



إمارات تاكس
EMARATAX

Making Advance Payments - When no outstanding liabilities exist

User Manual

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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	This is used to toggle between the English and Arabic versions of the portal
-A A +A	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
1 2	This menu on the top gives an overview of the various sections within the application. 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 checkmark.

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 a taxpayer to navigate through the Federal Tax Authority (FTA) EmaraTax portal and make an advance payment, when no outstanding liabilities exist in his/her account.



Login to EmaraTax

- 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/or 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.



Dashboard

The screenshot shows the 'Taxable Person List' section of the dashboard. It displays five profiles: 'Uaekfo', 'Pola', 'Muhamad bin Ali', 'SALMA GLNADA KHALESA NAILA', and 'Oman'. The 'View' button for 'Oman' is highlighted with a red box and a yellow circle containing the number 1, indicating the step to click.

Step	Action
(1)	<ul style="list-style-type: none"> Click on the “View” button on the taxable person profile available on the home page for which an advance payment must be made.



Screenshot of the Federal Tax Authority (FTA) website interface for Oman. The left sidebar shows navigation options: HOME, OMAN (selected), VAT, EXCISE TAX, PAYMENTS (highlighted with a red box and circled '1'), MY CORP PERFORMANCE, USER AUTHORIZATION, and OTHER SERVICES.

The main content area includes:

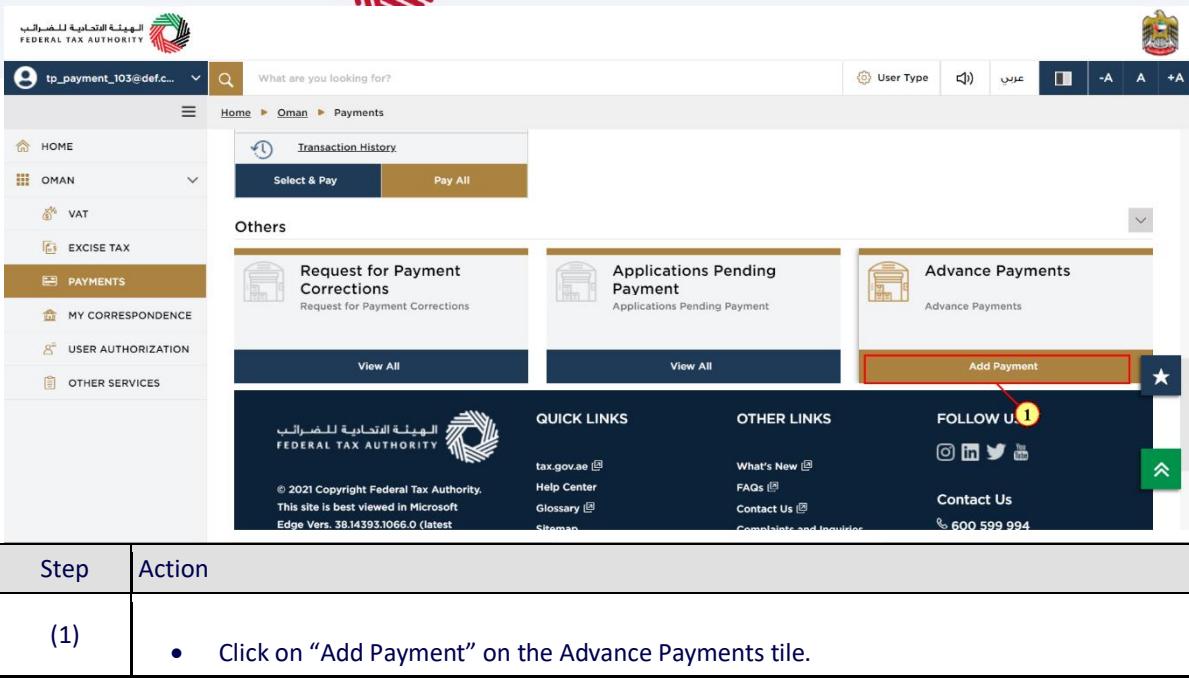
- Required Actions:**

Due Date	Description
• 28/02/2022	Submission pending for Return Stagger 1 - Quarterly (Feb.tc)
• 30/05/2022	Submission pending for Return Stagger 1 - Quarterly (Feb.tc)
• 29/08/2022	Submission pending for Return Stagger 1 - Quarterly (Feb.tc)
- Most Used Services:**
 - Value Added Tax Registration
 - VAT 201 VAT return
- Registration Overview:**

Category	Status	Action
Value Added Tax	Active	Actions
VAT Clearing Company - TINCO	Not registered	Register
Excise Tax	Not registered	Register

A table below summarizes the steps:

Step	Action
(1)	Click on the “Payments” menu option.



