



إمارات تاكس  
EMARATAX

## VAT 201 - VAT Returns form - 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 Section







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"> <li>Registered for VAT</li> <li>Registered for Excise</li> <li>Non-registered Taxpayer</li> <li>Tax Group</li> <li>Warehouse Keeper</li> <li>Freight Forwarder/VAT Clearing Company (TINCO)</li> <li>Excise Tax Clearing Company (TINCE)</li> </ul>
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
<b>In the Portal</b>	
 <b>User types</b>	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
<b>English</b> 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
 <b>Manage Account</b>	This is used to manage the user profile details such as the Name, Registered Email address, Registered Mobile number, and password
 <b>Log Out</b>	This is used to log off from the portal
<b>In the Business Process application</b>	
<b>Previous Step</b>	This is used to go the Previous section of the Input Form
<b>Next Step</b>	This is used to go the Next section of the Input Form
<b>Save as Draft</b>	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](#)



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## Introduction



This manual is prepared to help the VAT Taxpayer to navigate through the EmaraTax portal to submit a VAT 201 Return.



## EmaraTax Login Page

الهيئة الاتحادية للضرائب  
FEDERAL TAX AUTHORITY

عربي -A A +A

Welcome to the new e-CTS

Welcome to the Federal Tax Authority

### New Here?

If you are not registered, please signup here.

Sign Up

### Login with FTA account

Email Address  
vatreturns@gmail.com

Password  
.....

[Forgot password?](#)

Enter Security Code  
048088 048088

Login

### Login with your Emirates ID

UAE Pass provides single trusted digital identity solution for service providers

الهوية الرقمية  
UAE PASS

Login With UAE PASS

- You can login into the EmaraTax account using your login credentials or using UAE Pass. If you do not have an EmaraTax 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 mobile number to successfully login.
- If you wish to login via UAE Pass, you will be redirected to UAE Pass. On successful UAE Pass login, you will be redirected back to the EmaraTax online user dashboard.



## User type Selection

vatreturns@gmail.com What are you looking for? User Type عربي -A A +A

**User Profile**

Please select the relevant purpose(s) for using e-CTS portal

Taxable Person Tax Agents Tax Agencies Special Refunds

Proceed

Step	Action
(1)	Click here to select the user type

vatreturns@gmail.com What are you looking for? User Type عربي -A A +A

Please select the relevant purpose(s) for using e-CTS portal

Taxable Person Tax Agents Tax Agencies Special Refunds

Proceed

Step	Action
(1)	Select the Taxable Person tile









الهيئة الاتحادية للضرائب  
FEDERAL TAX AUTHORITY

vatreturns@gmail.com What are you looking for? User Type عربي -A A +A

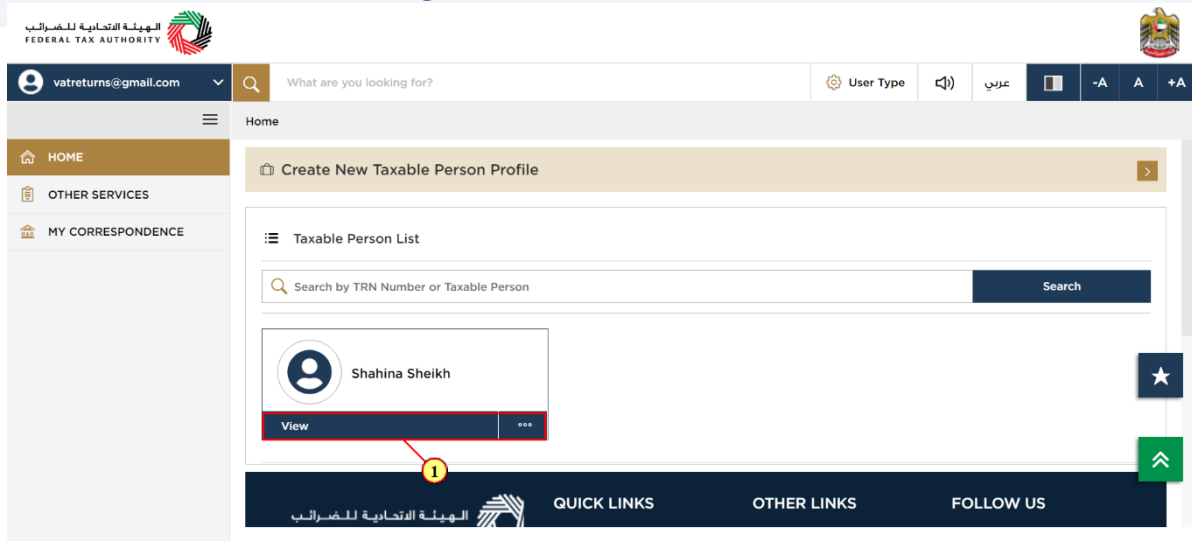
Please select the relevant purpose(s) for using e-CTS portal

 Taxable Person <input checked="" type="checkbox"/>	 Tax Agents <input type="checkbox"/>	 Tax Agencies <input type="checkbox"/>	 Special Refunds <input type="checkbox"/>
---	--	--	---

