

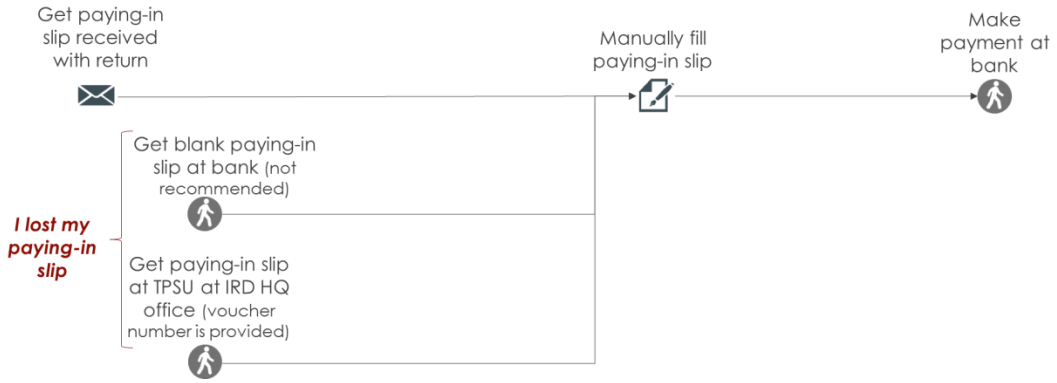


Sri Lanka Inland Revenue

-How to pay your taxes-



How to pay your taxes



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

If you need to know the payment period codes for your payment, refer to **B. Payment period codes**

If you need help, refer to **C. Help options**

A separate guide to e-payment will be made available on the IRD portal at a later stage when the e-payment service is launched

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

If you are paying through the Bank of Ceylon (BOC), the payment voucher number is optional. If you are paying through People's Bank (**for periods related to RAMIS, April 2016 onwards**), you will need a payment voucher number. You may obtain the payment voucher number by:

- Calling the Call Center (refer to Help options on page 6) (OR)
- Walk in to TPSU at IRD HQ office

A. I lost my paying-in slip

If you lose your pre-printed paying-in slip, you can either:

- Request for a new pre-printed paying-in slip at any IRD office
- Obtain a blank paying slip from the bank and fill in the details yourself (not recommended)

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

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Valid Overprinted or Signed by an Officer



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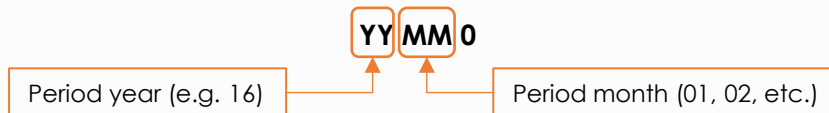
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- 2 Enter the date of payment
- 3 The **Payment Voucher Number** is optional if you are paying through Bank of Ceylon. The Payment Voucher Number is required if you are paying through People's Bank which you need to obtain from IRD (OR) Call Centre
- 4 Enter your **Taxpayer Identification Number (TIN)**
- 5 Enter the **Tax Type Code**
- 6 Enter the **Payment Period Code** and **Payment Category**. Refer to the back of the paying-in slip for help in filling up these fields
- 7 (Optional) Enter the **Assessment No** and **Charge No** if any
- 8 Enter your **Name** and **Address**
- 9 Enter your **Office Telephone Number** and **Mobile Number**
- 10 Enter the payment information:
 - **Tax Rs.:** amount (in numbers) to pay for tax
 - **Penalty Rs.:** amount (if any) to pay for pending penalty
 - **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
- 11 Enter the **Amount in Words**, the **Total Rs.** value
- 12 If you are paying by cheque, indicate the **Cheque No**, **Bank Code**, **Branch Code**, and **Amount**
- 13 Sign the form
- 14 Once you have completed the paying-in slip, present it at the counter of your bank to make payment

B. Payment period codes

WITHHOLDING TAX (WHT) PAYMENT PERIOD FROM 01.04.2016 ONWARDS



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

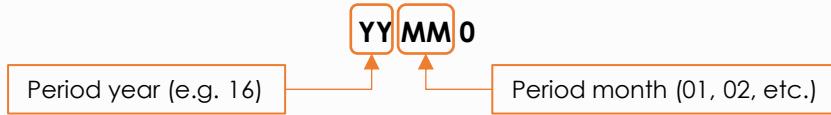


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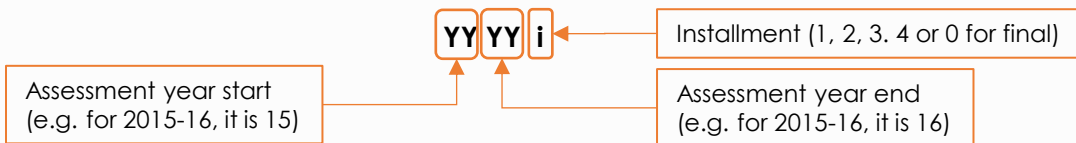
PAY-AS-YOU-EARN (PAYE) PAYMENT PERIOD EXAMPLES



Examples:

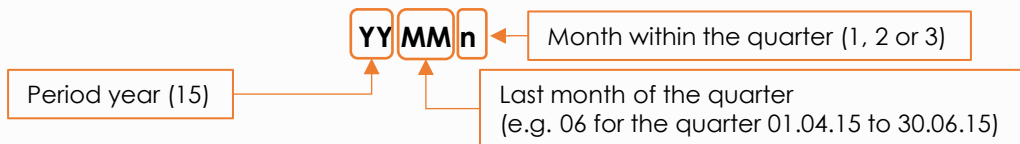
Payment Period From	Payment Period To	Period Code	Due Date
01.04.2016	30.04.2016	16040	15.05.2016
01.05.2016	31.05.2016	16050	15.06.2016
01.06.2016	30.06.2016	16060	15.07.2016

INCOME TAX PAYMENT PERIOD EXAMPLES



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

NATION BUILDING TAX (NBT) PAYMENT PERIOD BEFORE 31.12.2015



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

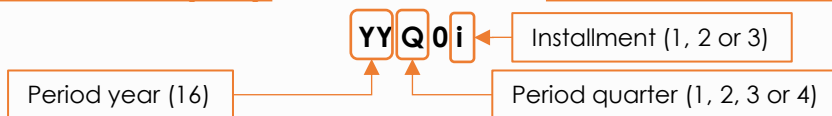


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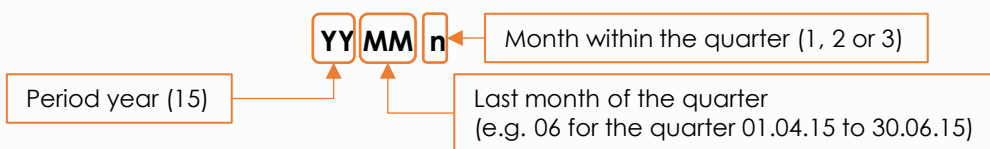
NATION BUILDING TAX (NBT) PAYMENT PERIOD FROM 01.01.2016 ONWARDS



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

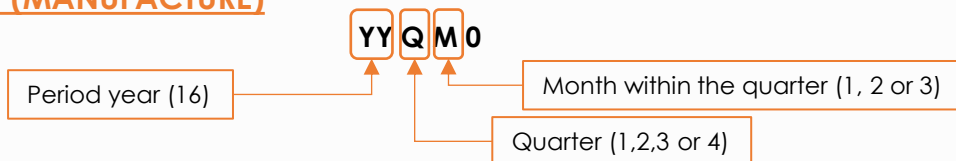
VALUE ADDED TAX (VAT) PAYMENT PERIOD BEFORE 31.12.2015 QUARTERLY/ MONTHLY (MANUFACTURE)



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

VALUE ADDED TAX (VAT) PAYMENT PERIOD FROM 01.01.2016 ONWARDS 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

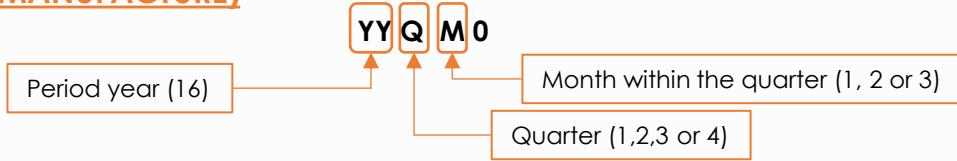


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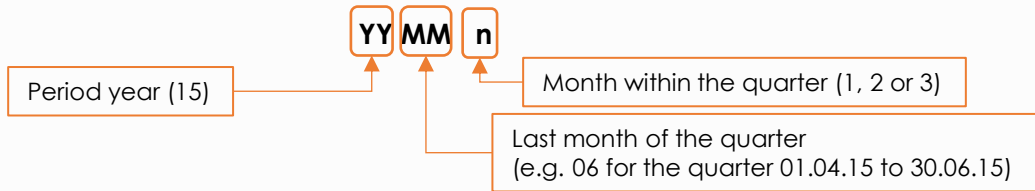
VALUE ADDED TAX (VAT) PAYMENT PERIOD FROM 01.01.2016 ONWARDS MONTHLY (MANUFACTURE)



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

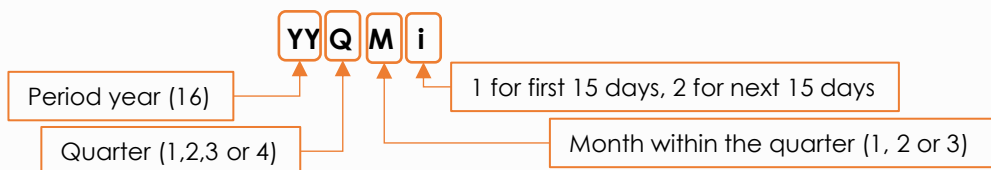
VALUE ADDED TAX (VAT) PAYMENT PERIOD BEFORE 31.12.2015 QUARTERLY (OTHER THAN MANUFACTURE/WHOLESALE & RETAIL)



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

VALUE ADDED TAX (VAT) PAYMENT PERIOD FROM 01.01.2016 ONWARDS QUARTERLY (OTHER THAN MANUFACTURE/WHOLESALE & RETAIL)



Examples:

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



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C. Help options



Walk in to the Taxpayer Services Unit- 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
- Obtaining the payment voucher number for blank 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

