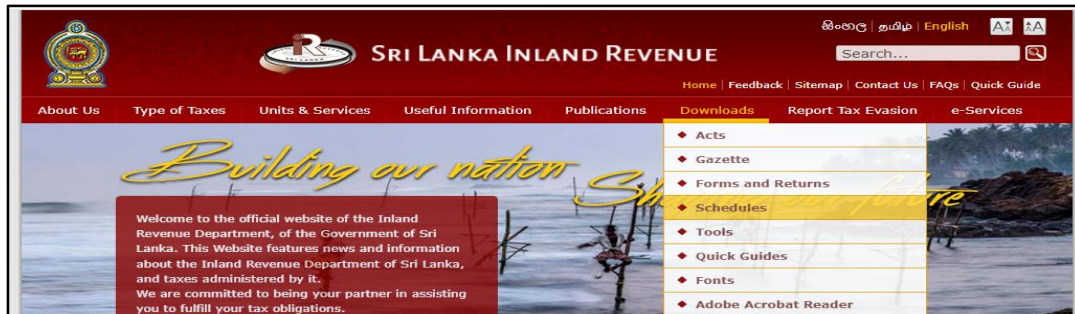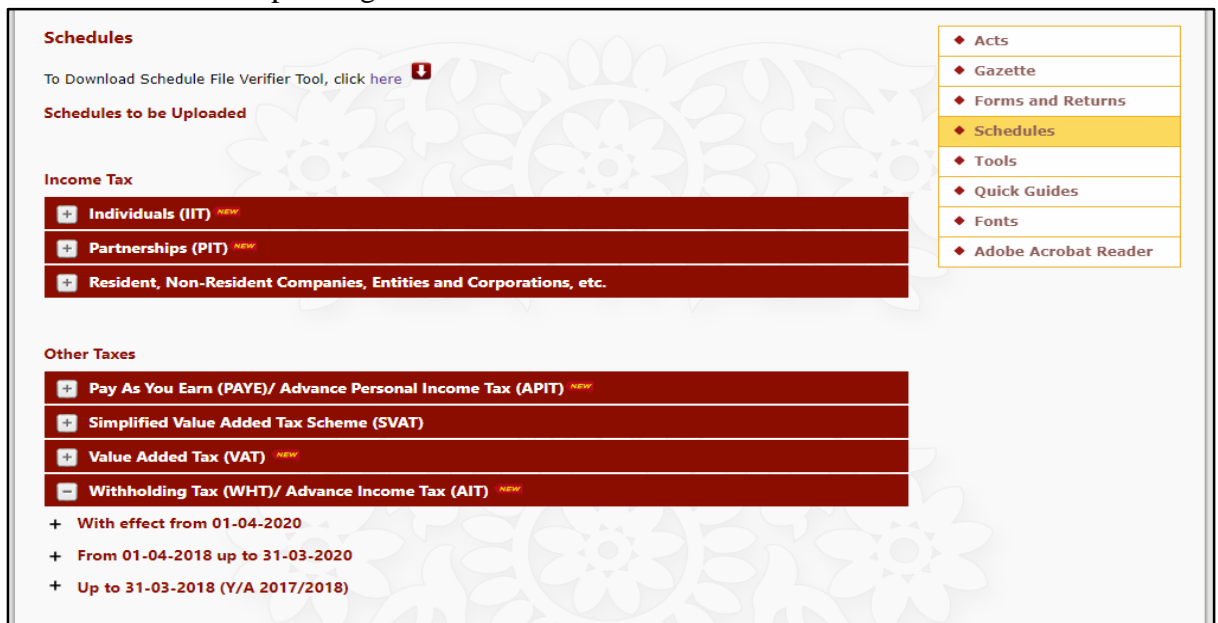# Preparing Withholding schedules for uploading.

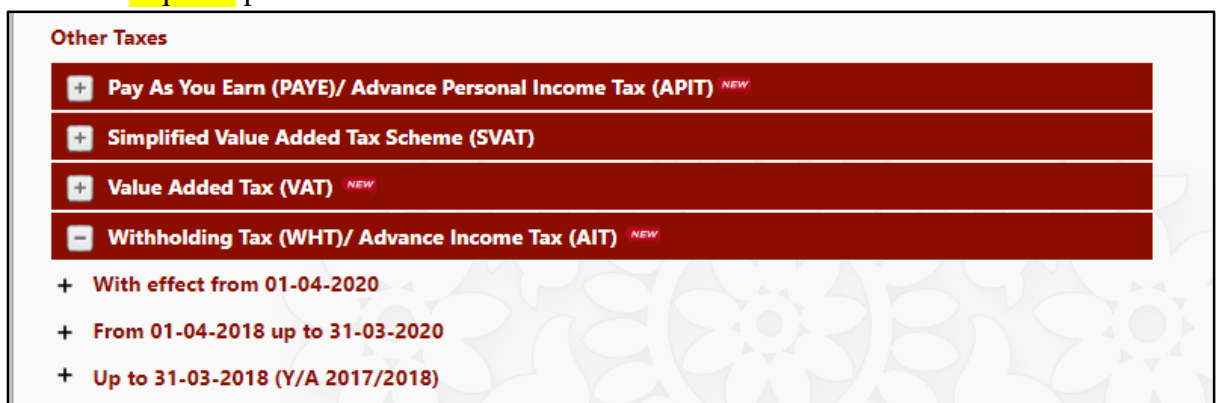## A. Download schedule templates from the IRD portal