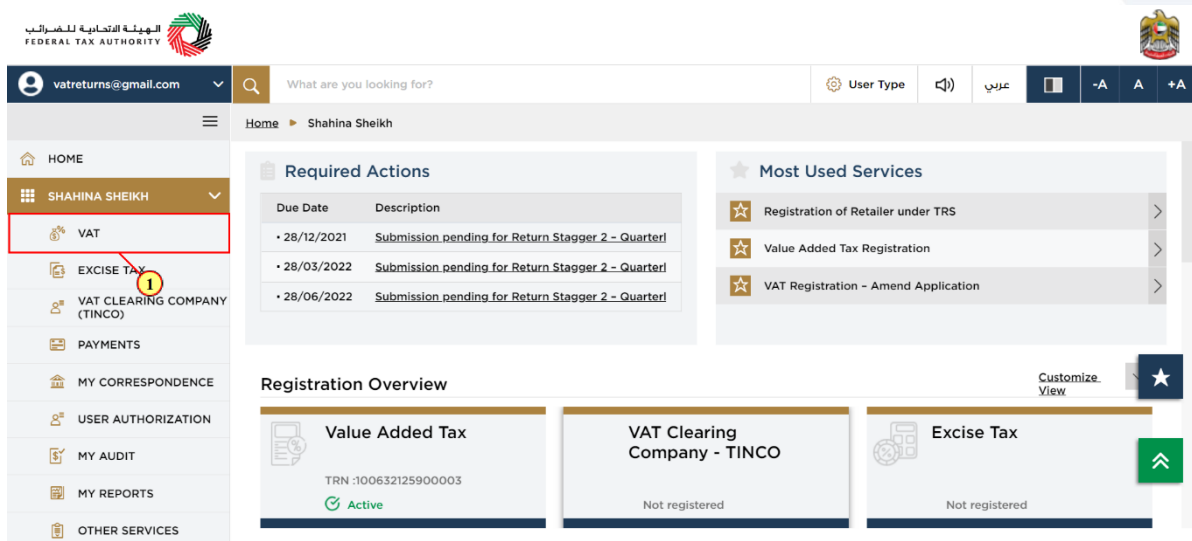
Proceed

Step	Action
(1)	Click on 'Proceed' to proceed to the Taxable Person

## Taxable Person Home Page



Step	Action
(1)	Click here to view the Taxable Person dashboard



Step	Action
(1)	Click here to access the VAT module



## VAT Module

Step	Action
(1)	Click here to view all your VAT Returns



## VAT 201 Return Dashboard

vatreturns@gmail.com | What are you looking for? | User Type | عربي | -A A +A

Home > Shahina Sheikh > VAT > My Filings - VAT Return

HOME

SHAHINA SHEIKH

- VAT
- EXCISE TAX
- VAT CLEARING COMPANY (TINCO)
- PAYMENTS
- MY CORRESPONDENCE
- USER AUTHORIZATION
- OTHER SERVICES

**My Filings**

Customize Columns | Filing Type | Status | Search

Type	VAT Reference Number	Period From	Period To	Due Date	Tax Year End	Submitted Date	Net VAT Position	Status	Action
VAT Return		01/03/2022	31/05/2022	28/06/2022	28/02/2023		0.00	Overdue	File
VAT Return		01/12/2021	28/02/2022	28/03/2022	28/02/2022		0.00	Overdue	File
VAT Return		01/09/2021	30/11/2021	28/12/2021	28/02/2022		0.00	Overdue	File

1 | Go | showing 20 | of 3 records per page

This dashboard displays information related to your VAT Returns.

vatreturns@gmail.com | What are you looking for? | User Type | عربي | -A A +A

Home > Shahina Sheikh > VAT > My Filings - VAT Return

HOME

SHAHINA SHEIKH

- VAT
- EXCISE TAX
- VAT CLEARING COMPANY (TINCO)
- PAYMENTS
- MY CORRESPONDENCE
- USER AUTHORIZATION
- OTHER SERVICES

**My Filings**

Customize Columns | Filing Type | Status | Search

Type	VAT Reference Number	Period From	Period To	Due Date	Tax Year End	Submitted Date	Net VAT Position	Status	Action
VAT Return		01/03/2022	31/05/2022	28/06/2022	28/02/2023		0.00	Overdue	File
VAT Return		01/12/2021	28/02/2022	28/03/2022	28/02/2022		0.00	Overdue	File
VAT Return		01/09/2021	30/11/2021	28/12/2021	28/02/2022		0.00	Overdue	File

1 | Go | showing 20 | of 3 records per page

You can add a new column to the table or filter the filings by its Return type and status. You can also search for VAT Return by reference number.

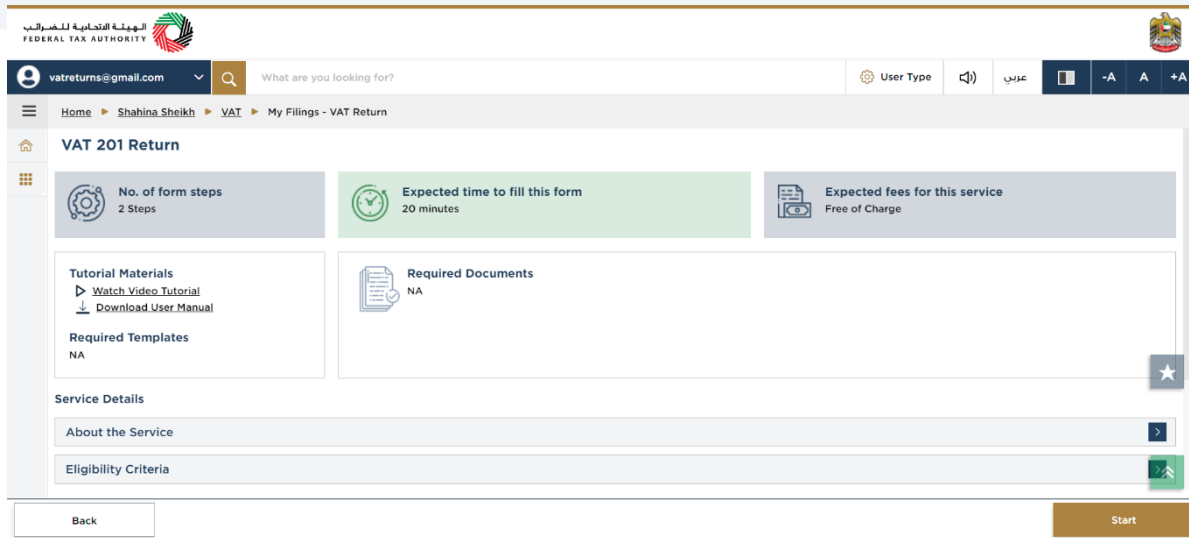



Type	VAT Reference Number	Period From	Period To	Due Date	Tax Year End	Submitted Date	Net VAT Position	Status	Action
VAT Return		01/03/2022	31/05/2022	28/06/2022	28/02/2023		0.00	Overdue	File
VAT Return		01/12/2021	28/02/2022	28/03/2022	28/02/2022		0.00	Overdue	File
VAT Return		01/09/2021	30/11/2021	28/12/2021	28/02/2022		0.00	Overdue	File

