

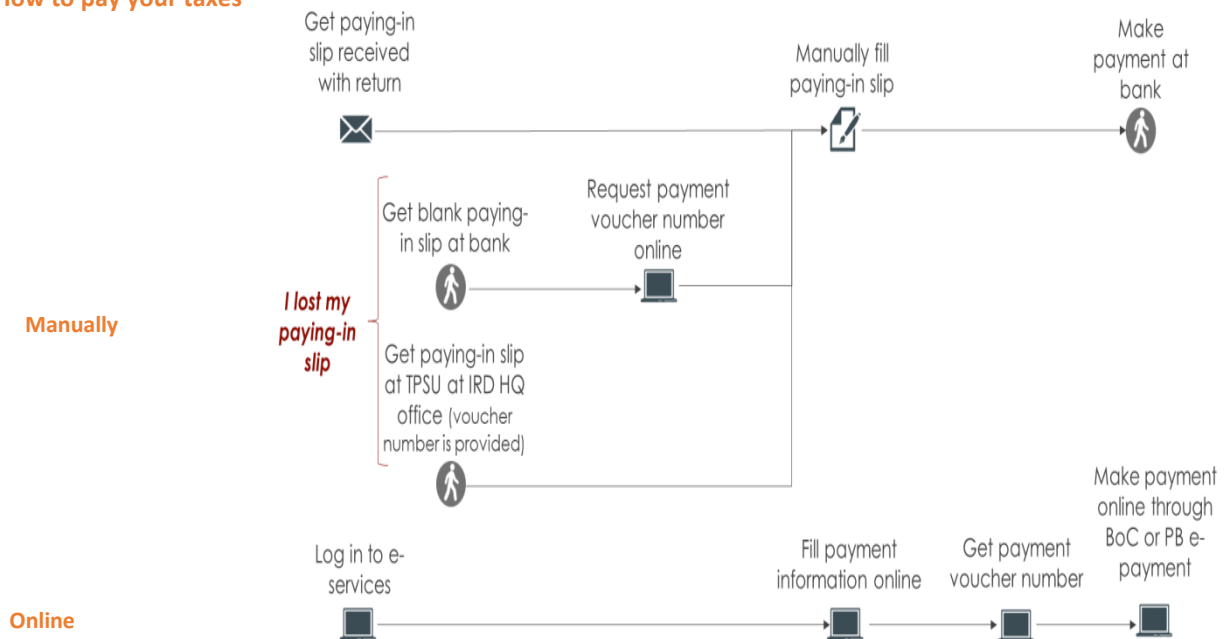


Sri Lanka Inland Revenue

-How to pay your taxes-



How to pay your taxes



If you will be paying through Bank of Ceylon or People's Bank e-banking, refer to

A. e-Payment

**Coming
Soon**

If you will like to pay at the bank but lost your pre-printed paying-in slip, refer to

B. I lost my paying-in slip

If you need to know the payment period codes for your payment, refer to

C. Payment period codes

If you need help, refer to

D. Help options

NOTE: You can make payment for Withholding Tax at People's Bank. For payment of Corporate Income Tax, PAYE, Nation Building Tax and VAT, please make payment at Bank of Ceylon



Sri Lanka Inland Revenue

-How to pay your taxes-



- 8 At the bank, obtain a blank paying-in slip

The form is titled 'Sri Lanka Inland Revenue' and includes the following fields:

- 9** Date: DD MM YYYY
- 10** Payment Voucher Number: [12-digit box]
- 11** TIN: [9-digit box]
- 12** Tax Type Code: [2-digit box]
- 13** Payment Period Code: [4-digit box]
- 13** Payment Category: [2-digit box]
- 14** Assessment No (If Any): [10-digit box]
- 14** Charge No (If Any): [10-digit box]
- 17** Tax Rs: [10-digit box]
- 17** Penalty Rs: [10-digit box]
- 17** Total Rs: [10-digit box]
- 18** Amount in Words: [Text box]
- 19** Cheque No: [10-digit box]
- 19** Bank Code: [4-digit box]
- 19** Branch Code: [4-digit box]
- 19** Amount: [10-digit box]
- 20** Signature: [Text box]
- 16** Office Telephone Number: [10-digit box]
- 16** Mobile Number: [10-digit box]
- 21** Valid Overprinted or Signed by an Officer: [Large text box]

