



**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;

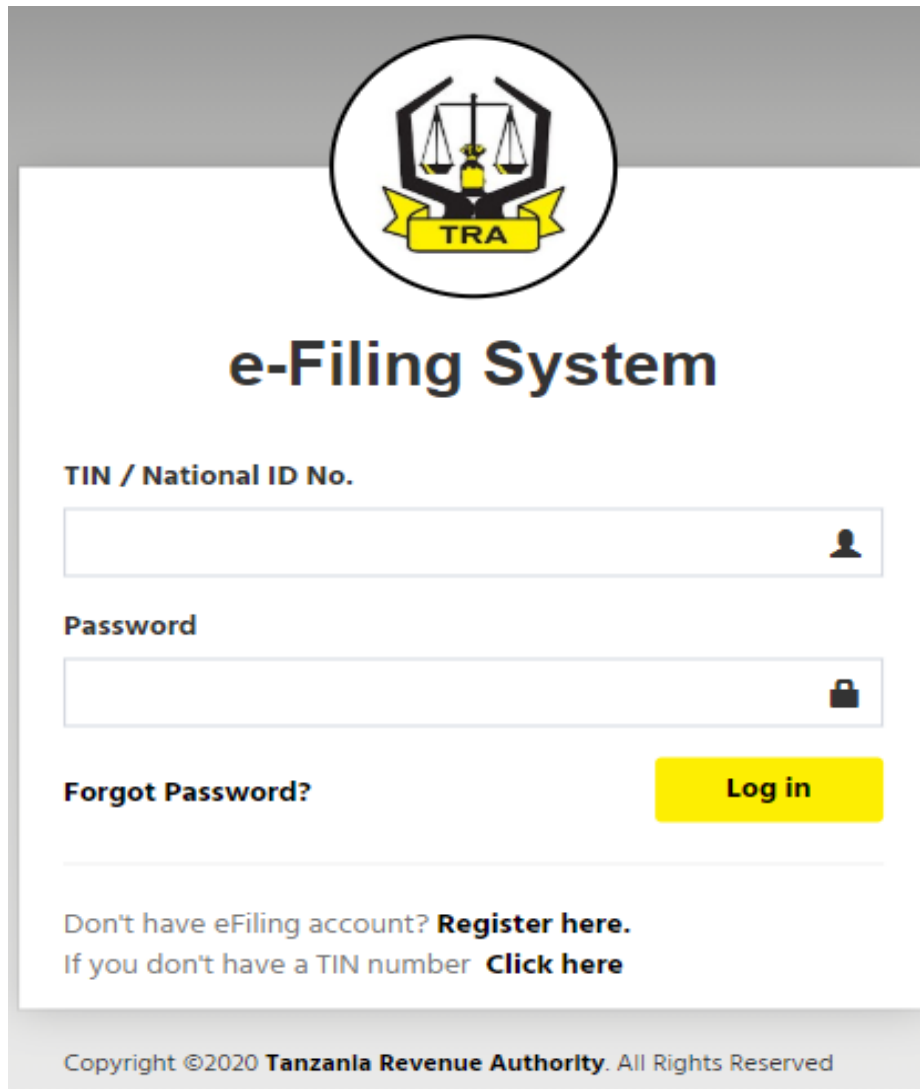
- i. Toll free Mobile numbers: [0800 750 075](tel:0800750075)  
[0800 780 078](tel:0800780078)
- ii. e-mails: [group.efilingsupport@tra.go.tz](mailto:group.efilingsupport@tra.go.tz)  
[services@tra.go.tz](mailto:services@tra.go.tz)  
[huduma@tra.go.tz](mailto:huduma@tra.go.tz)

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## 1.0 Getting Started

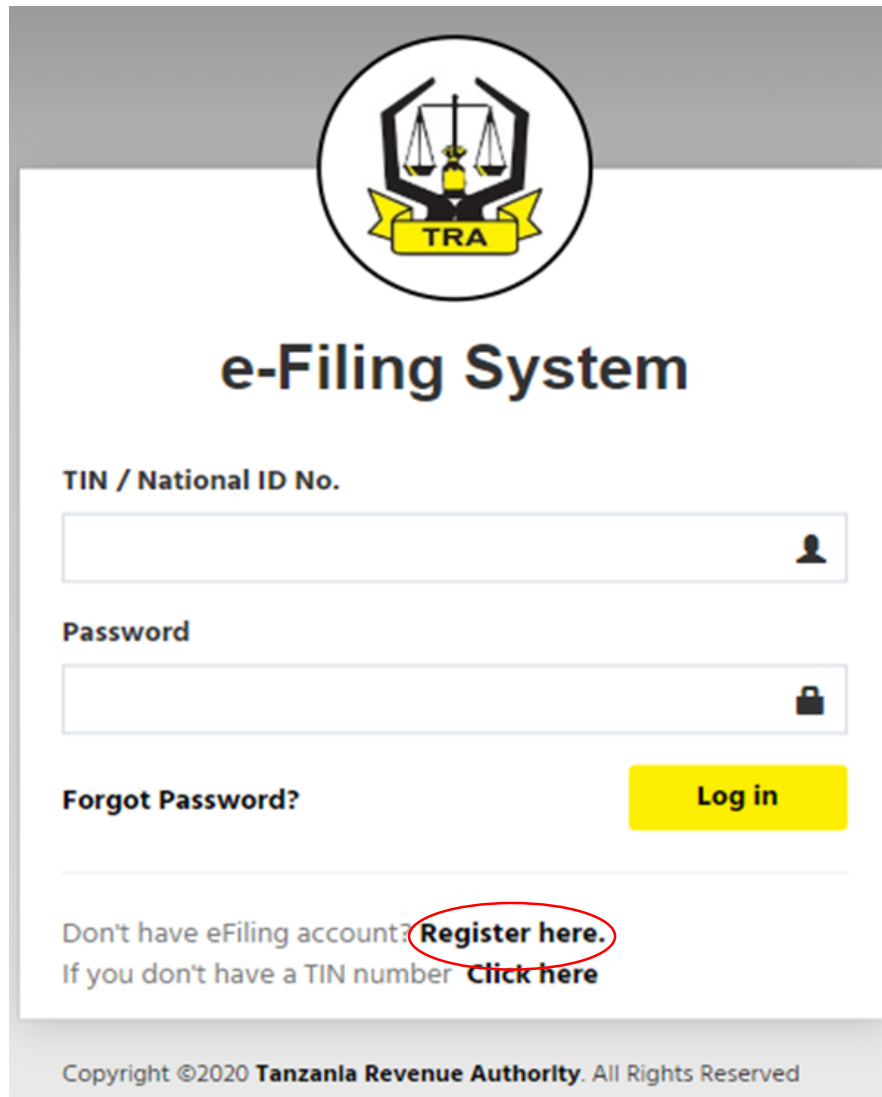
You can access e-filing system by visiting TRA website ([www.tra.go.tz](http://www.tra.go.tz)) and click “**Efiling System**” link from the “**Do it online**” menu of the website. The log-in screen will then appear as depicted below.



The screenshot shows the login interface for the TRA e-Filing System. At the top center is the TRA logo, which consists of a scale of justice inside a shield-like shape with a banner below it that says 'TRA'. Below the logo, the text 'e-Filing System' is displayed in a large, bold, black font. Underneath this, there are two input fields: the first is labeled 'TIN / National ID No.' and has a person icon on the right; the second is labeled 'Password' and has a padlock icon on the right. To the left of the 'Log in' button is a link that says 'Forgot Password?'. The 'Log in' button is a yellow rectangle with black text. Below the input fields, there is a horizontal line, followed by the text 'Don't have eFiling account? Register here.' and 'If you don't have a TIN number Click here'. At the bottom of the page, there is a copyright notice: 'Copyright ©2020 Tanzania Revenue Authority. All Rights Reserved'.

## 2.0 Registration

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



**TIN / National ID No.**

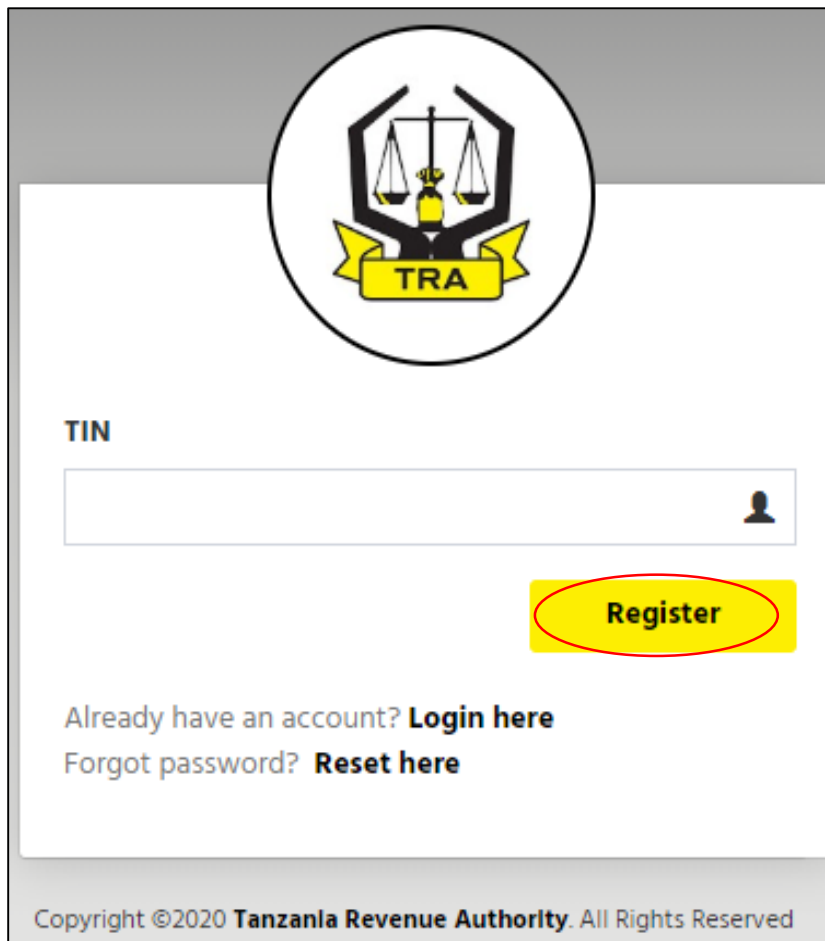
**Password**

**Forgot Password?** **Log in**

Don't have eFiling account? **Register here.**  
If you don't have a TIN number **Click here**

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After you click the “Register here” link, you will be directed to the screen that prompts your TIN as depicted on the following screen

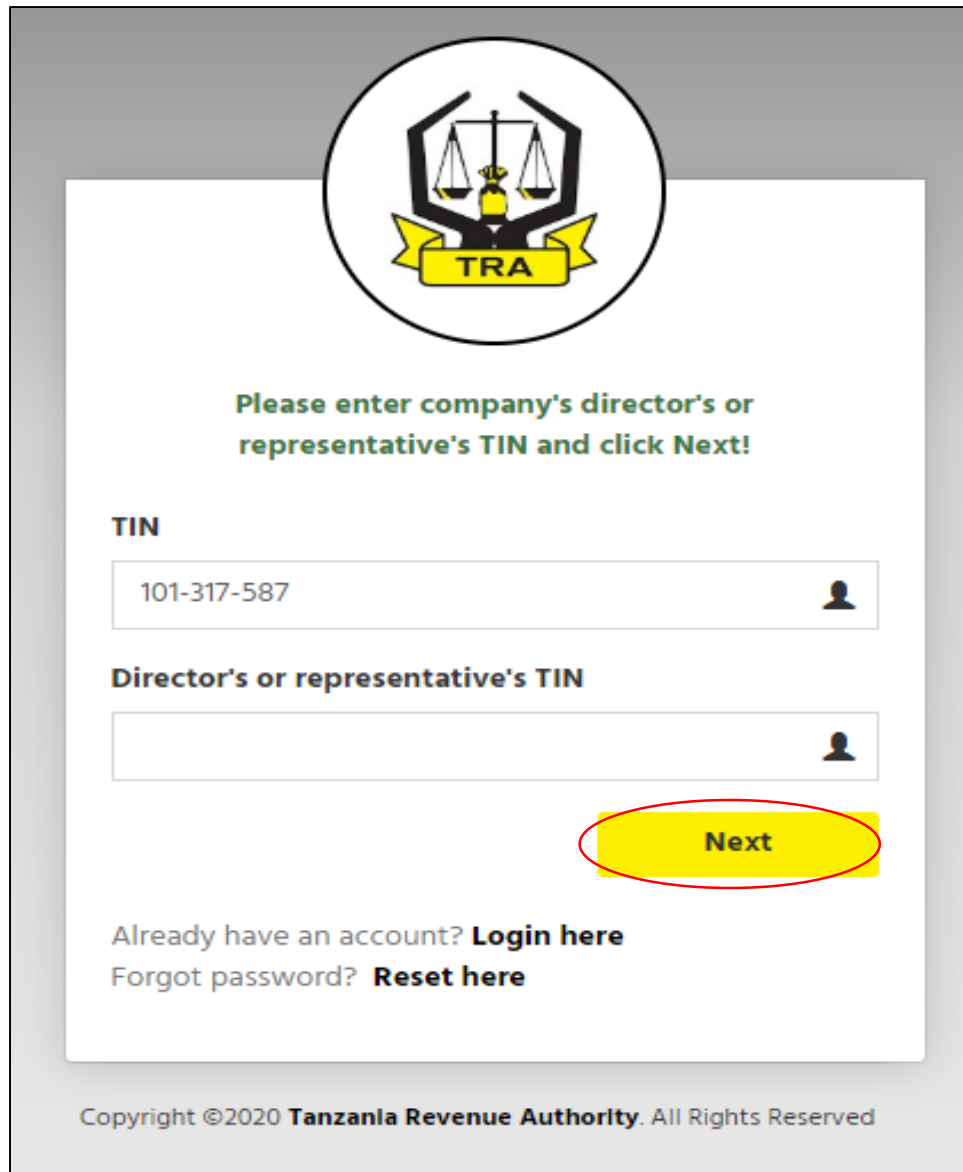


The screenshot shows a registration form for the Tanzania Revenue Authority (TRA). At the top center is the TRA logo, which consists of a scale of justice inside a shield-like shape with the letters 'TRA' on a yellow banner below it. Below the logo, the text 'TIN' is displayed above a white input field. To the right of the input field is a small black person icon. Below the input field is a yellow button with the text 'Register' in black, which is circled in red. Underneath the button, there are two links: 'Already have an account? [Login here](#)' and 'Forgot password? [Reset here](#)'. At the bottom of the form, there is a footer that reads 'Copyright ©2020 Tanzania Revenue Authority. All Rights Reserved'.

**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:*



**Please enter company's director's or representative's TIN and click Next!**

**TIN**

101-317-587

**Director's or representative's TIN**

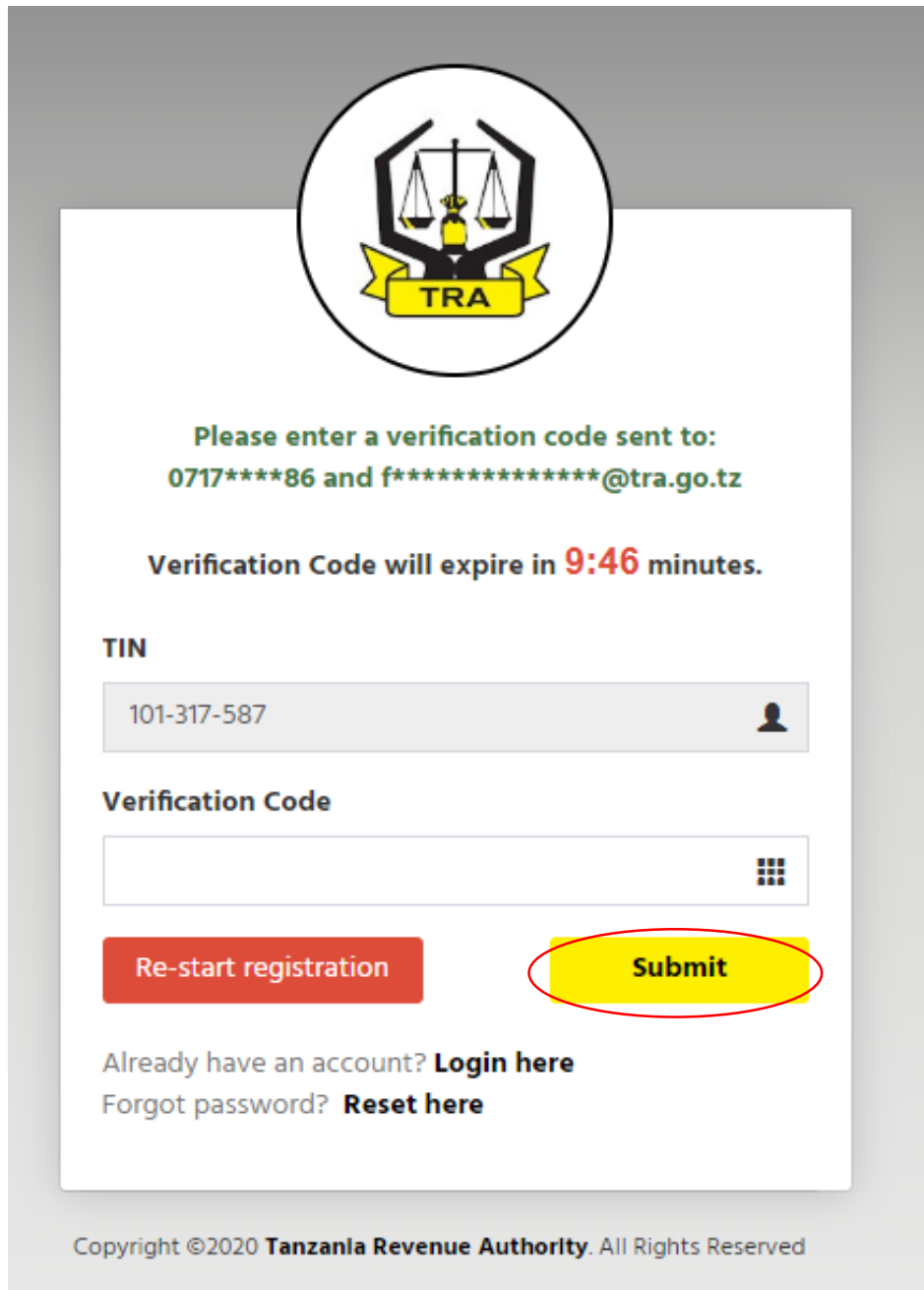
**Next**


Already have an account? [Login here](#)  
Forgot password? [Reset here](#)

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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:





Please enter a verification code sent to:  
0717\*\*\*\*86 and f\*\*\*\*\*@tra.go.tz

Verification Code will expire in **9:46** minutes.

**TIN**

101-317-587

**Verification Code**


Re-start registration **Submit**

Already have an account? [Login here](#)  
Forgot password? [Reset here](#)

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**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**

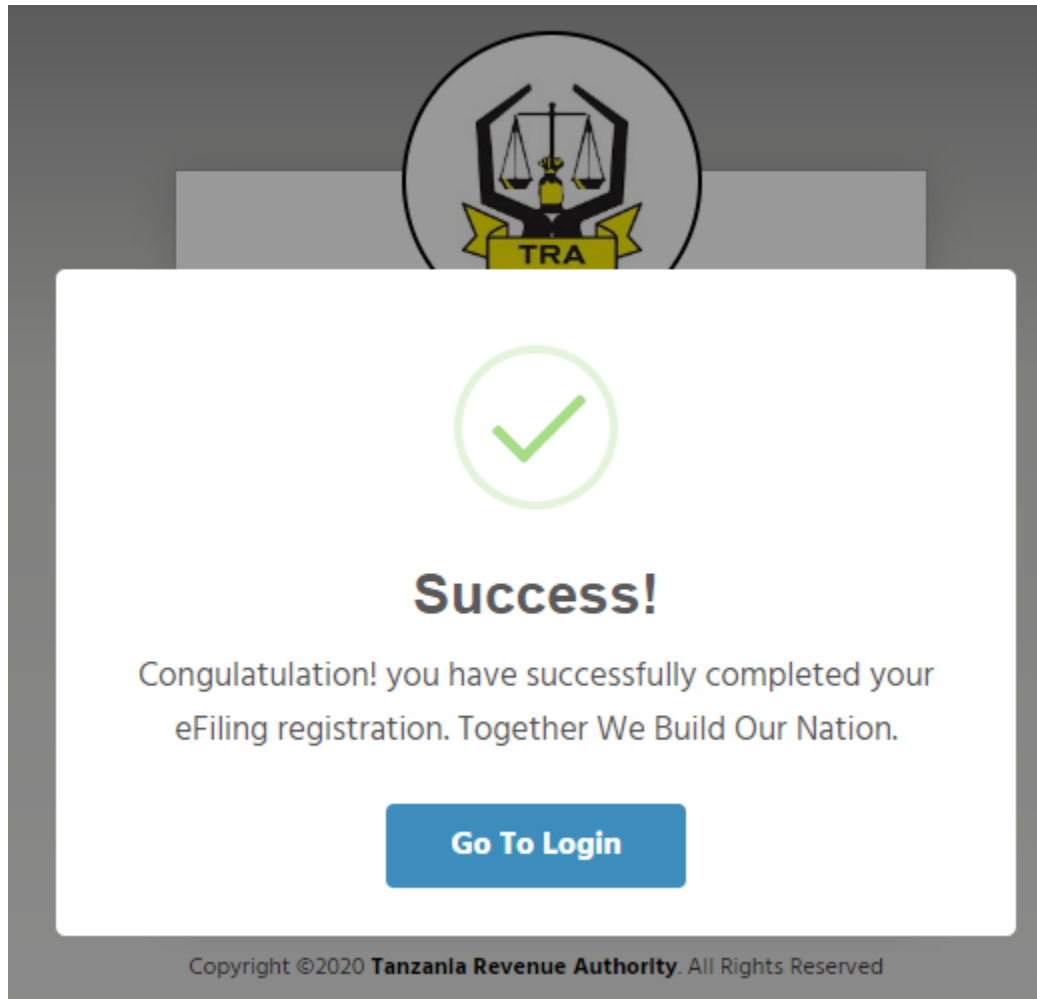
**Confirm password**

[Re-start registration](#) [Finish](#)

Already have an account? [Login here](#)  
Forgot password? [Reset here](#)

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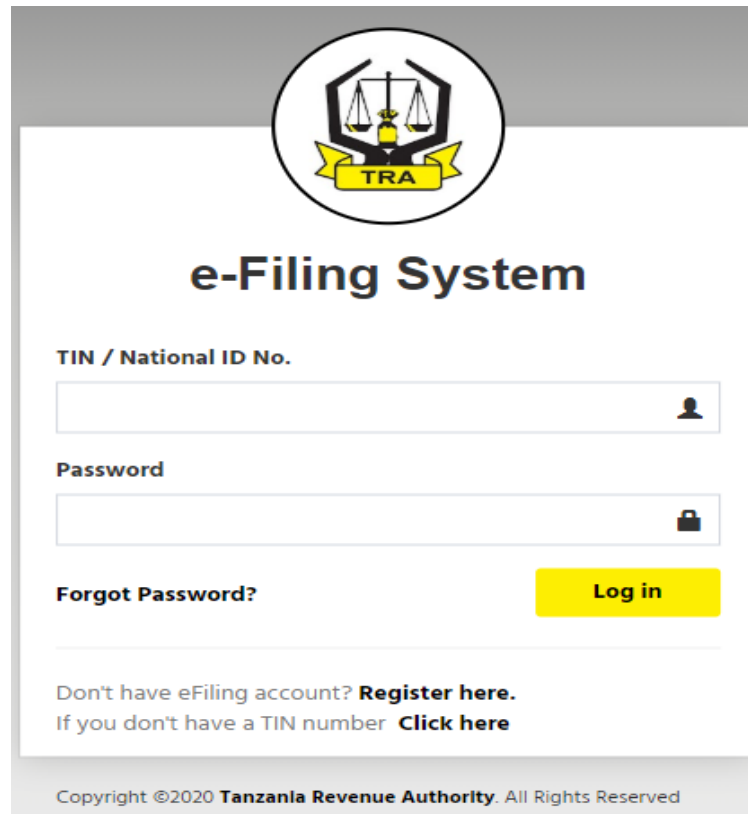
**Step 4:** After creating your password, click **“Finish”** to complete the e-filer registration process. Upon successful registration, the following message will pop up on your screen.



