



إمارات تاكس
EMARATAX

Payment for Returns, Voluntary Disclosures, Tax
Assessments and Penalties using the GIBAN payment
Method

User Manual

Date: Oct 2022

Version 1.0.0.0

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Document Control Information

Document Version Control

Version No.	Date	Prepared/Reviewed by	Comments
1.0	01-Oct-22	Federal Tax Authority	User Manual for EmaraTax Portal

Annexure






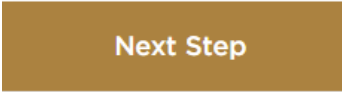


The below are the list of User manuals that you can refer to

S. No	User Manual Name	Description
1	Register as Online User	This manual is prepared to help you navigate through the Federal Tax Authority (FTA) website and create an EmaraTax account with the FTA.
2	Manage online user profile	This manual is prepared to provide you an understanding on Login process, user types, forgot password and modify online user profile functionalities.
3	User Authorisation	This manual is prepared to provide you an understanding on Account Admin, Online User, and Taxable Person account definitions and functionalities.
4	Taxable person dashboard	This manual is prepared to help the following 'Taxable person' users to navigate through their dashboard in the Federal Tax Authority (FTA) EmaraTax Portal: <ul style="list-style-type: none"> Registered for VAT Registered for Excise Non-registered Taxpayer Tax Group Warehouse Keeper Freight Forwarder/VAT Clearing Company (TINCO) Excise Tax Clearing Company (TINCE)
5	Link TRN to email address	This manual is prepared to help you navigate through the Federal Tax Authority (FTA) website to Link TRN to New Email Address.



Navigating through EmaraTax

The Following Tabs and Buttons are available to help you navigate through this process

Button	Description
In the Portal	
 User types	This is used to toggle between various personas within the user profile such as Taxable Person, Tax Agent, Tax Agency, Legal Representative etc
	This is used to enable the Text to Speech feature of the portal
English عربي	This is used to toggle between the English and Arabic versions of the portal
	This is used to decrease, reset, and increase the screen resolution of the user interface of the portal
 Manage Account	This is used to manage the user profile details such as the Name, Registered Email address, Registered Mobile number, and password
 Log Out	This is used to log off from the portal
In the Business Process application	
Previous Step	This is used to go the Previous section of the Input Form
 Next Step	This is used to go the Next section of the Input Form
 Save as Draft	This is used to save the application as draft, so that it can be completed later
	This menu on the top gives an overview of the various sections within the. All the sections need to be completed in order to submit the application for review. The Current section is highlighted in Blue and the completed sections are highlighted in green with a check

The Federal Tax Authority offers a range of comprehensive and distinguished electronic services in order to provide the opportunity for taxpayers to benefit from these services in the best and simplest ways. To get more information on these services Click [Here](#)



Payments for Returns Voluntary Disclosures Tax Assessment and Penalties - Payment via GIBAN

