



إمارات تاكس
EMARATAX

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

User Manual

Date: Oct 2022

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Document Control Information

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1.0	01-Oct-22	Federal Tax Authority	User Manual for EmaraTax Portal

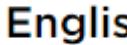
Annexure

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 عربى	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. 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

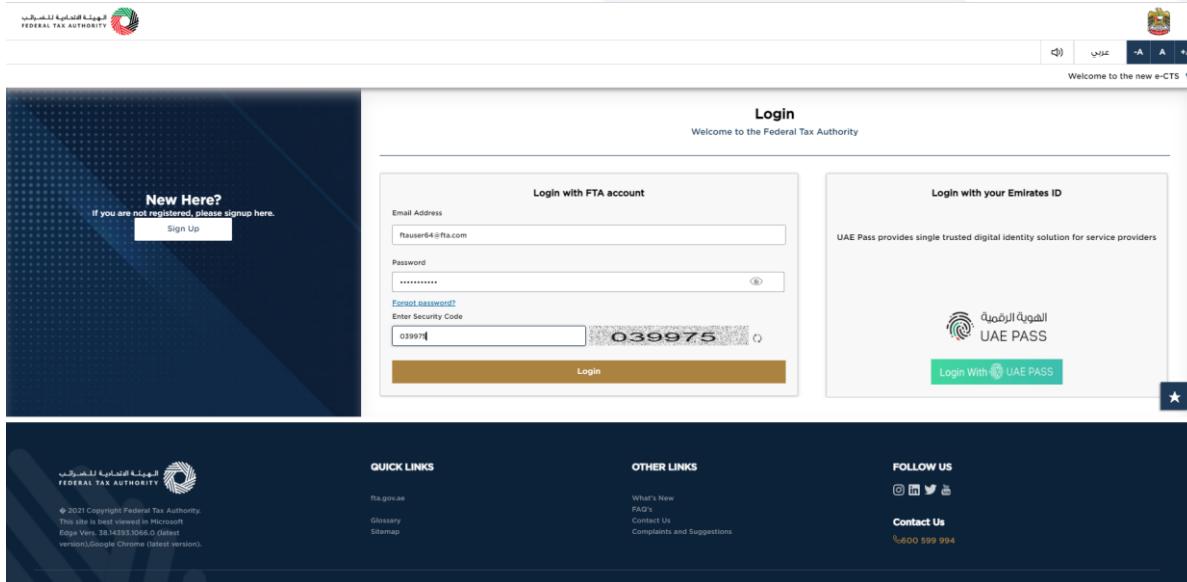
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Introduction

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



- 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.



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



Screenshot of the Federal Tax Authority (FTA) website interface showing the "Polaris" system. The left sidebar shows navigation options like HOME, POLA, VAT, EXCISE TAX, PAYMENTS (highlighted with a red box and circled '1'), MY CORRESPONDENCE, USER AUTHORIZATION, and OTHER SERVICES. The main content area shows "Required Actions" for due dates: 15/04/2022 (Submission pending for Return Excise Tax - Monthly for the period), 16/05/2022 (Submission pending for Return Excise Tax - Monthly for the period), and 15/06/2022 (Submission pending for Return Excise Tax - Monthly for the period). A "Most Used Services" section lists Excise Tax Return, Excise Tax Producer Declaration, and Excise Tax Registration. Below this is an "Overview" section with tiles for Value Added Tax, Excise Tax, and Warehouse Keeper. A "More Tax Types" dropdown is also visible.

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



My Payments Page

The screenshot shows the 'My Outstanding Payments (GIBAN Allocations / Payments via e-CTS)' section. It displays the following information:

TOTAL EXCISE PAYMENTS DUE	
Total Outstanding Amount	AED 3,242,200.00
Overdue Amount	AED 3,242,200.00

Below this, there are two buttons: 'Select & Pay' (dark blue) and 'Pay All' (brown). At the bottom of the page, it says 'Funds Available'.

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



Select and Pay

الهيئة الاتحادية للضرائب
FEDERAL TAX AUTHORITY

What are you looking for?

