TANZANIA REVENUE AUTHORITY

ISO 9001:2015 CERTIFIED

USER GUIDE

FOR

ELECTRONIC FILING OF TAX RETURNS SYSTEM

TRA HEADQUARTERS
DAR ES SALAAM
March 2021   **Version 1.0**

PREFACE

The purpose of this user guide is to provide step-by-step instructions on how to perform and execute various tasks through the developed system of electronic filing of tax returns (E-filing). Specifically, this user guide provides guidance for the following processes and/or activities;

1. Register as an electronic filer of tax returns (e-filer);
2. Update taxpayer's information
3. Appoint declarants who will submit tax returns on behalf of an entity;
4. Appoint audit firm and auditors for certification of income tax returns prior to submission to Tanzania Revenue Authority (TRA);
5. File tax returns;
6. Certification of income tax returns;
7. Application for extension of time to file tax returns;
8. Payment registration;
9. Request for remission of penalty and interest; and
10. Access and view filed returns, assessments and other relevant information.

This guide is provided for reference only and is subject to changes without prior notice. The contents of this guide do not override the provisions of the respective tax laws. Screenshots and associated information in this guide are intended for illustrations only.

Enquiry

Enquiries may be made to the Tanzania Revenue Authority by physically visiting nearby TRA offices or using the following contacts;
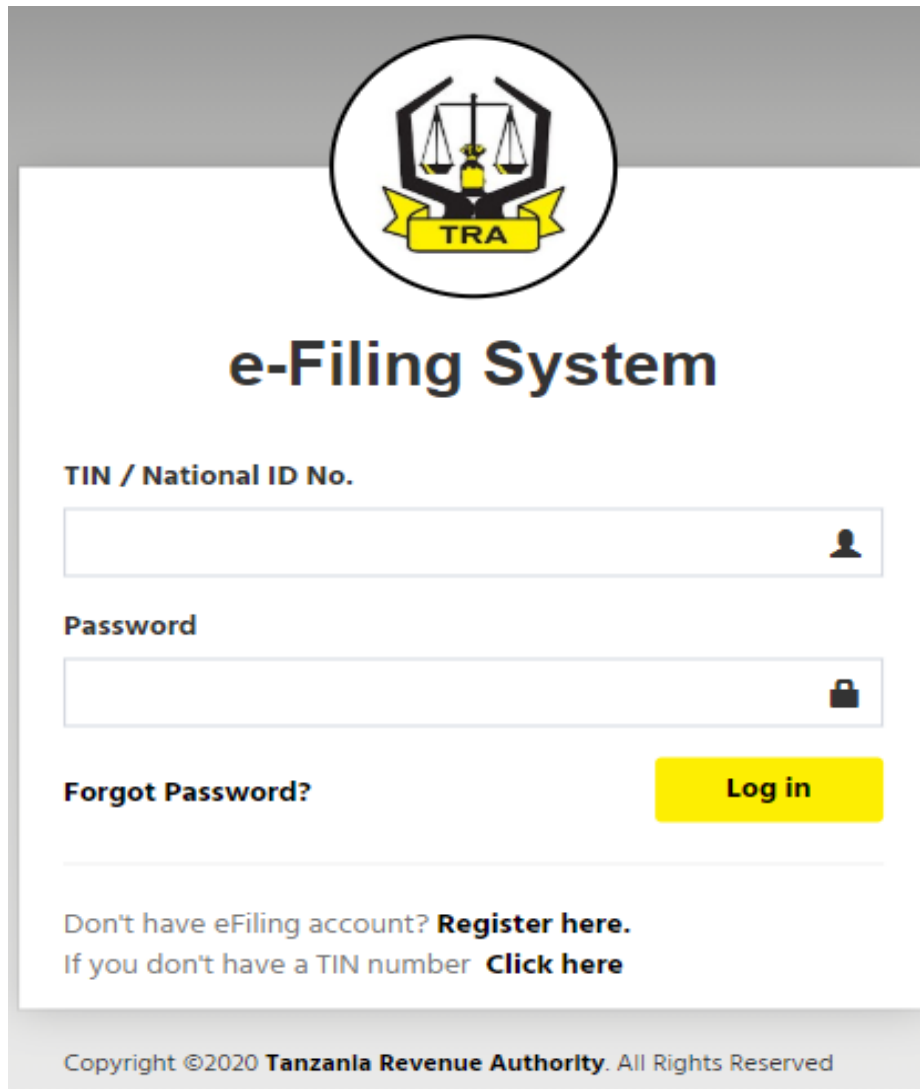
    i. Toll free Mobile numbers: 0800 750 075
                                       0800 780 078

   ii. e-mails: group.efilingsupport@tra.go.tz
                     services@tra.go.tz
                     huduma@tra.go.tz

TABLE OF CONTENTS

1.0   Getting Started

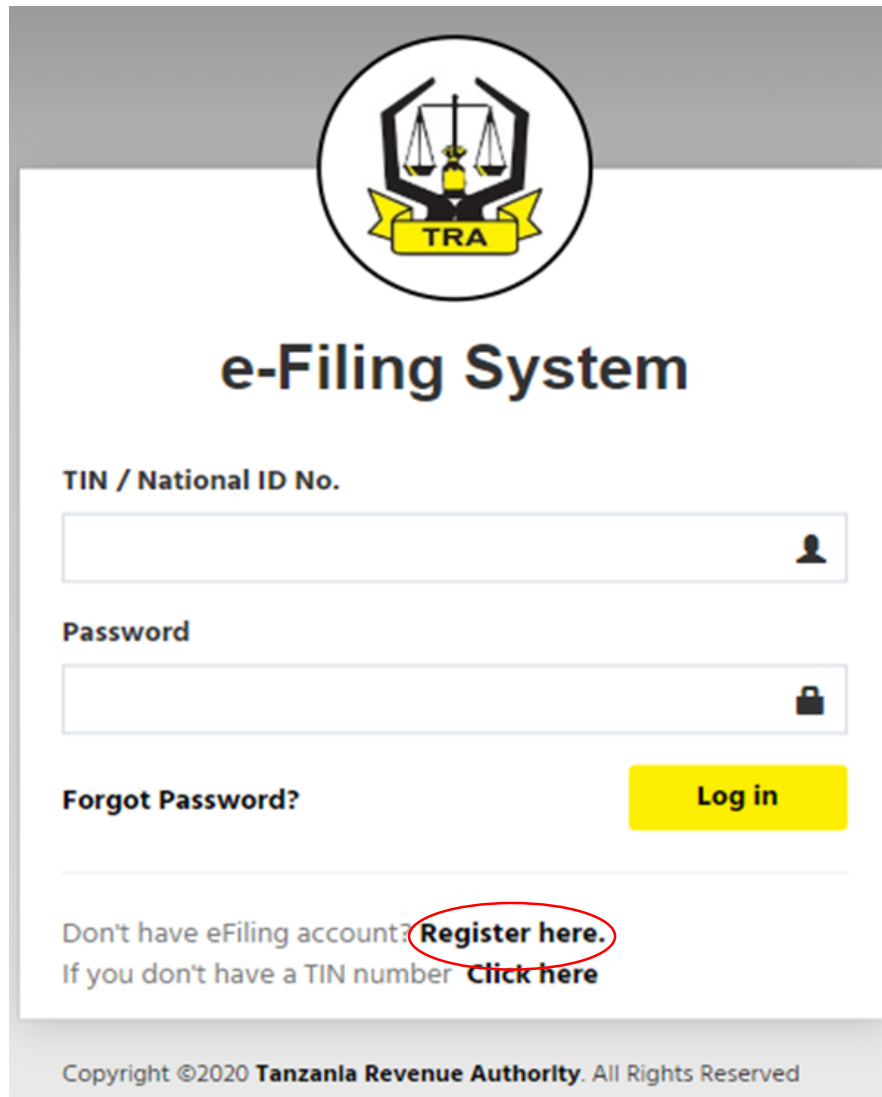You can access e-filing system by visiting TRA website (www.tra.go.tz) and click "*Efiling System*" link from the *"Do it online"* menu of the website. The log-in screen will then appear as depicted below.

2.0 Registration

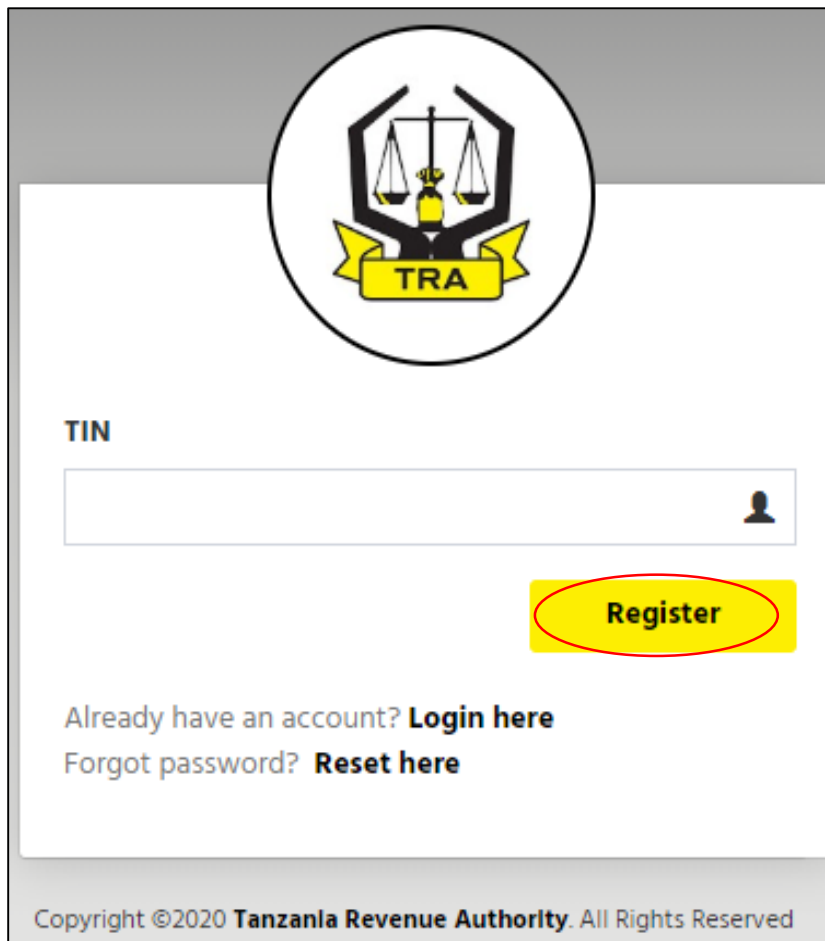**Step 1:** To register as an e-filer, click on the link "***Register here"*** to initiate the process.

After you click the "Register here" link, you will be directed to the screen that prompts your TIN as depicted on the following screen
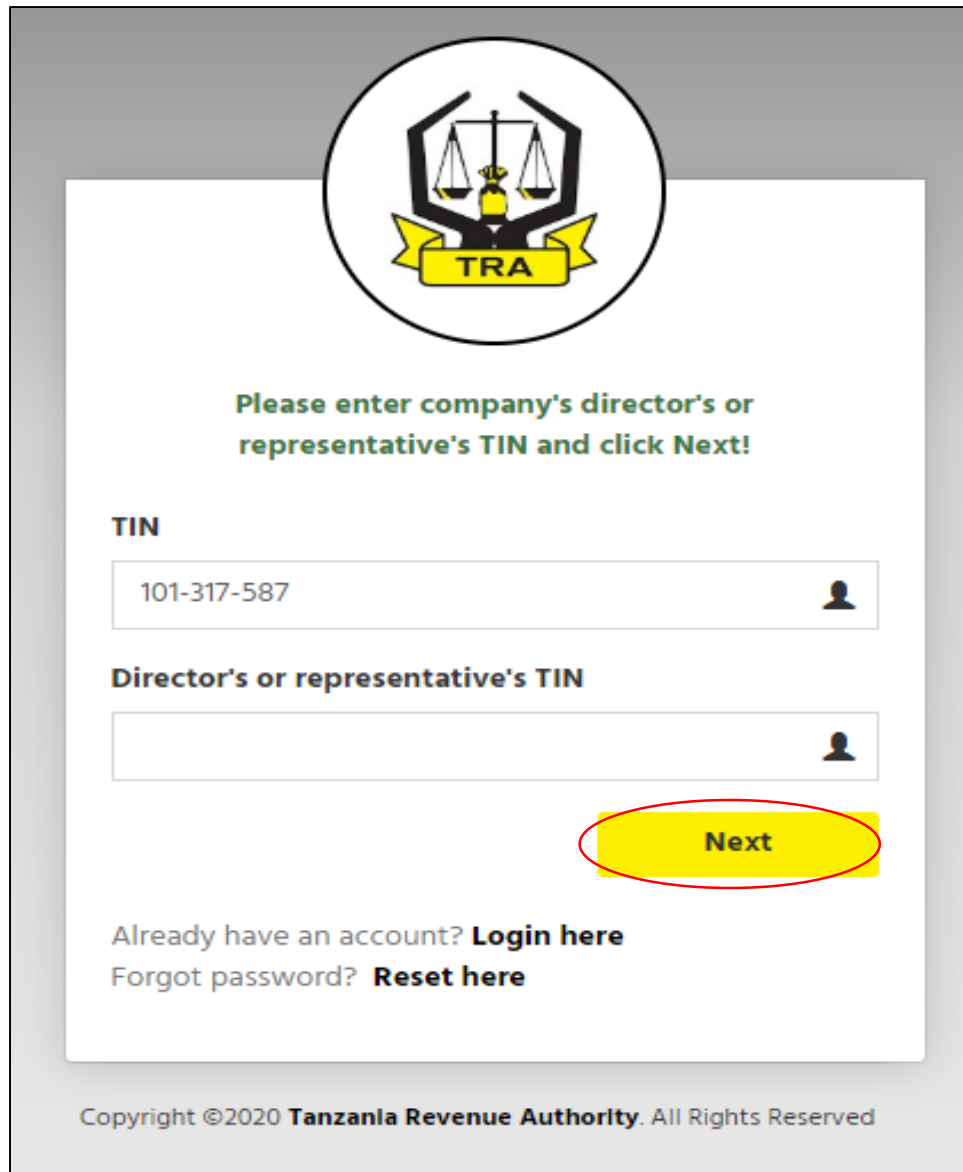
Step 2: Enter a valid TIN and then click **"Register"** link to proceed. After clicking Register link, you will be directed to the next screen

Note

For Entities, the TIN of the Director/Representative will be required. The Director/Representative required must be one of the persons registered in TRA TIN Database as the Director/Representative of such an entity. The Screen for entities will be as depicted below:

Following input of valid TIN, the system will automatically send a four-digit verification code to the mobile number and the e-mail of the Individual or Director/Representative of the entity. The verification code will be sent to the mobile number and the e-mail of the Individual or Director/Representative that is maintained in the registration database by TRA. Therefore, persons are required to ensure they have valid contact details and undergone biometric registration prior to register as e-filers.

Once received, the verification code will be entered in the field as indicated on the following screen:

Step 3: After keying in the verification code, click **"Submit"** where you will be directed to the next screen that will prompt you to create your own password as depicted on the following screen:

You can now provide password to finalise registration for eFiling. Password should have atleast one uppercase, lowercase letter, special character, and a number with minimum length of 8 characters.
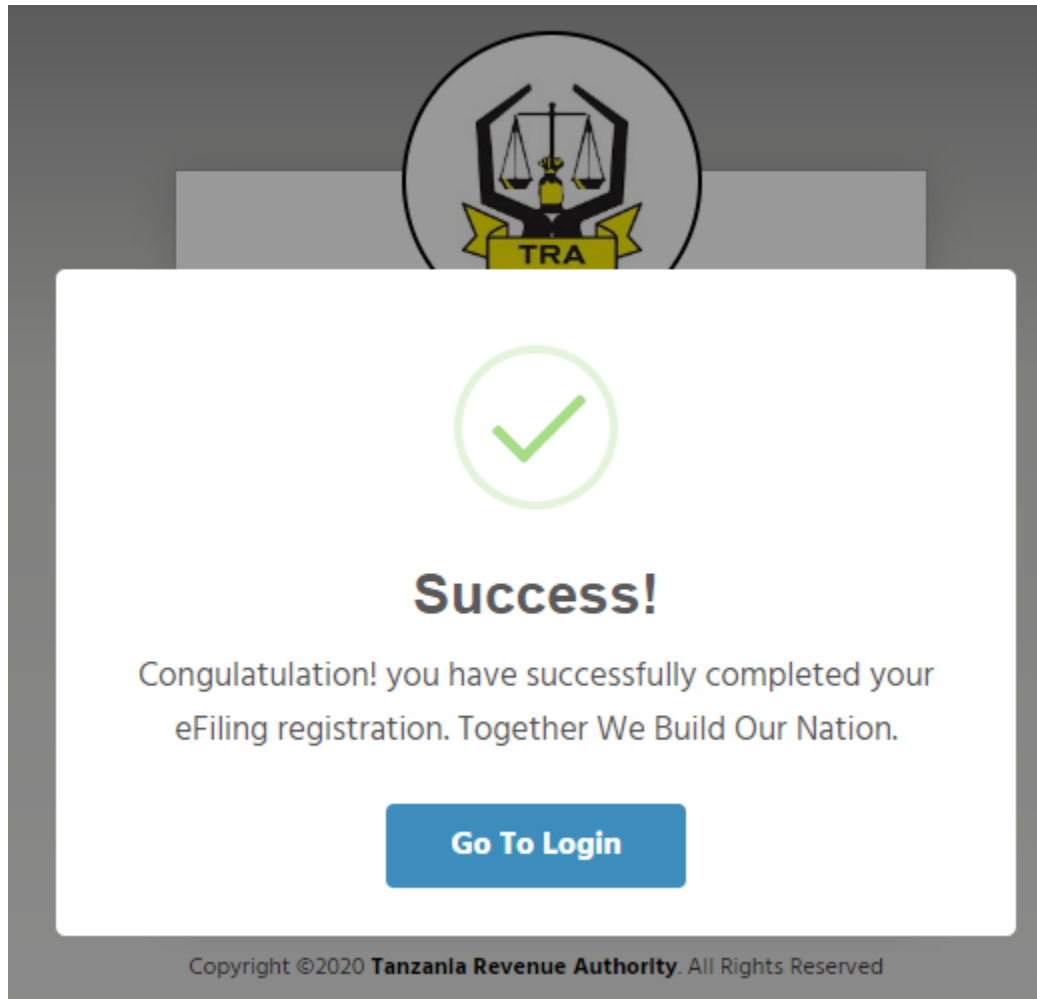
Password

Confirm password

Re-start registration   Finish

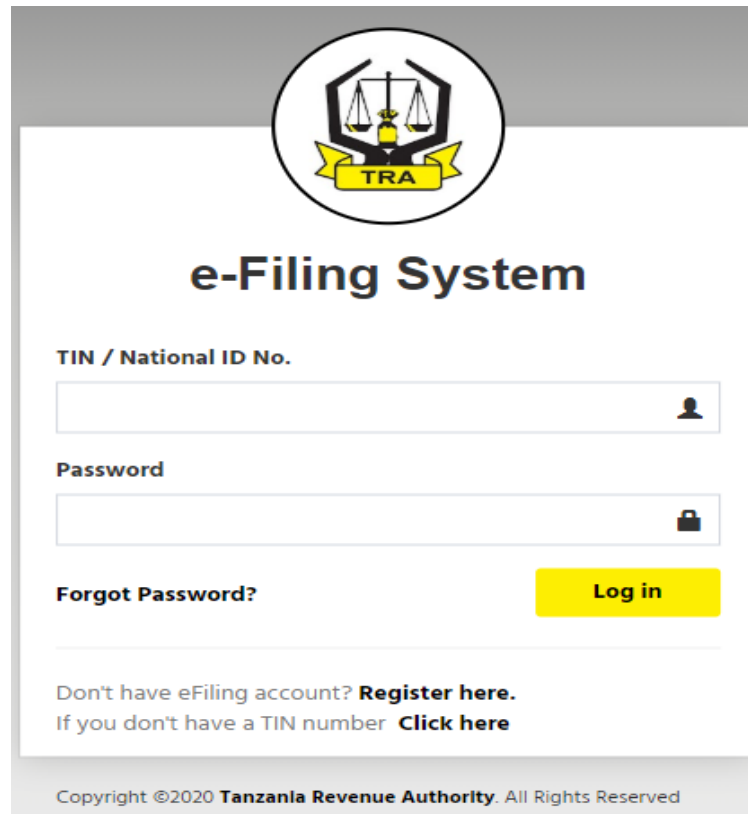Already have an account? **Login here**
Forgot password? **Reset here**

Step 4: After creating your password, click *"Finish"* to complete the e-filer registration process. Upon successful registration, the following message will pop up on your screen.