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Introduction

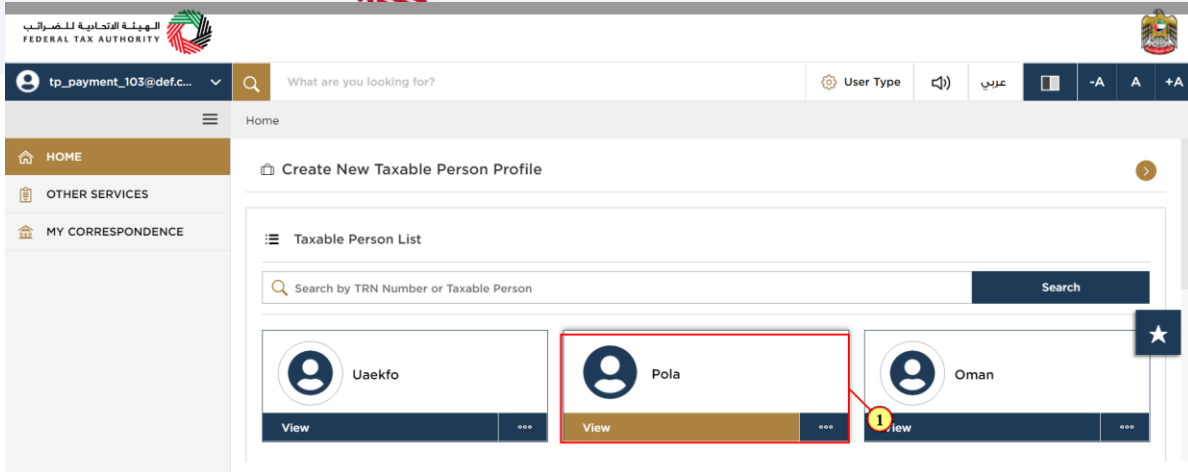


This manual is prepared to help a taxpayer navigate through the EmaraTax portal, access the “Payments” screen and make payments for outstanding liabilities for the tax type he is registered using GIBAN payment method.



Login to EmaraTax

	<ul style="list-style-type: none"> You can login into the EmaraTax account using your login credentials or using UAE Pass. If you do not have an e-CTS account, you can sign-up for an account by clicking the 'sign up' button. If you have forgotten your password, you can use the "forgot password" feature to reset your password. If you login via your registered email and password, on successful login, the EmaraTax online user dashboard will be displayed. If you had opted for 2 factor authentication, you will be required to enter the OTP received in your registered email and/or mobile number to successfully login. If you wish to login via UAE Pass, you will be redirected to UAE Pass website. On successful UAE Pass login, you will be redirected back to the EmaraTax online user dashboard.
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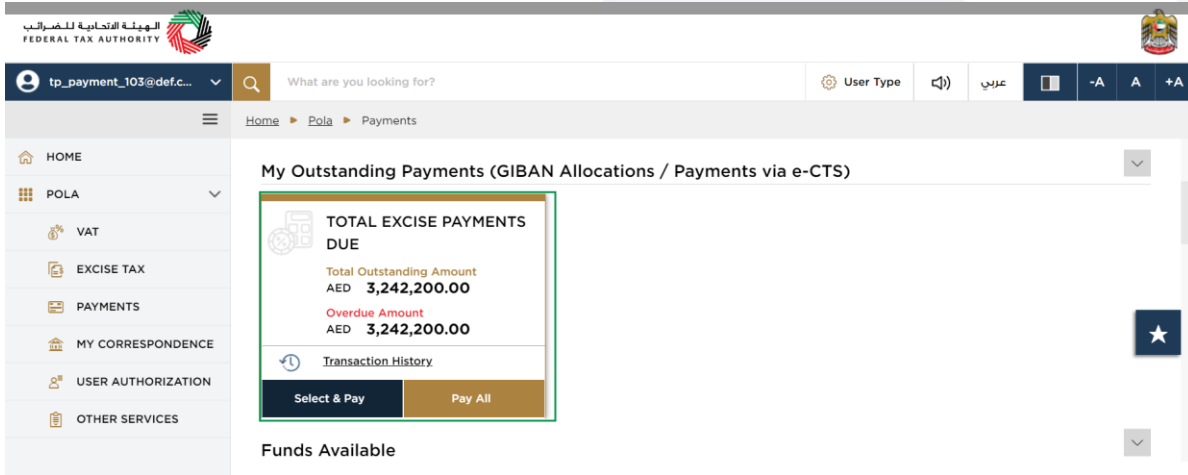
Step	Action
(1)	<ul style="list-style-type: none"> On the EmaraTax online user dashboard, click the “View” button on the taxable person profile for which a payment is to be made



Step	Action
(1)	<ul style="list-style-type: none"> Click on the "Payments" menu option to access the available payment tiles.