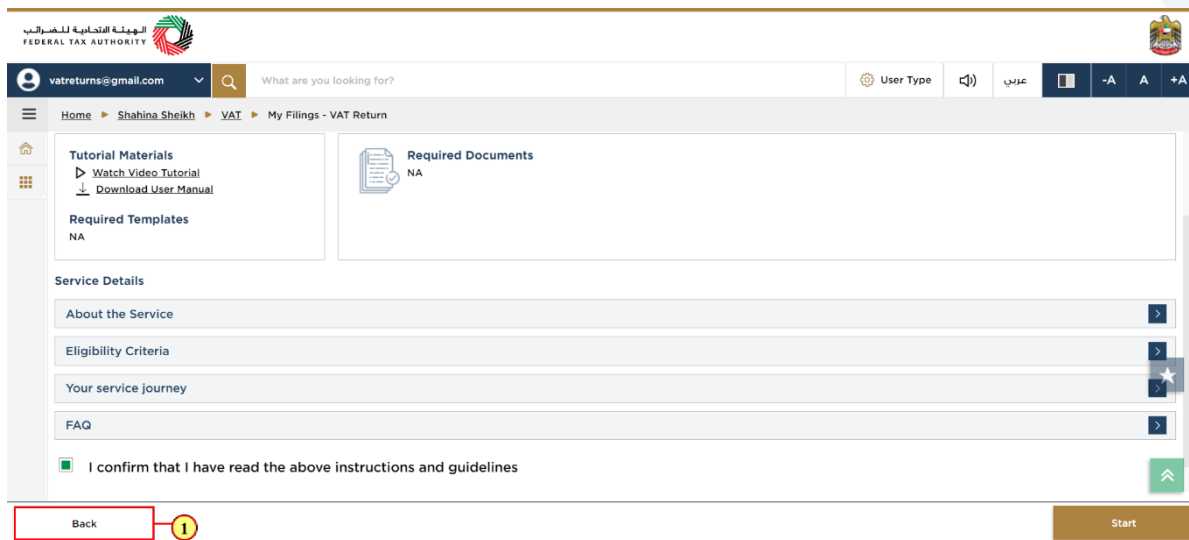
The process to edit a submitted VAT return is the same as that of filing a VAT return.

Step	Action
(1)	Click here to start filing a new VAT Return for the selected period.

## Instructions and Guidelines



 These are the instructions and guidelines which detail key information such as required templates, supporting documentation, eligibility criteria and the expected time to complete this return.



Step	Action
(1)	Click on 'Back' to go back to the previous page



The screenshot shows the user interface for filing a VAT return. The page includes a navigation menu, a search bar, and a 'Service Details' section with links for 'About the Service', 'Eligibility Criteria', 'Your service journey', and 'FAQ'. A confirmation checkbox is highlighted with a red box and a circled '1'.

Step	Action
(1)	Mark the checkbox to confirm that you have read and understood the instructions and guidelines.

The screenshot shows the same user interface as the previous one, but with the 'Start' button highlighted by a red box and a circled '1'.

Step	Action
(1)	Click on 'Start' to proceed to file the VAT return



## VAT 201 Return

Filing Period	VAT Return Period:	VAT Stagger:	VAT Return Due Date:	Tax Year End:
	01/09/2021 - 30/11/2021	Stagger 2 - Quarterly (Mar to Feb)	28/12/2021	28/02/2022

VAT Return

You have the option to file returns offline. You can download the template given below and then upload it after filing as mentioned in the template.

Buttons: Previous Step, Save as Draft, Next Step

The progress bar displays the number of steps required to complete the VAT Return. The step you are currently in is highlighted in blue. Once you progress to the next section successfully, the previous step will be highlighted in green

Filing Period	VAT Return Period:	VAT Stagger:	VAT Return Due Date:	Tax Year End:
	01/09/2021 - 30/11/2021	Stagger 2 - Quarterly (Mar to Feb)	28/12/2021	28/02/2022

VAT Return

You have the option to file returns offline. You can download the template given below and then upload it after filing as mentioned in the template.

Buttons: Previous Step, Save as Draft, Next Step

This section displays the filing period details based on the selected VAT Return.





The screenshot shows the 'VAT 201 Return' page. At the top, there is a navigation bar with the user's email 'vatreturns@gmail.com' and a search bar. Below the navigation, the page title is 'VAT 201 Return'. The main content area is titled 'VAT Return' and contains a message: 'You have the option to file returns offline. You can download the template given below and then upload it after filing as mentioned in the template.' Below this message, there are two buttons: 'Download Template' (highlighted with a red box and a circled '1') and 'Upload Filled Template'. Below the buttons, there is a table header for 'VAT on Sales and All Other Outputs' with columns for 'Description', 'Amount (AED)', 'VAT Amount (AED)', and 'Adjustment (AED)'. At the bottom of the page, there are three buttons: 'Previous Step', 'Save as Draft', and 'Next Step'.

Step	Action
(1)	Click here to download the offline template which can be used to file your returns.

The screenshot shows the 'VAT 201 Return' page, similar to the previous one. The 'Upload Filled Template' button is now highlighted with a red box and a circled '1'. The rest of the page content remains the same.

Step	Action
(1)	Click on 'Upload Completed Template' to file your return using the offline facility.



Step	Action
(1)	Once the upload is complete, click here to download the uploaded template

Step	Action
(1)	Click here to clear the amounts in the table below



vatreturns@gmail.com

What are you looking for?

User Type عربي

Home > Shahina Sheikh > VAT > My Filings - VAT Return

### VAT 201 Return

You have the option to file returns offline. You can download the template given below and then upload it after filing as mentioned in the template.

[Download Template](#) VAT Return Template v1.xlsx last updated 27/06/2022 [Upload Filled Template](#)

VAT Return Template v1.xlsx [Clear table](#)

#### VAT on Sales and All Other Outputs

Description	Amount (AED)	VAT Amount (AED)	Adjustment (AED)
1a Standard rated supplies in Abu Dhabi	<input type="text"/>	<input type="text"/>	<input type="text"/>
1b Standard rated supplies in Dubai	<input type="text"/>	<input type="text"/>	<input type="text"/>

Previous Step [Save as Draft](#) Next Step

Step	Action
(1)	Enter Amount, VAT Amount and adjustments for all the boxes below as applicable.

vatreturns@gmail.com

What are you looking for?

User Type عربي

Home > Shahina Sheikh > VAT > My Filings - VAT Return

### VAT 201 Return

Description	Amount (AED)	VAT Amount (AED)	Adjustment (AED)
1a Standard rated supplies in Abu Dhabi	0.00	0.00	0.00
1b Standard rated supplies in Dubai	24,587,345.00	1,229,367.25	0.00
1c Standard rated supplies in Sharjah	0.00	0.00	0.00
1d Standard rated supplies in Ajman	0.00	0.00	0.00

Previous Step [Save as Draft](#) Next Step


Step	Action
(1)	Enter the values for the standard rates supplies in the correct corresponding Emirate box.