- 9 Enter the date of payment
- 10 Enter the **Payment Voucher Number** which you obtained from step 7 above (this field is optional if you are paying via Bank of Ceylon (BOC))
- 11 Enter your **Taxpayer Identification Number (TIN)**
- 12 Enter the **Tax Type Code**
- 13 Enter the **Payment Period Code** and **Payment Category**.
- 14 (Optional) Enter the **Assessment No** and **Charge No** if any
- 15 Enter your **Name** and **Address**
- 16 Enter your **Office Telephone Number** and **Mobile Number**
- 17 Enter the payment information:
- Tax Rs.:** amount (in numbers)
 - Penalty Rs.:** amount (if any)
 - Total Rs.:** sum of [Tax Rs.] + [Penalty Rs.] If there is no amount for penalty, this total should be the same as Tax Rs
 - Amount in Words:** the total amount in words as reflected in Total Rs
- 18 Enter the **Amount in Words**, the **Total Rs.** value in step 17
- 19 If you are paying by cheque, indicate the **Cheque No**, **Bank**, **Branch**, and **Amount**
- 20 Sign the form
- 21 Once you have completed the paying-in slip, present it at the counter of your bank to make payment



Sri Lanka Inland Revenue

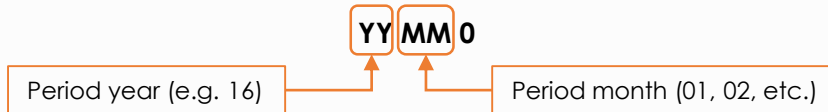
-How to pay your taxes-



C. Payment period codes

NOTE: The payment period codes reflected below are for the years 2015 and 2016. Please visit the IRD portal at www.ird.gov.lk for the updated payment period codes for other calendar, assessment and financial years

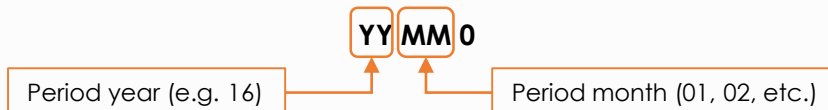
WITHHOLDING TAX (WHT) PAYMENT PERIOD CODE



Installment number: for each quarter, 1 for first month, 2 for second month, 3 for third month
Examples:

Payment Period From	Payment Period To	Period Code	Due Date	Installment No.
01.01.2016	31.01.2016	16010	15.02.2016	1
01.02.2016	29.02.2016	16020	15.03.2016	2
01.03.2016	31.03.2016	16030	15.04.2016	3
01.04.2016	30.04.2016	16040	15.05.2016	1
01.05.2016	31.05.2016	16050	15.06.2016	2
01.06.2016	30.06.2016	16060	15.07.2016	3

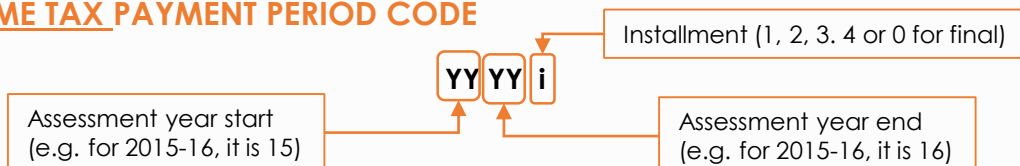
PAY-AS-YOU-EARN (PAYE) PAYMENT PERIOD CODE



Examples:

Payment Period From	Payment Period To	Period Code	Due Date
01.04.2016	30.04.2016	16040	15.05.2016
01.05.2016	31.05.2016	16050	15.06.2016
01.06.2016	30.06.2016	16060	15.07.2016

INCOME TAX PAYMENT PERIOD CODE



Payment Period From	Payment Period To	Period Code	Due Date	Installment No.
01.04.2015	30.06.2015	15161	15.08.2015	1
01.07.2015	30.09.2015	15162	15.11.2015	2
01.10.2015	31.12.2015	15163	15.02.2016	3
01.01.2016	31.03.2016	15164	15.05.2016	4
01.04.2015	31.03.2016	15160	30.09.2016	Final