At this point you will have completed the registration and hence you can start using TRA e-filing services.
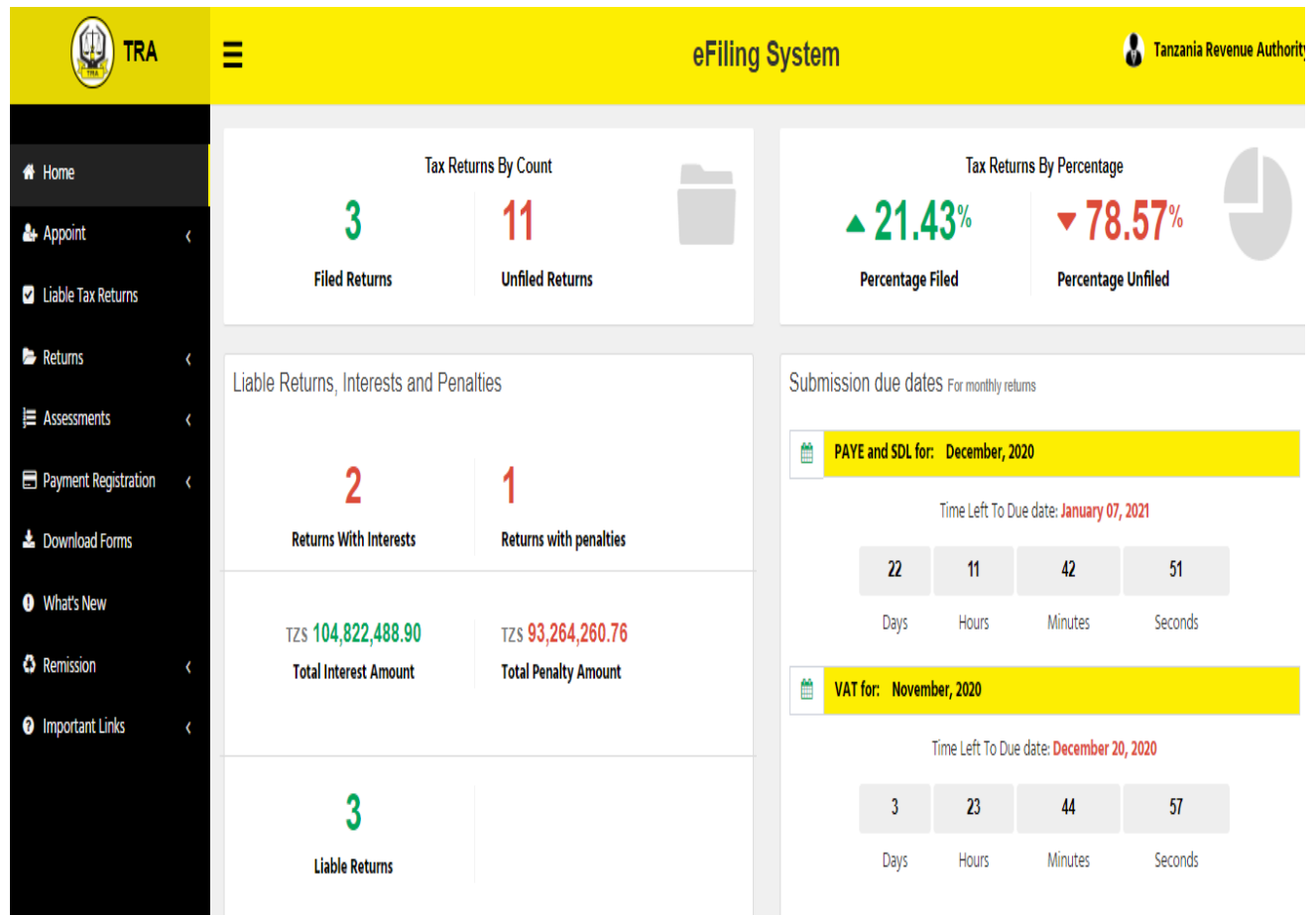
3.0 Log in

Step 1: Visit TRA official website (www.tra.go.tz) and click "*Efiling System"* link from the *"Do it online"* menu of the website. The log-in screen will then appear as depicted below
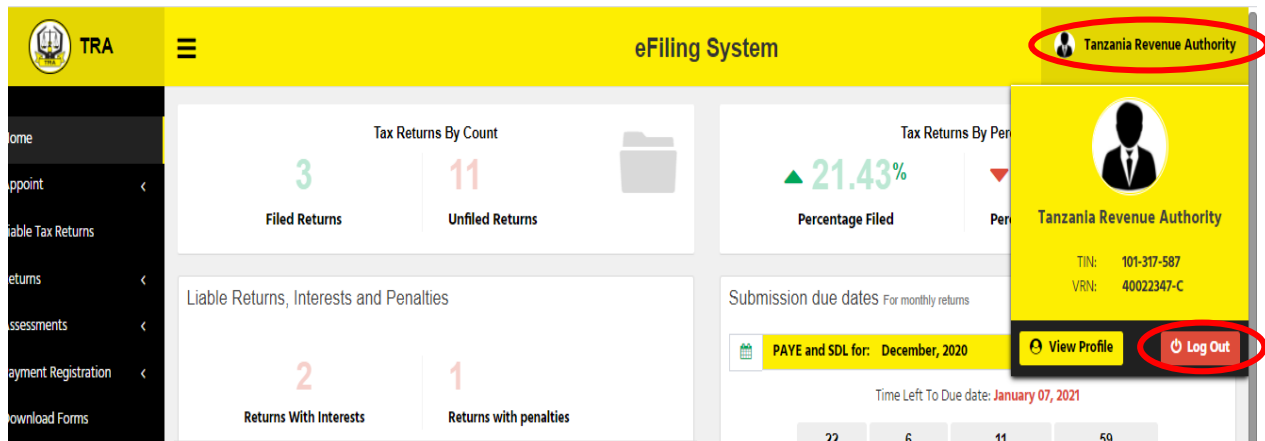

Step 2: Enter your registered TIN without including the hyphens i.e if TIN is 123-100-123 just enter 123100123 then enter password to log in to the e-filing system. After successful log in, the following home screen will appear.

4.0 Log out

In order to log out of the system, click the name of the taxpayer as depicted below and click the button for sign out.

5.0 Update Personal Information

This menu enables a taxpayer view the tax related information maintained in TRA as regards to registration details. It has been built to enable a taxpayer update contact details should they appear different from current contact details such as email address and telephone/mobile numbers.

Step 1: Click the name of the taxpayer as depicted below and then click view profile
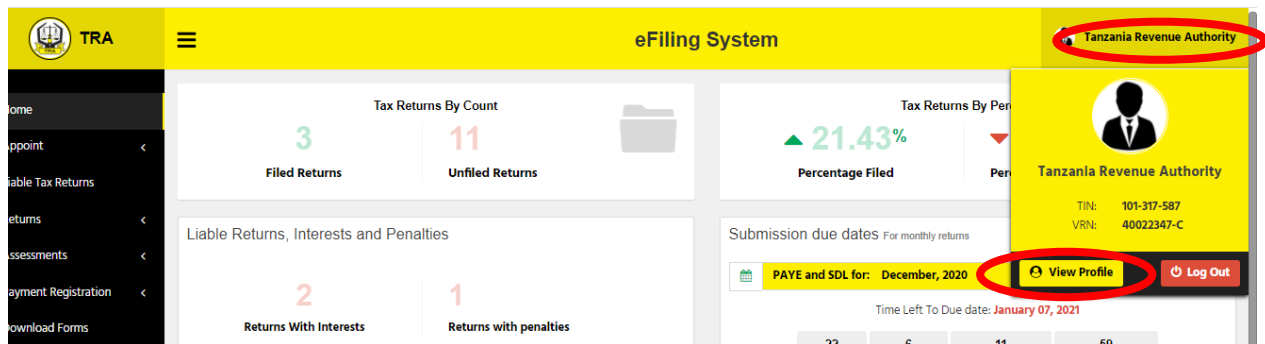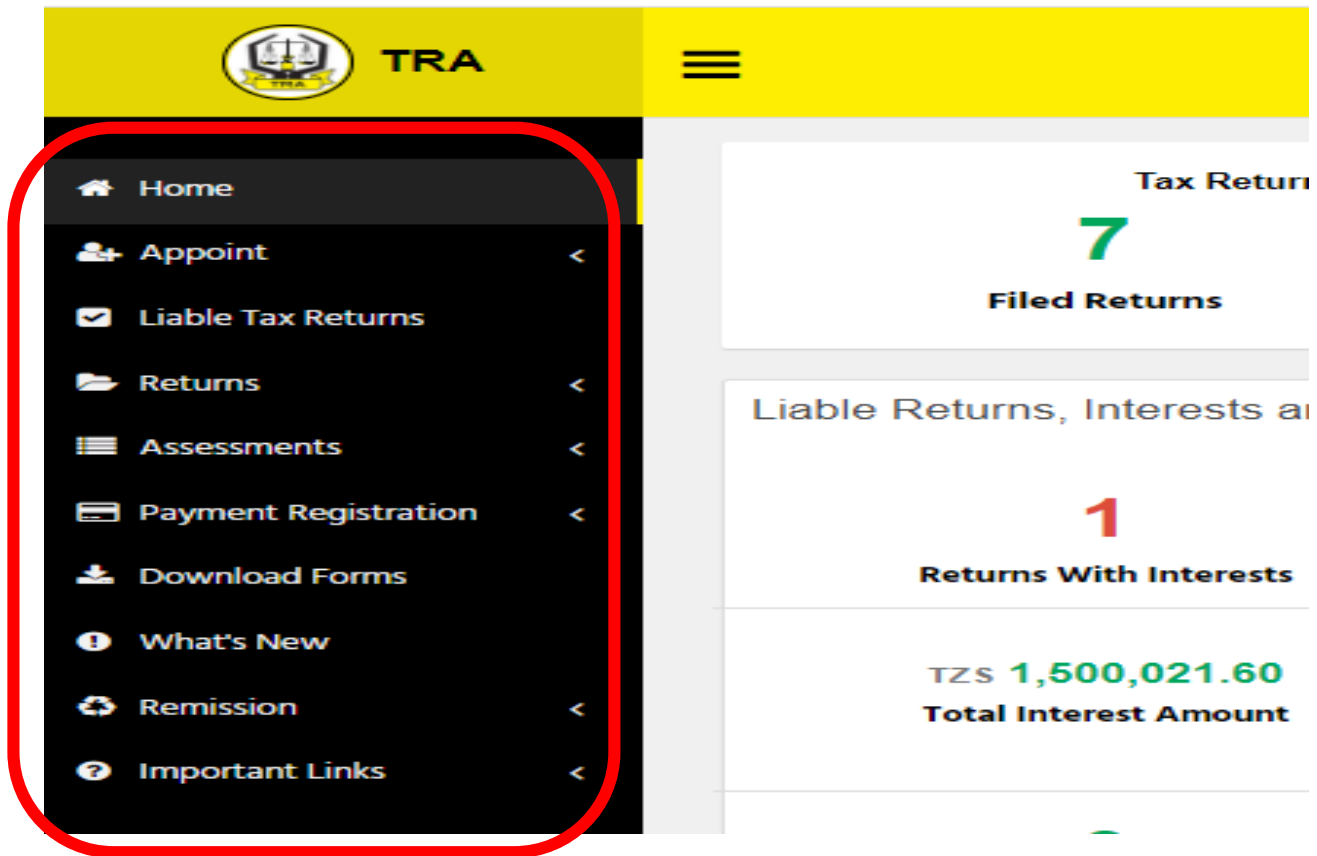

Step 2: View the contact details and click edit button for amending the contacts as depicted below and thereafter click save so as to save the changes made.
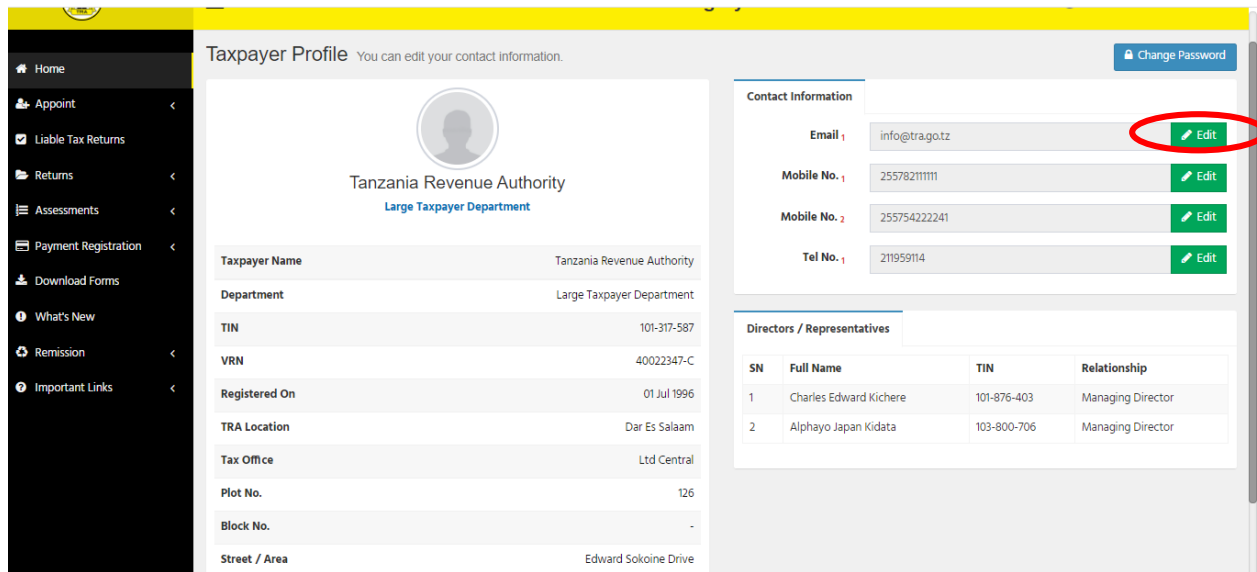
6.0 E-filing system Menu

The menu for e-filing system is as depicted below

The e-filing system menu and their functions are briefly described

i) Appoint
This menu enables the e-filer to appoint
   a. Declarant(s) for submission of tax returns on behalf of an entity *(this is applicable for entities only);* and
   b. Audit Firm or individuals for certification of return of income *(for all persons except taxpayers under presumptive regime.*

ii) Liable Tax Returns

This menu indicates tax type whose tax returns are to be submitted to TRA through the e-filing system. The menu further enables the e-filer to select, by ticking, the type of return or tax type that are applicable to his business in case one is missing.

iii) Returns

This menu indicates a list of returns already filed and those not yet filed and provide a link for the e-filer to effect filing of returns.

iv) Assessment

This menu provides a list of self-assessments for various filed returns as well as a list of adjusted assessments issued by TRA.

v) Payment Registration

This menu saves for enabling taxpayers select assessments and make payments directly without login into the separate RGS portal for payment. It also enables a taxpayer view the registered order forms for payments.

vi) Download Forms

This menu enables the e-filer to download various return forms that are to be submitted electronically which have been designed in excel format. Thus, being excel forms they can be filled and later uploaded into the system during filing process.

vii) Remission

This menu enables e-filer submit the application for remission of penalty and/or interest following assessment by the TRA. It also enables e-filer view applied remissions with respective status as to whether granted by TRA or not.

viii) Important Links

This menu provides links to the following documents and other systems that are related to the process of return filing and processing;

- E-filing user guide
- Unser guide for filling return forms
- Online TIN registration system
- Revenue Gateway system
- Old e-filing system for VAT returns

## 7.0 Appoint Declarant(s) (For entities only)

Step 1: In order to file tax returns, an entity must appoint a declarant who must be an individual. Appointment of a declarant is done by clicking the *"Appoint"* menu.

Step 2: Click on the **"New Declarant or Appoint New Declarant"** to proceed to the next screen that will prompt to enter TIN of the prospective declarant as depicted below. Enter Declarant's TIN, the system will retrieve the name of the individual selected, select position of such a declarant and tick to agree to appoint such a declarant then click **"Submit".**
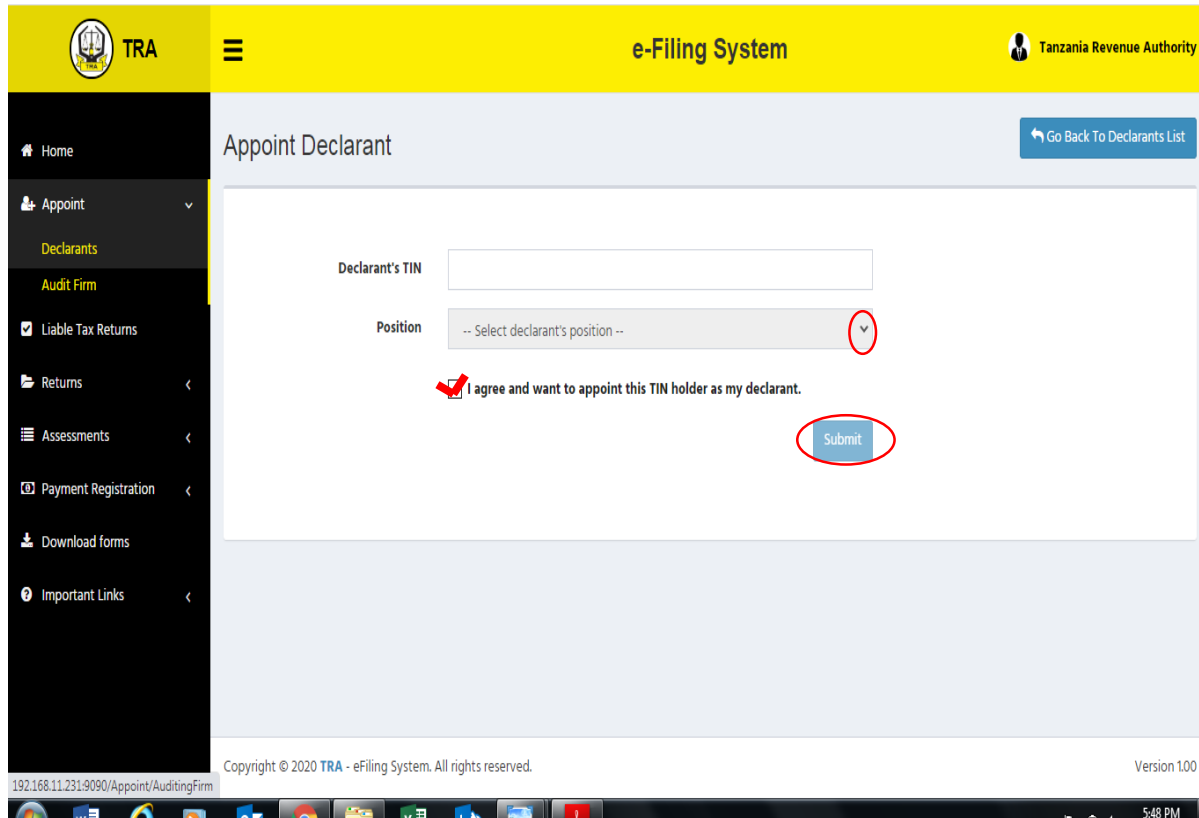
Step 3: Following successful appointment, the following message will pop up on the screen to indicate successful completion of the process.
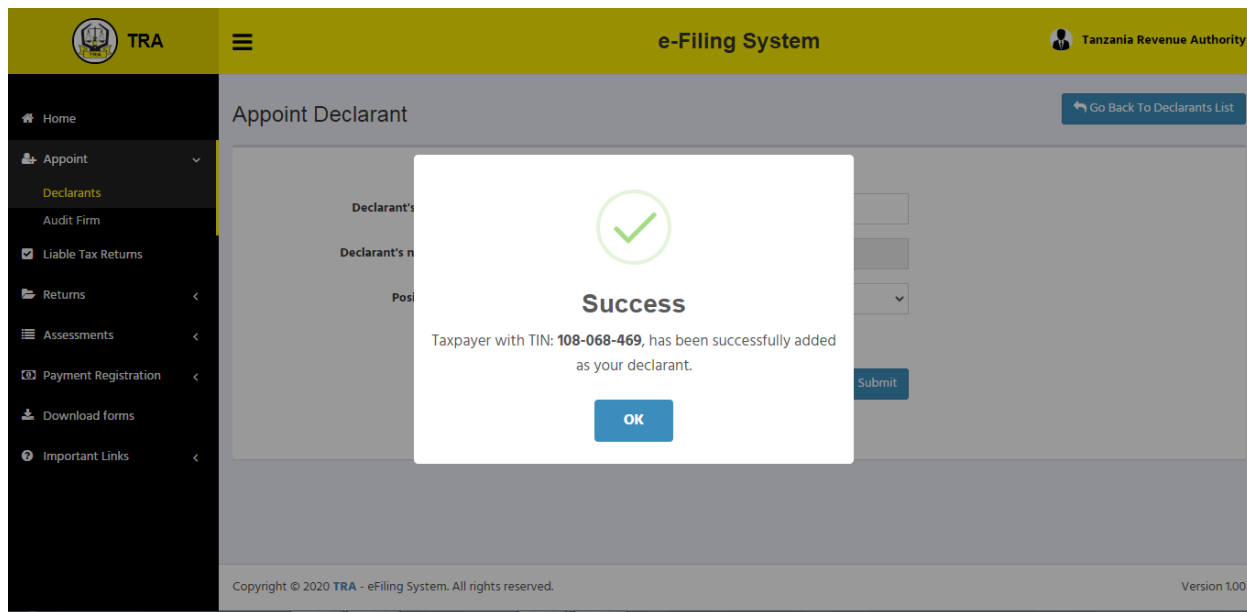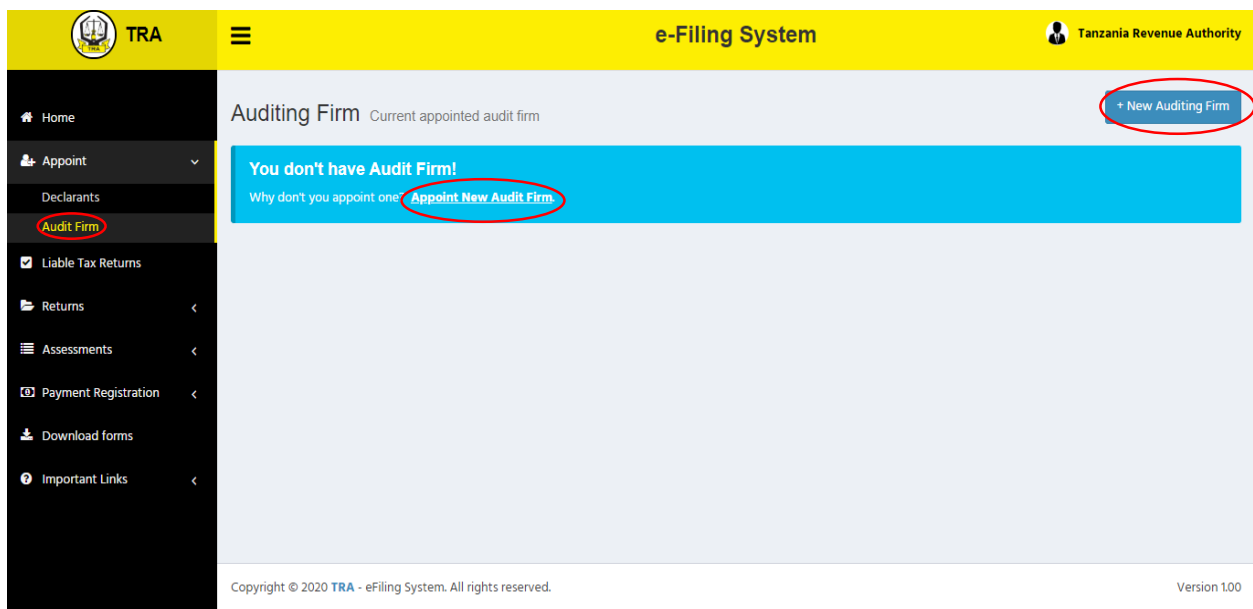
Note:

i).   The appointed declarant will receive notification message through his/her mobile number and email address maintained in the database by TRA;

ii). An appointed Declarant can be removed at the discretion of an Entity at any time;

iii). More than one Declarant can be appointed by an e-filer;

iv). An appointed Declarant must also be registered as an e-filer in order to execute his duties of filing returns;

v).   A declarant can continue with other filing functions as an individual taxpayer on top of a duty of a declarant of an entity;

vi). A single declarant (an individual) can be appointed by more than one entity.

8.0 Appoint an Audit Firm

Step 1: In order to fulfil the requirement of certification of Returns of income, an e-filer must appoint an Audit Firm or an individual person who has been registered by NBAA under the category Certified Public Accountant in Public Practice. Appointment of an Audit Firm is done by Clicking **"Appoint"** then *"Audit Firm"* link on the log in homepage where you will be directed to the following screen.

Step 2: Click on the **"*New Audit Firm or Appoint New Audit Firm"*** as depicted on the above screen to proceed to the next screen that will prompt TIN of the prospective Audit Firm as depicted below:

Step 3: Enter a valid TIN of an Audit Firm and click **"Submit"** to verify existence of the prospective Audit Firm. If the firm or individual selected is valid in terms of being pre-uploaded in the TRA system, you will be directed to the following screen

Note: The audit firm or individual person registered must be registered by the National Board of Accountants and Auditors of Tanzania in the category of Certified Public Accountants in Public Practice. Should the system indicate that the audit firm or individual person selected is not in the TRA database then that selected person must contact the TRA for inclusion in the database upon satisfaction of his/her qualifications.

Step 4: Click **"Submit"** to complete appointment of an Audit Firm. Upon completion, the following message will pop up on your screen
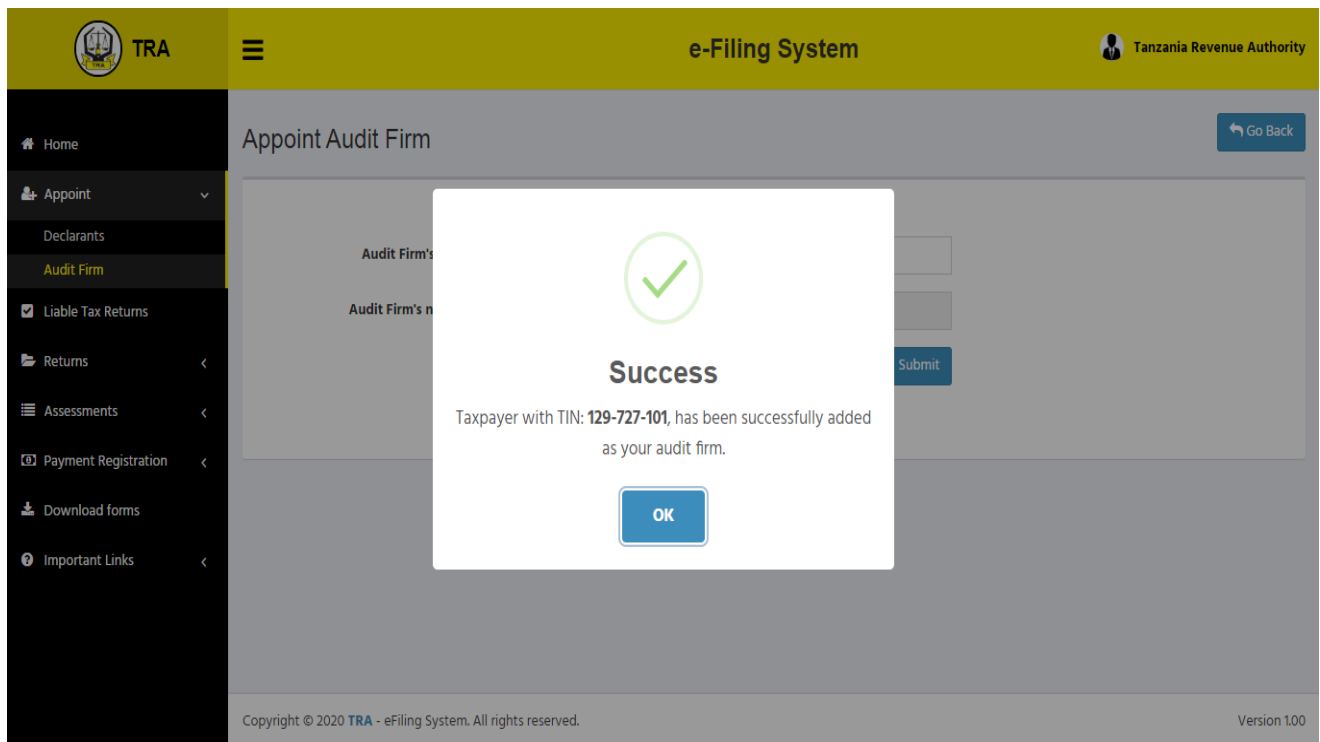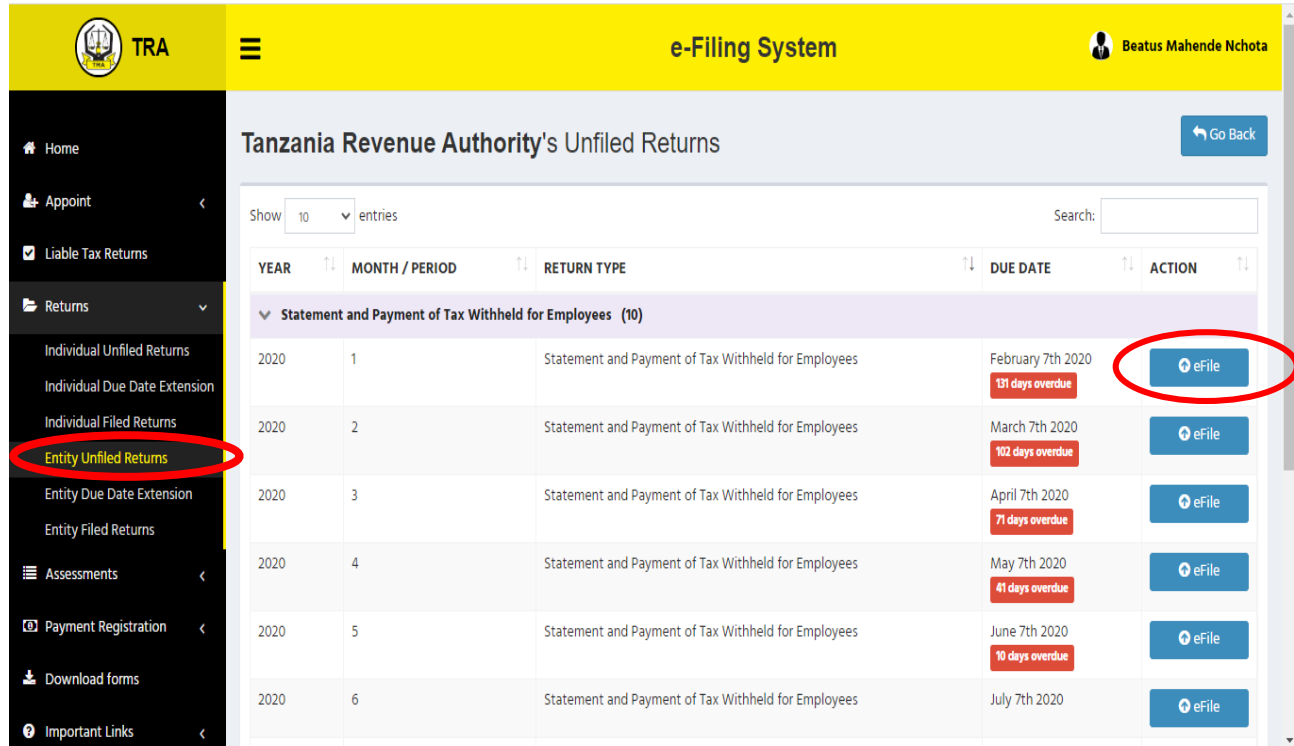
Upon appointment, the appointed audit firm will receive notification message to inform of its appointment

9.0 Filing of Returns (PAYE, SDL & SETPI Returns)

Step 1: Filing of returns is done after log in by an individual e-filer or appointed Declarant of the entity. In order to file returns for Skills and Development Levy (SDL), Monthly Statement of Withholding Taxes for Employees (PAYE) and Statement of Estimated Tax Payable by Instalments (SETPI), click on **"Returns"** on the log in home screen where you will select **"Unfiled Returns"** for individual e-filer or **"Entity Unfiled Returns"** for a declarant of the entity. A list of unfiled will be displayed as shown on the screen below:

Note: An entity cannot file its own return thus appointed declarants will be able log in and access entity returns for filing.

Step 2: Select an appropriate return and click **"e-file"** in order to start filing of such a return. For Returns other than returns of income, a screen like the following will appear indicating return type, year of return and/or month of return and an option to choose a file or download a return in the form of an excel template

Step 3: An e-filer/Declarant will be required to upload a return that has been already filled and saved in the computer with all required information by clicking **"Choose File"**. Upon selection of the return file, its name will appear as indicated on the screen below

Step 4: Click **"Upload"** in order to upload the filled in excel return form for processing. You will receive the message prompting to review the uploaded return before further processing as indicated on the following screen
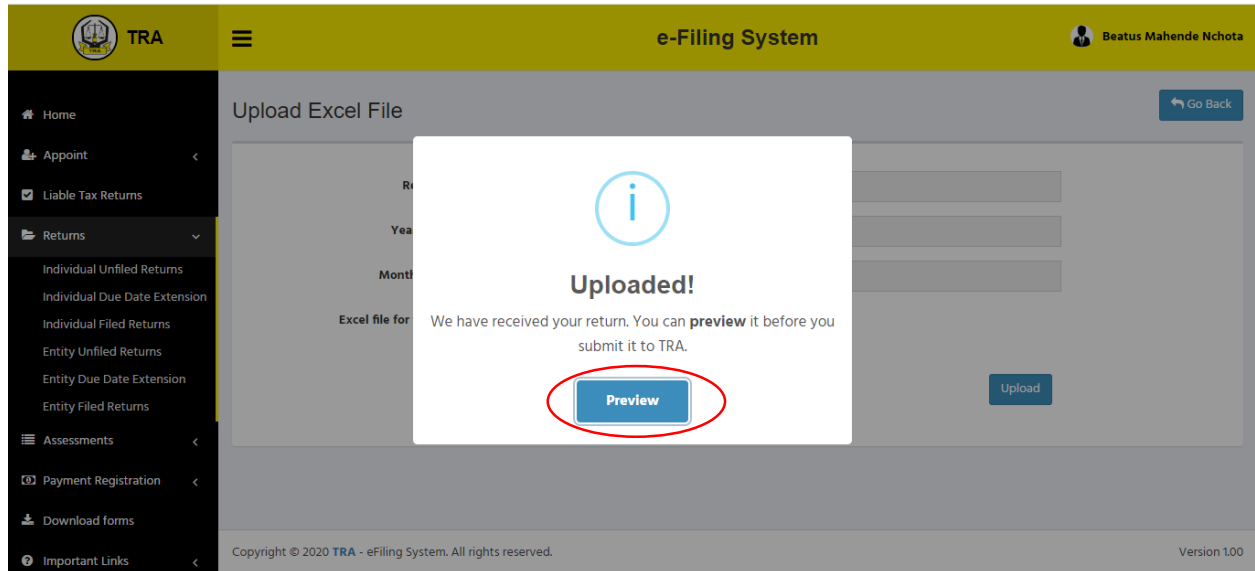
Step 4: Click *"Preview"* in order to confirm the information contained in your uploaded return. You will be directed to the screen as depicted below:
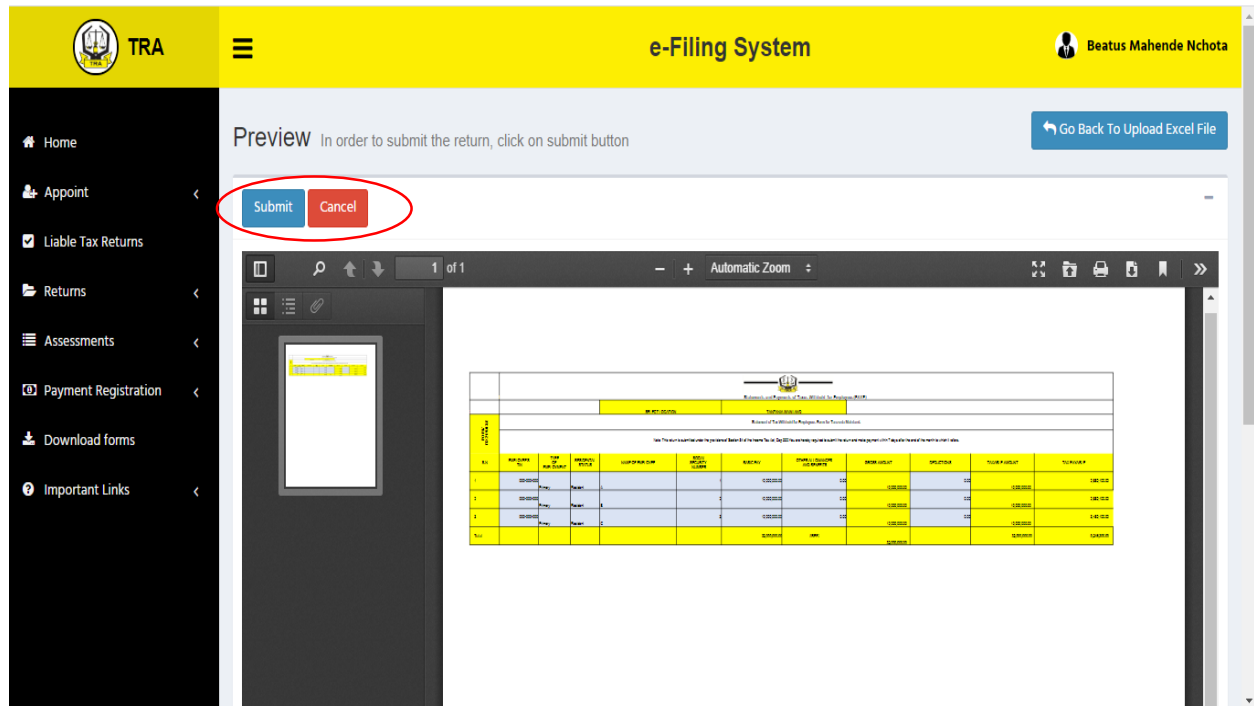
Step 5: If there is any need to cancel the process after review of the return you can do the same by clicking *"Cancel"* and you can upload another file. However, if the information is correct click **"Submit"** to send your return for processing/assessment.
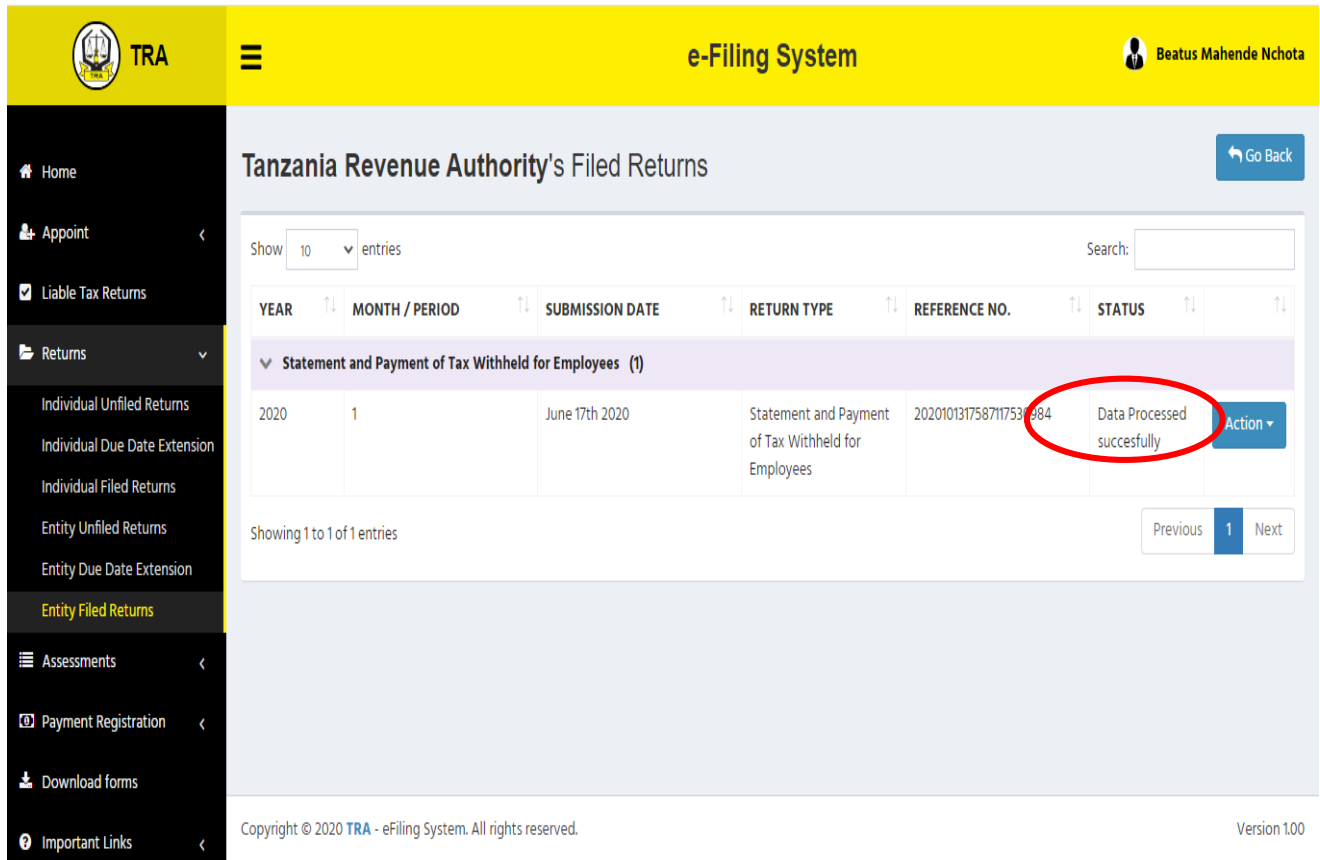
Step 6: You will be prompted to make a declaration of return filing before you finally submit. The Declaration Statement indicated in the screen below will pop up and you will be required to click *"Yes, Submit it"* to complete submission of return, otherwise click *"No, Cancel"* to decline filing of return.
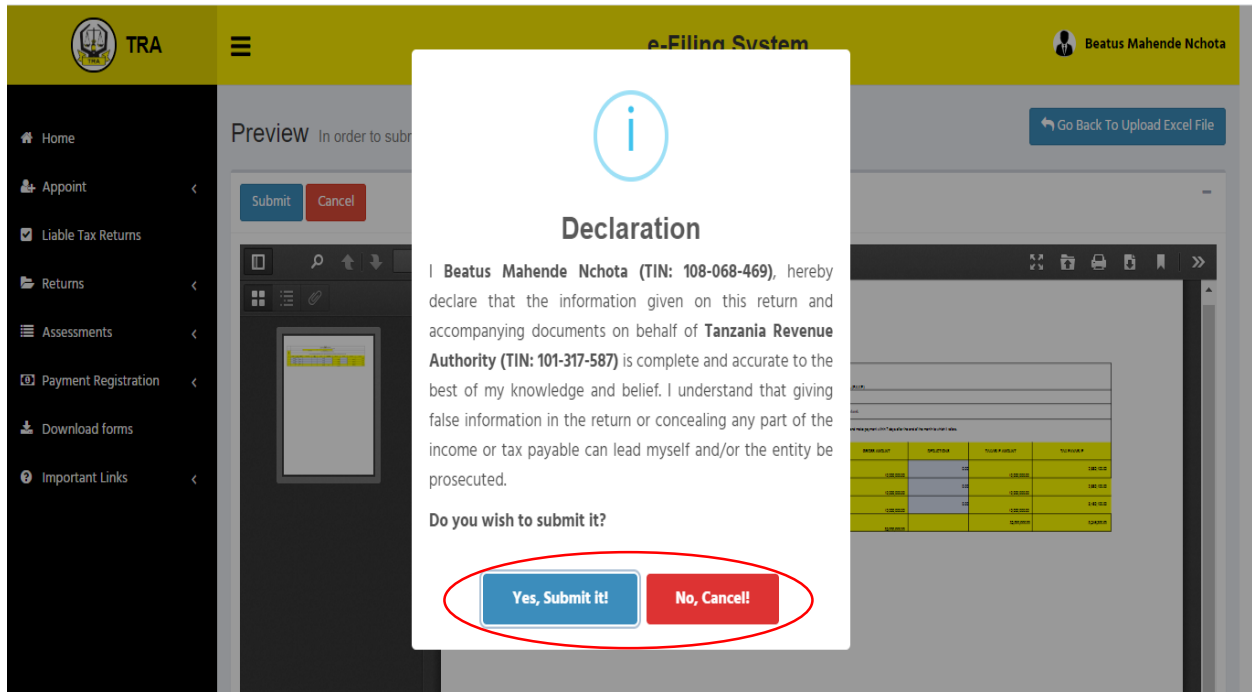
Step 7: After successful submission of return, the following message will pop up to confirm completeness where a transaction reference number will be auto-generated
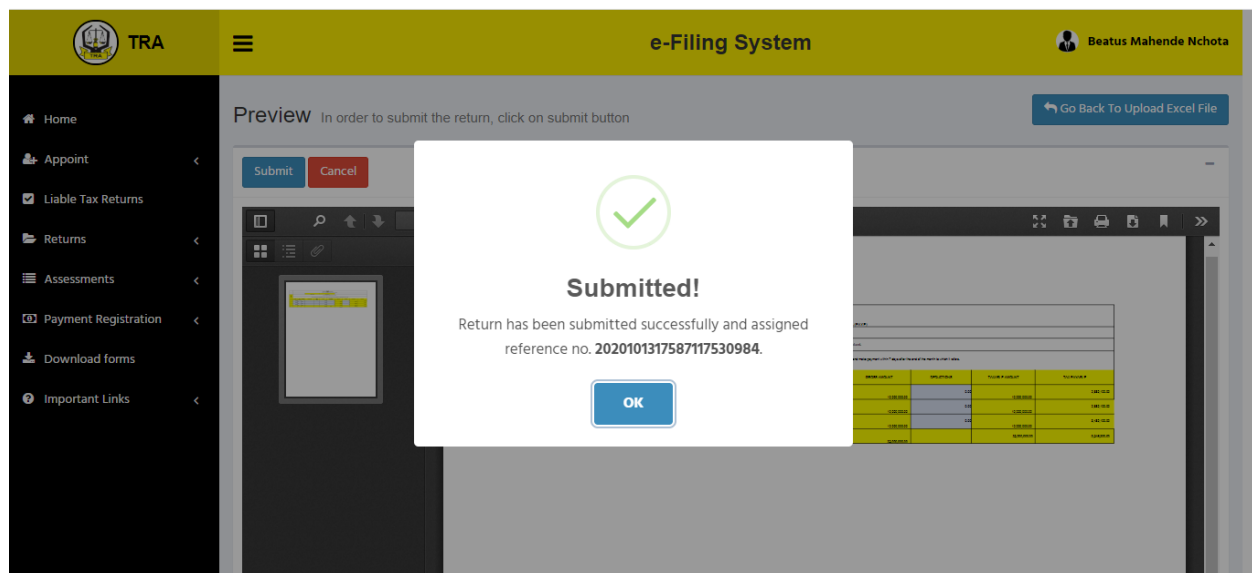
Step 8: After processing the Return, the following screen will pop up indicating among others, period, return type, reference number and status. Status reading **"Data Successfully Processed"** indicates completeness of processing of the return. If the return is not processed the status will indicate accordingly with a clear message for the anomaly noted and you will be required to select the button for action where you will be able to download the rejected return as well as resubmit to TRA.