The screenshot shows the VAT 201 Return form with the following sections:

- 1f Standard rated supplies in Ras Al Khaimah:** Input fields for 0.00, 0.00, and 0.00.
- 1g Standard rated supplies in Fujairah:** Input fields for 0.00, 0.00, and 0.00.
- 2 Tax refunds provided to tourists under the Tax Refunds for tourists scheme:** Input fields for 170,816.40 and 8,540.82, with a "View Details" link.
- 3 Supplies subject to reverse charge provisions:** Input fields and an "Edit Details" link.
- 4 Zero rated supplies:** Input field.

Buttons at the bottom include "Previous Step", "Save as Draft", and "Next Step".

 Box 2 is pre-populated from Planet Tax Free system for Registrants that are registered for the Tourist Refund Scheme

This screenshot is identical to the one above, but with a red box highlighting the "View Details" link for the tax refunds section and a yellow callout bubble containing the number "1" pointing to it.

Step	Action
(1)	Click here to view the invoice details received from Planet Tax Free



Category	Value 1	Value 2	Value 3
1e Standard rated supplies in Umm al Quwain	0.00	0.00	0.00
1f Standard rated supplies in Ras Al Khaimah	0.00	0.00	0.00
1g Standard rated supplies in Fujairah	0.00	0.00	0.00
2 Tax refunds provided to tourists under the Tax Refunds for tourists scheme	-	170,816.40	8,540.82
3 Supplies subject to reverse charge provisions	124,121.00	6,206.05	
4 Zero rated supplies			


Step	Action
(1)	Fill box 3 with amount and VAT amount.

Category	Value 1	Value 2	Value 3
1g Standard rated supplies in Fujairah	0.00	0.00	0.00
2 Tax refunds provided to tourists under the Tax Refunds for tourists scheme	-	170,816.40	8,540.82
3 Supplies subject to reverse charge provisions	124,121.00	6,206.05	
4 Zero rated supplies	26,729.00		
5 Exempt Supplies	56,321.00		
6 Goods imported into the UAE	39,375,526.00	1,968,776.30	

Step	Action
(1)	Fill box 4 and box 5 with amount



Category	Value 1	Value 2	Value 3	Value 4	Value 5	Value 6	Value 7	Value 8
1g Standard rated supplies in Fujairah	0.00	0.00	-	0.00				
2 Tax refunds provided to tourists under the Tax Refunds for tourists scheme	-	170,816.40	-	8,540.82				
3 Supplies subject to reverse charge provisions	124,121.00	6,206.05						
4 Zero rated supplies	26,729.00							
5 Exempt Supplies	56,321.00							
6 Goods imported into the UAE	39,375,526.00	1,968,776.30						

 Box 6 is pre-populated based on the data received from customs

2 Tax refunds provided to tourists under the Tax Refunds for tourists scheme	-	170,816.40	-	8,540.82				
3 Supplies subject to reverse charge provisions	124,121.00	6,206.05						
4 Zero rated supplies	26,729.00							
5 Exempt Supplies	56,321.00							
6 Goods imported into the UAE	39,375,526.00	1,968,776.30						
7 Adjustments to goods imported into the UAE								

Step	Action
(1)	Click here to get the detailed view of Goods imported into the UAE




vatreturns@gmail.com | What are you looking for? | User Type | عربي | -A A +A

Home > Shahina.Sheikh > VAT > My Filings - VAT Return

### VAT 201 Return

4 Zero rated supplies	26,729.00		
5 Exempt Supplies	56,321.00		
6 Goods imported into the UAE	39,375,526.00	1,968,776.30	<a href="#">View Details</a>
7 Adjustments to goods imported into the UAE	10,000.00	500.00	
8 Totals	64,180,042.00	3,204,849.60	0.00

Previous Step | Save as Draft | Next Step

 Box 7 should be used if the information that is prepopulated in Box 6 regarding goods imported into the UAE is incomplete or incorrect. In such case, use this box to make adjustments accordingly.


vatreturns@gmail.com | What are you looking for? | User Type | عربي | -A A +A

Home > Shahina.Sheikh > VAT > My Filings - VAT Return

### VAT 201 Return

4 Zero rated supplies	26,729.00		
5 Exempt Supplies	56,321.00		
6 Goods imported into the UAE	39,375,526.00	1,968,776.30	<a href="#">View Details</a>
7 Adjustments to goods imported into the UAE	10,000.00	500.00	
8 Totals	64,180,042.00	3,204,849.60	0.00

Previous Step | Save as Draft | Next Step

 Box 8 is the total of box 1 to box 7 which is your total output for the Tax Period



vatreturns@gmail.com | What are you looking for? | User Type | عربي | -A A +A

Home > Shahina Sheikh > VAT > My Filings - VAT Return

### VAT 201 Return

Description	Amount (AED)	VAT Amount (AED)	Adjustment (AED)
9 Standard rated expenses	1,500,000.00	75,000.00	0.00
10 Supplies subject to the reverse charge provisions			
11 Totals	1,500,000.00	75,000.00	0.00

Net VAT Due

12 Total value of tax due for the period (AED) 3,195,808.78

Previous Step | Save as Draft | Next Step

Step	Action
(1)	Enter the amount, corresponding VAT amount and adjustment amount for your standard rated expenses for the period.

vatreturns@gmail.com | What are you looking for? | User Type | عربي | -A A +A

Home > Shahina Sheikh > VAT > My Filings - VAT Return

### VAT 201 Return

Description	Amount (AED)	VAT Amount (AED)	Adjustment (AED)
9 Standard rated expenses	1,500,000.00	75,000.00	0.00
10 Supplies subject to the reverse charge provisions	80,000.00	4,000.00	
11 Totals	1,580,000.00	79,000.00	0.00

Net VAT Due

12 Total value of tax due for the period (AED) 3,195,808.78

Previous Step | Save as Draft | Next Step

Step	Action
(1)	Enter the amount and corresponding VAT amount for supplied that are subject to reverse charge provisions





vatreturns@gmail.com | What are you looking for? | User Type | عربي | -A | A | +A

Home > Shahina.Sheikh > VAT > My Filings - VAT Return


### VAT 201 Return

Description	Amount (AED)	VAT Amount (AED)	Adjustment (AED)
9 Standard rated expenses	1,500,000.00	75,000.00	0.00
10 Supplies subject to the reverse charge provisions	80,000.00	4,000.00	
<b>11 Totals</b>	<b>1,580,000.00</b>	<b>79,000.00</b>	<b>0.00</b>

**Net VAT Due**

12 Total value of tax due for the period (AED): 3,195,808.78

Buttons: Previous Step | Save as Draft | Next Step

 Box 11 is auto-calculated and displays your total inputs for the Tax Period

vatreturns@gmail.com | What are you looking for? | User Type | عربي | -A | A | +A

Home > Shahina.Sheikh > VAT > My Filings - VAT Return

### VAT 201 Return

<b>11 Totals</b>	<b>1,580,000.00</b>	<b>79,000.00</b>	<b>0.00</b>
------------------	---------------------	------------------	-------------


**Net VAT Due**

12 Total value of tax due for the period (AED): 3,195,808.78

13 Total value of recoverable tax for the period (AED): 79,000.00

14 Payable tax for the period (AED): 3,116,808.78

Buttons: Previous Step | Save as Draft | Next Step

 Box 12 displays the total output tax for the period. Box 13 displays the total input tax for the period and box 14 displays the payable and/or refundable tax for the period.



