



# LRA VERIFY TOOL USERS DOCUMENTATION



LRA VERIFICATION TOOL

Verify TIN

Verify Receipt

Generate Document Number

Please enter a valid Taxpayer Identification Number (TIN)

Verify TIN

## Verify TIN

**Get TIN Details below**

The screenshot shows the LRA Verification Tool interface. At the top right is the LRA logo (Liberia Revenue Authority). Below it is a dark blue header bar with the text "LRA VERIFICATION TOOL" in white. The main content area has a light gray background. At the top of this area are three tabs: "Verify TIN" (highlighted in red), "Verify Receipt", and "Generate Document Number". Below the tabs is a large white input field. A red arrow labeled "1" points to the "Verify TIN" tab. A red arrow labeled "2" points to the input field, which contains the text "5000000000". Below the input field, the text "Taxpayer Name: LONESTAR COMMUNICATION CORPORATION" and "Category: LARGE TAX LIBERIA" is displayed. At the bottom of the input area is a dark blue button labeled "Verify TIN". A red arrow labeled "3" points to this button.

## Verify LRA Receipt

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**STEP 1:** Click on Verify Receipt Tab

**STEP 2:** Enter a Valid Receipt Number first and enter Tax Year

**STEP 3:** Click Verify Receipt Button

**Get Receipt Details below**

The screenshot shows the 'LRA VERIFICATION TOOL' interface. At the top right is the LRA logo (Liberia Revenue Authority). Below the header, there are three tabs: 'Verify TIN', 'Verify Receipt', and 'Generate Document Number'. The 'Verify Receipt' tab is selected, indicated by a red arrow labeled '1'. Below the tabs, there are two input fields. The first field contains the number '237657' and is pointed to by a red arrow labeled '2'. The second field contains the year '2016'. Below these fields is a blue button labeled 'Verify Receipt', which is pointed to by a red arrow labeled '3'. Below the button, the following receipt details are displayed: Taxpayer Name: WELLINGTON ENVIRONMENTAL SERVICES, INC; Amount: 5000.0; Total: 5000.0; Date: 2016-09-07; TAX KIND: LBR - Re-registration fee.

## Generate Payment Document Number

**STEP 1:** Click on Generate Document Number Tab

**STEP 2:** Enter Valid TIN as registered Tax Type will automatically be fetched for TIN supplied and enter other details

**STEP 3:** Click Generate Button

**Get Document Number below**

The screenshot displays the 'LRA VERIFICATION TOOL' interface. At the top right is the LRA logo (LIBERIA REVENUE AUTHORITY). Below the header, there are three tabs: 'Verify TIN', 'Verify Receipt', and 'Generate Document Number'. The 'Generate Document Number' tab is active. The form contains the following fields and elements:

- TIN\***: A text input field containing '500428977'. A red arrow labeled '1' points to this field.
- Tax Type\***: A dropdown menu with the text 'Please select a Tax type'. A red arrow labeled '2' points to this field.
- Tax Month\***: A dropdown menu with the text 'Please select a month'. A red arrow labeled '3' points to this field.
- Tax Year\***: A dropdown menu with the text 'Please select a year'.
- Generate**: A blue button with white text. A red arrow labeled '4' points to this button.

Below the form, there is a red text instruction: 'Kindly provide LRA with this document number you self generated, when doing a payment on the online payment platform.'

At the bottom, the generated details are listed:

- Document Number: 041176969
- Tin: 500428977
- Tax Type: 273 RET 131 (2011-UPWARD)
- Tax Period: 2021