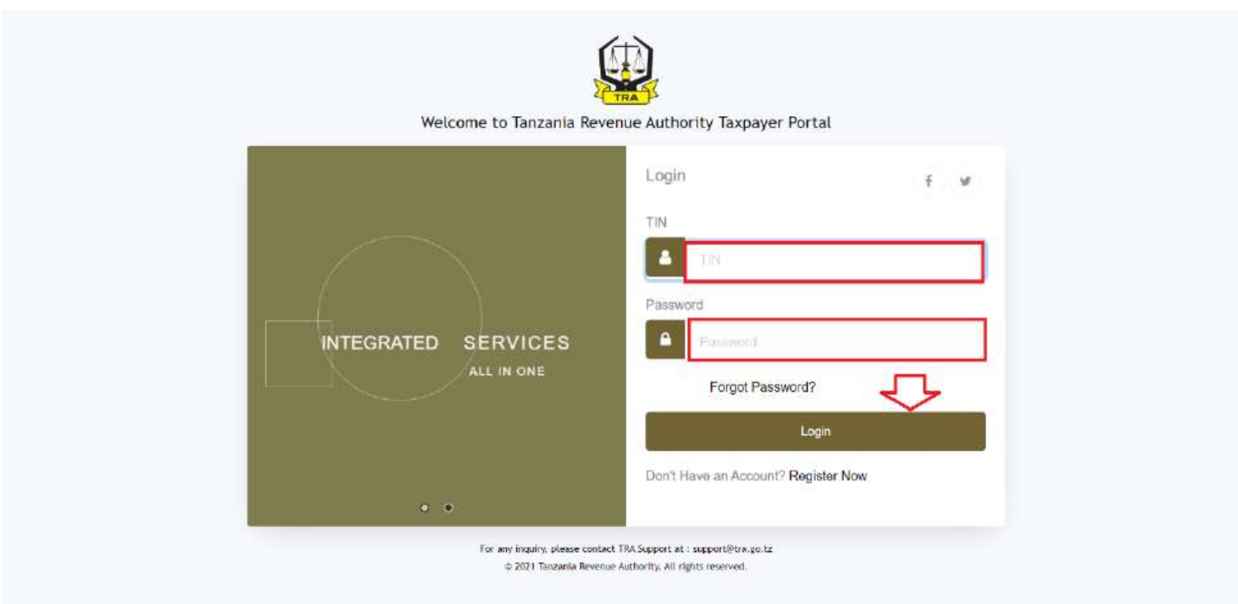
1.3 Login into the system

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



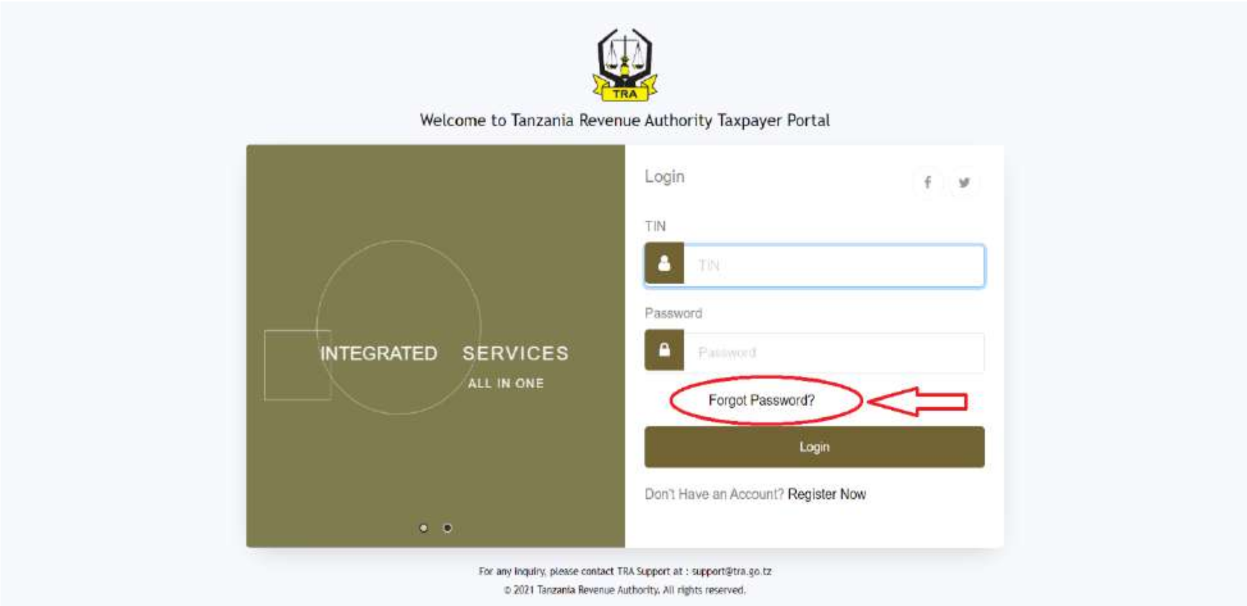
4. Click services link

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

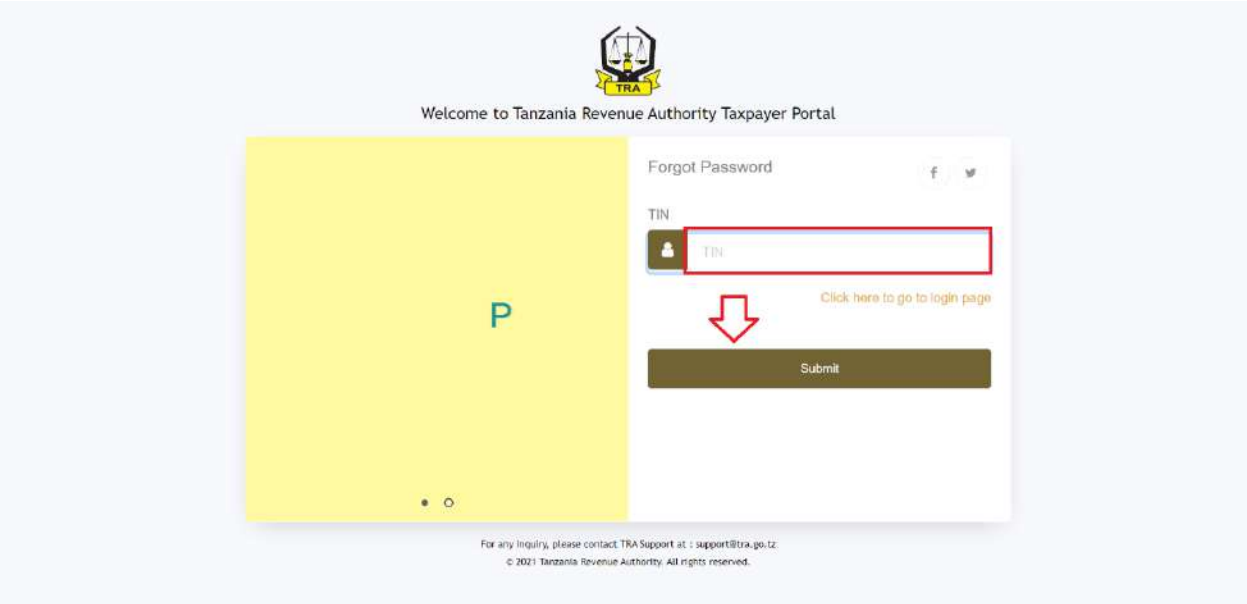
1.4 Forgot/Reset Password

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:

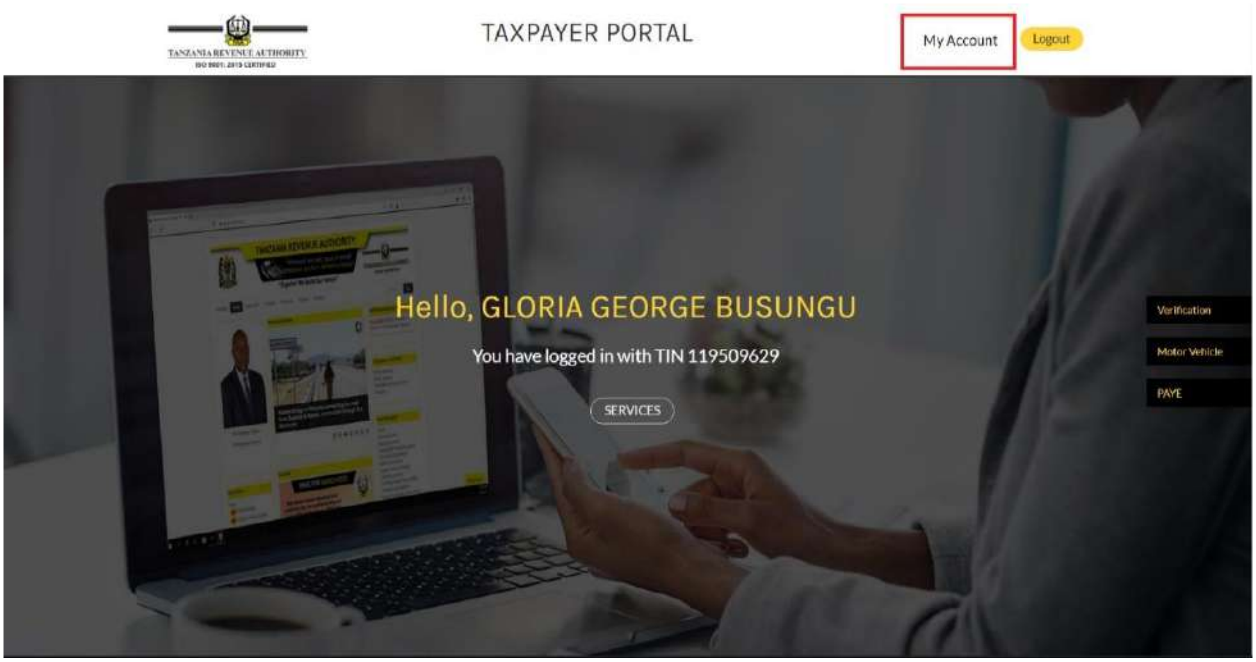
1. Click a profile name link
2. Click Logout link
3. Click a Link to return to Taxpayer portal Welcome Page

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

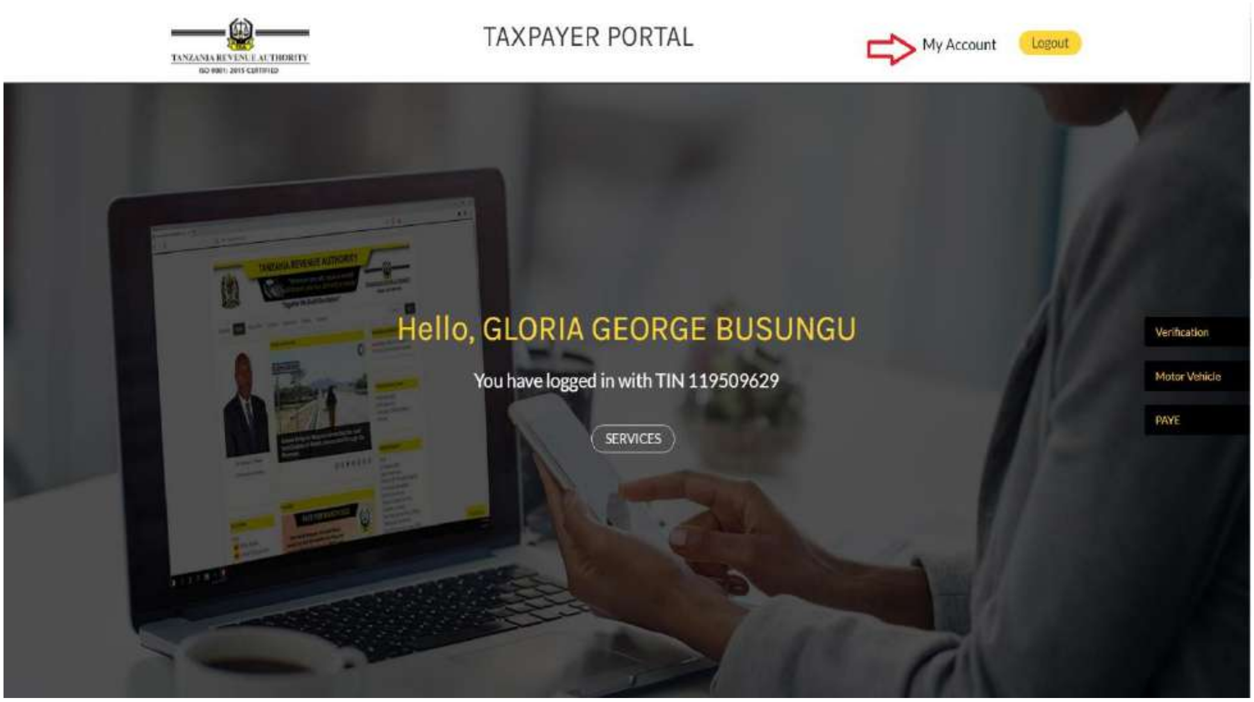
This is the link that direct the user to profile information which contains details of a taxpayer as individual or an entity.



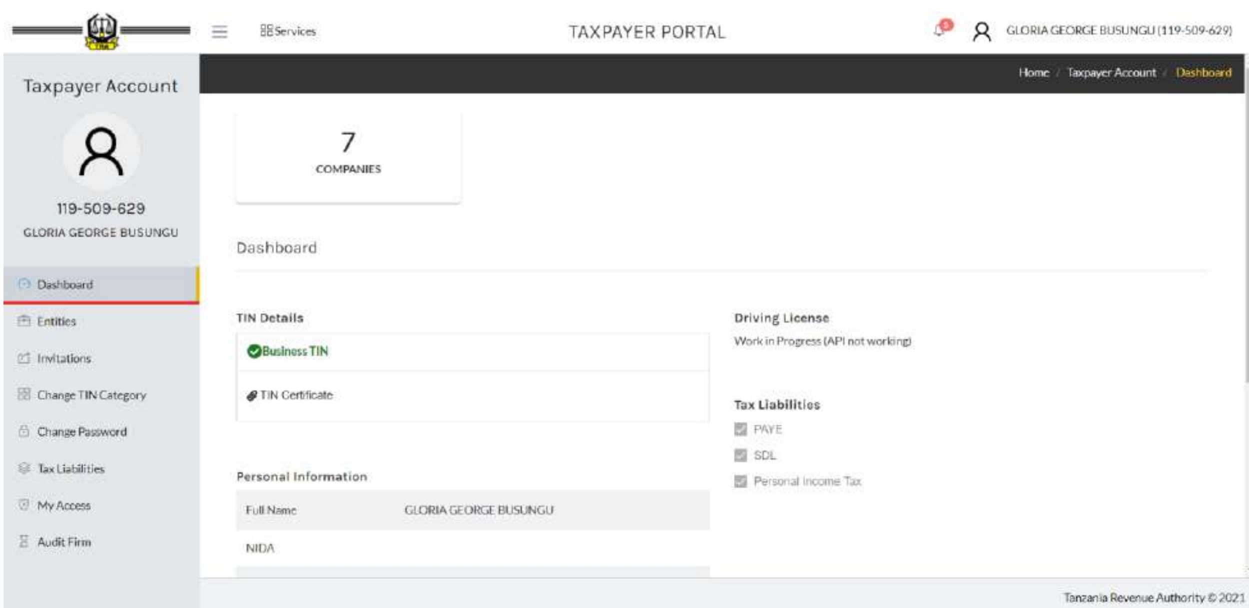
a) Dashboard

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



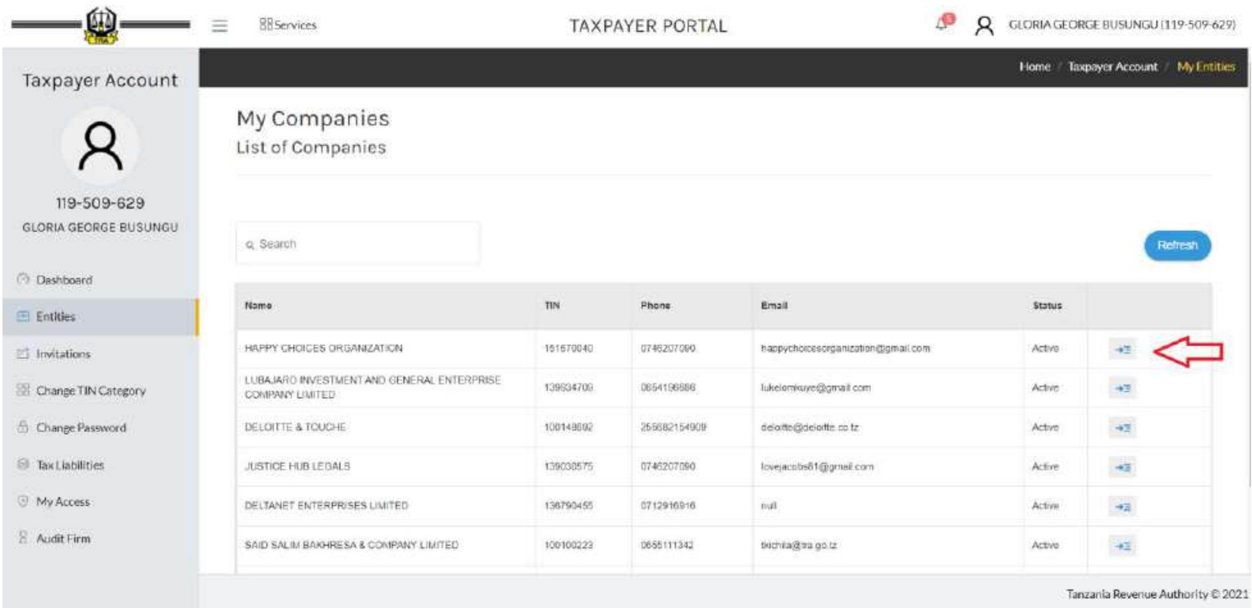
3. A page opens up at Dashboard.



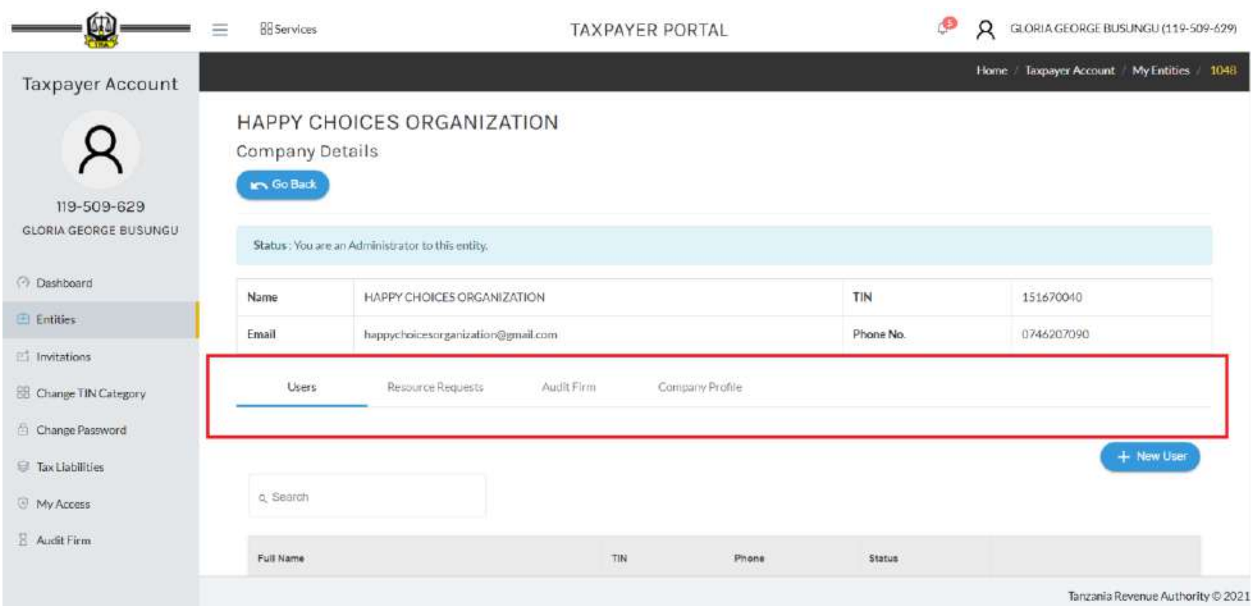
b) Entities

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



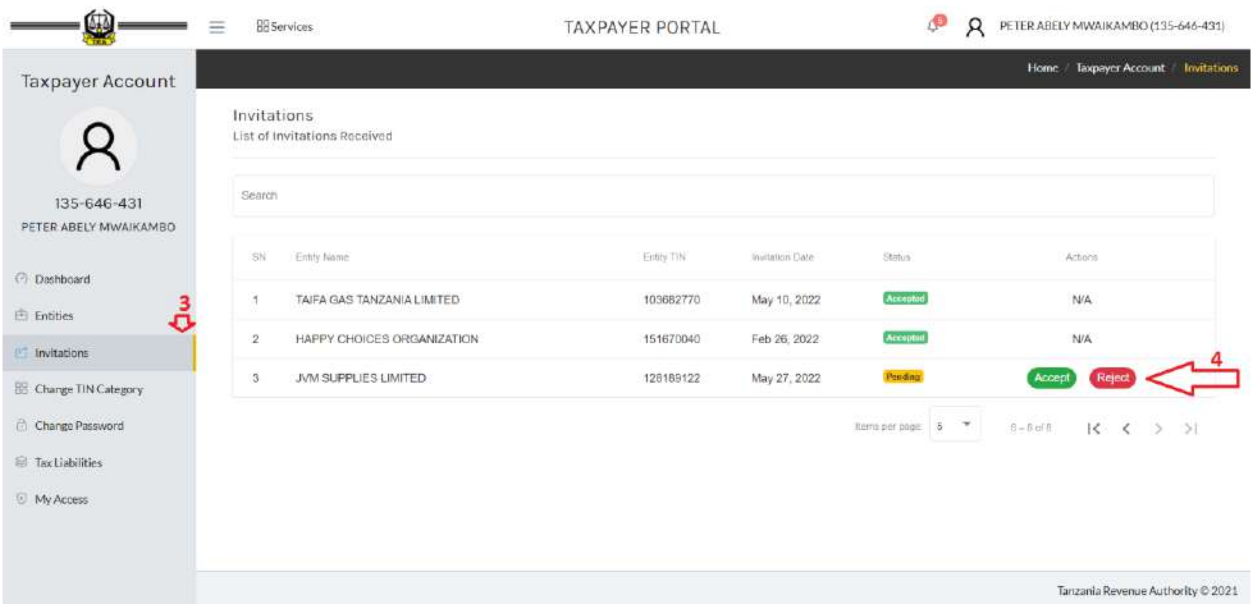
5. A page for managing a specific Entity opens up with submenus for the specified tasks.



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.



d) Change TIN Category

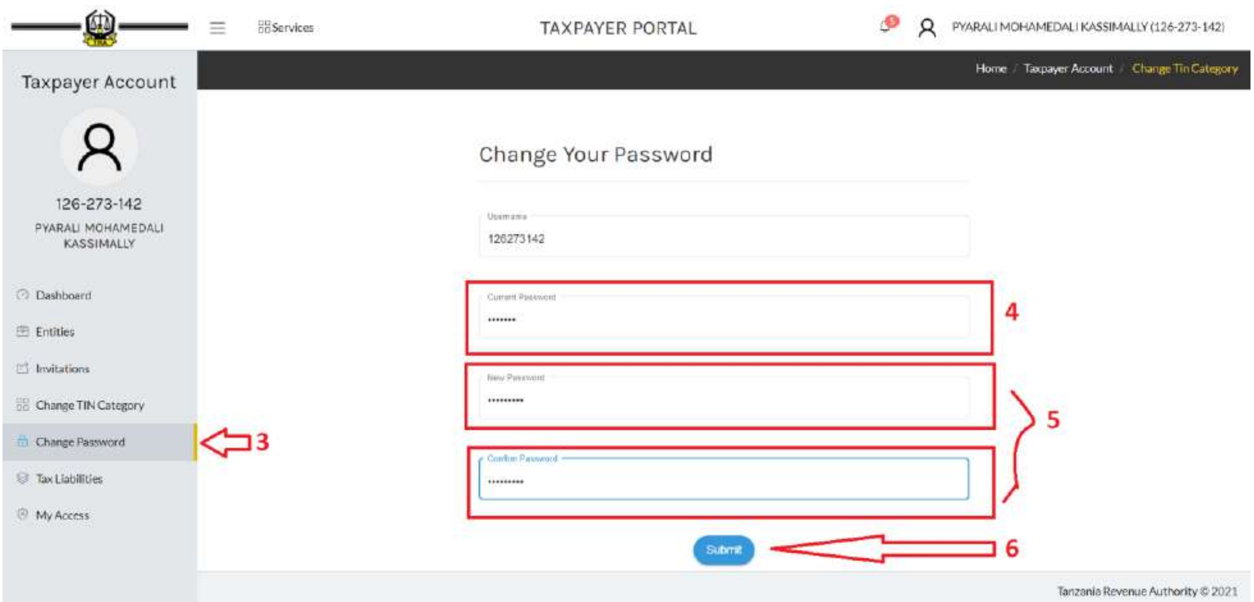
This is the menu that directs an individual to request for change TIN category from non-business to business category. Following are the steps to change TIN Category

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.



f) Tax Liabilities (Liable Tax(es))

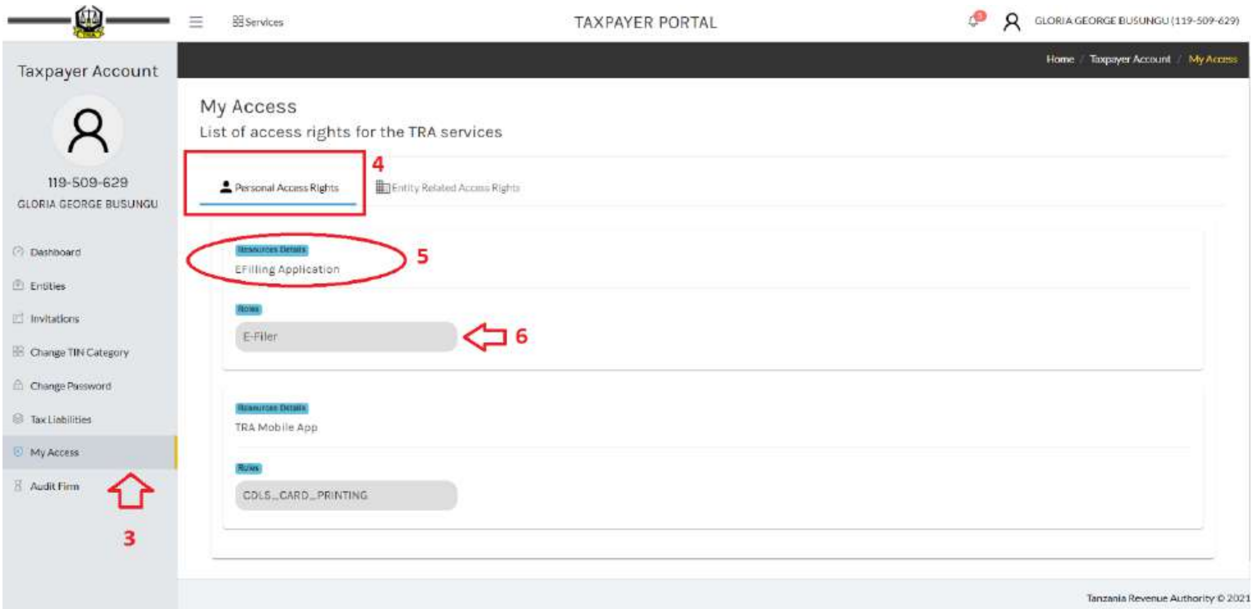
This menu allows an individual with business TIN to view and add additional liable tax(es) due to their nature of business. See the steps below

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.

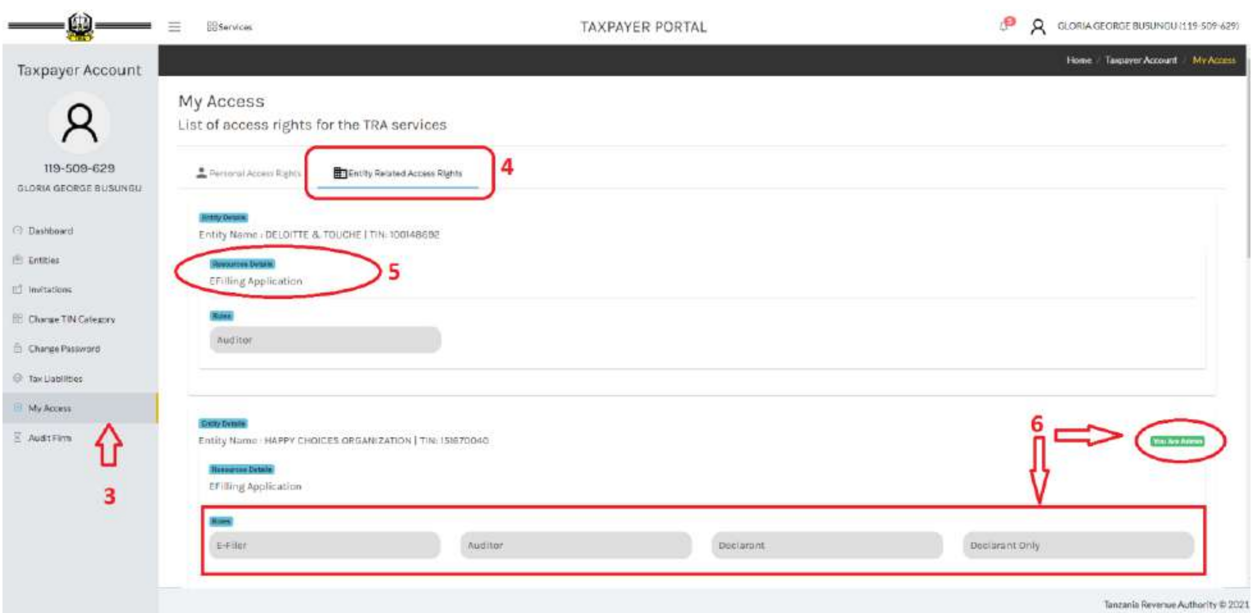
g) My Access

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



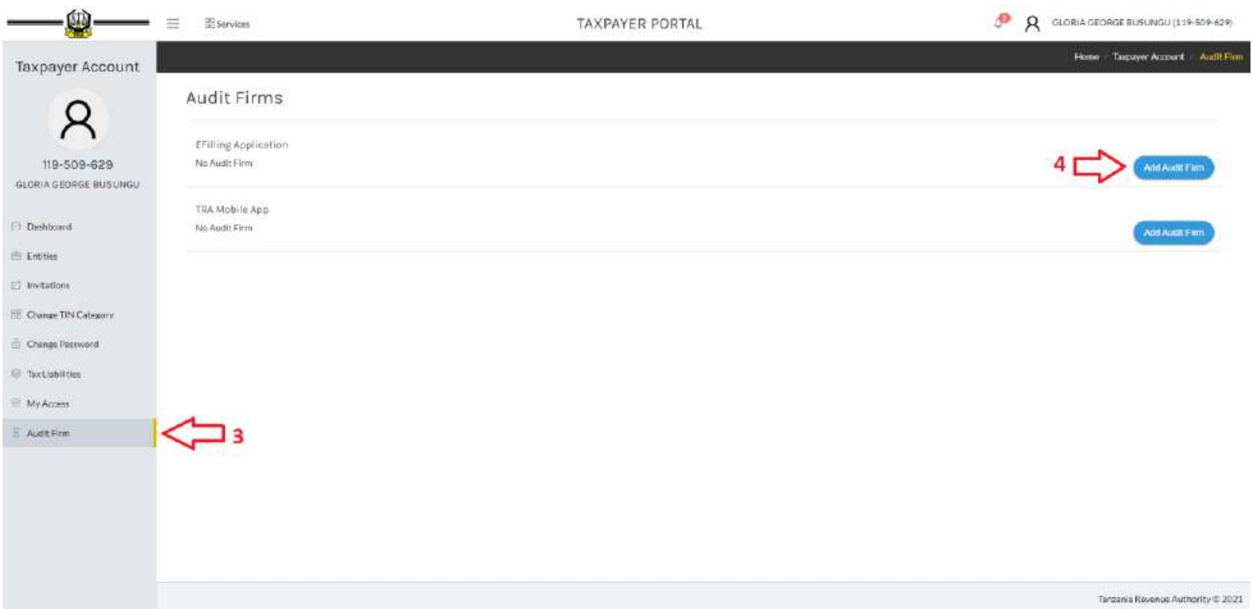
5. Click Entity Related Access Rights tab to view your access related to an entity you work on behalf.



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.