Step 9: After successful processing of a return, click **"Action"** to view, save or print a copy of Acknowledge of Receipt of a Return, Submitted Return and Assessment issued against such a return. The options will pop up as indicated on the screen below:

10.0   Filing of Returns (Revised SETPI)

Step 1: Filing of returns is done after log in by an individual e-filer or appointed Declarant of the entity. In order to file returns for Revised Stat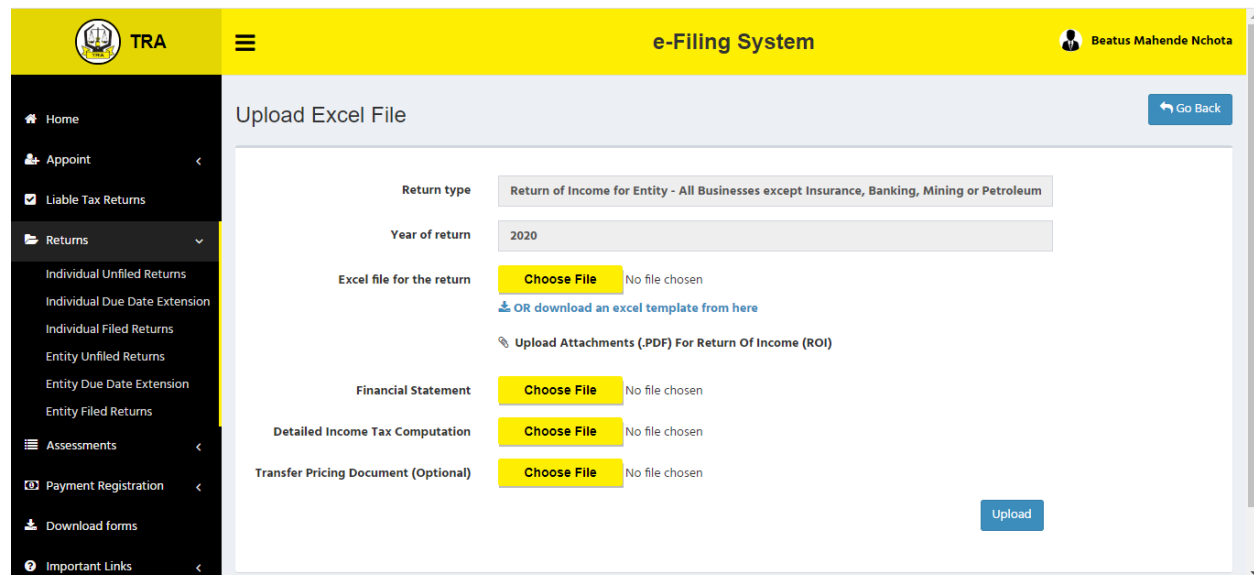ement of Estimated Tax Payable by Instalments (Revised SETPI), click on *"Returns"* on the log in home screen where you will select *"Filed Returns"* for individual e-filer or *"Entity filed Returns"* for a declarant of the entity. A list of filed returns will be displayed as shown on the screen below:

Note:

- In case the system indicates the SETPI return as unfiled whereas the same return has already been filed manually prior to commencement of the e-filing system kindly contact TRA so as they can enable you view the already submitted return
- An entity cannot file its own return thus appointed declarants will be able log in and access entity returns for filing.
- For entity returns, in case the declarant cannot be able to view the already submitted SETPI whereas when log in into the entity portal the return is available then contact to TRA to enable the selected declarant view the submitted SETPI so as to proceed with the submission of revised SETPI.

Step 2: Under the already submitted SETPI or revised SETPI click **Action** and then select **revise statement** so as to be able to see the link to access the submission of revised SETPI as depicted on the screen below;

After click *revise statement*, a screen like the following will appear indicating return type, year of return and an option to choose a file or download a return in the form of an excel template

Then follow steps 3 to 9 as documented under item 9 above when filing PAYE, SDL or SETPI

11.0   Filing of Returns (Return of Income)

Step 1: Filing of returns is done after log in by an individual e-filer or appointed Declarant of the entity. In order to file returns, click on *"Returns"* on the log in home screen where you will select *"Unfiled Returns"* for individual e-filer and *"Entity Unfiled Returns"* for a declarant of the entity. A list of unfiled returns will pop up as depicted on the screen below:

Step 2: Select an appropriate return and click *"e-file"* in order to start filing of such a return. For returns of income, a screen like the following will appear indicating return type, year of return, month of return and an option to choose a file or download a return in the form of an excel template. Similarly, it will prompt mandatory uploading of Financial Statement and Detailed Income Tax Computation and optional uploading of Transfer Pricing Documentation *(which is mandatory to eligible e-filers)*

Step 3: An e-filer/Declarant will be required to upload a return that has been filled with all required information by clicking *"Choose File"*. Similarly, you will be required to upload Financial Statements, Tax Computation and Transfer Pricing Contemporaneous Documentation *(for eligible taxpayers only).* Upon selection of the file, its name will appear as indicated on the screen below


Step 4: Click *"Upload"* in order to upload the return in excel format and accompanied attachments for further processing. You will receive the message prompting you to review the uploaded return before further processing as indicated below
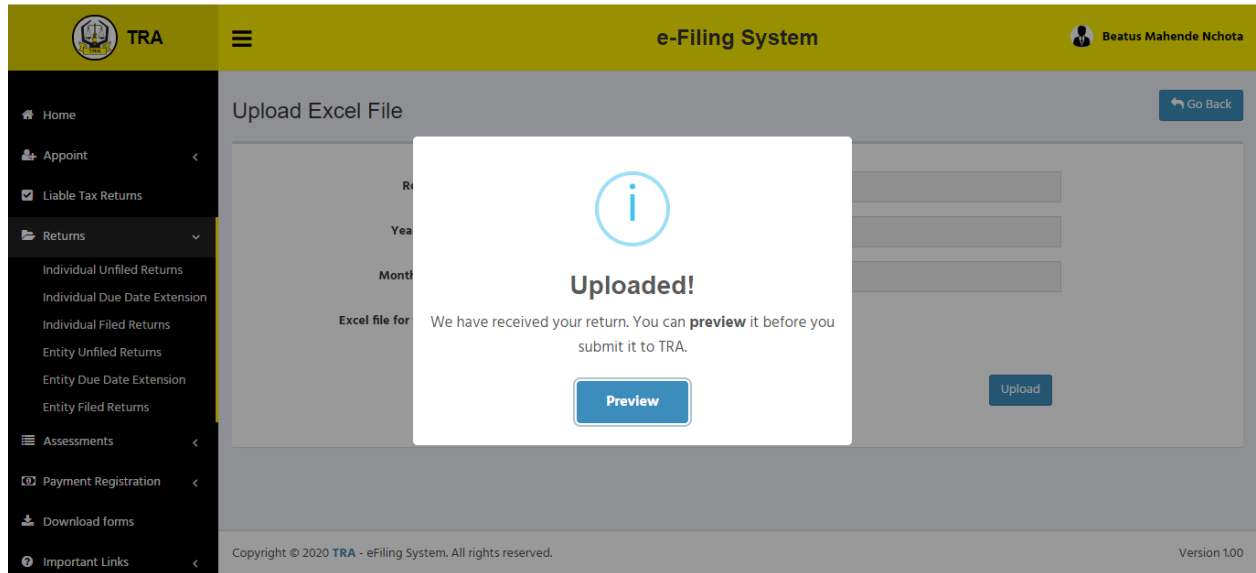
Step 4: Click "**Preview**" in order to confirm the information contained in your uploaded return. You will be directed to the screen as depicted below:
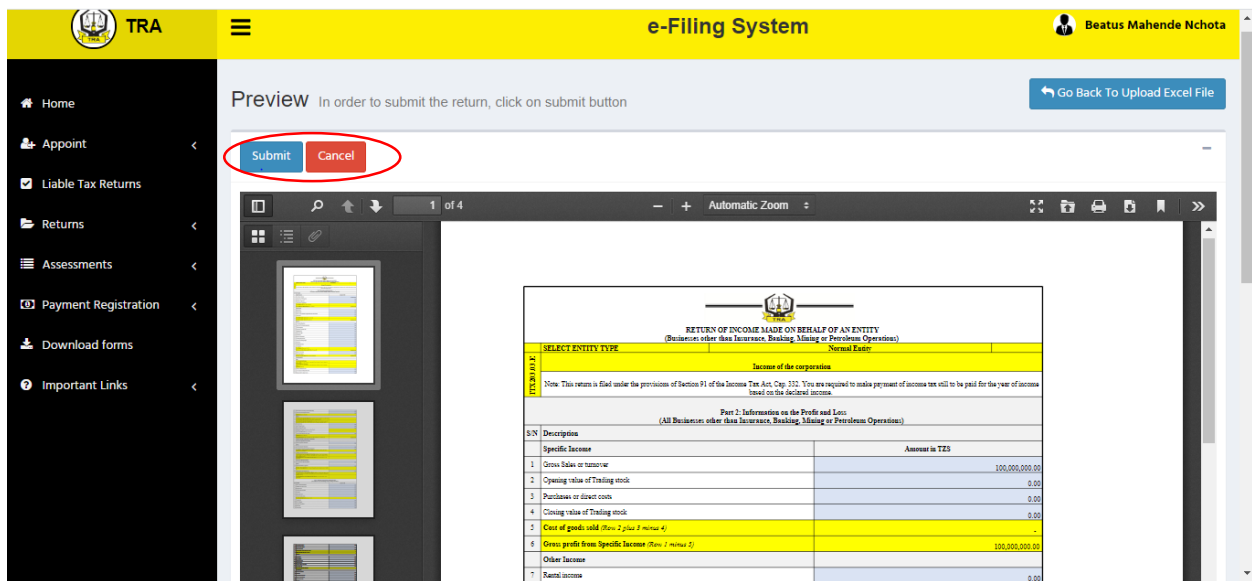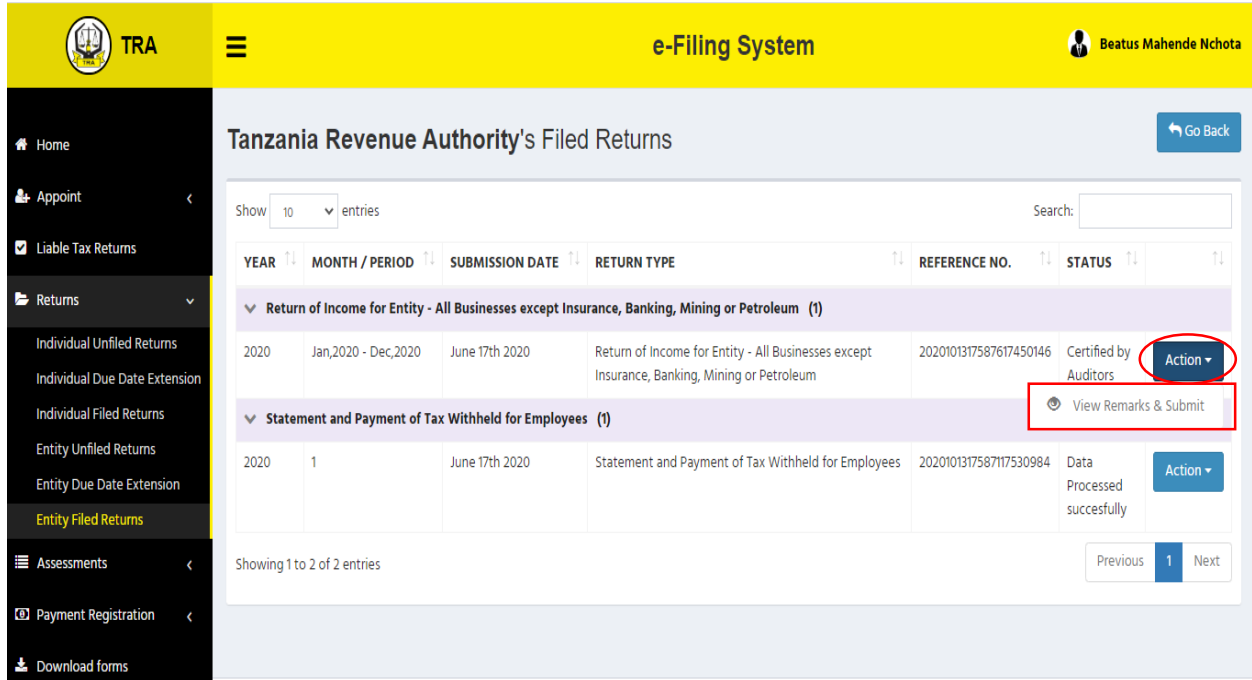