Step	Action
(1)	<ul style="list-style-type: none"> Click on “Add Payment” on the Advance Payments tile.



FEDERAL TAX AUTHORITY

What are you looking for?

User Type | عرب | -A | A | +A

Home > Oman > Payments > Advance Payments

Advance Payments

Tax Type: VAT

TRN:

VAT:

Transaction Date:

Reason for the advance payment:

Payment towards your next tax return filing - Payment towards future outstanding liabilities

Payment Amount (AED):

Back Proceed to Payment



- Only those Tax types for which the taxpayer has been registered with the FTA will be displayed here.



Advance Payment Details

Screenshot of the Federal Tax Authority (FTA) website showing the 'Advance Payments' page. The page includes a navigation bar, search bar, and various user settings. The main form is titled 'Advance Payments' and contains fields for 'Tax Type' (VAT), 'TRN' (10063299220003), 'Beneficiary Name' (Mkijiae), and 'Transaction Date' (10/08/2022). A note below these fields states: 'If you wish to make an advance payment specifically towards your next tax return filing for this tax type, please indicate this below and your payment will be held on account till your next returns are filed. Once the payment is allocated to your next returns, any excess amount will be automatically allocated to any remaining outstanding liabilities. If you mark your payment towards future outstanding liabilities, your payment will be held on account and allocated to any new liabilities that appear on your account.' There are two radio buttons for 'Reason for the advance payment': 'Payment towards your next tax return filling - Stagger 1 Period 4 - Nov 2021 to Jan 2022' and 'Payment towards future outstanding liabilities'. A green arrow icon is visible on the right side of the form.

Step	Action
(1)	<ul style="list-style-type: none"> Select the Tax Type from the list. TRN, Beneficiary Name and Transaction Date are auto-populated once the tax type is selected



FEDERAL TAX AUTHORITY

What are you looking for?

User Type: عرب -A A +A

Home > Oman > Payments > Advance Payments

Beneficiary Name	Transaction Date
Mkljiae	10/08/2022

If you wish to make an advance payment specifically towards your next tax return filing for this tax type, please indicate this below and your payment will be held on account till your next returns are filed. Once the payment is allocated to your next returns, any excess amount will be automatically allocated to any remaining outstanding liabilities. If you mark your payment towards future outstanding liabilities, your payment will be held on account and allocated to any new liabilities that appear on your account.

Reason for the advance payment:

Payment towards your next tax return filing - Stagger 1 Period 4 - Nov 2021 to Jan 2022 Payment towards future outstanding liabilities

Payment Amount (AED): 0.00

Back Proceed to Payment

Step	Action
(1)	<ul style="list-style-type: none"> Choose the “Reason for the Advance Payment”



- i
 - If you wish to make an advance payment towards your next tax return filing, you can only make a payment towards your immediate next tax obligation and not for multiple future tax obligations.
 - Your immediate next tax obligation or filing period is determined by the stagger that you are assigned as well as your most recently filed returns. This will be displayed next to the radio button for “Payment towards your next tax return filing”.



tp_payment_103@def.c...

What are you looking for?

Home > Oman > Payments > Advance Payments

Beneficiary Name	Transaction Date
Mkljiae	10/08/2022

If you wish to make an advance payment specifically towards your next tax return filing for this tax type, please indicate this below and your payment will be held on account till your next returns are filed. Once the payment is allocated to your next returns, any excess amount will be automatically allocated to any remaining outstanding liabilities. If you mark your payment towards future outstanding liabilities, your payment will be held on account and allocated to any new liabilities that appear on your account.

Reason for the advance payment

Payment towards your next tax return filing - Stagger 1 Period 4 - Nov 2021 to Jan 2022 Payment towards future outstanding liabilities

Payment Amount (AED)

0.00



- If you wish to make an advance payment that should be allocated towards any future taxes or penalties, then you can choose the option of "Payment towards future outstanding liabilities".



Screenshot of the Federal Tax Authority (FTA) website showing the 'Advance Payments' page. The page includes a sidebar with navigation links like HOME, OMAN, VAT, EXCISE TAX, PAYMENTS, MY CORRESPONDENCE, USER AUTHORIZATION, and OTHER SERVICES. The main content area shows fields for 'Beneficiary Name' (Mkljiae) and 'Transaction Date' (10/08/2022). A note explains that payments can be held on account until next returns are filed or allocated to future liabilities. Below this, a section for 'Reason for the advance payment' has two options: 'Payment towards your next tax return filing - Stagger 1 Period 4 - Nov 2021 to Jan 2022' (radio button) and 'Payment towards future outstanding liabilities' (radio button, selected). A green box highlights the 'Payment Amount (AED)' field containing '5.000.00'. At the bottom right is a red-bordered 'Proceed to Payment' button with a yellow circle containing the number '1' above it. A 'Back' button is also visible.