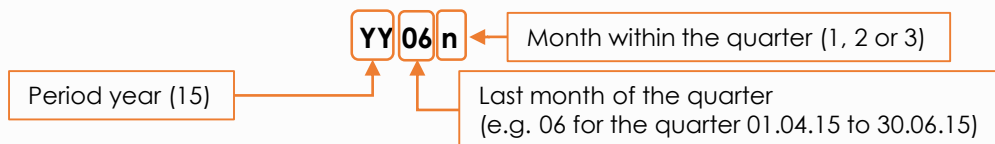


Sri Lanka Inland Revenue

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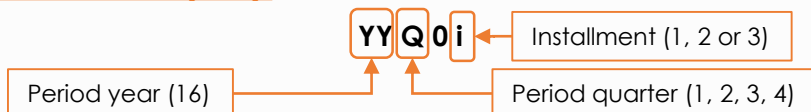
NATION BUILDING TAX (NBT) PAYMENT PERIOD CODE FOR THE YEAR 2015



Examples:

Payment Period From	Payment Period To	Period Code	Due Date
01.04.2015	30.04.2015	15061	20.05.2015
01.05.2015	31.05.2015	15062	20.06.2015
01.06.2015	30.06.2015	15063	20.07.2015

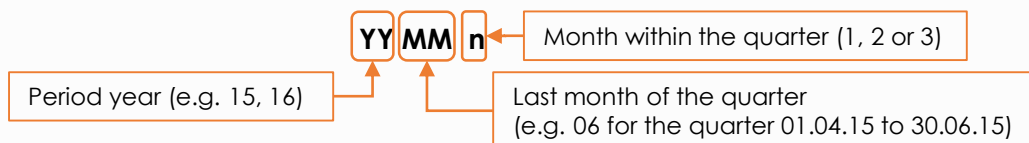
NATION BUILDING TAX (NBT) PAYMENT PERIOD CODE FOR THE YEAR 2016



Examples:

Payment Period From	Payment Period To	Period Code	Due Date	Installment No.
01.04.2016	30.04.2016	16201	20.05.2016	1
01.05.2016	31.05.2016	16202	20.06.2016	2
01.06.2016	30.06.2016	16203	20.07.2016	3
01.07.2016	31.07.2016	16301	20.08.2016	1
01.08.2016	31.08.2016	16302	20.09.2016	2
01.09.2016	30.09.2016	16303	20.10.2016	3

VALUE ADDED TAX (VAT) PAYMENT PERIOD CODE FOR THE YEAR 2015 QUARTERLY/ MONTHLY (MANUFACTURE)



Examples:

Payment Period From	Payment Period To	Period Code	Due Date	Installment No.
01.04.2015	30.04.2015	15061	20.05.2015	1
01.05.2015	31.05.2015	15062	20.06.2015	2
01.06.2015	30.06.2015	15063	20.07.2015	3
01.07.2015	31.07.2015	15091	20.08.2015	1
01.08.2015	31.08.2015	15092	20.09.2015	2
01.09.2015	30.09.2015	15093	20.10.2015	3

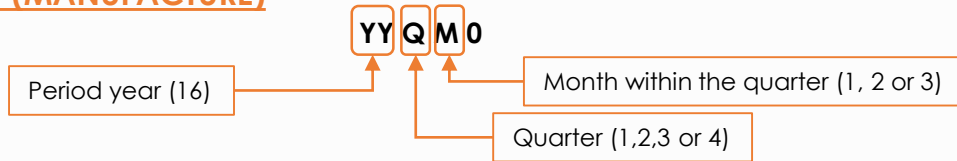


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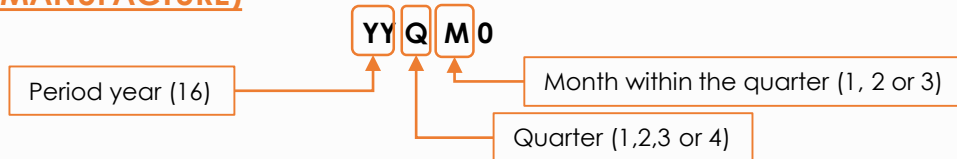
VALUE ADDED TAX (VAT) PAYMENT PERIOD CODE FOR THE YEAR 2016 QUARTERLY (MANUFACTURE)



Examples:

Payment Period From	Payment Period To	Period Code	Due Date	Installment No.
01.01.2016	31.01.2016	16110	20.02.2016	1
01.02.2016	29.02.2016	16120	20.03.2016	2
01.03.2016	31.03.2016	16130	20.04.2016	3
01.04.2016	30.04.2016	16210	20.05.2016	1
01.05.2016	31.05.2016	16220	20.06.2016	2
01.06.2016	30.06.2016	16230	20.07.2016	3