VAT 201 Return

3,195,808.78

13 Total value of recoverable tax for the period (AED)  
79,000.00

14 Payable tax for the period (AED)  
3,116,808.78

Profit Margin Scheme

Did you apply the Profit Margin Scheme in respect of any supplies made during the tax period?

Yes  No

Previous Step Save as Draft Next Step

Step	Action
(1)	Select 'Yes' if you have reported amounts using the 'Profit Margin Scheme'

VAT 201 Return

3,195,808.78

13 Total value of recoverable tax for the period (AED)  
79,000.00

14 Payable tax for the period (AED)  
3,116,808.78

Profit Margin Scheme

Did you apply the Profit Margin Scheme in respect of any supplies made during the tax period?

Yes  No

Previous Step Save as Draft Next Step

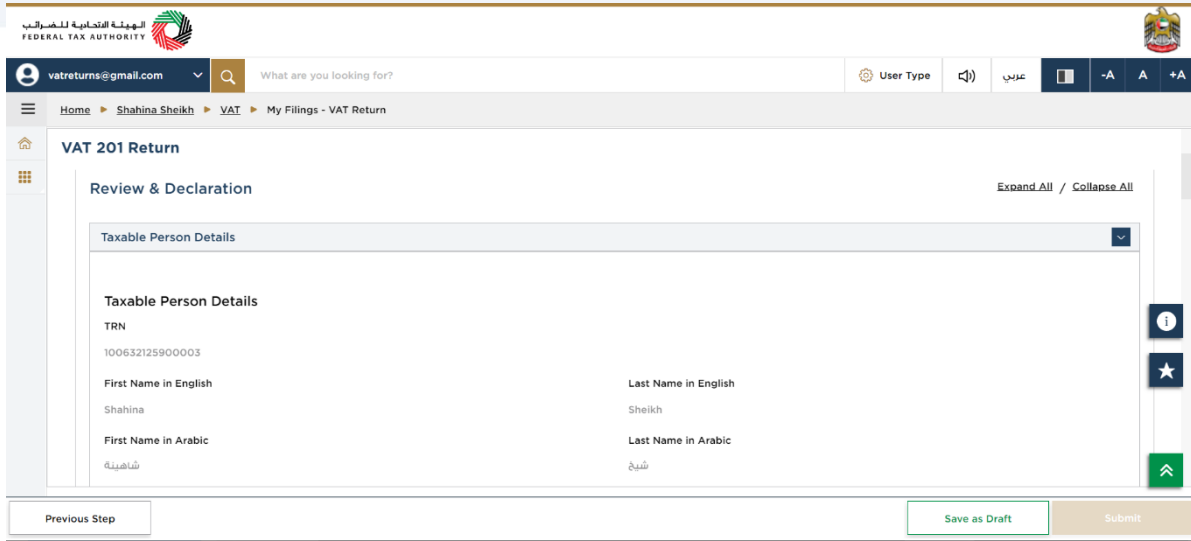
Step	Action
(1)	Click on 'Previous' to go back to the previous section



Step	Action
(1)	Click on 'Save as draft' to save the VAT Return as a draft

Step	Action
(1)	Click on 'Next Step' to proceed to the next section

## Review and Declaration



**VAT 201 Return**

Review & Declaration Expand All / Collapse All

**Taxable Person Details**

Taxable Person Details

TRN  
100632125900003


First Name in English  
Shahina

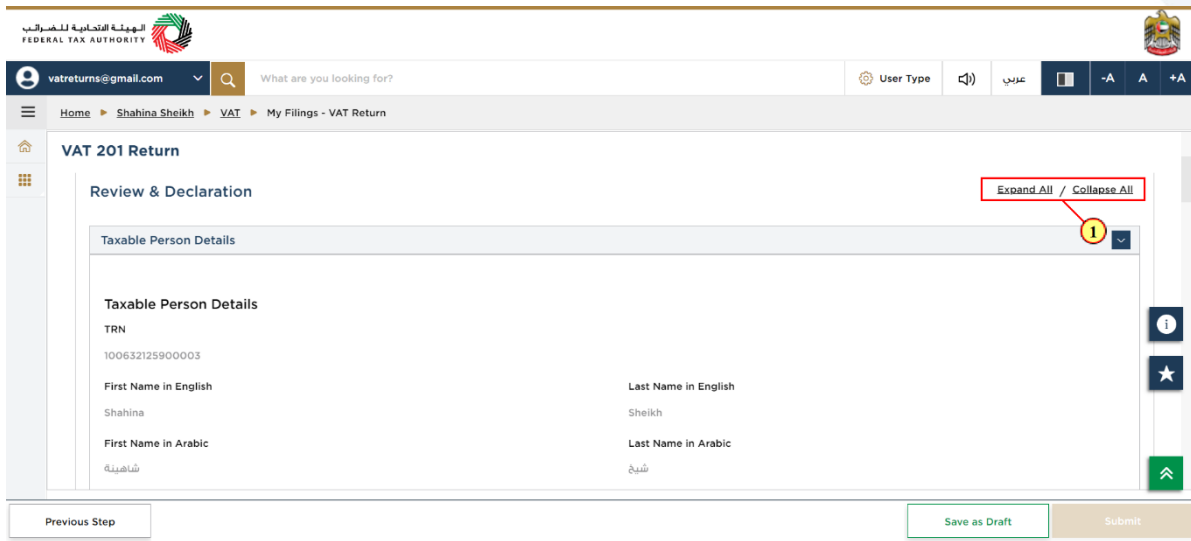
Last Name in English  
Sheikh

First Name in Arabic  
شاهينة

Last Name in Arabic  
شيخ

Previous Step Save as Draft Submit

 This section displays your completed Return and allows you to review it prior to submission



**VAT 201 Return**

Review & Declaration Expand All / Collapse All

**Taxable Person Details**

Taxable Person Details

TRN  
100632125900003

First Name in English  
Shahina

Last Name in English  
Sheikh

First Name in Arabic  
شاهينة

Last Name in Arabic  
شيخ

Previous Step Save as Draft Submit

Step	Action
(1)	Click here to expand/collapse all steps at once



Step	Action
(1)	Click here to expand or collapse each section

Step	Action
(1)	Click on each step to review every section



vatreturns@gmail.com

What are you looking for?