1. Access www.ird.gov.lk with your Internet browser and select the *Downloads* from the menu. Then select the *Schedules* from the sub menu.
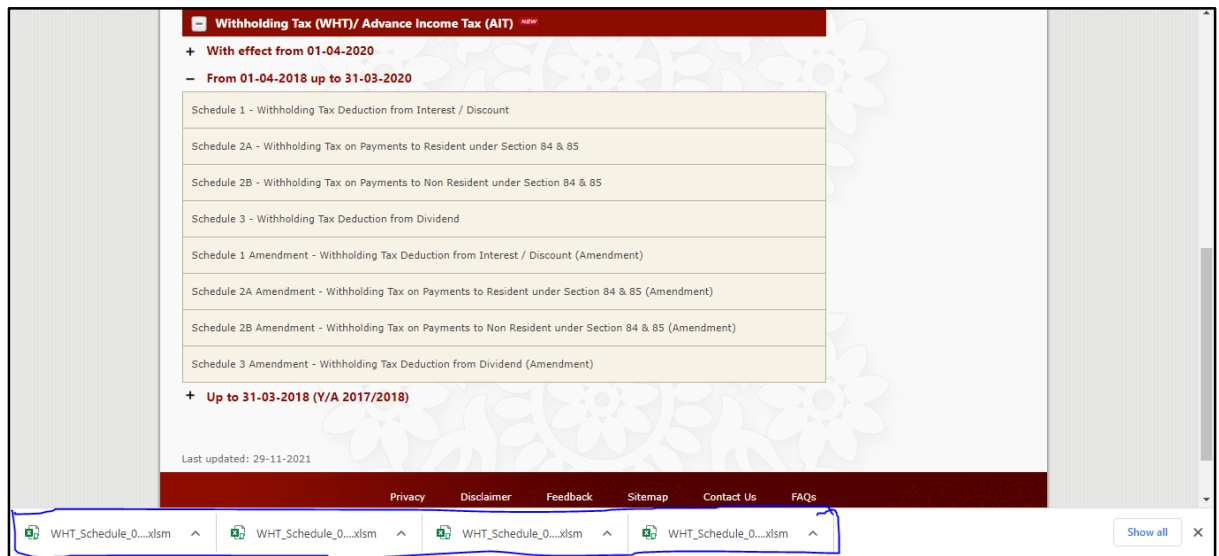

2. Download the corresponding WHT schedules

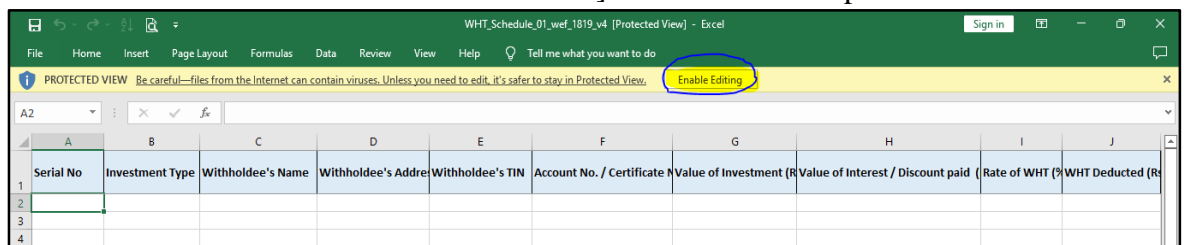

3. Click the <mark>required</mark> period to the schedule

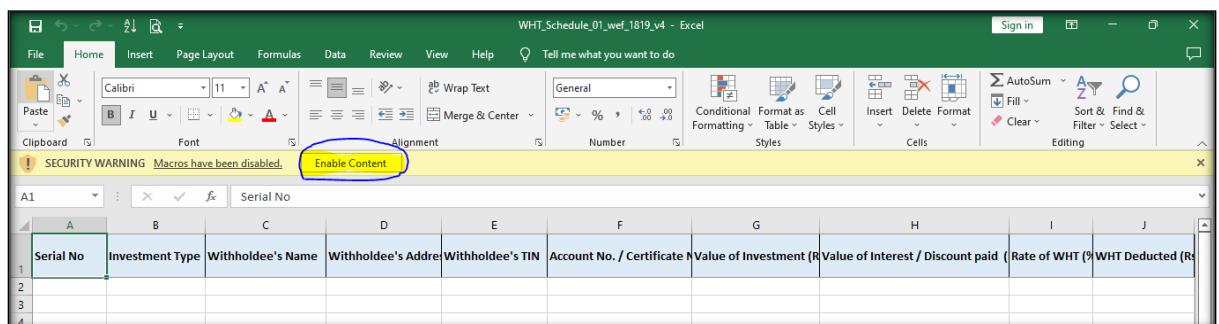4. Click the required *schedule 01/ schedule 2A/ schedule 2B/ schedule 03*

5. The downloaded schedule file appears on your computer with a .xlsm extension [Type is Microsoft Excel Macro-Enabled Worksheet]. Double click to open it.

