

## User Guide Online Order Form for Electronic <u>Transfer of Tax Revenue to Bank of Tanzania (BOT)</u>

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	INTRODUCTION

## 1. INTRODUCTION

Tanzania Revenue Authority (TRA) has been striving to modernize its operations by automating its processes as it is in the Third Corporate Plan. Basing on this ground it has launched the online TISS order form. The online order form will create convenience to taxpayers not only to access, fill and print the form at their offices but also to ensure that all information filled by the taxpayer reach the TRA office for accurate record keeping. Furthermore the taxpayer will be able to get status online of their payments if they actually reached TRA offices.

The order form will be filled online, printed and signed by authorized signatories. The printed and duly signed order form will be used by the taxpayer to order the Commercial Banks to transfer funds to TRA Commissioner's Account at the Bank of Tanzania (BOT). The form "Register for Payment" will be available from the Tanzania Revenue Authority website (www.tra.go.tz) under the **Do It Online** services.

#### 2. SIGNING UP

On the initial stages taxpayer will be required to sign up to the system once and for all. The taxpayer will be required to fill in the following information:-

- Taxpayer Identification Number (TIN)
- Password of at least six characters alphanumeric
- Password Confirmation
- E-mail address of the taxpayer to be used for correspondence including getting acknowledgement, status of payment, getting password, etc. (for example info@tra.go.tz)
- Reliable contact mobile telephone numbers, to be used for sending short messages (SMS)
- Hint security questions and answers to remind taxpayer about the password in case it is forgotten.

Log In	
TIN:	
Password:	
	Log In
<u>Sign Up</u> Forgot Password	

Figure	1
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The taxpayer shall then click on Sign Up button to have the account created. At this stage the system will perform validation with regards to some information such as TIN, e-mail address etc. At the completion of the account creation the taxpayer will then be prompted to login into the system using TIN and password registered.

## 3. LOGIN

All registered taxpayers will be able to access the system by typing the TIN and password in the login window. The taxpayer will then click on the login button and the system shall authenticate the TIN and password before getting through.

In case the taxpayer has forgotten password the system can assist in remembering the password by clicking the Forgot Password button in Figure 1.

The system will then ask for answer to the security question that was supplied during signing up.

#### 4. PAYMENT REGISTRATION

After login the taxpayer will be able to access the following menu on the Payment Registration 1.0:-

- Register menu
- Deregister menu
- View
- Report
- Tools



#### Figure 2

Under the Register Menu, the following will be accessed: Register a Payment for Domestic taxes, Motor Vehicle, Customs and Fuel Levy depending on the tax one wishes to pay.



Figure 3

The menu selected will open for user to fill-in particulars required to register such payments.

#### TANZANIA REVENUE AUTHORITY

Payment Type.	Select	•					
Currency:	TZS 🔹						
Amount:							
Value Date:		{dd/mm/yyyy}}					
TRA's Banker Name:	Select		•				
TRA's Bank Account:	Select			Ψ.			
Payment Mode:	Select		-				
TIN:	Taxpayer Name	27					
TIN: Email Address:	Taxpayer Name	2* 	Mobile Numbe	r:			
TIN: Email Address:	Taxpayer Name	5:	Mobile Numbe	r			
TIN: Email Address: Type of Tax	Taxpayer Name	5; 2;	Mobile Numbe Amount	r: Period Indicat	or	Period:	Year
TIN: Email Address: Type of Tax Select	GFS Code	2:	Mobile Numbe Amount	r: Period Indicat	or	Period: Select	Year
TIN: Email Address: Type of Tax Select Select	GFS Code  GFS Co	R	Mobile Numbe Amount	Period Indicat Select- Select-	or	Period: Select Select	Vear Sele Sele
TIN: Email Address: Type of Tax Select Select Select	GFS Code  GFS Code  Select- Select- GFS Code	8	Mobile Numbe Amount	Period Indicate Select Select Select	or	Period: Select Select	Vear  Vear Sele Sele Sele

Figure 4

User will be required to capture the following:

- Payment type (Transfer from my account or direct deposit)
- Name of Account holder(s) this is the title of the account from which the funds are transferred
- Bank Account number this is the account number with the commercial bank from which the funds are transferred
- Name of the commercial bank this is the full name of the commercial bank where the account is held.
- Total Amount the actual amount to be transferred. This is equivalent to the tax liability to be settled. The system will automatically assign the amount in words on the printed order form.
- Currency the currency should be Tanzania Shillings (TZS). In case taxpayer pays in United States Dollars (USD) commercial bank shall convert to equivalent TZS using the prevailing exchange rate.
- Value date This is the transaction date in the format of DD/MM/YYYY. If the order is submitted well in advance of the due date, a date can be entered to indicate when the transfer should be executed.
- To this is the respective TRA Commissioner's account name maintained at the BOT to which the funds are transferred.
- The account number this is the respective TRA Commissioner's account number automatically displayed upon selection of the account name.
- Swift Code this is automatically displayed upon selection of the account name.
- Tax office this is the TRA office to which the tax liability is settled.
- TIN This is the TIN to whom tax payment is applicable
- Taxpayer's name this is automatically displayed upon filling the TIN
- R number this is only available when Customs tax offices are selected
- Immediately after the above information, there are four (4) lines allowing the taxpayer to pay up to a maximum of four tax types in one order form. The lines are depicting the following:
  - o Type of tax this shows a list of taxes depending on tax office selected

- GFS code this shows Government Finance Statistics codes depending on selected type of taxes
- Amount the amount payable for the respective tax type
- Period indicator this can be debit number, monthly, quarterly and yearly (not applicable to Custom duties)
- Period this shows the payment period depending on the period indicator selected (not applicable to Custom duties)
- Year this is the year of payment (not applicable to Custom duties)
- Debit Number this the assessment reference number for assessed domestic taxes (not applicable to Custom duties)

The system will automatically assign a Control Number to that transaction. It is this Control Number that should be quoted by Commercial Banks when transferring tax to BOT

# 5. PRINTED ORDER FORM

The printed order form will be generated and will take the feature as in table 5 below and shall contain the following information:-

TANZANIA REVENUE AUTHORITY Commissioner Test Account 2         Order Form for Electronic Funds Transfer to Bank of Tanzania         Name of Account Holder(s):       SIMBA PLASTICS LTD         Bank Account Number:       G34857358         Name of Commercial Bank:       DIAMOND TRUST BANK         Please transfer from my/our account the amount of       TZS         Name of Commercial Bank:       DIAMOND TRUST BANK         Please transfer from my/our account the amount of       TZS         Value Date:       22/02/2013         Value Date:       22/02/2013         Value Date:       22/02/2013         Bank of Tanzania       COD/MM/YYYY)         To:       Commissioner Test Account 2         Tanzania Revenue Authority       Bank of Tanzania         Account Number:       B921138401         Bwirft Code:       TARATZTO         Details of Payment (field 70 of MT103);       RCC/100100274         TAXPAYER INFORMATION FOR WHOM PAYMENT IS APPLICABLE (For TRA use only)	IARZANIA REVENUE AUTHORITY         Commissioner Test Account 2         Order Form for Electronic Funds Transfer to Bank of Tanzania         me of Account Holder(s):         SIMBA PLASTICS LTD         nk Account Number:         GAMES PLASTICS LTD         nk Account Number:         GAMES PLASTICS LTD         nk Account Number:         GAMES PLASTICS LTD         name of Commercial Bank:         DIAMOND TRUST BANK         Tase transfer from my/our account the amount of       T25       1,500,000.00         Note MELISON FIVE HUDIORED THOUSAND ONLY         Value Date:       22/02/2013       (DD/MM/YYYY)         To:       Commissioner Test Account 2         Terzania Revenue Authority         Bank of Tanzania         Account Number:       921135401         Swift Code:       TARAZITO         Details of Payment (field 72 of MT103):       Control # automaticaly         Swift Code Taration         MELISON FOR WHOM PAYMENT IS APPLICABLE (For TRA use only)         SiMBA PLASTICS CO. LTD       /// PLASTICS CO.	1	CINA		Control No:	32
Commissioner Test Account 2         Order Form for Electronic Funds Transfer to Bank of Tanzania         Name of Account Holder(s):       SIMBA PLASTICS LTD         Bank Account Number:       634857358         Name of Commercial Bank:       DIAMOND TRUST BANK         Please transfer from my/our account the amount of       TZS         Value Date:       22/02/2013         Commissioner Test Account 2       Tanzania         Account Numbler:       Bank of Tanzania         Account Numble:       Sp21138401         SwiFT Code:       TARATZTO         Details of Payment (Bield 70 of MT103);       (ROC/32)         Sender to Receiver Info (field 72 of MT103)       (ROC/32)         TAXPAYER INFORMATION FOR WHOM PAYMENT IS APPLICABLE (For TRA use only)	Commissioner Test Account 2 Order Form for Electronic Funds Transfer to Bank of Tanzania me of Account Holder(s): SIMBA PLASTICS LTD nk Account Number: 634657358 me of Commercial Bank: DIAMOND TRUST BANK take transfer from my/our account the amount of T2S 1,500,000.00 Nount in Words: One Million Five Hundried Thousands only Value Date: 22/02/2013 (DD/MM/YYYY) To: Commissioner Test Account 2 Tanzania Revenue Authonity Bank of Tanzania Account Number: 921138401 SWIFT Code: TARATZTO Details of Payment (field 70 of MT103): Bender to Receiver Into (field 72 of MT103): Bender to Receiver Into (field 72 of MT103): SIMBA PLASTICS CO. LTD. P10103A1000000M1Y2013 B30101A500000M1Y2013		TANZANIA REVENUE A	UTHORITY		
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\$30101A500000M1Y2013		\$30101A500000	6105VTN			
	Constant Andrews Andrews Steven and Andrews	2-3154483400-435451453				
5		Signature	Date		Bank use only	11
Signature Date Press only	Signature Date Rank use enty	Note to Comm	rotal Bank		Cateronica manda	**
Signature Date Date Field Reference mandee	Signature Date Bank use enty Signature Date Date Reference number	1. Please captu	w the above information correct	tty.	8	
Signature	Signature Date Bank use entry Reference mandate Note Sector Secto	2. Field 70 of M	103 carries a payment control	number, must be captured	correctly.	
Signature       Date       Plank use unity         Signature       Date       Plank use unity         Note to Commercial Banki       Plank as a plane the above information correctly       Plank use units to correctly         1. Plank as a plane to prime formation correctly       2. Field 70 of MT103 carties a payment control number, must be captured correctly.	Signature Date Nation converting Signature Converting Signature Sector State Sector Se		The second	and the second se		