My Payments Page



tp_payment_103@def.c... What are you looking for? User Type عربي -A A +A

Home > Pola > Payments

HOME
POLA
VAT
EXCISE TAX
PAYMENTS
MY CORRESPONDENCE
USER AUTHORIZATION
OTHER SERVICES

My Outstanding Payments (GIBAN Allocations / Payments via e-CTS)

TOTAL EXCISE PAYMENTS DUE

Total Outstanding Amount
AED **3,242,200.00**

Overdue Amount
AED **3,242,200.00**

Transaction History

Select & Pay Pay All

Funds Available



Only the applicable tax type tiles for which the Taxpayer has been registered will be displayed here.



Select and Pay

The screenshot shows the user interface for managing tax payments. The main heading is 'My Outstanding Payments (GIBAN Allocations / Payments via e-CTS)'. Below this, a summary box shows 'TOTAL EXCISE PAYMENTS DUE' with a 'Total Outstanding Amount' of AED 3,242,200.00 and an 'Overdue Amount' of AED 3,242,200.00. At the bottom of this summary box, there are two buttons: 'Select & Pay' (highlighted with a red box) and 'Pay All' (with a yellow circle containing the number 1 next to it). A 'Transaction History' link is also visible below the summary box.

Step	Action
(1)	<ul style="list-style-type: none"> If you wish to make a payment for selected taxes or penalties, click on the 'Select and Pay' option available for that specific tax type.



tp_payment_103@def.c... What are you looking for? User Type عربي -A A +A

Home > Pola > Payments > TOTAL EXCISE PAYMENTS DUE

HOME POLA VAT EXCISE TAX PAYMENTS MY CORRESPONDENCE USER AUTHORIZATION OTHER SERVICES

Total Tax Liabilities : AED3,232,200.00 Total Penalties : AED10,000.00 Download

Reference Number	Liability Type	Period Description	Payment Due Date	Original Liability (AED)	Outsta... Liability (AED)	Amount to be paid (AED)	Status
<input checked="" type="checkbox"/> Deselect All	00000127	Excise Late Reg. Penalty	-	10,000.00	10,000.00	10,000.00	Overdue
<input checked="" type="checkbox"/>	700000003599	Excise Return VD	February 2022	3,232.200.00	3,232.200.00	3,232,200.00	Overdue

Total Payment Amount : AED3,242,200.00

Showing 5 of 2 records per page



By default, all of the outstanding taxes and penalties will be selected. To change the default selection, click the checkbox next to the "Reference Number" column



tp_payment_103@def.c... What are you looking for? User Type عربي

Home > Pola > Payments > TOTAL EXCISE PAYMENTS DUE

HOME
POLA
VAT
EXCISE TAX
PAYMENTS
MY CORRESPONDENCE
USER AUTHORIZATION
OTHER SERVICES

Total Tax Liabilities : AED3,232,200.00 Total Penalties : AED10,000.00

Download

Reference Number	Liability Type	Period Description	Payment Due Date	Original Liability (AED)	Outstan... Liability (AED)	Amount to be paid (AED)	Status
<input type="checkbox"/>	200000001270	Excise Late Reg. Penalty	27/06/2022	10,000.00	10,000.00	10,000.00	
<input checked="" type="checkbox"/>	700000003599	Excise Return VD	February 2022	3,232,200.00	3,232,200.00	3,232,200.00	

Total Payment Amount : AED3,242,200.00

Step	Action
(1)	<ul style="list-style-type: none"> Select the outstanding taxes and penalties you wish to make a payment for by clicking on the checkbox.