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

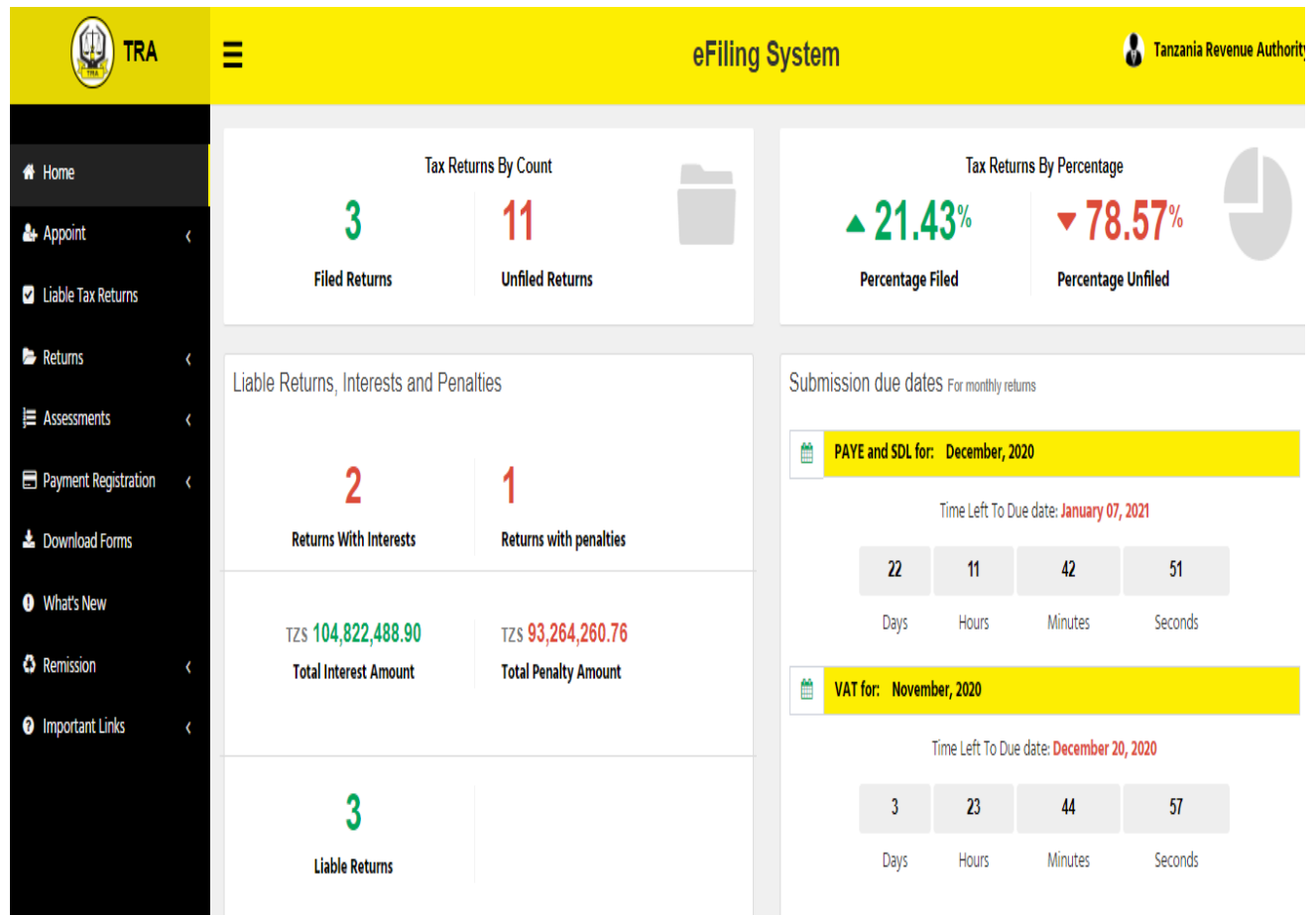
### 3.0 Log in

**Step 1:** Visit TRA official website ([www.tra.go.tz](http://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



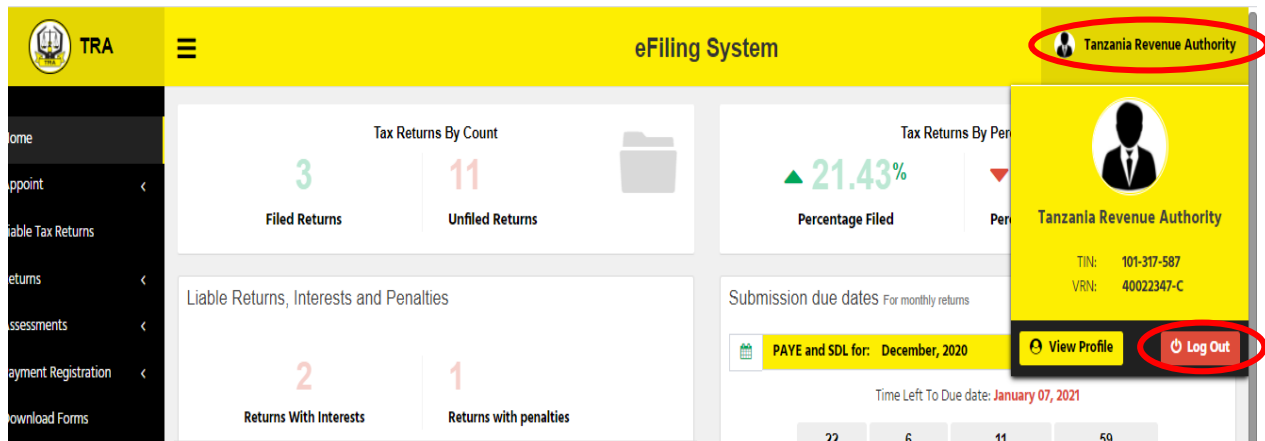
The screenshot shows the login interface for the TRA e-Filing System. At the top center is the TRA logo, which consists of a scale of justice inside a shield-like shape with the letters 'TRA' on a banner below it. Below the logo, the text 'e-Filing System' is displayed in a large, bold, black font. Underneath, there are two input fields: the first is labeled 'TIN / National ID No.' and has a small person icon on the right; the second is labeled 'Password' and has a small padlock icon on the right. Below these fields, there is a link for 'Forgot Password?' and a prominent yellow button labeled 'Log in'. At the bottom of the form area, there are two lines of text: 'Don't have eFiling account? Register here.' and 'If you don't have a TIN number Click here'. The footer of the page contains the text 'Copyright ©2020 Tanzania Revenue Authority. All Rights Reserved'.

**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

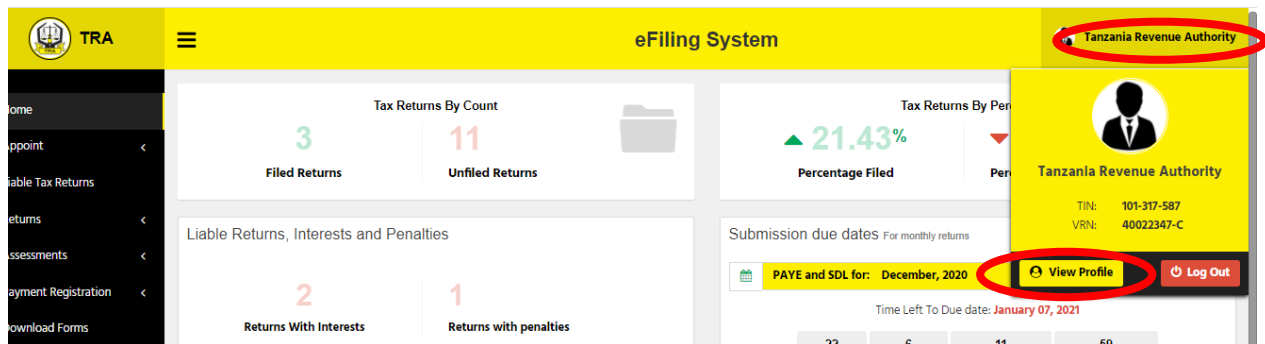
In order to log out of the system, click the name of the taxpayer as depicted below and click the button for sign out.



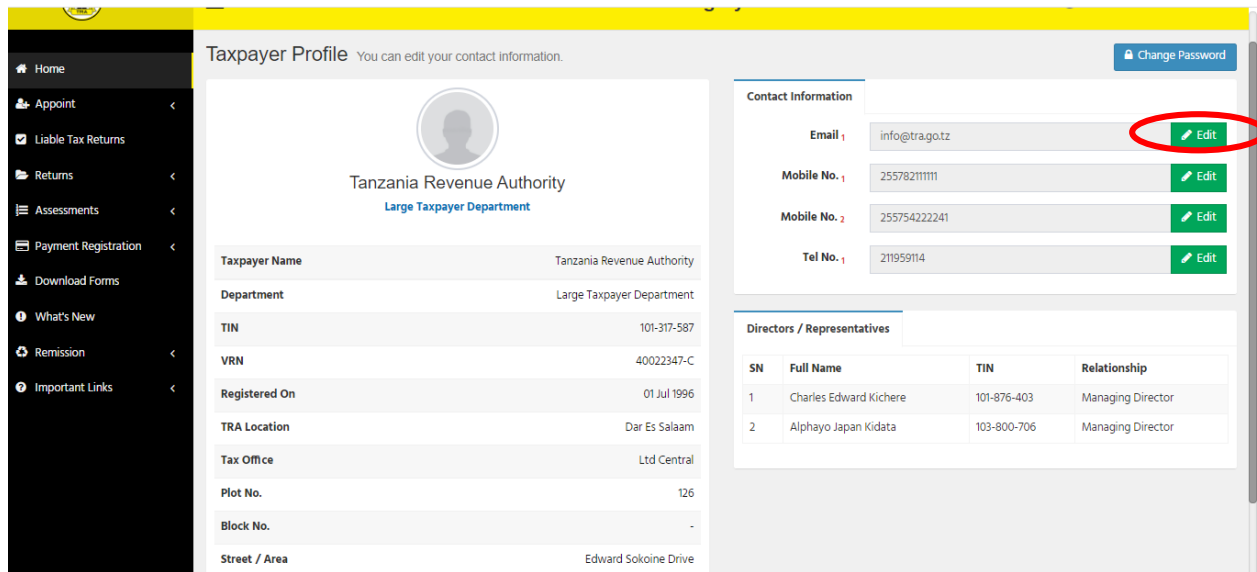
### 5.0 Update Personal Information

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

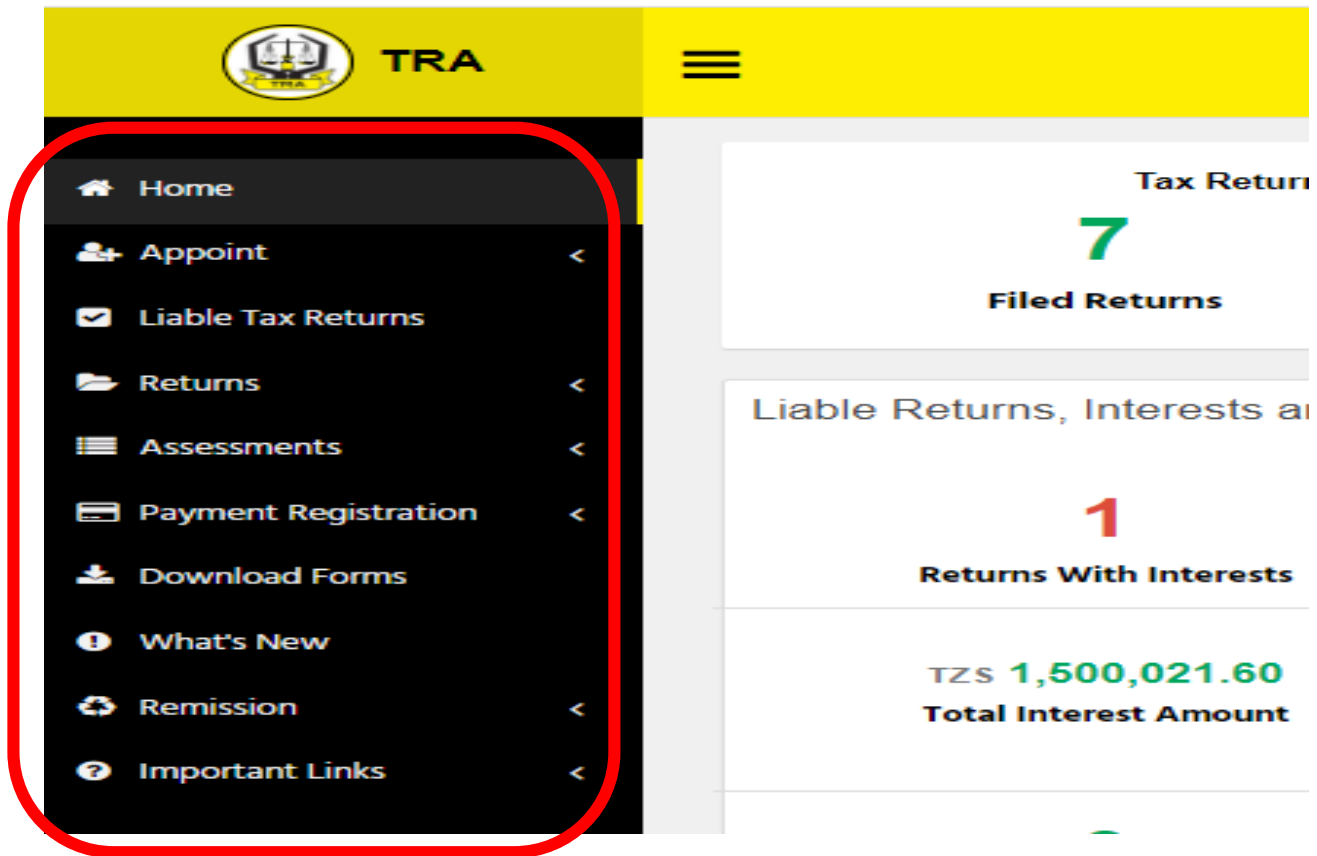


**Step 2:** View the contact details and click edit button for amending the contacts as depicted below and thereafter click save so as to save the changes made.



## 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
- User 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)**

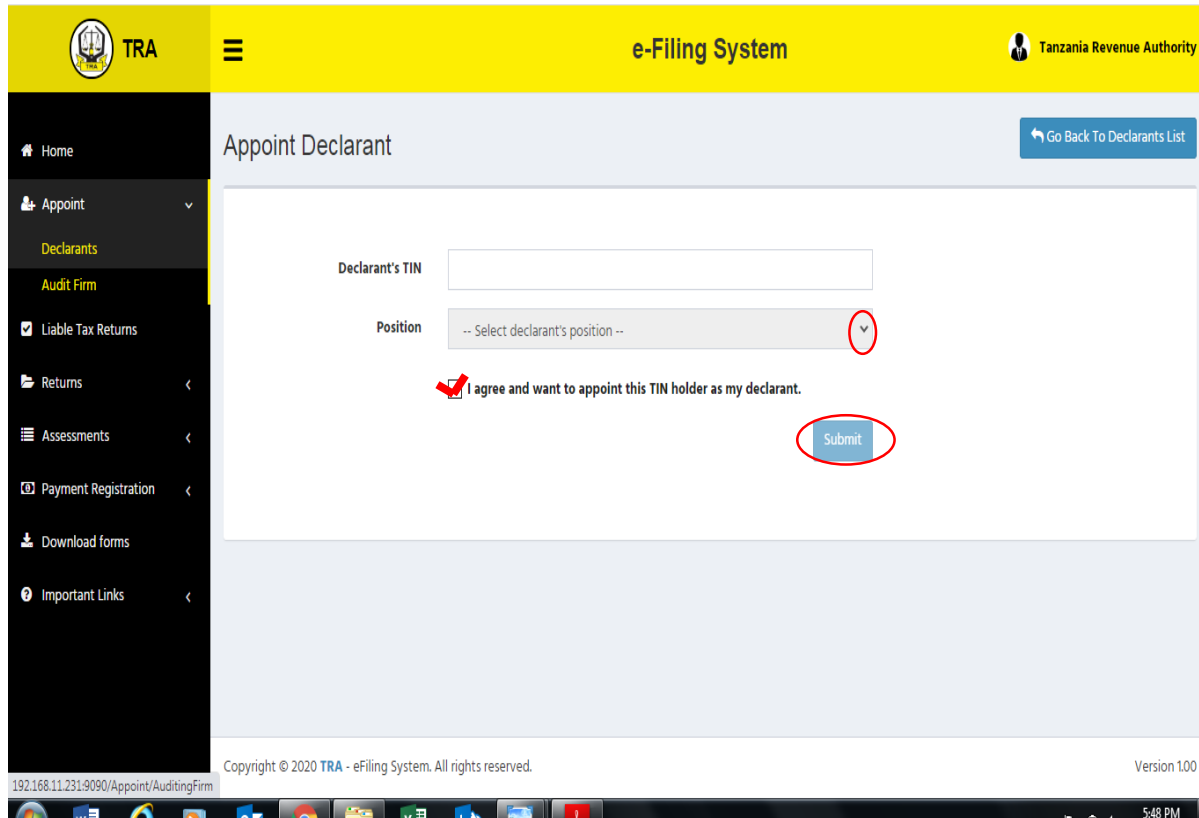
**Step 1:** In order to file tax returns, an entity must appoint a declarant who must be an individual. Appointment of a declarant is done by clicking the **“Appoint”** menu.



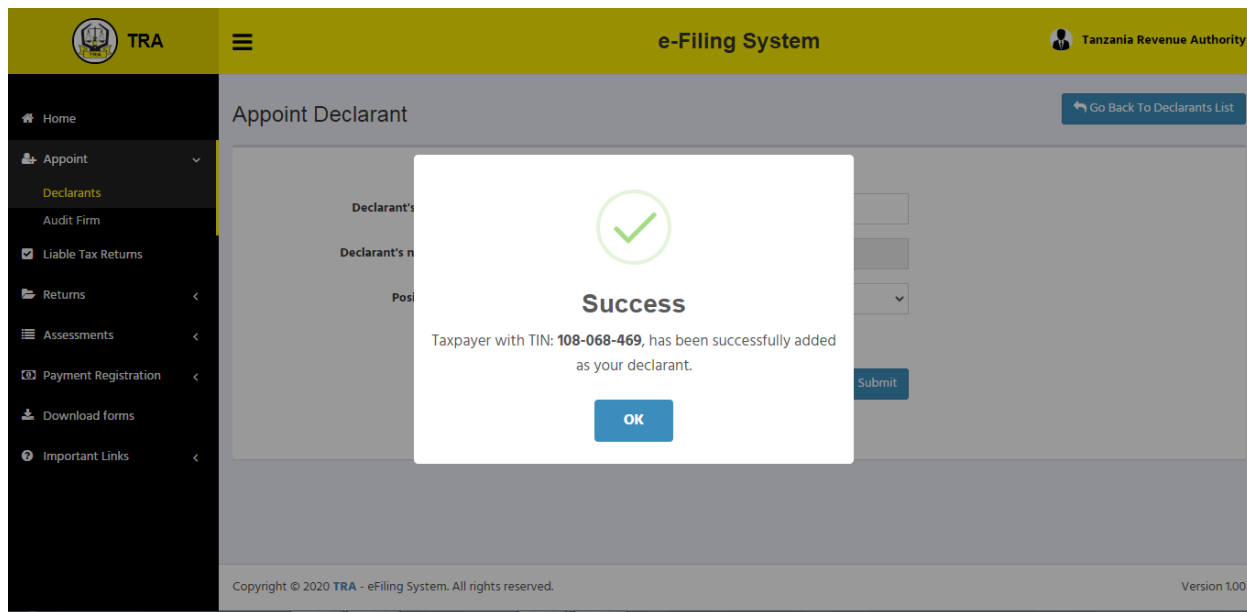
Appoint New Declarant'. In the top right corner, there is a button labeled '+ New Declarant'. In the left sidebar, the 'Declarants' menu item is highlighted with a red circle." data-bbox="105 155 939 517"/>

The screenshot shows the eFiling System interface. The top navigation bar is yellow and contains the TRA logo, a menu icon, the text 'eFiling System', and the user's name 'Tanzania Revenue Authority'. The left sidebar is dark grey and lists various menu items: Home, Appoint, Declarants (highlighted with a red circle), Audit Firm, Liable Tax Returns, Returns, Assessments, Payment Registration, Download Forms, What's New, Remission, and Important Links. The main content area has a white background and displays the 'Declarants' section. A blue banner at the top of this section reads 'No appointed declarants! You have not appointed any declarant so far. If we could find any, a list of your declarants would be shown here. Why don't you appoint one? [Appoint New Declarant](#)'. In the top right corner of the main content area, there is a button labeled '+ New Declarant' circled in red.

**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.

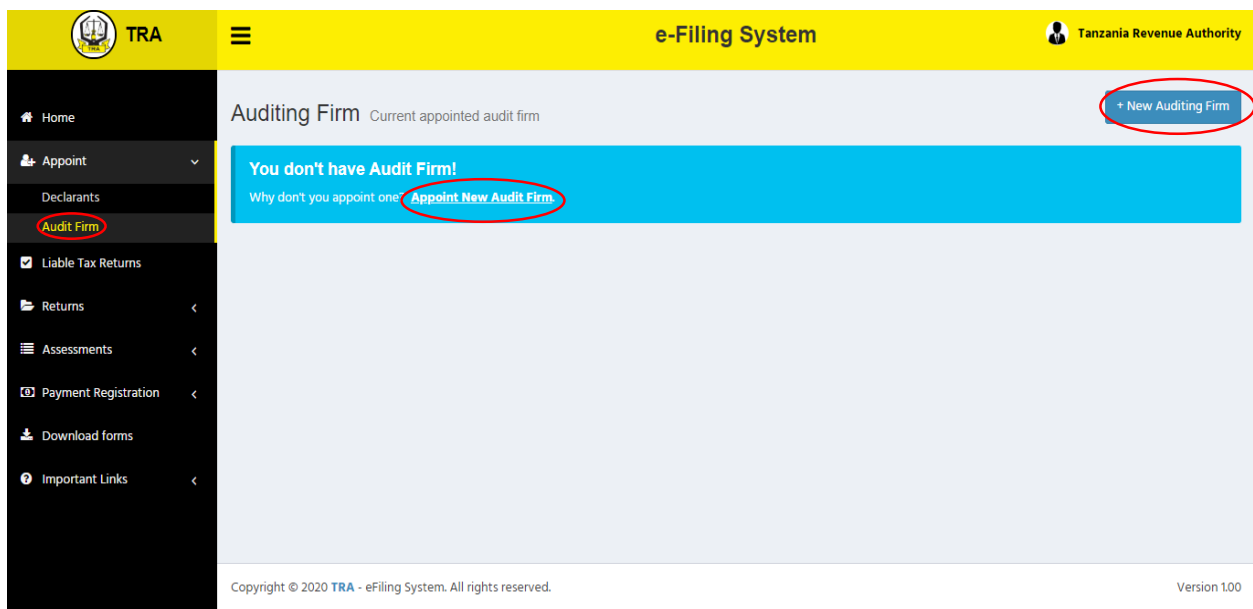


**Note:**

- 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.



The screenshot shows the 'e-Filing System' interface. The top navigation bar is yellow and contains the TRA logo, a menu icon, the text 'e-Filing System', and the user profile 'Tanzania Revenue Authority'. The left sidebar is dark grey and lists various menu items: Home, Appoint, Declarants, **Audit Firm** (circled in red), Liable Tax Returns, Returns, Assessments, Payment Registration, Download forms, and Important Links. The main content area is titled 'Auditing Firm' and shows 'Current appointed audit firm'. A blue banner with the text 'You don't have Audit Firm!' is displayed, with a circled link 'Appoint New Audit Firm'. A '+ New Auditing Firm' button is also circled in red in the top right corner of the main content area. The footer contains the text 'Copyright © 2020 TRA - eFiling System. All rights reserved.' and 'Version 1.0'.

**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:



TRA e-Filing System Tanzania Revenue Authority

Home Appoint Declarants **Audit Firm** Liable Tax Returns Returns Assessments Payment Registration Download forms Important Links

Appoint Audit Firm [Go Back](#)

Audit Firm's TIN

[Submit](#)

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**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

TRA e-Filing System Tanzania Revenue Authority

Home Appoint Declarants **Audit Firm** Liable Tax Returns Returns Assessments Payment Registration Download forms Important Links

Appoint Audit Firm [Go Back](#)

Audit Firm's TIN 129-727-101

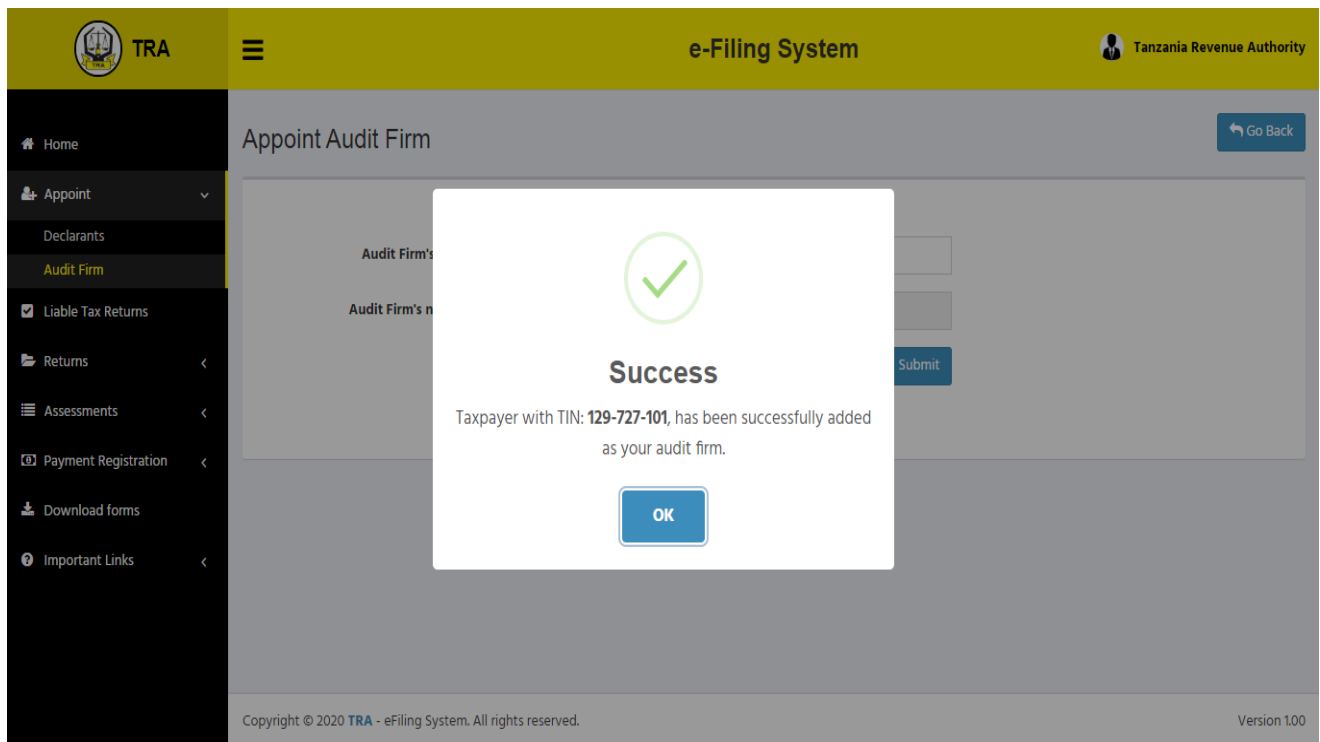
Audit Firm's name FLG COMPANY LIMITED

[Submit](#)

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**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