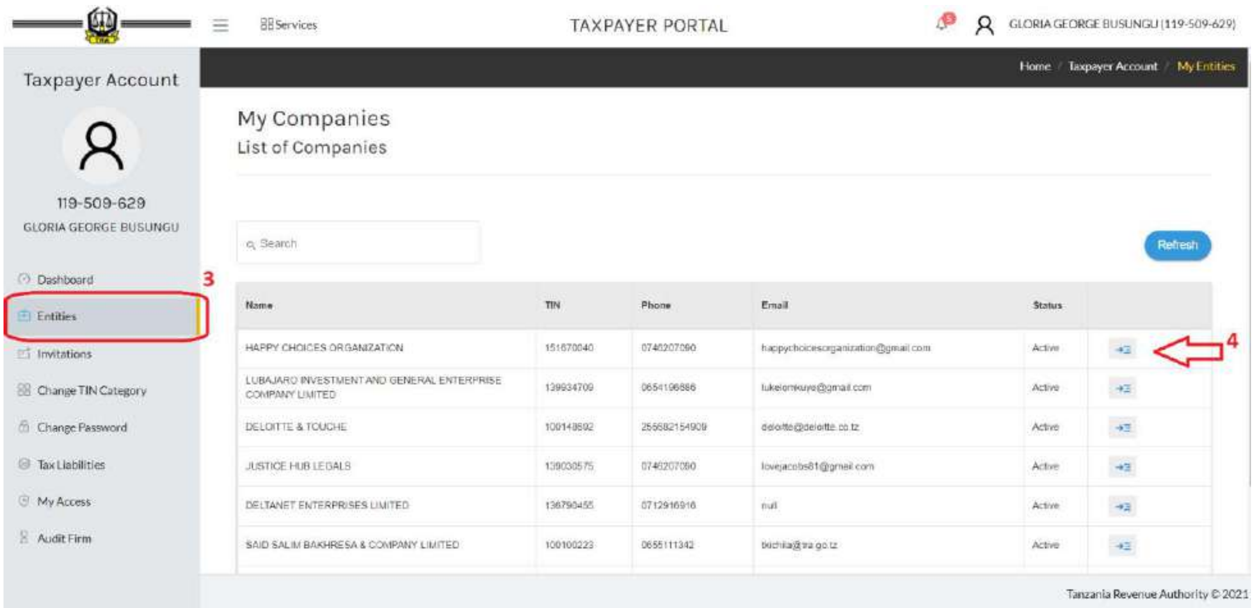
a) An entity

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

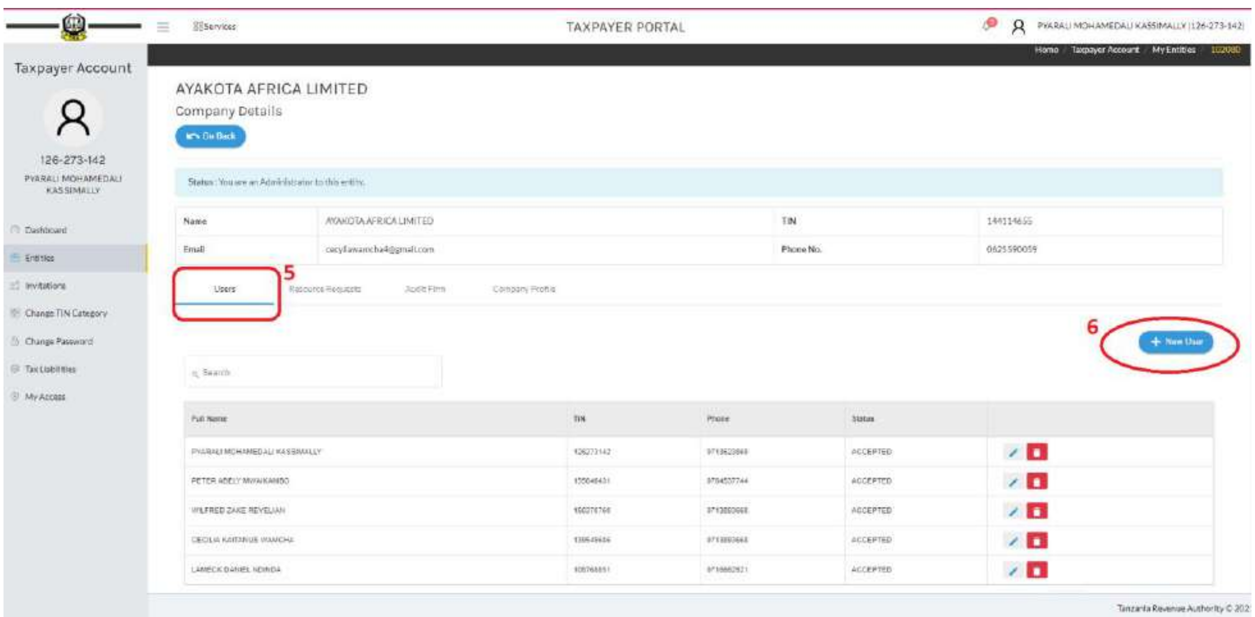
i. Users

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.

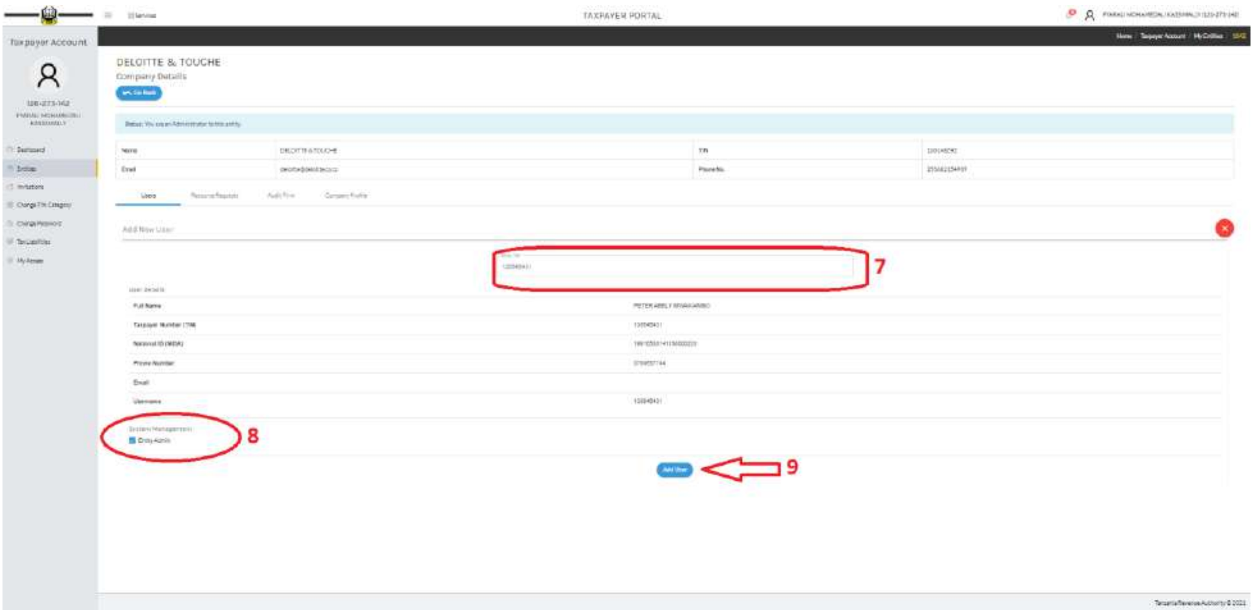
- Add User (Declarant, Entity Admin etc.)
  1. An entity admin required to Login
  2. Click My Account
  3. Click Entities
  4. Click View Details button for the preferred entity



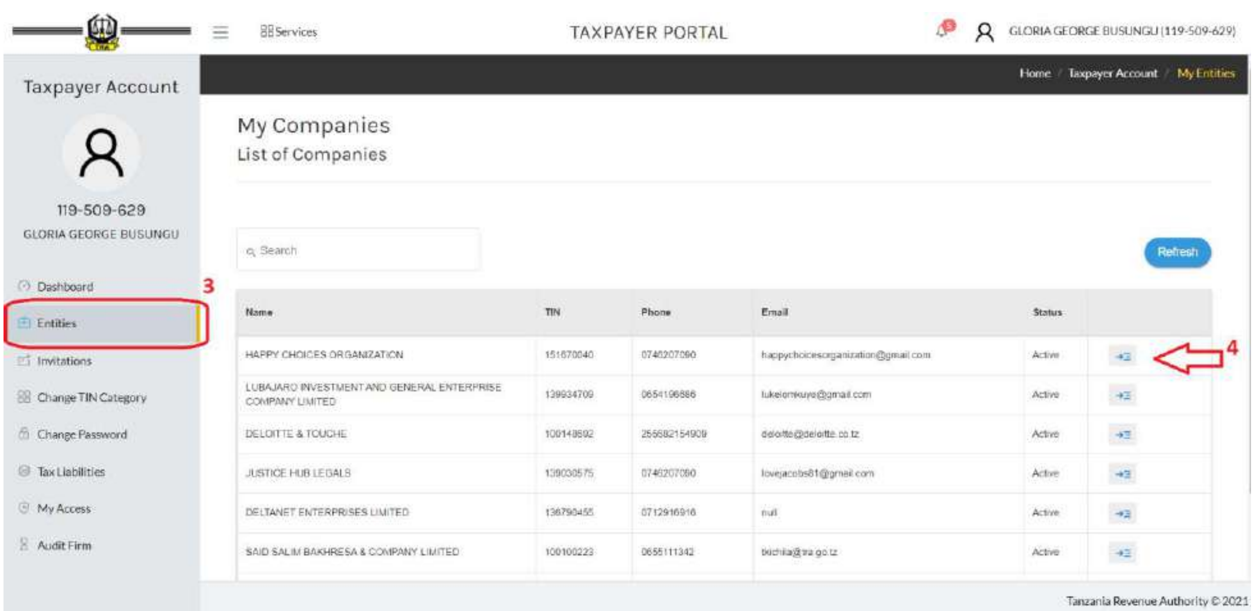
5. Click Users Tab
6. Click New User



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.

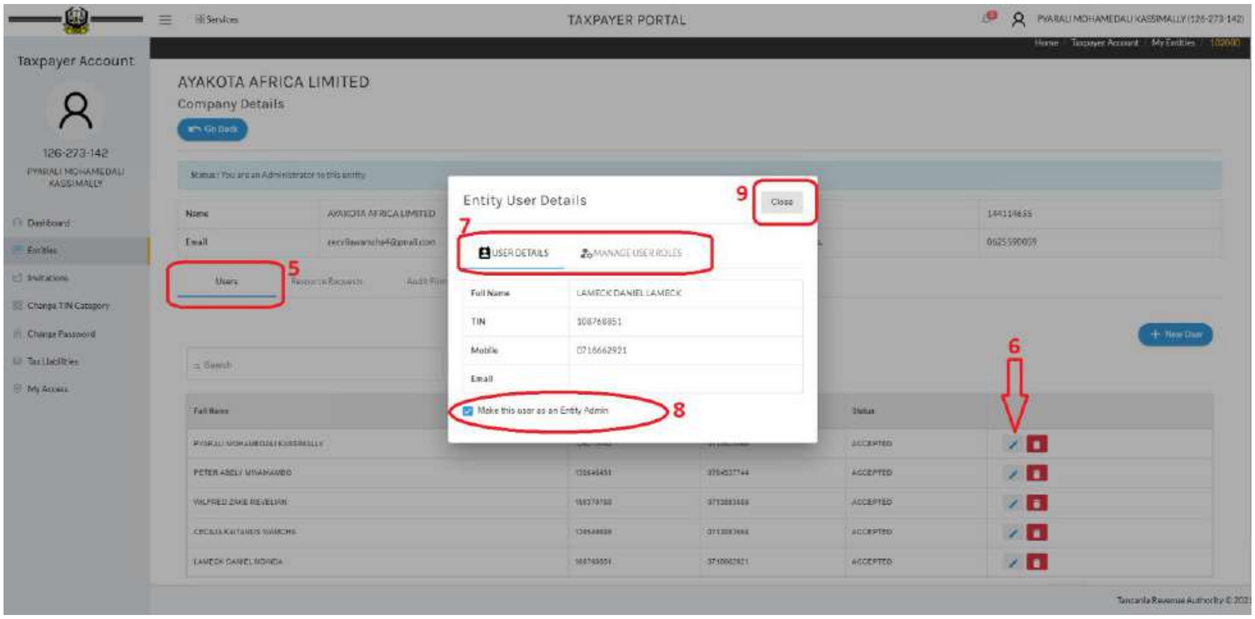


- Edit User (Declarant, Entity Admin etc.)
  1. An entity admin required to Login
  2. Click My Account
  3. Click Entities
  4. Click View Details button for the preferred entity

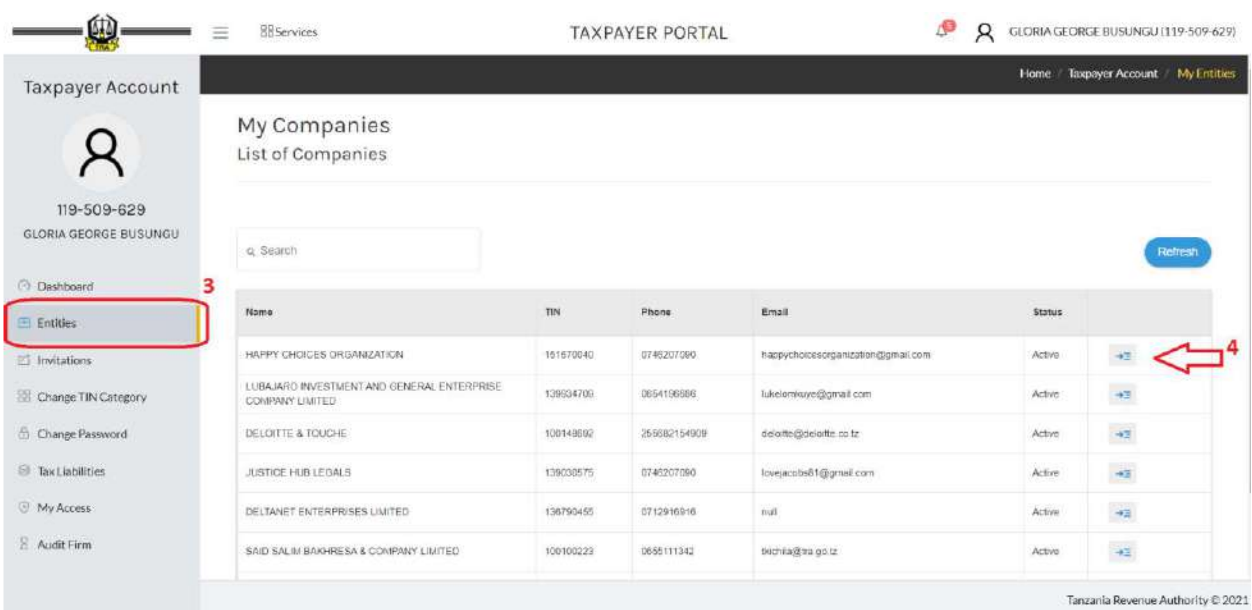


  5. Click Users Tab
  6. Click Edit (Pencil icon)
  7. Click User Details Tab or Manage Roles Tab in the popped-up window
  8. De-select (untick) or select (tick) to revoke or grant the roles respectively.

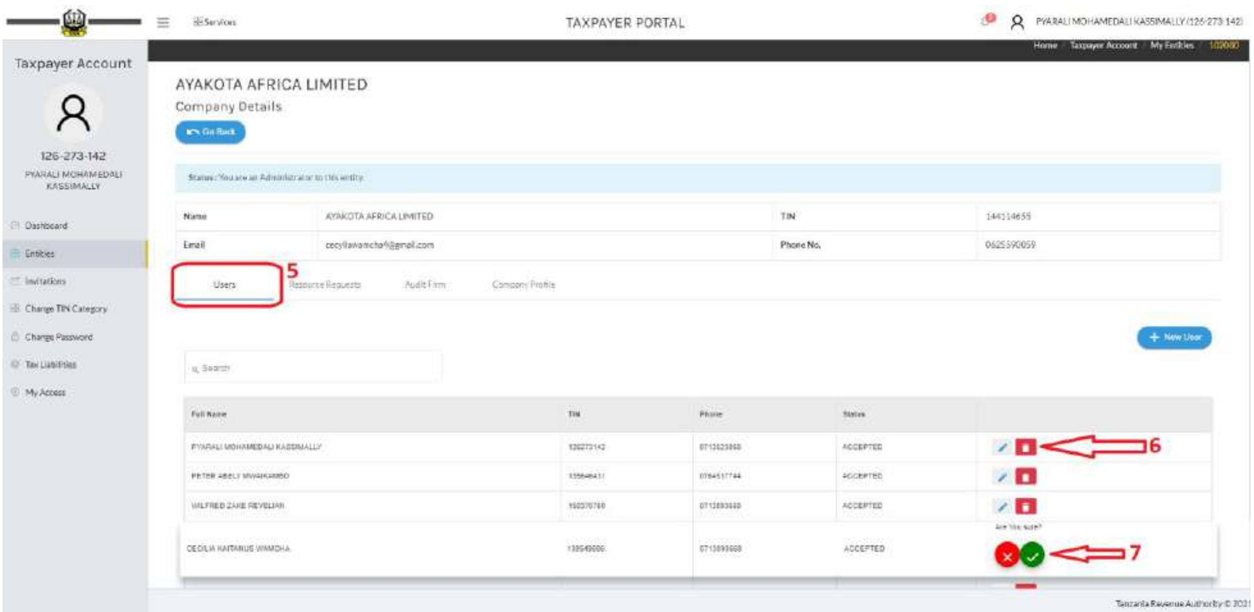
9. Click Close button then the user is edited successfully.



- 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



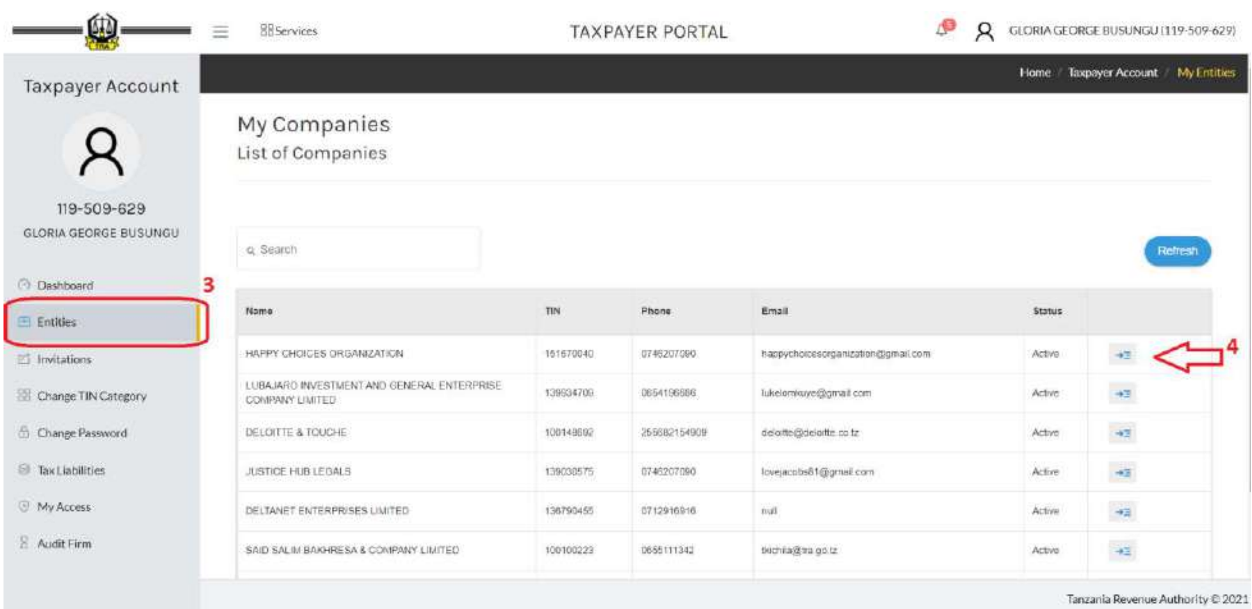
  5. Click Users Tab
  6. Click Delete User (Trash icon)
  7. Click Tick Button to confirm removing the user.



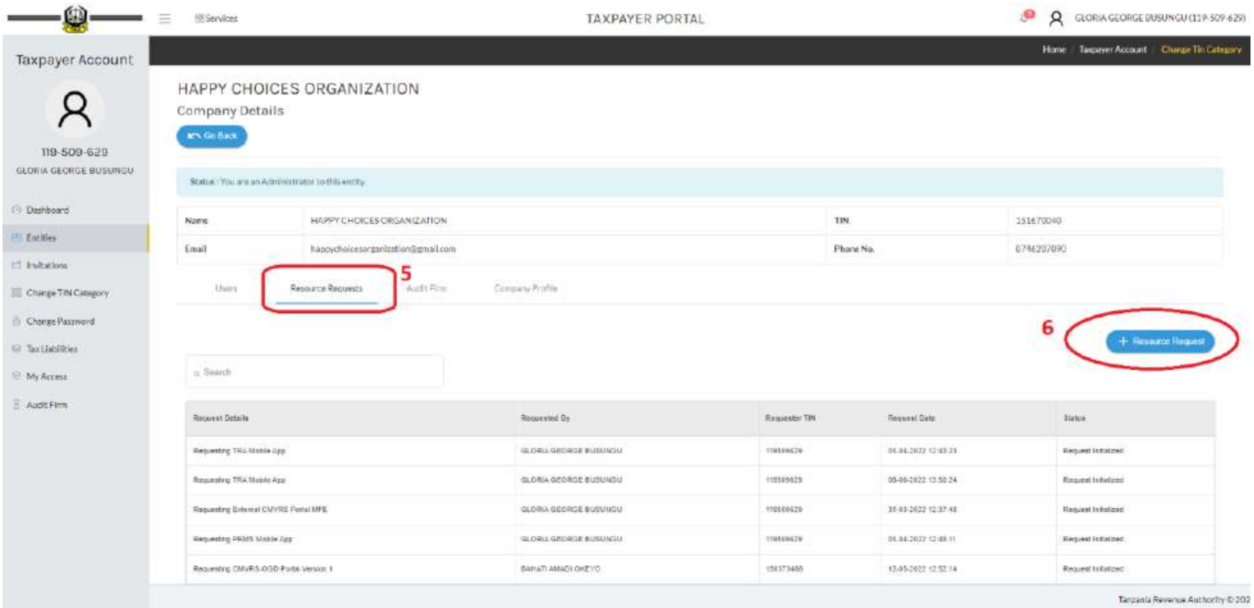
ii. Resource Request

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

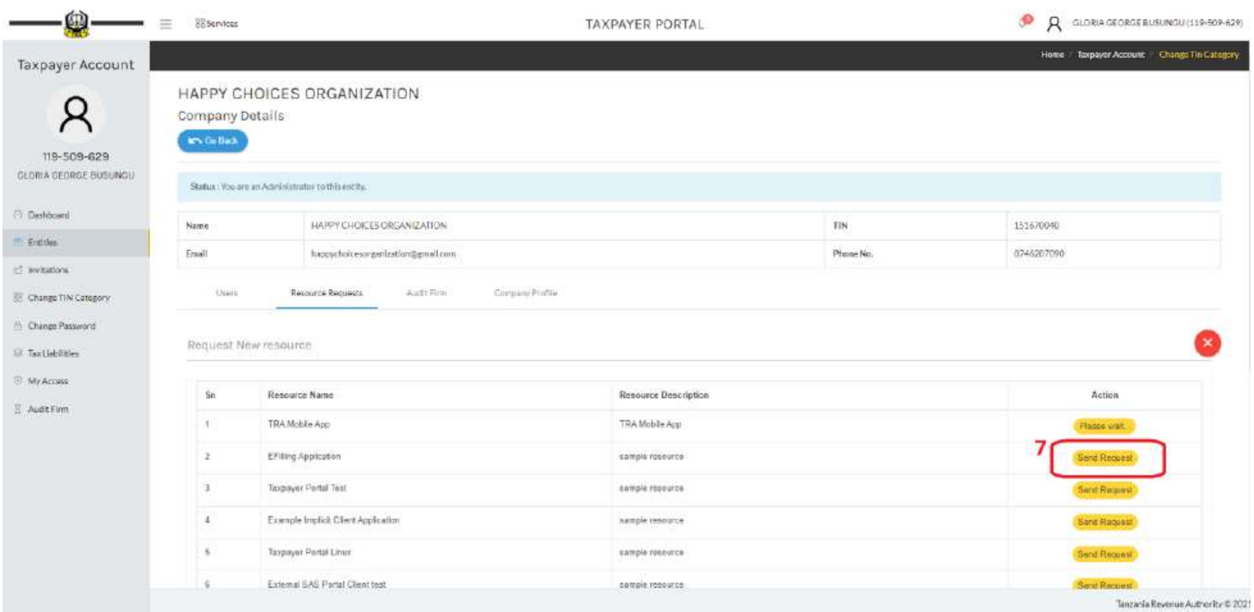
- Add Resource (Efiling, TRA Mobile App etc.)
    1. An entity admin required to Login
    2. Click My Account
    3. Click Entities
    4. Click View Details button for the preferred entity



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



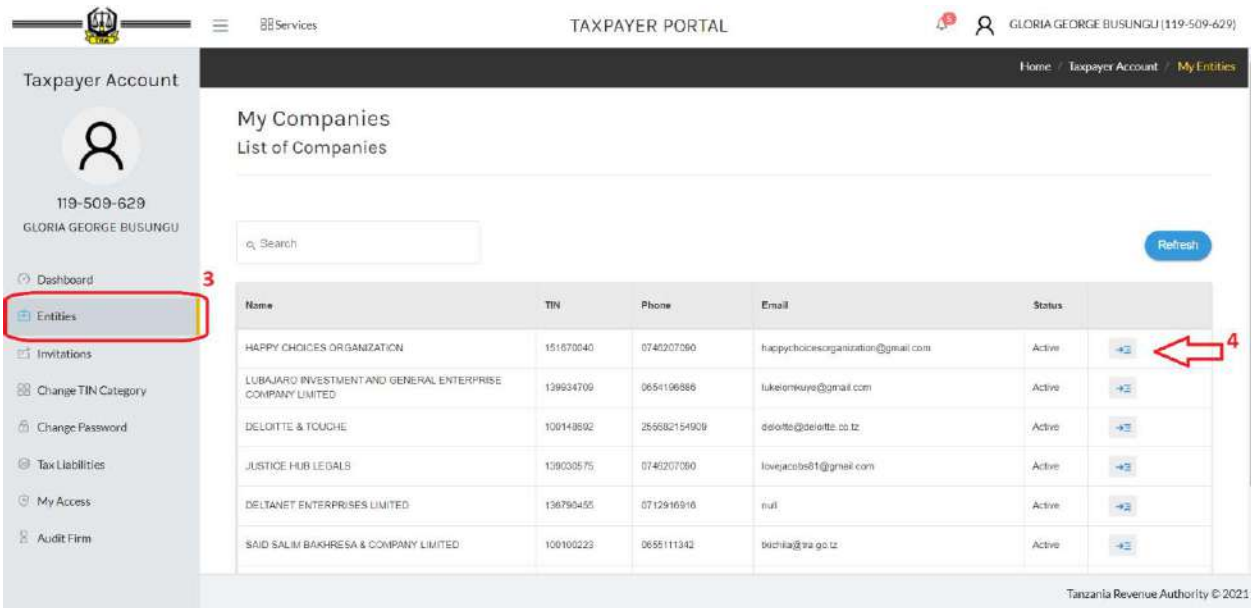
7. Click Send Request for a specific resource application pending approval by TRA.



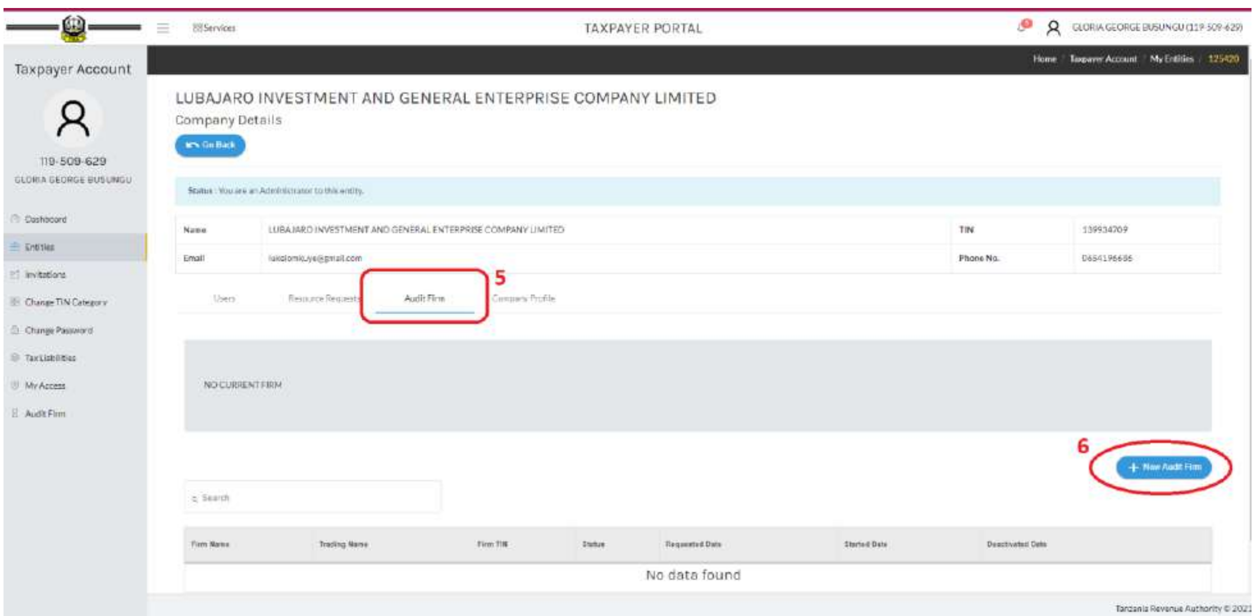
iii. Audit Firm

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

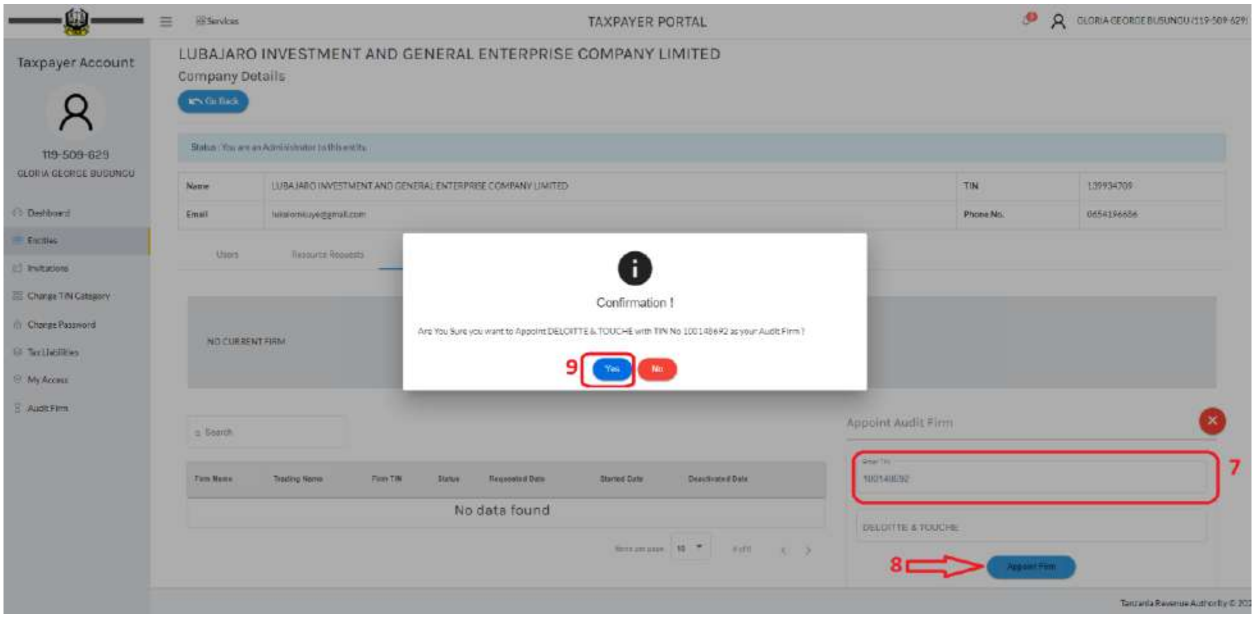
- Appoint an Audit Firm
    1. An entity admin required to Login
    2. Click My Account
    3. Click Entities
    4. Click View Details button for the preferred entity



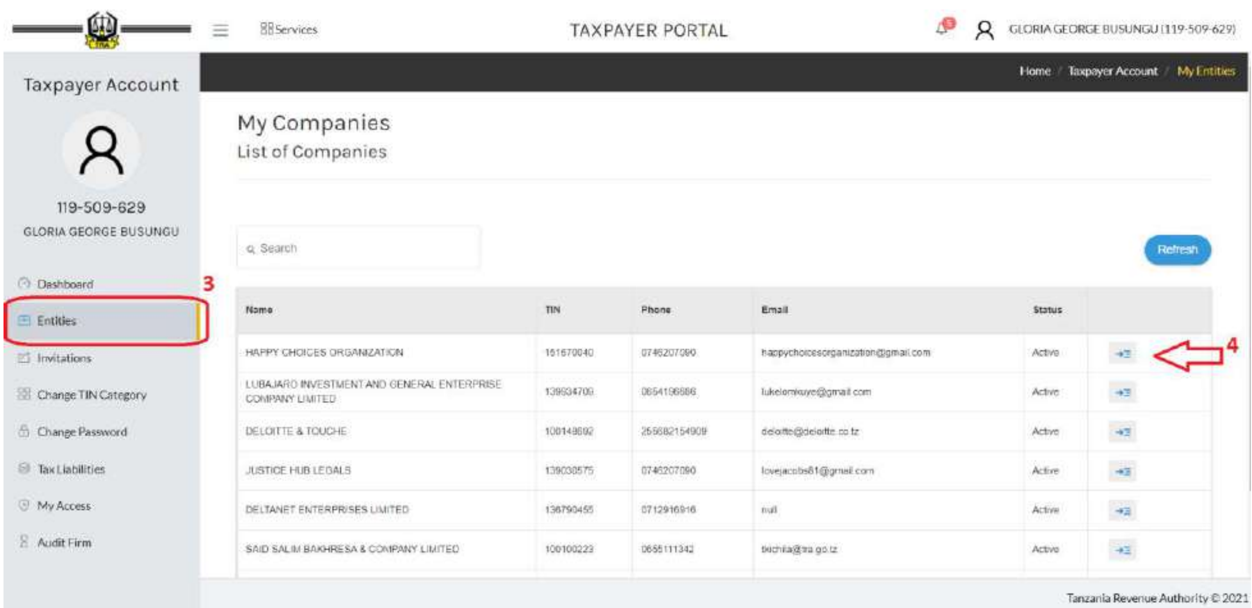
5. Click Audit Firm tab
6. Click New Audit firm



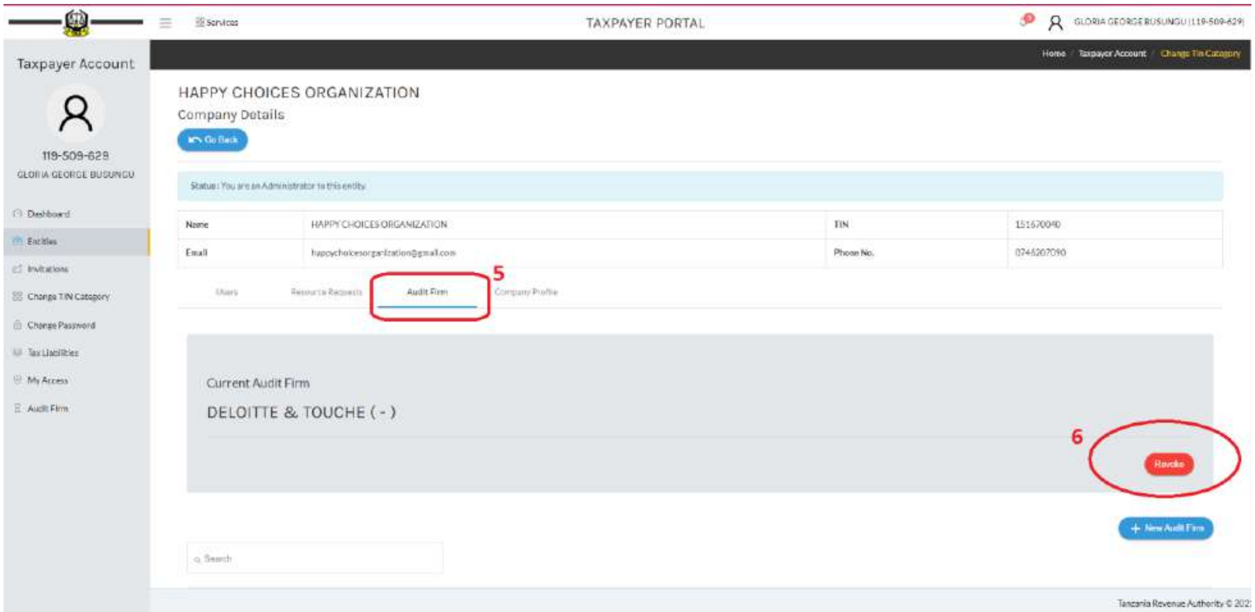
7. Enter an Audit Firm TIN and verify the details.
8. Click Appoint Firm button
9. Click Yes on confirmation dialog box.