User Type: عربى -A A +A

Home > Pola > Payments

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 (highlighted with a red box) | **1 Pay All**

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.



What are you looking for?

User Type Arabic -A A +A

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

<input type="checkbox"/> 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	-	27/06/2022	10,000.00	10,000.00	10,000.00	● Overdue
<input checked="" type="checkbox"/> 700000003599	Excise Return VD	February 2022	25/07/2022	3,232.20	3,232.20	3,232.20	● Overdue

Total Payment Amount :**AED3,242,200.00**

1 Go 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

What are you looking for?

User Type: عربی -A A +A

Home > Pola > Payments > TOTAL EXCISE PAYMENTS DUE

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

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



FEDERAL TAX AUTHORITY

tp_payment_103@def.c...

What are you looking for?

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
70000003599	Excise Return VD	February 2022	25/07/2022	3,232,200.00	3,232,200.00	10,000.00	Overdue

Total Pay 1 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.



الهيئة الاتحادية للضرائب
FEDERAL TAX AUTHORITY

tp_payment_103@defc...

What are you looking for?

User Type عربى -A A +A

Home > Pola > Payments > TOTAL EXCISE PAYMENTS DUE

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

<input type="checkbox"/> Customize Column	Reference Number	Liability Type	Period Description	Original Liability (AED)	Outsta... Liability (AED)	Amount to be paid (AED)	Status
<input type="checkbox"/>	200000001270	Excise Late Reg. Penalty	-	10,000.00	10,000.00	10,000.00	● Overdue
<input type="checkbox"/>	700000003599	Excise Return VD	February 2022	3,232.20	3,232.20	3,232,200.00	● Overdue

Total Payment Amount : AED10,000.00

5:46 PM 7/31/2022

	<ul style="list-style-type: none"> • 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.
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Screenshot of the Federal Tax Authority (FTA) website showing the 'TOTAL EXCISE PAYMENTS DUE' page.

The page displays two payment records:

	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	3,232.20	3,232.20	3,232.20	Overdue

Total Payment Amount : AED 3,242,200.00

Buttons at the bottom include: Back, Proceed to Payment (highlighted with a red circle and number 1), and a star icon.

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



What are you looking for?

User Type: عربى -A A

Home > Pola > Payments > TOTAL EXCISE PAYMENTS DUE

<input type="checkbox"/>	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"/>	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	3,232.20	3,232.20	3,232.200.00	Overdue

Total Payment Amount :AED3,242,200.00

< > 1 Go 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

Searched by: tp_payment_103@defc... | User Type: [dropdown] | Date Range: [dropdown] | Arabic | -A | A | +A

What are you looking for? [Search Bar]

Home > Pola > Payments

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 [button] **Pay All** [button] (1)

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 FTA's digital platform interface. On the left, a sidebar lists various services like HOME, POLA, VAT, EXCISE TAX, PAYMENTS, MY CORRESPONDENCE, USER AUTHORIZATION, and OTHER SERVICES. The main navigation bar includes links for Home, POLA, and Payments. A search bar and user profile options are at the top right. A central modal window titled 'Existing GIBAN Allocations' contains a note: '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 note are two buttons: 'View Allocations Pending Payments' (in blue) and 'Continue to Payments' (in orange). At the bottom of the modal, there's a 'Transaction History' section with 'Select & Pay' and 'Pay All' buttons.

	<ul style="list-style-type: none">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.
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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

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



- 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 a user interface for managing tax payments. On the left, a sidebar menu includes options like HOME, POLA, VAT, EXCISE TAX, MY PAYMENTS (which is selected), MY CORRESPONDENCE, USER AUTHORIZATION, and OTHER SERVICES. The main content area displays a table of payment records with columns for Reference Number, Generated On, Amount, and Actions. The 'Actions' column contains three dots, a 'View' link, and a 'Cancel' link. The 'Cancel' link is highlighted with a red box and a yellow circle containing the number '1'. A navigation bar at the top includes a search bar, user type selection, language switch (Arabic/English), and font size controls.

Reference Number	Generated On	Amount	Actions
420814	24/11/2022	5,000.00	...
783312	23/11/2022	5,000.00	...
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.