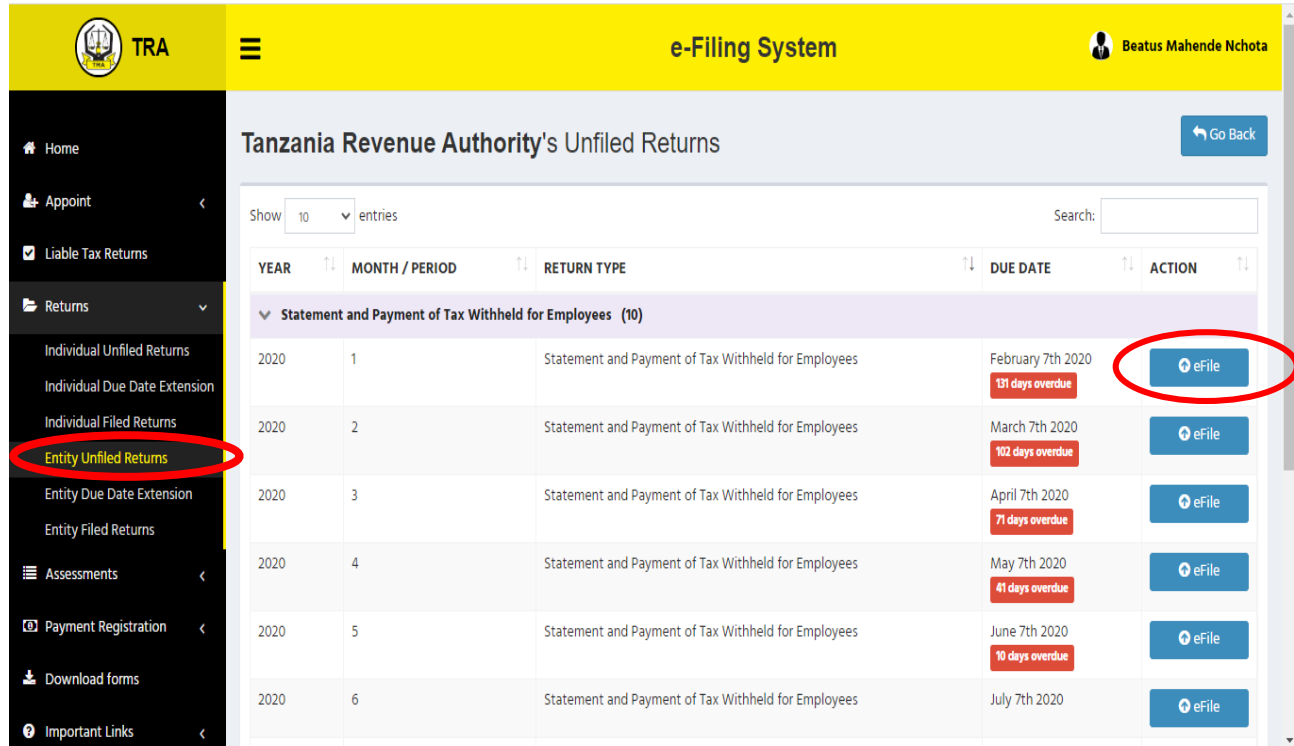


Upon appointment, the appointed audit firm will receive notification message to inform of its appointment

## 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:

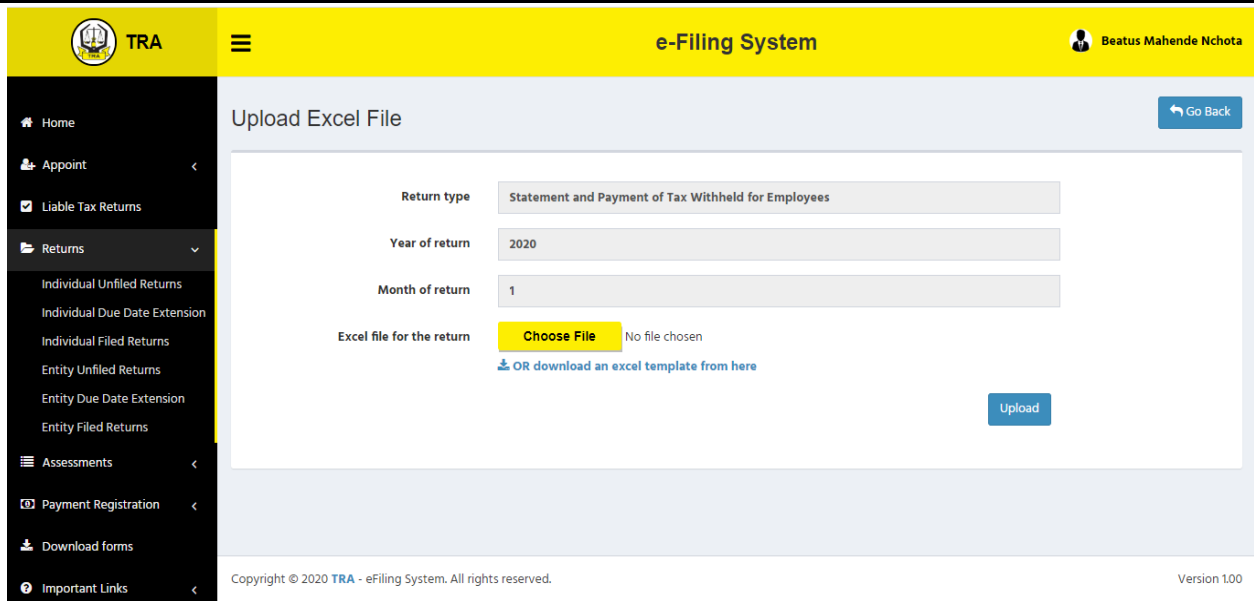
**Note:** An entity cannot file its own return thus appointed declarants will be able log in and access entity returns for filing.



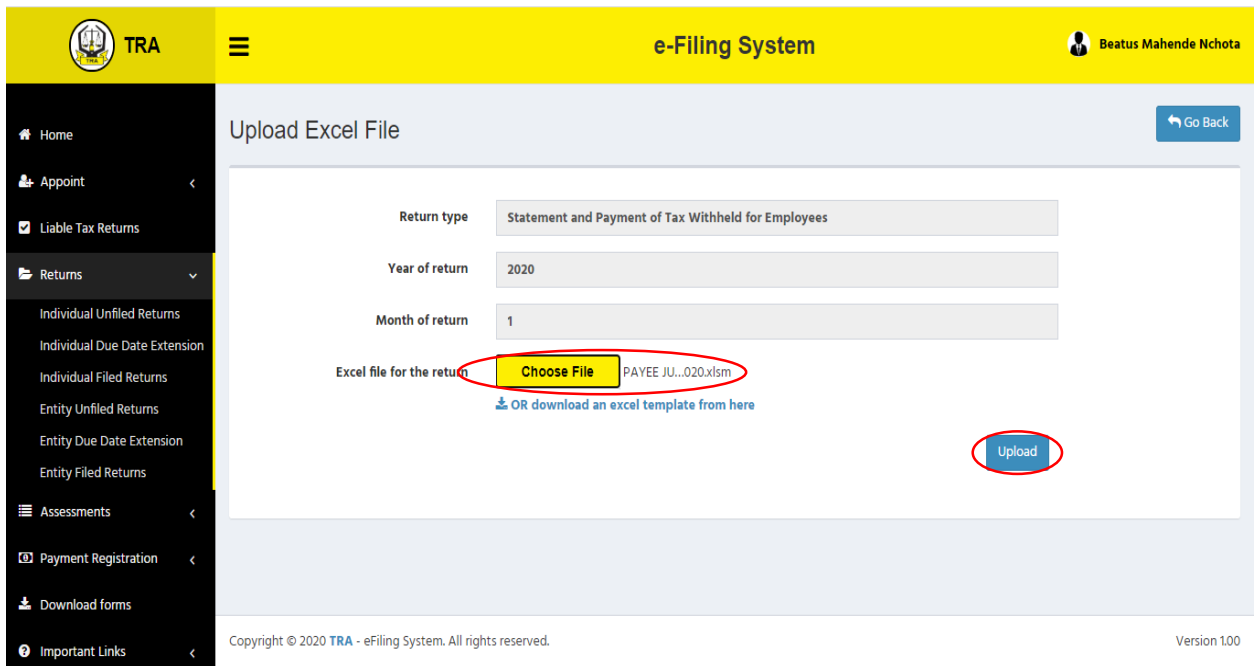
The screenshot displays the 'Tanzania Revenue Authority's Unfiled Returns' page. The left sidebar contains a navigation menu with 'Entity Unfiled Returns' highlighted in red. The main content area shows a table of unfiled returns with columns for Year, Month / Period, Return Type, Due Date, and Action. The first row is highlighted, and its 'eFile' button is circled in red.

YEAR	MONTH / PERIOD	RETURN TYPE	DUE DATE	ACTION
2020	1	Statement and Payment of Tax Withheld for Employees	February 7th 2020 131 days overdue	eFile
2020	2	Statement and Payment of Tax Withheld for Employees	March 7th 2020 102 days overdue	eFile
2020	3	Statement and Payment of Tax Withheld for Employees	April 7th 2020 71 days overdue	eFile
2020	4	Statement and Payment of Tax Withheld for Employees	May 7th 2020 41 days overdue	eFile
2020	5	Statement and Payment of Tax Withheld for Employees	June 7th 2020 10 days overdue	eFile
2020	6	Statement and Payment of Tax Withheld for Employees	July 7th 2020	eFile

**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

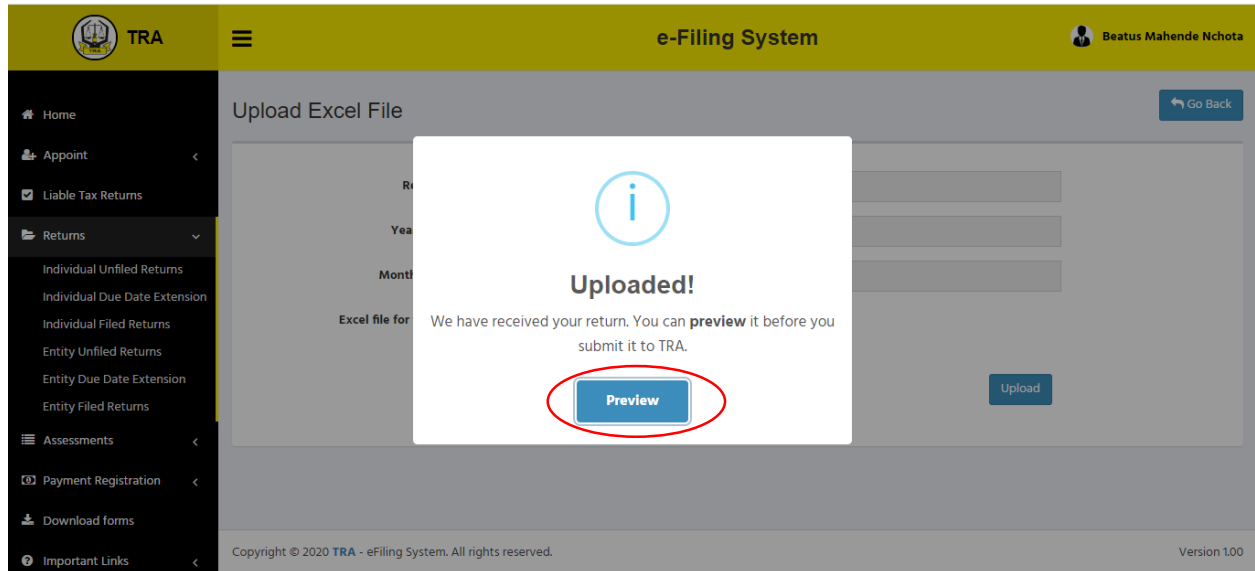


**Step 3:** An e-filer/Declarant will be required to upload a return that has been already filled and saved in the computer with all required information by clicking **“Choose File”**. Upon selection of the return file, its name will appear as indicated on the screen below

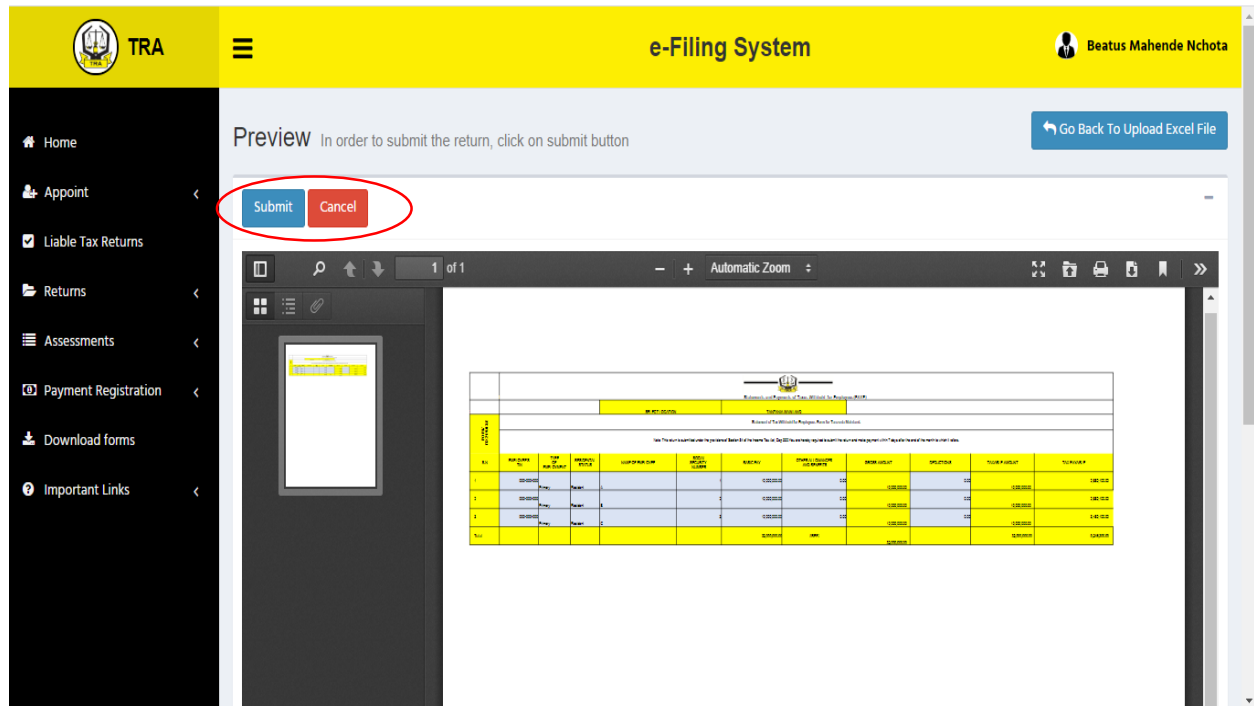


**Step 4:** Click **“Upload”** in order to upload the filled in excel return form for processing. You will receive the message prompting to review the uploaded return before further processing as indicated on the following screen



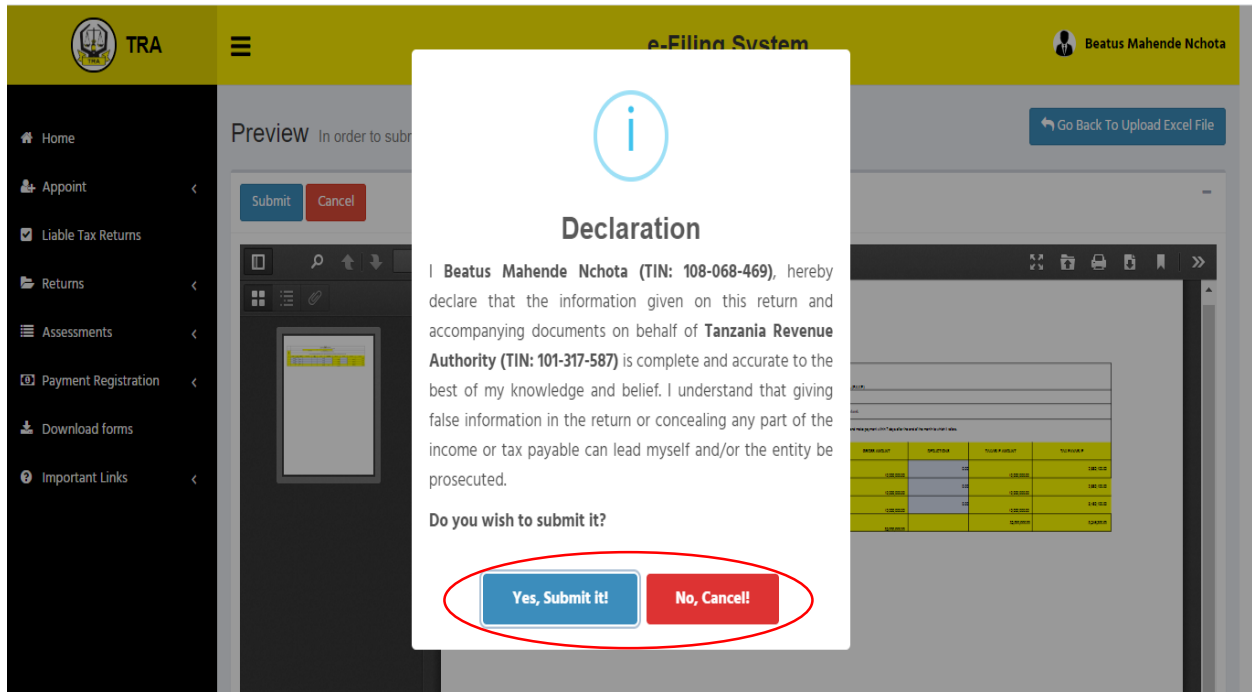


**Step 4:** Click **“Preview”** in order to confirm the information contained in your uploaded return. You will be directed to the screen as depicted below:

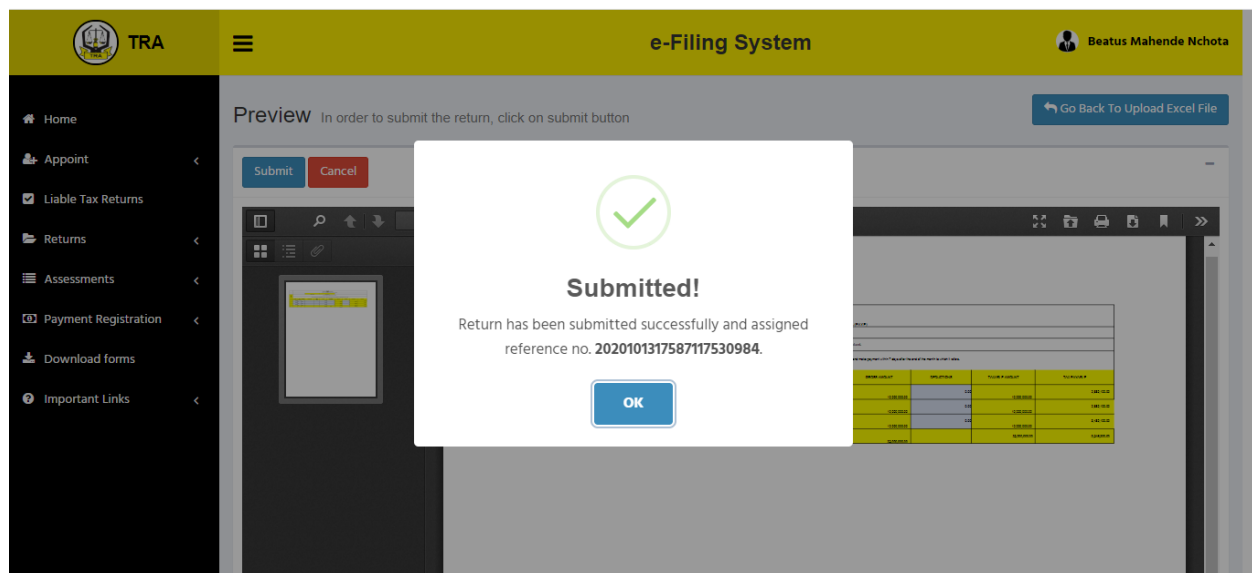


**Step 5:** If there is any need to cancel the process after review of the return you can do the same by clicking **“Cancel”** and you can upload another file. However, if the information is correct click **“Submit”** to send your return for processing/assessment.

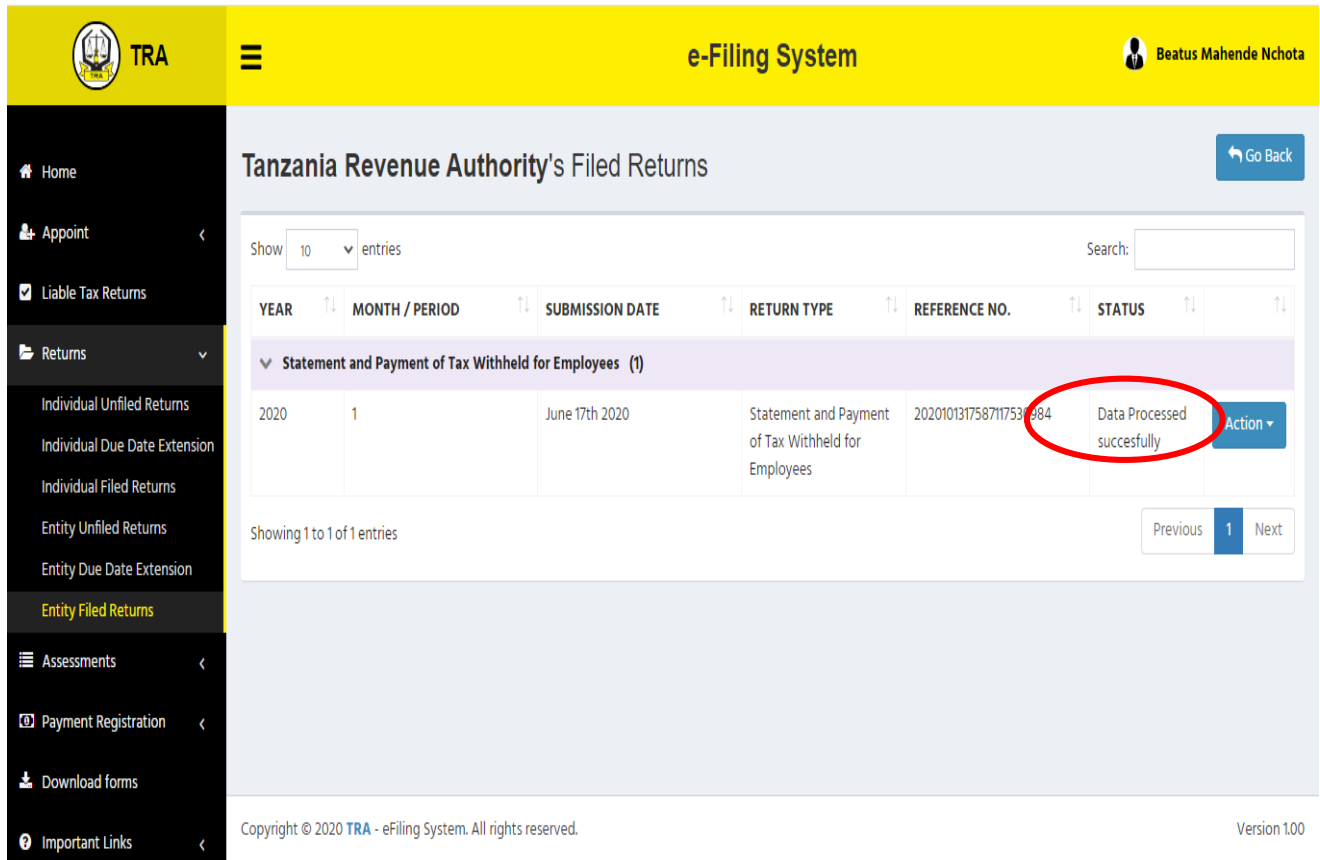
**Step 6:** You will be prompted to make a declaration of return filing before you finally submit. The Declaration Statement indicated in the screen below will pop up and you will be required to click **“Yes, Submit it”** to complete submission of return, otherwise click **“No, Cancel”** to decline filing 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.



The screenshot shows the 'Tanzania Revenue Authority's Filed Returns' page. The interface includes a navigation menu on the left, a search bar, and a table of returns. The table has columns for Year, Month/Period, Submission Date, Return Type, Reference No., and Status. A red circle highlights the status 'Data Processed successfully' in the first row of the table. Below the table, there is a pagination control showing 'Showing 1 to 1 of 1 entries' and buttons for 'Previous', '1', and 'Next'.

YEAR	MONTH / PERIOD	SUBMISSION DATE	RETURN TYPE	REFERENCE NO.	STATUS	
2020	1	June 17th 2020	Statement and Payment of Tax Withheld for Employees	202010131758711753984	Data Processed successfully	Action

**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:



The screenshot shows the 'Tanzania Revenue Authority's Filed Returns' page. The sidebar menu on the left includes 'Home', 'Appoint', 'Liable Tax Returns', 'Returns', 'Entity Filed Returns', 'Assessments', 'Payment Registration', 'Download forms', and 'Important Links'. The main content area displays a table of filed returns with columns for Year, Month/Period, Submission Date, Return Type, Reference No., and Status. A red circle highlights the 'Action' dropdown menu for the entry 'Statement and Payment of Tax Withheld for Employees'.