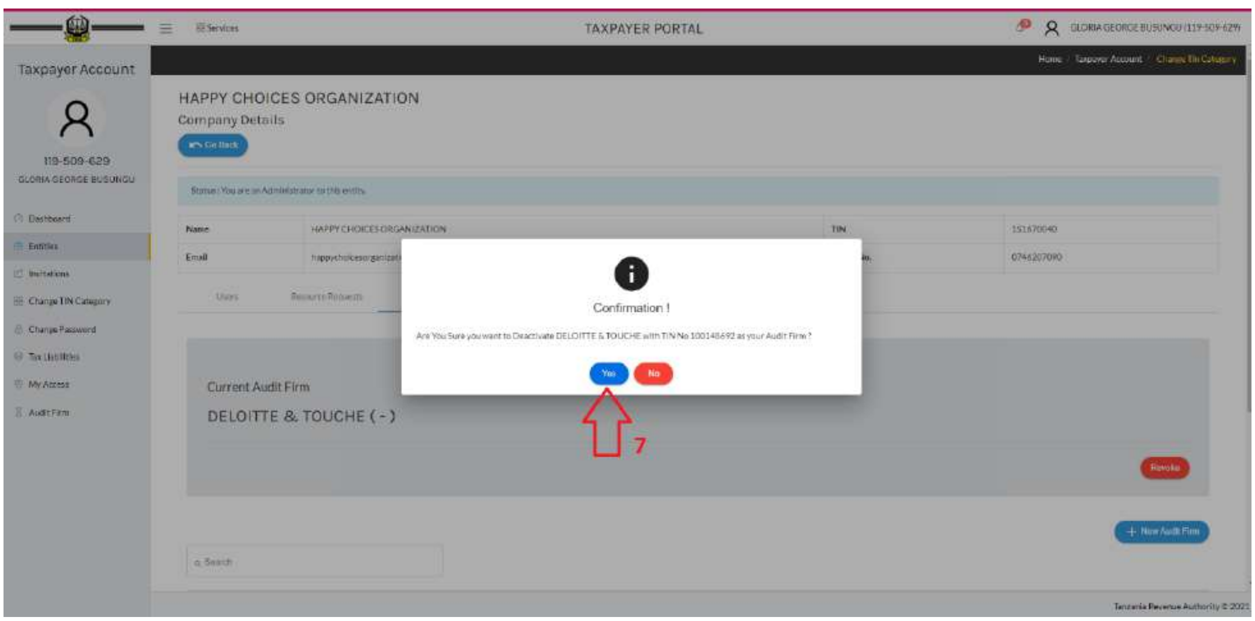
- Revoke an Audit Firm
    1. An entity admin required to Login
    2. Click My Account
    3. Click Entities
    4. Click View Details button for the preferred entity



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.

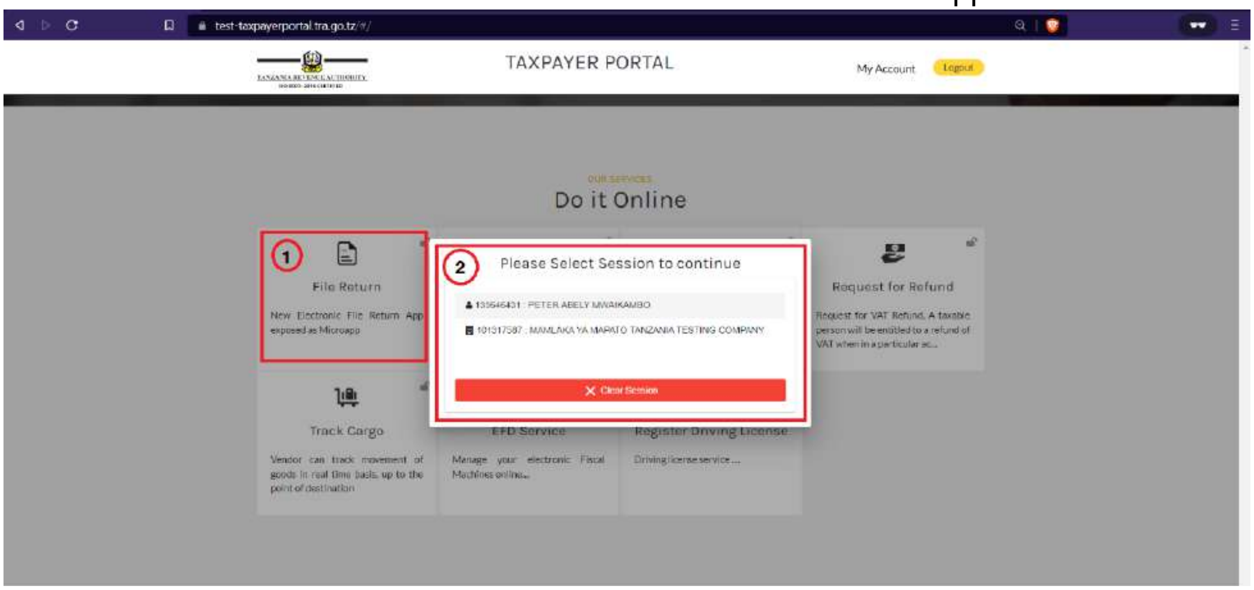
3. Access and Use Services (Applications)

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.



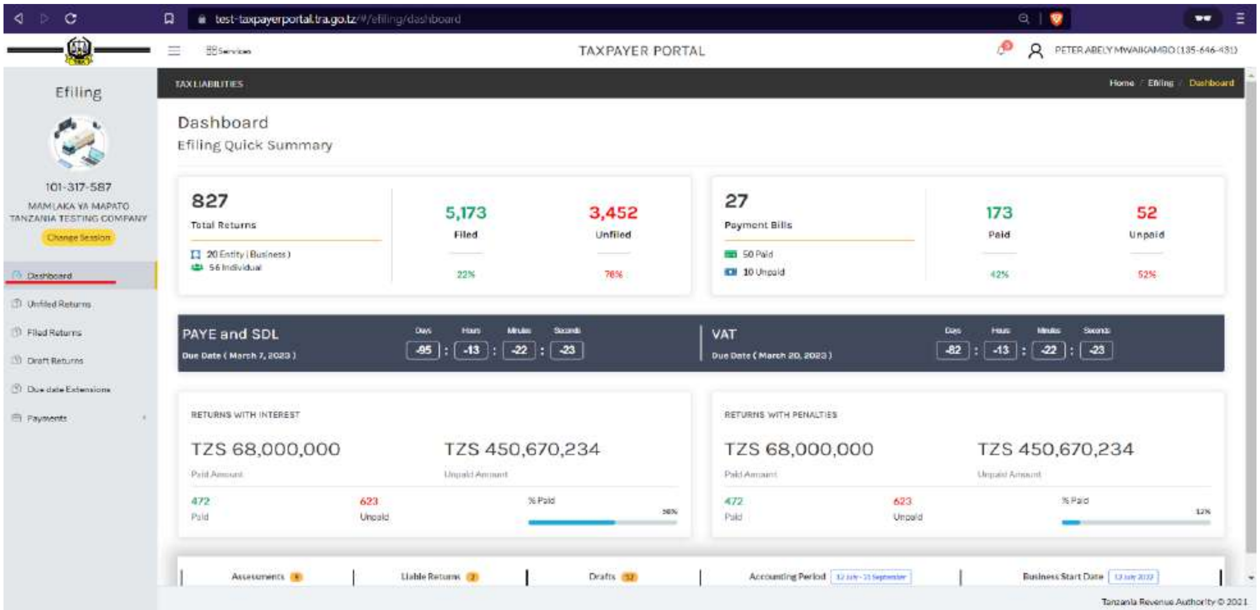
4. Choose a preferred session.

3.1.2. Components of File Return Service

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

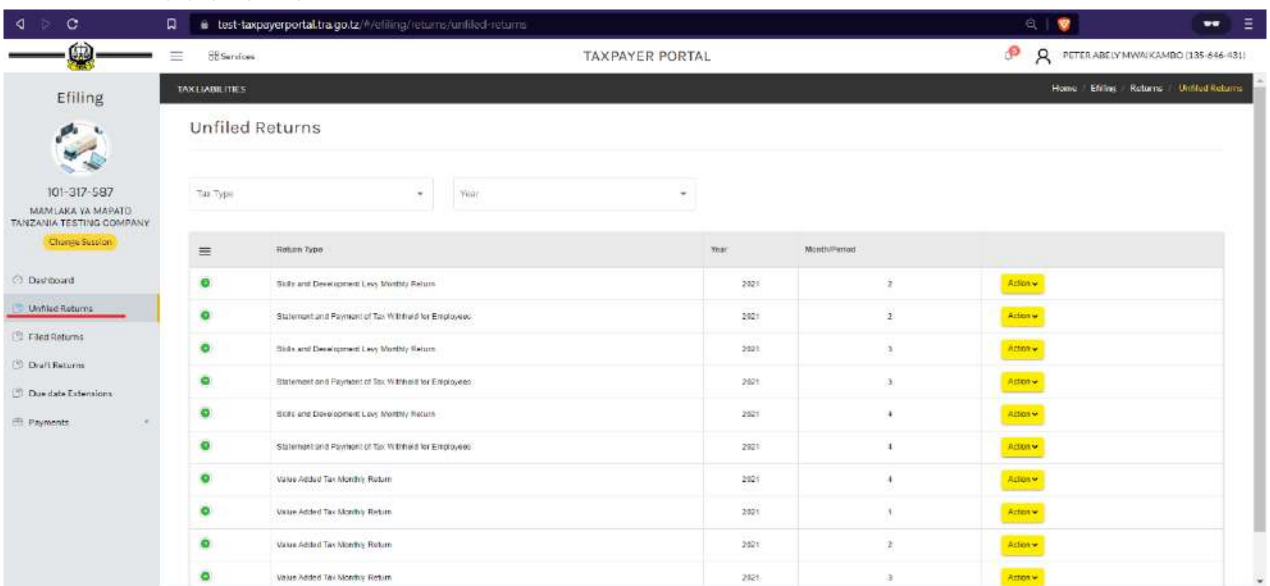
a) Dashboard

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.



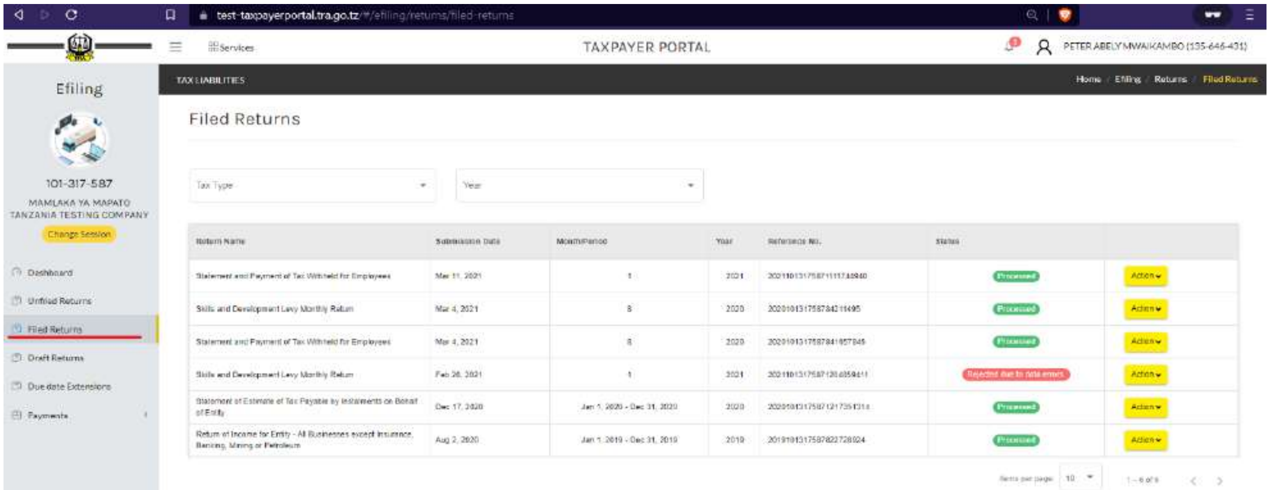
b) Unfiled Returns

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



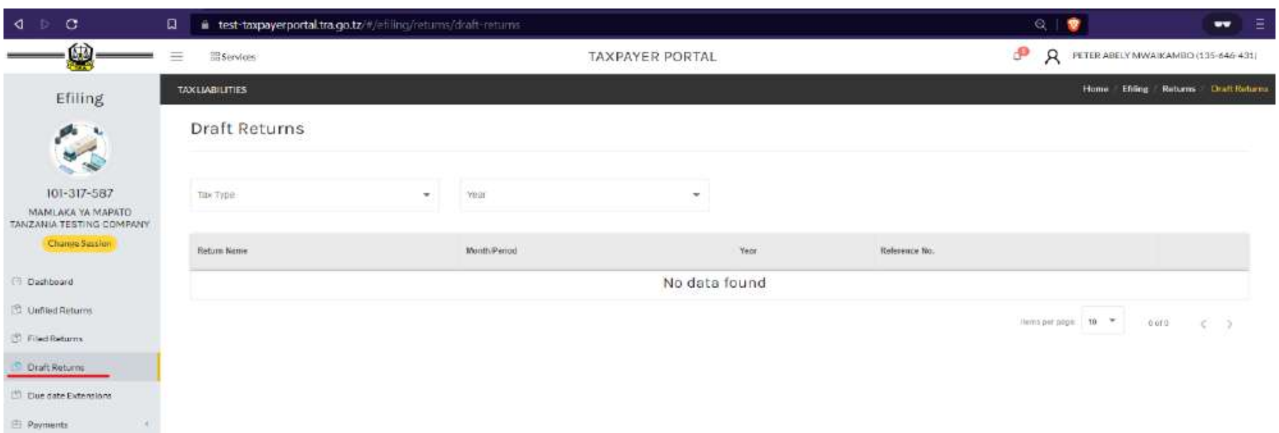
c) Filed Return

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

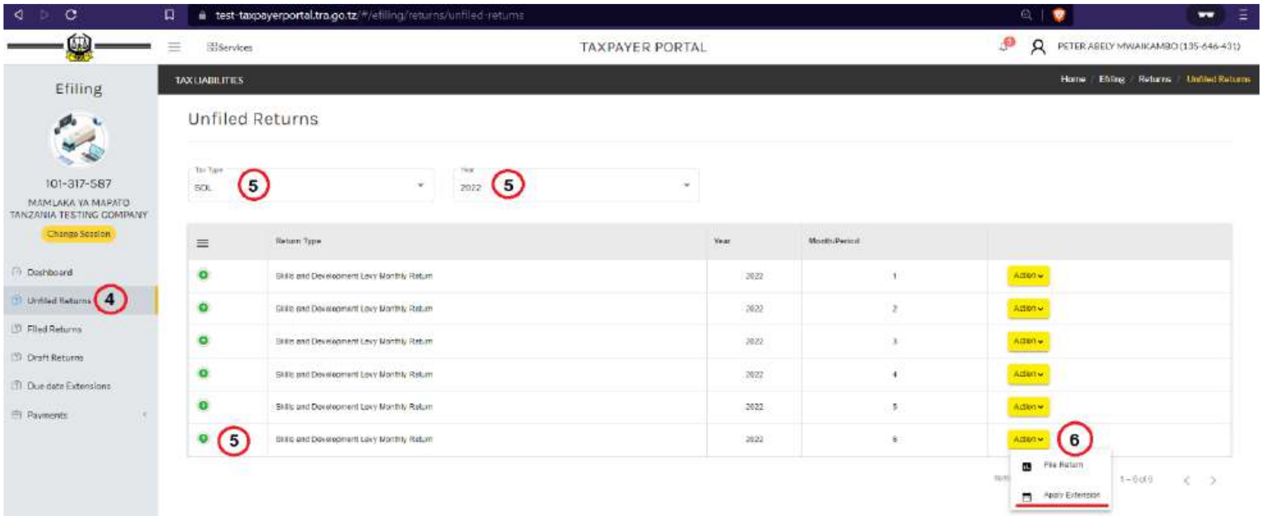
This menu directs the user to a page that list tax returns which are temporarily saved.



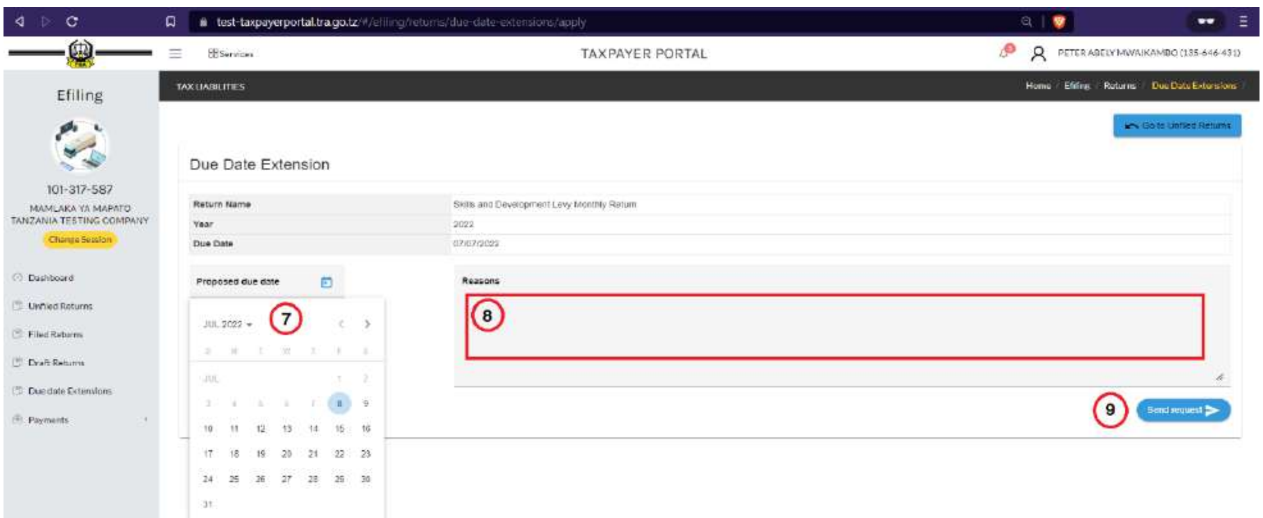
e) Due Date Extensions

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

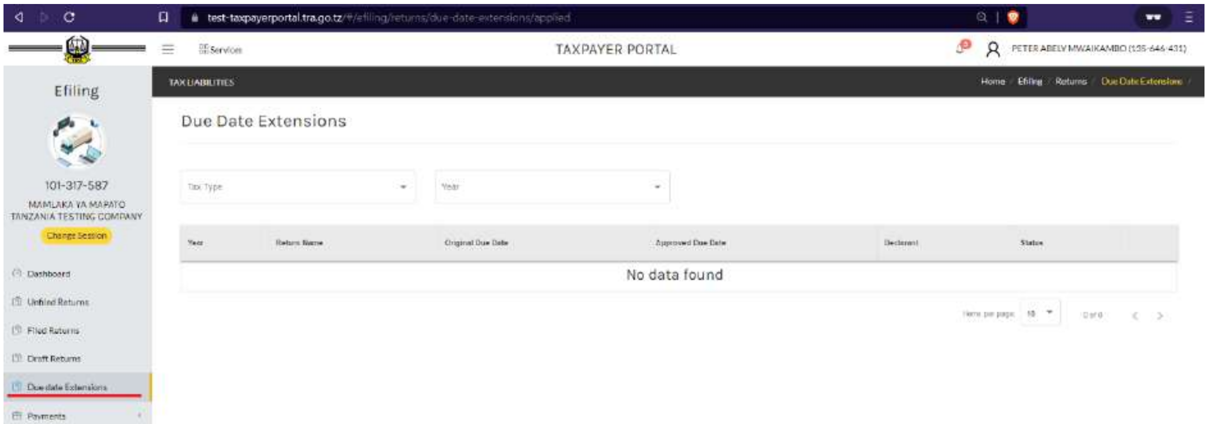
1. Login to Taxpayer Portal as Declarant or eFiler
2. Navigate to File Return Service
3. Then Click and Choose preferred session
4. Click Unfiled Returns Menu
5. Select the Return to which you want to apply for due date extension
6. Click Action Button to get the option for Apply Extension



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



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

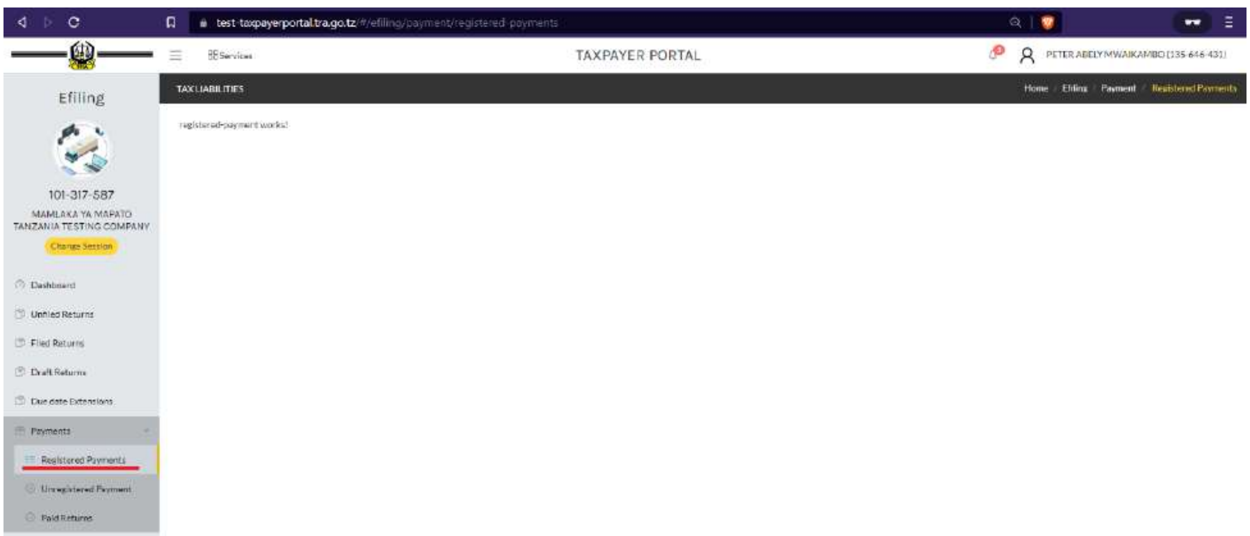


11. From Due Date Extensions page, a taxpayer can view the status of the submitted extension application if it has been approved or rejected.

f) Payments

This menu has three options:

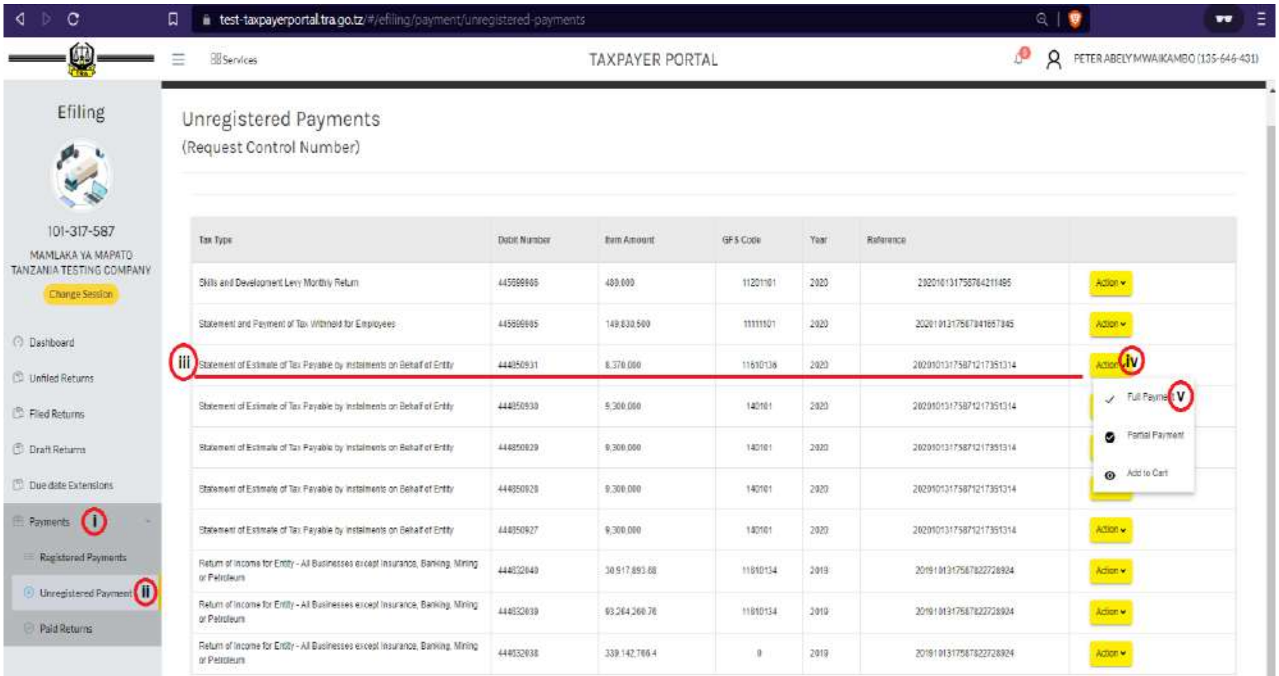
i. Registered Payments: for the payment notices (with Control Number) which have been created.



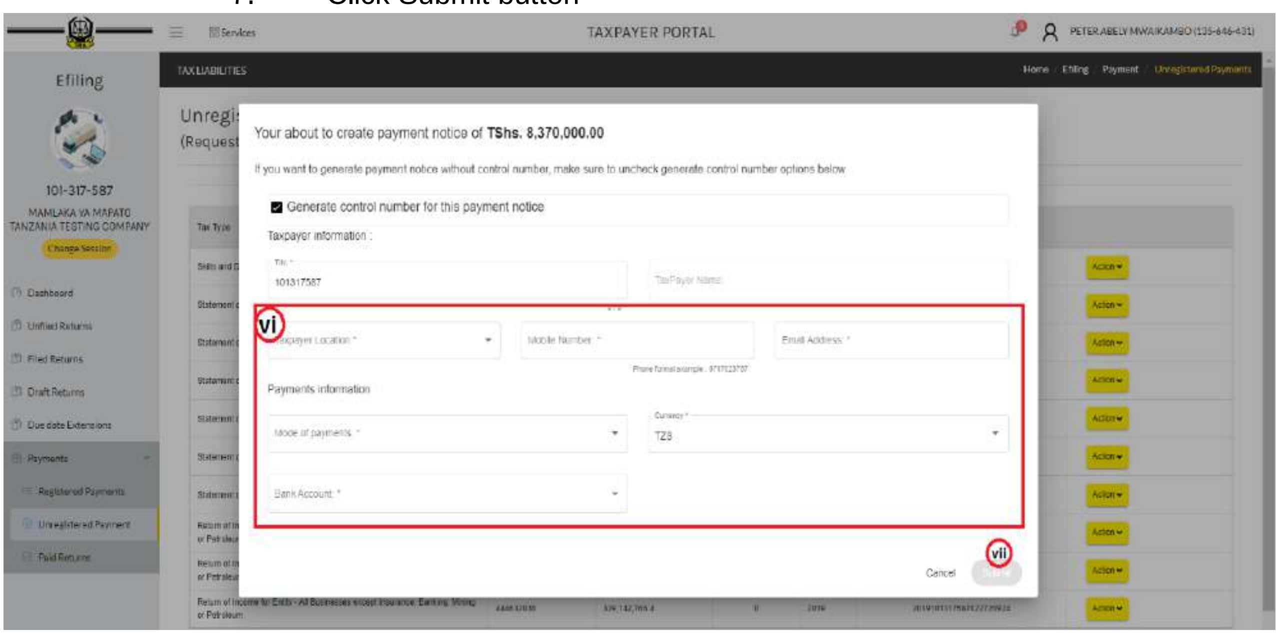
ii. Unregistered Payment: all the bills waiting for creating payment notices (Requesting Control Number)