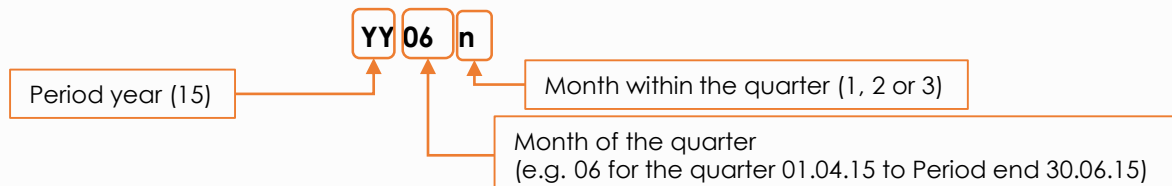
VALUE ADDED TAX (VAT) PAYMENT PERIOD CODE FOR THE YEAR 2016 MONTHLY (MANUFACTURE)



Examples:

Payment Period From	Payment Period To	Period Code	Due Date	Installment No.
01.01.2016	31.01.2016	16110	20.02.2016	N/A
01.02.2016	29.02.2016	16120	20.03.2016	N/A
01.03.2016	31.03.2016	16130	20.04.2016	N/A
01.04.2016	30.04.2016	16210	20.05.2016	N/A
01.05.2016	31.05.2016	16220	20.06.2016	N/A
01.06.2016	30.06.2016	16230	20.07.2016	N/A

VALUE ADDED TAX (VAT) PAYMENT PERIOD CODE FOR THE YEAR 2015 QUARTERLY (OTHER THAN MANUFACTURE/WHOLESALE & RETAIL)



Examples:

Payment Period From	Payment Period To	Period Code	Due Date	Installment No.
01.01.2015	15.01.2015	15031	31.01.2015	1
16.01.2015	31.01.2015	15031	15.02.2015	2
01.02.2015	15.02.2015	15032	28.02.2015	3
16.02.2015	28.02.2015	15032	15.03.2015	4
01.03.2015	15.03.2015	15033	31.03.2015	5
16.03.2015	31.03.2015	15033	15.04.2015	6
01.04.2015	15.04.2015	15061	30.04.2015	1
16.04.2015	30.04.2015	15061	15.05.2015	2

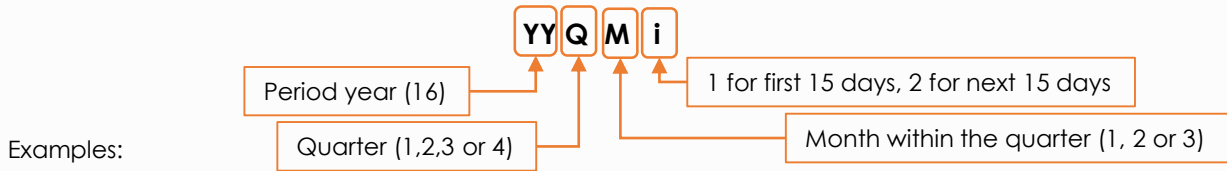


Sri Lanka Inland Revenue

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VALUE ADDED TAX (VAT) PAYMENT PERIOD CODE FOR THE YEAR 2016 QUARTERLY (OTHER THAN MANUFACTURE/WHOLESALE & RETAIL)



Payment Period From	Payment Period To	Period Code	Due Date	Installment No.
01.01.2016	15.01.2016	16111	31.01.2016	1
16.01.2016	31.01.2016	16112	15.02.2016	2
01.02.2016	15.02.2016	16121	29.02.2016	3
16.02.2016	29.02.2016	16122	15.03.2016	4
01.03.2016	15.03.2016	16131	31.03.2016	5
16.03.2016	31.03.2016	16132	15.04.2016	6
01.04.2016	15.04.2016	16211	30.04.2016	1
16.04.2016	30.04.2016	16212	15.05.2016	2



Sri Lanka Inland Revenue

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D. Help options



Online help prompts: The blue icons next to some fields show additional information when the mouse is placed on them