YEAR	MONTH / PERIOD	SUBMISSION DATE	RETURN TYPE	REFERENCE NO.	STATUS	
Statement and Payment of Tax Withheld for Employees (1)						
2020	1	June 17th 2020	Statement and Payment of Tax Withheld for Employees	2020101317587117530984	Data Processed successfully	Action

## 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 Statement 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:

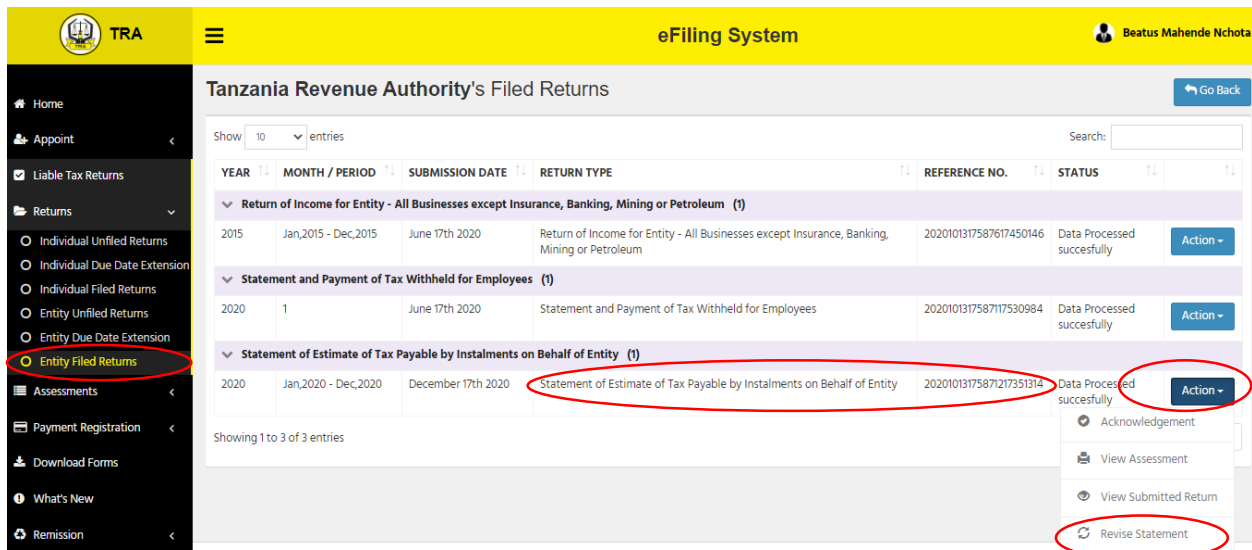
The screenshot shows the 'Tanzania Revenue Authority's Filed Returns' page. The sidebar menu on the left includes 'Home', 'Appoint', 'Liable Tax Returns', 'Returns', 'Entity Filed Returns', 'Assessments', 'Payment Registration', 'Download Forms', 'What's New', and 'Remission'. The main content area displays a table of filed returns with columns for Year, Month/Period, Submission Date, Return Type, Reference No., and Status. Red circles highlight the 'Returns' and 'Entity Filed Returns' options in the sidebar, and the 'Action' dropdown menu for the entry 'Statement of Estimate of Tax Payable by Instalments on Behalf of Entity'.

YEAR	MONTH / PERIOD	SUBMISSION DATE	RETURN TYPE	REFERENCE NO.	STATUS	
Return of Income for Entity - All Businesses except Insurance, Banking, Mining or Petroleum (1)						
2015	Jan,2015 - Dec,2015	June 17th 2020	Return of Income for Entity - All Businesses except Insurance, Banking, Mining or Petroleum	2020101317587617450146	Data Processed successfully	Action
Statement and Payment of Tax Withheld for Employees (1)						
2020	1	June 17th 2020	Statement and Payment of Tax Withheld for Employees	2020101317587117530984	Data Processed successfully	Action
Statement of Estimate of Tax Payable by Instalments on Behalf of Entity (1)						
2020	Jan,2020 - Dec,2020	December 17th 2020	Statement of Estimate of Tax Payable by Instalments on Behalf of Entity	2020101317587217351314	Data Processed successfully	Action

**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;

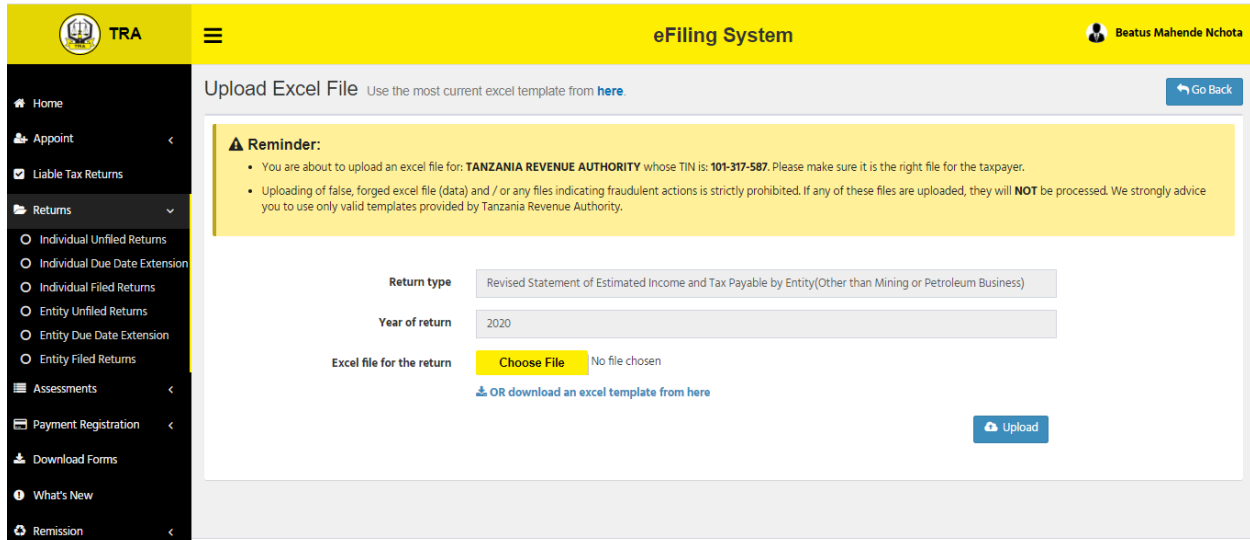


The screenshot displays the 'eFiling System' interface for the Tanzania Revenue Authority. The user is logged in as 'Beatus Mahende Nchota'. The main section is titled 'Tanzania Revenue Authority's Filed Returns'. A table lists three entries:

YEAR	MONTH / PERIOD	SUBMISSION DATE	RETURN TYPE	REFERENCE NO.	STATUS	
2015	Jan,2015 - Dec,2015	June 17th 2020	Return of Income for Entity - All Businesses except Insurance, Banking, Mining or Petroleum	2020101317587617450146	Data Processed successfully	Action -
2020	1	June 17th 2020	Statement and Payment of Tax Withheld for Employees	2020101317587117530984	Data Processed successfully	Action -
2020	Jan,2020 - Dec,2020	December 17th 2020	Statement of Estimate of Tax Payable by Instalments on Behalf of Entity	20201013175871217351314	Data Processed successfully	Action -

The 'Action -' button for the third entry is highlighted with a red circle. A dropdown menu is open, showing options: Acknowledgement, View Assessment, View Submitted Return, and Revise Statement. The 'Revise Statement' option is also highlighted with a red circle. The left sidebar menu has 'Entity Filed Returns' highlighted with a red circle.

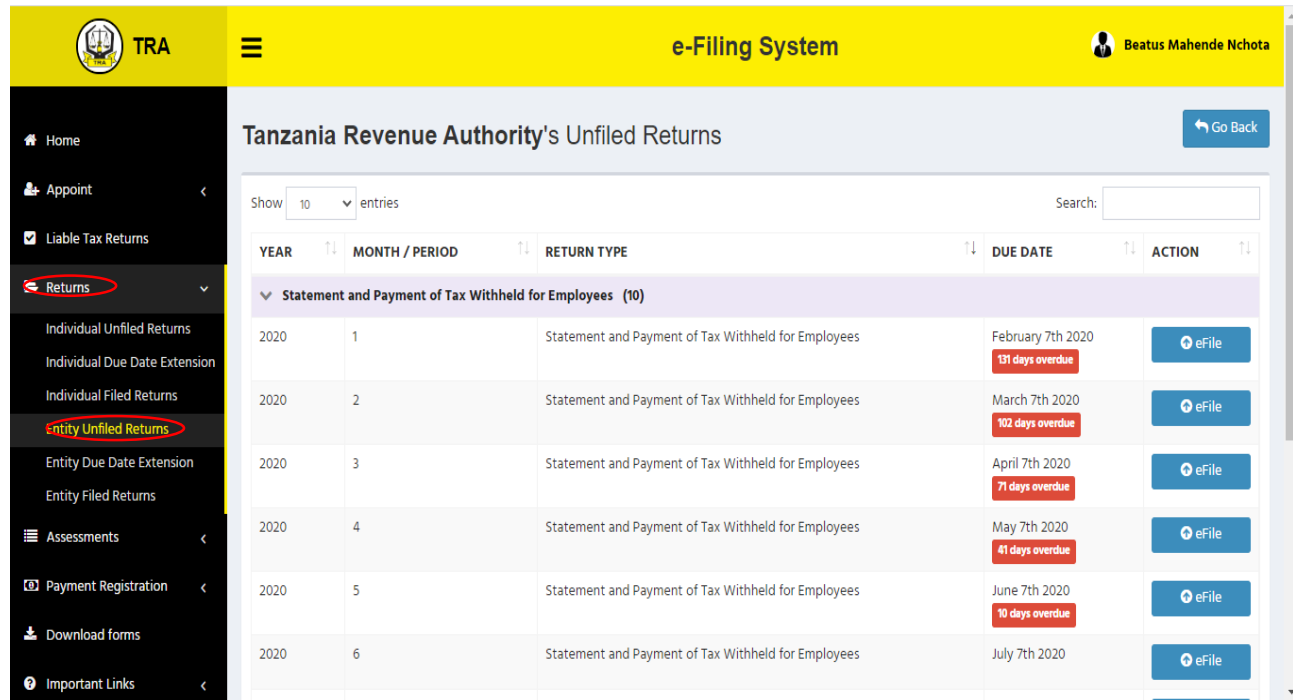
After click **revise statement**, a screen like the following will appear indicating return type, year of return and an option to choose a file or download a return in the form of an excel template



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)

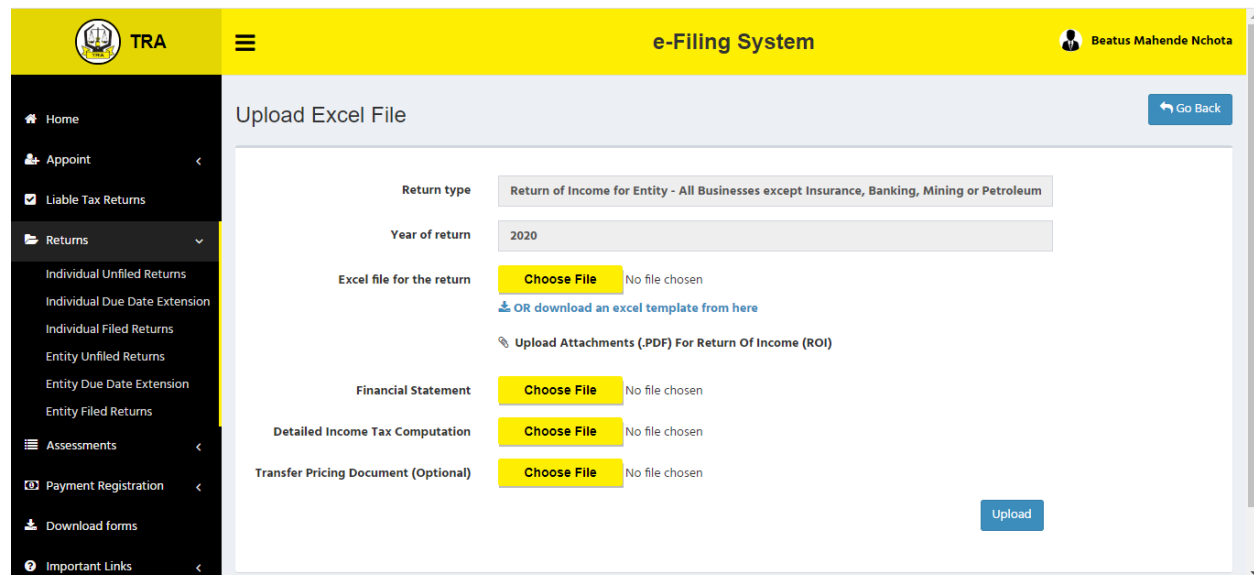
**Step 1:** Filing of returns is done after log in by an individual e-filer or appointed Declarant of the entity. In order to file returns, click on **“Returns”** on the log in home screen where you will select **“Unfiled Returns”** for individual e-filer and **“Entity Unfiled Returns”** for a declarant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



The screenshot shows the 'e-Filing System' interface. The top navigation bar is yellow with the TRA logo on the left, a menu icon, the text 'e-Filing System', and a user profile 'Beatus Mahende Nchota' on the right. A left sidebar contains navigation options: Home, Appoint, Liable Tax Returns, Returns (highlighted with a red circle), Individual Unfiled Returns, Individual Due Date Extension, Individual Filed Returns, Entity Unfiled Returns (highlighted with a red circle), Entity Due Date Extension, Entity Filed Returns, Assessments, Payment Registration, Download forms, and Important Links. The main content area is titled 'Tanzania Revenue Authority's Unfiled Returns' and features a 'Go Back' button. Below the title, there is a search bar and a table of unfiled returns. The table has columns for YEAR, MONTH / PERIOD, RETURN TYPE, DUE DATE, and ACTION. The data rows show returns for the year 2020, with due dates ranging from February 7th to July 7th. Each row has an 'eFile' button. A red box highlights the '131 days overdue' status for the first return.

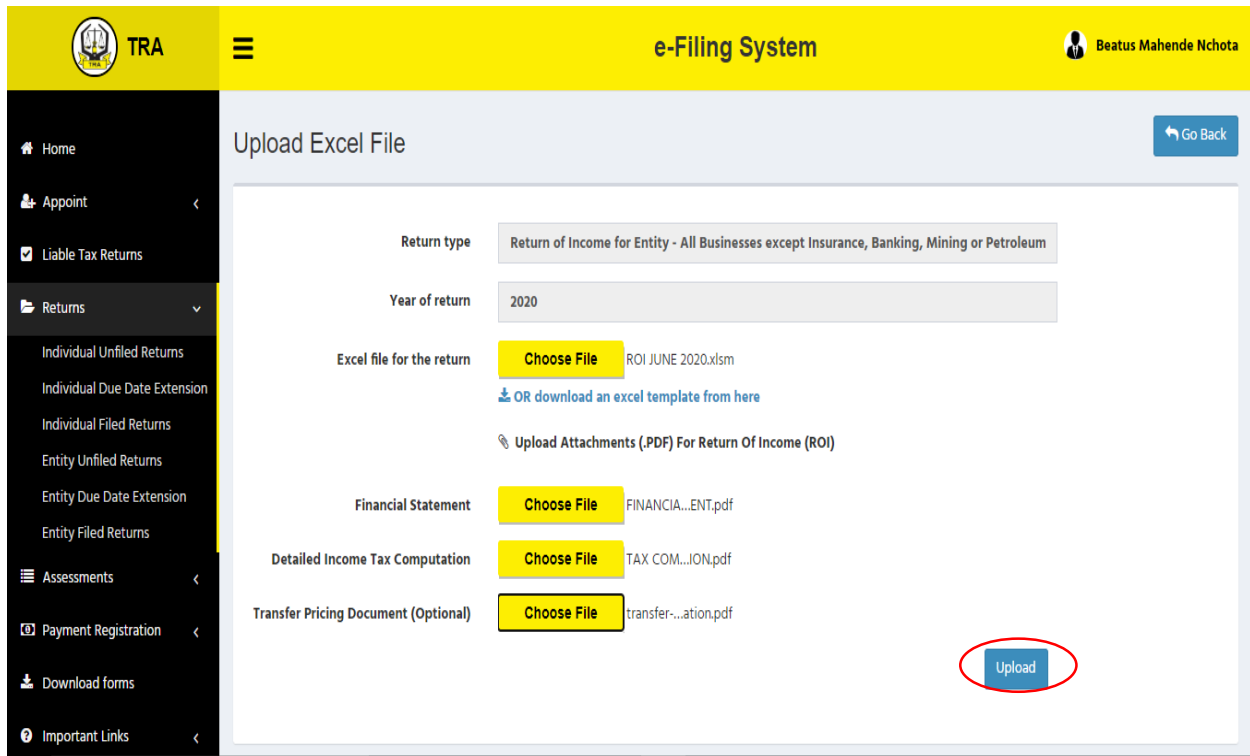
YEAR	MONTH / PERIOD	RETURN TYPE	DUE DATE	ACTION
2020	1	Statement and Payment of Tax Withheld for Employees	February 7th 2020 131 days overdue	eFile
2020	2	Statement and Payment of Tax Withheld for Employees	March 7th 2020 102 days overdue	eFile
2020	3	Statement and Payment of Tax Withheld for Employees	April 7th 2020 71 days overdue	eFile
2020	4	Statement and Payment of Tax Withheld for Employees	May 7th 2020 41 days overdue	eFile
2020	5	Statement and Payment of Tax Withheld for Employees	June 7th 2020 10 days overdue	eFile
2020	6	Statement and Payment of Tax Withheld for Employees	July 7th 2020	eFile

**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*)



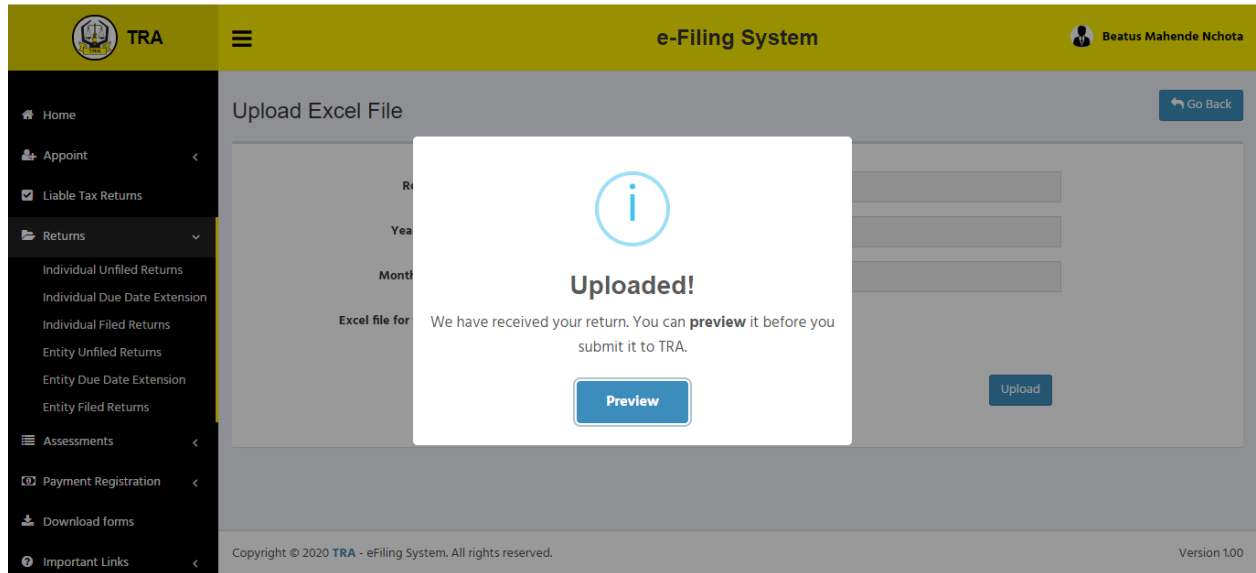
The screenshot shows the 'Upload Excel File' screen in the e-Filing System. The top navigation bar is yellow with the TRA logo on the left, a menu icon, the text 'e-Filing System', and a user profile 'Beatus Mahende Nchota' on the right. A left sidebar contains navigation options: Home, Appoint, Liable Tax Returns, Returns, Individual Unfiled Returns, Individual Due Date Extension, Individual Filed Returns, Entity Unfiled Returns, Entity Due Date Extension, Entity Filed Returns, Assessments, Payment Registration, Download forms, and Important Links. The main content area is titled 'Upload Excel File' and features a 'Go Back' button. Below the title, there is a form with the following fields: Return type (Return of Income for Entity - All Businesses except Insurance, Banking, Mining or Petroleum), Year of return (2020), Excel file for the return (Choose File, No file chosen), Financial Statement (Choose File, No file chosen), Detailed Income Tax Computation (Choose File, No file chosen), and Transfer Pricing Document (Optional) (Choose File, No file chosen). There is also a link to 'OR download an excel template from here' and a section for 'Upload Attachments (.PDF) For Return Of Income (ROI)'. An 'Upload' button is located at the bottom right of the form.

**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

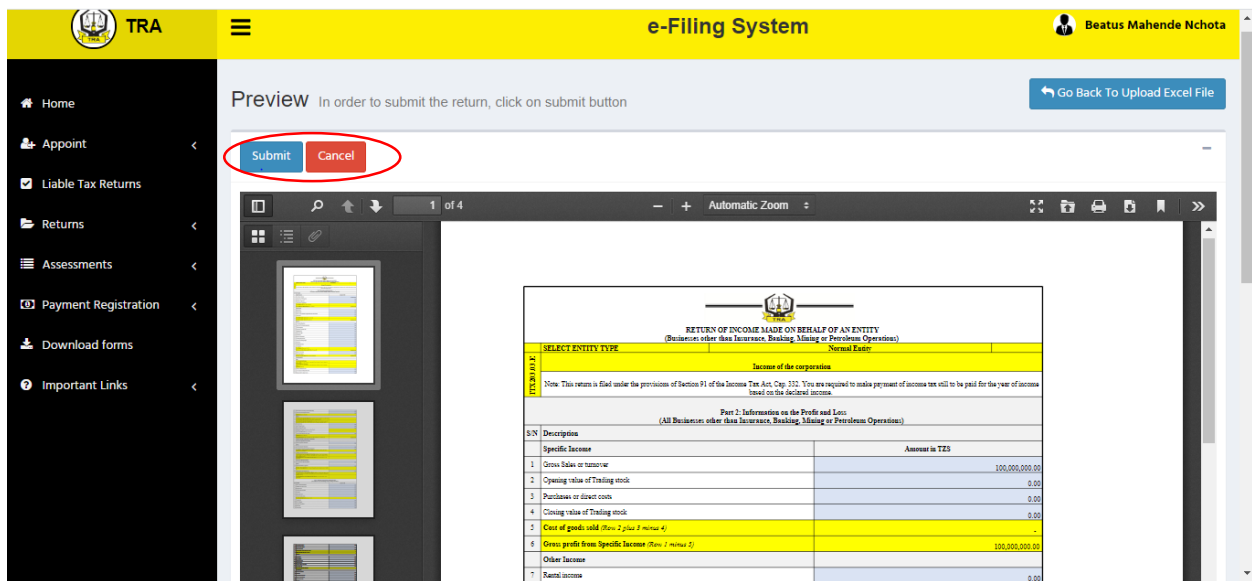


**Step 4:** Click **“Upload”** in order to upload the return in excel format and accompanied attachments for further processing. You will receive the message prompting you to review the uploaded return before further processing as indicated below

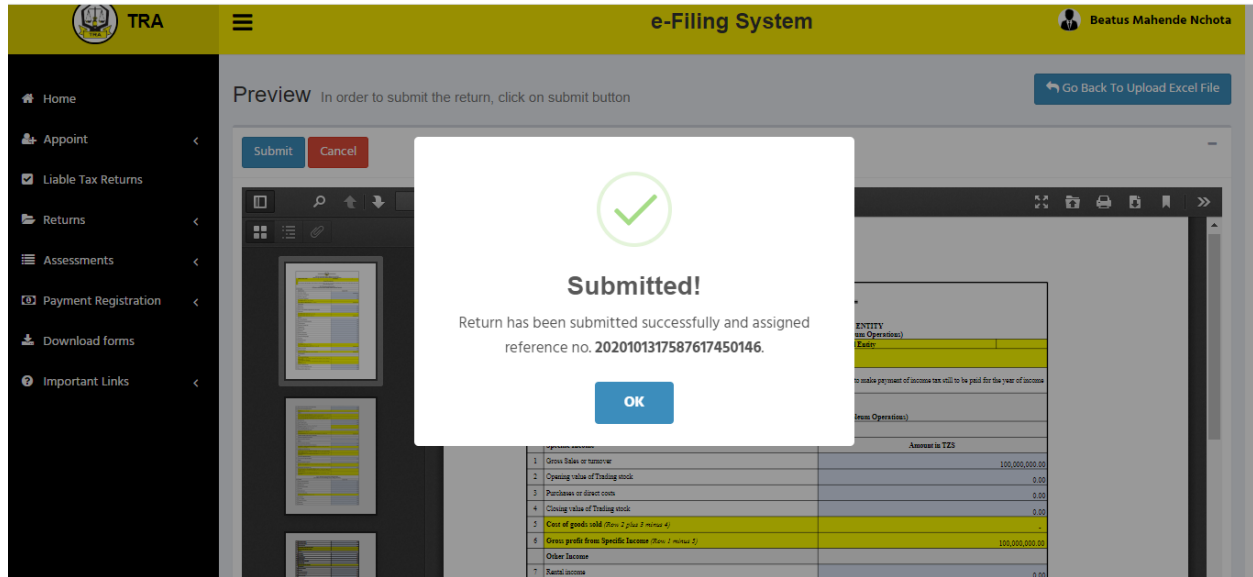




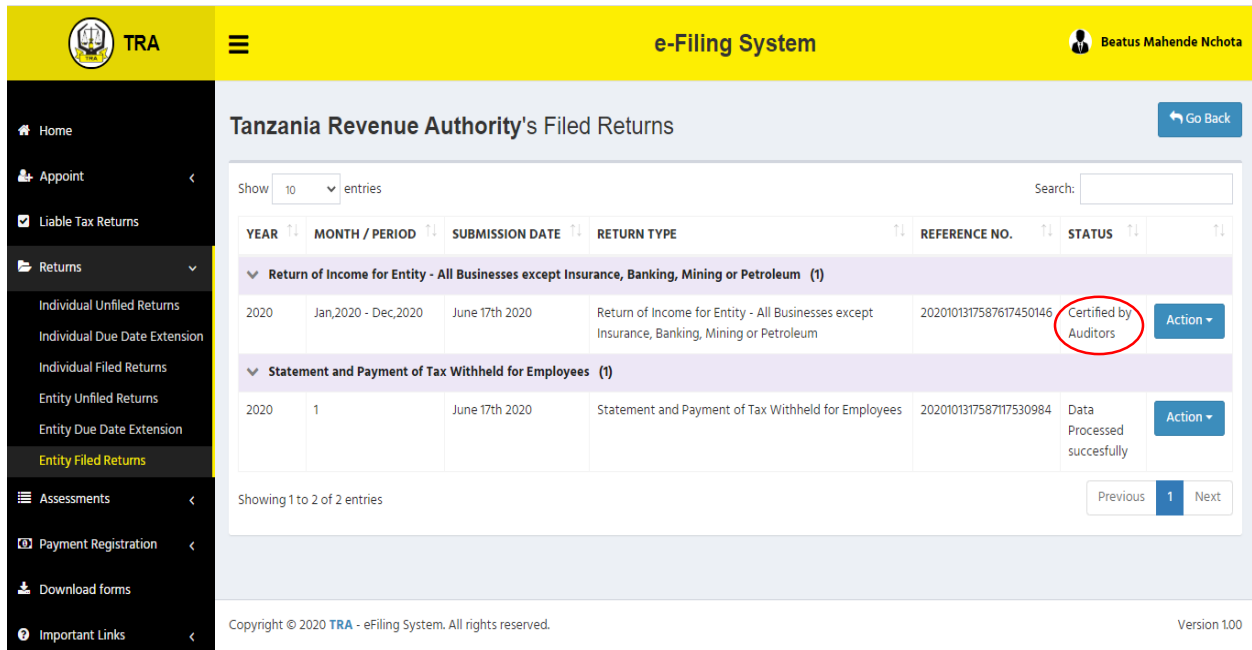
**Step 4:** Click **“Preview”** in order to confirm the information contained in your uploaded return. You will be directed to the screen as depicted below:



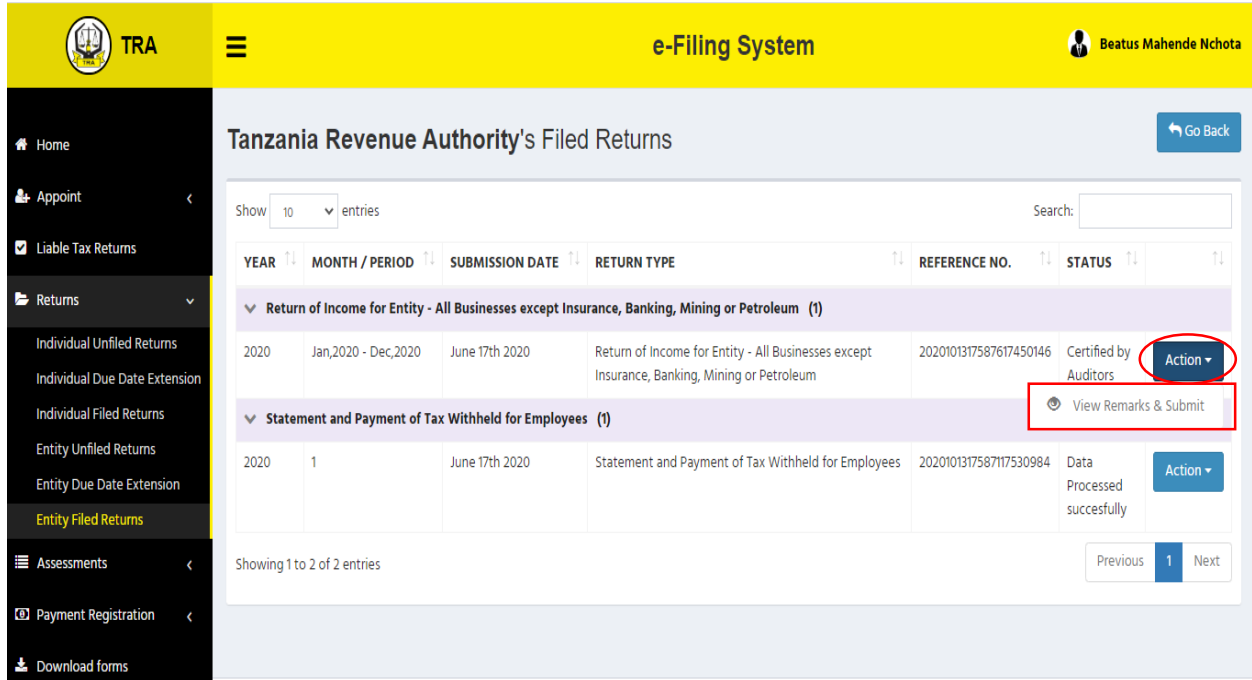
**Step 5:** If there is any need to cancel the process after review of the return you can do the same by clicking **“Cancel”** and you can upload another file. However, if the information is correct click **“Submit”** to send your return for processing/assessment. Upon clicking **“Submit”** the return 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:



**Tanzania Revenue Authority's Filed Returns**

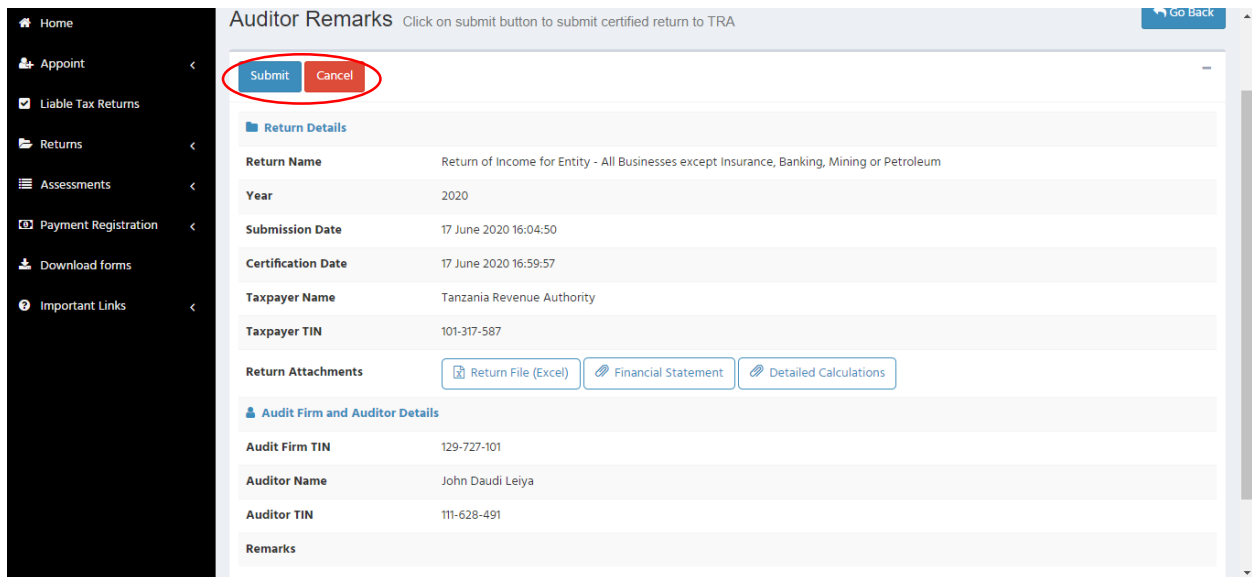
Show 10 entries Search:

YEAR	MONTH / PERIOD	SUBMISSION DATE	RETURN TYPE	REFERENCE NO.	STATUS
Return of Income for Entity - All Businesses except Insurance, Banking, Mining or Petroleum (1)					
2020	Jan,2020 - Dec,2020	June 17th 2020	Return of Income for Entity - All Businesses except Insurance, Banking, Mining or Petroleum	2020101317587617450146	Certified by Auditors <b>Action</b>
Statement and Payment of Tax Withheld for Employees (1)					
2020	1	June 17th 2020	Statement and Payment of Tax Withheld for Employees	2020101317587117530984	Data Processed successfully <b>Action</b>

Showing 1 to 2 of 2 entries

Previous 1 Next

**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



**Auditor Remarks** Click on submit button to submit certified return to TRA

**Submit** **Cancel**

**Return Details**

**Return Name** Return of Income for Entity - All Businesses except Insurance, Banking, Mining or Petroleum

**Year** 2020

**Submission Date** 17 June 2020 16:04:50

**Certification Date** 17 June 2020 16:59:57

**Taxpayer Name** Tanzania Revenue Authority

**Taxpayer TIN** 101-317-587

**Return Attachments** [Return File \(Excel\)](#) [Financial Statement](#) [Detailed Calculations](#)

**Audit Firm and Auditor Details**

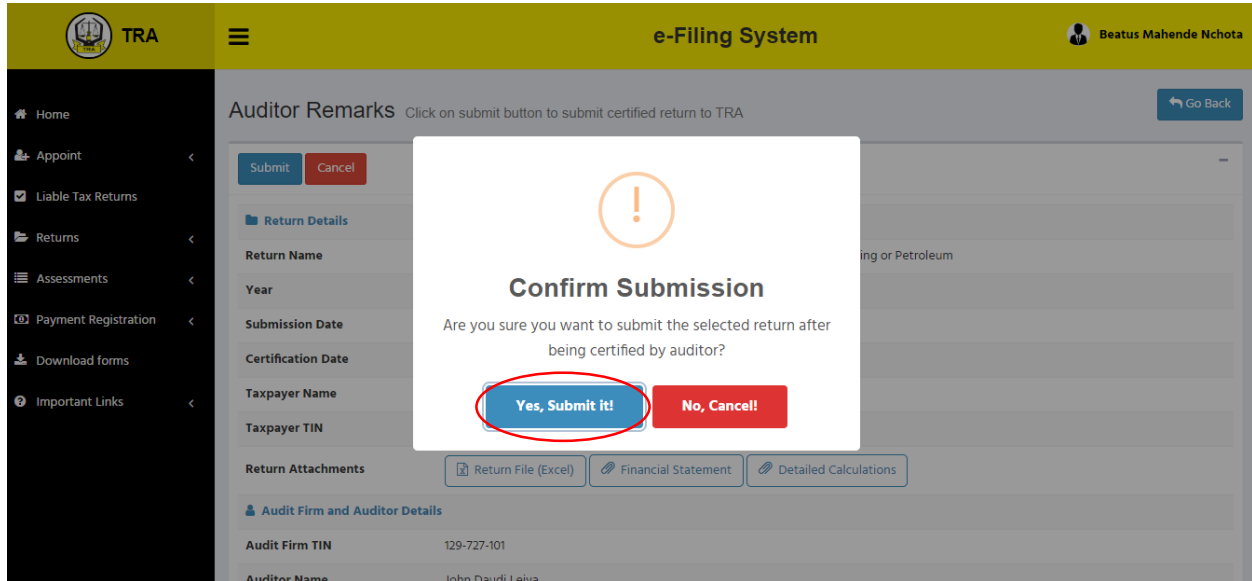
**Audit Firm TIN** 129-727-101

**Auditor Name** John Daudi Leiya

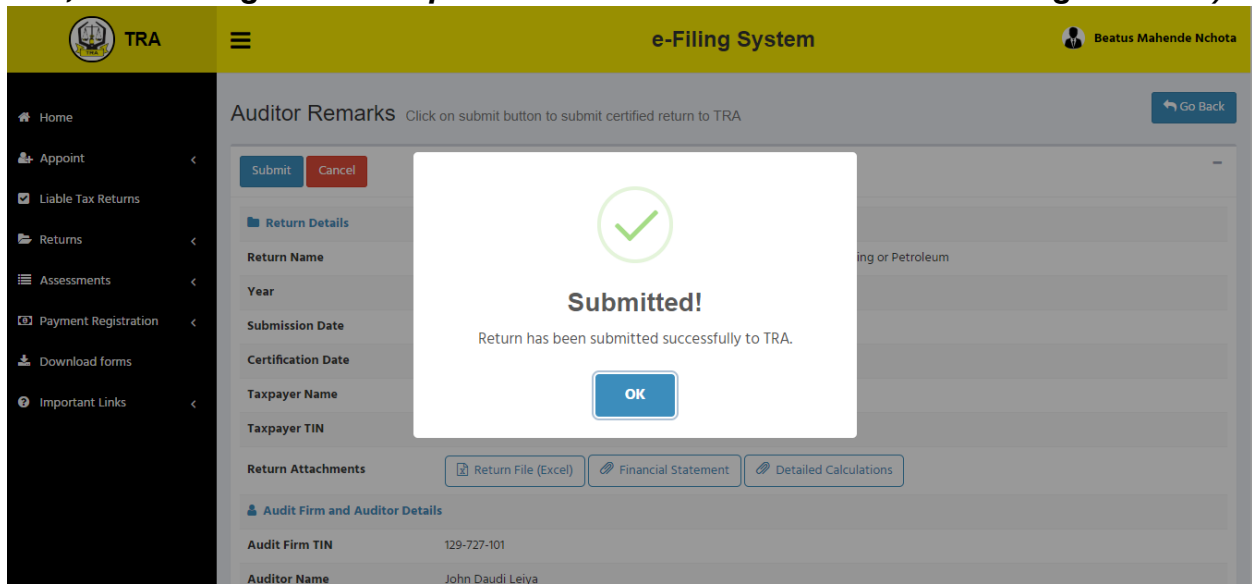
**Auditor TIN** 111-628-491

**Remarks**

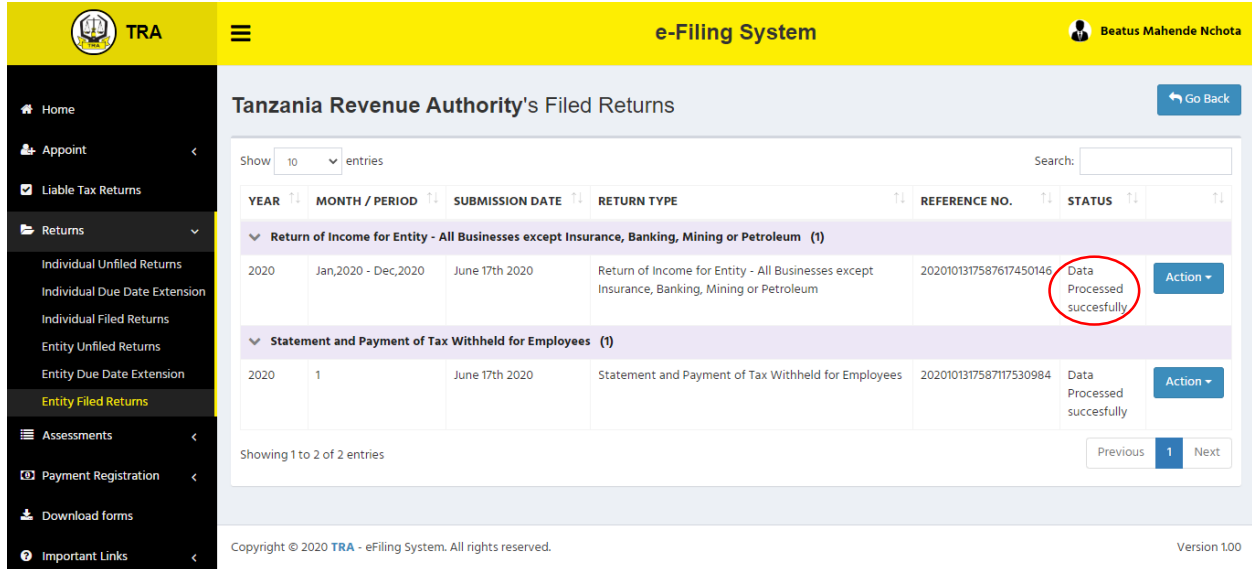
**Step 9:** After you clicking **“Submit”** you will be prompted to confirm your option as indicated on the screen below where you will be required to click **“Yes Submit it”** to confirm



**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**)



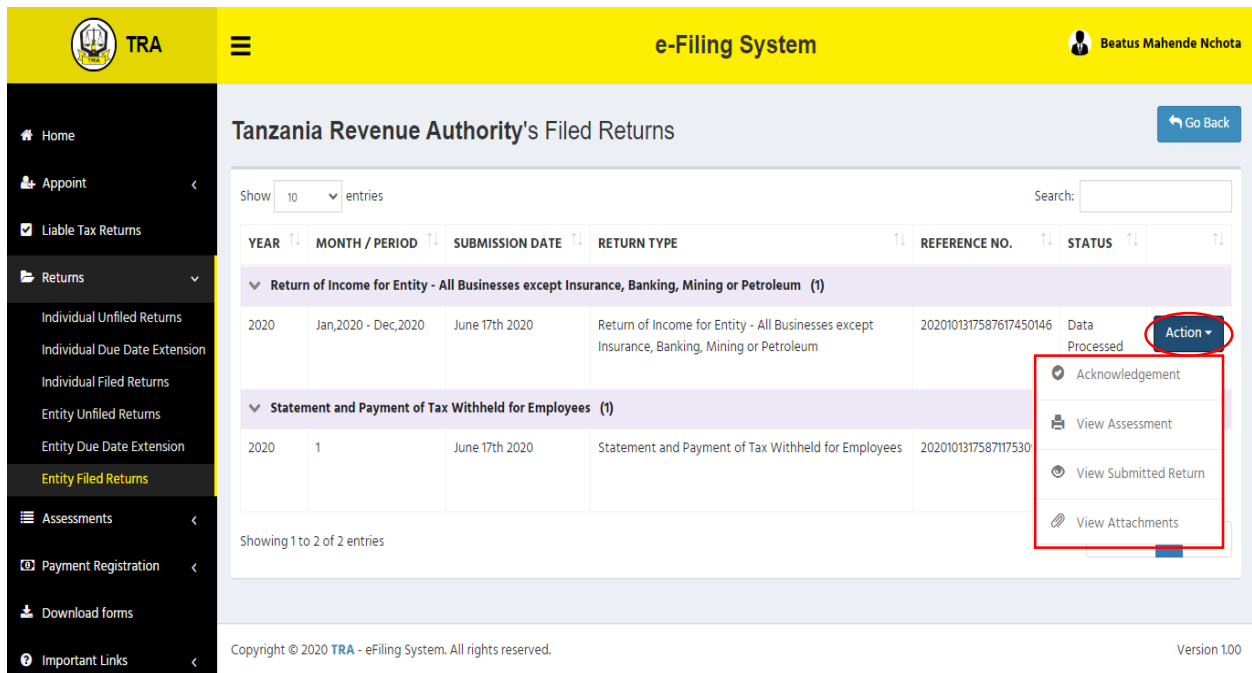
**Step 11:** If the return has been filed and processed successfully, it will appear on the list of submitted returns with a status reading **“Data Processed Successfully”** as indicated on the following screen



The screenshot shows the 'Tanzania Revenue Authority's Filed Returns' page. A table lists two returns:

YEAR	MONTH / PERIOD	SUBMISSION DATE	RETURN TYPE	REFERENCE NO.	STATUS	Action
2020	Jan,2020 - Dec,2020	June 17th 2020	Return of Income for Entity - All Businesses except Insurance, Banking, Mining or Petroleum	2020101317587617450146	Data Processed successfully	Action
2020	1	June 17th 2020	Statement and Payment of Tax Withheld for Employees	202010131758717530984	Data Processed successfully	Action

**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



The screenshot shows the same table as in Step 11. The 'Action' dropdown menu for the first row is open, showing the following options:

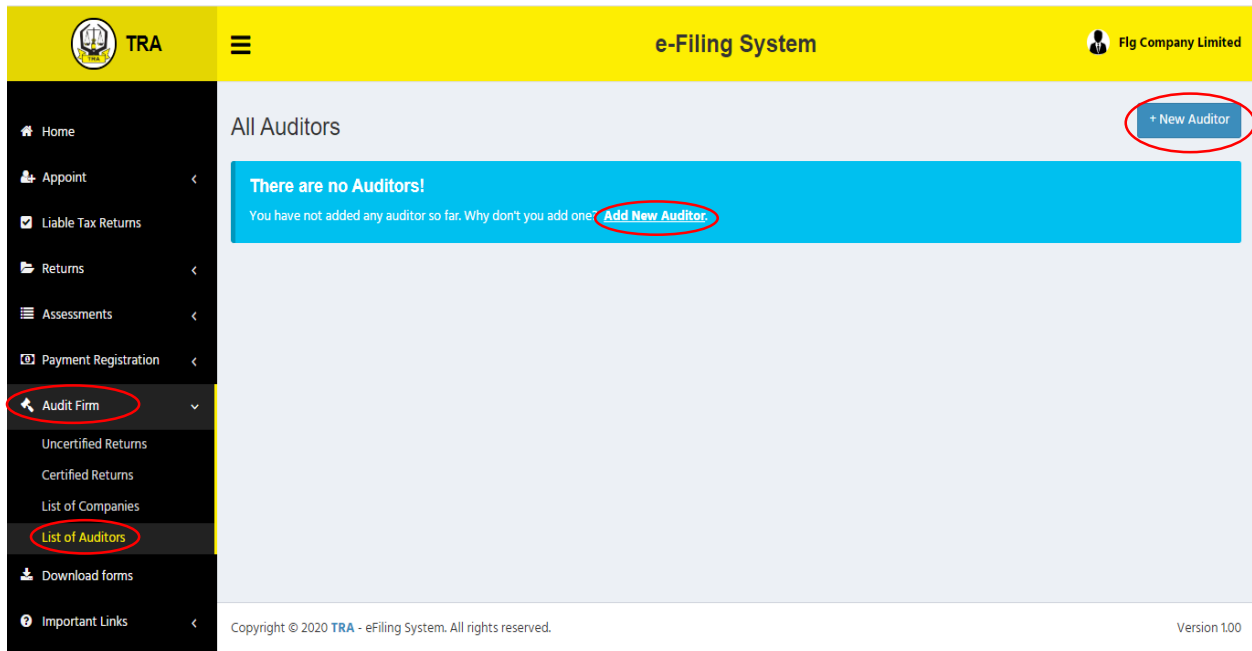
- Acknowledgement
- View Assessment
- View Submitted Return
- View Attachments

## 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





TRA e-Filing System Flg Company Limited

Home Appoint Liable Tax Returns Returns Assessments Payment Registration Audit Firm

Uncertified Returns Certified Returns List of Companies List of Auditors Download forms Important Links

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**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

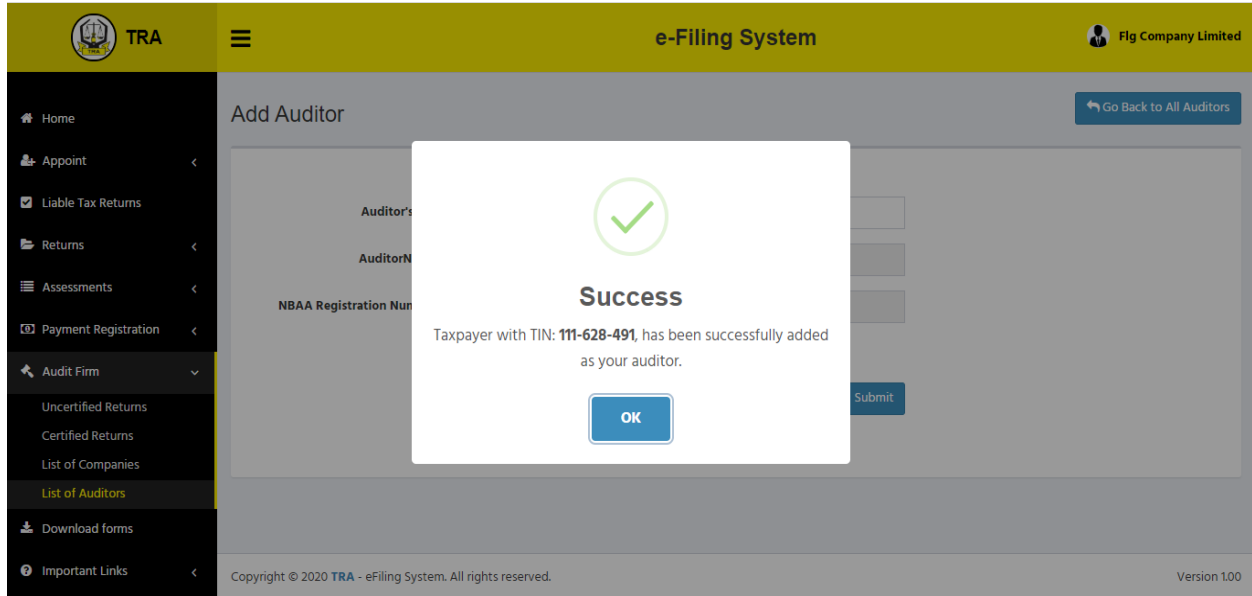
TRA e-Filing System Flg Company Limited

Home Appoint Liable Tax Returns Returns Assessments Payment Registration Audit Firm

Uncertified Returns Certified Returns List of Companies List of Auditors Download forms Important Links

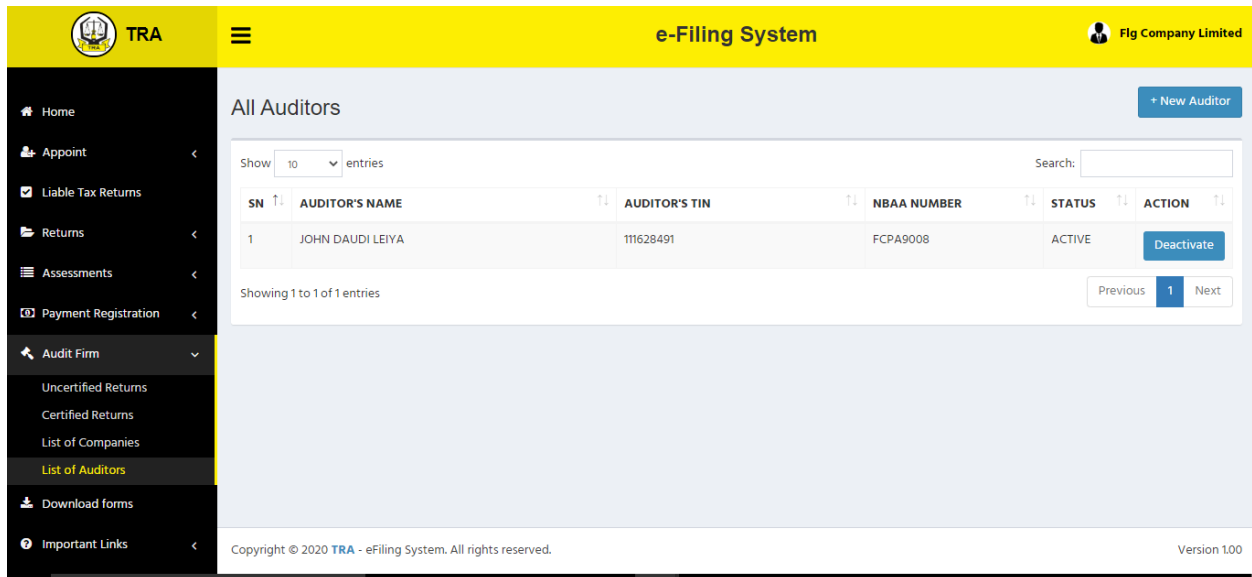
Copyright © 2020 TRA - eFiling System. All rights reserved. Version 1.00

**Step 3:** Upon successful appointment of an auditor, the following message will pop up to confirm completeness of the process.