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

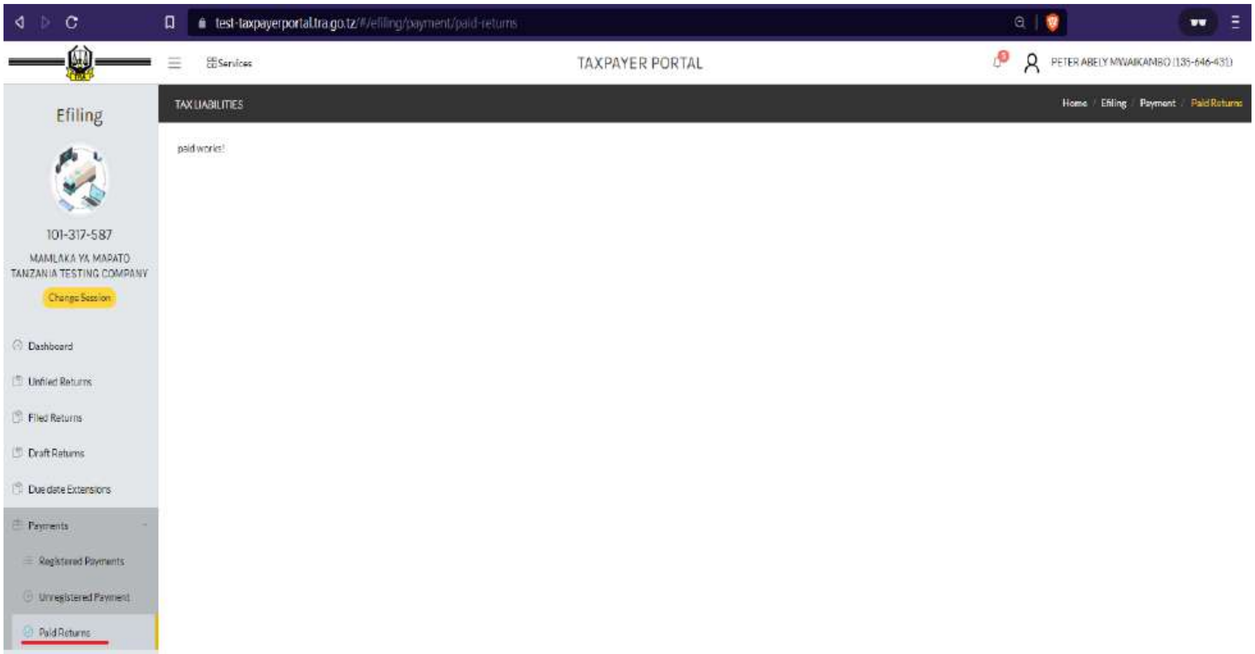


6. Fill in the form
7. Click Submit button



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

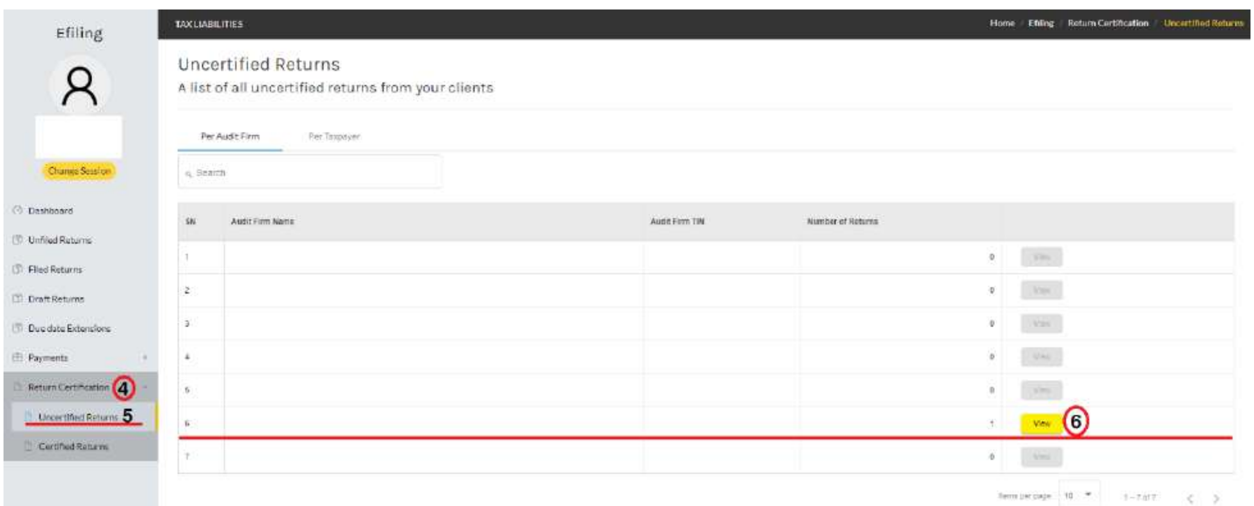
iii. Paid Returns: Contains the list of bills which have been paid



g) Return Certifications

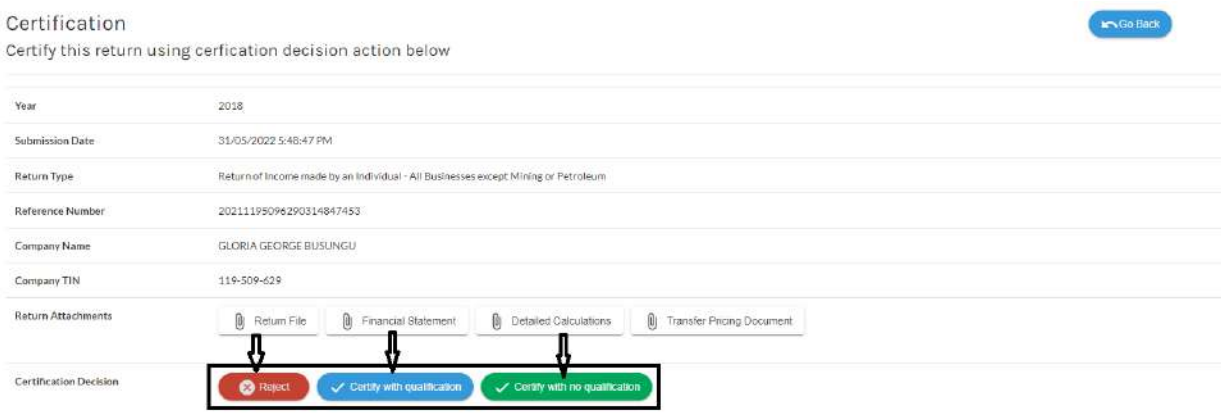
This menu is seen by user with TIN which has been assigned auditing role.
How to certify ROI:
Steps

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



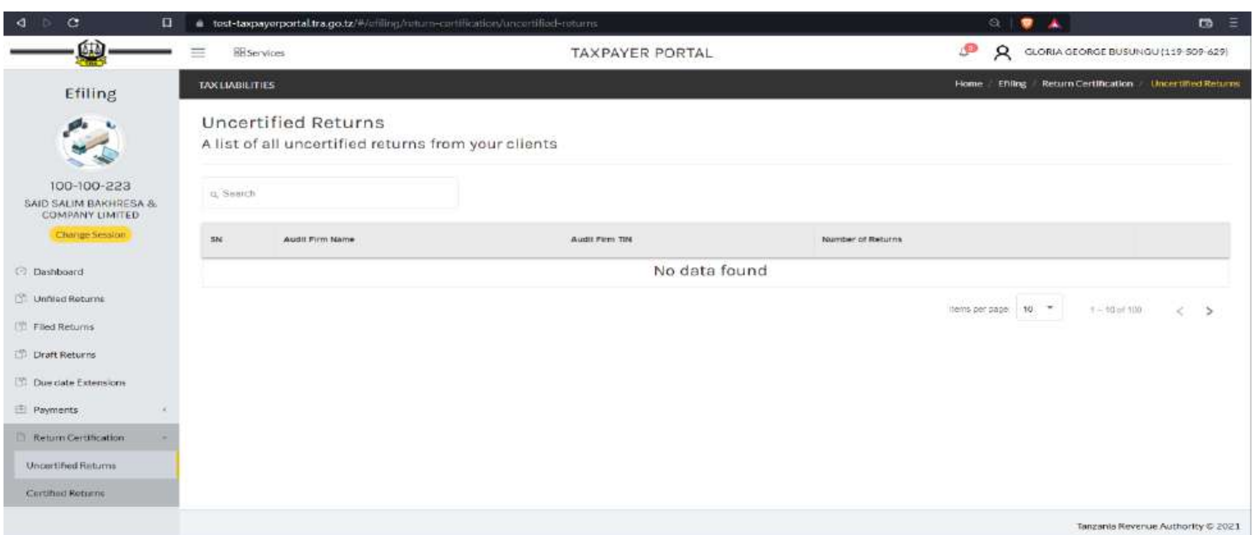
7. Click Certify button

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

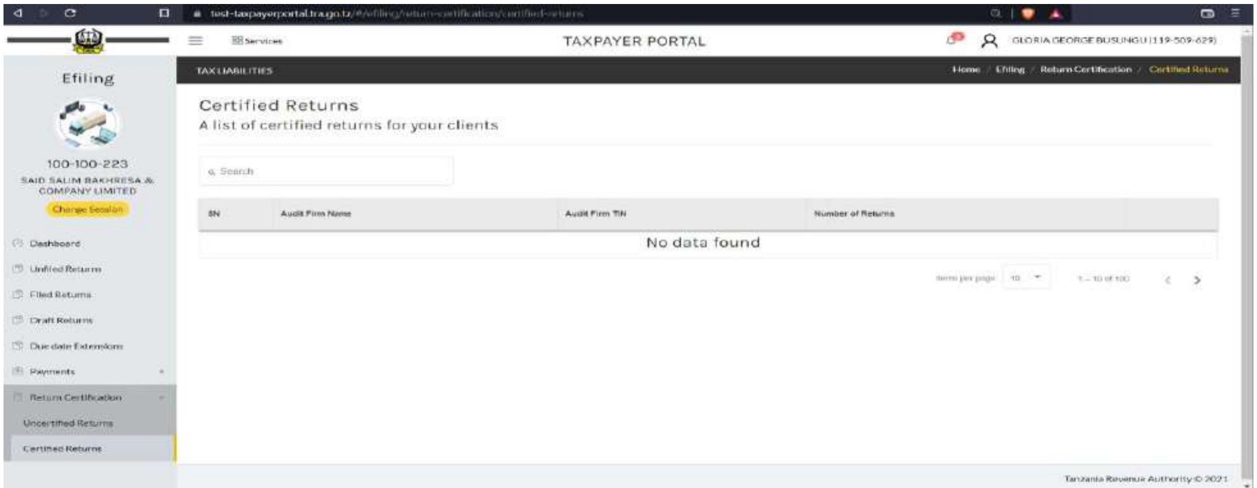


There are two options:

i. Uncertified Returns



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.

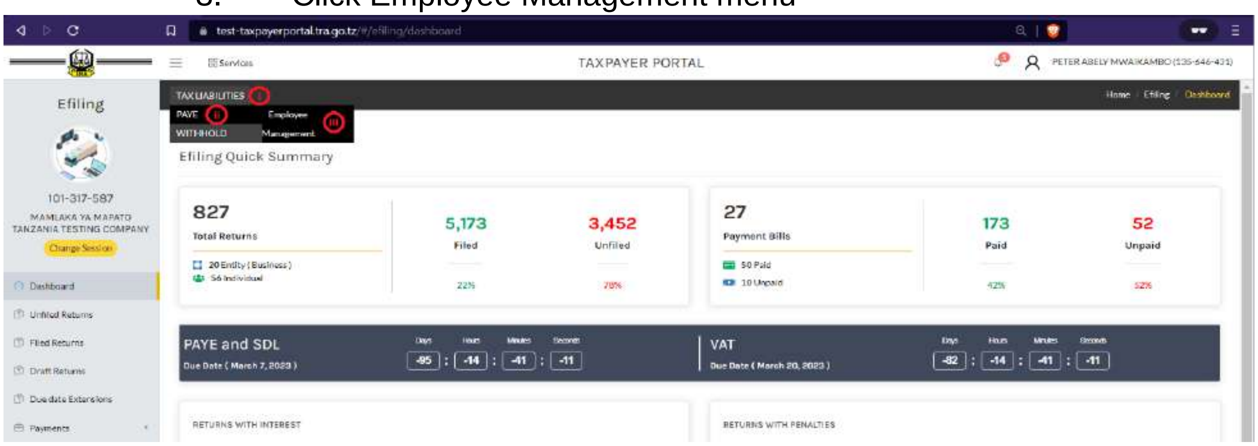
i. ROI

To Add ROI prior information, follow these steps:

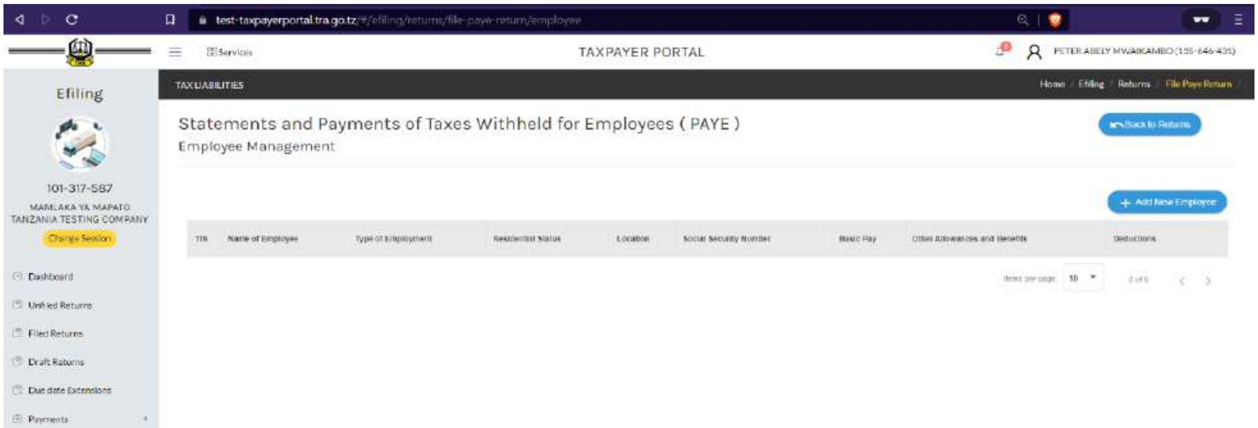
ii. PAYE

To Add PAYE prior information, follow these steps:

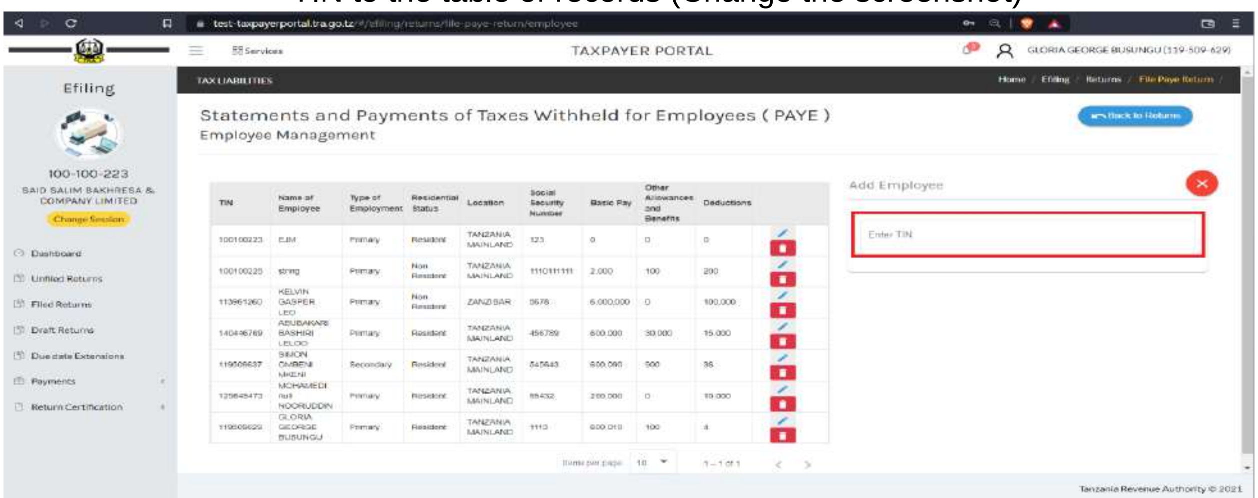
1. Go to Tax Liabilities menu
2. Hover the mouse on PAYE menu
3. Click Employee Management menu



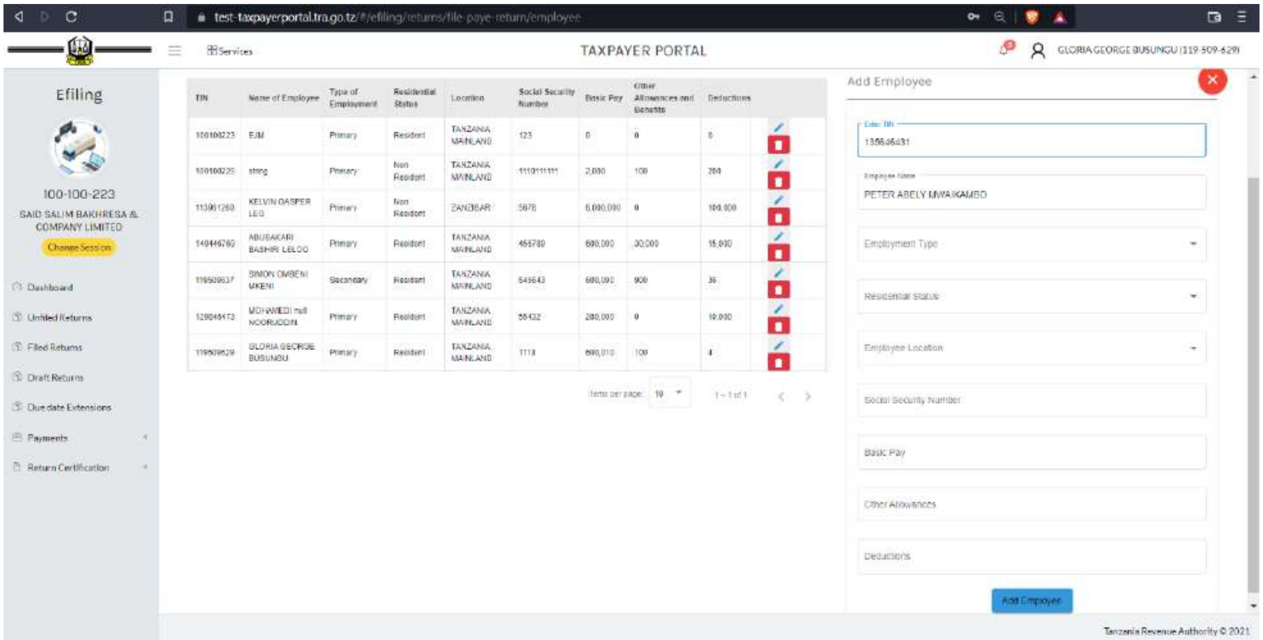
4. The page for Employee Management shows the buttons for adding new employee information and Back to Returns



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)



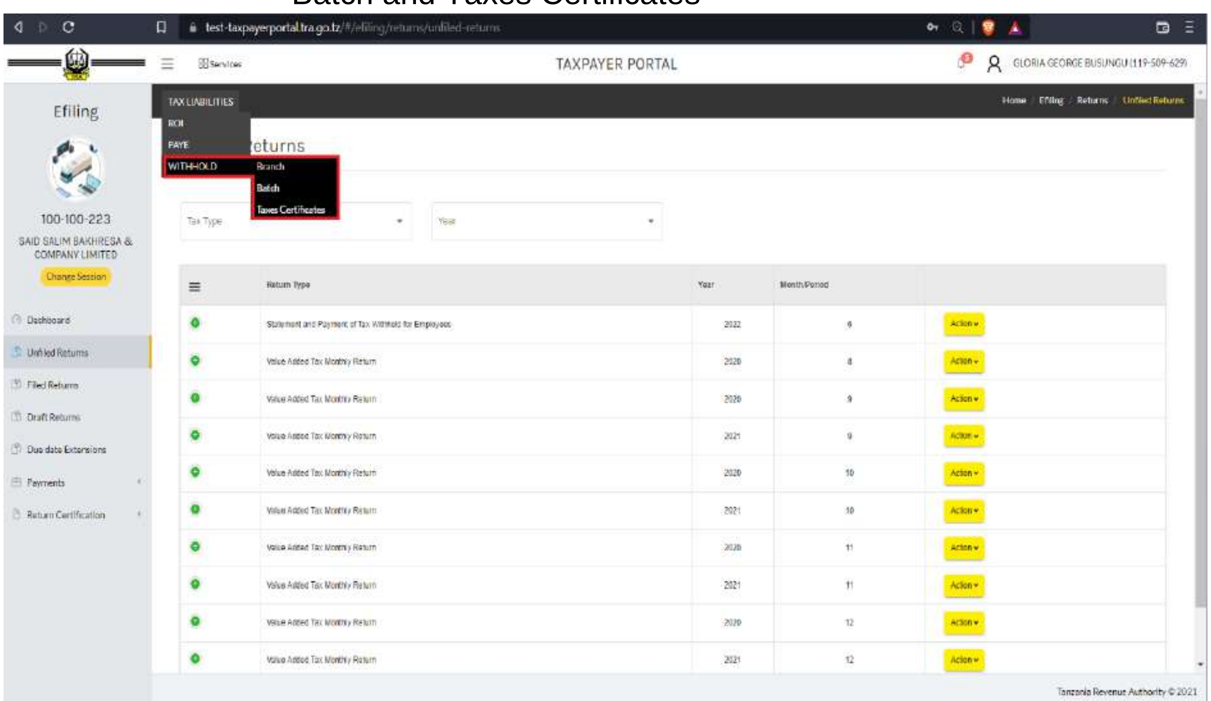
For Bulk Employee addition

Explanations to follow

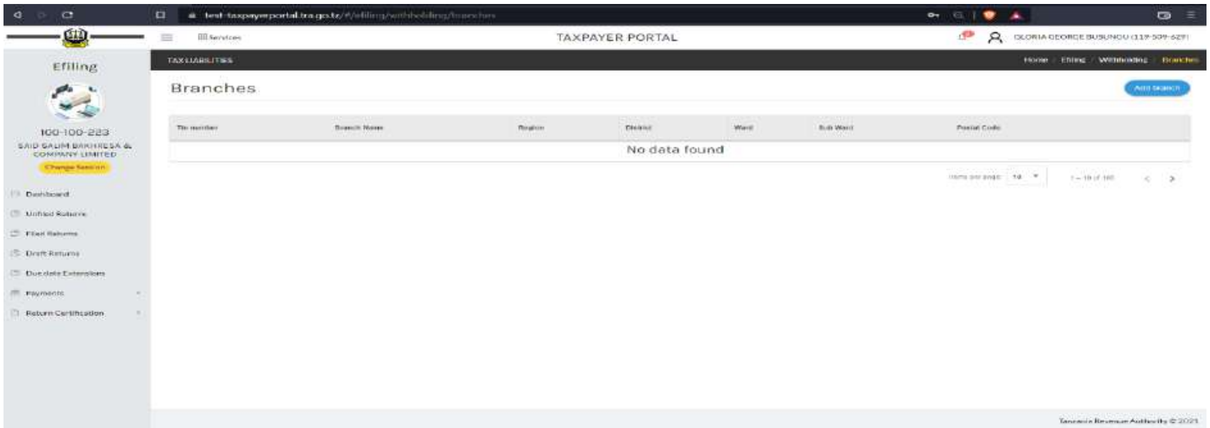
iii. Withholding Tax

To Add Withholding Tax prior information, follow these steps:

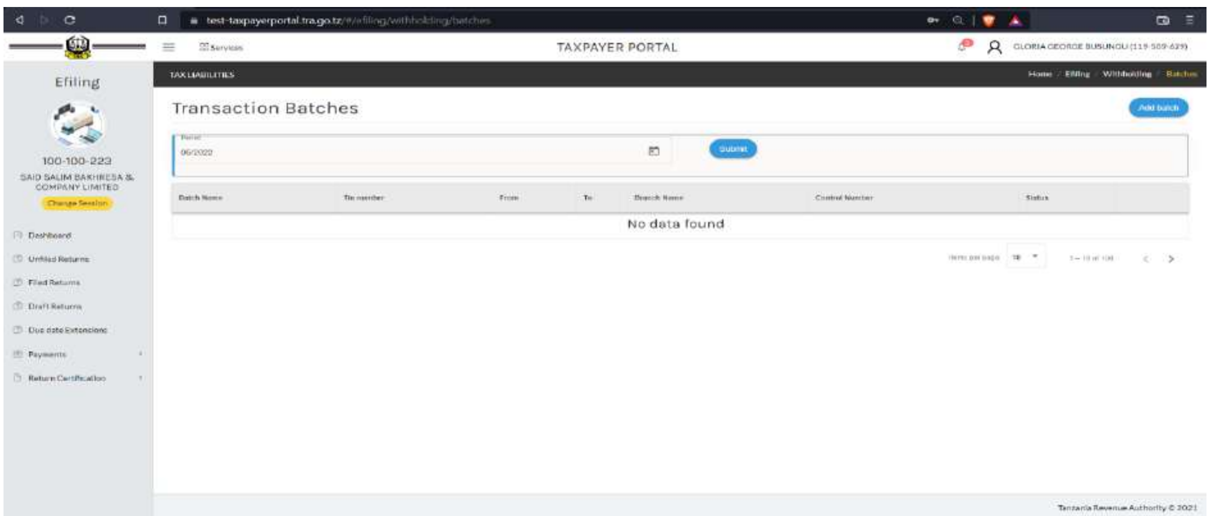
1. Go to Tax Liabilities menu item to access Withhold options: Branch, Batch and Taxes Certificates



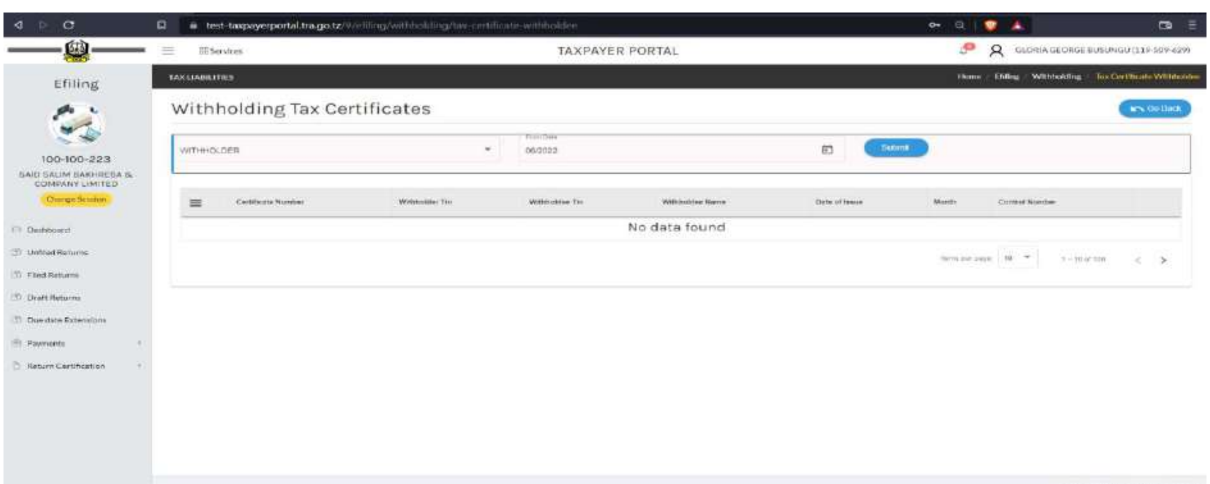
Branches:



Transaction Batches



Withholding Tax Certificates



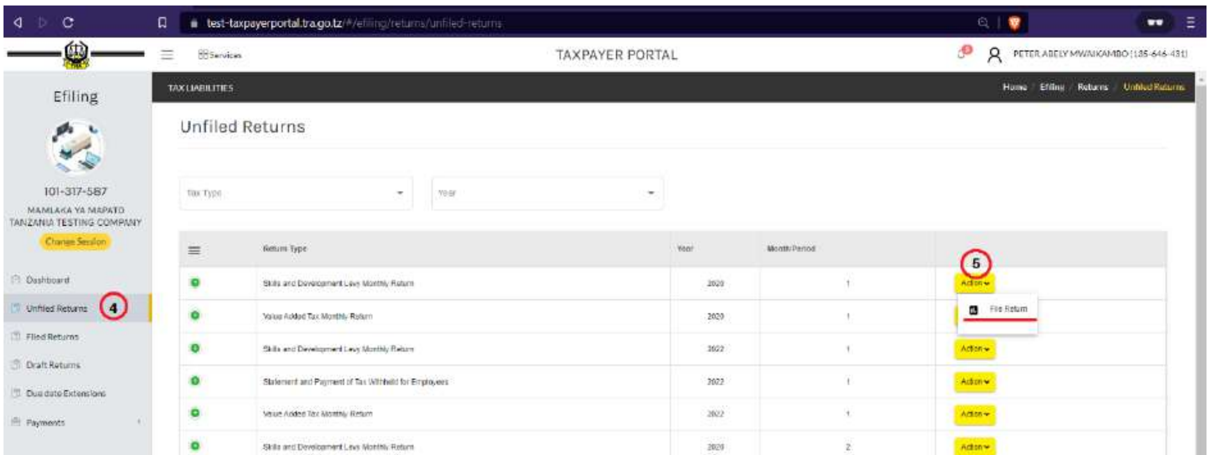
3.1.3. Submit Tax Return

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

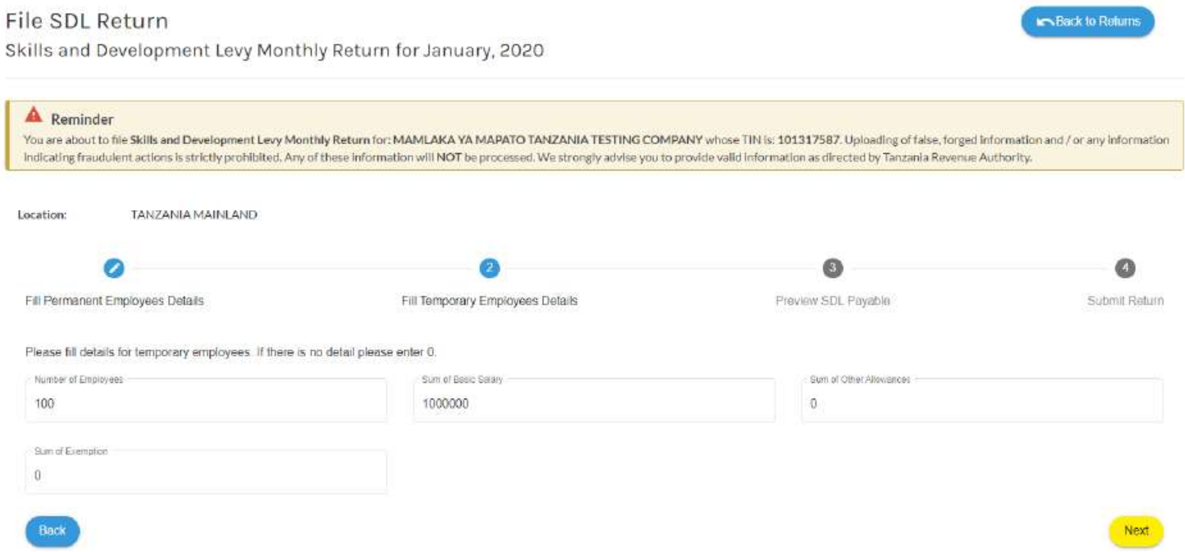


6. Fill in required SDL Information as follows:

For Permanent Employee Details

Part I

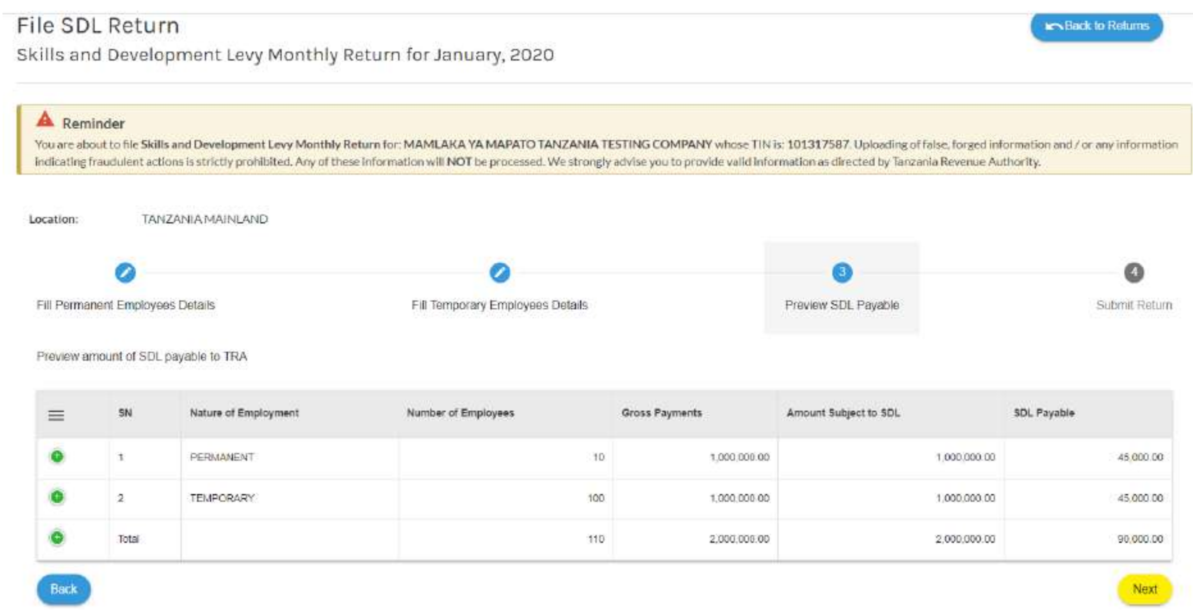
i. Enter Number of Permanent Employee(s)
ii. Enter the sum of Basic Salary amount
iii. Enter the sum of Other Allowances amount
iv. Enter the sum of Exemption Amount



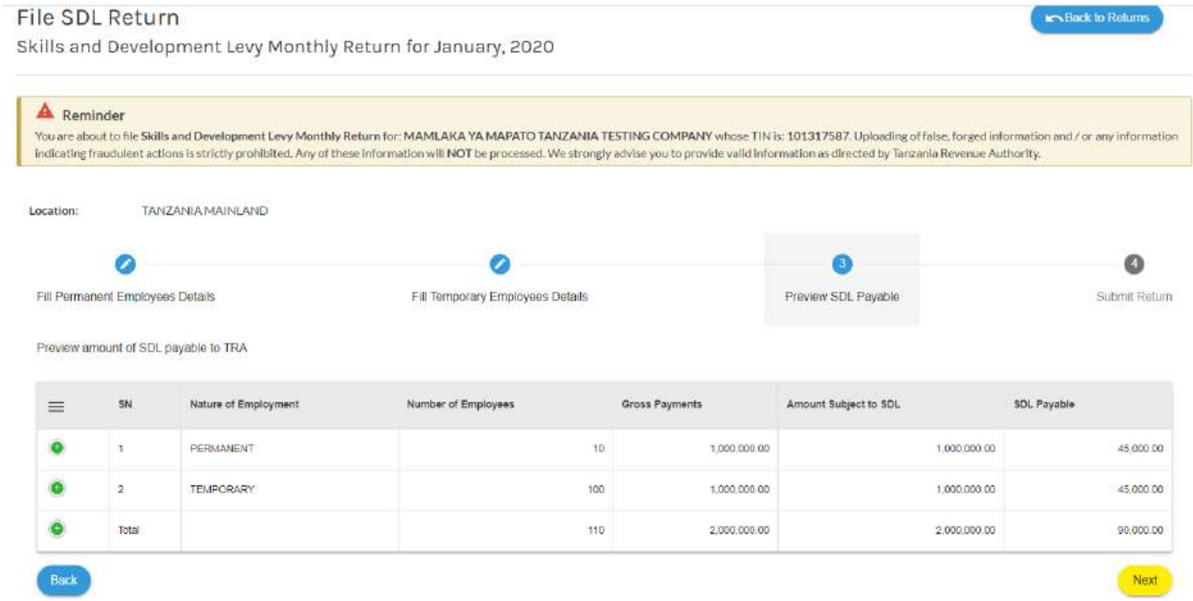
7. Press Next button to go to Fill Temporary Employee Details