Qualifying conditions for filling VAT Return

1. Is output tax schedule applicable ⓘ
2. Is input tax applicable ⓘ
3. Are imports applicable ⓘ
4. Are credit/ debit notes applicable ⓘ
5. Is unabsorbed input tax as at 31.12.2010 available ⓘ



Walk in to the Taxpayer Services Unit(TPS)- Monday to Friday 8:30 am to 4:00 pm (except public holidays)

The TPS unit can help you with:

- Registration as a Taxpayer and issuing of Taxpayer Identification Number (TIN)
- Registration for tax types
- Updating of Taxpayer profile
- Issuing of Personal Identification Number (PIN) to use e-Services
- Issuing of Clearance certificate
- Advice on tax responsibilities and obligations
- Collection of returns and supporting documents
- Generation of new and replacement paying-in slip

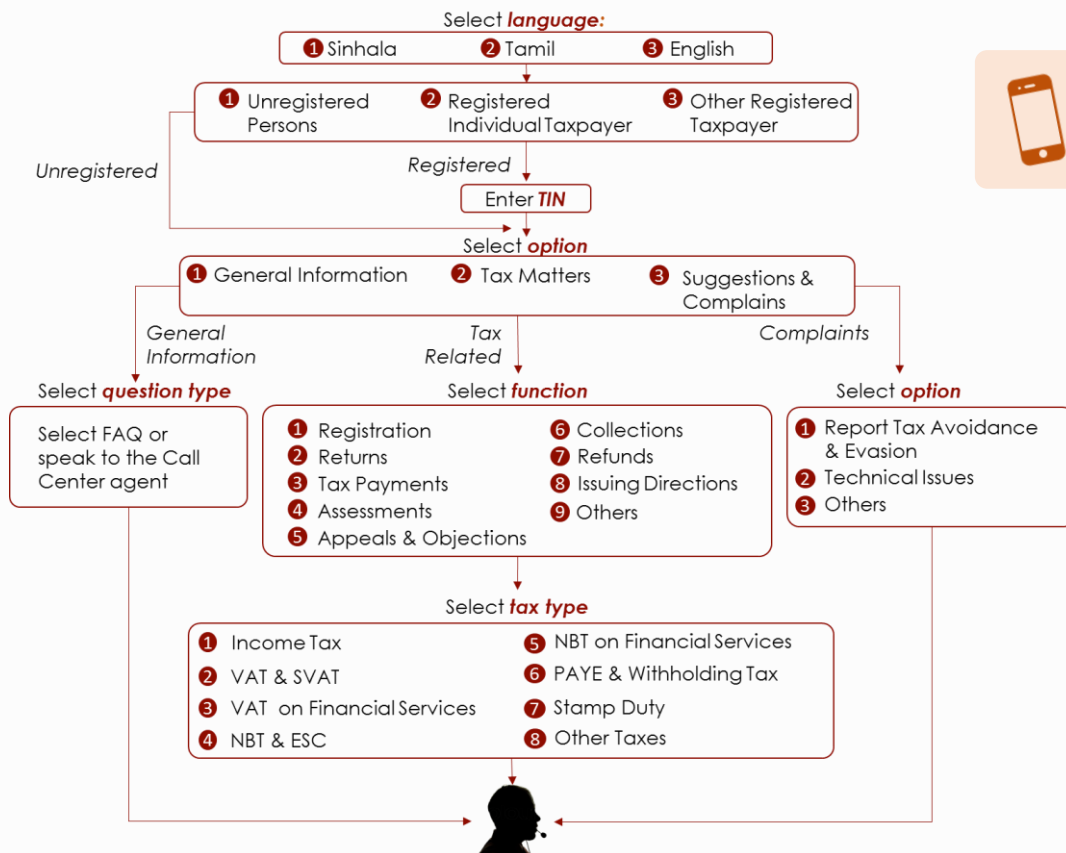


Taxpayer Services Unit

INLAND REVENUE DEPARTMENT
SIR CHITTAMPALAM A GARDINER
MAWATHA,
COLOMBO 02



Call Center- Monday to Friday 9:00 am to 7:00 pm, Saturday 9:00 am to 1:00 pm



Call Center
1944

Taxpayers can contact the call center agent to obtain the payment voucher number for generated paying-in slip.

To obtain the payment voucher number for future payments, please use the **Request Payment Voucher e-Service** described in the section **B. I lost my paying-in slip** from steps 1 – 7.