The screenshot shows the 'Add Auditor' page in the e-Filing System. A modal window displays a green checkmark and the text: 'Success Taxpayer with TIN: 111-628-491, has been successfully added as your auditor.' Below the message is an 'OK' button. The background page is dimmed, showing a sidebar with navigation options and a main content area with a 'Go Back to All Auditors' button.

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



The screenshot shows the 'All Auditors' page in the e-Filing System. It features a table with the following data:

SN	AUDITOR'S NAME	AUDITOR'S TIN	NBAA NUMBER	STATUS	ACTION
1	JOHN DAUDI LEIYA	111628491	FCPA9008	ACTIVE	Deactivate

Additional details include a search bar, a 'Show 10 entries' dropdown, and pagination controls showing 'Showing 1 to 1 of 1 entries'.

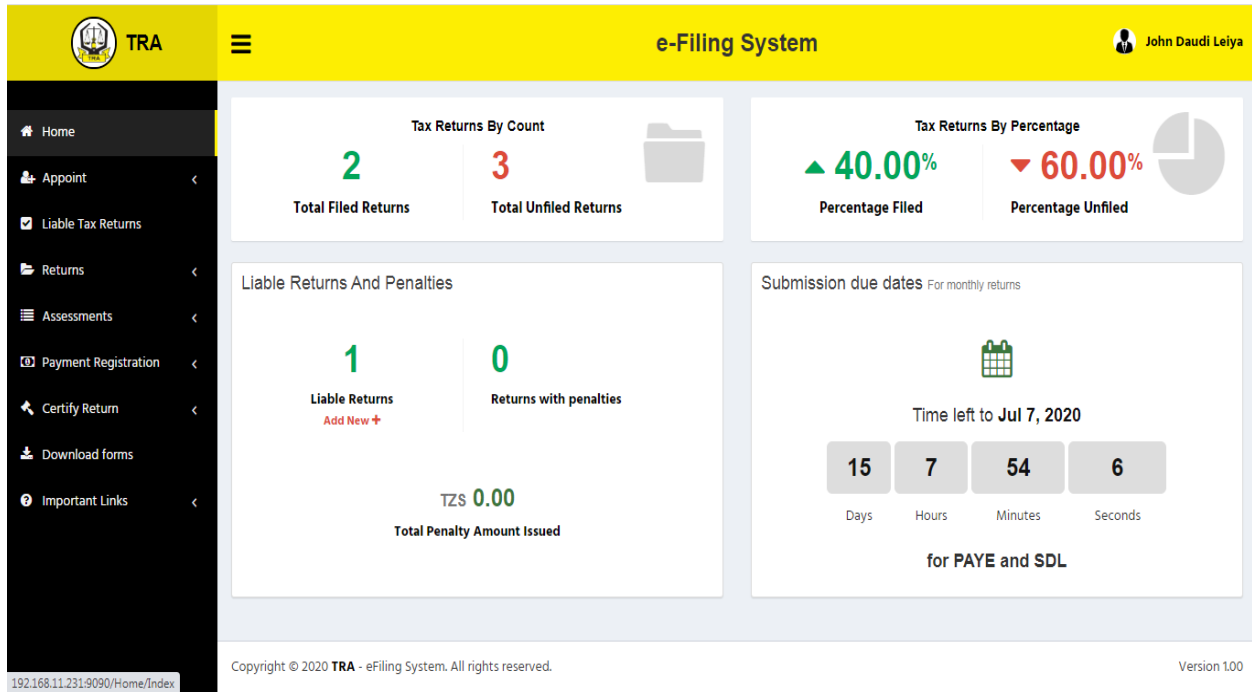
**Note:**

- 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

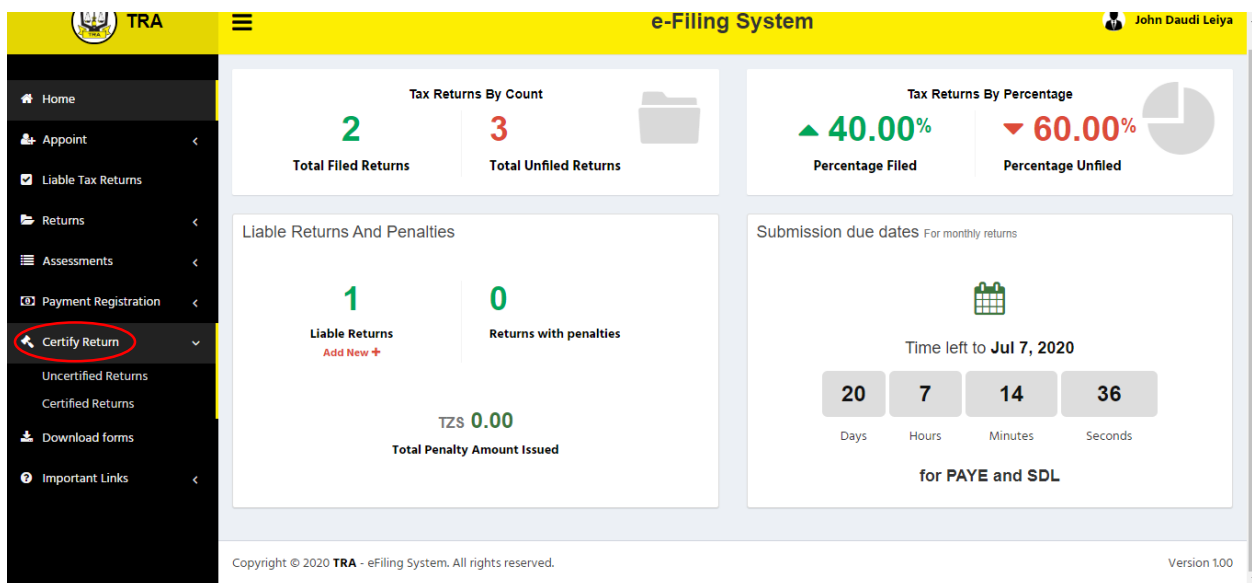


The screenshot shows the TRA e-Filing System dashboard. The top navigation bar includes the TRA logo, a menu icon, the text "e-Filing System", and the user name "John Daudi Leiya". The dashboard is divided into several sections:

- Tax Returns By Count:** Total Filed Returns: 2, Total Unfiled Returns: 3.
- Tax Returns By Percentage:** Percentage Filed: 40.00%, Percentage Unfiled: 60.00%.
- Liabe Returns And Penalties:** Liabe Returns: 1 (with "Add New +" link), Returns with penalties: 0, Total Penalty Amount Issued: TZS 0.00.
- Submission due dates:** For monthly returns, Time left to Jul 7, 2020: 15 Days, 7 Hours, 54 Minutes, 6 Seconds for PAYE and SDL.

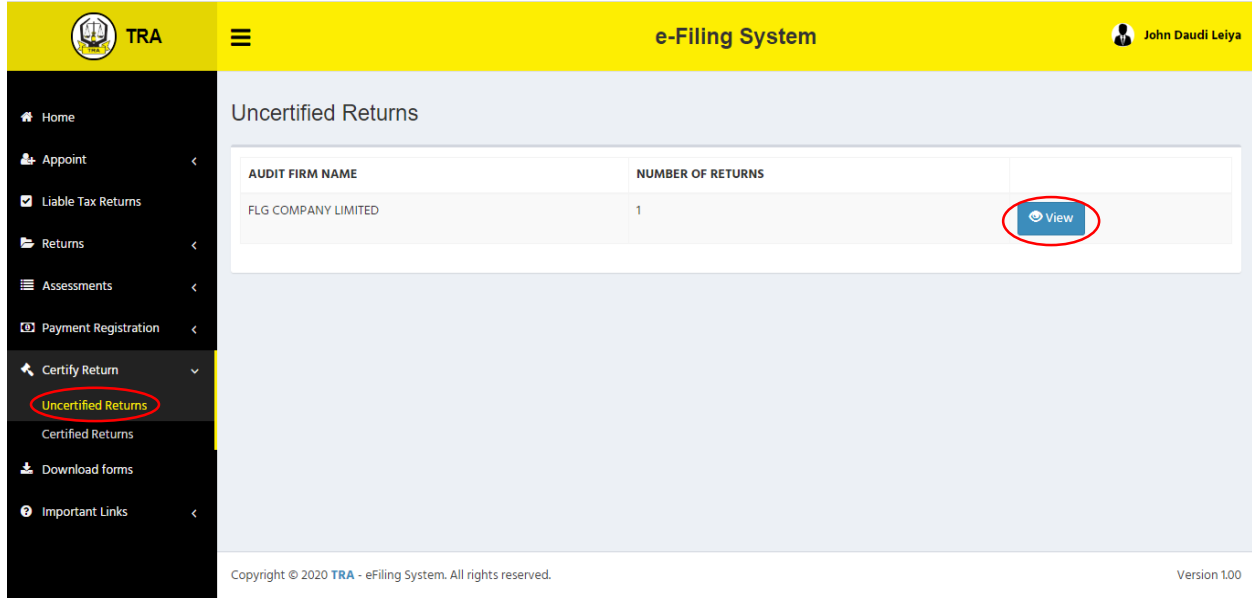
At the bottom, there is a copyright notice: "Copyright © 2020 TRA - eFiling System. All rights reserved." and "Version 1.00".

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



This screenshot is identical to the previous one, but with the "Certify Return" menu item in the left sidebar highlighted with a red circle. The "Certify Return" menu is expanded, showing two sub-items: "Uncertified Returns" and "Certified Returns".

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

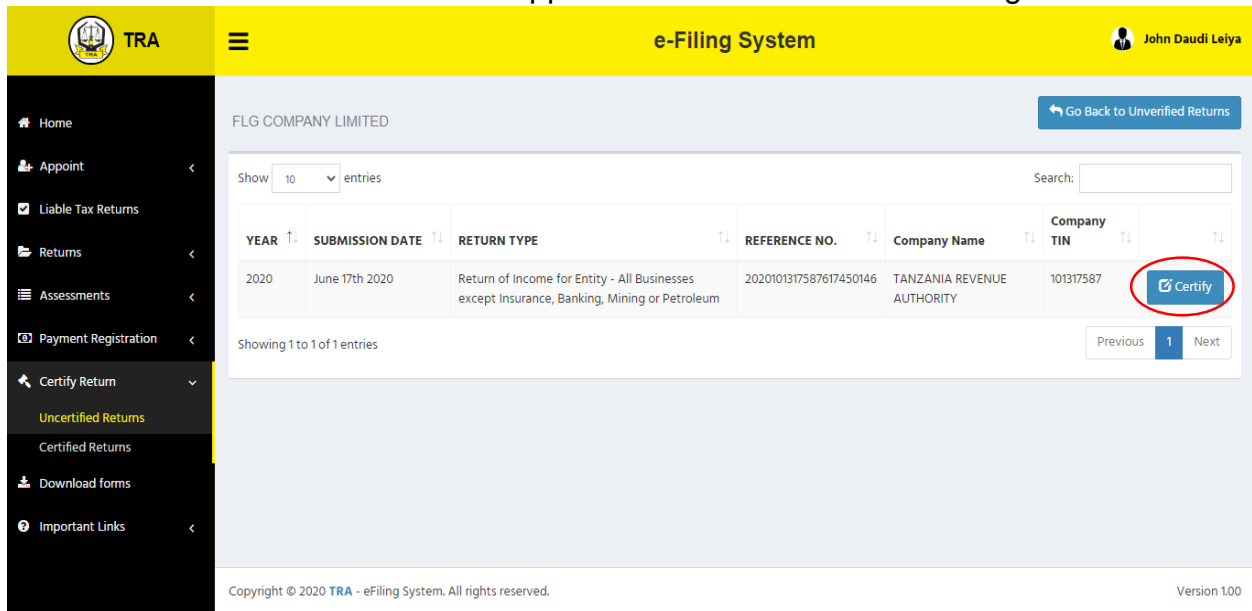


The screenshot shows the e-Filing System interface. The top navigation bar includes the TRA logo, a menu icon, the text 'e-Filing System', and the user name 'John Daudi Leiya'. The left sidebar contains a list of menu items: Home, Appoint, Liabe Tax Returns, Returns, Assessments, Payment Registration, Certify Return, **Uncertified Returns** (highlighted with a red circle), Certified Returns, Download forms, and Important Links. The main content area is titled 'Uncertified Returns' and displays a table with the following data:

AUDIT FIRM NAME	NUMBER OF RETURNS	
FLG COMPANY LIMITED	1	<a href="#">View</a>

The 'View' button is circled in red. At the bottom of the page, there is a copyright notice: 'Copyright © 2020 TRA - eFiling System. All rights reserved.' and the version number 'Version 1.00'.

**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

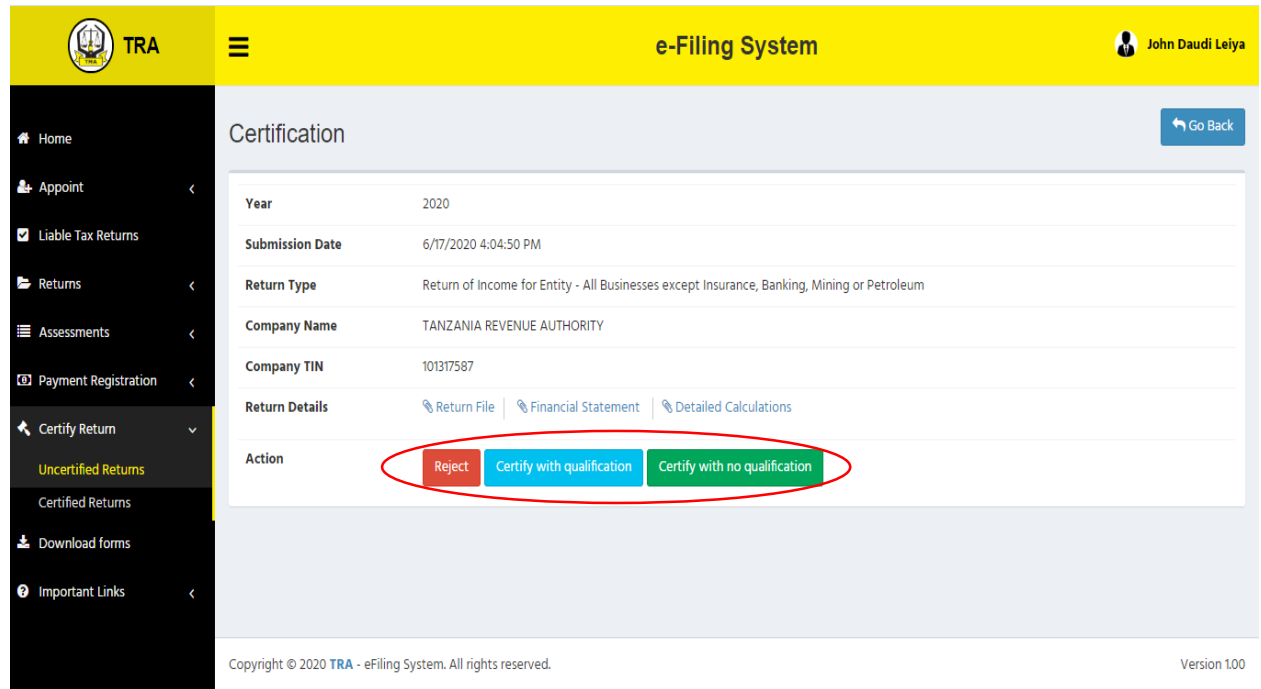


The screenshot shows the e-Filing System interface displaying the details of a return for 'FLG COMPANY LIMITED'. The top navigation bar includes the TRA logo, a menu icon, the text 'e-Filing System', and the user name 'John Daudi Leiya'. The left sidebar contains a list of menu items: Home, Appoint, Liabe Tax Returns, Returns, Assessments, Payment Registration, Certify Return, **Uncertified Returns** (highlighted with a red circle), Certified Returns, Download forms, and Important Links. The main content area is titled 'FLG COMPANY LIMITED' and includes a 'Go Back to Unverified Returns' button. Below this, there is a search bar and a table with the following data:

YEAR	SUBMISSION DATE	RETURN TYPE	REFERENCE NO.	Company Name	Company TIN	
2020	June 17th 2020	Return of Income for Entity - All Businesses except Insurance, Banking, Mining or Petroleum	2020101317587617450146	TANZANIA REVENUE AUTHORITY	101317587	<a href="#">Certify</a>

The 'Certify' button is circled in red. Below the table, there is a pagination control showing 'Showing 1 to 1 of 1 entries' and 'Previous 1 Next'. At the bottom of the page, there is a copyright notice: 'Copyright © 2020 TRA - eFiling System. All rights reserved.' and the version number 'Version 1.00'.

**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:



TRA e-Filing System John Daudi Leiya

Home Appoint Liabile Tax Returns Returns Assessments Payment Registration Certify Return

Uncertified Returns Certified Returns Download forms Important Links

Year 2020

Submission Date 6/17/2020 4:04:50 PM

Return Type Return of Income for Entity - All Businesses except Insurance, Banking, Mining or Petroleum

Company Name TANZANIA REVENUE AUTHORITY

Company TIN 101317587

Return Details Return File Financial Statement Detailed Calculations

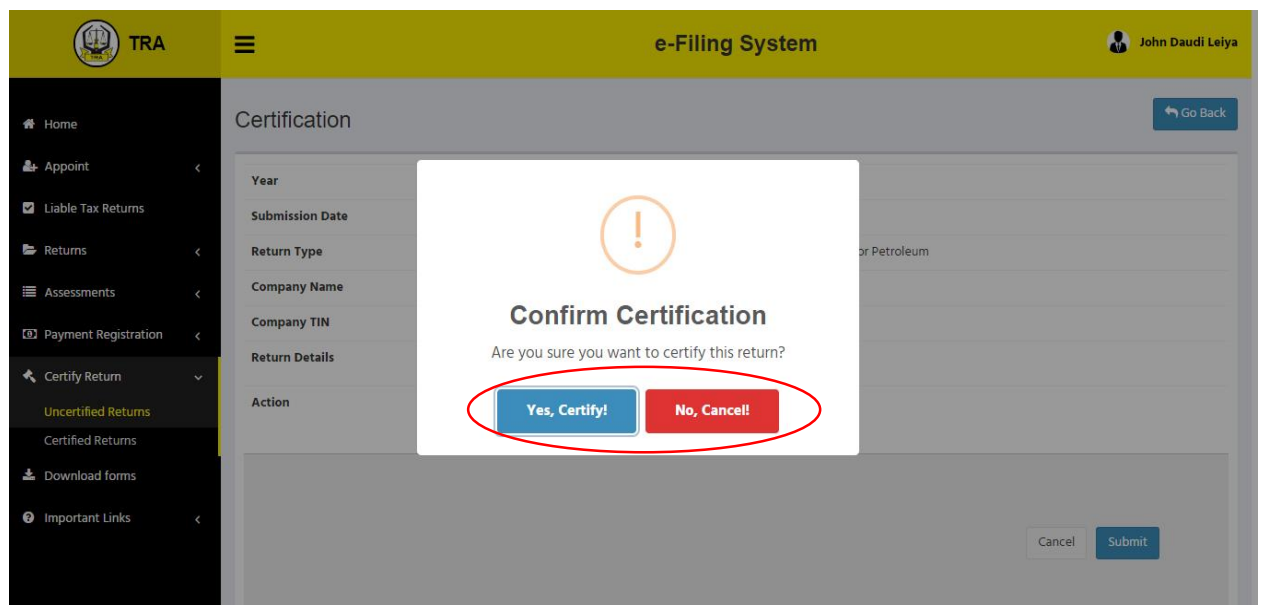
Action Reject Certify with qualification Certify with no qualification

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**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.



TRA e-Filing System John Daudi Leiya

Home Appoint Liabile Tax Returns Returns Assessments Payment Registration Certify Return

Uncertified Returns Certified Returns Download forms Important Links

Year 2020

Submission Date 6/17/2020 4:04:50 PM

Return Type Return of Income for Entity - All Businesses except Insurance, Banking, Mining or Petroleum

Company Name TANZANIA REVENUE AUTHORITY

Company TIN 101317587

Return Details Return File Financial Statement Detailed Calculations

Action

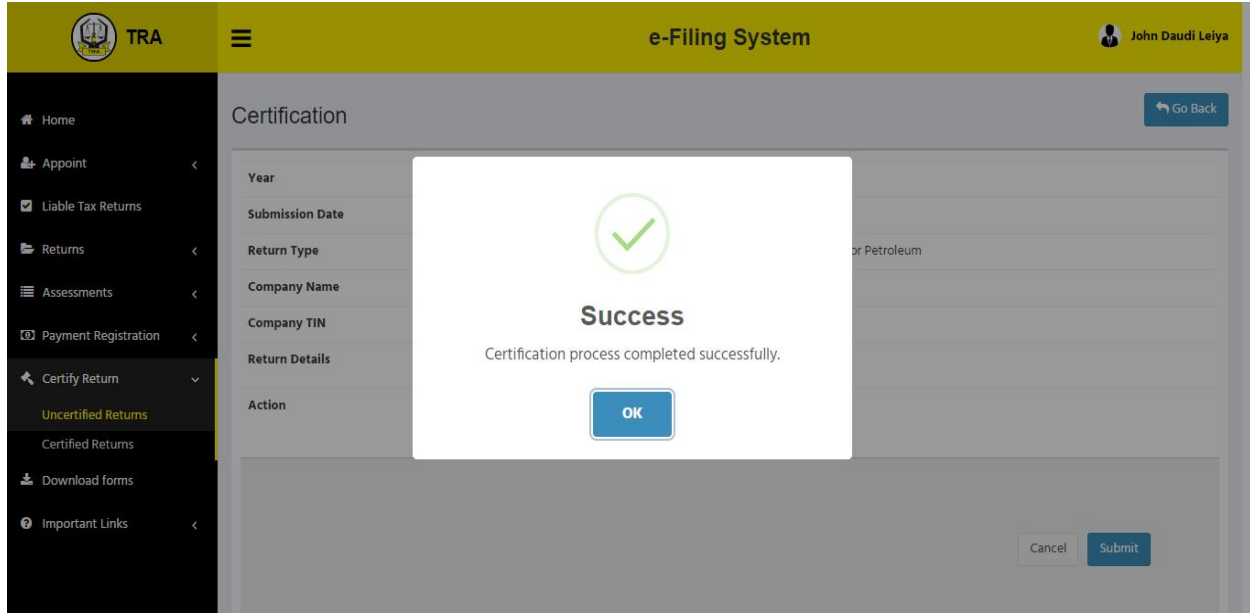
Confirm Certification

Are you sure you want to certify this return?

Yes, Certify! No, Cancel!

Cancel Submit

**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.

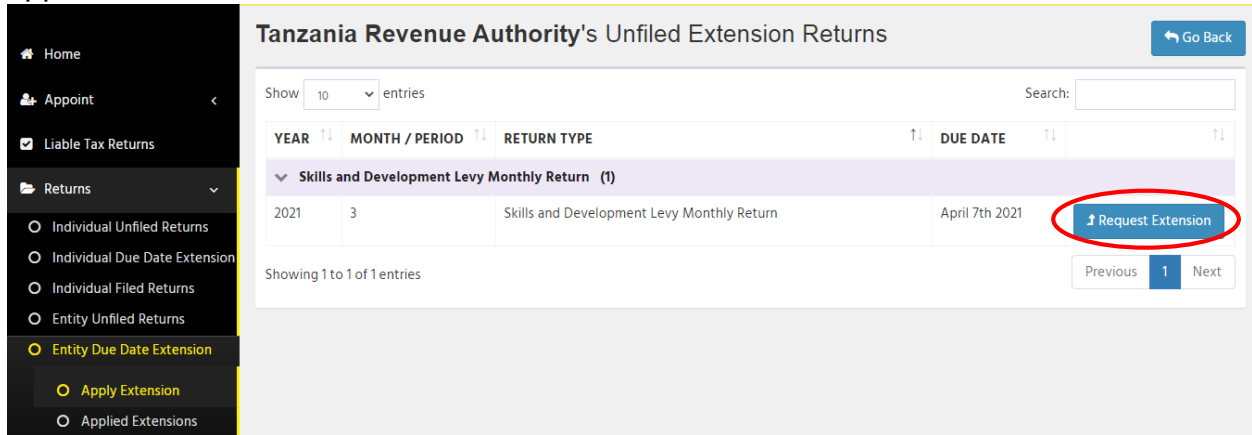
**Step 2:** Select between making a new application of extension through “Apply Extension” submenu or viewing the status of your application through “Applied Extensions” submenu

**Step 3:** Click “Apply Remission” to view a list taxpayers and returns and select the intended company (For Declarants) and then click “View Returns”

S.N	ENTITY NAME	TIN	TOTAL EXTENSION QUALIFIED RETURNS
1			0
2			3
3			5
4	Tanzania Revenue Authority	101-317-587	1

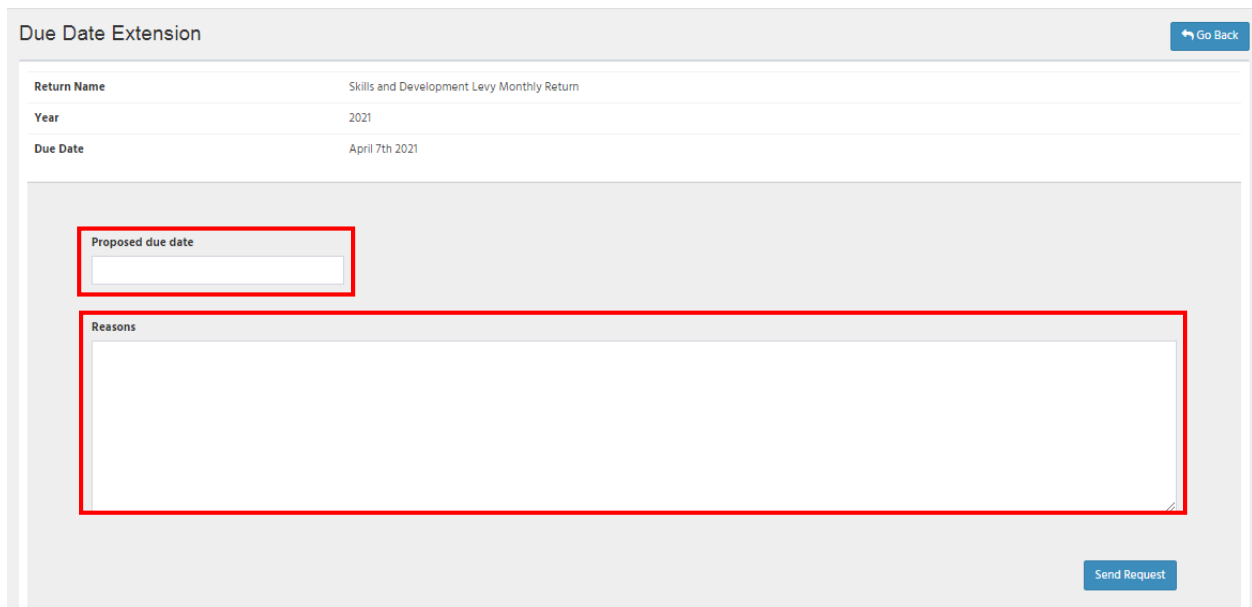
Note: For individual the list of returns eligible for request of extension of time to file will populate right away after clicking **“Apply Remission”**

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



YEAR	MONTH / PERIOD	RETURN TYPE	DUE DATE
2021	3	Skills and Development Levy Monthly Return	April 7th 2021

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



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

Proposed due date:

Reasons:

Send Request

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



Due Date Extension Go Back

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

Proposed due date

Reasons

**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 Go Back

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

Proposed due date

Reasons

**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 **“Submitted”** as depicted in the screen below whereas once **“Approved/Rejected”** the system will indicate the status as appropriate.