Part II

i. Enter Number of Temporary 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



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

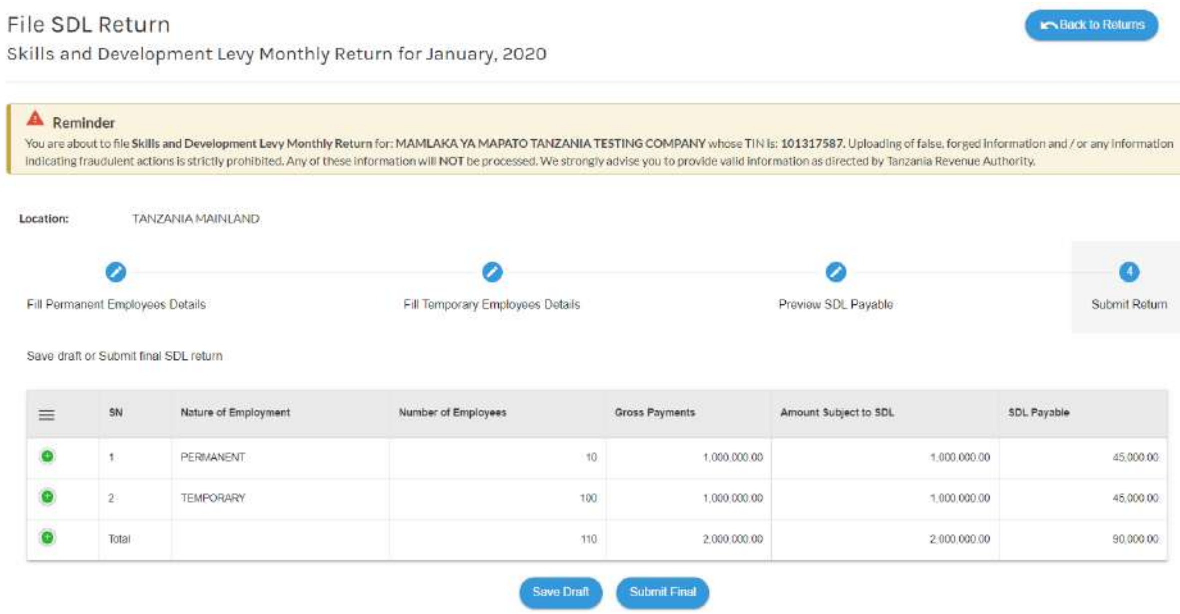
Fill Permanent Employees Details | Fill Temporary Employees Details | 3 Preview SDL Payable | 4 Submit Return

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

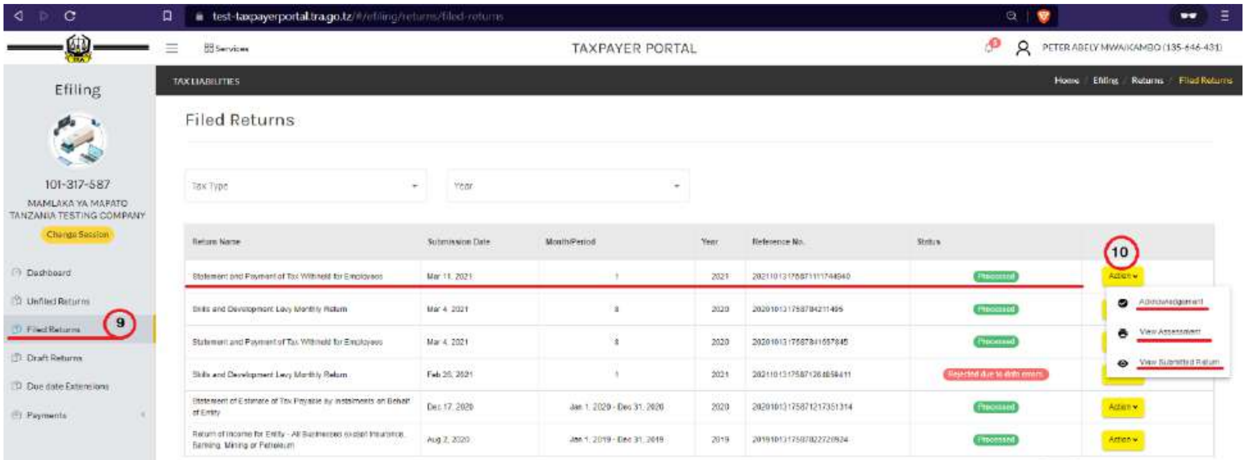
Fill Permanent Employees Details | Fill Temporary Employees Details | Preview SDL Payable | 4 Submit Return

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

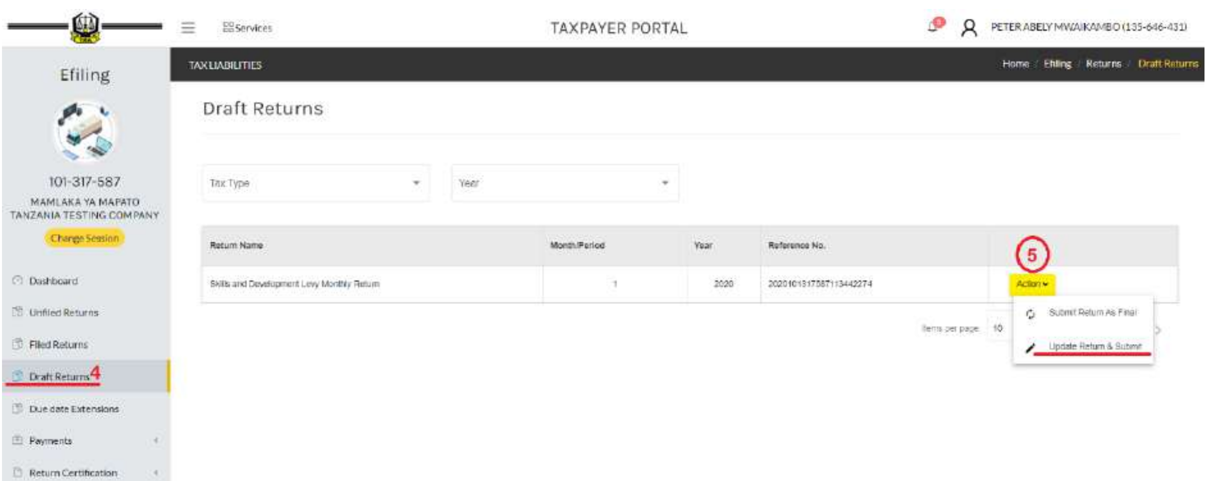
Save Draft | Submit Final

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



Save and Submit SDL Return from the Draft

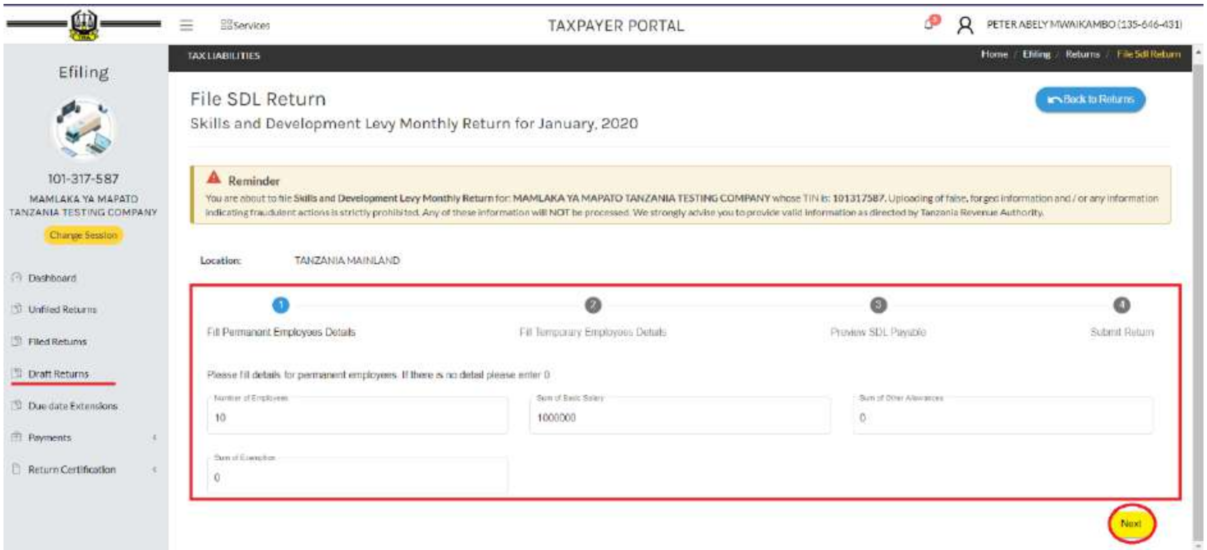
1. Login to Taxpayer Portal as Entity Admin
2. Navigate to File Return Service
3. Then Click and Choose session (preferred Entity)
4. Click Draft Returns Menu
5. Click on a record action button to edit Drafted SDL Return



6. Edit SDL Return Details

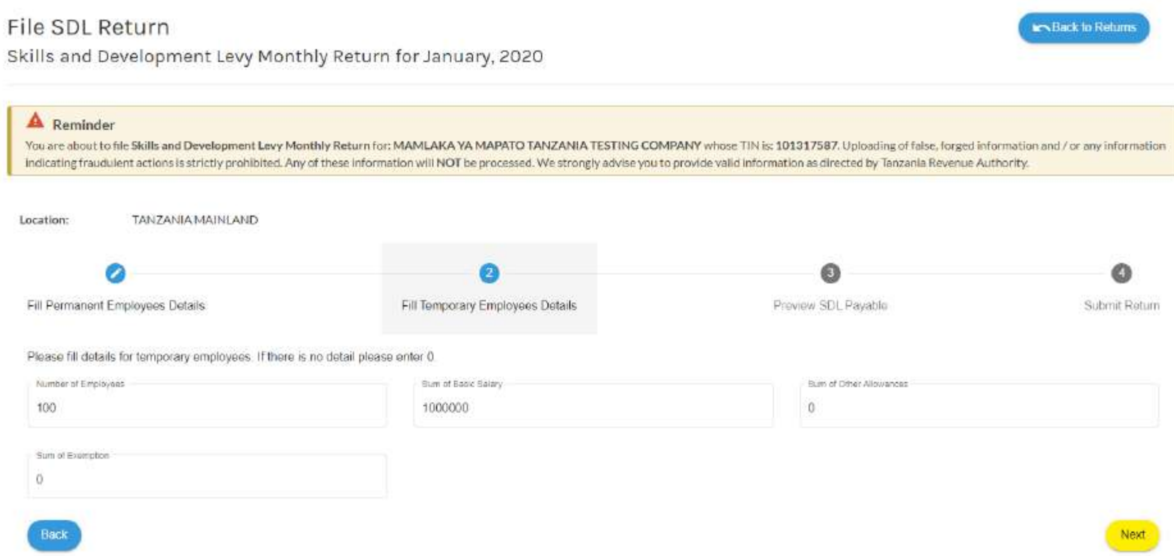
For Part I

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

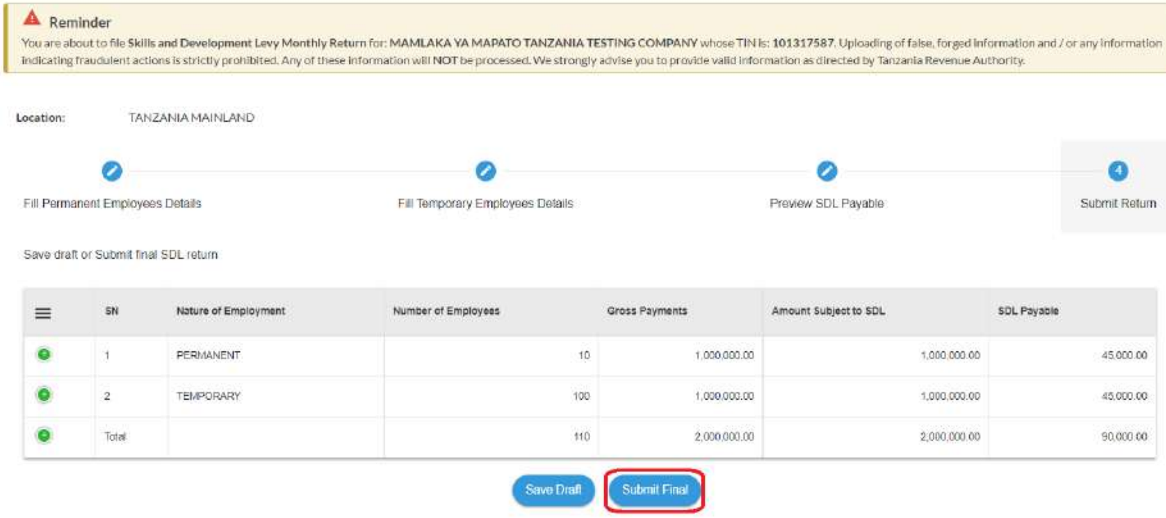


For Part II

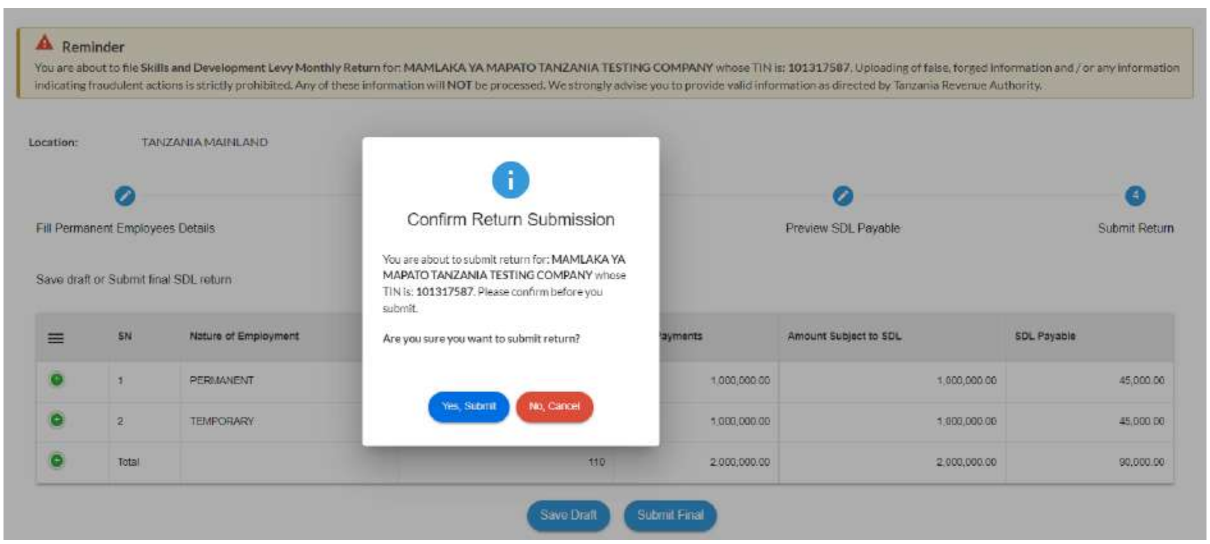
v. Edit Number of Permanent Employee
vi. Edit the sum of Basic Salary amount
vii. Edit the sum of Other Allowances amount
viii. Edit the sum of Exemption Amount



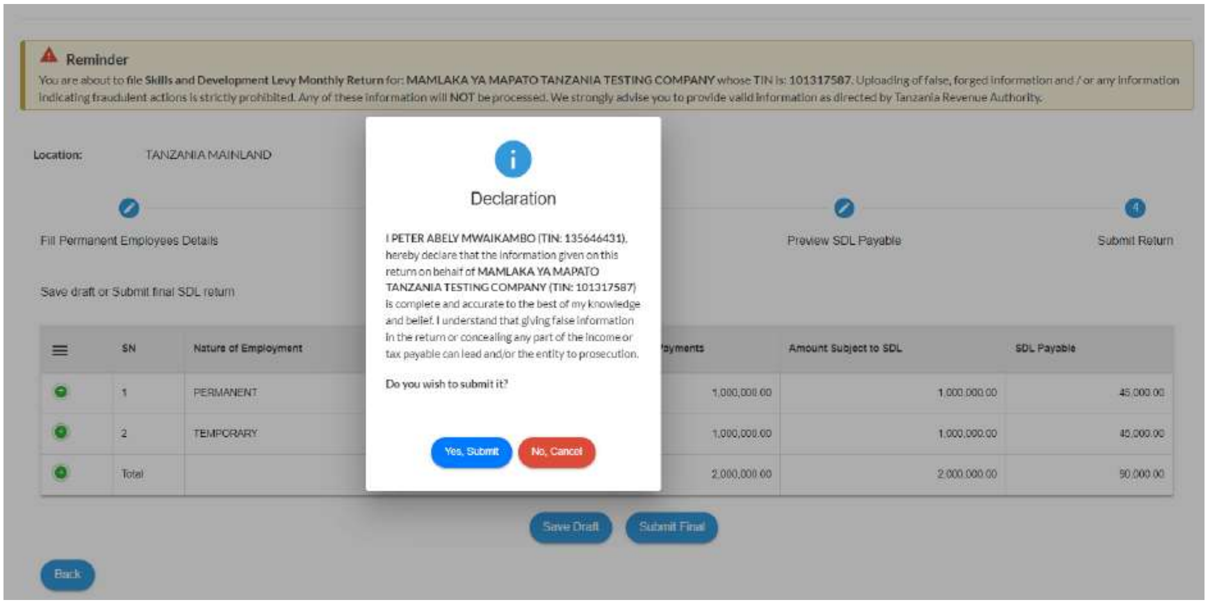
7. Click next button to preview SDL Payable and then next button for submission of SDL return.

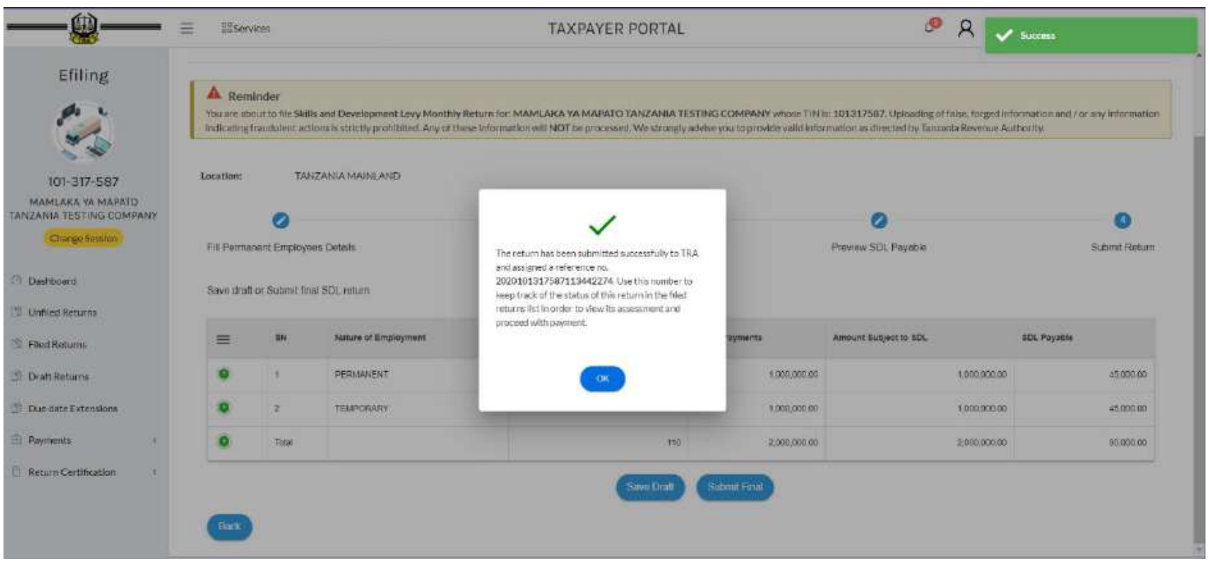


8. Confirm Return Submission



9. Accept the Declaration

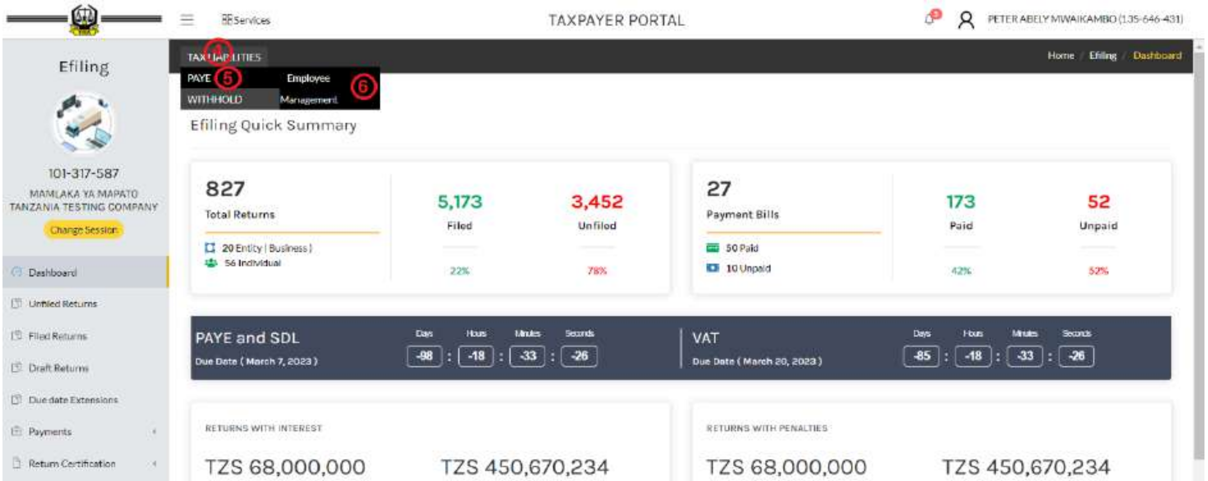




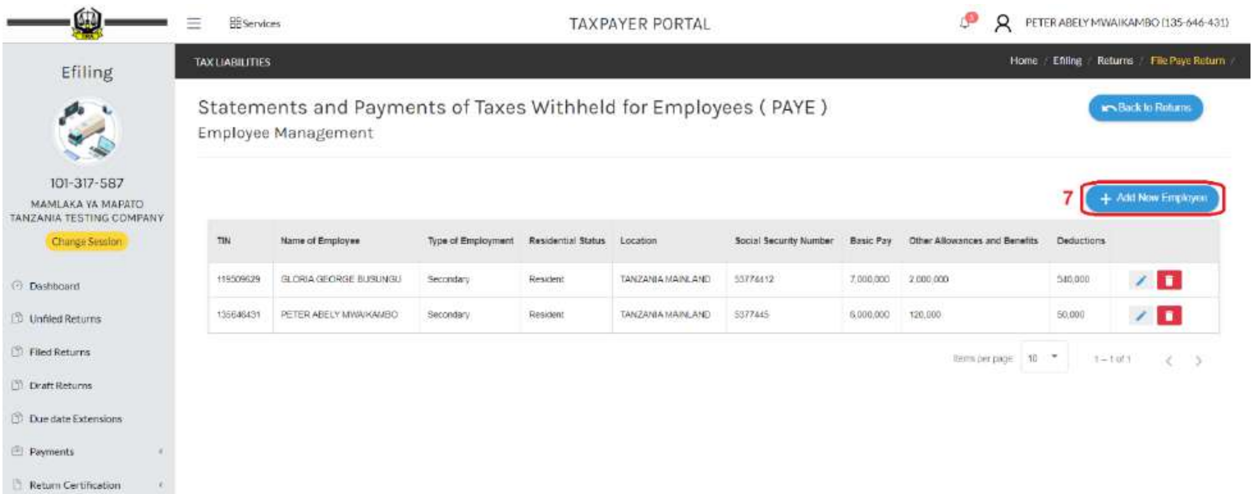
b) PAYE Return

Adding employees to file PAYE return (Few employees)

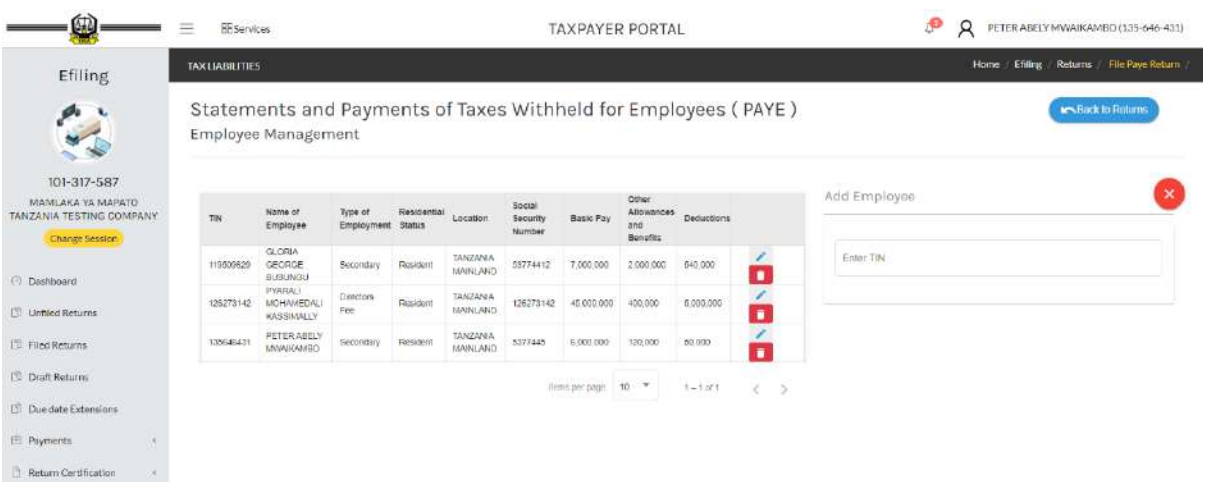
1. Login to Taxpayer Portal as Declarant or eFiler
2. Navigate to File Return Service
3. Then Click and Choose preferred session
4. On a top menu bar click Tax Liabilities to access submenus and
5. Hover mouse to PAYE menu
6. Click Employee Management Menu



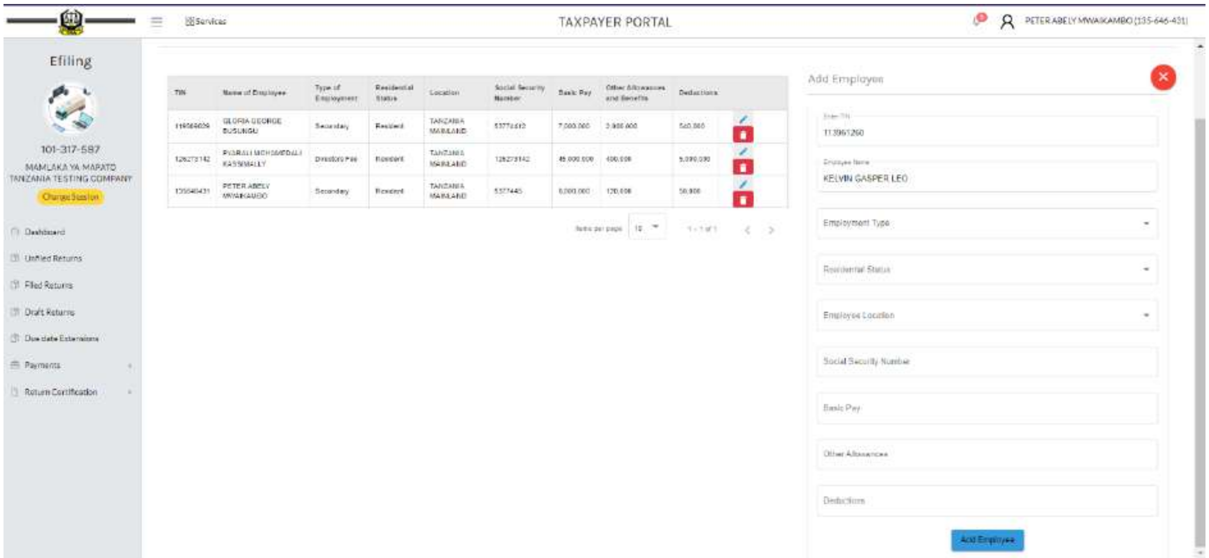
The page that opens



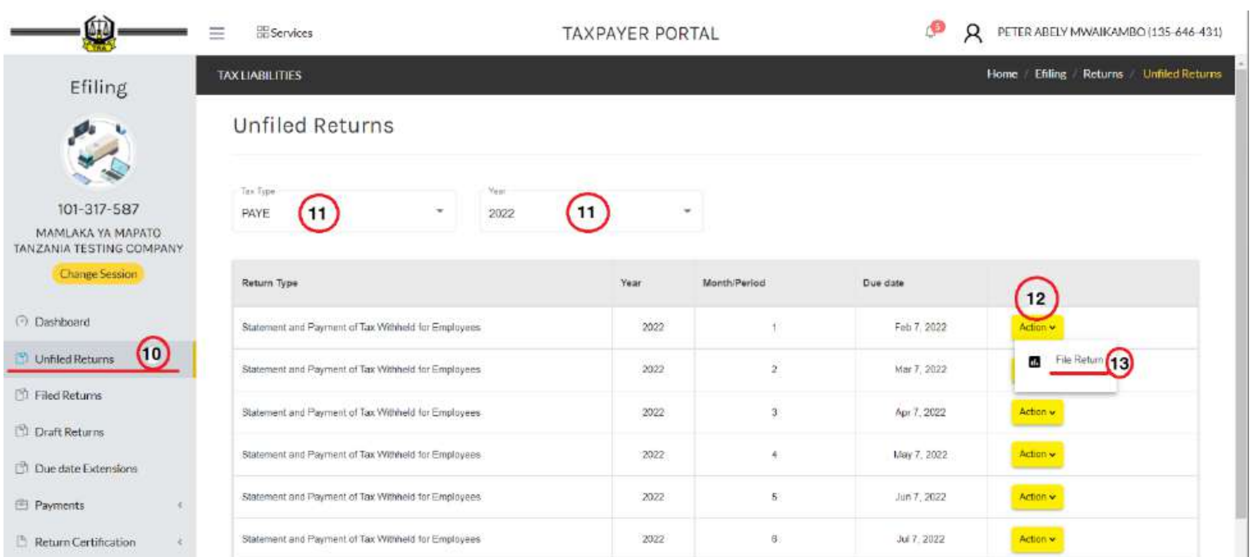
7. Click Add New Employee Button



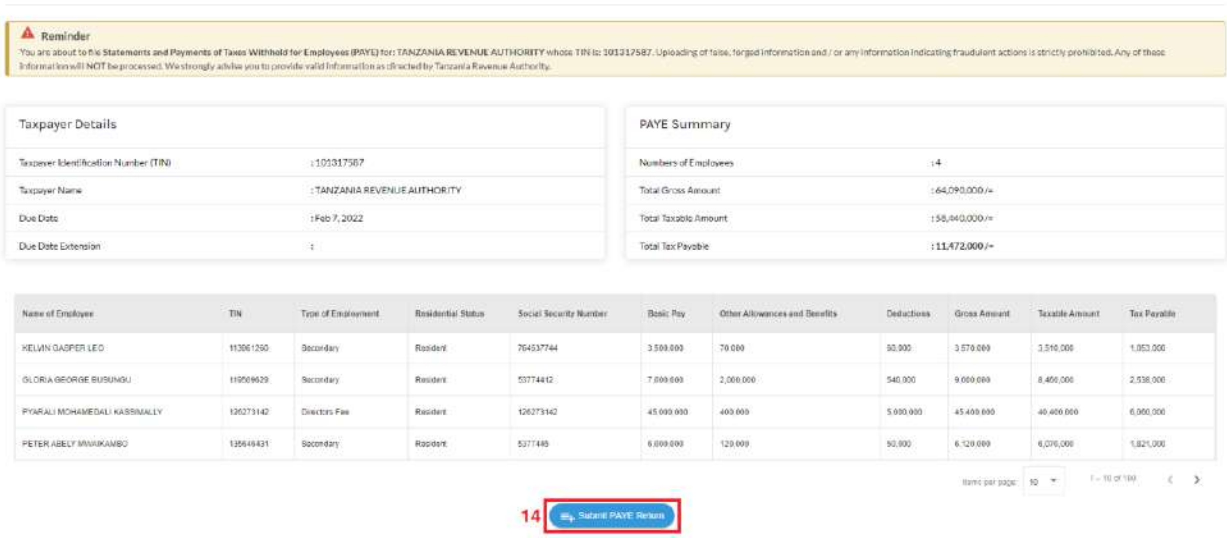
8. Enter employee TIN, the system will retrieve the name from TIN system and add new fields for input