User Type عربي


Home > Shahina Sheikh > VAT > My Filings - VAT Return

### VAT 201 Return

**Declaration**

First Name in English: Shahina  
Last Name in English: Sheikh  
First Name in Arabic: شاهينة  
Last Name in Arabic: شيخ  
Country Code: +971 ( United Arab Emirates )  
Phone Number: 987234567  
Email ID: vatreturns@gmail.com  
Date of Submission: 09/08/2022

Previous Step Save as Draft Submit

 The Declaration details are pre-populated from your VAT Registration

vatreturns@gmail.com

What are you looking for?

User Type عربي

Home > Shahina Sheikh > VAT > My Filings - VAT Return

### VAT 201 Return

First Name in English: Shahina  
Last Name in English: Sheikh  
First Name in Arabic: شاهينة  
Last Name in Arabic: شيخ  
Country Code: +971 ( United Arab Emirates )  
Phone Number: 987234567  
Email ID: vatreturns@gmail.com  
Date of Submission: 09/08/2022

I declare that all information provided is true, accurate and complete to the best of my knowledge and belief.

Previous Step Save as Draft Submit

Step	Action
(1)	Mark the checkbox to confirm that you have reviewed the VAT Return



الهيئة الاتحادية للضرائب  
FEDERAL TAX AUTHORITY

vatreturns@gmail.com

What are you looking for?

User Type

عربي

Home > Shahina Sheikh > VAT > My Filings - VAT Return

### VAT 201 Return

First Name in English: Shahina

Last Name in English: Sheikh

First Name in Arabic: شاهينة

Last Name in Arabic: شيخ

Country Code: +971 ( United Arab Emirates )

Phone Number: 987234567

Email ID: vatreturns@gmail.com

Date of Submission: 09/08/2022

I declare that all information provided is true, accurate and complete to the best of my knowledge and belief.

Previous Step

Save as Draft

Submit

Step	Action
(1)	Click on 'Submit' to submit the VAT Return.



## Acknowledgement

vatreturns@gmail.com

Home > Shahina Sheikh > VAT > My Filings - VAT Return

### Application Submitted Successfully

Submitted

TRN : 100632125900003

Registrant's Name : Shahina Sheikh

Reference Number : 30000019339

Submission Date : 4 November 2022

VAT Return Period: 01/06/2022 - 31/08/2022


VAT Stagger: Stagger 2 - Quarterly (Mar to Feb)

Due Date: 26 October 2022

Tax Year End : 28 February 2023

Return Amount : AED 3,132,055.65

Due Amount : AED 3,132,055.65

 You have successfully submitted the application! Make a note of the reference number for future references. You can also access this VAT Return from the VAT Return tile, within the VAT module.

vatreturns@gmail.com

Home > Shahina Sheikh > VAT > My Filings - VAT Return

Tax Year End : 28 February 2023

Return Amount : AED 3,132,055.65

Due Amount : AED 3,132,055.65

[Pay](#)

**What's next**

- Following the submission of your VAT return, the reported payable tax must be settled within the due date. Delay in payment would result in a late payment penalty.
- The status of your application in the dashboard will be updated accordingly. You can check the status of your application at any time by logging into your taxpayer portal.

**Important Notes**

- You can edit your submitted VAT return until the due date.
- If you become aware after the due date that the VAT return submitted is incorrect, you are required to correct the error. Depending on the amount, you can correct your return either by submitting a Voluntary Disclosure or as an adjustment in the tax return for the tax period in which the error has been discovered.

For any inquiry or assistance, please contact us on: Within UAE: 600509994 | Outside UAE: +971 600509994 Email us at info@tax.gov.ae

[Back to Dashboard](#) [Download](#)

Step	Action
(1)	Click on 'Download' to download a copy of submitted VAT Return acknowledgement.





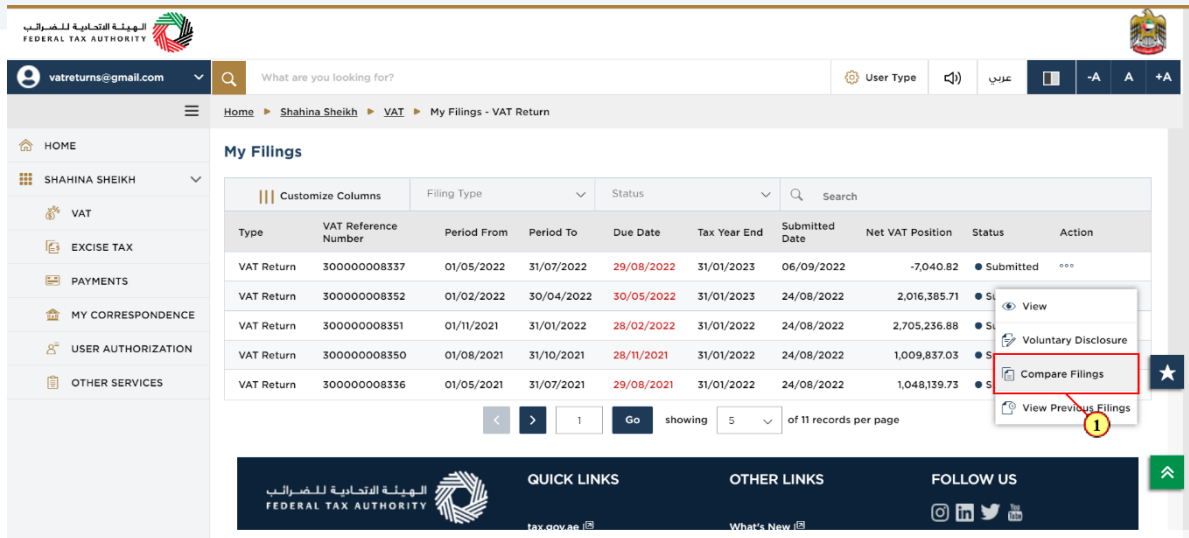
The screenshot shows the VAT Returns portal interface. At the top, there is a navigation bar with the user's email 'vatreturns@gmail.com', a search bar, and utility icons for 'User Type', a speaker icon, and language selection ('عربي'). Below the navigation bar, the breadcrumb trail reads 'Home > Shabina\_Sheikh > VAT > My Filings - VAT Return'. The main content area displays the following information:

- Tax Year End : 28 February 2023
- Return Amount : AED 3,132,055.65
- Due Amount : AED 3,132,055.65

A prominent 'Pay' button is visible on the right side. Below this, there are sections for 'What's next' and 'Important Notes'. At the bottom of the page, there is a dark blue footer containing contact information: 'For any Inquiry or assistance, please contact us on: Within UAE: 600509994 | Outside UAE: +971 600509994 Email us at info@tax.gov.ae'. Two buttons, 'Back to Dashboard' and 'Download', are located in the bottom right corner of the page content. A red box highlights the 'Back to Dashboard' button, and a yellow circle with the number '1' is placed next to it.

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

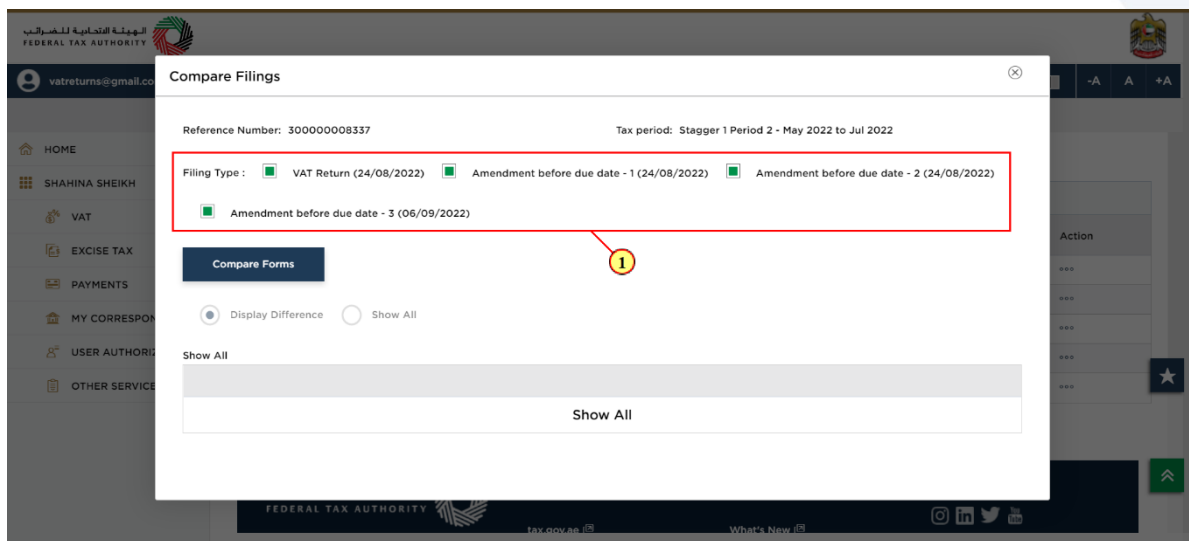
## VAT 201 Return Dashboard



The screenshot shows the 'My Filings' section of the VAT 201 Return Dashboard. A table lists several VAT returns with columns for Type, VAT Reference Number, Period From, Period To, Due Date, Tax Year End, Submitted Date, Net VAT Position, Status, and Action. A context menu is open over the first row, with 'Compare Filings' highlighted. A red box and a circled '1' point to this option.

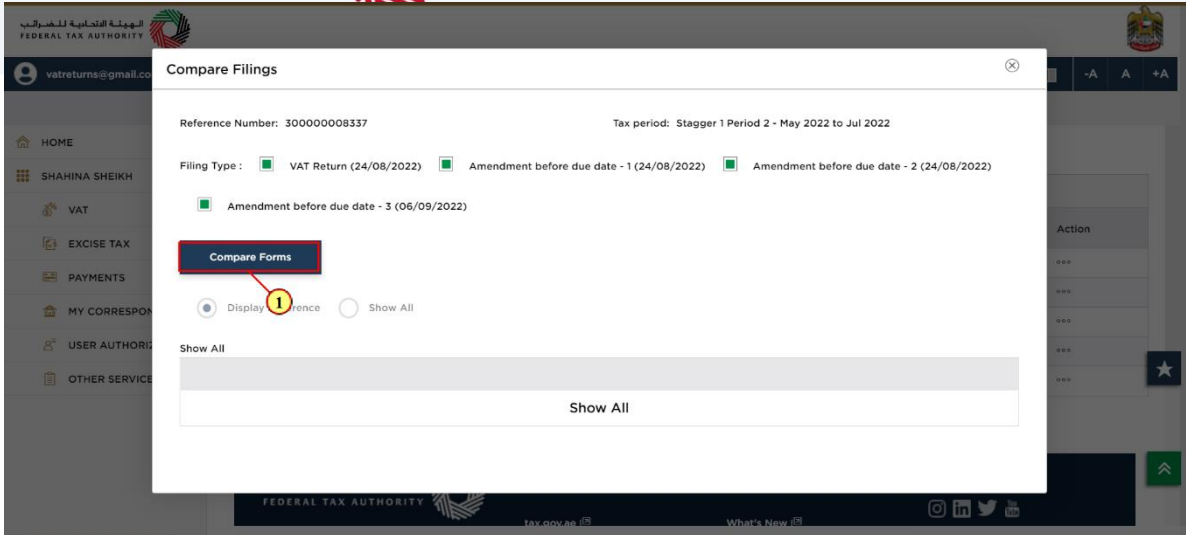
Type	VAT Reference Number	Period From	Period To	Due Date	Tax Year End	Submitted Date	Net VAT Position	Status	Action
VAT Return	300000008337	01/05/2022	31/07/2022	29/08/2022	31/01/2023	06/09/2022	-7,040.82	Submitted	View, Voluntary Disclosure, Compare Filings, View Previous Filings
VAT Return	300000008352	01/02/2022	30/04/2022	30/05/2022	31/01/2023	24/08/2022	2,016,385.71	Submitted	View, Voluntary Disclosure, Compare Filings, View Previous Filings
VAT Return	300000008351	01/11/2021	31/01/2022	28/02/2022	31/01/2022	24/08/2022	2,705,236.88	Submitted	View, Voluntary Disclosure, Compare Filings, View Previous Filings
VAT Return	300000008350	01/08/2021	31/10/2021	28/11/2021	31/01/2022	24/08/2022	1,009,837.03	Submitted	View, Voluntary Disclosure, Compare Filings, View Previous Filings
VAT Return	300000008336	01/05/2021	31/07/2021	29/08/2021	31/01/2022	24/08/2022	1,048,139.73	Submitted	View, Voluntary Disclosure, Compare Filings, View Previous Filings

Step	Action
(1)	Click here to compare your filings.