Entity Processed Returns Extension for Tanzania Revenue Authority Go Back

Show 10 entries Search:

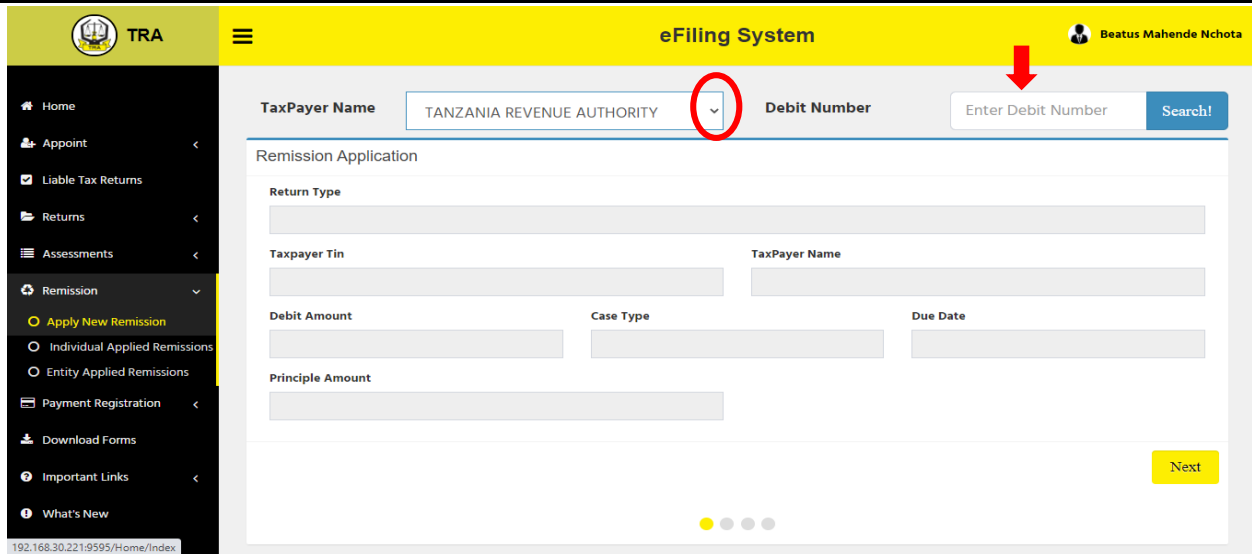
YEAR	RETURN NAME	SUBMISSION DATE	ORIGINAL DUE DATE	APPROVED DUE DATE	STATUS	DECLARANT	
2020	Skills and Development Levy Monthly Return	July 2nd 2020	August 7th 2020	August 7th 2020	REJECTED	BEATUS MAHENDE NCHOTA	Print
2020	Return of Income for Entity - All Businesses except Insurance, Banking, Mining 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 Previous 1 Next

## 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;



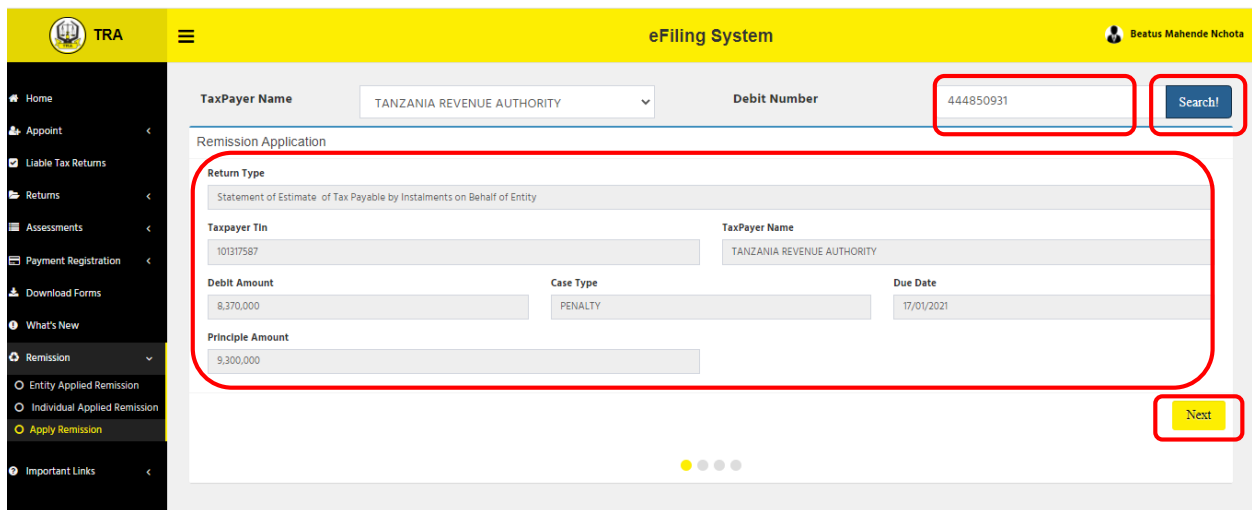


The screenshot shows the 'eFiling System' interface. On the left is a navigation menu with 'Remission' selected. The main area is titled 'Remission Application'. At the top, there are two input fields: 'TaxPayer Name' (a dropdown menu currently showing 'TANZANIA REVENUE AUTHORITY') and 'Debit Number' (a text input field with the placeholder 'Enter Debit Number'). A red circle highlights the dropdown arrow for 'TaxPayer Name', and a red arrow points to the 'Debit Number' input field. Below these fields is a 'Search!' button. The form below contains several sections: 'Return Type' (a text input field), 'Taxpayer Tin' and 'TaxPayer Name' (text input fields), 'Debit Amount', 'Case Type', and 'Due Date' (text input fields), and 'Principle Amount' (a text input field). A 'Next' button is located at the bottom right of the form area.

**Note:**

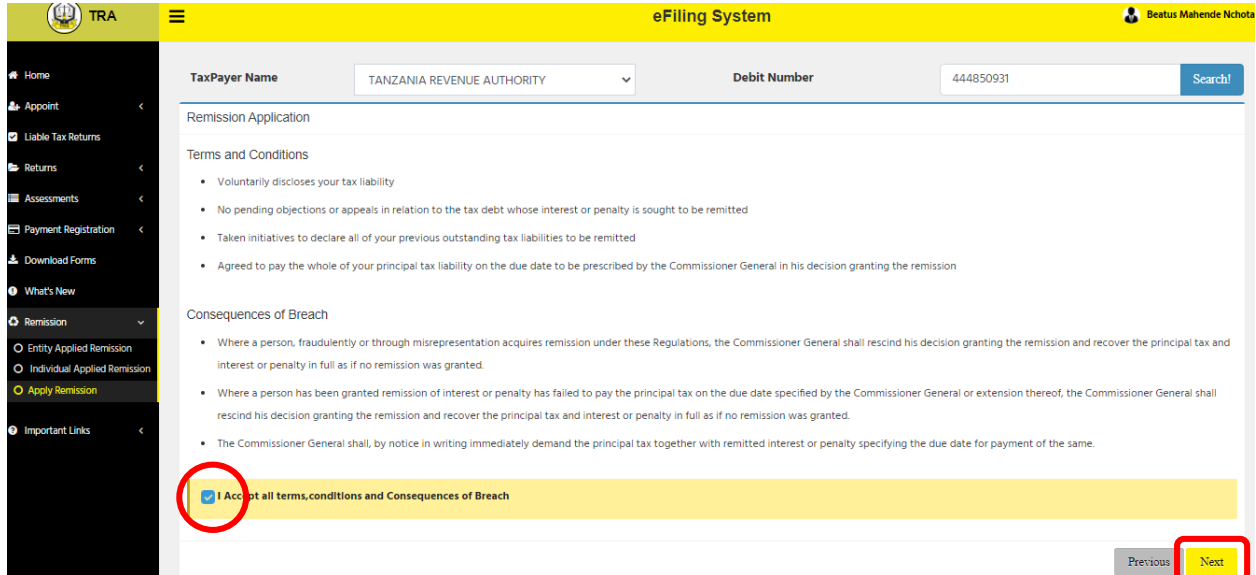
Under **Taxpayer Name**, you must select **name of individual taxpayer** for individuals while for declarant, you must select **name of the entity** whom you intend to apply for remission

**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



This screenshot shows the 'Remission Application' form after a search. The 'Debit Number' field now contains the value '444850931'. The 'Search!' button is highlighted with a red box. The form fields are populated with the following data: 'Return Type' is 'Statement of Estimate of Tax Payable by Instalments on Behalf of Entity'; 'Taxpayer Tin' is '101317587'; 'TaxPayer Name' is 'TANZANIA REVENUE AUTHORITY'; 'Debit Amount' is '8,370,000'; 'Case Type' is 'PENALTY'; 'Due Date' is '17/01/2021'; and 'Principle Amount' is '9,300,000'. A 'Next' button is highlighted with a red box at the bottom right.

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



TRA eFiling System Beatus Mahende Nchota

TaxPayer Name: TANZANIA REVENUE AUTHORITY Debit Number: 444850931

Remission Application

Terms and Conditions

- Voluntarily discloses your tax liability
- No pending objections or appeals in relation to the tax debt whose interest or penalty is sought to be remitted
- Taken initiatives to declare all of your previous outstanding tax liabilities to be remitted
- Agreed to pay the whole of your principal tax liability on the due date to be prescribed by the Commissioner General in his decision granting the remission

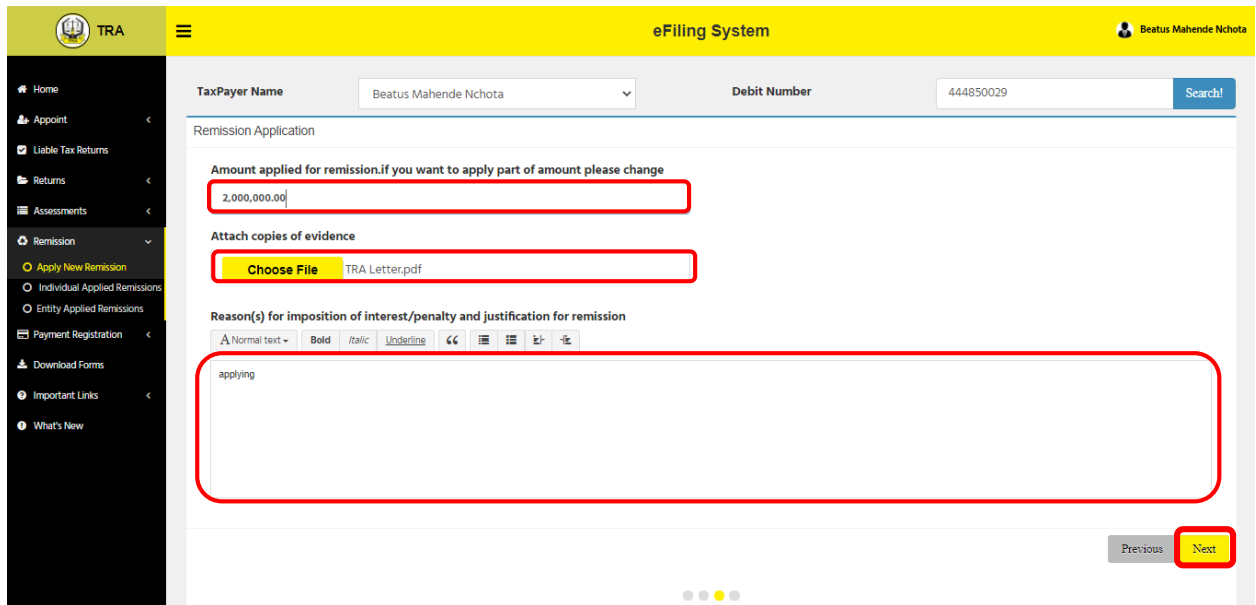
Consequences of Breach

- Where a person, fraudulently or through misrepresentation acquires remission under these Regulations, the Commissioner General shall rescind his decision granting the remission and recover the principal tax and interest or penalty in full as if no remission was granted.
- Where a person has been granted remission of interest or penalty has failed to pay the principal tax on the due date specified by the Commissioner General or extension thereof, the Commissioner General shall rescind his decision granting the remission and recover the principal tax and interest or penalty in full as if no remission was granted.
- The Commissioner General shall, by notice in writing immediately demand the principal tax together with remitted interest or penalty specifying the due date for payment of the same.

I Accept all terms, conditions and Consequences of Breach

Previous 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**



TRA eFiling System Beatus Mahende Nchota

TaxPayer Name: Beatus Mahende Nchota Debit Number: 444850029

Remission Application

Amount applied for remission, if you want to apply part of amount please change

2,000,000.00

Attach copies of evidence

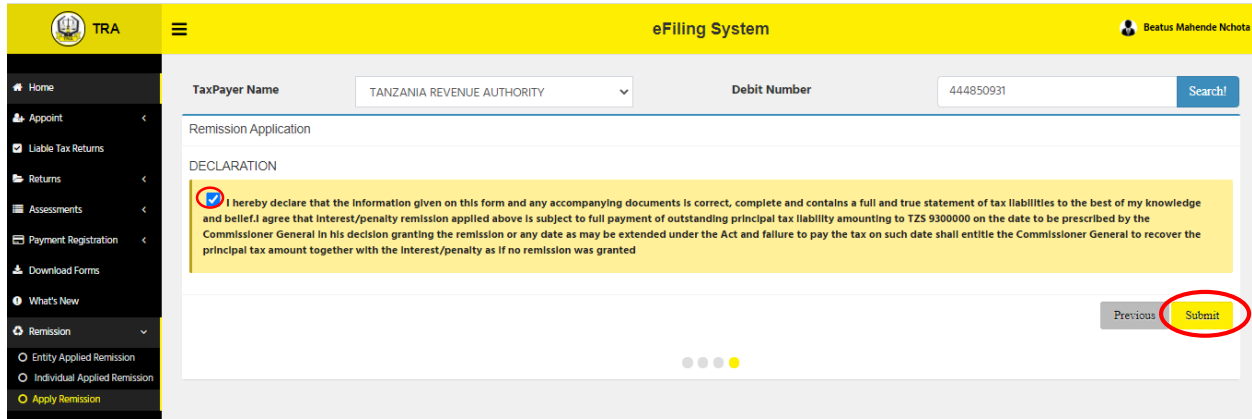
Choose File TRA Letter.pdf

Reason(s) for imposition of interest/penalty and justification for remission

applying

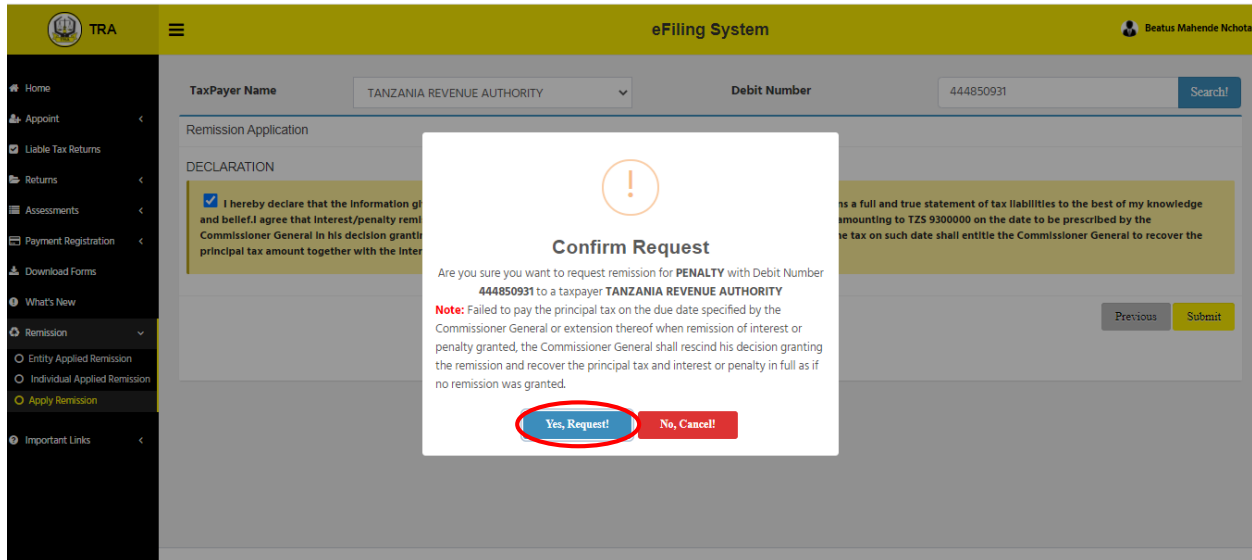
Previous Next

**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:



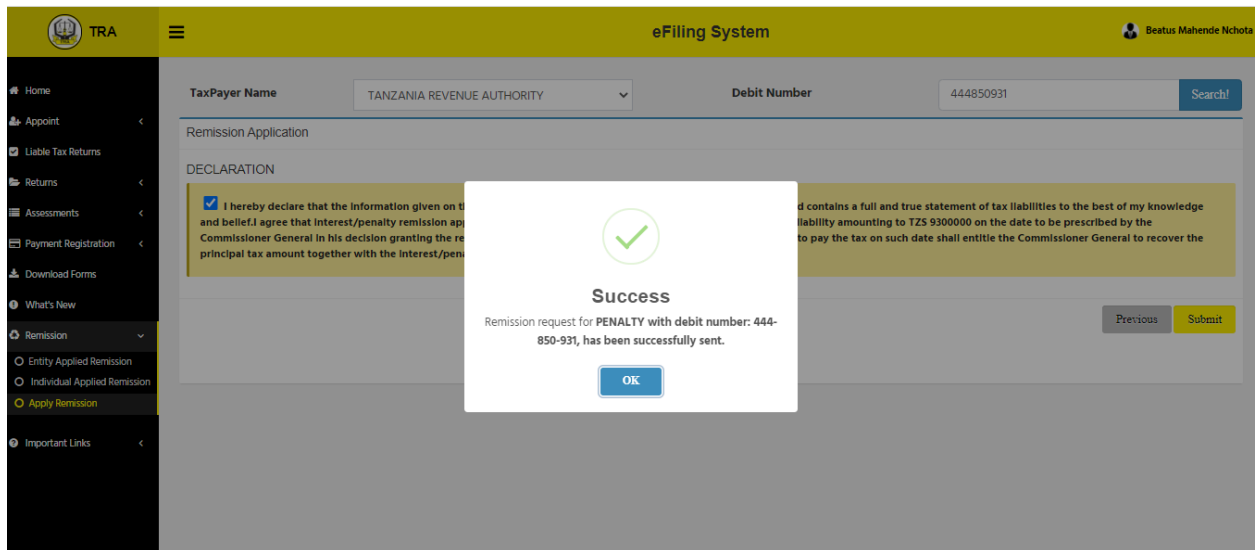
The screenshot shows the 'Remission Application' form in the eFiling System. The TaxPayer Name is 'TANZANIA REVENUE AUTHORITY' and the Debit Number is '444850931'. A declaration box contains a text area with a blue checkmark icon and a 'Submit' button circled in red.

**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.

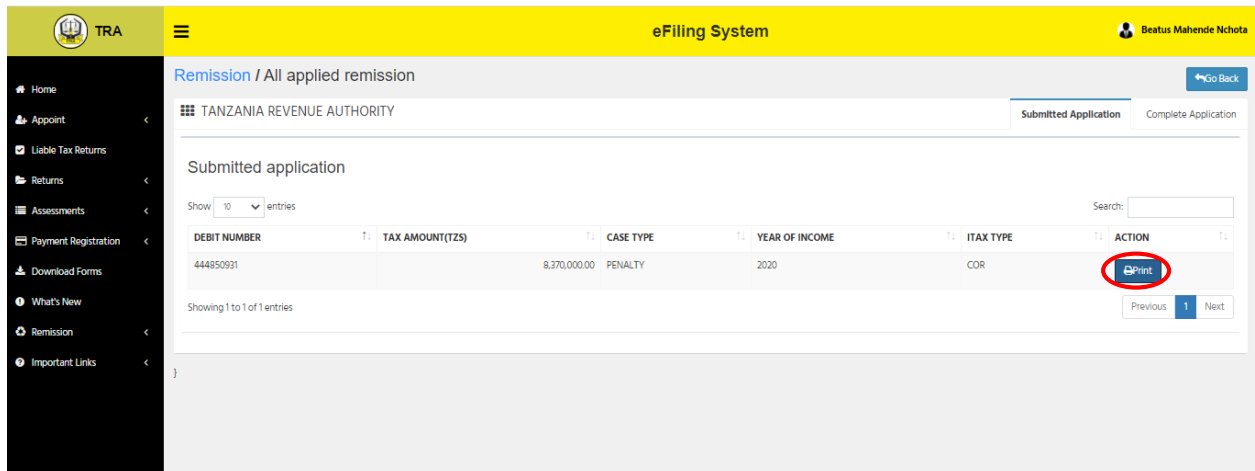


The screenshot shows a 'Confirm Request' dialog box. The dialog asks 'Are you sure you want to request remission for PENALTY with Debit Number 444850931 to a taxpayer TANZANIA REVENUE AUTHORITY'. It includes a 'Note' about the consequences of granting remission and two buttons: 'Yes, Request!' (circled in red) and 'No, Cancel!'.

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

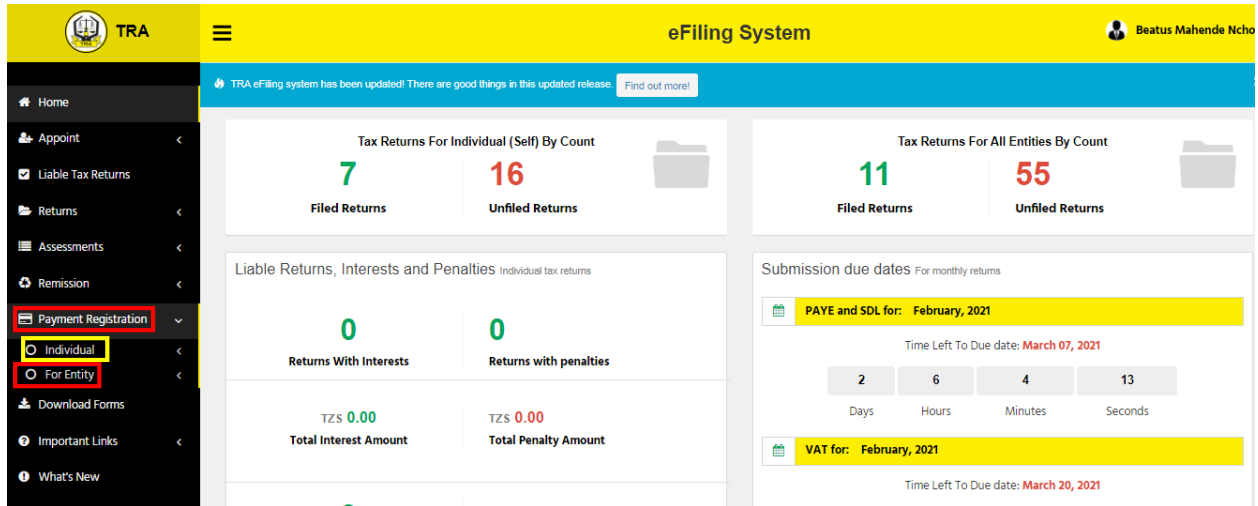


**Step 8:** Submitted remission applications can be viewed on the submenu of “**Applied Remissions**”, then you will proceed to print the application as depicted in the picture below:



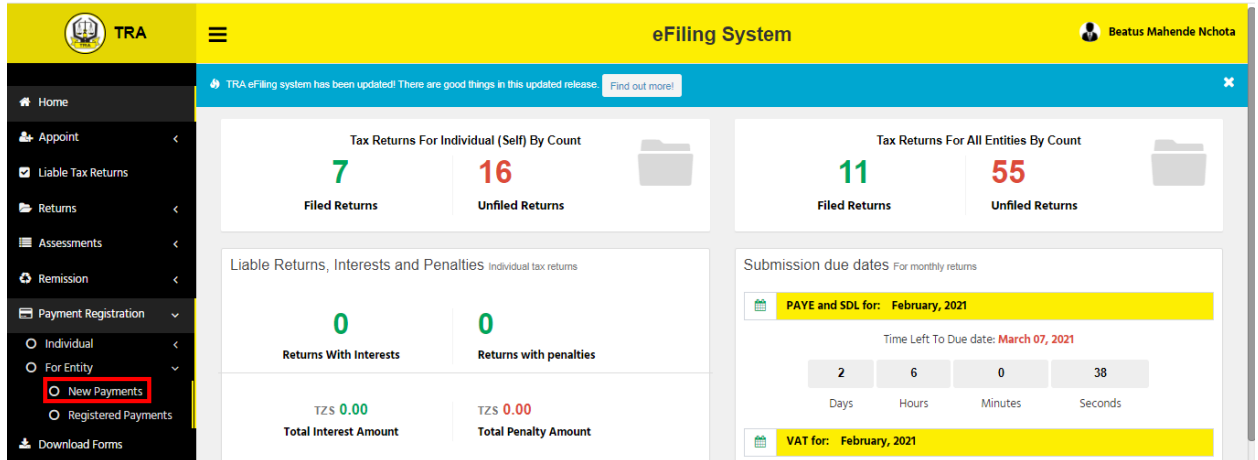
## 15.0 Payment Registration

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



The screenshot shows the eFiling System dashboard. The sidebar on the left contains a menu with the following items: Home, Appoint, Liable Tax Returns, Returns, Assessments, Remission, **Payment Registration** (highlighted with a red box), Individual (highlighted with a yellow box), For Entity (highlighted with a red box), Download Forms, Important Links, and What's New. The main content area displays statistics for Tax Returns For Individual (Self) By Count (7 Filed, 16 Unfiled) and Tax Returns For All Entities By Count (11 Filed, 55 Unfiled). Below these are sections for Liable Returns, Interests and Penalties (0 Returns With Interests, 0 Returns with penalties) and Submission due dates for monthly returns (PAYE and SDL for February, 2021; VAT for February, 2021).