Step 5: If there is any need to cancel the process after review of the return you can do the same by clicking "**Cancel**" and you can upload another file. However, if the information is correct click "**Submit**" to send your return for processing/assessment. Upon clicking "**Submit**" the return will be submitted to the Audit Firm for certification and the following message shall pop up to confirm submission;
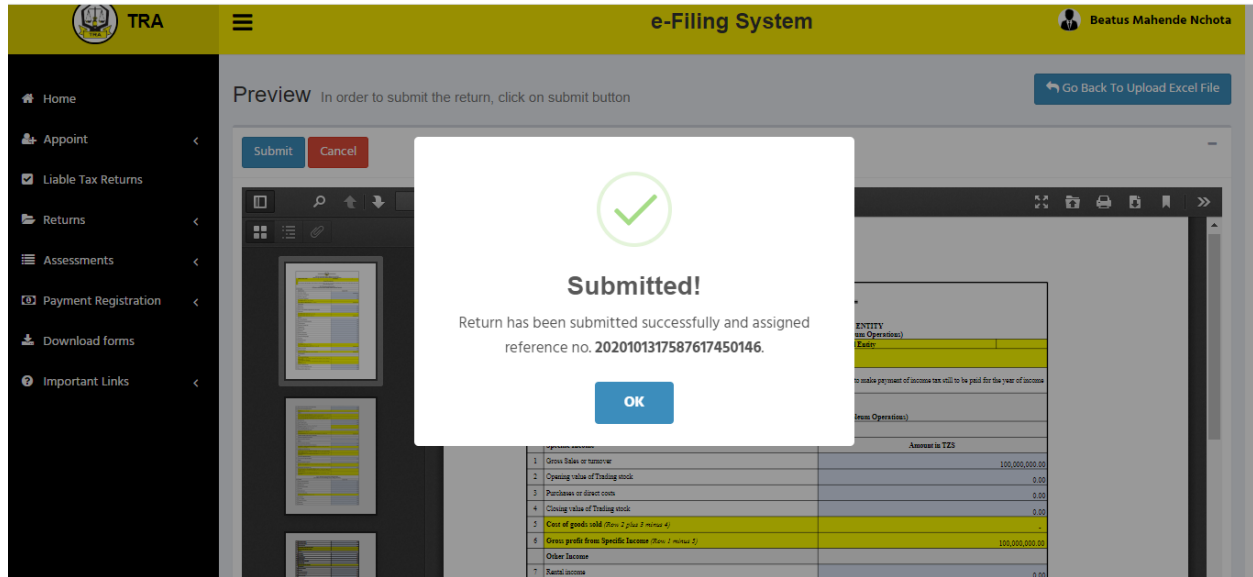
Step 6: After certification by an Audit Firm, an e-filer will receive the certified returns and be required to review and submit it to TRA. The Declarant will be able to view certified returns from a list of filed returns. Certified return of income will have a status reading **"Certified by Auditors"** as indicated on the screen below:
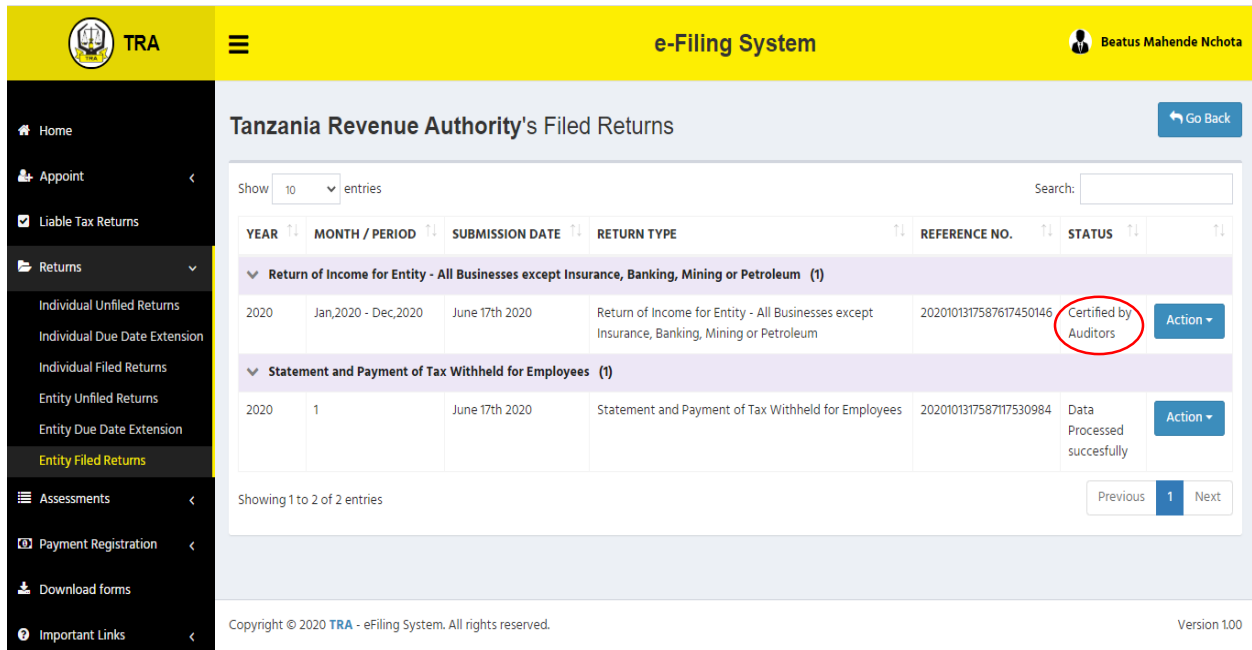
Step 7: To view Auditor's remarks, click **"Action"** to obtain an option to view remarks and submit to TRA as depicted on the screen below:

Step 8: You can review Returns together with all other attachments. If there is any need to terminate the process, click **"Cancel"** as it appears on the screen below but if the returns and attachments are correct, click **"Submit"** as it appears on the screen below to submit the return to TRA for further processing
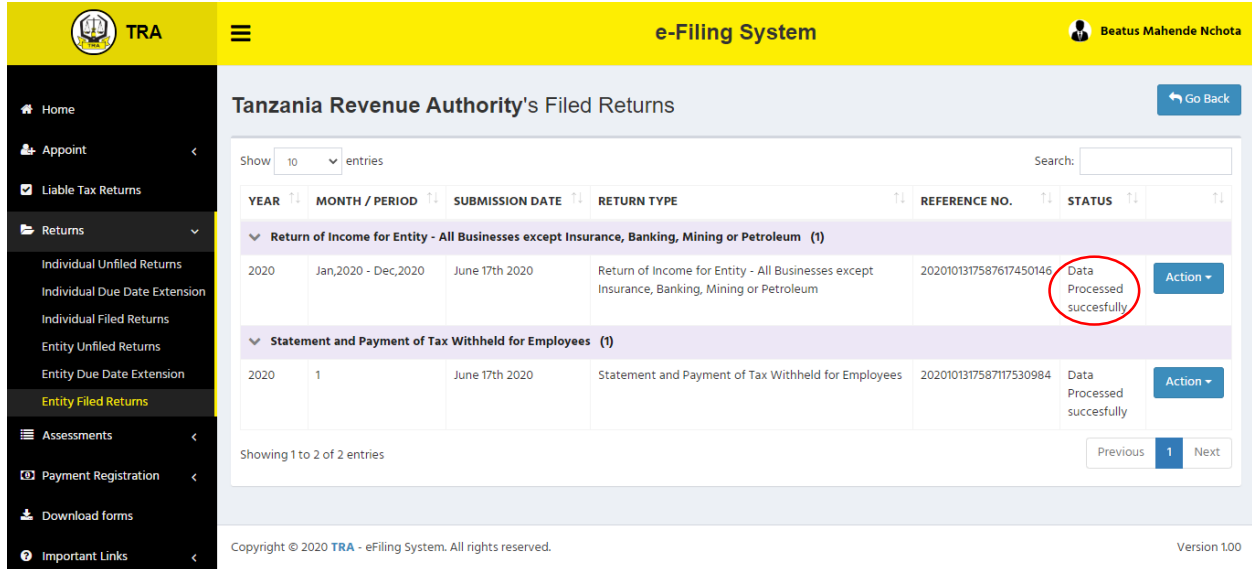
Step 9: After you clicking *"Submit"* you will be prompted to confirm your option as indicated on the screen below where you will be required to click *"Yes Submit it"* to confirm
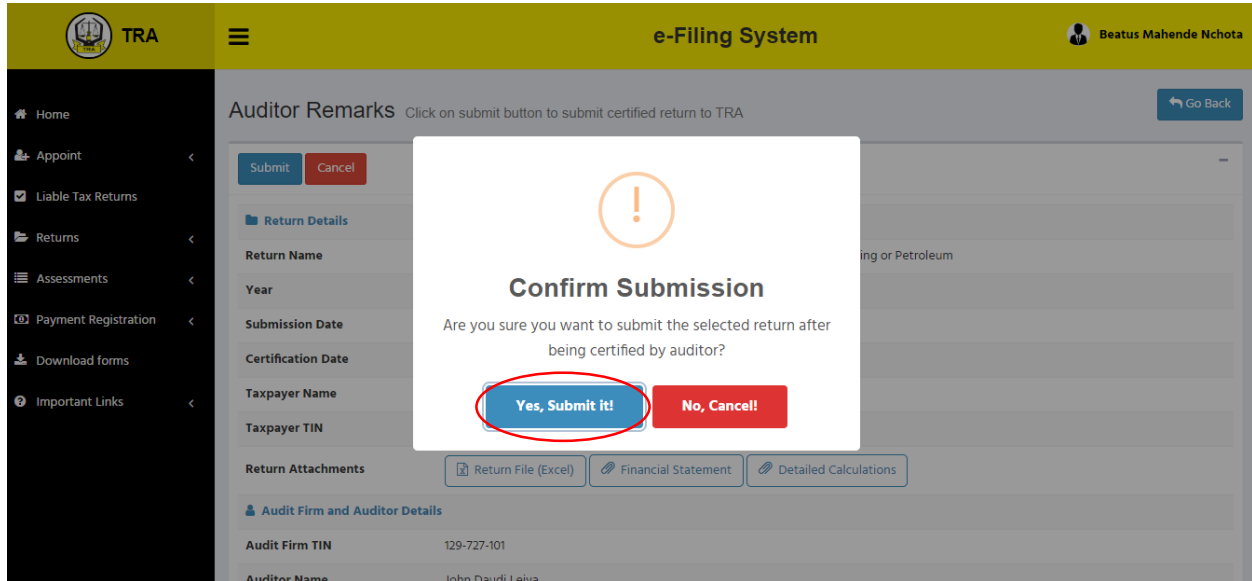
Step 10: You will then receive a confirmation that your returns have been sent to TRA by receiving the message depicted on the following screen *(However, it should be noted that, the message does not provide a confirmation of successful filing of return)*
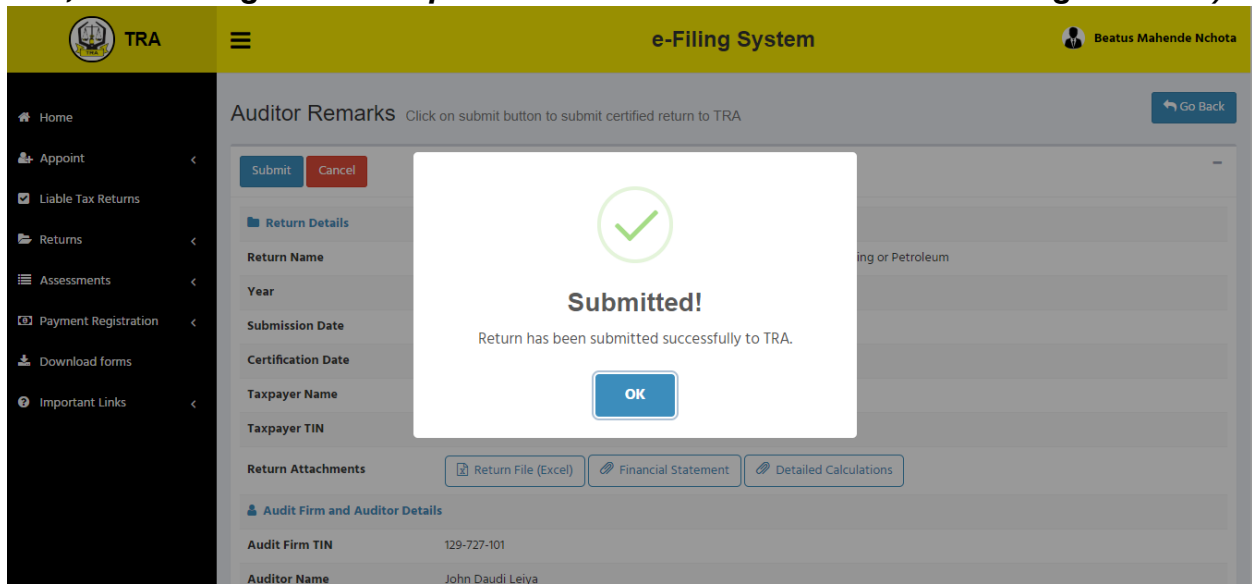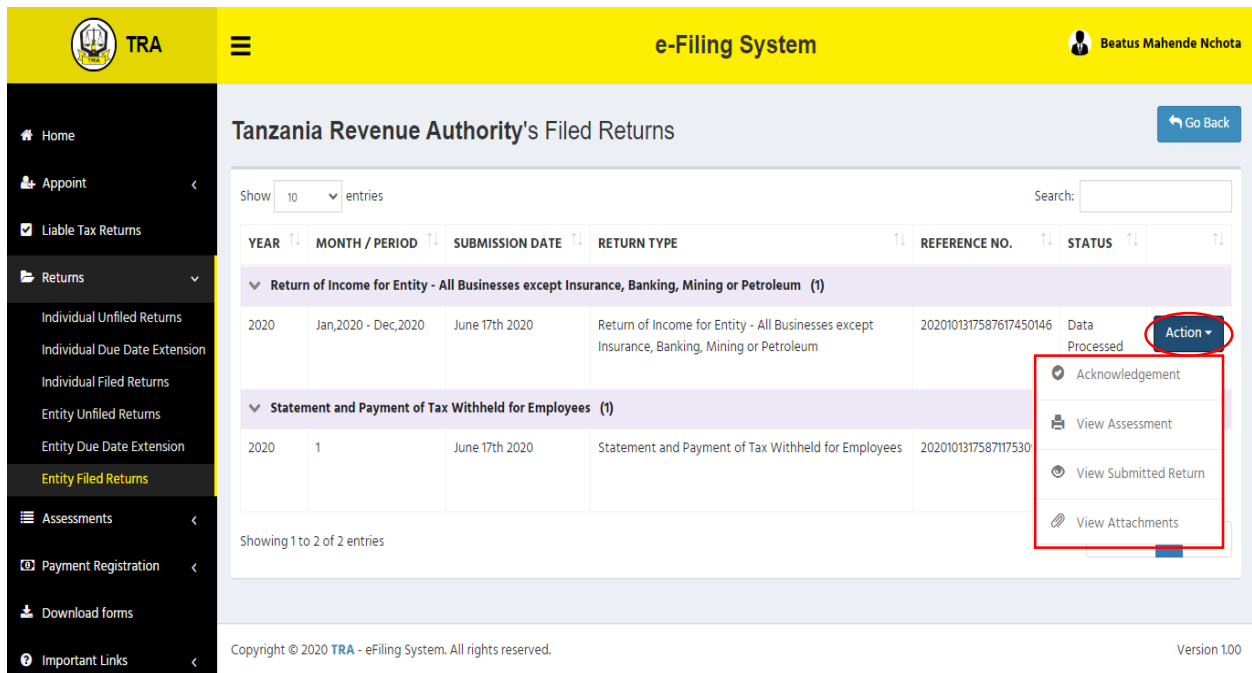
Step 11: If the return has been filed and processed successfully, it will appear on the list of submitted returns with a status reading *"Data Processed Successfully"* as indicated on the following screen

Step 12: Following successful filing of return of income, you can view or save a copy of TRA's Acknowledgement of Return, Submitted Return, Assessment issued and all the Attachments by clicking *"Action"* as indicated on the screen below

12.0 Certification of Return of Income by Auditors

1. Appointment of Individual Auditors to Certify Returns

Step 1: An audit firm appointed by an e-filer must be registered as an e-filer and assigned audit firm role in the system.

An audit firm must appoint individual auditors who will certify returns on behalf of the firm. To appoint an auditor, the firm will go through the link **"List of Auditors"** found under the menu of **"Audit Firm"** on the log in screen as indicated on the following screen
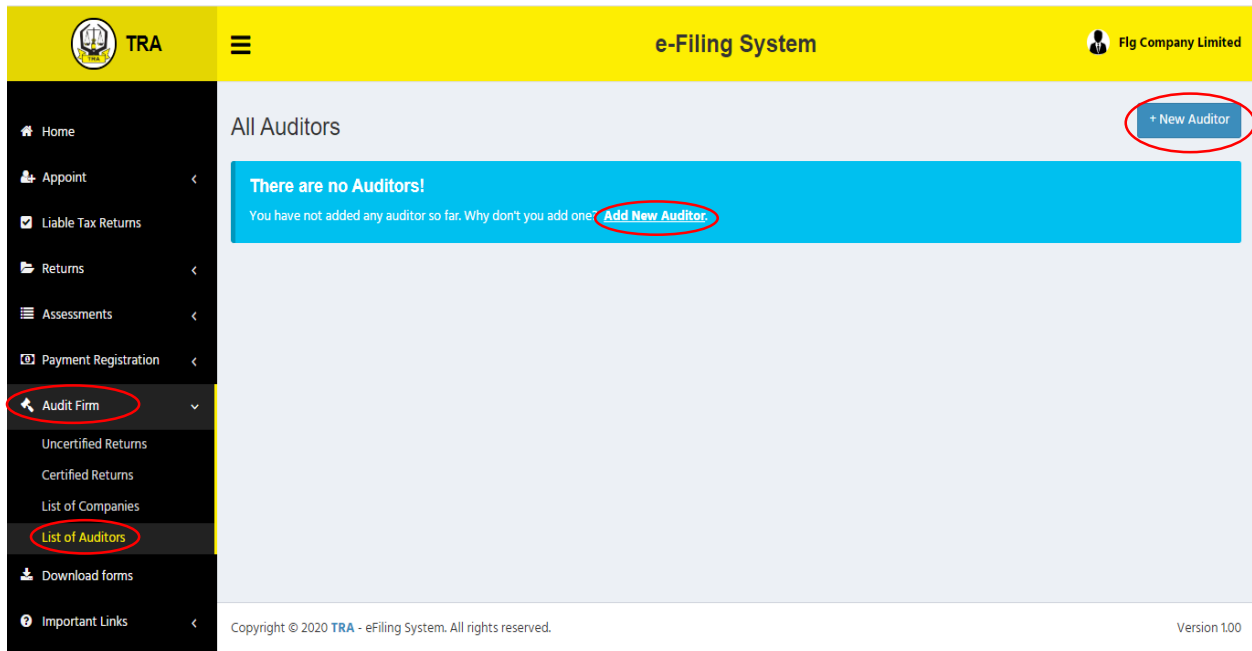
Step 2: Click on the link "**New Auditor or Add New Auditor"** as depicted on the above screen in order to start appointment of an auditor. You will be directed to a screen that will prompt you to enter TIN of the prospective auditor as indicated on the following screen

Step 3: Enter TIN of the prospective auditor and tick to agree on the appointment then click **"Submit".** Following that, a screen with information of the prospective auditor will populate as depicted on the following screen
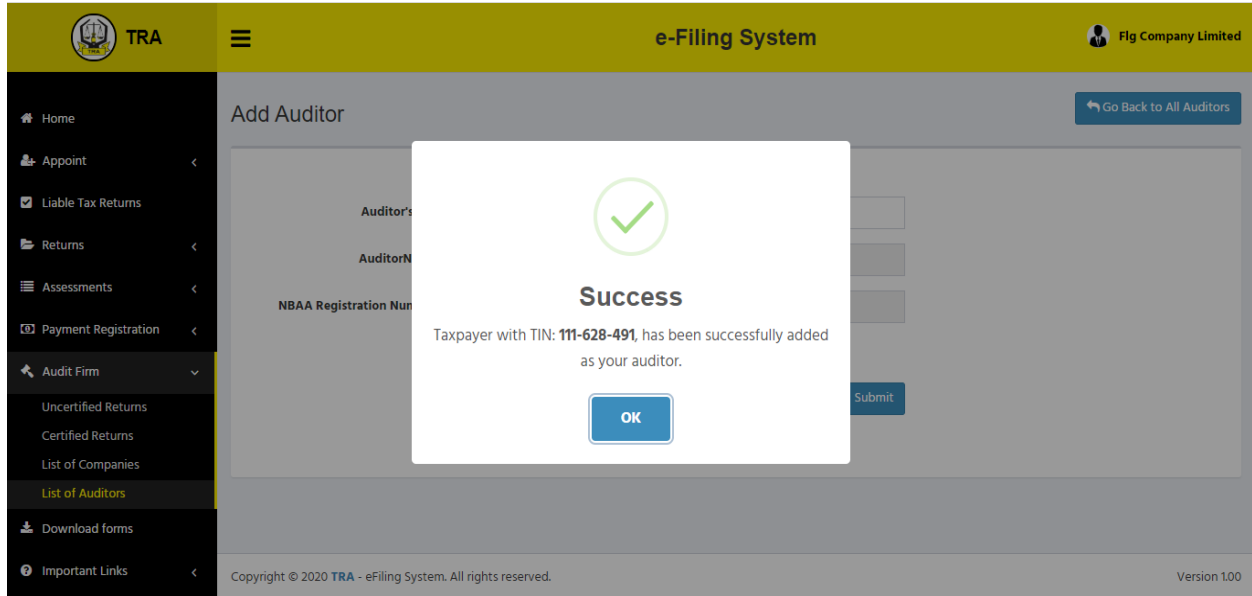
ISO 9001:2015 CERTIFIED
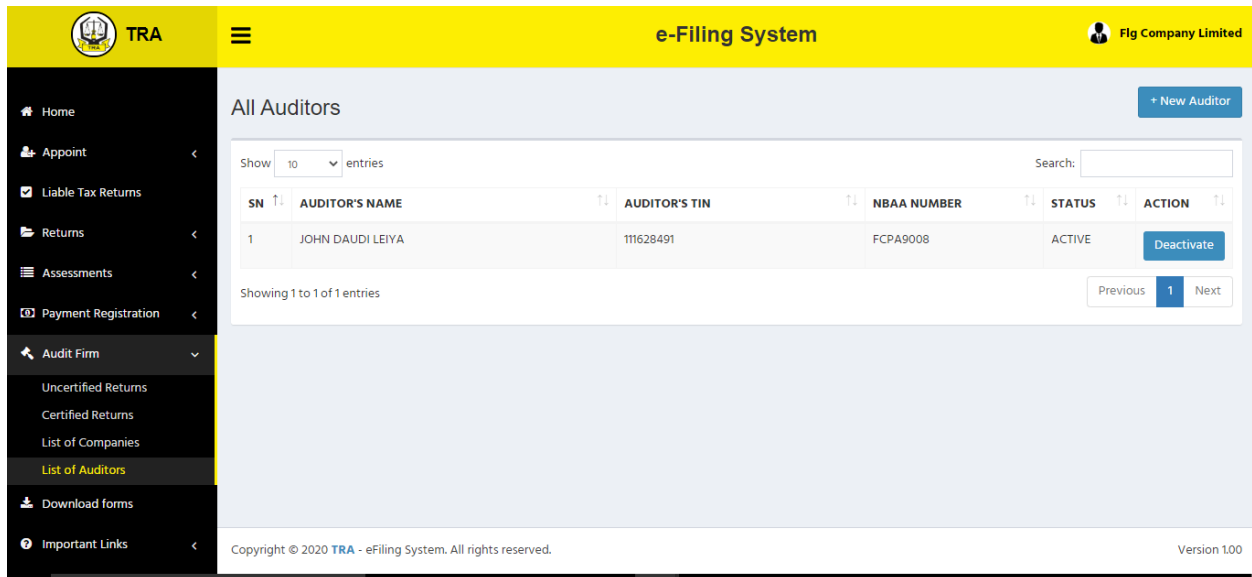
Step 3: Upon successful appointment of an auditor, the following message will pop up to confirm completeness of the process.