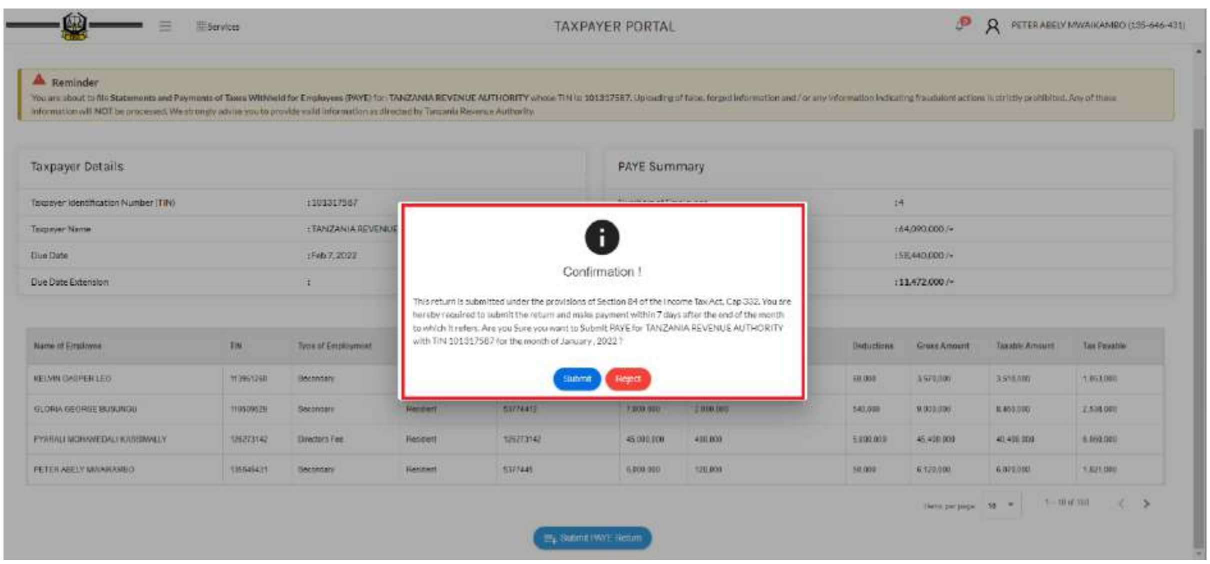
9. Click Add Employee button
10. Navigate and click unfiled return link
11. Filter tax type by selecting PAYE with a preferred year
12. Click action button and
13. Select File Return option to file unfiled PAYE return of specified Year and Month



14. Click File Return button

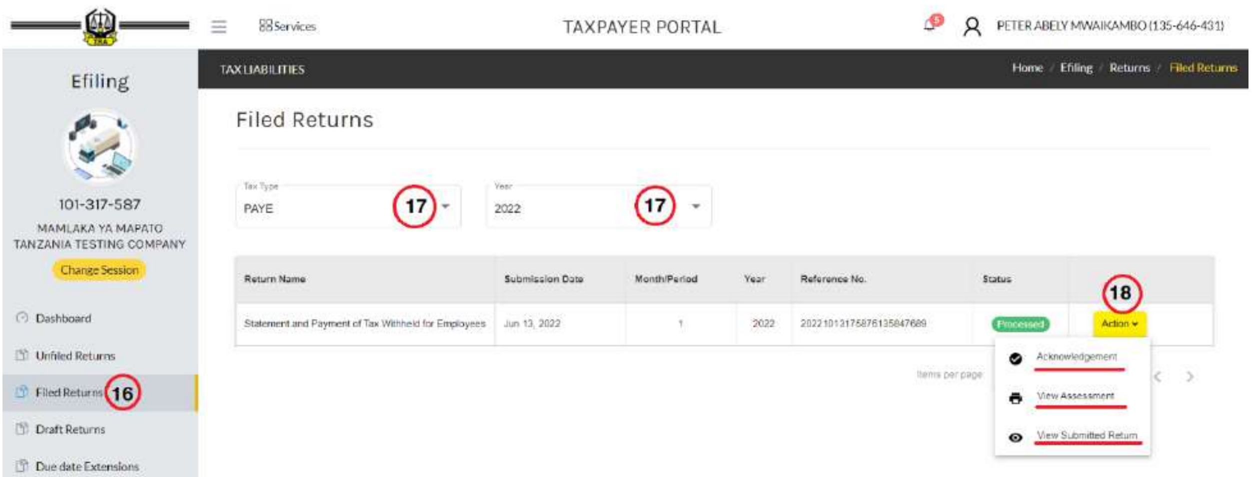


15. Click Submit to final submit PAYE return



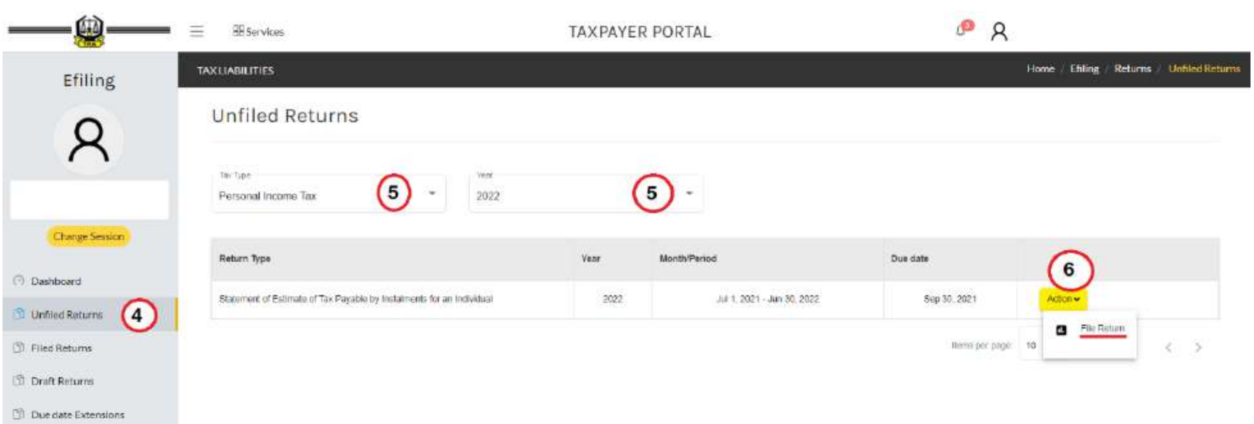
Viewing Acknowledgement, Assessment and Submitted Return:

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



c) SETPI

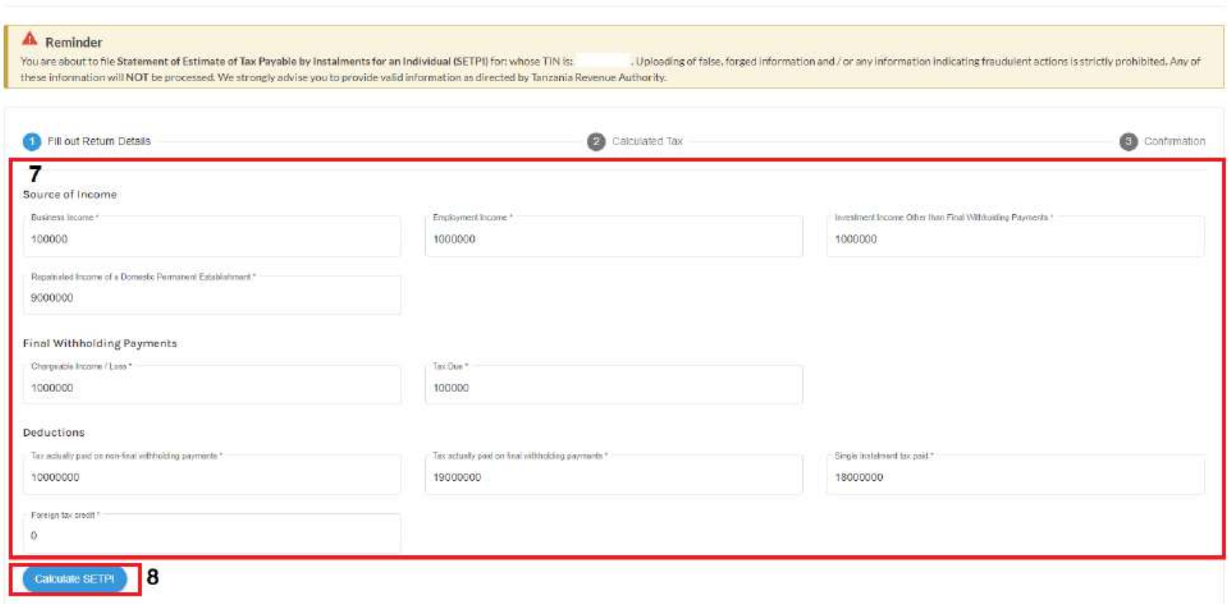
1. Login to Taxpayer Portal as Entity Admin
2. Navigate to File Return Service
3. Then Click and Choose preferred session
4. Click Unfiled Returns menu
5. Filter Tax Type at the top by selecting Corporate Tax for entity or Personal Income Tax for individual
6. Select preferred SETPI RETURN AND Click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



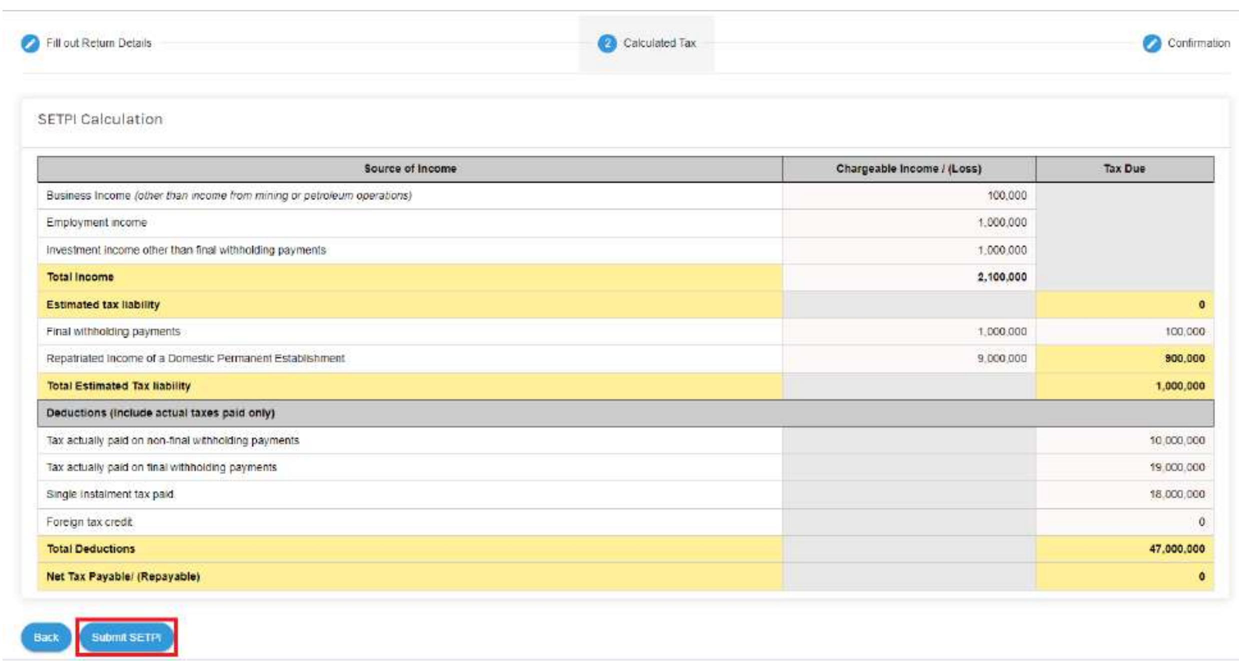
7. Fill in the following required details:
   i. Specify Entity Type (For entity SETPI)
   ii. Business Income
   iii. Investment Income
   iv. Estimated Annual Turnover
   v. Final Withholding Payments
   vi. Repatriated Income of a Domestic Permanent Establishment
   vii. Tax actually paid on non-final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

viii. Tax actually paid on final withholding payments
ix. Single Instalment tax paid
x. Foreign tax credit

8. Click Calculate SETPI

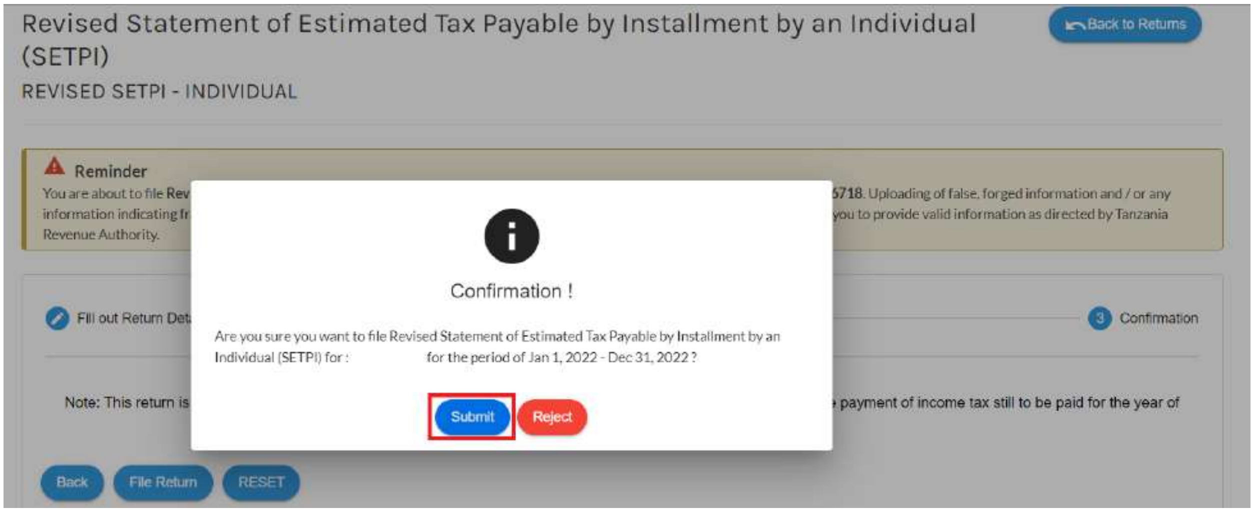


9. Submit SETPI Return

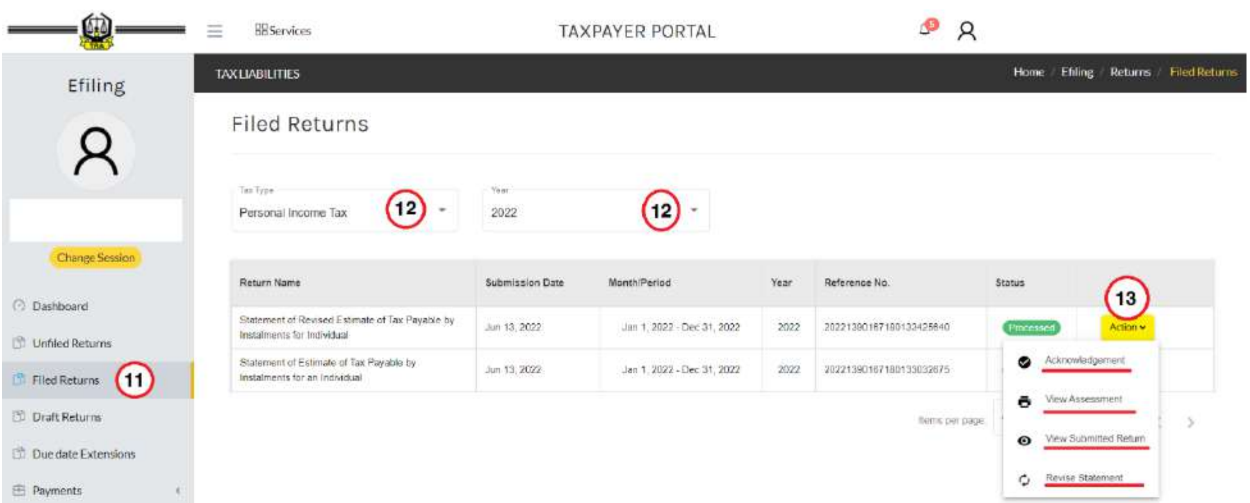


Source of Income	Chargeable Income / (Loss)	Tax Due
Business Income *(other than income from mining or petroleum operations)*	100,000	
Employment income	1,000,000	
Investment income other than final withholding payments	1,000,000	
Total Income	**2,100,000**	
Estimated tax liability		**0**
Final withholding 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**

10. Click Submit button to confirm submission of SETPI Return



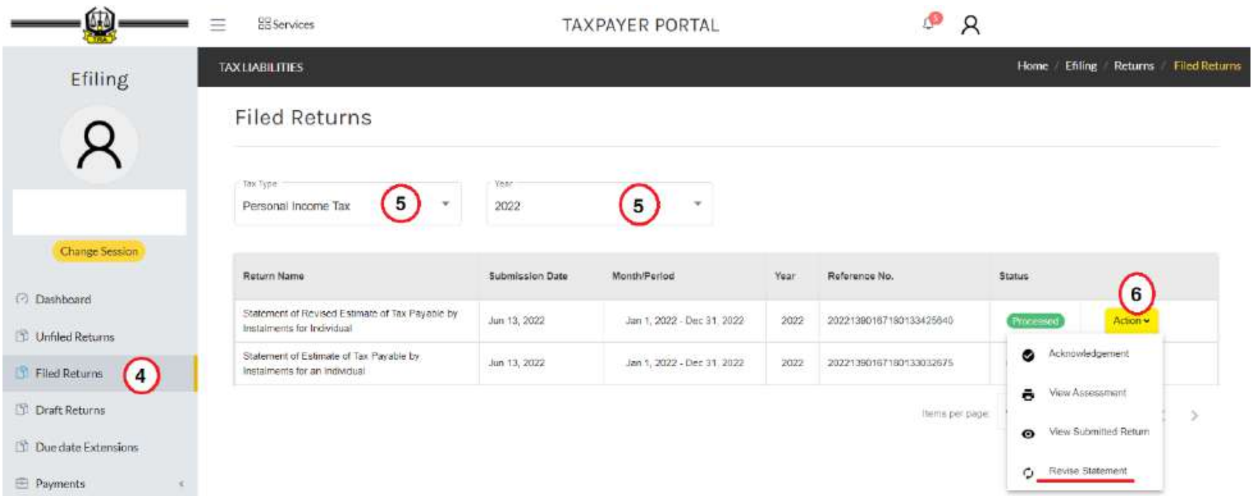
11. Navigate to the Filed Return Menu,
12. Filter most recent SETPI Return as per specified period (Personal Income Tax for individual and Corporate Tax for entities),
13. Click Action Button in the record then the following action will appear: View Acknowledgement, View Assessment, View Submitted Return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



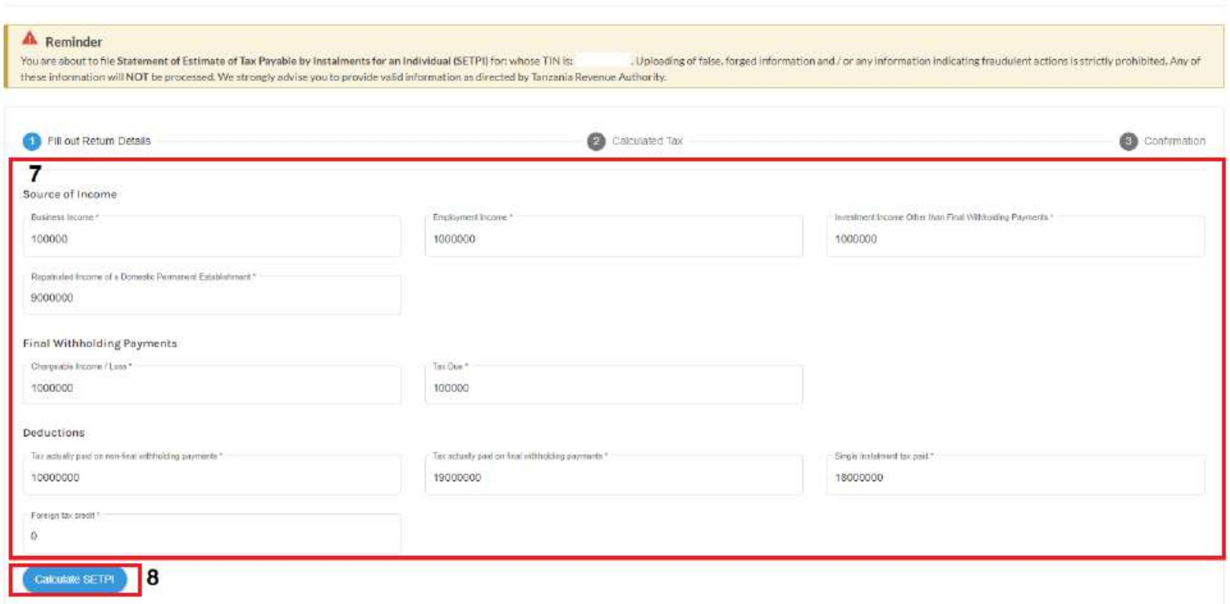
d) Revised SETPI

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

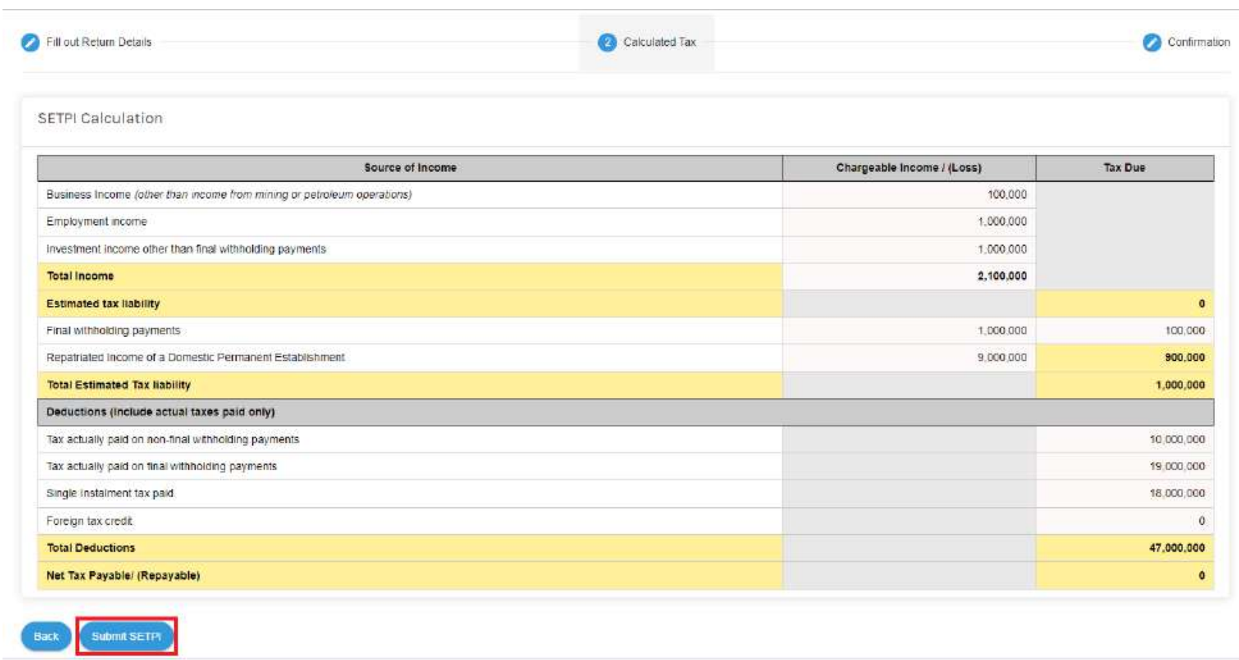
5. Filter Tax Type at the top by selecting Corporate Tax for entity or Personal Income Tax for individual
6. Select preferred SETPI RETURN AND Click Revise Statement on action button to revise filed SETPI return



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

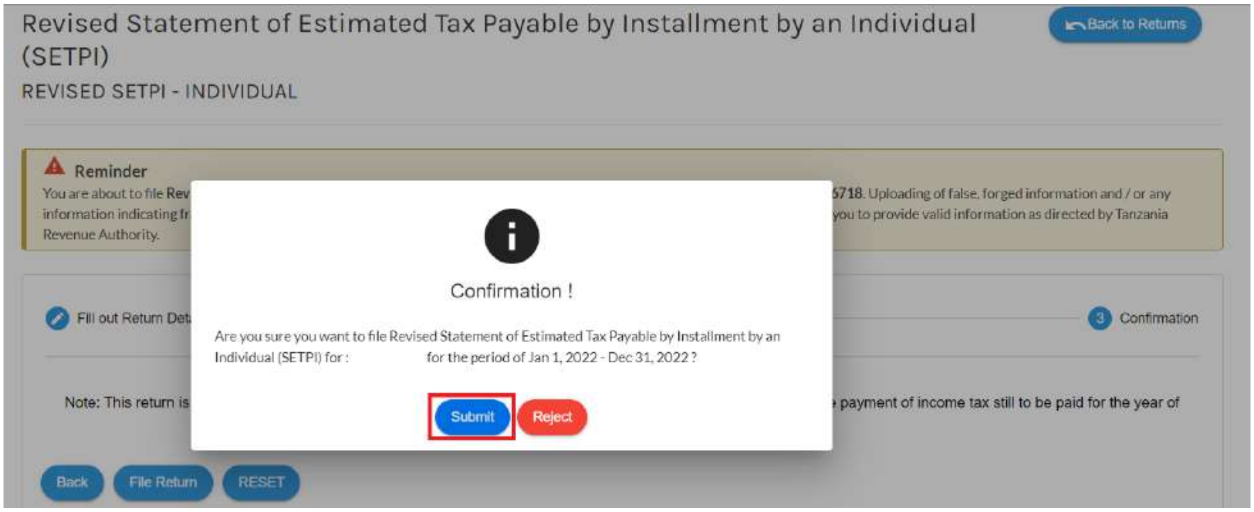


9. Submit SETPI Return

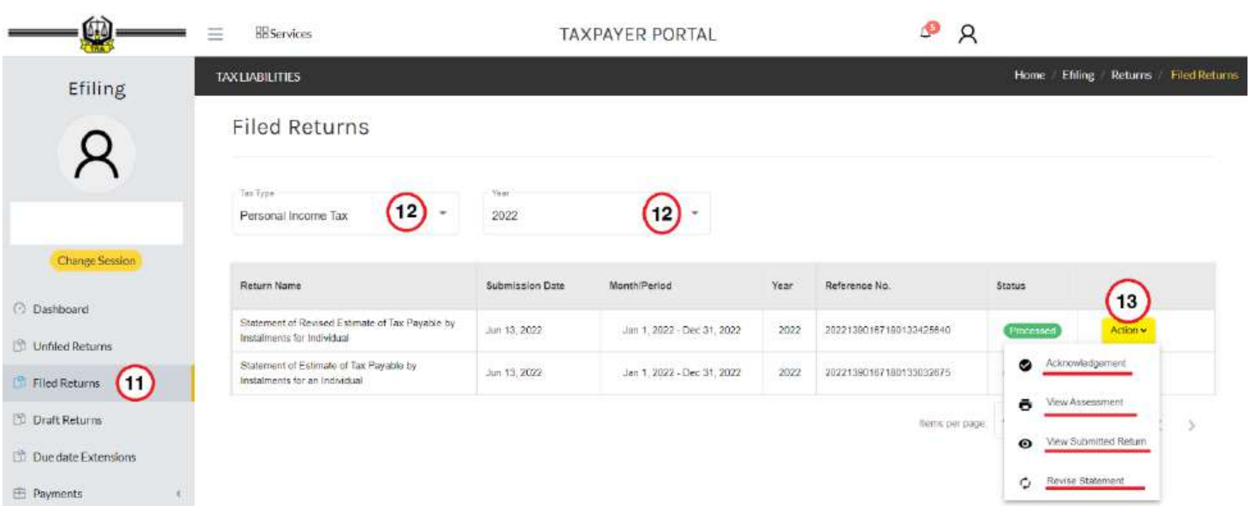


Source of Income	Chargeable Income / (Loss)	Tax Due
Business Income *(other than income from mining or petroleum operations)*	100,000	
Employment income	1,000,000	
Investment income other than final withholding payments	1,000,000	
Total Income	**2,100,000**	
Estimated tax liability		**0**
Final withholding 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**

10. Click Submit button to confirm submission of SETPI Return



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

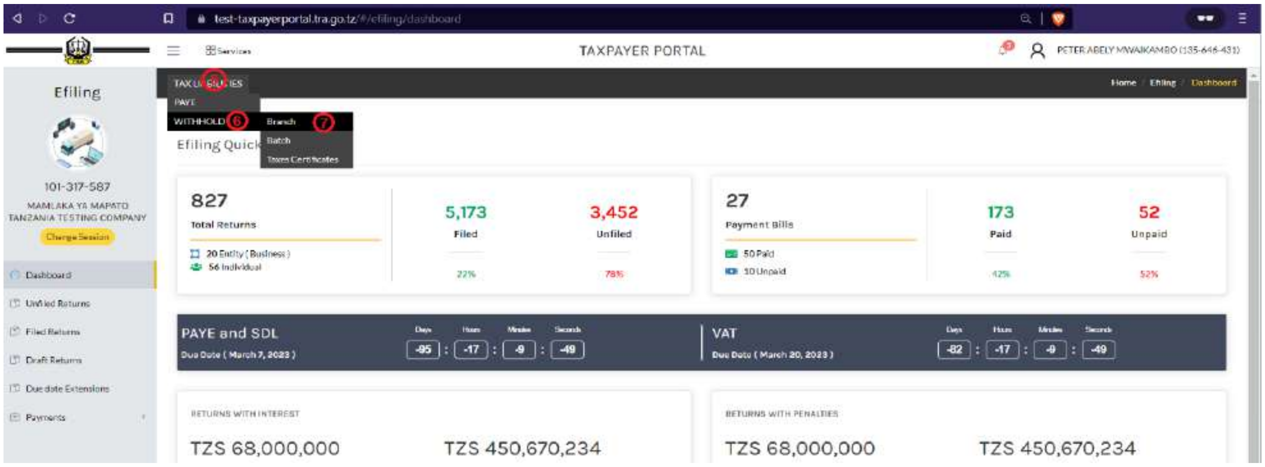


e) WHT

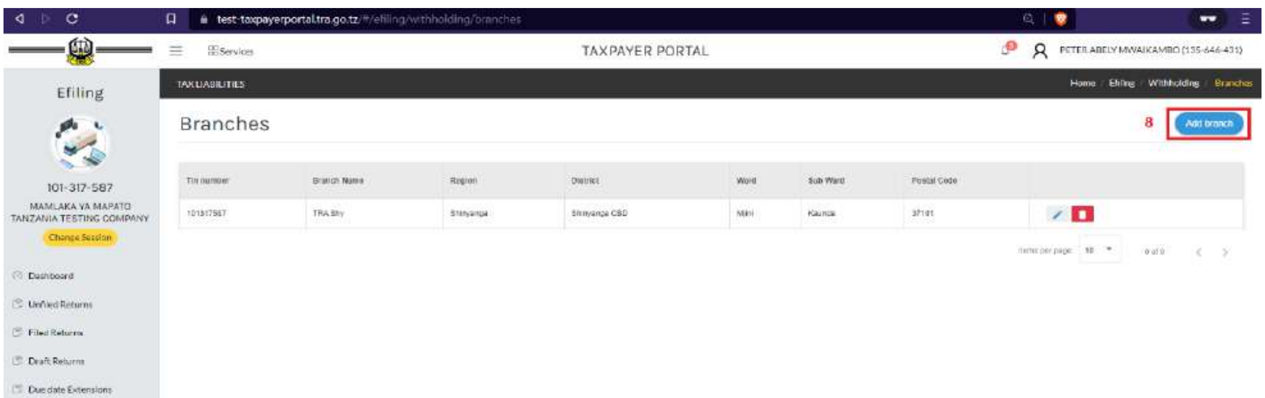
Create Branch for Entity where the service has been provided

1. Login to Taxpayer Portal as Declarant or eFiler

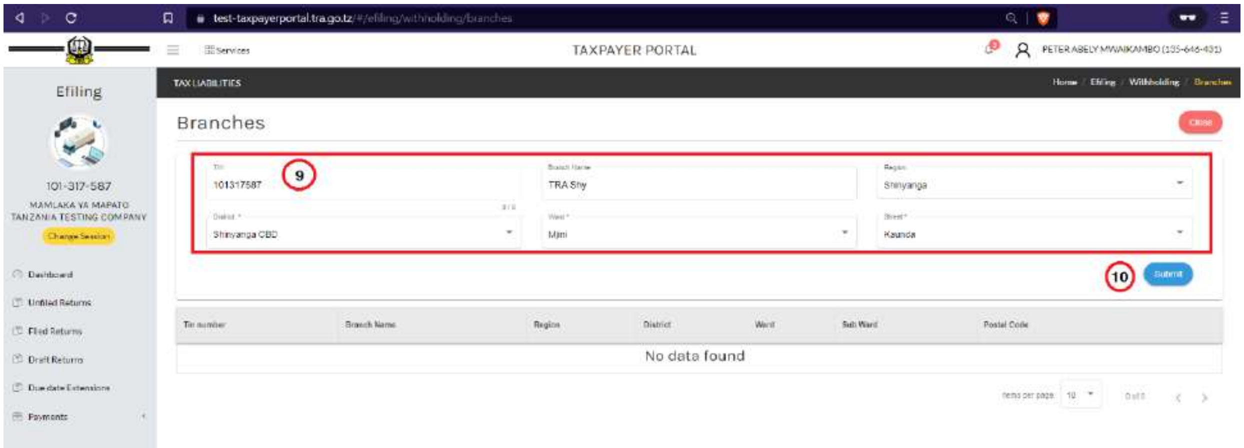
2. Click on services button on Welcome Page to open Services
3. Click on 'File Return' Service
4. Select a session to submit WHT Return
5. Hover Mouse pointer on the Tax Liabilities link/Button at the top Bar
6. Hover Mouse pointer on WITHHOLD Menu
7. Click on BRANCH Menu