Home > Pola > Payments > TOTAL EXCISE PAYMENTS DUE

Total Tax Liabilities : AED3,232,200.00 | Total Penalties : AED0.00

Reference Number	Liability Type	Period Description	Payment Due Date	Original Liability (AED)	Outstanding Liability (AED)	Amount to be paid (AED)	Status
700000003599	Excise Return VD	February 2022	25/07/2022	3,232,200.00	3,232,200.00	10,000.00	Overdue

Total Payable Amount : AED10,000.00

Step	Action
(1)	<ul style="list-style-type: none"> To make a partial payment for the selected taxes or penalties, edit the amount displayed against the tax or penalty under the “Amount to be Paid” column.



tp_payment_103@def.c... What are you looking for? User Type عربي -A A +A

Home > Pola > Payments > TOTAL EXCISE PAYMENTS DUE

HOME POLA VAT EXCISE TAX PAYMENTS MY CORRESPONDENCE USER AUTHORIZATION OTHER SERVICES

Total Tax Liabilities : AED3,232,200.00 Total Penalties : AED10,000.00 Download

Reference Number	Liability Type	Period Description	Payment Due Date	Original Liability (AED)	Outsta... Liability (AED)	Amount to be paid (AED)	Status
200000001270	Excise Late Reg. Penalty	-	27/06/2022	10,000.00	10,000.00	10,000.00	Overdue
700000003599	Excise Return VD	February 2022	25/07/2022	3,232,200.00	3,232,200.00	3,232,200.00	Overdue

Total Payment Amount :AED10,000.00

5:46 PM 7/31/2022



- You can edit the "Amount to be Paid" column by entering an amount equal to or less than the amount displayed in the "Outstanding Liability" column.
- If you enter an amount greater than the value in the 'Outstanding Liability' column, a pop-up message will indicate that overpayments are not allowed.



tp_payment_103@def.c... What are you looking for? User Type عربي -A A +A

Home > Pola > Payments > TOTAL EXCISE PAYMENTS DUE

Reference Number	Liability Type	Period Description	Payment Due Date	Original Liability (AED)	Outsta... Liability (AED)	Amount to be paid (AED)	Status
<input type="checkbox"/> 200000001270	Excise Late Reg. Penalty	-	27/06/2022	10,000.00	10,000.00	10,000.00	Overdue
<input type="checkbox"/> 700000003599	Excise Return VD	February 2022	25/07/2022	3,232,200.00	3,232,200.00	3,232,200.00	Overdue

Total Payment Amount :AED3,242,200.00

Showing 5 of 2 records per page

Back Proceed to Payment

Step	Action
(1)	<ul style="list-style-type: none"> Click "Proceed to Payment" to move to the Select a Payment Method screen.



tp_payment_103@def.c... What are you looking for? User Type عربي -A A +A

Home > Pola > Payments > TOTAL EXCISE PAYMENTS DUE

Reference Number	Liability Type	Period Description	Payment Due Date	Original Liability (AED)	Outsta... Liability (AED)	Amount to be paid (AED)	Status
<input type="checkbox"/> 200000001270	Excise Late Reg. Penalty	-	27/06/2022	10,000.00	10,000.00	10,000.00	Overdue
<input type="checkbox"/> 700000003599	Excise Return VD	February 2022	25/07/2022	3,232,200.00	3,232,200.00	3,232,200.00	Overdue

Total Payment Amount : AED3,242,200.00

Showing 5 of 2 records per page

Back Proceed to Payment



You will then be able to select a method of payment as explained later.



Pay All

The screenshot shows the user interface of the Federal Tax Authority's payment portal. The user is logged in as 'tp_payment_103@def.c...'. The main content area displays 'My Outstanding Payments (GIBAN Allocations / Payments via e-CTS)'. A summary box shows 'TOTAL EXCISE PAYMENTS DUE' with a 'Total Outstanding Amount' of AED 3,242,200.00 and an 'Overdue Amount' of AED 3,242,200.00. Below this, there is a 'Transaction History' section and two buttons: 'Select & Pay' and 'Pay All'. The 'Pay All' button is highlighted with a red box and a circled '1', indicating the step to be followed.

Step	Action
(1)	<ul style="list-style-type: none"> If you wish to make a single payment towards all the outstanding taxes and penalties, click on the "Pay All" option available for that specific tax type.