Step 4: The details of the appointed auditor will be visible by an Audit Firm as indicted on the following screen
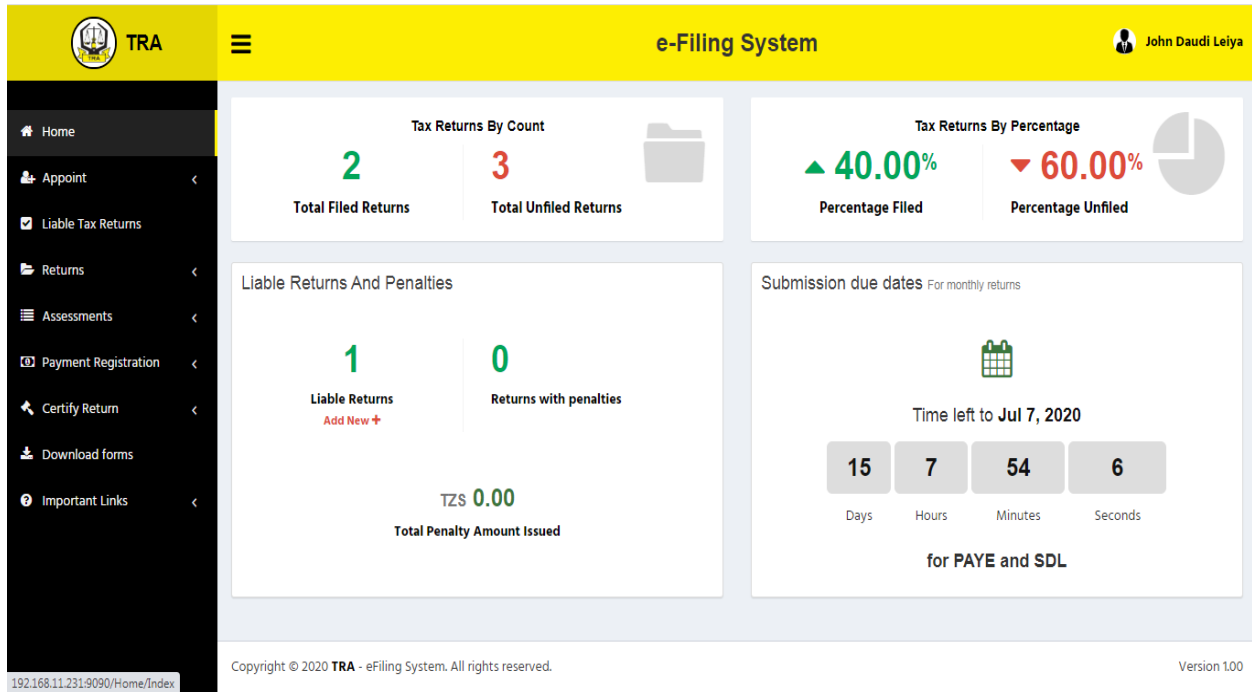

Note:
- *An appointed Auditor can be deactivated at a point of time*
- *A firm can appoint more than one auditor to certify the returns*
- *An appointed Auditor must be registered as an e-filer in order to certify returns*

2. Certification of Income Tax Returns by an Appointed Auditor

Step 1: An appointed Auditor must log in as an e-filer in order to start certification of returns. Upon log in the front screen with a menu **"Certify Return"** will appear as indicated on the following screen
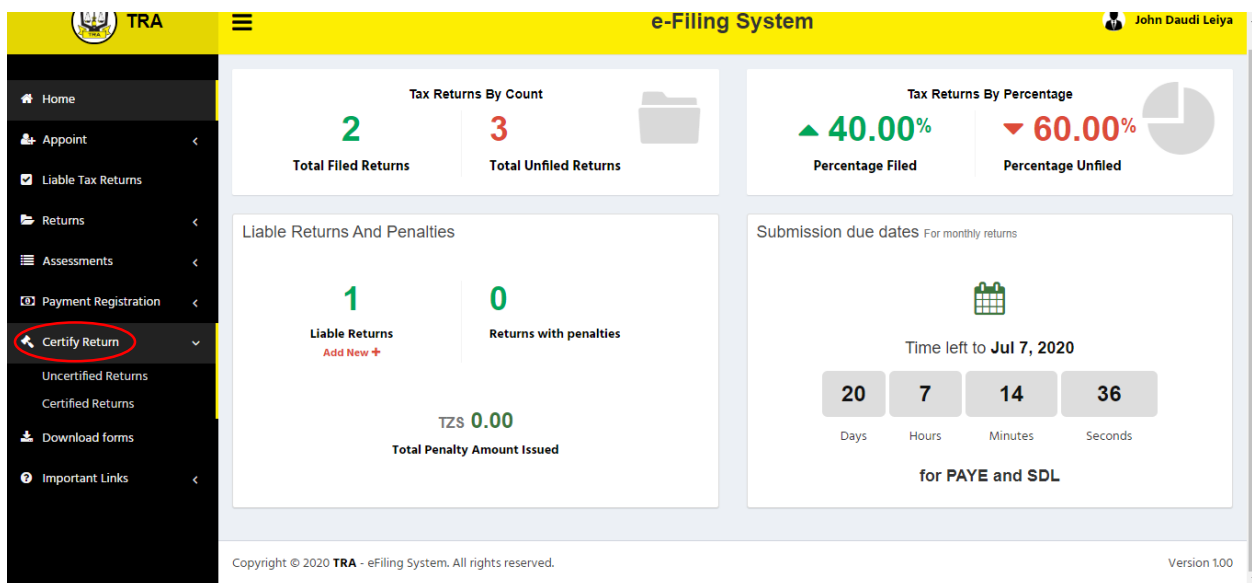

Step 2: On the menu **"Certify Return"** there are two links indicating Uncertified Returns and Certified Returns as indicated on the following screen

Step 3: Click on the link *"Uncertified Returns"* to see details of uncertified returns by taxpayers as indicated on the following screen
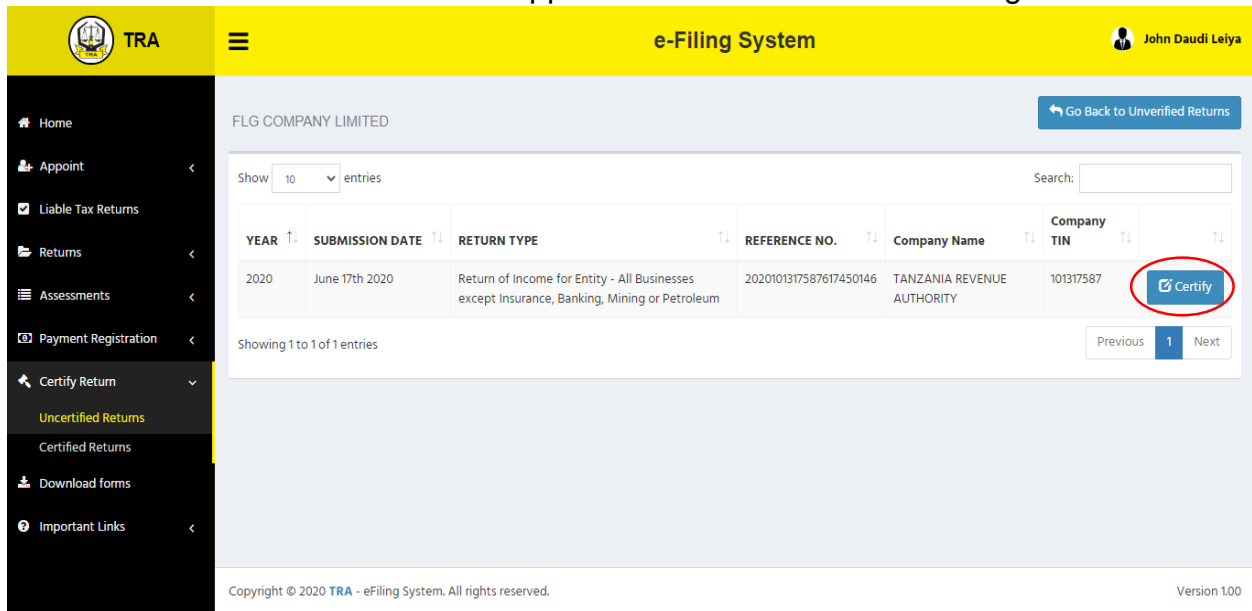

Step 4: Click *"View"* menu to see a list of uncertified returns of a particular company. The details of individual returns will appear as indicated on the following screen
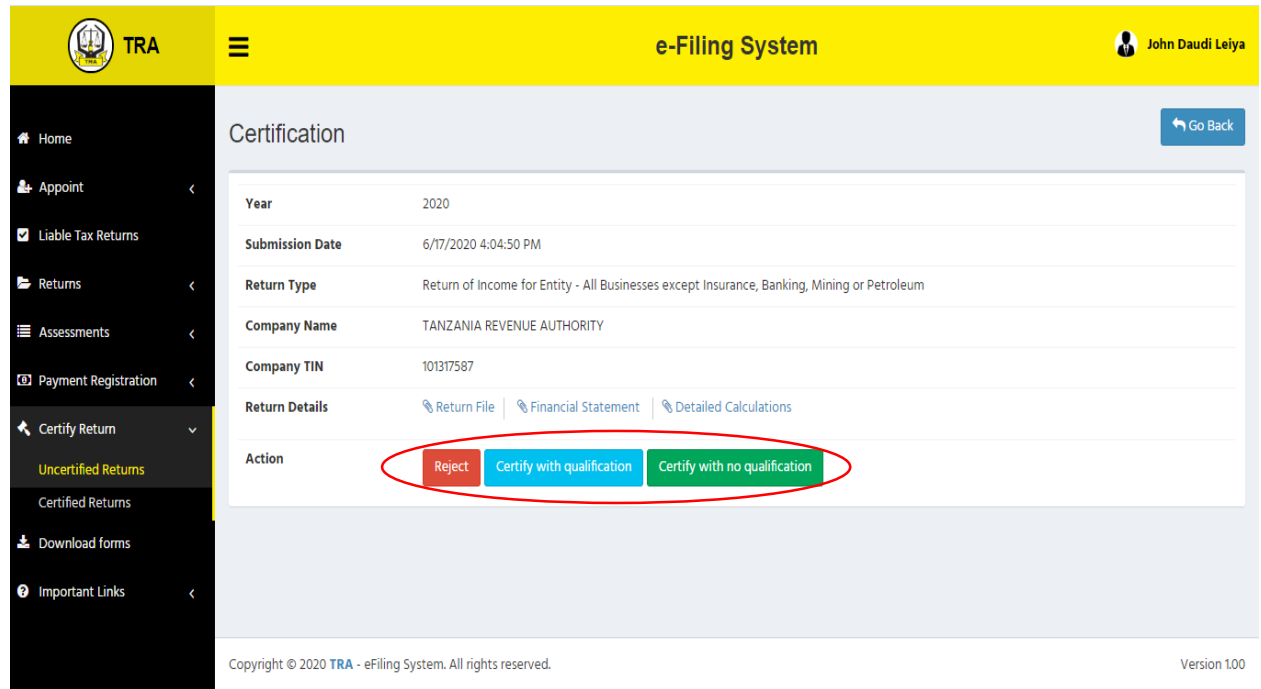

Step 5: Click *"Certify"* to be able to see the details and copies of a return and its attachments together with options of certification as depicted below:

Note

i). *Returns and associated attachments are downloadable by an auditor*

ii). *An auditor has room to reject, to certify with or without any qualification.*

Step 6: Upon certification, a message prompting confirmation will pop up as indicated on the following screen. Click *"Yes Certify"* to complete return certification process.

Step 7: Upon successful completion of the process, the following confirmation message will pop up.

Note

i). *Upon completion of certification process, certified return will be sent to the taxpayer for further processing*

ii). *The Auditor/Audit Firm can access certified returns through the **"Certified Returns"** link*

13.0 Request for Extension of Time to file Tax Returns

Step 1: In order to submit an application or view the status of submitted application, click on **"Returns"** menu where you will select **"Individual Due Date Extension"** for individual e-filer or **"Entity Due Date Extension"** for a declarant of the entity.
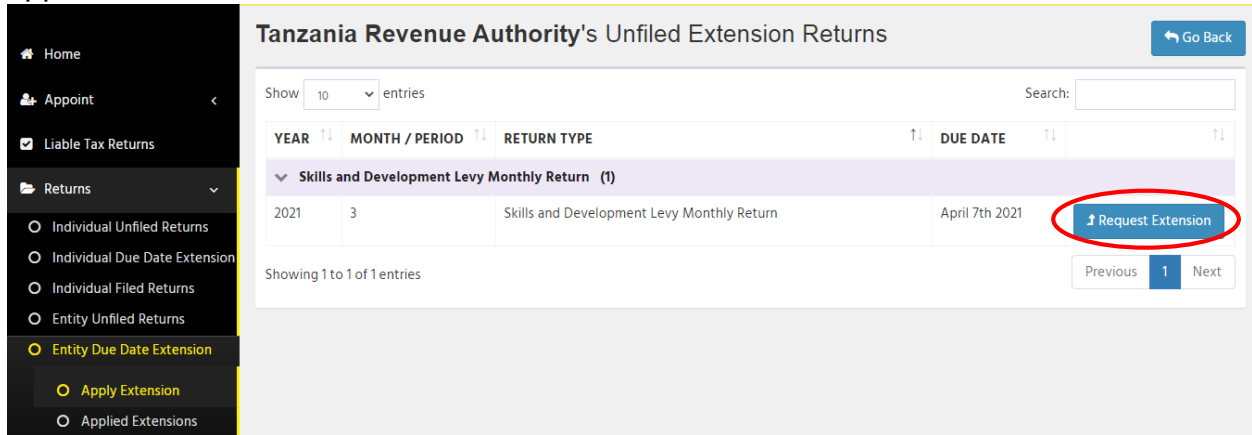
Step 2: Select between making a new application of extension through **"Apply Extension"** submenu or viewing the status of your application through **"Applied Extensions"** submenu

Step 3: Click **"Apply Remission"** to view a list taxpayers and returns and select the intended company (For Declarants) and then click **"View Returns"**
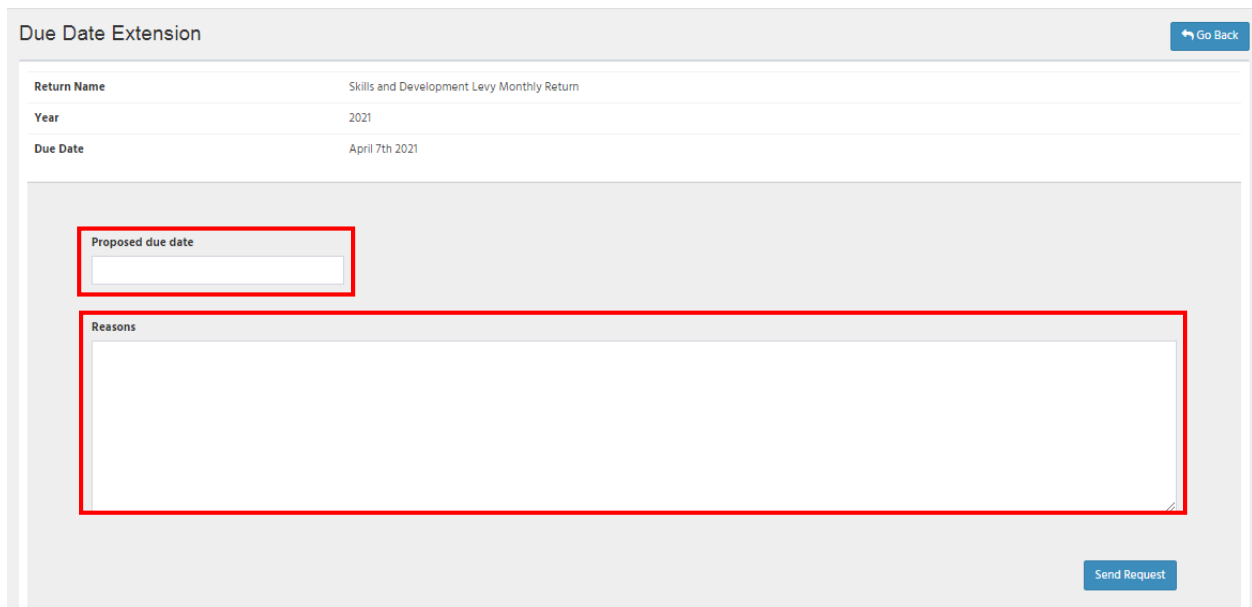
Note: For individual the list of returns eligible for request of extension of time to file will populate right away after clicking **"Apply Remission"**

Step 4: Click **"Request Extension"** to initiate filling of information in respect of the application

Step 5: Fill in information in respect of proposed new due date and reason(s) for application

Step 4: After keying in information, click "**Send Request"** button to submit an application

ISO 9001:2015 CERTIFIED

Due Date Extension

Return Name	Skills and Development Levy Monthly Return
Year	2021
Due Date	April 7th 2021

Proposed due date

2021-04-30

Reasons

An accountant will be out of the country for medical reasons until 29th April 2021

Send Request

After successful completion of the application, the system will pop up the message indicating successful submission of the request to TRA as depicted below

Due Date Extension

Return Name	Skills and Development Levy Monthly Return
Year	2021
Due Date	

Proposed due date

2021-04-30

Reasons

My accountant is sick

✓

Success

Your due date extension request to has been completed successfully.

