



Sri Lanka Inland Revenue

-How to login to use IRD e-services-



If you are an individual taxpayer logging in for your own personal tax matters, refer to

If you are a staff logging in on behalf of your company to perform e-Filing, refer to

If you are a tax agent, refer to:

If you need help, refer to

A. Login for individual tax matters

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B. Login in as a staff for company tax matters

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A. Login for individual tax matters

- 1 Enter the following URL in your browser: www.ird.gov.lk/ and select to login to e-services

Proceed to Login:

To use the e-Services, you must have a Taxpayer Identification Number (TIN) and a Personal Identification Number (PIN)

Select your tax profile

Individual Taxpayer

Corporate Taxpayer

Tax agent

Proceed to Login

- 2 Select **Individual taxpayer**
- 3 Click **Proceed to Login**

I am logging in for my personal tax matters

My Tax Reference Number <Select a val... ▾

My IRD PIN

Enter the text shown left

KENZBI

Refresh

Login Reset Cancel

- 4 Enter your **tax reference number**. This is your TIN
- 5 Enter your **IRD PIN**. If you do not have a PIN, refer to the quick guide "**How to obtain a PIN to use IRD e-services**" to obtain a PIN from IRD
- 6 Enter the text on the image shown on the left
- 7 Click **Login**



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B. Login in as a staff for company tax matters

Note: You must be already authorized by your company before you can login to e-File on behalf of your company

If you want to be authorized to e-File on behalf of your company, refer to the quick guide "**How to authorize staff and external tax agents to act on your behalf**"

- Enter the following URL in your browser: www.ird.gov.lk/ and select to login to e-services

- Select **Corporate taxpayer**

- Click **Proceed to Login**

- Enter your **tax reference number**. This could be your TIN or a Special Staff Identifier (SSID) assigned to you

- Enter your **IRD PIN**

If you do not have a PIN:

- If you are using your individual TIN to login, refer to the quick guide "**How to obtain a PIN to use IRD e-services**" to obtain a PIN from IRD
- If you are using SSID to login, IRD will have sent the PIN together with the SSID to your company. If you have lost the letter or have forgotten the PIN, refer to the quick guide "**How to authorize staff and external tax agents to act on your behalf**", under the section "**Change staff ID (SSID) password**" to reset the PIN associated with your SSID

- Enter your **company's tax reference number**. This is your company's TIN

- Enter the text on the image shown on the left

- Click **Login**



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C. Login as a tax agent

Note: You must be authorized by the company you represent before you can login as a tax agent to e-File for the company

If you want to be authorized by the company you are representing, refer to the quick guide "**How to authorize staff and external tax agents to act on your behalf**"

- 16 Enter the following URL in your browser: www.ird.gov.lk/ and select to login to e-services

- 17 Select **Tax Agent**
- 18 Click **Proceed to Login**

- 19 Enter your **tax reference number**. This could be your TIN or a Special Staff Identifier (SSID) assigned to you
- 20 Enter your **IRD PIN**

If you do not have a PIN:

- If you are using your individual TIN to login, refer to the quick guide "**How to obtain a PIN to use IRD e-services**" to obtain a PIN from IRD
- If you are using SSID to login, IRD will have sent the PIN together with the SSID to your company. If you have lost the letter or have forgotten the PIN, refer to the quick guide "**How to authorize staff and external tax agents to act on your behalf**", under the section "**Change staff ID (SSID) password**" to reset the PIN associated with your SSID

- 21 Enter your **company's tax reference number**. This is your company's TIN (**Please note that this is the TIN of your tax agent company. This is NOT the TIN of the company that you are representing**)
- 22 Enter the text on the image shown on the left
- 23 Click **Login**



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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- 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

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
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