Step	Action
(1)	<ul style="list-style-type: none"> Enter the amount in AED for which you wish to make an advance payment and click on "Proceed to Payment"



Select Payment Method

The screenshot shows the 'Select Payment Method' page. On the left, a sidebar menu includes 'HOME', 'OMAN' (selected), 'VAT', 'EXCISE TAX', 'PAYMENTS' (selected), 'MY CORRESPONDENCE', 'USER AUTHORIZATION', and 'OTHER SERVICES'. The main content area has a 'Payment Summary' section showing 'Payment towards future outstanding liabilities' of 'AED 5,000.00'. Below it, a 'Choose Payment Method' section lists 'GIBAN' and 'Magnati Pay'. A 'Proceed to payment' button is at the bottom right.

i

- You can view the payment amount under the “Payment Summary” section.



Magnati Pay Payment Method

FEDERAL TAX AUTHORITY الهيئه الاتحاديه للضرائب

What are you looking for? User Type Arabic -A A +A

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

Home > Oman > Payments > Advance Payments

Select a Payment Method

Payment Summary		Choose Payment Method	
VAT			
Payment towards future outstanding liabilities	AED 5,000.00	GIBAN	<input checked="" type="radio"/> Magnati Pay
Total	AED 5,000.00		
Back		Proceed to payment	

Step	Action
(1)	<ul style="list-style-type: none"> Click on the radio button “Magnati Pay” to choose the payment method and then click on “Proceed to Payment”.



Screenshot of the Federal Tax Authority e-CTS interface showing the 'Select a Payment Method' screen. A confirmation dialog box is overlaid on the page, asking if the user wants to proceed after leaving the site. The 'Yes' button is highlighted with a red box and a yellow circle containing the number '1'.

Step	Action
(1)	<ul style="list-style-type: none"> Click on "Yes" to proceed.

Select payment method

Credit / Debit / Prepaid Card

CARDHOLDER NAME

FRICITIONLESS

CARD EXPIRY

12

2025

CARD NUMBER

5204740000001002

CVV / CVC

2821 782

PAYMENT TO

Federal Tax Authority

TRANSACTION AMOUNT

AED 5000.00

SERVICE CHARGE

AED 34.00

TOTAL

AED 5034.00

Pay

Cancel

Powered by **FAB** magnati
First Abu Dhabi Bank



- This section is for you to enter your card details which will be validated by the Magnati Pay portal.

Select payment method

Credit / Debit / Prepaid Card

CARDHOLDER NAME	CARD EXPIRY
FRictionless	12 2025
CARD NUMBER	CVV / CVC
5204740000001002	*** 2821 7822

Please do not click the back button or refresh the page or close the window, while the transaction is processing.
This is a secure payment gateway using 128-bit SSL encryption.

PAYMENT TO
Federal Tax Authority

TRANSACTION AMOUNT

AED 5000.00

SERVICE CHARGE

AED 34.00

TOTAL
AED 5034.00

Pay

Cancel

Powered by **FAB** magnati
First Abu Dhabi Bank



Step	Action
(1)	<ul style="list-style-type: none"> You can view any charges levied by the Magnati Pay portal against the "Service Charge" tag

Select payment method

Credit / Debit / Prepaid Card

CARDHOLDER NAME	CARD EXPIRY
FRictionless	12 2025
CARD NUMBER	CVV / CVC
5204740000001002	*** 2821 782

Please do not click the back button or refresh the page or close the window, while the transaction is processing.
This is a secure payment gateway using 128-bit SSL encryption.

PAYMENT TO
Federal Tax Authority

TRANSACTION AMOUNT

AED 5000.00

SERVICE CHARGE

AED 34.00

TOTAL
AED 5034.00

Pay

Canc^{el} 1



Powered by **FAB** magnati
First Abu Dhabi Bank

Step	Action
(1)	<ul style="list-style-type: none"> Enter the Card Holder Full Name, Card Number, Expiry Date, CVV/CVC and then click on the “Pay” button.