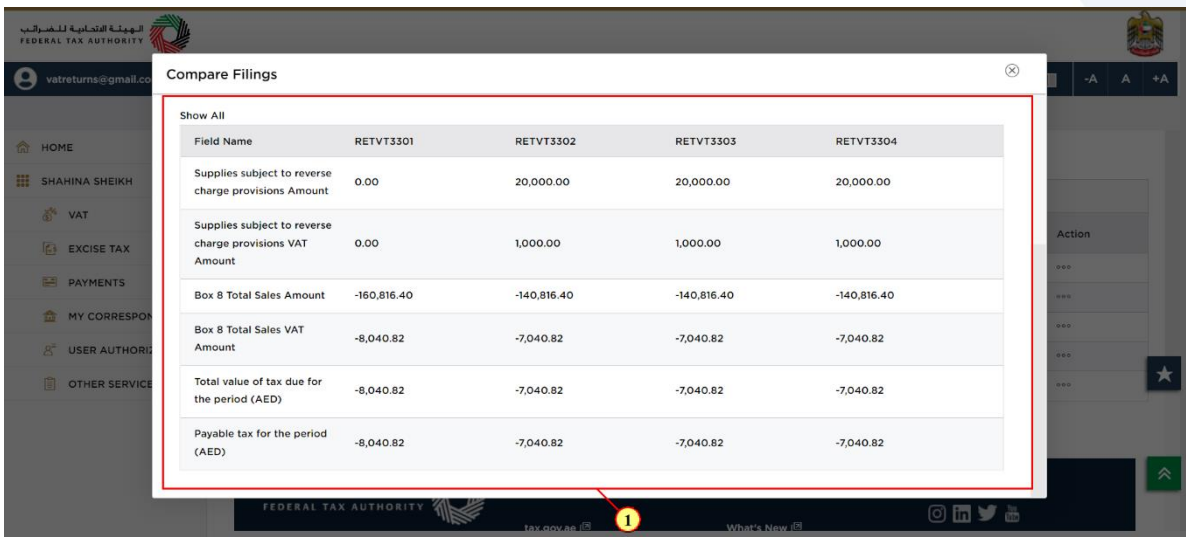


The screenshot shows the 'Compare Filings' dialog box. It displays the Reference Number (300000008337) and the Tax period (Stagger 1 Period 2 - May 2022 to Jul 2022). Under 'Filing Type', there are four checkboxes: 'VAT Return (24/08/2022)', 'Amendment before due date - 1 (24/08/2022)', 'Amendment before due date - 2 (24/08/2022)', and 'Amendment before due date - 3 (06/09/2022)'. A red box and a circled '1' highlight these checkboxes.

Step	Action
(1)	Mark the required checkboxes (type of filings) that you want to compare.



Step	Action
(1)	Click on 'Compare Forms' to compare the selected forms.



Step	Action
(1)	The results of compared forms is displayed.



Field Name	RETVT3301	RETVT3302	RETVT3303	RETVT3304
Supplies subject to reverse charge provisions Amount	0.00	20,000.00	20,000.00	20,000.00
Supplies subject to reverse charge provisions VAT Amount	0.00	1,000.00	1,000.00	1,000.00
Box 8 Total Sales Amount	-160,816.40	-140,816.40	-140,816.40	-140,816.40
Box 8 Total Sales VAT Amount	-8,040.82	-7,040.82	-7,040.82	-7,040.82
Total value of tax due for the period (AED)	-8,040.82	-7,040.82	-7,040.82	-7,040.82
Payable tax for the period (AED)	-8,040.82	-7,040.82	-7,040.82	-7,040.82

Step	Action
(1)	Click here to close the pop-up.

Type	VAT Reference Number	Period From	Period To	Due Date	Tax Year End	Submitted Date	Net VAT Position	Status	Action
VAT Return	300000008337	01/05/2022	31/07/2022	29/08/2022	31/01/2023	06/09/2022	-7,040.82	Submitted	View, Voluntary Disclosure, Compare Filings, View Previous Filings
VAT Return	300000008352	01/02/2022	30/04/2022	30/05/2022	31/01/2023	24/08/2022	2,016,385.71	Submitted	View, Voluntary Disclosure, Compare Filings, View Previous Filings
VAT Return	300000008351	01/11/2021	31/01/2022	28/02/2022	31/01/2022	24/08/2022	2,705,236.88	Submitted	View, Voluntary Disclosure, Compare Filings, View Previous Filings
VAT Return	300000008350	01/08/2021	31/10/2021	28/11/2021	31/01/2022	24/08/2022	1,009,837.03	Submitted	View, Voluntary Disclosure, Compare Filings, View Previous Filings
VAT Return	300000008336	01/05/2021	31/07/2021	29/08/2021	31/01/2022	24/08/2022	1,048,139.73	Submitted	View, Voluntary Disclosure, Compare Filings, View Previous Filings

Step	Action
(1)	Click here to view your previous filings.



Step	Action
(1)	All your previous filings are displayed here.

Step	Action
(1)	Click on previous filing which you want to view in detail.



## VAT Return

VAT 201 Return

1 VAT Return

2 Review & Declaration

Filing Period

VAT Return Period:	01/05/2022 - 31/07/2022	VAT Stagger:	Stagger 1 - Quarterly (Feb to Jan)	VAT Return Due Date:	29/08/2022	Tax Year End:	31/01/2023
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VAT Return

You have the option to file returns offline. You can download the template given below and then upload it after filing as mentioned in the template.

[Download Template](#) VAT Return Template.xlsx last updated 07/09/2022 [Upload Filled Template](#)

VAT on Sales and All Other Outputs

Description	Amount (AED)	VAT Amount (AED)	Adjustment (AED)
1a Standard rated supplies in Abu Dhabi	10,000.00	500.00	- 0.00

Previous Step Next Step



VAT Return for selected filing is displayed.



## Correspondences



**After submission of the return, VAT Taxpayer receives the following correspondences**

- Return submission acknowledgement.

Thank you