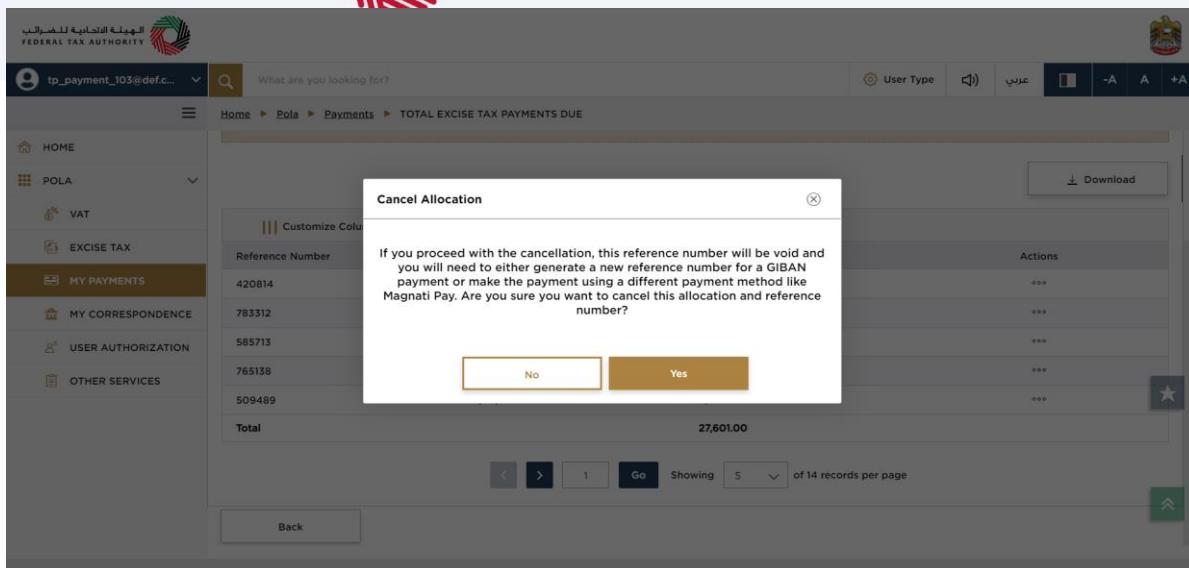


The screenshot shows a 'Cancel Allocation' dialog box on a web interface. The dialog box contains the following text:

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?

At the bottom of the dialog box, there are two buttons: 'No' and 'Yes'. The 'Yes' button is highlighted with a red circle and the number '1'.

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



Reference Number	Total	Actions
420814	27,601.00	...
783312		...
585713		...
765138		...
509489		...

	<ul style="list-style-type: none"> 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.
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Continue to Payments

The screenshot shows the FTA website interface. A modal window titled "Existing GIBAN Allocations" is displayed. It contains a note: "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 note are two buttons: "View Allocations Pending Payments" and "Continue to Payments". The "Continue to Payments" button is highlighted with a red box and a yellow circle containing the number 1. At the bottom of the modal, there is a "Transaction History" section with "Select & Pay" and "Pay All" buttons.

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.



The screenshot shows the 'Payments' section of the portal. A modal window titled 'Existing GIBAN Allocations' contains a note: '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 note are two buttons: 'View Allocations Pending Payments' (dark blue) and 'Continue to Payments' (orange). At the bottom of the modal, there is a 'Transaction History' section with 'Select & Pay' and 'Pay All' buttons.

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



What are you looking for?