You may see a "Protected View" message when you open the file. Click **Enable Editing**

You may then see a "Security Warning". Click **Enable Content**

6. Enter your schedule details accordingly. Once done, click Convert to CSV

When enter Schedule 01 details

a. *Serial No* –Serial number should start from 1 and also same number, should not be repeated at any time. If more than one version of files / monthly wise files are prepared (due to inadequate capacity (ie. file capacity exceed 10MB)), the subsequent versions / subsequent month should follow the correct sequence of the serial numbers.

b. *Investment type* – Select the appropriate type of investment from the dropdown list.

c. *Withholdee's Name* – The name of the withholdee should be entered in English and the maximum number of letters are limited to 100.

d. *Withholdee's Address* – The address of the withholdee should be entered in English. Commas should not be used at any time and instead, leave a space in between. Maximum number of letters are limited to 100.

e. *Withholdee's TIN /NIC* – Enter the valid Taxpayer Identification Number / National Identity card number of the withholdee. Instances where the withholdee has not provided the TIN/ NIC, this cage to be left blank.

f. *Account No./Certificate No.* – Enter the account number or the certificate number and such number should not exceed 30 digits.

g. *Value of investment (Rs)* - Enter the face value of the investment of which the interest is paid for this year of assessment. This cage should contain only 15 digits including 2 decimals.

h. *Value of interest/discount paid (Rs)* – The value of the interest paid in the year of assessment should be included here. If the interest is paid periodically, the interest paid for each period to be declared separately. This cage should contain only maximum of 15 digits (including 2 decimals).

i. *Rate of WHT (%)* – The rate applied for deduction of WHT should be entered here.

j. *Deducted amount of WHT (Rs)* – The value of the WHT deducted should be entered here. This cage should contain only maximum of 15 digits (including 2 decimals).

k. *Month of payment deducted* - Select the appropriate month of payment from the dropdown list.

l. *WHT/AIT Certificate Number* – Enter the number/s of the Withholding Certificate/s which has been issued by you to the withholdee. This cage should contain only maximum of 30 digits.

If you have not issued a WHT certificate to the withholdee, this cage should be left blank

m. *Total* - The cumulative amount of Column 10 should be stated here.

When enter Schedule 2A / 2B details

a. *Serial No* –Serial number should start from 1 and also same number, should not be repeated at any time. If more than one version of files are prepared (due to inadequate capacity (ie. file capacity exceeds 10MB)), the subsequent versions should follow the correct sequence of the serial numbers.

b. *Type of payment* – Select the appropriate type of payment from the dropdown list.

c. *Withholdee's Name* – The name of the withholdee should be entered in English and the maximum number of letters are limited to 100.

(i). *Withholdee's Address* – The address of the withholdee should be entered in English. Commas should not be used at any time and instead, leave a space in between. Maximum number of letters are limited to 100.

(ii). *Withholdee's Country* (For Schedule 2B)– Include the Country of resident of the withholdee.

d. *Withholdee's TIN/ NIC* – Enter the valid Taxpayer Identification Number or National Identity Card number of the withholdee. If the withholdee has not provided the TIN or NIC, leave this cage blank.

e. *Number of payments made within a month* – If several payments had been made for a person within a month, only one withholding tax certificate should be given, and enter the number of payments made to that individual in the certificate.

f. *Total amount paid* - The total value (including the tax) of payment made according to the withholding tax certificate/s given to withholdee should be entered here. It should contain only maximum of 15 digits (including 2 decimals).

g. *Rate of WHT (%)* – The tax rate applied for calculating the withholding tax should be entered here.

h. *Deducted amount of WHT (Rs)* - The value of the withholding Tax deducted from payments should be entered here. This cage should contain only maximum of 15 digits (including 2 decimals).

i. *Month of payment deducted* – Select the appropriate month of payment from the dropdown list.

j. *WHT Certificate Number* – The withholding tax certificate number issued by you to the withholdee should be entered here. This cage should contain only maximum of 30 digits.
   If you have not issued a WHT certificate to the withholdee, this cage should be left blank.

k. Total - The cumulative amount of Column 9 should be stated here.