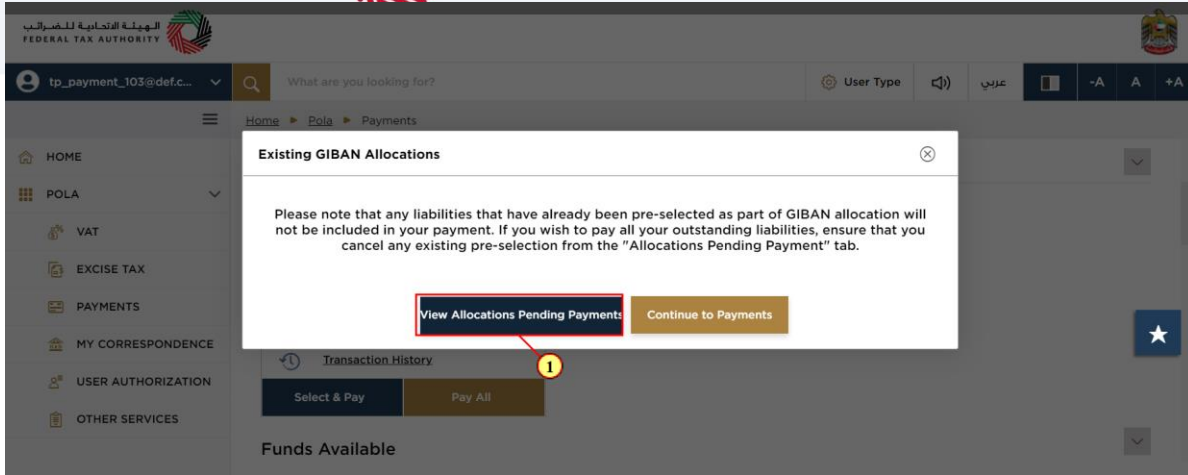


Cancel Existing Allocation

The screenshot shows the Federal Tax Authority website interface. A modal window titled "Existing GIBAN Allocations" is displayed in the center. The modal contains the following text: "Please note that any liabilities that have already been pre-selected as part of GIBAN allocation will not be included in your payment. If you wish to pay all your outstanding liabilities, ensure that you cancel any existing pre-selection from the 'Allocations Pending Payment' tab." Below the text are two buttons: "View Allocations Pending Payments" (dark blue) and "Continue to Payments" (orange). The background of the website is dimmed, showing a navigation menu on the left with options like HOME, POLA, VAT, EXCISE TAX, PAYMENTS, MY CORRESPONDENCE, USER AUTHORIZATION, and OTHER SERVICES. At the top, there is a search bar and user information.



- Any taxes or penalties that have been selected as part of a reference number created for a GIBAN payment will not be included in the list of taxes and penalties when you click on "Pay All"
- If you wish to pay all of your outstanding taxes and penalties, you should first cancel any existing reference numbers and then click on the "Pay All" option.



Step	Action
(1)	<ul style="list-style-type: none"> Click on “View Allocations Pending Payment” to cancel any existing reference numbers created for a selection of taxes or penalties



Allocations Pending Payment Screen

The screenshot displays the 'TOTAL EXCISE TAX PAYMENTS DUE' screen. The table contains the following data:

Reference Number	Generated On	Amount	Actions
420814	24/11/2022	5,000.00	...
783312	23/11/2022	5,000.00	View
585713	25/10/2022	1.00	Cancel
765138	22/10/2022	100.00	...
509489	22/10/2022	5,000.00	...
Total		27,601.00	

The interface includes a search bar, a 'Download' button, and a pagination control showing 'Showing 5 of 14 records per page'. A 'Back' button is located at the bottom left of the table area.