Select payment method

Credit / Debit / Prepaid Card

CARDHOLDER NAME

FRICITIONLESS

CARD EXPIRY

12

2025

CARD NUMBER

5204740000001002

CVV / CVC

2821 7822

PAYMENT TO

Federal Tax Authority

TRANSACTION AMOUNT

AED 5000.00

SERVICE CHARGE

AED 34.00

TOTAL

AED 5034.00

Pay

Cancel

Powered by **FAB** magnati
First Abu Dhabi Bank



- You will be notified on whether your payment has been processed successfully or not.
- You will then be redirected back to the EmaraTax portal. Do not close your browser or app before being redirected back to the EmaraTax portal.



Payment Acknowledgement

The screenshot shows a payment acknowledgment page. At the top, there is a header with the Federal Tax Authority logo and a search bar. Below the header, the title "Payment Acknowledgement" is displayed. The main content area shows a success message "Payment Successful" with a green circular icon containing a checkmark and the word "Paid". To the left of the message is a decorative graphic featuring a circular arrow and a credit card icon. Below the message, there are several details: Submission Date (03/11/2022), Time (12:18:59), TRN (10063299220003), Legal Name (Mkijae), and Amount paid to FTA (AED 5,000.00). On the right side of the page, there are three small icons: a star, a green square with an upward arrow, and a green square with a downward arrow.

	<ul style="list-style-type: none">Once you are redirected back to the EmaraTax portal, a message will be displayed indicating the success or failure of the payment.You will receive an email notification once the payment is processed successfully.In case of a payment failure, you will be redirected back to the EmaraTax portal and a message will be displayed indicating the payment failure. You can retry the transaction or log out as required.
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User Type
Search icon
Arabic
-A
A
+A

What are you looking for?

Legal Name : Mkijae

Amount paid to FTA : AED 5,000.00

What Next :

1) Your account will be updated with the payment received. This amount will be automatically allocated to future outstanding liabilities, or your next tax return filing based on the selection you made before making the payment
 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 a copy of this receipt using the Download button below or in the future from "My Correspondence"

Important:
 Once your Tax Agent Registration application has been 'pre-approved' by the FTA, you will be required to take the Language proficiency test for both Arabic and English, written and spoken & the Tax Agent Qualification Standards Test. You will be notified about the test date via email.

For any queries please contact us on www.xyz.com or contact us directly at our call center number 1234567890 or email atxyz@gmail.com
Download
Back to Dashboard

1

Step	Action
(1)	<ul style="list-style-type: none"> • Click on the "Download" button and download the Payment acknowledgment receipt.

Federal Tax Authority

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GIBAN Payment Method

Select a Payment Method

Payment Summary		Choose Payment Method
VAT	Payment towards future outstanding liabilities AED 5,000.00	<input checked="" type="radio"/>  GIBAN
		<input type="radio"/>  Magnati Pay
Total	AED 5,000.00	1 
Back		Confirm Allocation

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 click on “Confirm Allocation”.



Payment Instructions

Please Initiate Payment as per the below instructions

● Pending Payment

Pay(GIBAN)	:	AE698680100632992200003
Payment Reference Number	:	523685
Submission Date	:	10/08/2022
Time	:	22:06:16
TRN	:	100632992200003
Legal Name	:	Mkljiae
Amount paid to FTA	:	AED 5,000.00

★ ▲

What Next:

	<ul style="list-style-type: none"> The payment instructions provide you with the details on how to go about making the GIBAN payment. 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, Reference number or the exact amount could result in the allocation of your payment based on seniority of your outstanding liabilities. Once your payment has been received by the FTA, you will receive a notification confirming this receipt. You will be able to download a copy of your payment receipt from the "My Correspondence" section. Read "What Next" and "Important" notes.
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tp_payment_103@def... What are you looking for?

[Makliae](#) > [Payments](#) > Advance Payments

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.

Once your payment has been received by the FTA:

1) This amount will be automatically allocated to future outstanding liabilities or your next tax return filing based on the selection you made when generating the reference number.
 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.xyz.com or contact us directly at our call center number 1234567890 or email atxyz@gmail.com

Step	Action
(1)	<ul style="list-style-type: none"> Click on the “Download” button and download the payment instructions.



tp_payment_103@def... What are you looking for?

[Miklaaq](#) > [Payments](#) > Advance Payments

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.

Once your payment has been received by the FTA:

1) This amount will be automatically allocated to future outstanding liabilities or your next tax return filing based on the selection you made when generating the reference number.
 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.xyz.com or contact us directly at our call center number 1234567890 or email atxyz@gmail.com

Step	Action
(1)	<ul style="list-style-type: none"> Click on 'Back to Dashboard' to go back to dashboard



Thank you