7. Under File Name, the naming convention of the schedule file is shown. Name your schedule file accordingly.
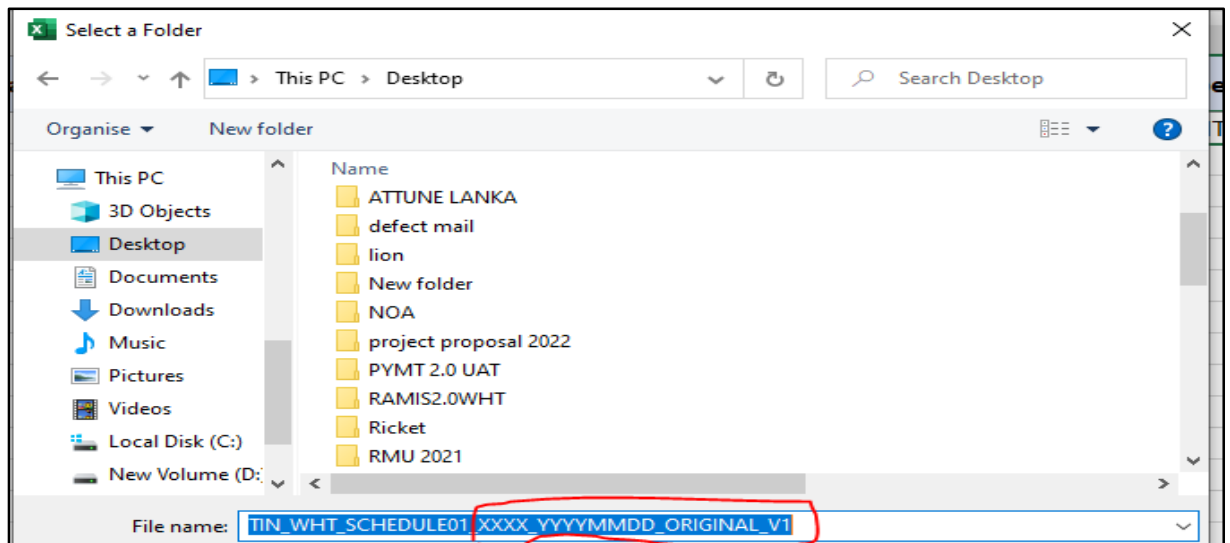
Example.

TIN No: **123456789**

Date: **20230130** *(YYYYMMDD)*

Period: **2223(Y/A 2022/2023)**

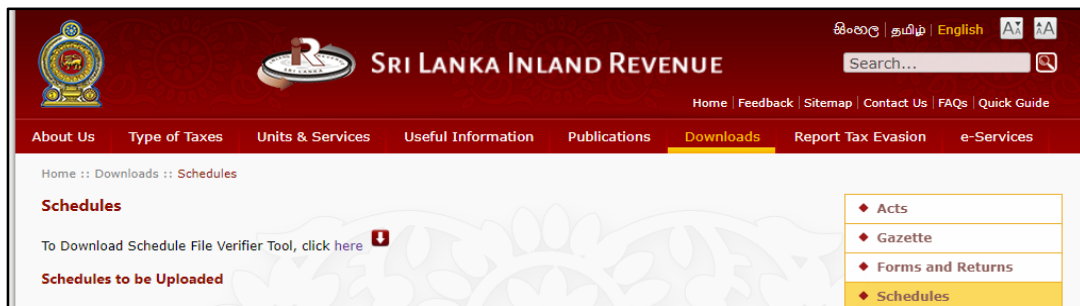File Name should be **"123456789_WHT_SCHEDULE01_2223_20230130_ORIGINAL_V1"**

Under Save as type, select CSV (Comma delimited) (*.csv) and Click Save.