Figure 5

# 6. DE-REGISTRATION OF INTENT

Taxpayer may cancel or de-register intention to pay due to one reason or another, this will be done through payment de-registration window as shown below in figure 6

PAYMENT REGISTRATION 1.0									
Home	Register	De-Register	View	Reports	Tools				
		De-Register a P	ayment Inte	nt					

Figure 6

# 7. SUBMITTED ORDER FORMS

To view submitted order forms, taxpayer will click on the View button. The system will display all submitted order forms for the respective taxpayer showing both submission and payment status. Moreover erroneously filled forms can be deregistered. However, deregistration of order form is not allowed when the printed form has been presented to the commercial bank for fund transfer.

Under a View menu a taxpayer will be able to view all submitted Order Forms –. Deregistration of the Order form can be made in the forms which are not yet presented to their respective commercial banks. The system shall disallow editing of reconciled order forms.

<b>PAYMENT REGISTRATION 1.0</b>										
Home	Register	De-Register	View	Reports	Tools					
			Register	ed Payments Ir	ntent					
			De-Regi	stered Paymen	ts Intent					

Figure 7

#### 8. FEEDBACK

Payment feedback will be submitted back to taxpayer through a registered email or SMS upon receipt of funds in the respective Tax Administration system.

#### 9. REPORT

Various reports will be accessed to view all registered payments, deregistered and acknowledged receipts

#### TANZANIA REVENUE AUTHORITY

PAYMENT REGISTRATION 1.0									
Home	Register	De-Register	View	Reports	Tools				
				Registered	Payments				
				De-Register	red Payments				
				Acknowled	gement of Receipts				

#### Figure 8 10.CHANGING PASSWORD

This command allows the taxpayer to change the password. It is advised to change the password on regular basis. During changing of password, user will be required to supply the old password that he want to change. Such changes will be effected under the following menu.

PAYMENT REGISTRATION 1.0									
Home	Register	De-Register	View	Reports	Tools				
					Change Password				

#### Figure 9 11.LOG OFF

This command allows the taxpayer to exit the system. User will hit the right top of the screen to Log out.

PAYN	IENT R	EGISTRAT	ION 1	L. <b>O</b>		
	Register	De-Register	View	Reports		

Figure 10

# "Together We Build Our Nation"

#### TAXPAYER SERVICES AND EDUCATUION DEPARTMENT TRA HEADQUARTERS P. O. BOX 11491,

DAR ES SALAAM

Tel: 022 2119591/4 Email: info@tra.go.tz