OK

Send Request

Step 5: View status of the request

Prior to being processed by TRA the system will indicate the status as "**Submitte**d" as depicted in the screen below whereas once "**Approved/Rejected**" the system will indicate the status as appropriate.
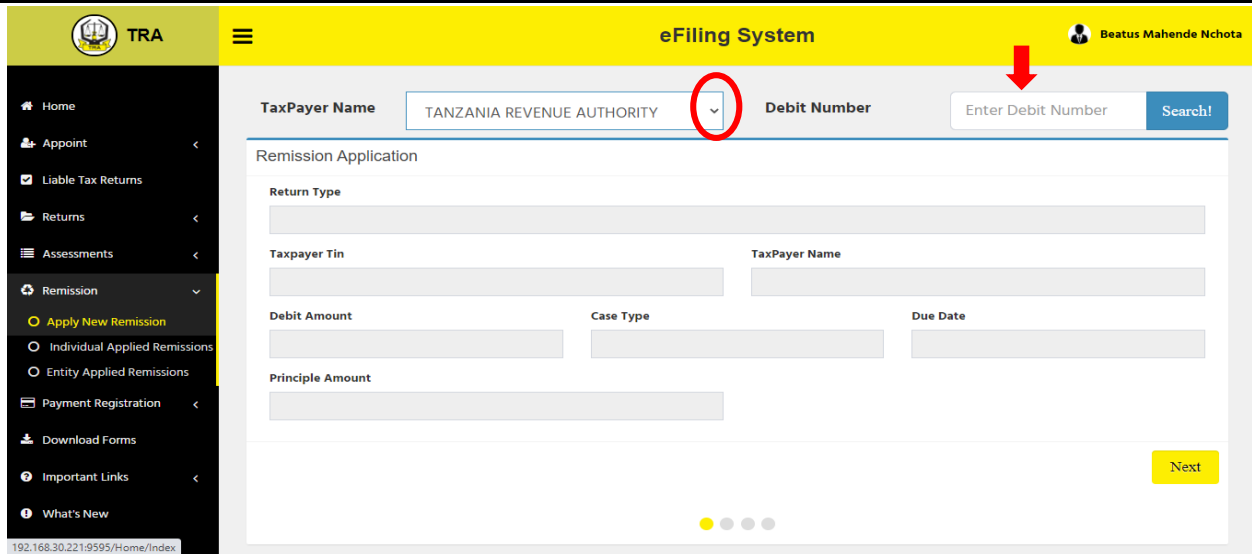
YEAR	RETURN NAME	SUBMISSION DATE	ORIGINAL DUE DATE	APPROVED DUE DATE	STATUS	DECLARANT	
2020	Skills and Development Levy Monthly Return	July 2nd 2020	August 7th 2020	August 7th 2020	REJECTED	BEATUS MAHENDE NCHOTA	Print
2020	Return of Income for Entity - All Businesses except Insurance, Banking, Mining or Petroleum	June 23rd 2020	June 30th 2021	July 10th 2021	APPROVED	BEATUS MAHENDE NCHOTA	Print
2020	Statement and Payment of Tax Withheld for Employees	December 17th 2020	January 7th 2021	January 7th 2021	REJECTED	BEATUS MAHENDE NCHOTA	Print
2020	Skills and Development Levy Monthly Return	December 17th 2020	January 7th 2021	January 28th 2021	APPROVED	BEATUS MAHENDE NCHOTA	Print
2021	Skills and Development Levy Monthly Return	March 5th 2021	April 7th 2021		SUBMITTED	BEATUS MAHENDE NCHOTA	
2021	Statement and Payment of Tax Withheld for Employees	March 4th 2021	April 7th 2021	April 30th 2021	APPROVED	BEATUS MAHENDE NCHOTA	Print
2021	Statement of Estimate of Tax Payable by Instalments on Behalf of Entity	February 22nd 2021	March 31st 2021	March 31st 2021	REJECTED	BEATUS MAHENDE NCHOTA	Print
2021	Skills and Development Levy Monthly Return	February 2nd 2021	March 7th 2021	March 31st 2021	APPROVED	BEATUS MAHENDE NCHOTA	Print

Showing 1 to 8 of 8 entries

14.0 Request for Remission of penalty and Interest

Step 1: Filing a request for remission of penalty or interest is done after log in by an individual e-filer or appointed Declarant of the entity. In order to submit the application, click on *"Remission"* on the log in home screen where you will select *"Apply Remission"* and the system will be displayed as shown on the screen below;
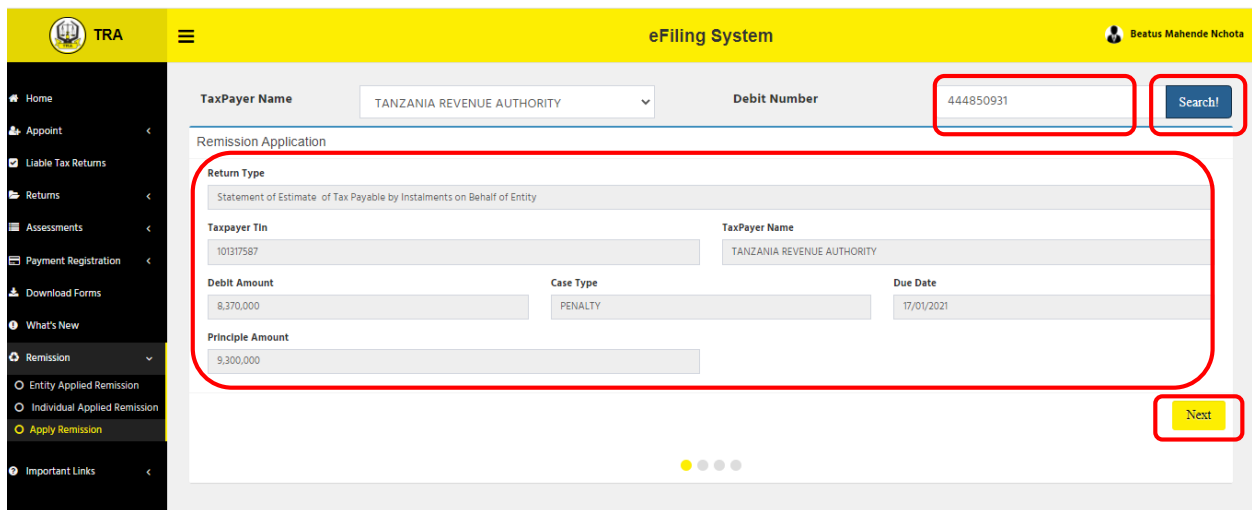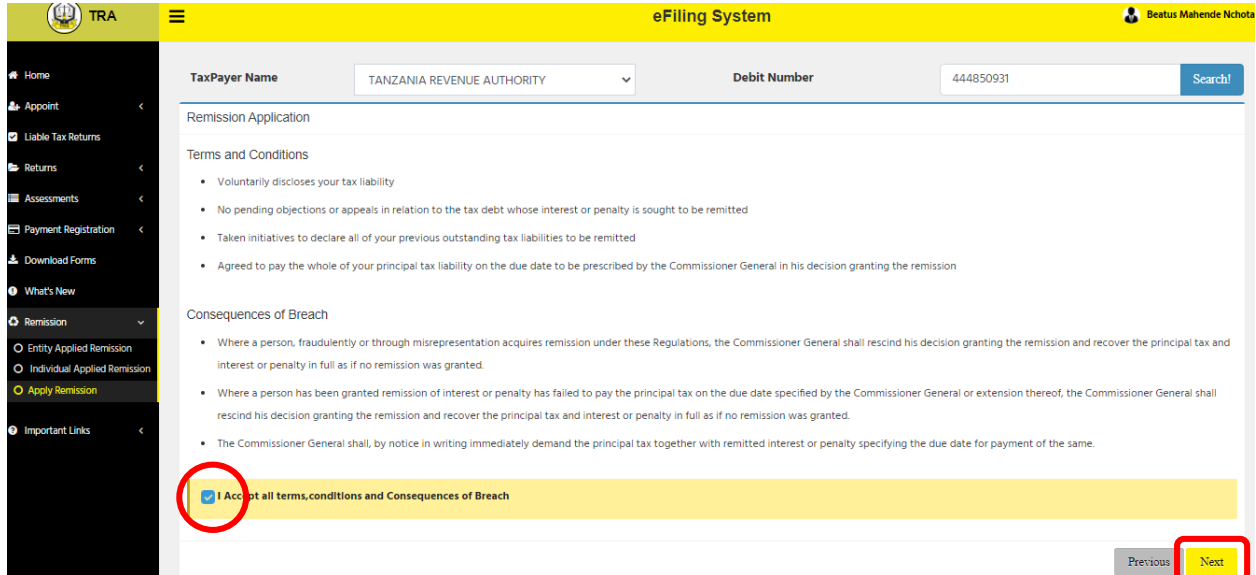
Note:

Under **Taxpayer Name**, you must select *name of individual taxpayer* for individuals while for declarant, you must select *name of the entity* whom you intend to apply for remission

Step 2: Enter *Tax Debit Number* as depicted in the assessment notice and click "*Search*" to retrieve details of assessment, penalty or interest that you intend to apply for remission

Step 3: Read the conditions and **"Tick"** the accept conditions and click **"***Next***"**

Step 4: The total amount of Penalty will automatically be displayed on the bar with "***Amount applied for remission. If you want to apply part of the amount, please make a change***. It is mandatory to attach supporting document(s) and stating the reason for imposition of penalty together with justification on the space provided. Thereafter click "***Next***" to proceed to the next stage
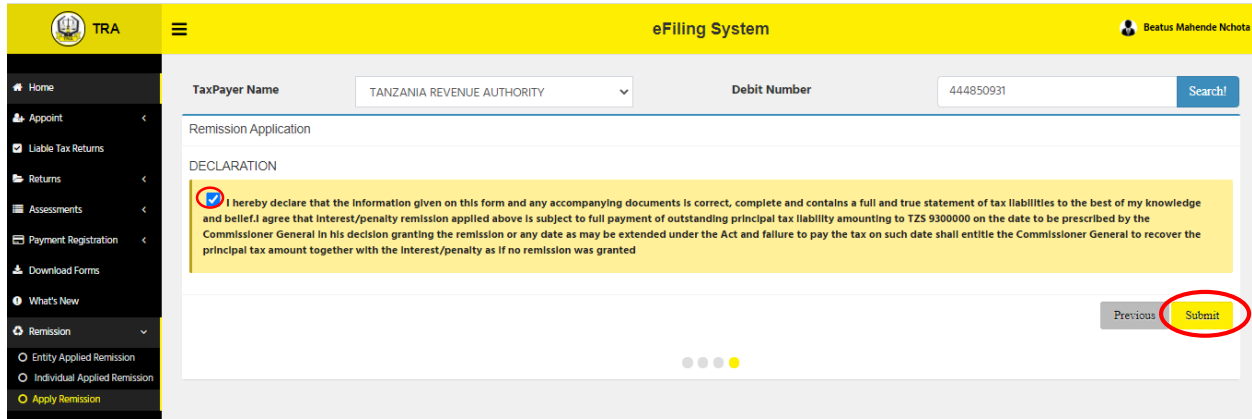
Step 5: Read carefully the declarations and **"put a tick"** to signify acceptance of conditions and click "*Submit"* to proceed as depicted in the picture below:
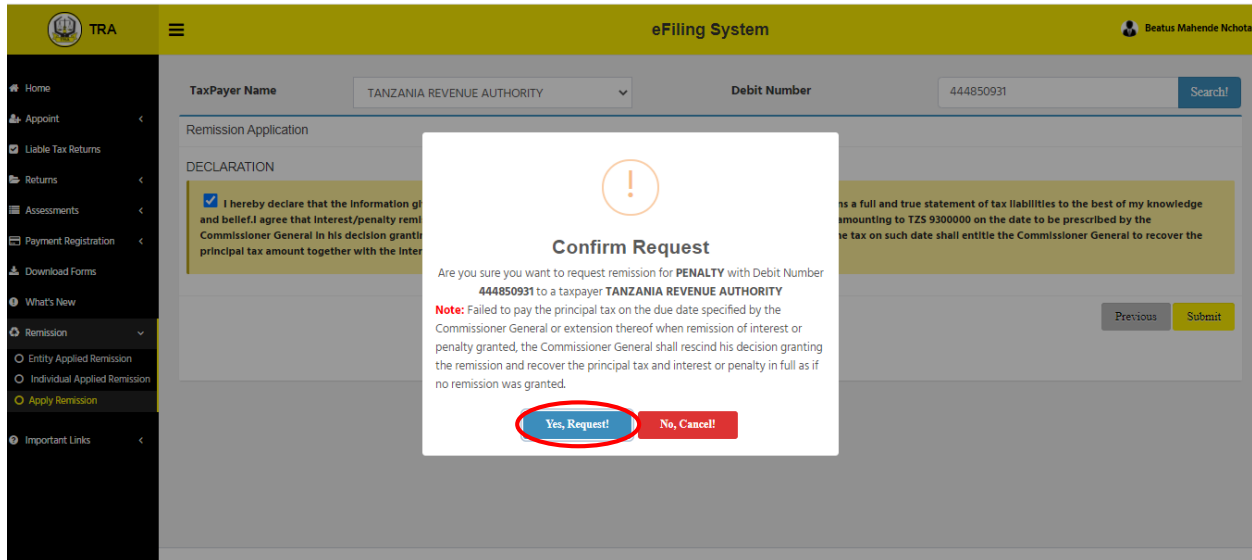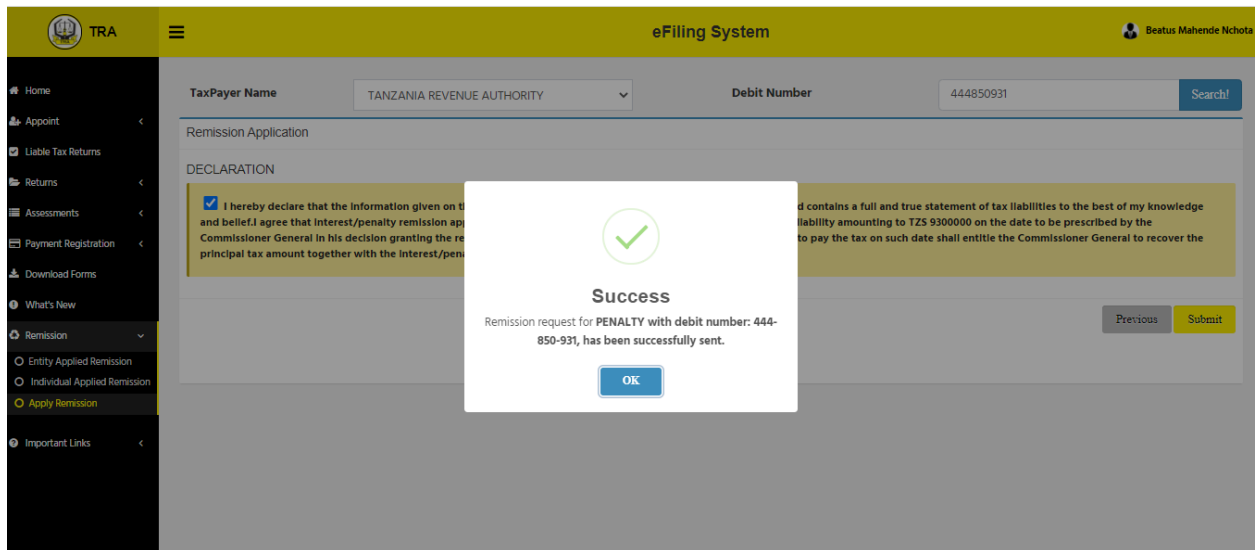

Step 6: Upon declaration of remission request, a message prompting confirmation will pop up as indicated hereunder. Click *"Yes Request"* to complete application for remission process.

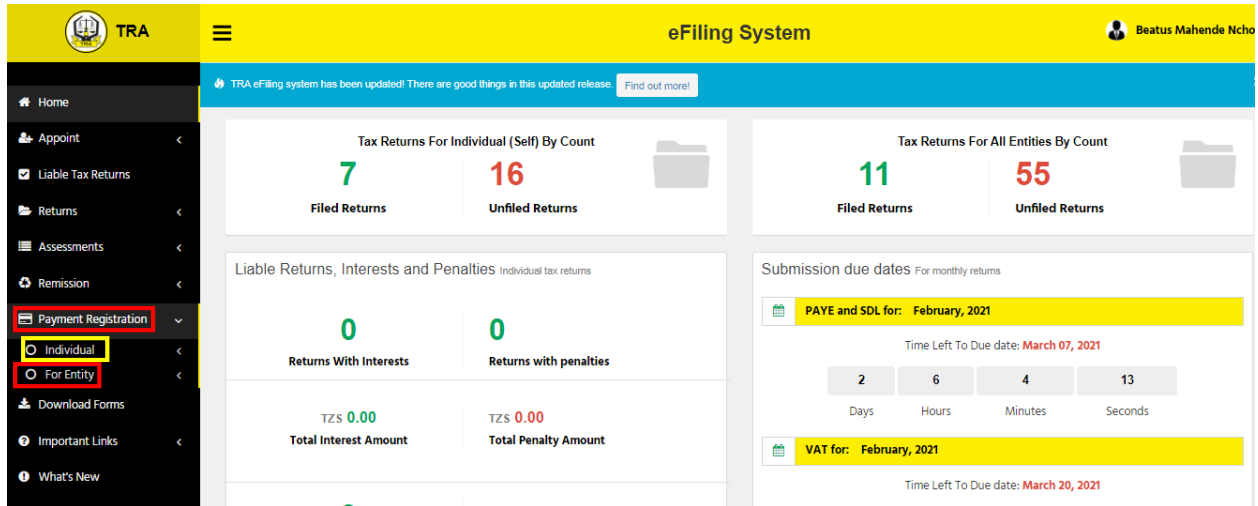**Step 7:** Upon successful completion of the process, the following confirmation message will pop up.

Step 8: Submitted remission applications can be viewed on the submenu of "*Applied Remissions*", then you will proceed to print the application as depicted in the picture below:
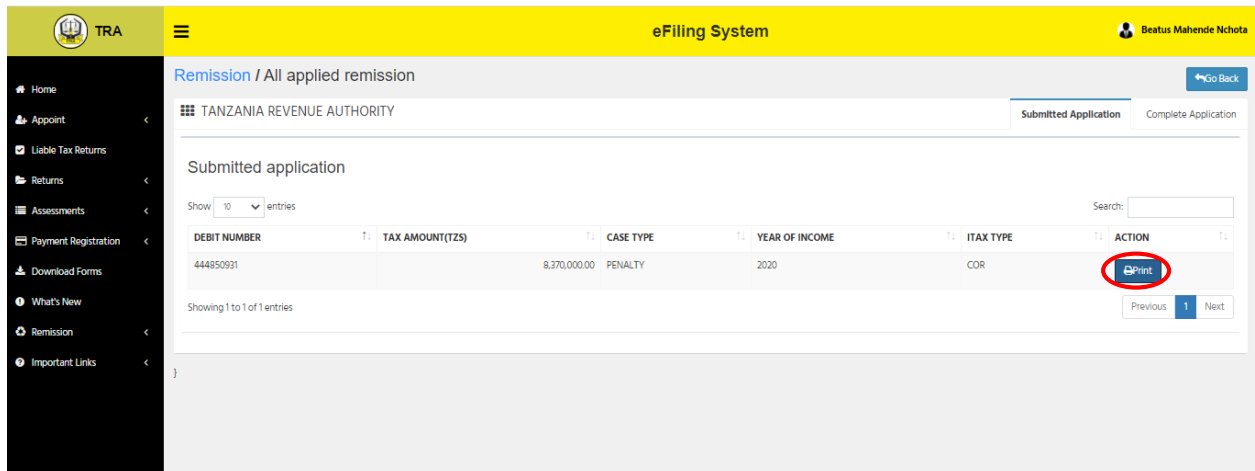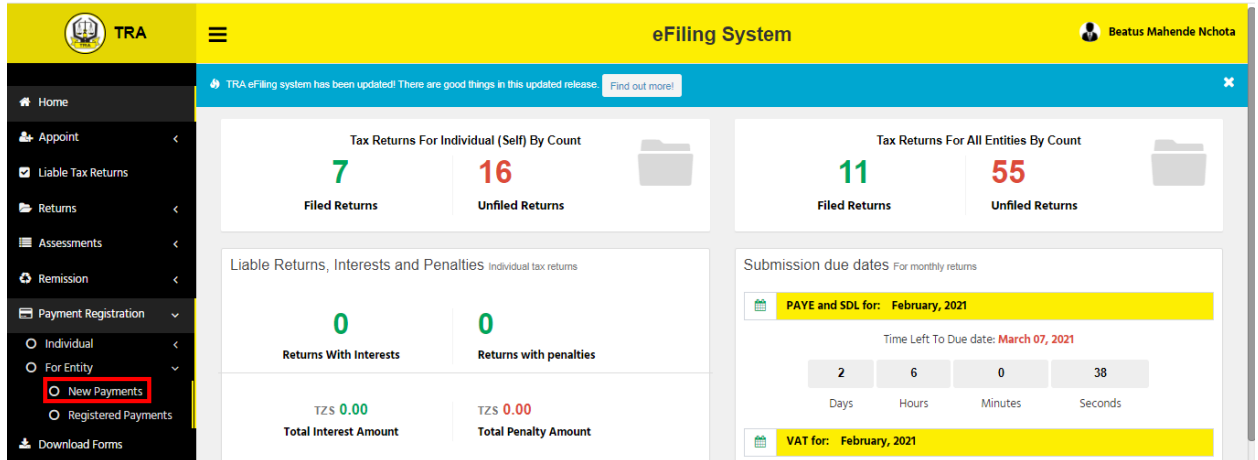
15.0 Payment Registration

Step 1: Select **"Payment"** menu then select between **"Individual"** and **"Entity"**

Step 2: To register new order form, click **"New Payment"**

Step 3: Select an entity that you intend to make payment for and click **"Action"** button

Step 4: Select **"Register New Payment" to**

Step 5: Review the Debit Numbers of the assessments that can be processed for payment registration.