B. Download and run the schedule verification tool
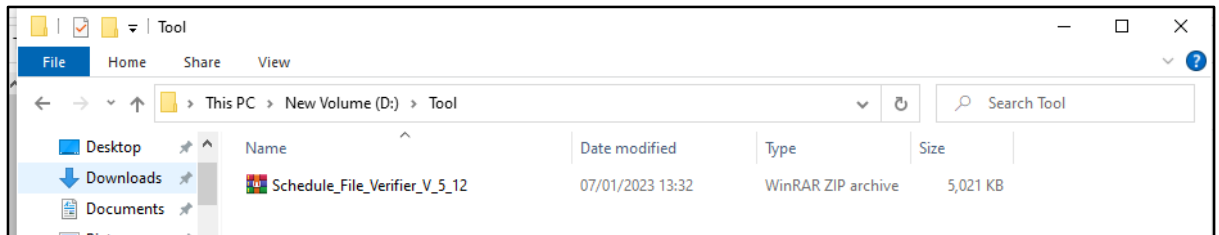
1. Access www.ird.gov.lk with your Internet browser and select the *Downloads* from the menu. Then select the *Schedules* from the sub menu.
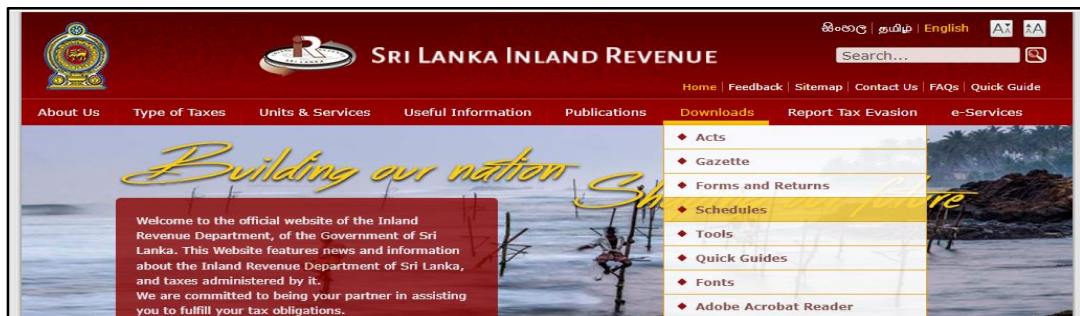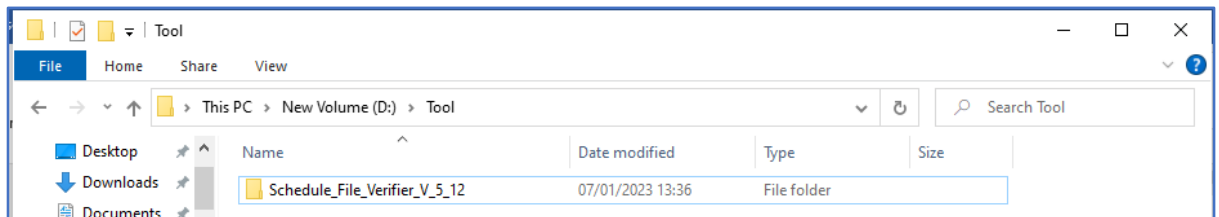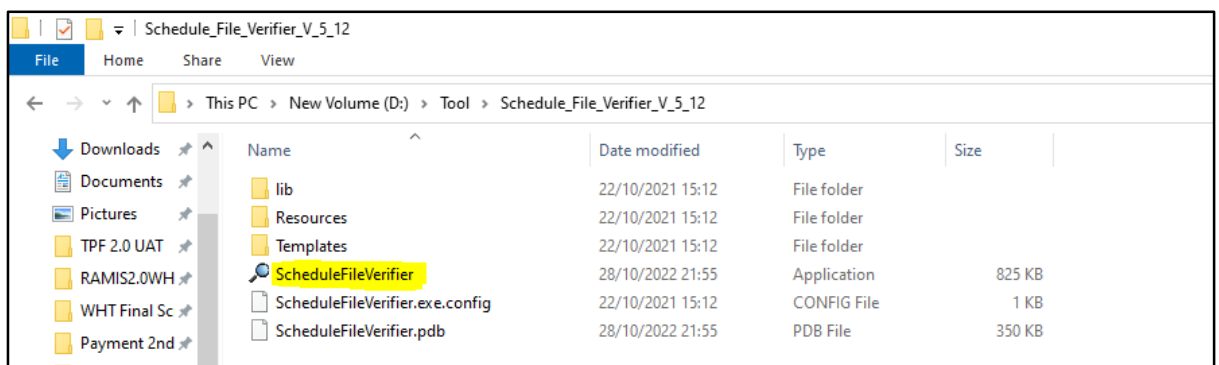

2. Download the schedule verification tool

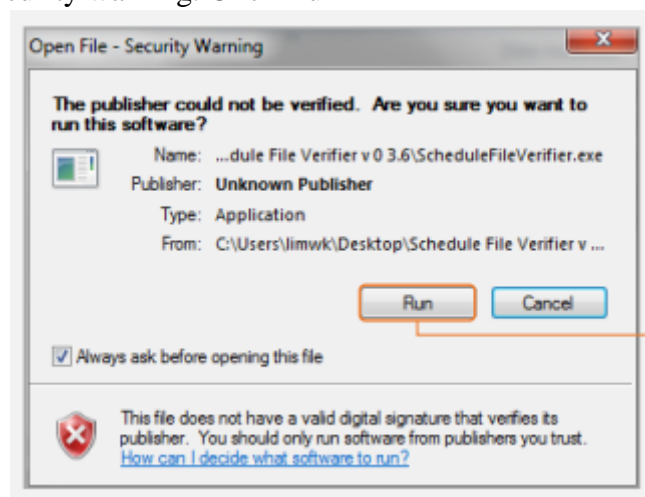Click Schedule File Verifier Tool to download it to your computer