- If you have created more than one reference number, each one will be visible as a separate row. You can choose one at a time and perform the necessary actions.
- If you click on "View" in the screen, you will be able to see the list of taxes and penalties that are part of that reference number



The screenshot shows the user interface for viewing excise tax payments. The table contains the following data:

Reference Number	Generated On	Amount	Actions
420814	24/11/2022	5,000.00	...
783312	23/11/2022	5,000.00	View Cancel
585713	25/10/2022	1.00	...
765138	22/10/2022	100.00	...
509489	22/10/2022	5,000.00	...
Total		27,601.00	

Step	Action
(1)	<ul style="list-style-type: none"> Click on the three dots under the "Actions" column and click on "Cancel" to cancel the existing allocation.



Step	Action
(1)	<ul style="list-style-type: none"> Click on “Yes” if you wish to cancel the existing allocation



The screenshot shows the 'TOTAL EXCISE TAX PAYMENTS DUE' page. A pop-up window titled 'Cancel Allocation' is displayed in the center. The pop-up text reads: 'If you proceed with the cancellation, this reference number will be void and you will need to either generate a new reference number for a GIBAN payment or make the payment using a different payment method like Magnati Pay. Are you sure you want to cancel this allocation and reference number?'. Below the text are two buttons: 'No' and 'Yes'. The background shows a table with columns for 'Reference Number' and 'Actions', and a total amount of 27,601.00.



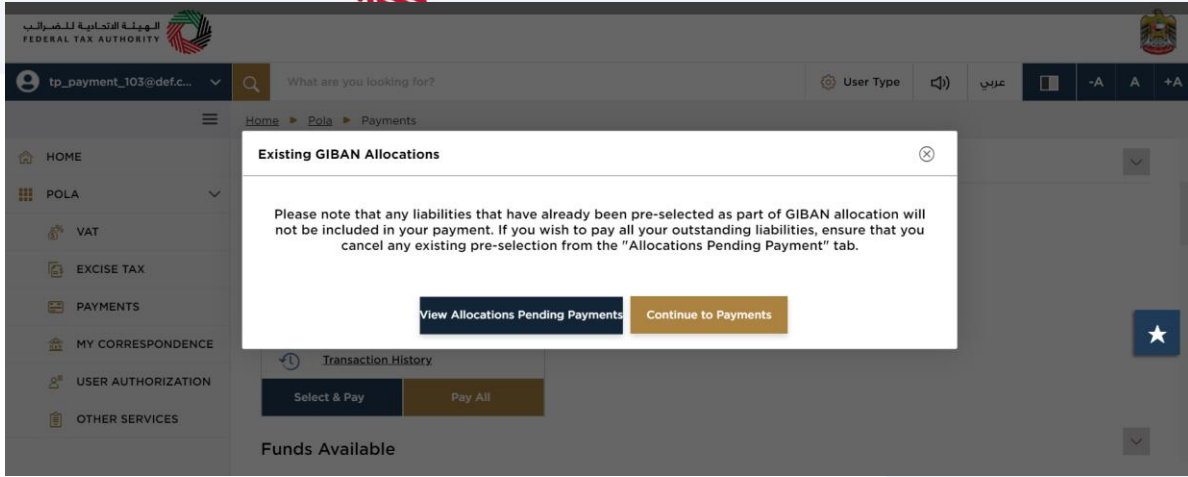
- Once you cancel the existing allocation, all the taxes or penalties that were selected as part of that reference number, will now be included for payment when you click on "Pay All".
- If you click on "No" in the pop up window, you will return to the 'Allocations Pending Payment' screen.



Continue to Payments

The screenshot shows the 'Existing GIBAN Allocations' modal window. The text inside the modal reads: "Please note that any liabilities that have already been pre-selected as part of GIBAN allocation will not be included in your payment. If you wish to pay all your outstanding liabilities, ensure that you cancel any existing pre-selection from the 'Allocations Pending Payment' tab." Below the text are two buttons: "View Allocations Pending Payments" and "Continue to Payments". The "Continue to Payments" button is highlighted with a red border, and a yellow circle with the number "1" points to it.