8. Click on Add Branch button

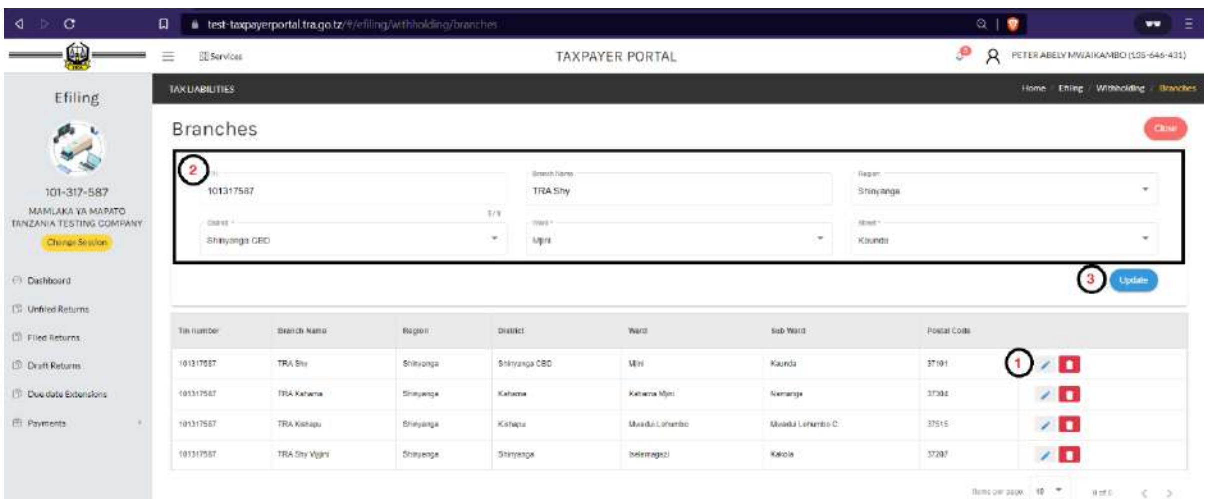


9. Input Branch Information by filling required information
10. Click Submit Button to submit Branch Information



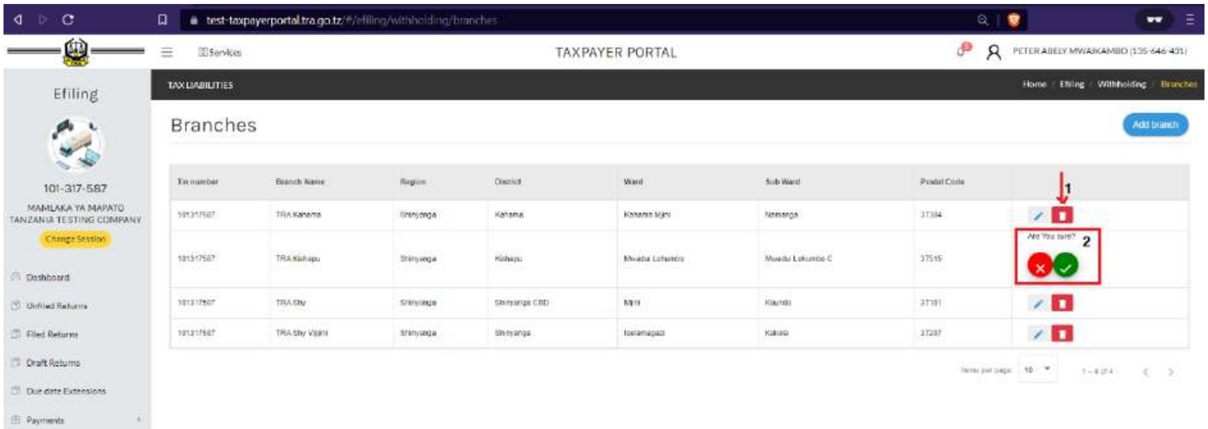
Edit Branch Information (Update Information)

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



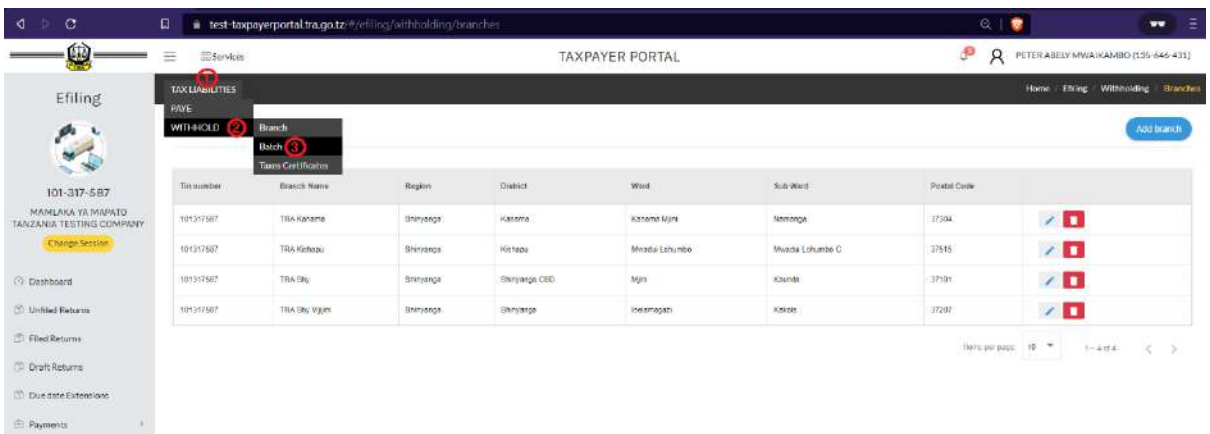
Edit Branch Information (Delete Branch Record)

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

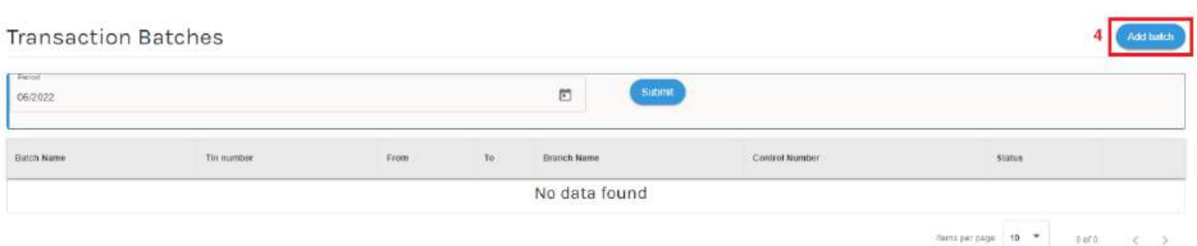


Create Batch(es) for the services of specific BRANCH

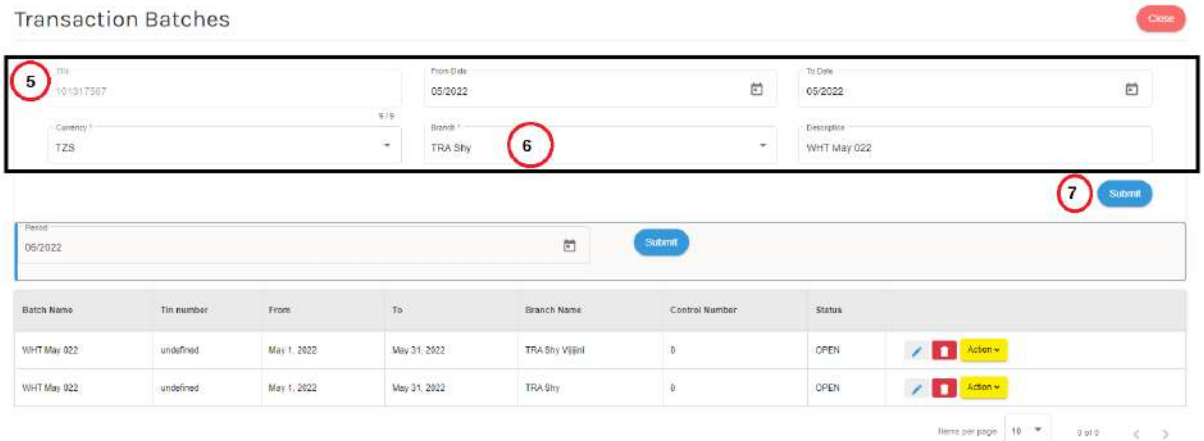
1. Hover Mouse pointer on the Taxi Liabilities link/Button at the top Bar
2. Hover Mouse pointer on WITHHOLD Menu Item
3. Click on BATCH Menu Item



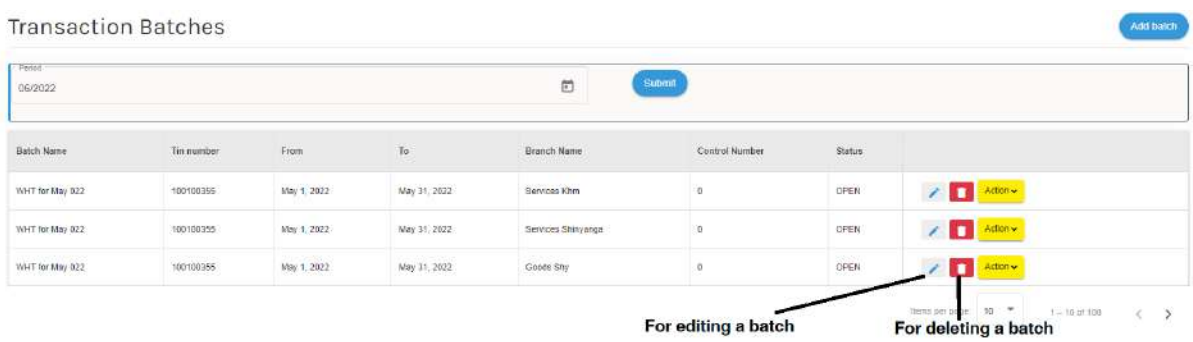
4. Click on Add Batch button



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

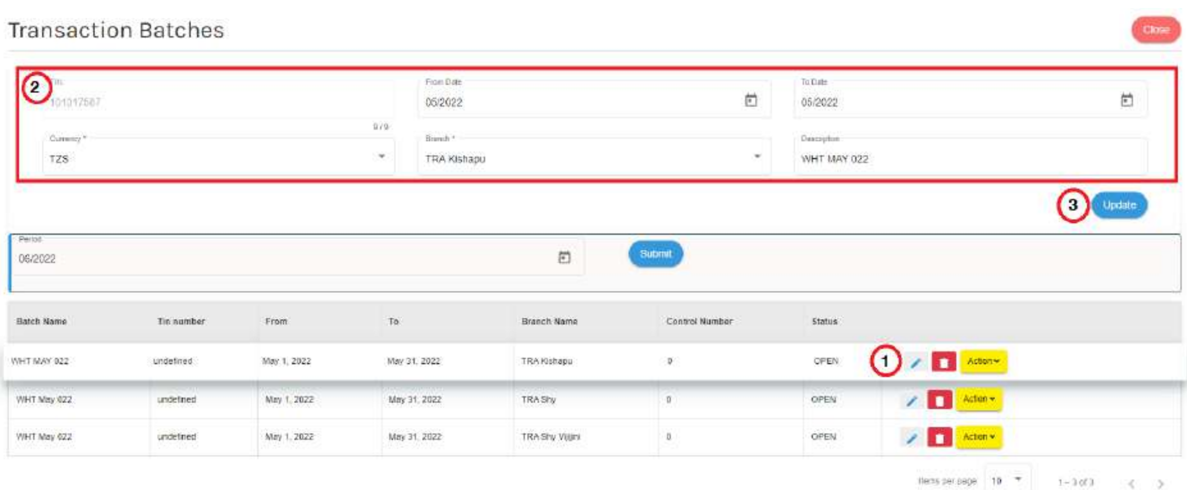


After adding batches



Edit BATCH Information (Update Information)

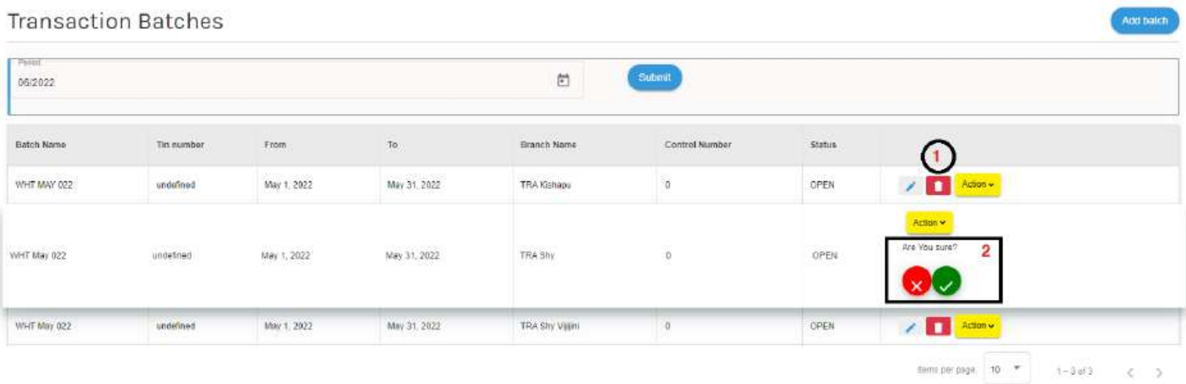
1. Find the record of the BATCH to edit and click pen icon
2. Change/Edit BATCH information on the form
3. Click Update Button to submit Updated BATCH Information



Delete BATCH Record

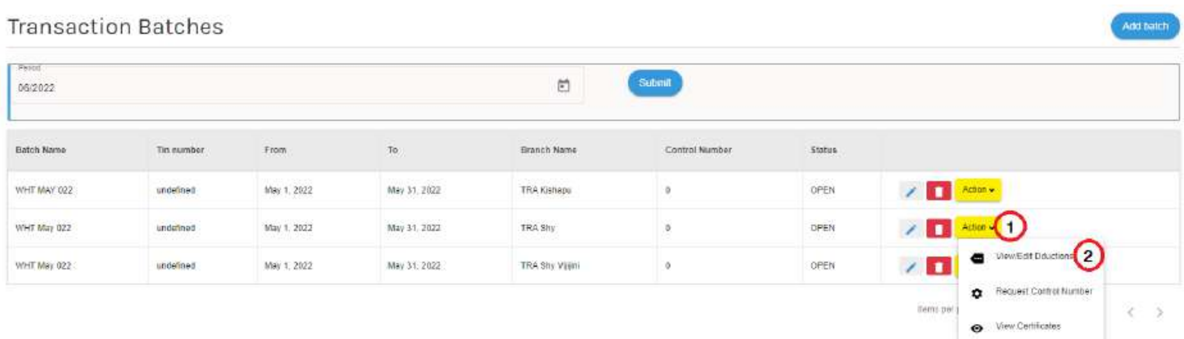
1. Find the record of the BATCH to delete and click bin icon

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

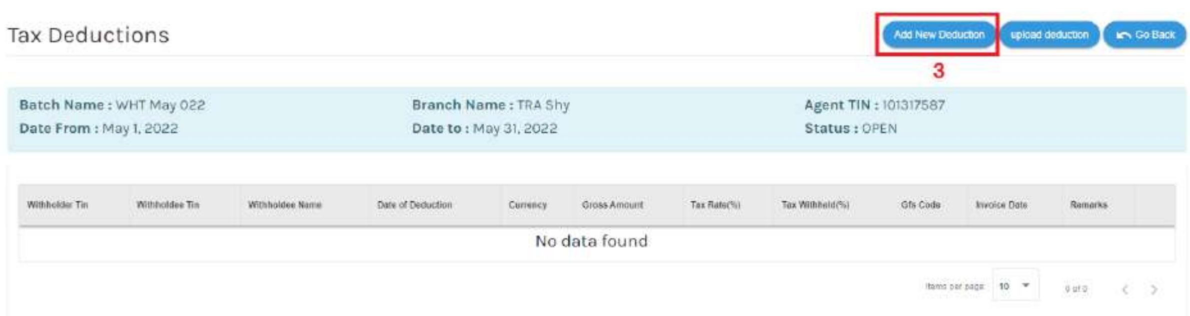


Add Deductions

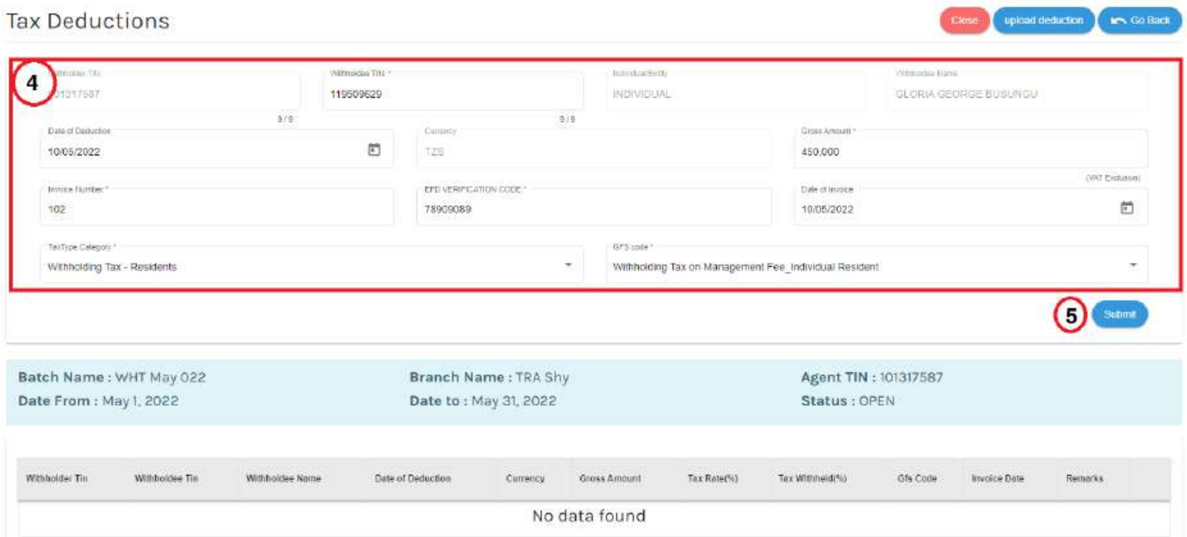
1. On the far end of the BATCH record, Click Action Button
2. From Action Button Menu List, Click View/Edit Deductions



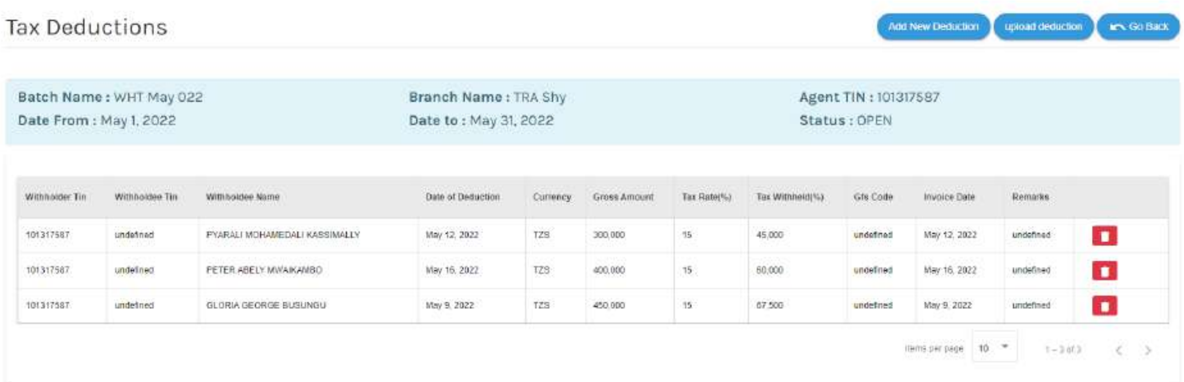
3. Click 'Add New Deduction' button



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



The list of deductions added



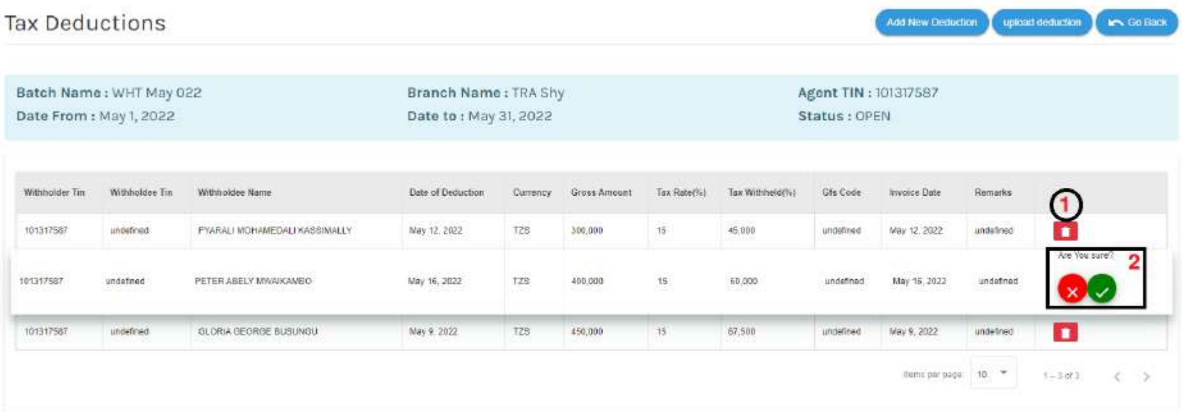
Upload Deductions

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

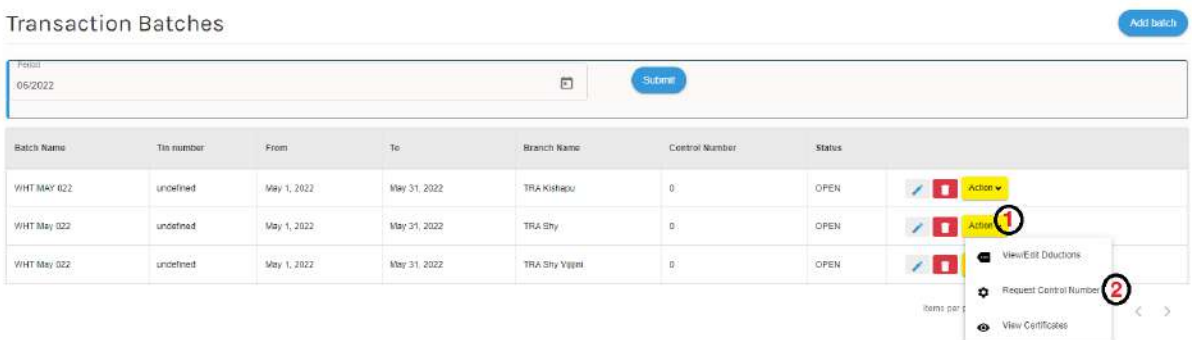
Delete DEDUCTION Record

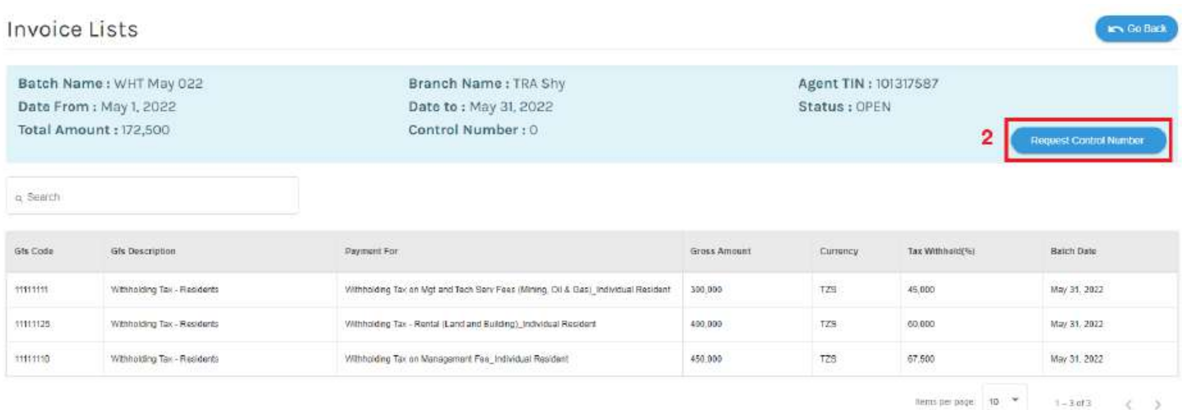
1. Find the record of the DEDUCTION to delete and click bin icon
2. Click on tick to approve or cross to reject deletion of deduction



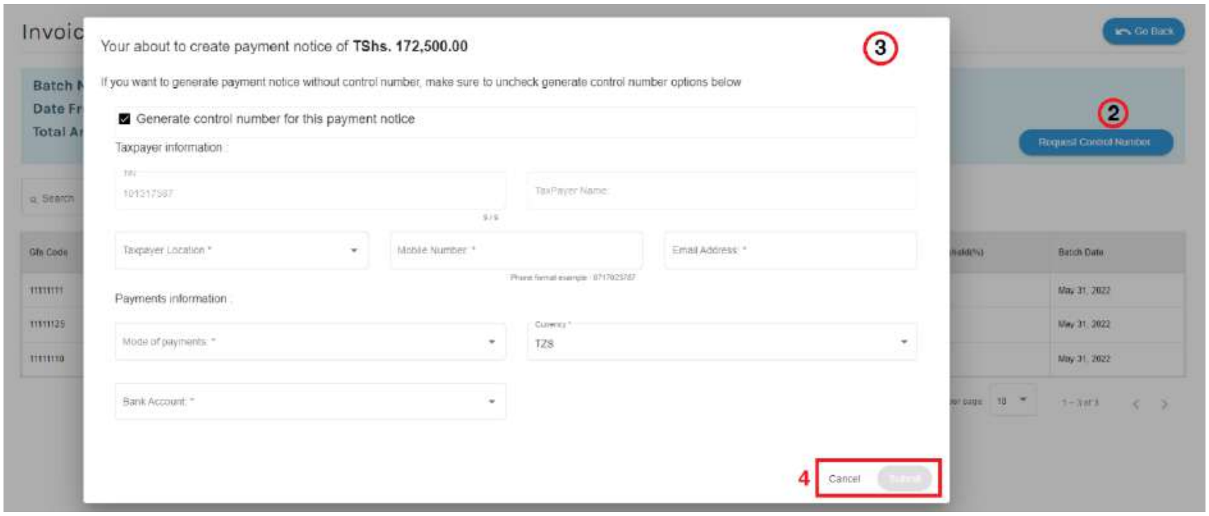
Request Control Number

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



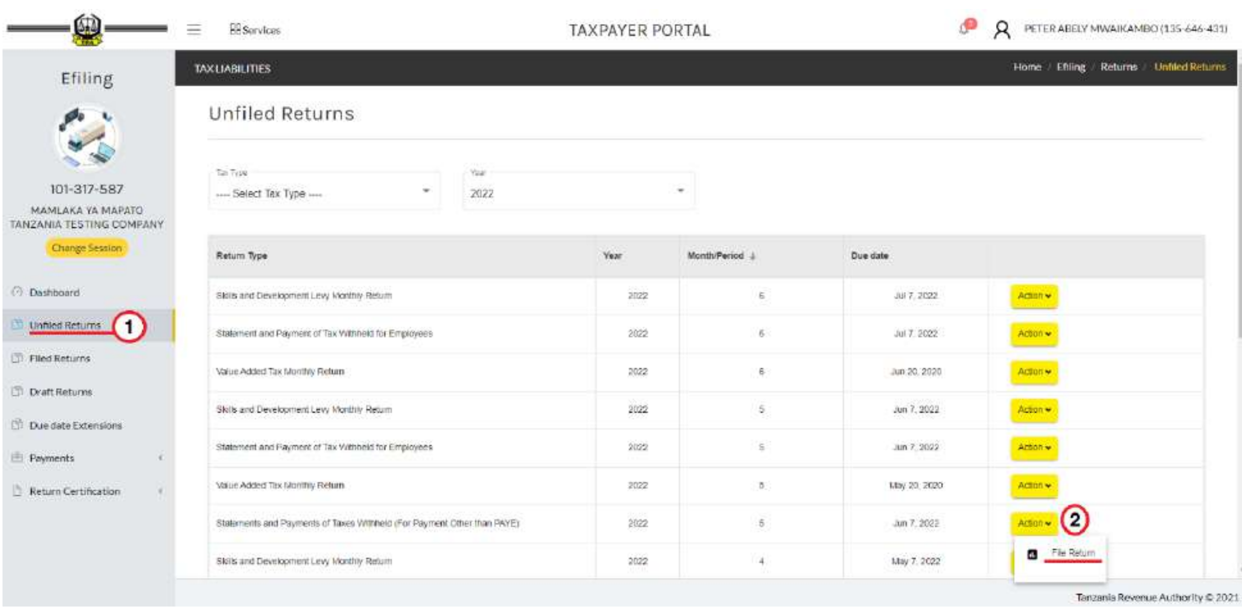


3. Enter Required information regarding this BATCH for specific BRANCH and click Submit button
4. Click Submit/Cancel button

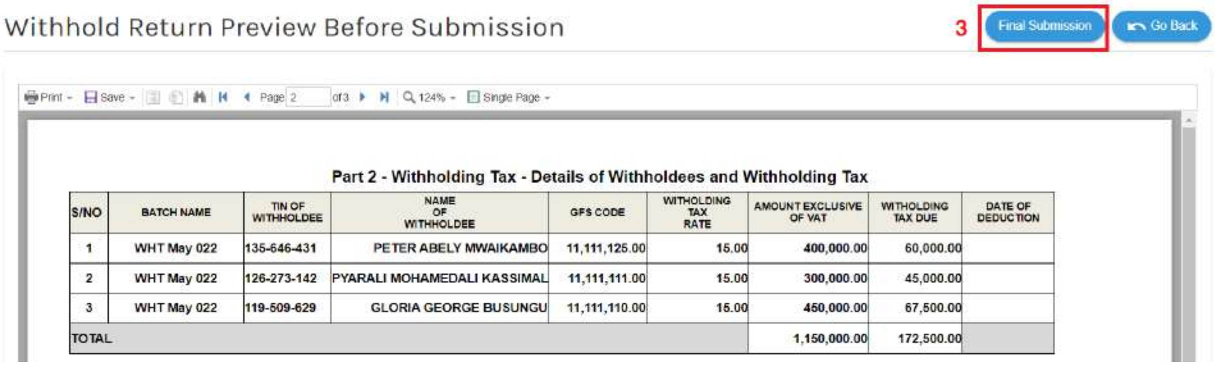


File Return (WHT)

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.