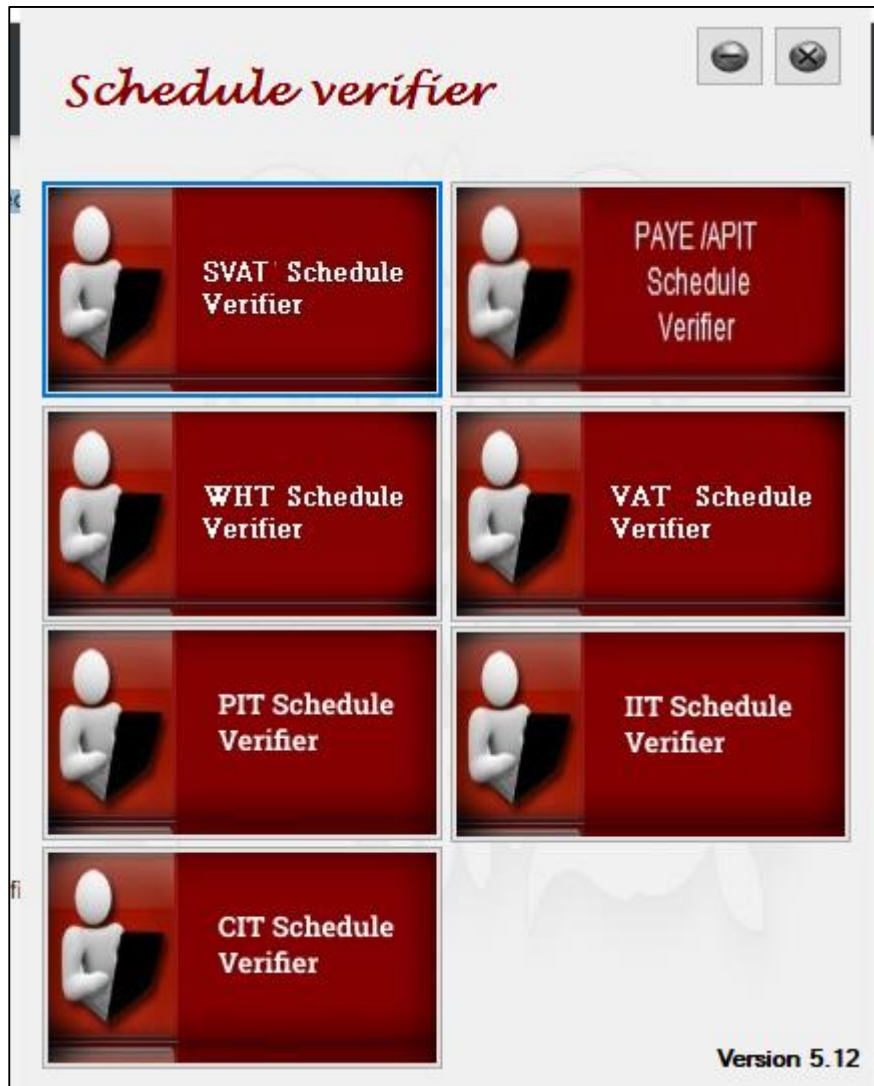3. Double click the downloaded file and extract (unzip) the contents to your computer

4. Double click the ScheduleFileVerifier.exe file to run the schedule verification tool
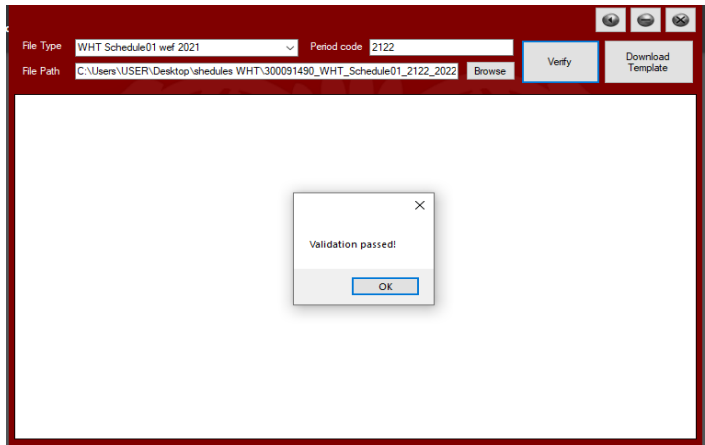