User Type: عربی English -A A +A

Home > Pola > Payments > TOTAL EXCISE TAX PAYMENTS DUE

Select a Payment Method

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

Choose Payment Method

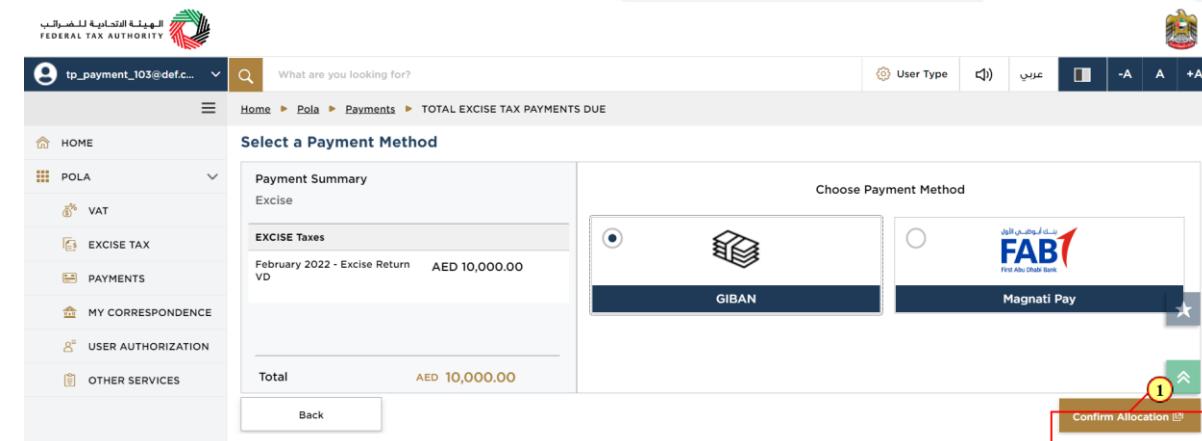
<input checked="" type="radio"/>	<input type="radio"/>
GIBAN	Magnati Pay

[Confirm Allocation](#)



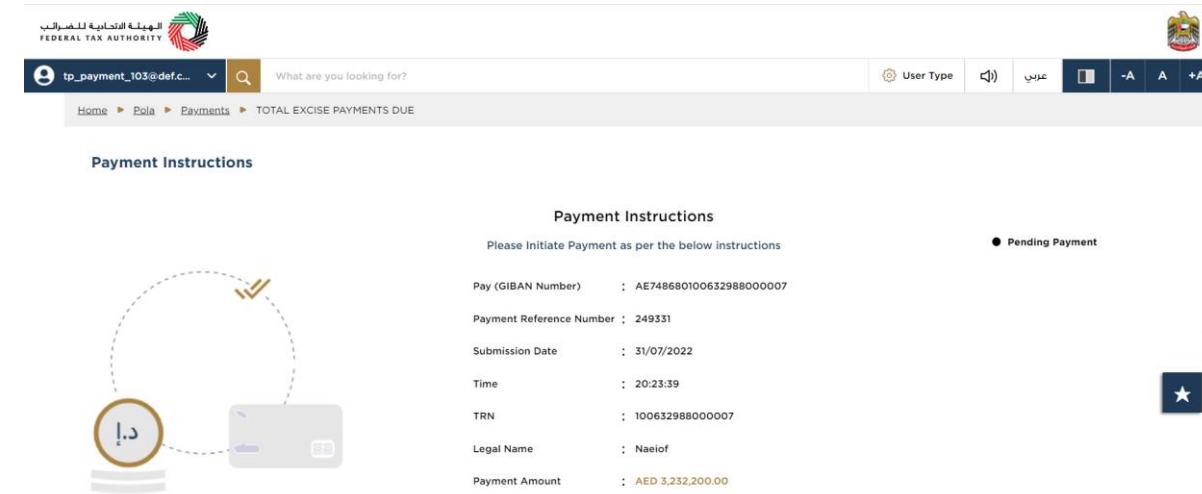
- You can view all the taxes and penalties that have been included for this payment, the tax type and the total amount to be paid under the "Payment Summary" section.

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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FEDERAL TAX AUTHORITY

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

Home > Eisa > Payments > TOTAL EXCISE PAYMENTS DUE

User Type: عادي A +A

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.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)	Click on the “Download” button and download the payment instructions.

FEDERAL TAX AUTHORITY

tp_payment_103@def...

What are you looking for?

User Type: عرض

Home > BoA > 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.xyz.com or contact us directly at our call center number 1234567890 or email xyz@gmail.com

Download Back to Dashboard 1

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



Thank you