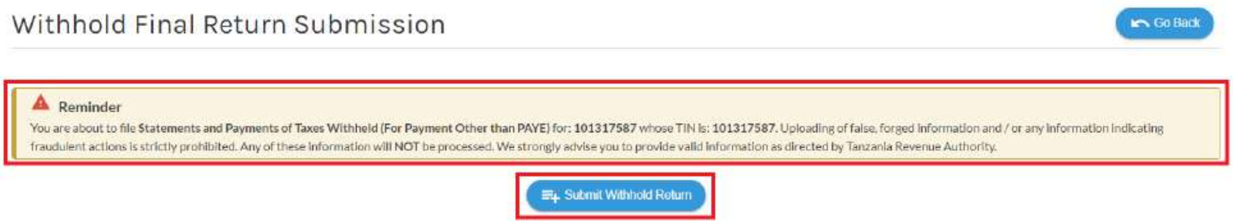
3. Click Final Submission to Submit WHT Return



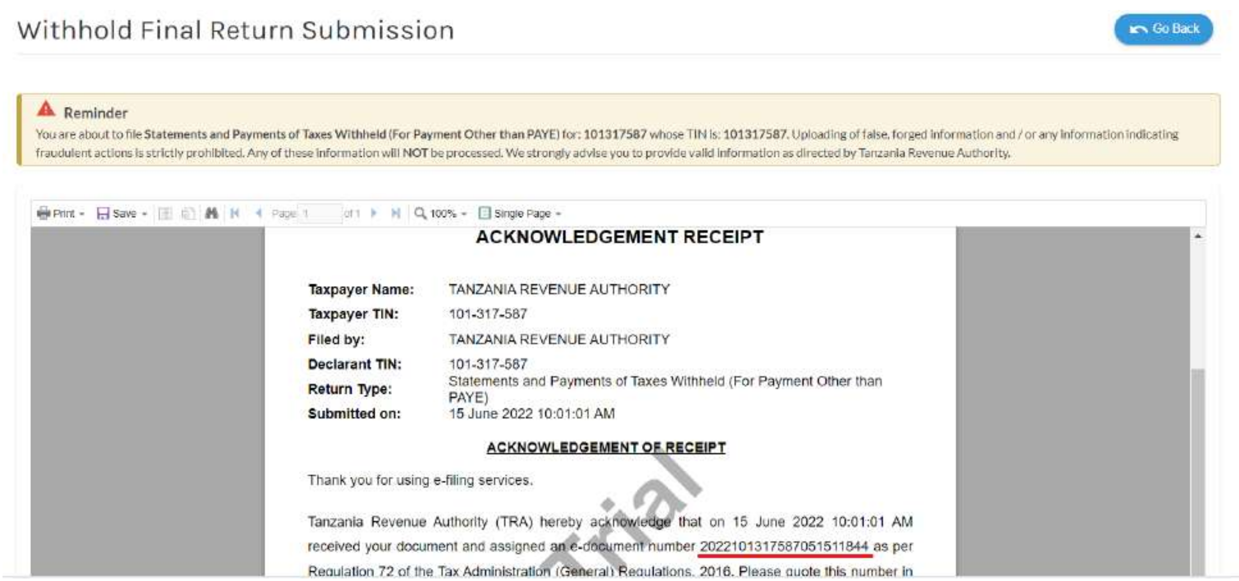
Part 2 - Withholding Tax - Details of Withholdees and Withholding Tax

S/NO	BATCH NAME	TIN OF WITHHOLDEE	NAME OF WITHHOLDEE	GFS CODE	WITHOLDING TAX RATE	AMOUNT EXCLUSIVE OF VAT	WITHOLDING TAX DUE	DATE OF DEDUCTION
1	WHT May 022	135-646-431	PETER ABELY MWAIKAMBO	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	450,000.00	67,500.00	
TOTAL						1,150,000.00	172,500.00	

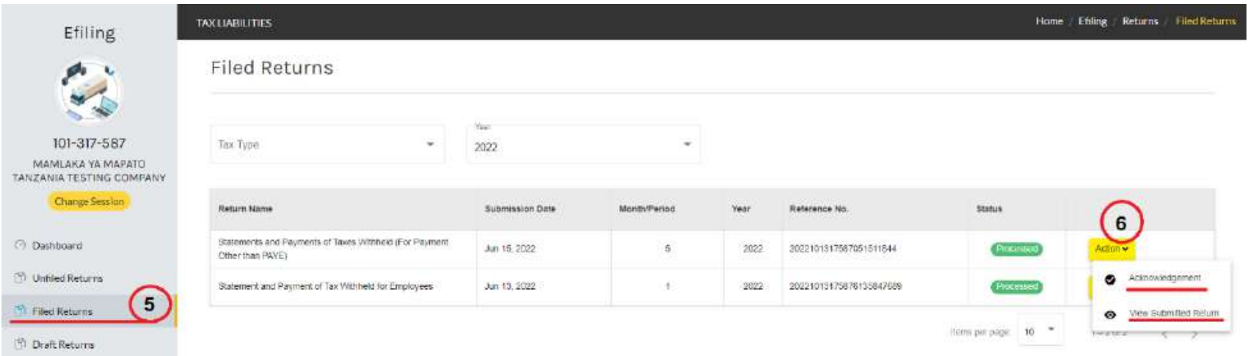
4. You will be reminded on your obligations and click Submit Withhold Return



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



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



3.2. Make Payment

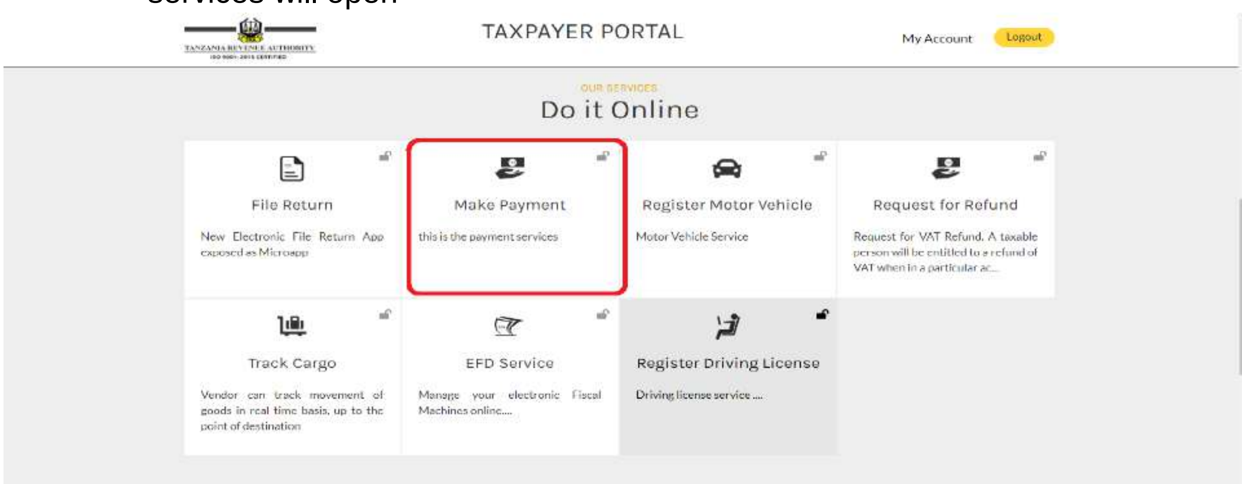
Payment Service facilitates and consolidates all tax and non-tax revenue payments.

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

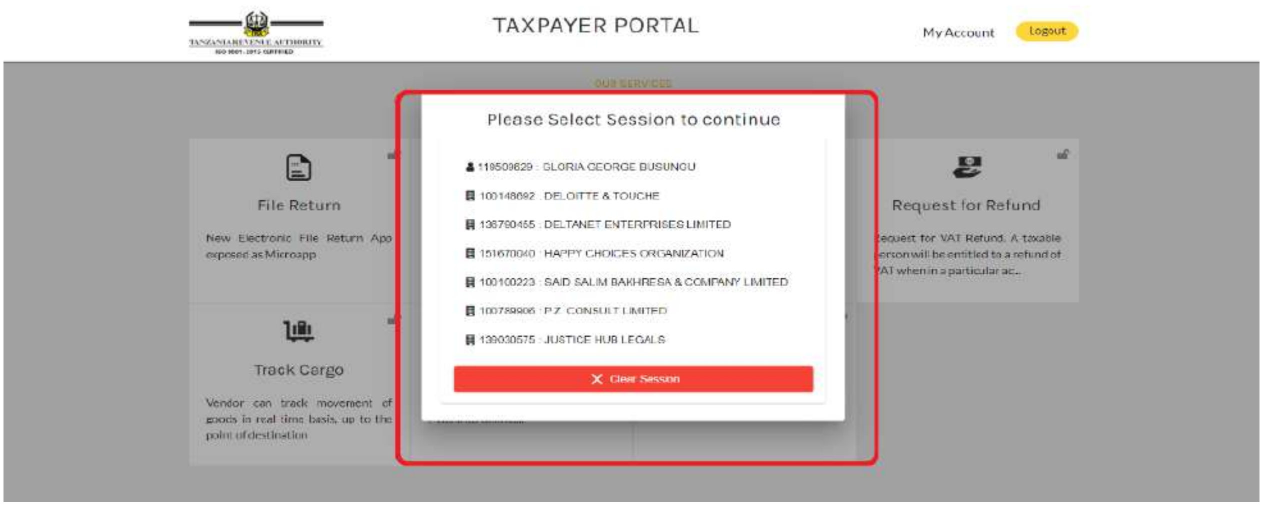
3.2.1. Accessing to Payment Service

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



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



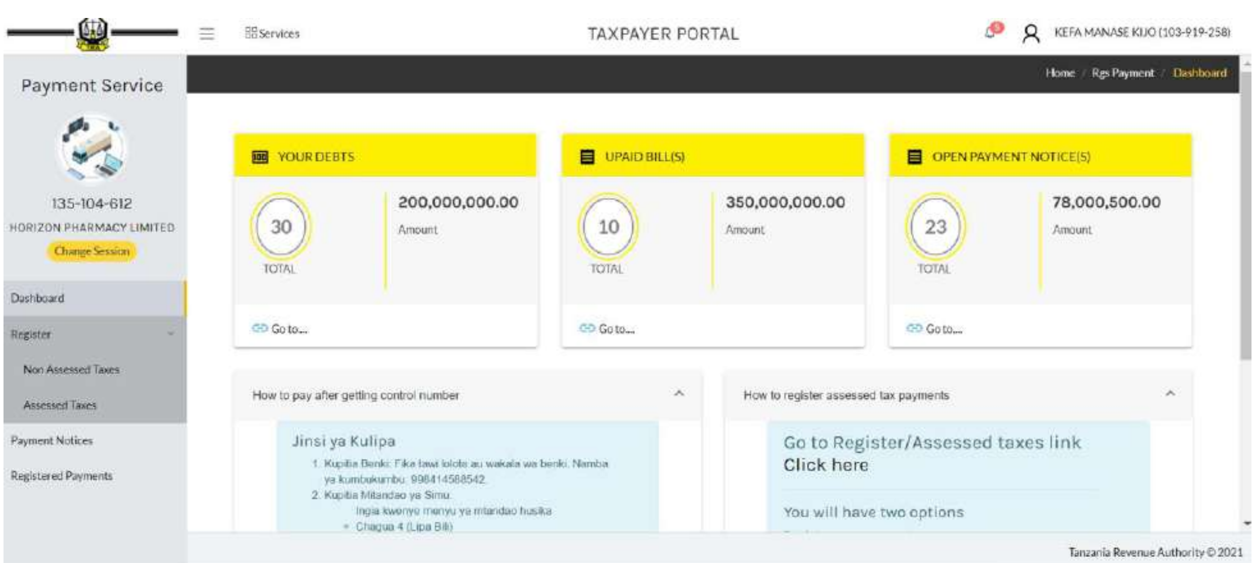
3. Choose preferred session and user will be directed to the Payment Service's dashboard of the respective entity or individual.

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.



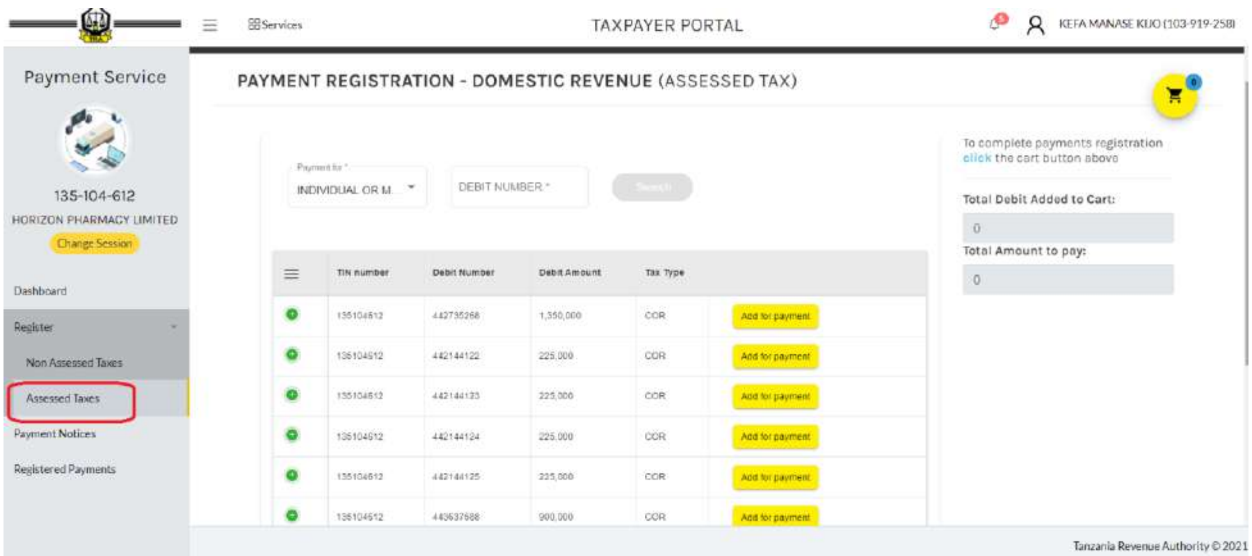
b) Register

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

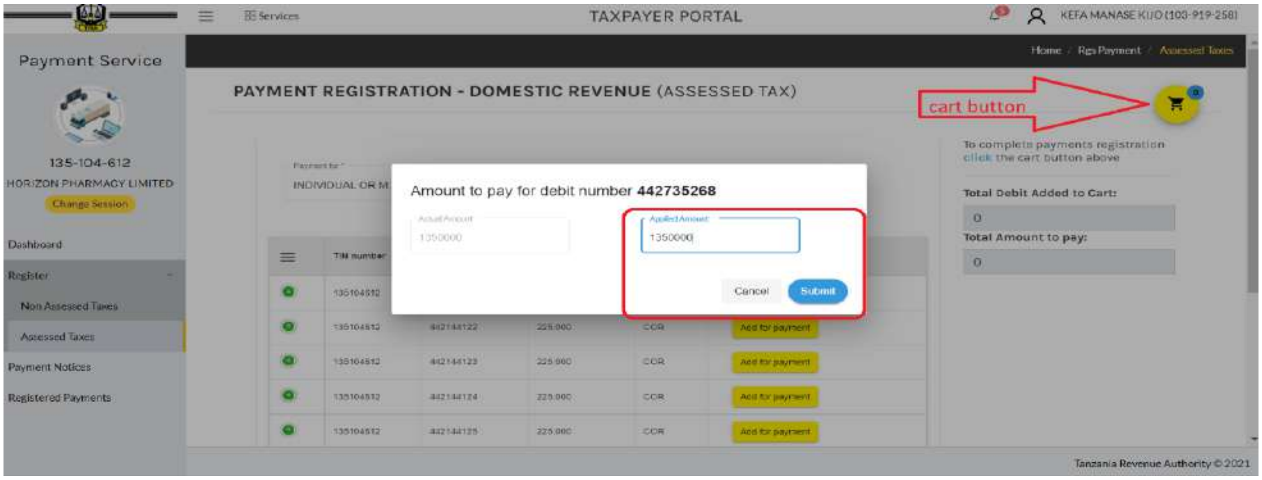
i. Assessed Taxes Menu

Below are steps to register assessed taxes.

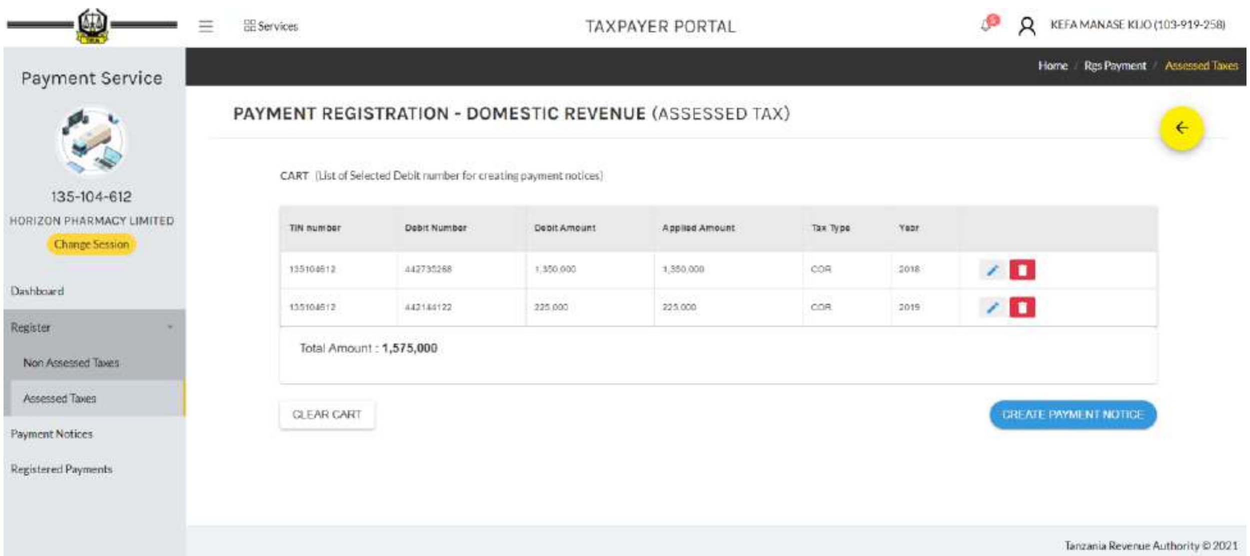
1. Click Register
2. Click Assessed taxes and list of all Assessed Taxes will appear



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



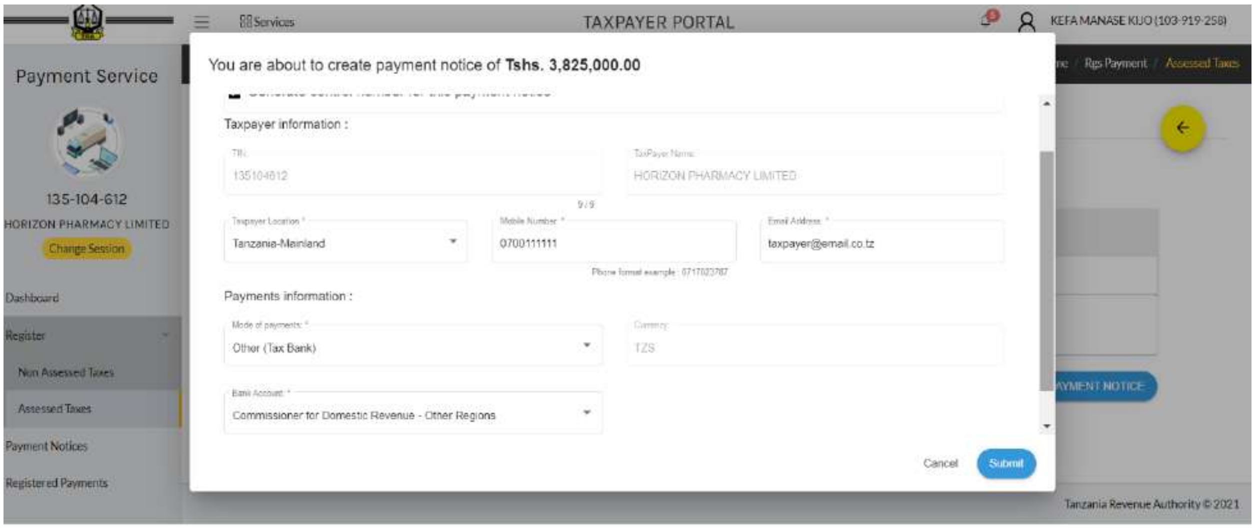
6. Click ***cart*** button to view details of entries added before creating payment notice. A page showing details of assessment(s) added to the cart will appear. User is able to edit details, delete added assessment(s) or clear the whole cart.



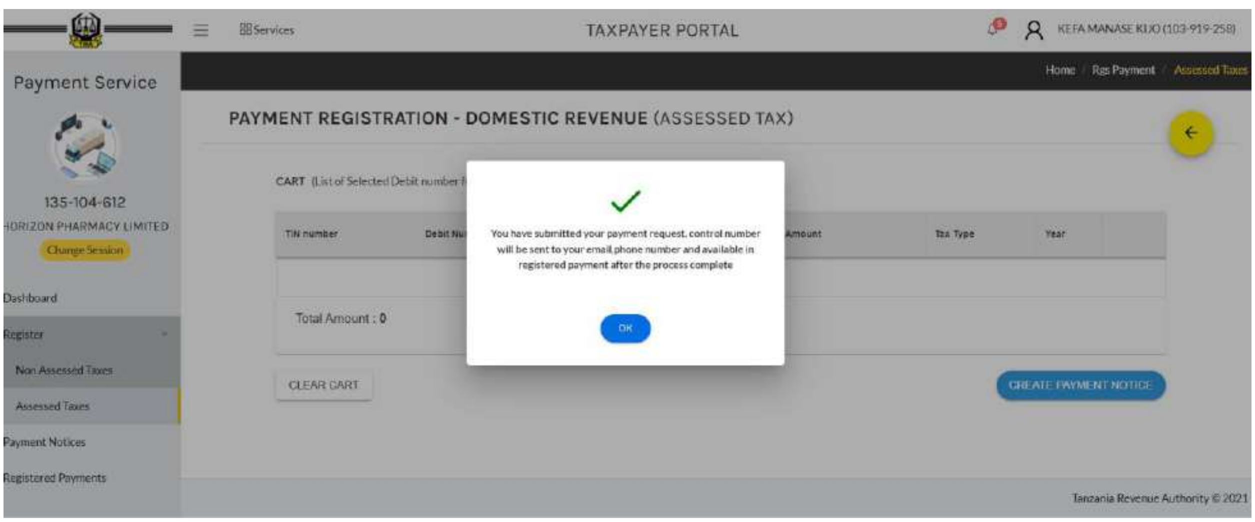
7. Click **CREATE PAYMENT NOTICE** button to create payment notice. Payment notice creation page will open and user will be required to fill in all mandatory fields The following details will be required
   i. Taxpayer TIN and name will be retrieved automatically based on the active session
   ii. Choose 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.



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.



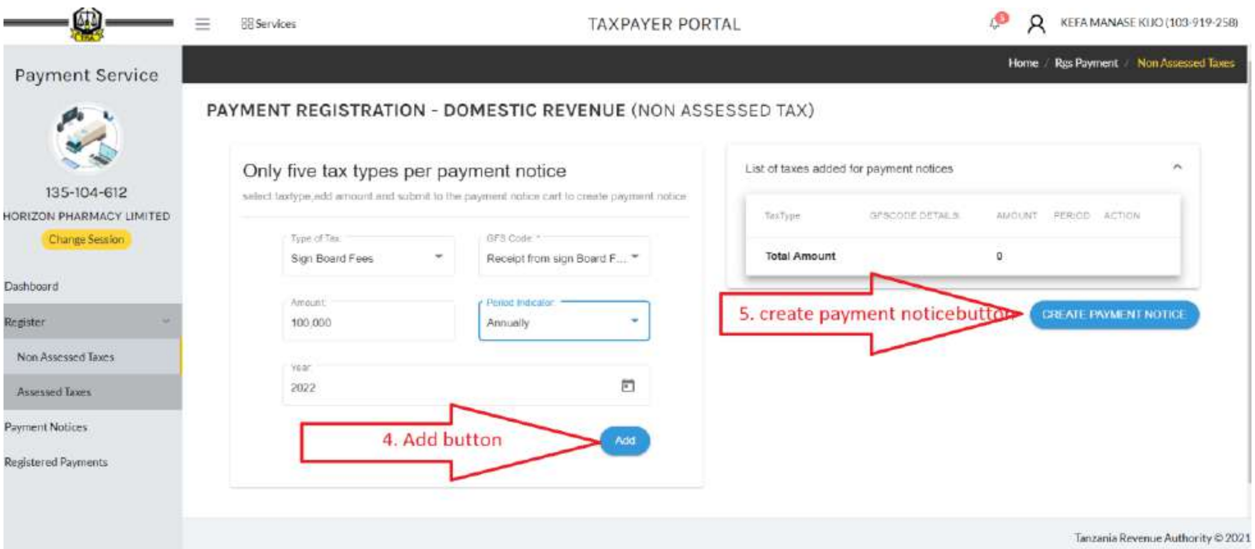
11. Access Payment Notices menu (refer section 3.2.3 below) to views status of control number creation.
12. After control number being created and payment notice status changed to RECEIVED, access Registered Payments menu (section 3.2.4 below) to print Tax Payment Slip/Payment Order Form to submit to your preferred bank to complete payment process.

ii. Non-Assessed Taxes

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

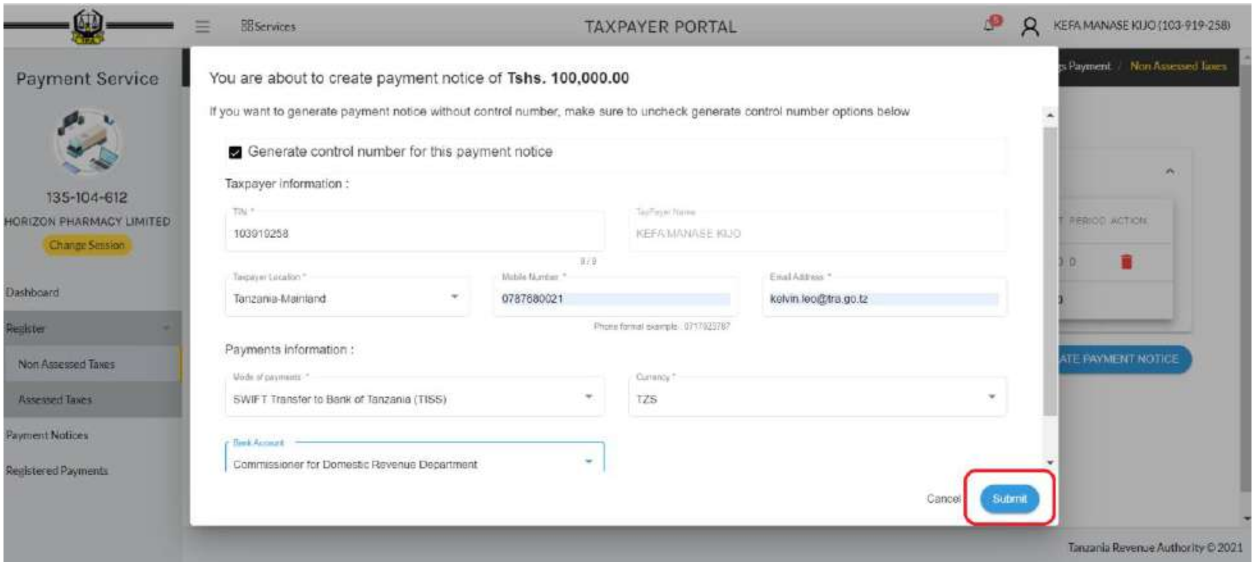
Below are steps to register for non-assessed taxes.

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



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.



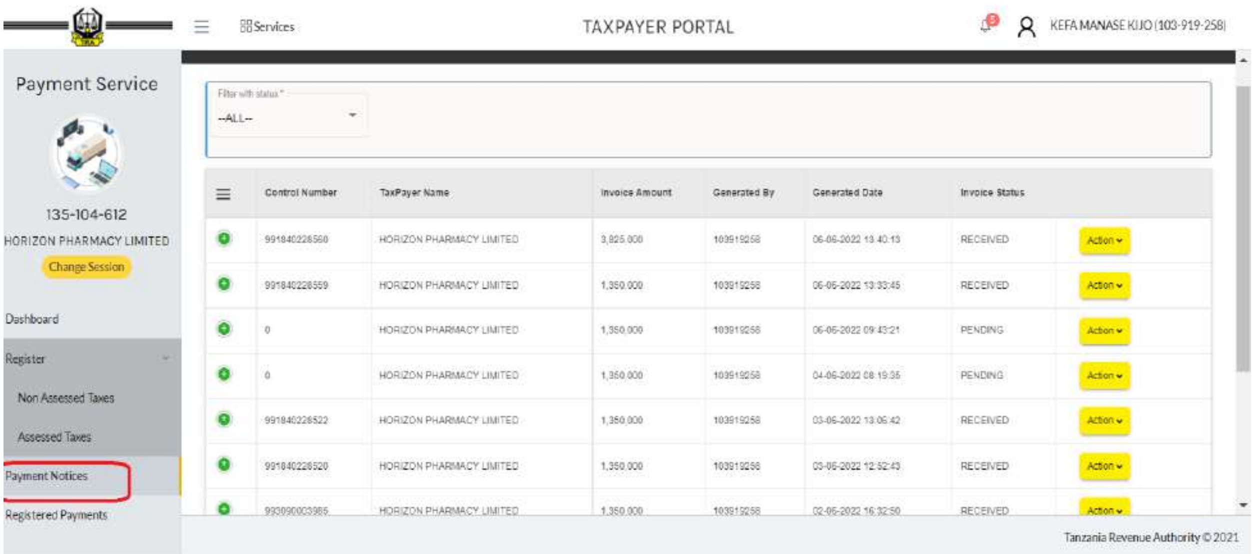
6. After filling all required details click **Submit** button to create Payment notice.
7. System will create payment notice.
8. Created payment notice will be available in Payment Notices menu and notification will be sent to taxpayer's phone and email.
9. Access Payment Notices menu on section 3.2.3 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.

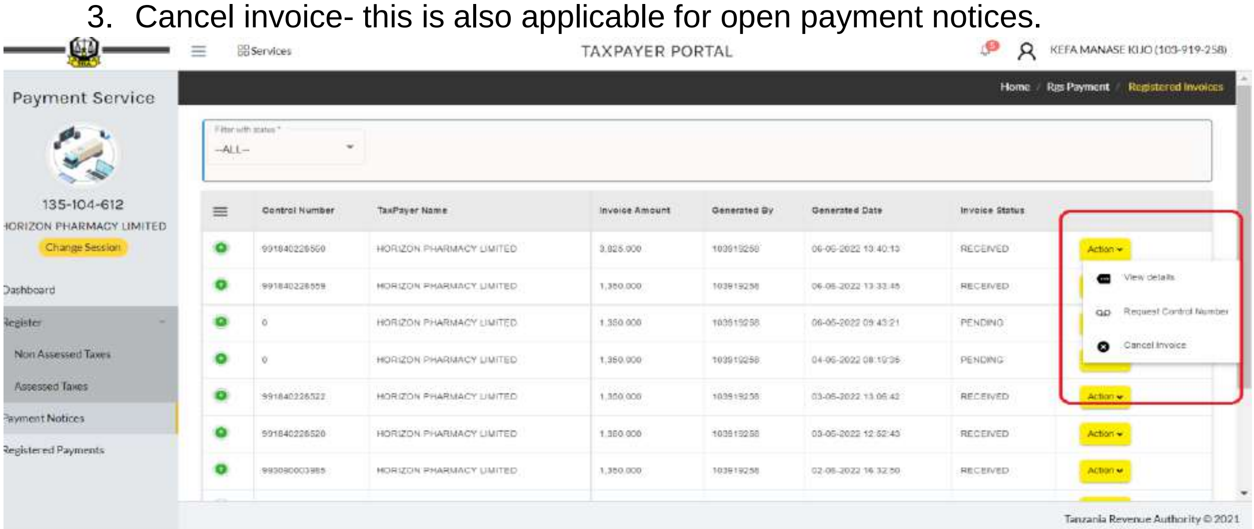
Bills will have the following status

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



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.



d) Registered Payments

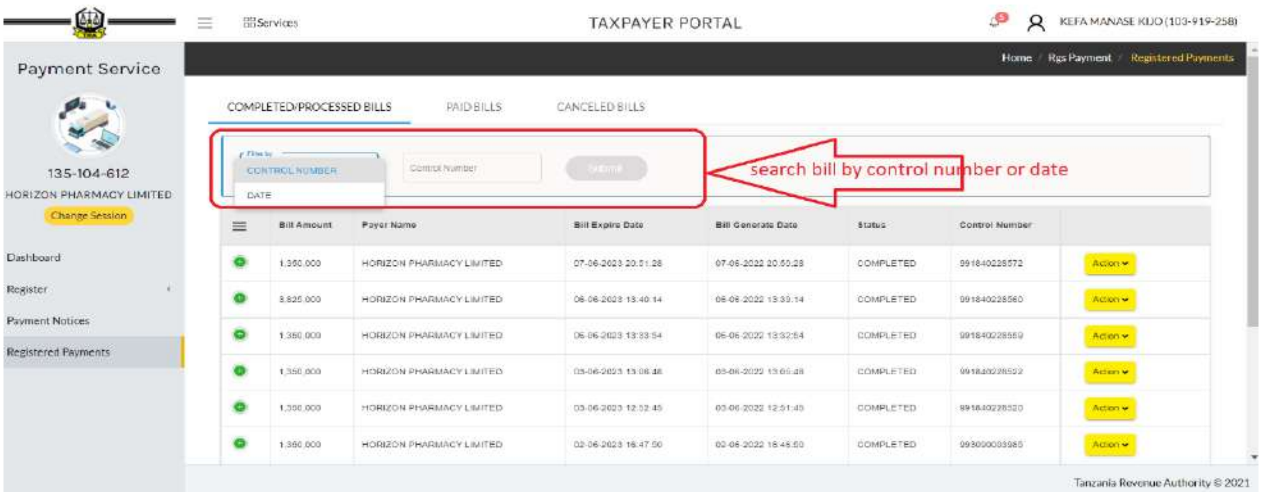
From this menu user will be able to print Tax Payment Slip/Payment Order Form for bank to process tax payments.

In this menu bills are categorized in three tabs.

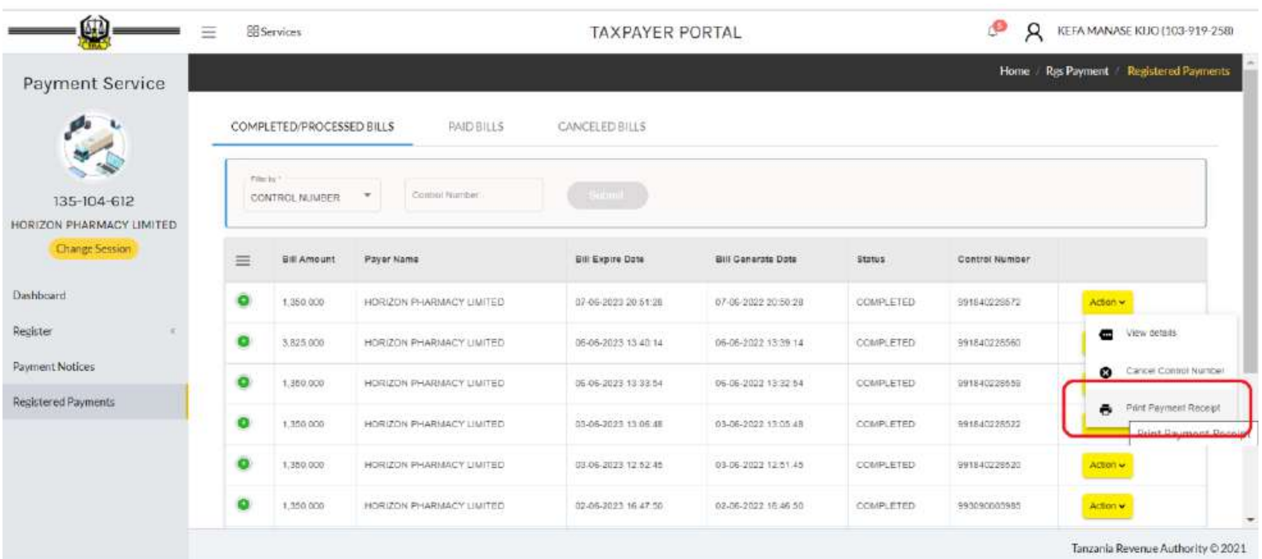
a) Completed/Processed Bills - These are bills which have been successfully received control number
b) Paid Bills – all bills which have been already paid.
c) Cancelled Bills - bills which has been cancelled or postponed by a taxpayer for one reason or another.

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



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



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	Gfs 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 ....

3.3. Register Motor Vehicle

3.4. Request For Refund

3.5. Track Cargo

3.6. EFD Service

3.7. Register Driver’s License