You may see a security warning. Click Run

5. The schedule verifier tool program is launched

6. Click the WHT Schedule Verifier.
   Select File Type and Period code
   Click Browse to choose the appropriate document to verify and
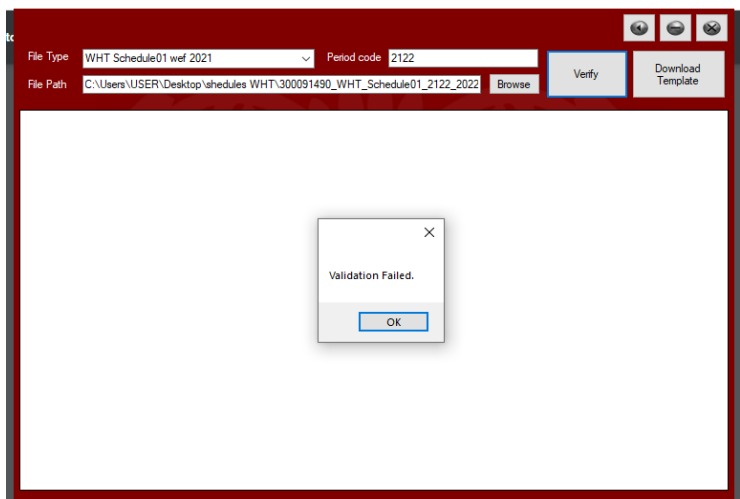   Click Verify
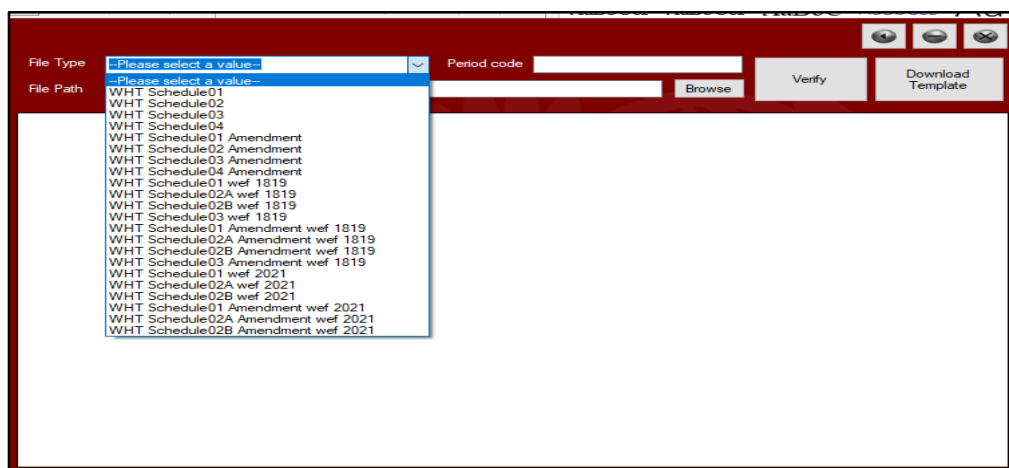
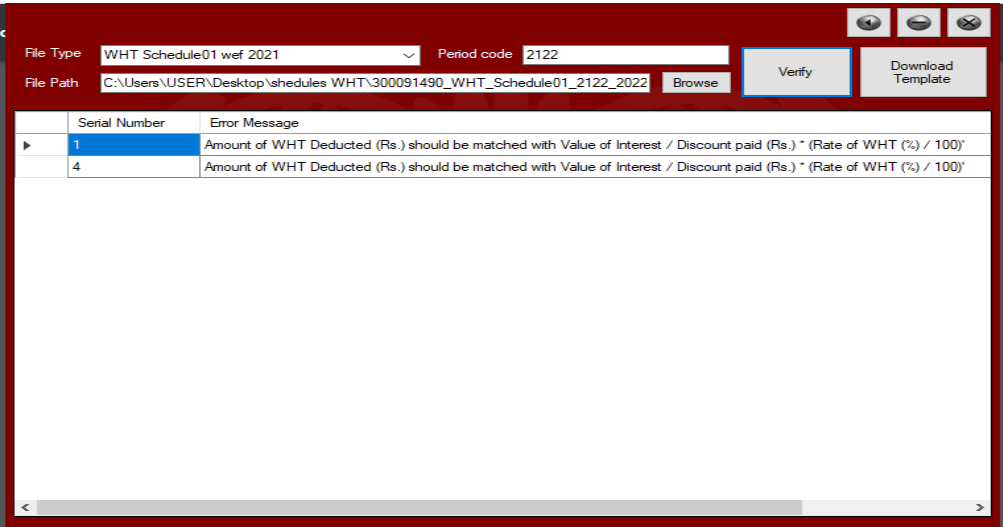7. If the file verification is successful,

The "Validation passed!" message is shown. Click OK
File verification successful
You may now upload this schedule with your e-Filling return

8. If the file verification failed

The "Validation failed" message is shown. Click OK

- The validation results and error messages are shown. The Serial Number refers to the row of the schedule file where the error occurred. The Error Message describes the error encountered
- Review the structure of your schedule file, make sure that you follow the correct naming convention and ensure that your file is saved as .csv format
- After making the necessary corrections, repeat steps 6.

- The "Validation passed!" message is shown. Click OK
- File verification successful
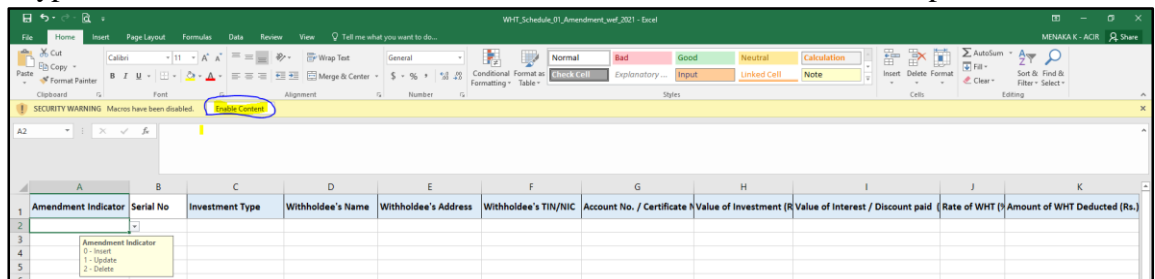- You may now upload this schedule with your e-Filling return