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



The screenshot shows the eFiling System dashboard with the 'New Payments' option highlighted in the sidebar. The sidebar menu items are: Home, Appoint, Liable Tax Returns, Returns, Assessments, Remission, Payment Registration, Individual, For Entity, **New Payments** (highlighted with a red box), Registered Payments, and Download Forms. The main content area displays the same statistics and submission due dates as the previous screenshot.

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

**eFiling System** Beatus Mahende Nchota

**Register Payments For Entity** New payments for entities with non zero (0) assessments. Registered Payments Per Entity

Show 10 entries Search:

SN	Entity Name	Entity TIN	Assessments	
1	Suppliers Ltd.	100-196-565	0	Action
2	Limited	125-610-498	0	Action
3	ic Limited Company	100-159-937	0	Action
4	Tanzania Revenue Authority	101-317-587	1	Action

Showing 1 to 4 of 4 entries Previous 1 Next

**Step 4: Select “Register New Payment” to**

**eFiling System** Beatus Mahende Nchota

**Register Payments For Entity** New payments for entities with non zero (0) assessments. Registered Payments Per Entity

Show 10 entries Search:

SN	Entity Name	Entity TIN	Assessments	
1	Khuzema Stationary Suppliers Ltd.	100-196-565	0	Action
2	Nathex Company Limited	125-610-498	0	Action
3	Tanga Cement Public Limited Company	100-159-937	0	Action
4	Tanzania Revenue Authority	101-317-587	1	Action

Showing 1 to 4 of 4 entries Registered New Payments Registered Payments

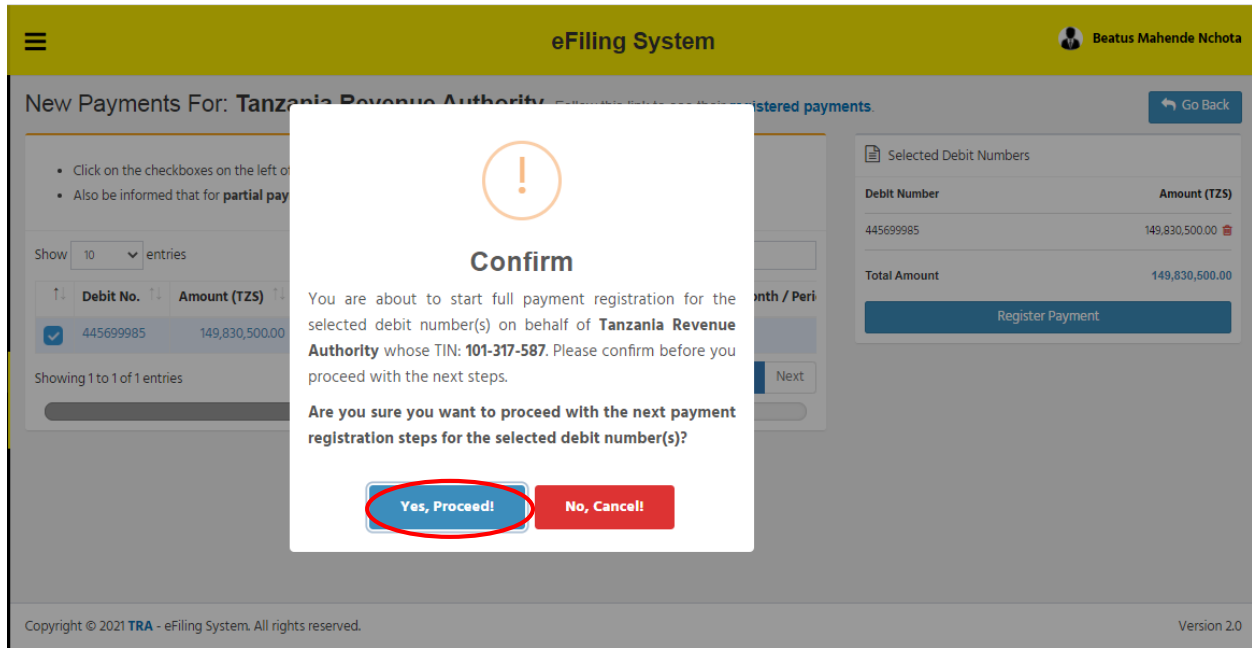
**Step 5: Review the Debit Numbers of the assessments that can be processed for payment registration.**



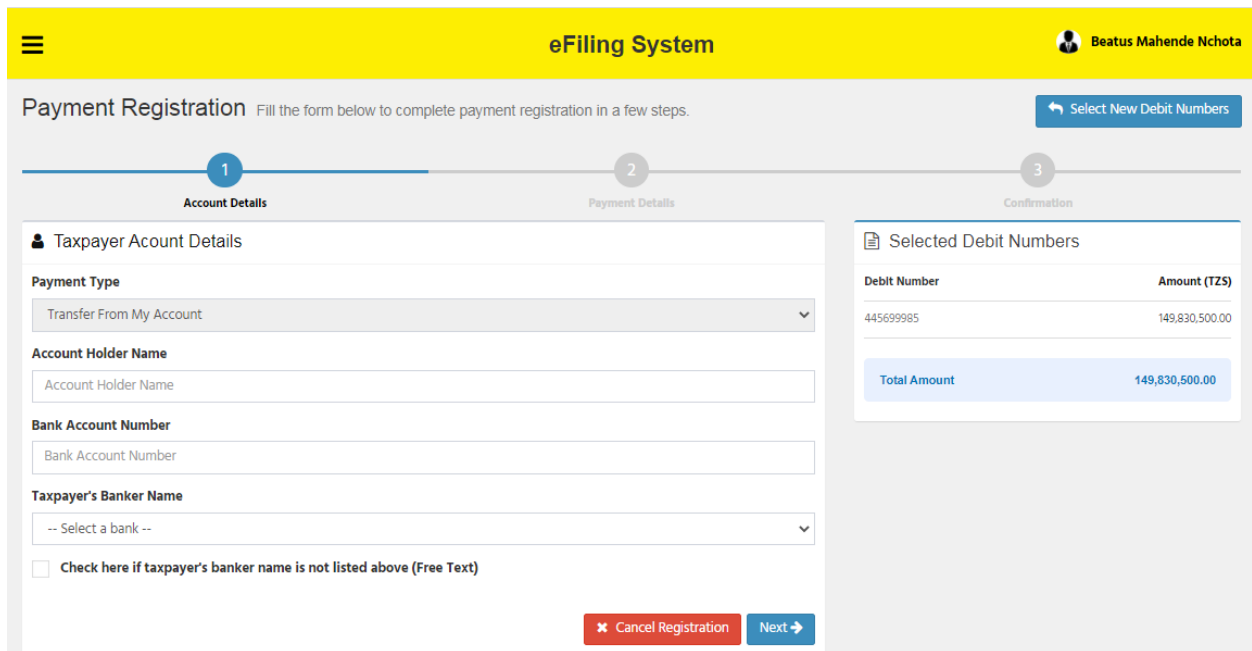
In case you intend to make partial payment, follow the link “**TRA- RGS system**”, otherwise proceed with the next step

**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

**Taxpayer Account 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
<b>Total Amount</b>	<b>149,830,500.00</b>

**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
<b>Total Amount</b>	<b>149,830,500.00</b>



**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
<b>Total Amount</b>	<b>149,830,500.00</b>

**Completed!** Payment registration on behalf of: **Tanzania Revenue Authority** is complete. [Go Back](#)

**Payment has been registered!**

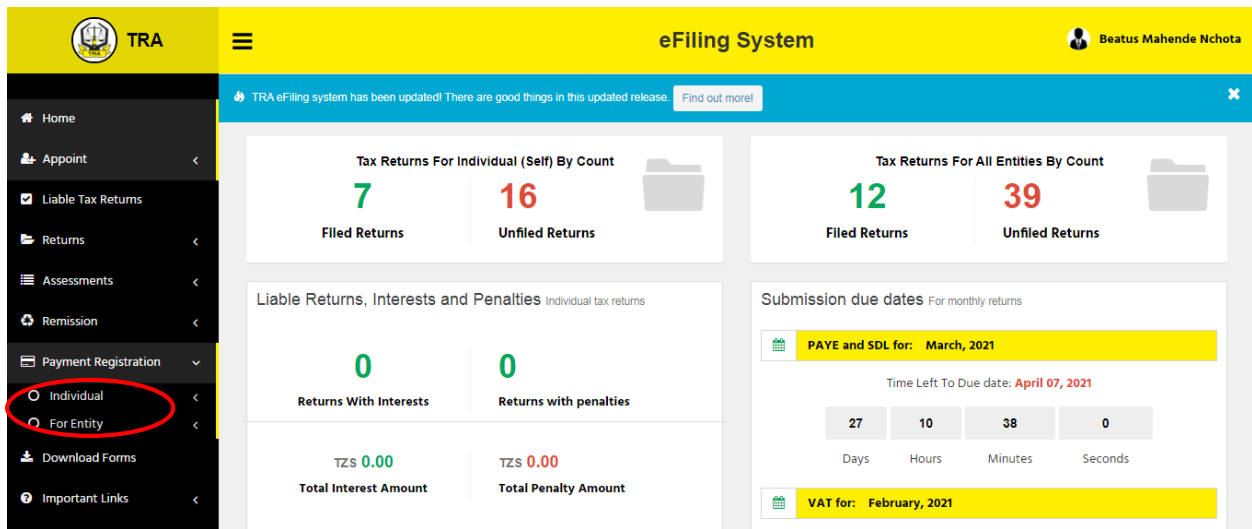
You have successfully registered **full payment** of the total amount associated with the debit number(s) as listed below and a control number has been requested from GePG for this payment. A tax payment slip with reference number: **EF2021078236** has been created for this payment registration which 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
<b>TOTAL (TZS)</b>		<b>149,830,500.00</b>

[View payment slip](#)      [Go to previous registered payments](#)

## 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"



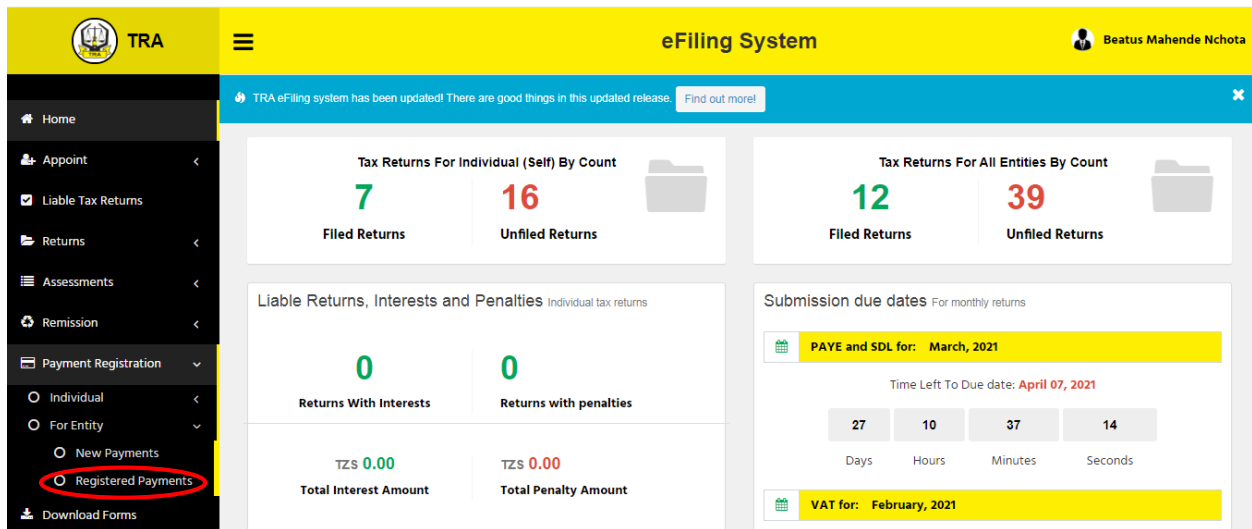
The screenshot shows the eFiling System dashboard. The top navigation bar includes the TRA logo, a menu icon, the text "eFiling System", and the user name "Beatus Mahende Nchota". A blue notification banner at the top states: "TRA eFiling system has been updated! There are good things in this updated release. Find out more!".

The main content area is divided into several sections:

- Tax Returns For Individual (Self) By Count:** 7 Filed Returns, 16 Unfiled Returns.
- Tax Returns For All Entities By Count:** 12 Filed Returns, 39 Unfiled Returns.
- Liabe Returns, Interests and Penalties (individual tax returns):** 0 Returns With Interests, 0 Returns with penalties. Total Interest Amount: TZS 0.00, Total Penalty Amount: TZS 0.00.
- Submission due dates (For monthly returns):**
  - PAYE and SDL for: March, 2021. Time Left To Due date: April 07, 2021. Countdown: 27 Days, 10 Hours, 38 Minutes, 0 Seconds.
  - VAT for: February, 2021.

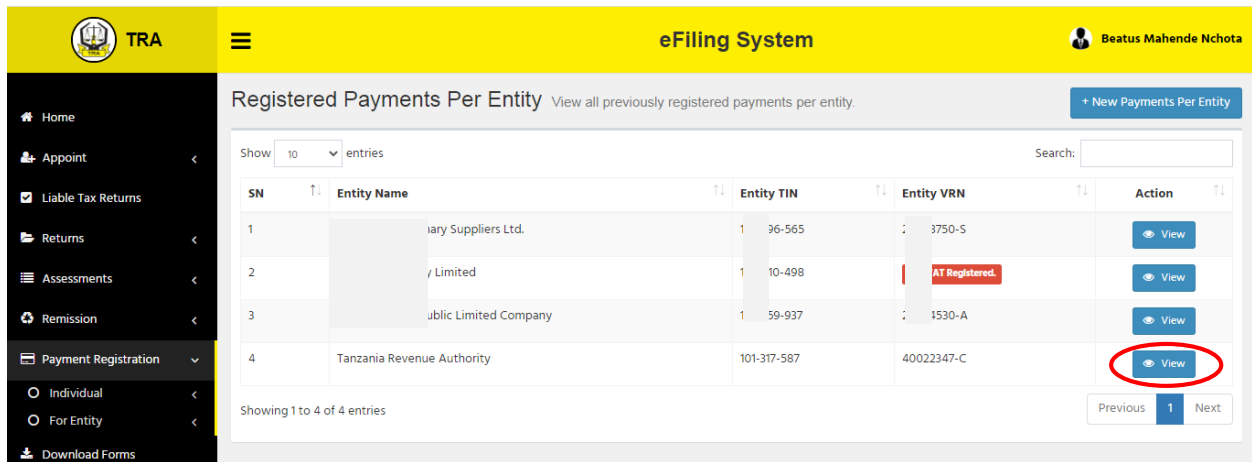
The left sidebar menu is visible, with "Individual" and "For Entity" under "Payment Registration" circled in red.

**Step 2:** Click “Registered Payment” submenu



This screenshot is identical to the previous one, but the "Registered Payments" option under the "Payment Registration" sub-menu in the left sidebar is now circled in red.

**Step 3:** Select an entity for which you intend to view register payments by clicking “View” action



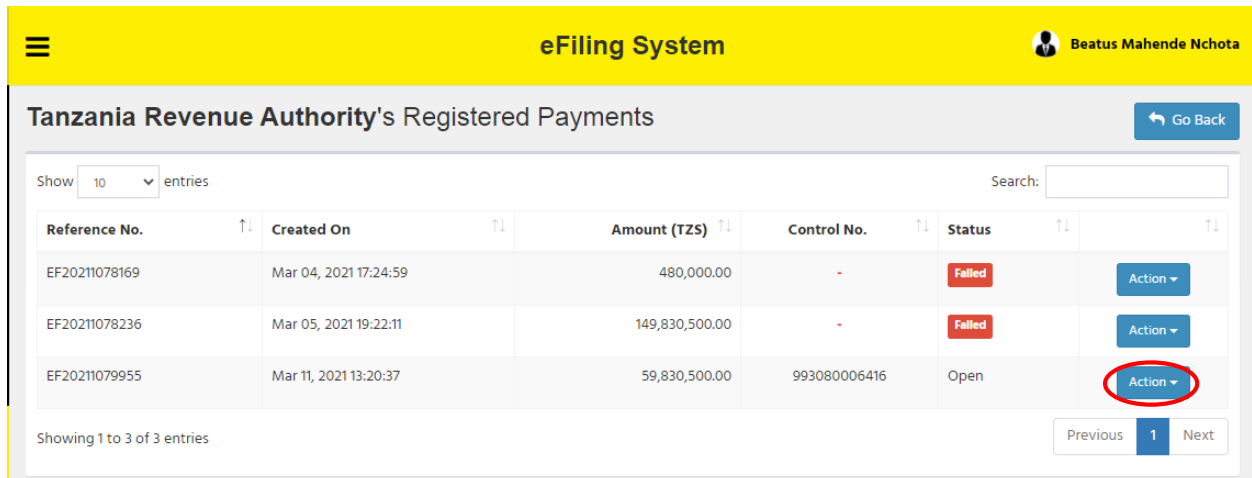
Registered Payments Per Entity View all previously registered payments per entity. [+ New Payments Per Entity](#)

Show 10 entries Search:

SN	Entity Name	Entity TIN	Entity VRN	Action
1	ary Suppliers Ltd.	1 96-565	3750-S	<a href="#">View</a>
2	/ Limited	1 10-498	AT Registered.	<a href="#">View</a>
3	ublic Limited Company	1 59-937	1530-A	<a href="#">View</a>
4	Tanzania Revenue Authority	101-317-587	40022347-C	<a href="#">View</a>

Showing 1 to 4 of 4 entries Previous 1 Next

**Step 4:** Select the registered order form you intend to view or deregister



Tanzania Revenue Authority's Registered Payments [Go Back](#)

Show 10 entries Search:

Reference No.	Created On	Amount (TZS)	Control No.	Status	Action
EF20211078169	Mar 04, 2021 17:24:59	480,000.00	-	Failed	<a href="#">Action</a>
EF20211078236	Mar 05, 2021 19:22:11	149,830,500.00	-	Failed	<a href="#">Action</a>
EF20211079955	Mar 11, 2021 13:20:37	59,830,500.00	993080006416	Open	<a href="#">Action</a>

Showing 1 to 3 of 3 entries Previous 1 Next

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

**eFiling System** Beatus Mahende Nchota

Tanzania Revenue Authority's Registered Payments Go Back

Show 10 entries Search:

Reference No.	Created On	Amount (TZS)	Control No.	Status	
EF20211078169	Mar 04, 2021 17:24:59	480,000.00	-	Failed	Action
EF20211078236	Mar 05, 2021 19:22:11	149,830,500.00	-	Failed	Action
EF20211079955	Mar 11, 2021 13:20:37	59,830,500.00	993080006416	Open	Action

Showing 1 to 3 of 3 entries

- Open Payment Slip
- De-Register Control Number

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

**eFiling System** Beatus Mahende Nchota

Tanzania Revenue Authority's Tax Payment Slip Go Back

Print Save Page 1 of 1 100% Single Page

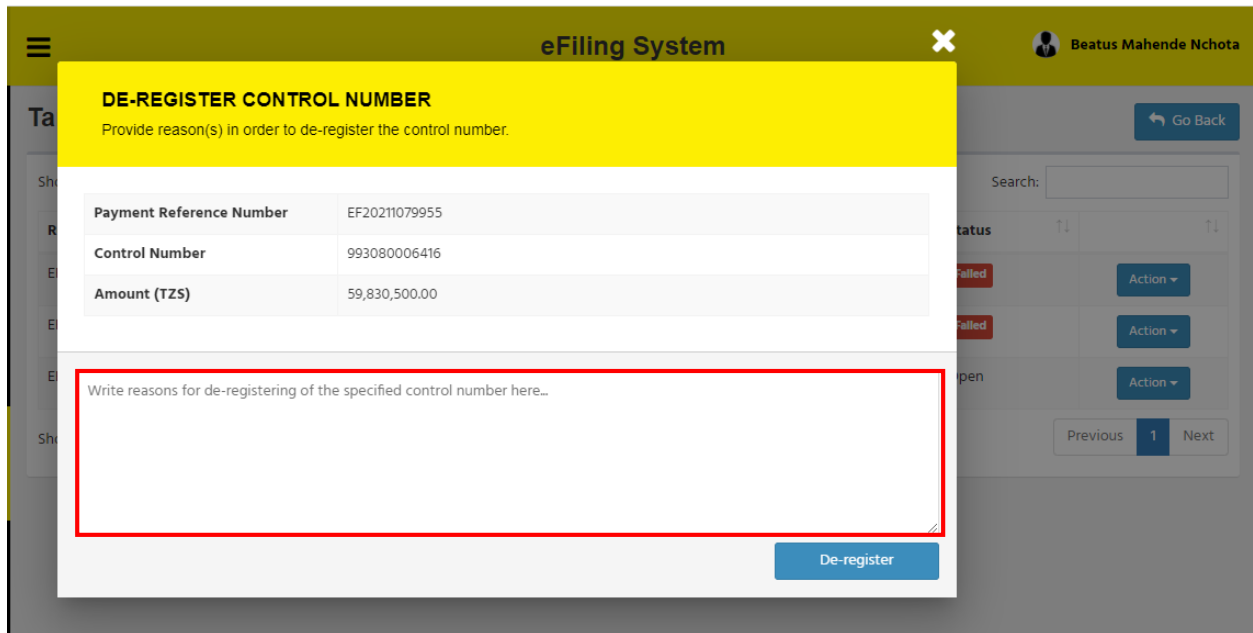
Control No:



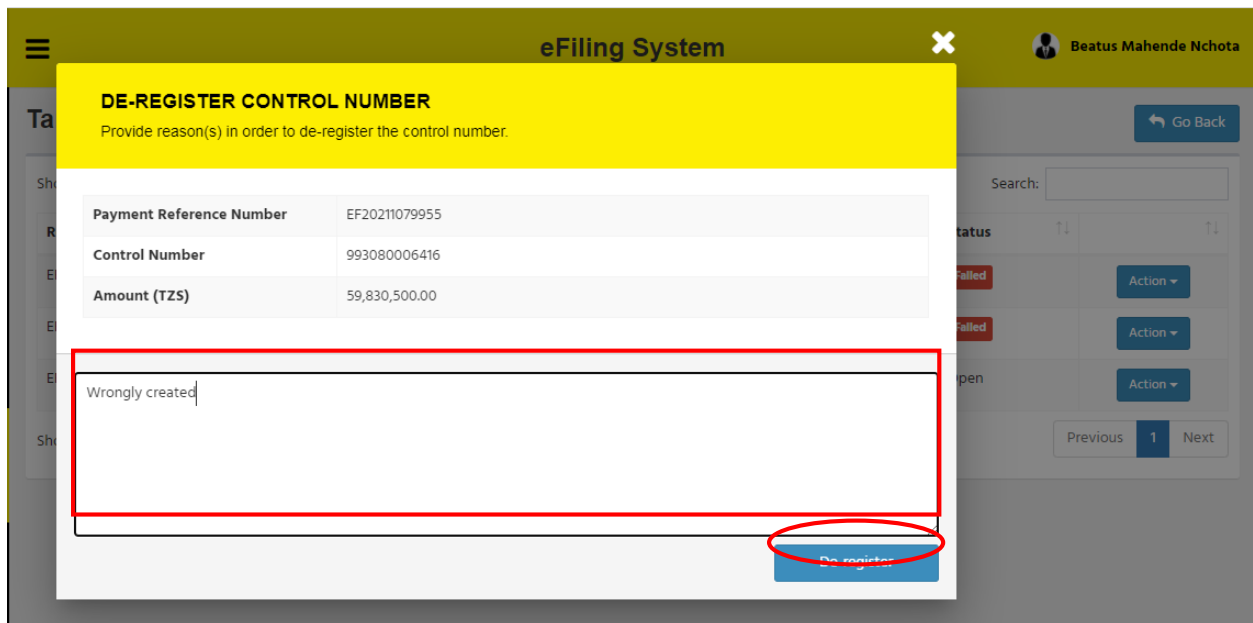
**TANZANIA REVENUE AUTHORITY**  
COMMISSIONER FOR LARGE TAXPAYERS DEPARTMENT  
TAX PAYMENT SLIP

Name of Account Holder(s): Tanzania Revenue Authority  
 Bank Account Number: 1234  
 Name of Commercial Bank: COMMERCIAL BANK OF AFRICA (T) LTD  
 Mobile Phone: 255784707003  
 Please transfer from my/our account the amount of TZS. **59,830,500.00**  
 Amount in Words: Fifty Nine Million Eight Hundred Thirty Thousand Five Hundred

**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	Action
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-