In case you intend to make partial payment, follow the link **"TRA- RGS system",** otherwise proceed with the next step

Step 6: Select by ticking Debit Numbers of assessments that you intend to register for payment. The details of Debit Numbers and Total Amount for payment will populate on the right hand side

Step 7: Once selection of assessments by Debit Numbers is completed and total amount confirmed, click **"Register Payment"** where you will be required to confirm the intention as indicated by clicking **"Yes, Proceed"**
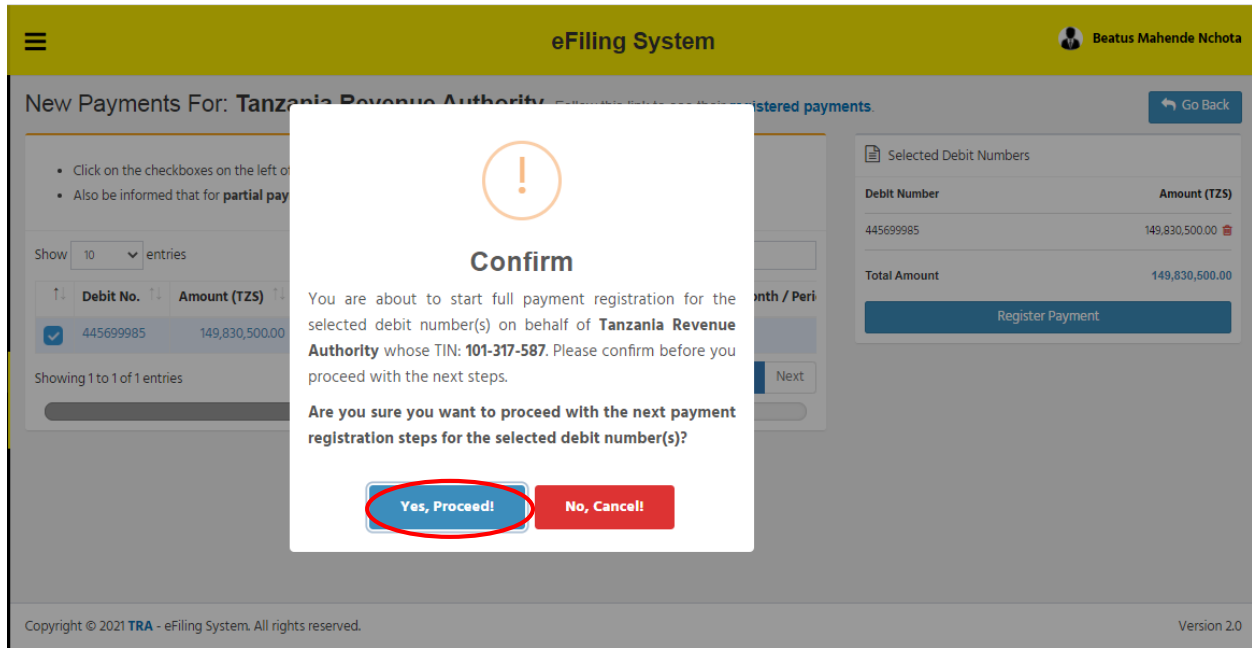
Step 8: Proceed with filling details for order forms to complete registration
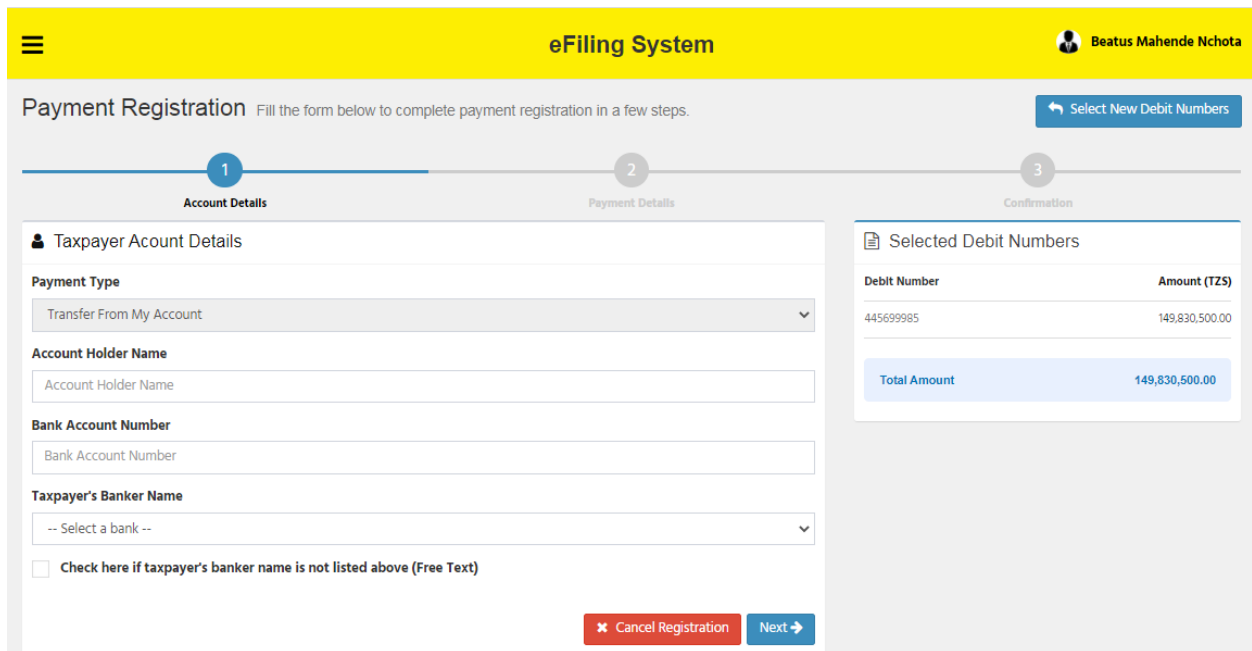
Payment Registration Fill the form below to complete payment registration in a few steps.

Select New Debit Numbers

①
Account Details

②
Payment Details

③
Confirmation

👤 Taxpayer Acount Details

Payment Type

Transfer From My Account ▾

Account Holder Name

Tanzania Revenue Authority

Bank Account Number

12344567

☑ **Check here if taxpayer's banker name is not listed above (Free Text)**

Taxpayer's Banker Name

ABC BANK LIMITED

✖ Cancel Registration   Next ➔

Selected Debit Numbers

Debit Number	Amount (TZS)
445699985	149,830,500.00
Total Amount	**149,830,500.00**

Payment Registration Fill the form below to complete payment registration in a few steps.

↩ Select New Debit Numbers

✔
Account Details

②
Payment Details

③
Confirmation

💳 Payment Details

TRA Office Location

Tanzania - Mainland ▾

Payment Mode

SWIFT Transfer to Bank of Tanzania (TISS) ▾

TRA's Banker Name

BANK OF TANZANIA ▾

TRA's Bank Account

COMMISSIONER FOR LARGE TAXPAYERS DEPARTMENT ▾

← Back   ✖ Cancel Registration   Next ➔

Selected Debit Numbers

Debit Number	Amount (TZS)
445699985	149,830,500.00
Total Amount	**149,830,500.00**

Payment Registration Fill the form below to complete payment registration in a few steps.

Select New Debit Numbers

Account Details — Payment Details — Confirmation

☑ Confirm Payment Registration and Submit

You Are About to Register Domestic Payment with Total Amount: **TZS 149,830,500.00** on behalf of: **TANZANIA REVENUE AUTHORITY** whose TIN is: **101-317-587.**

NOTE: By clicking **"Confirm and Submit"** button, means that you are sure that you want to proceed registering payment for the selected debit numbers. After confirmation, a control number for the total amount due will be requested from **GePG**. A tax payment slip will be prepared for you to proceed with making payment through various banking institutions. **You can go back to previous steps to see what you have filled before confirming this registration.**

← Back   ✖ Cancel Registration   ☑ Confirm and Submit

📄 Selected Debit Numbers

Debit Number	Amount (TZS)
445699985	149,830,500.00
Total Amount	**149,830,500.00**

Completed! Payment registration on behalf of: **Tanzania Revenue Authority** is complete.
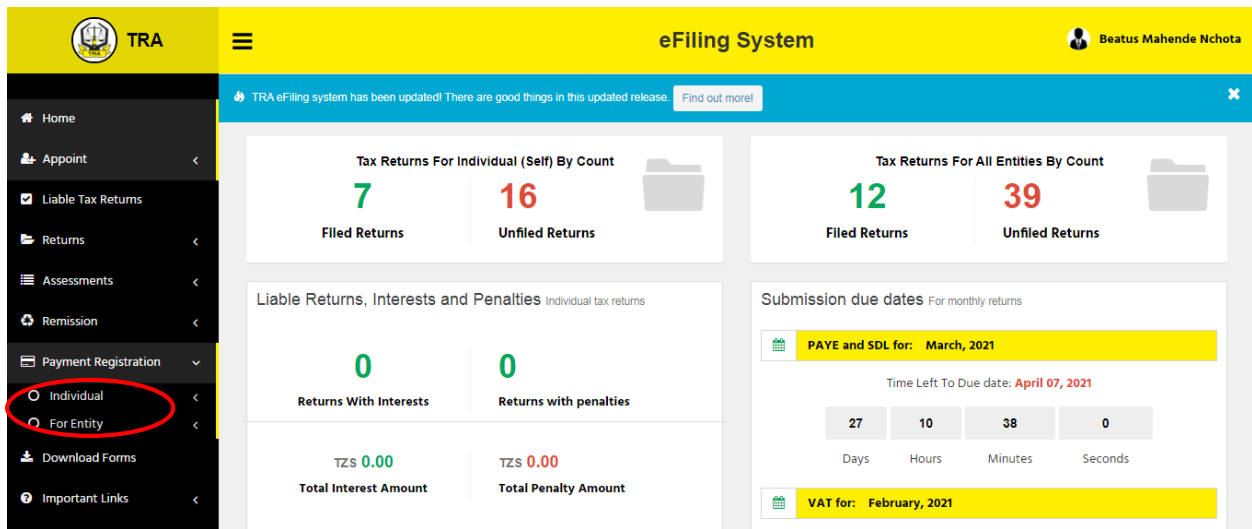
↩ Go Back

✔

Payment has been registered!

You have successfully registered **full payment** of the total amount associated with the debit number(s) as listed below and a control number has been requested from GePG for this payment. A tax payment slip with reference number: **EF20211078236** has been created for this payment registration which holds control number for payment. You can view the payment slip to see the control number if it has been received yet from **GePG** and proceed with payments on behalf of: **Tanzania Revenue Authority** whose TIN is: **101-317-587.** You can find this payment slip in **registered payments** at all times when inquired using the reference number.

SN	Debit Number	Amount (TZS)
1	445699985	149,830,500.00
	TOTAL (TZS)	**149,830,500.00**

👁 View payment slip   ↩ Go to prevoius registered rayments

16.0 Accessing & Deregistration of Registered Payments

Step 1: Click **"Payment Registration"** menu where you will be prompted to select the appropriate option between **"Entity"** and **"Individual"**
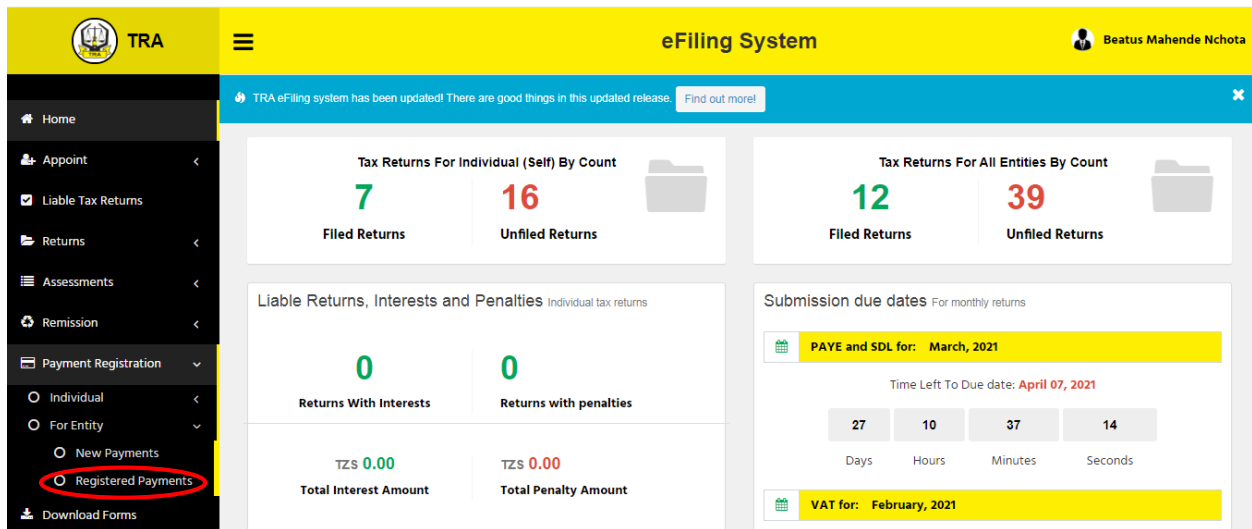
Step 2: Click **"Registered Payment"** submenu

Step 3: Select an entity for which you intend to view register payments by clicking **"View"** action
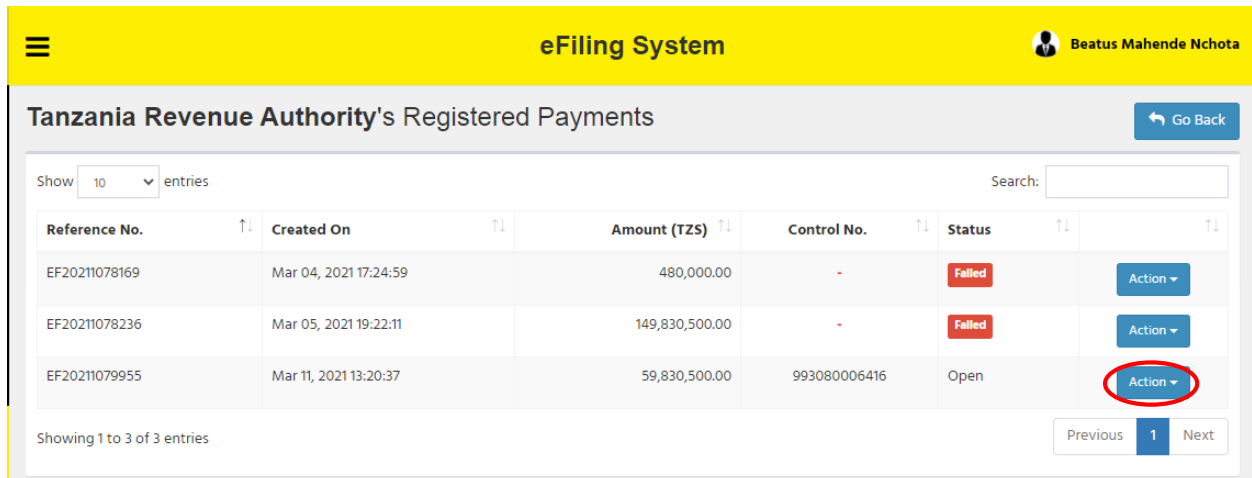
Step 4: Select the registered order form you intend to view or deregister

Step 5: Click **"View"** action to select between **"Open Payment Slip"** and **"Deregister Control Number"**

Step 6: Upon clicking **"Open Payment Slip"** an order form will populate where you can take actions like save or print

Step 7: Upon clicking **"Deregister Control Number"** you will be prompted to write reasons for deregistration
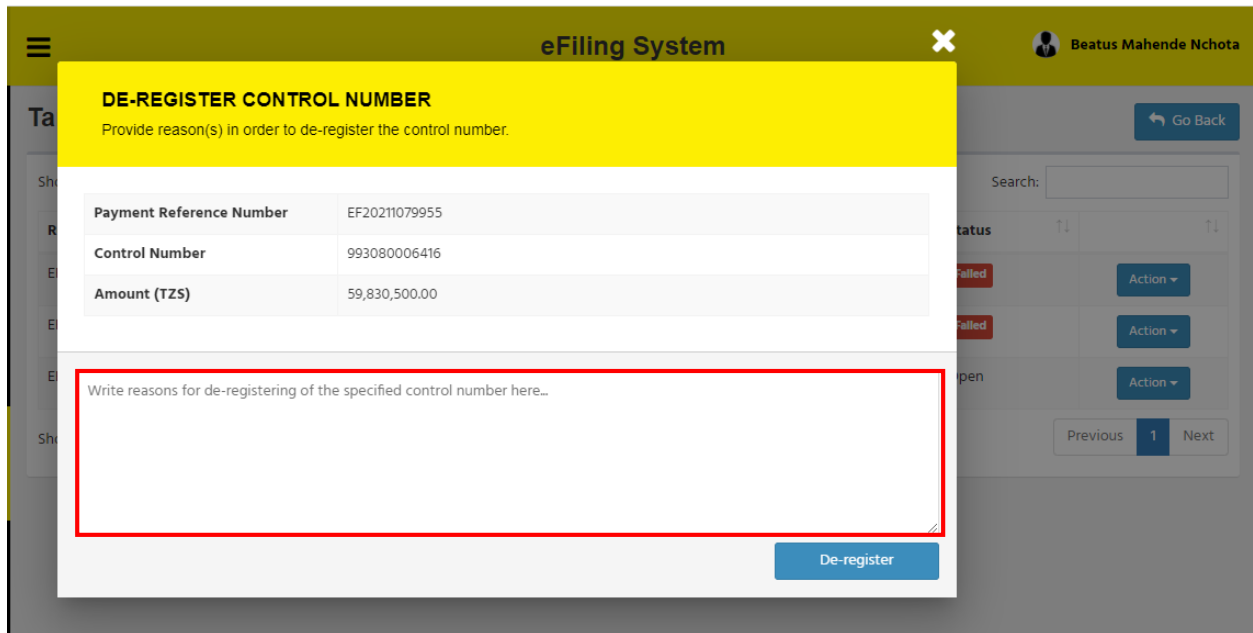
Step 8: Write reason(s) for deregistration then click De-register
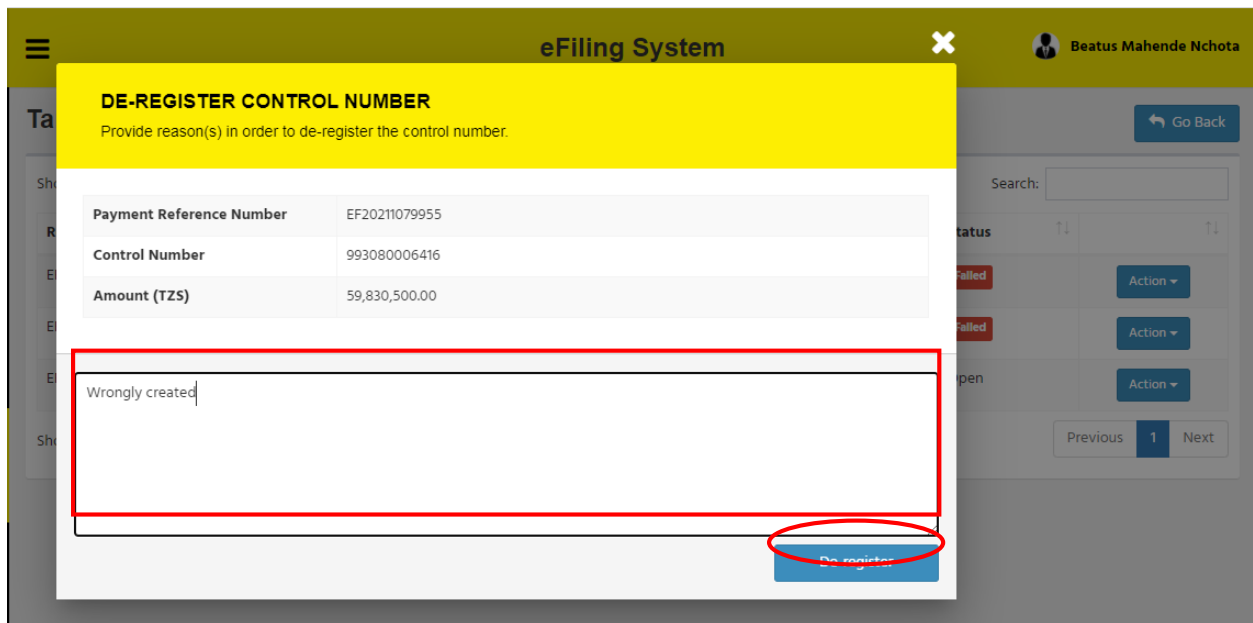
A message indicating successful deregistration will pop up to signify accomplishment of deregistration process

Tanzania Revenue Authority's Registered Payments

Go Back

Show [10 ▾] entries

Search: [   ]

Reference No.			Control No.	Status	
EF20211078169			-	Failed	Action ▾
EF20211078236			-	Failed	Action ▾
EF20211079955			993080006416	Open	Action ▾

Showing 1 to 3 of 3 entries

Previous | 1 | Next

✓

Success!

A control number for a payment notice with reference number: **EF20211079955** was de-registered successfully.

OK

-End-