C. When uploading the Amended Schedules

1. Download the corresponding WHT Amendment schedules
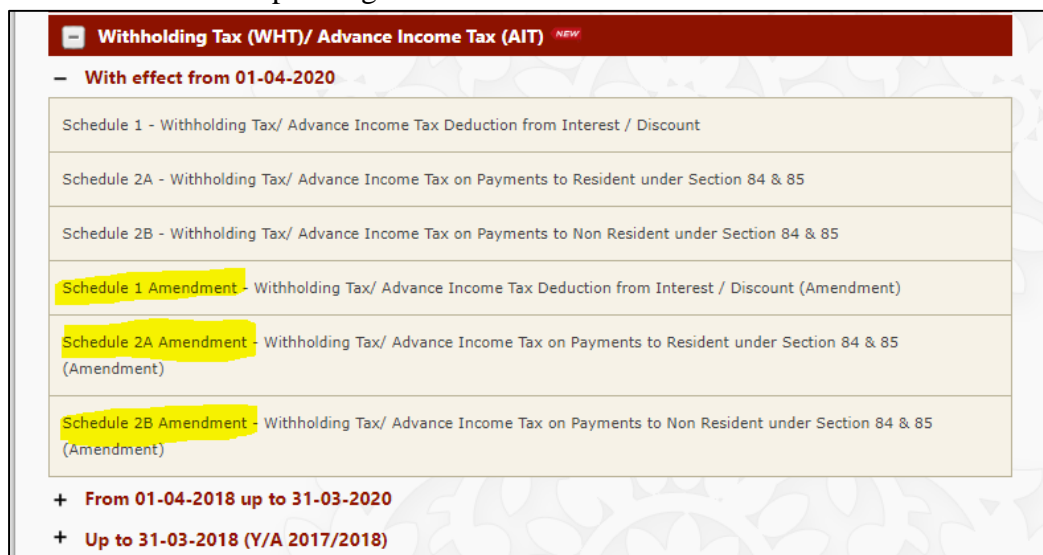
2. The downloaded schedule file appears on your computer with a .xlsm extension [Type is Microsoft Excel Macro-Enabled Worksheet]. Double click to open it.

You may then see a "Security Warning". Click *Enable Content*

3. Enter the required Amendment Indicator (0 / 1 / 2)

Then enter the schedule details accordingly.
Once done, click Convert to CSV

4. **Verify the Amendment Schedule**
   Go to the WHT Schedule Verifier.
   Select appropriate File Type for amendment and Period code
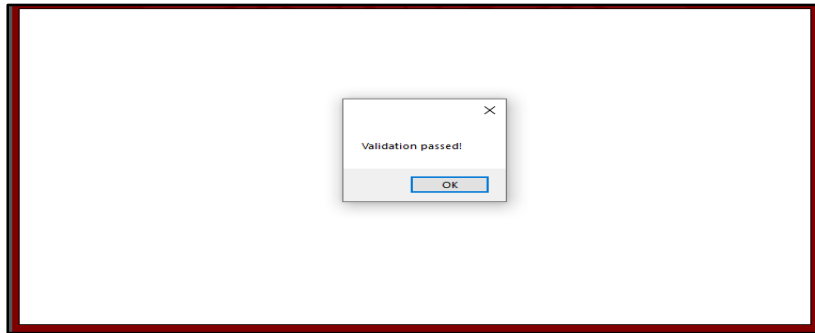

Click Browse to choose the appropriate document to verify and
Click Verify.
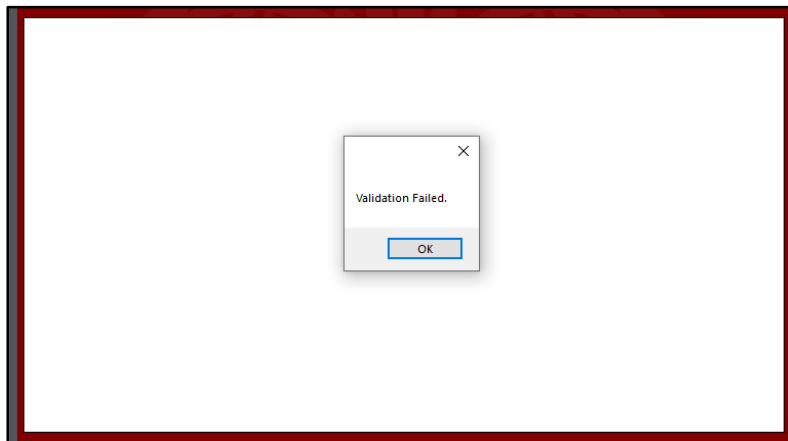5. If the file verification is successful,

The "Validation passed!" message is shown. Click OK
File verification successful
You may now upload this schedule with your e-Filling return

6. If the file verification failed

- The validation results and error messages are shown in the screen.
- The Serial Number refers to the row of the schedule file where the error occurred. The Error Message describes the error encountered
- Review the structure of your schedule file, make sure that you follow the correct naming convention and ensure that your file is saved as .csv format
- After making the necessary corrections, repeat steps 4.