Step	Action
(1)	<ul style="list-style-type: none"> Click on "Continue to Payments" if there are no existing reference numbers that you wish to first cancel.



You will then move to the "Select a Payment Method" screen.



tp_payment_103@def.c... What are you looking for? User Type عربي -A A +A

Home > Pola > Payments > TOTAL EXCISE TAX PAYMENTS DUE

Select a Payment Method

Payment Summary

Excise

EXCISE Taxes	
February 2022 - Excise Return VD	AED 10,000.00
Total	AED 10,000.00

BACK

Choose Payment Method

GIBAN

Magnati Pay

Confirm Allocation



- You can view all the taxes and penalties that have been included for this payment, the tax type and the total amount to be paid under the “Payment Summary” section.



Select a Payment Method

Step	Action
(1)	<ul style="list-style-type: none"> If you wish to make your payment through GIBAN, choose the payment method as GIBAN and then click on "Confirm Allocation". The payment instructions along with a unique reference number will be generated when you click on "Confirm Allocation".

Payment Instructions

	<ul style="list-style-type: none"> The payment instructions provide you with the details on how to go about making the GIBAN payment at an exchange house, bank teller or online banking portal using the generated payment reference number. You must make the payment as per the instructions provided to ensure that your payment is allocated as expected. Any errors in quoting the GIBAN, the Payment Reference number or the exact amount could result in the incorrect allocation of your payment. Read "What Next" and "Important" notes
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tp_payment_103@def... What are you looking for?

Home > Bills > Payments > TOTAL EXCISE PAYMENTS DUE

What Next:

Quote above GIBAN for making your Payment

- 1) Please quote the above mentioned GIBAN reference number and amount when making your payment. Please ensure that you do not include any additional text when quoting your reference number via online banking. You should only enter the 6 digit reference number provided.
- 2) Please note that payments should be received by the FTA before the end of day on due date to avoid any late payment penalties

Once your payment has been received by the FTA:

- 1) The amount will be updated on your account and the selected liabilities will be settled.
- 2) You will receive a notification via your preferred means of correspondence confirming this payment
- 3) You can view this payment in your Transaction History
- 4) You can download the receipt from "My Correspondence"

Important:

1. Quote Correct GIBAN: Please ensure you quote the correct GIBAN and reference number and pay the exact amount against that reference number
2. For Different Amounts, Generate New Reference Number: If you wish to make a payment for a different amount, please cancel the existing allocation and reference number from the Allocation pending payment, and generate a new reference number for the required amount
3. Payment Penalties for incorrect GIBANs: If the GIBAN or reference number are quoted incorrectly, the FTA cannot guarantee accurate allocation of your payment. This could result in late payment penalties being imposed.

For any queries please contact us on www.syz.com or contact us directly at our call center number 1234567890 or email atxyz@gmail.com

Download Back to Dashboard

Step	Action
(1)	Click on the "Download" button and download the payment instructions.



tp_payment_103@def... What are you looking for? User Type عربي -A A +A

Home > Payments > TOTAL EXCISE PAYMENTS DUE

What Next:

Quote above GIBAN for making your Payment

- 1) Please quote the above mentioned GIBAN reference number and amount when making your payment. Please ensure that you do not include any additional text when quoting your reference number via online banking. You should only enter the 6 digit reference number provided.
- 2) Please note that payments should be received by the FTA before the end of day on due date to avoid any late payment penalties

Once your payment has been received by the FTA:

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3. Payment Penalties for incorrect GIBANs: If the GIBAN or reference number are quoted incorrectly, the FTA cannot guarantee accurate allocation of your payment. This could result in late payment penalties being imposed.

For any queries please contact us on www.syz.com or contact us directly at our call center number 1234567890 or email atxyz@gmail.com

Download Back to Dashboard

Step	Action
(1)	Click on 'Back to Dashboard' to go back to dashboard



Thank you