



Sri Lanka Inland Revenue

-How to obtain a refund-

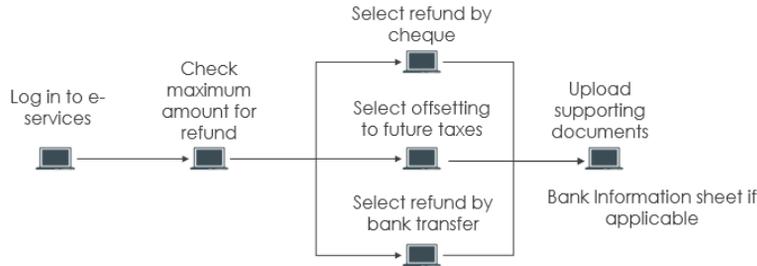


How to obtain a refund

Manually



Online



If you want to obtain a refund online, refer to

A. Obtain a refund online

NEW

If you need help, refer to

B. Help options

NOTE: Before requesting for a refund, you should have received a notice of refund from IRD regarding the refund amount that you are eligible to obtain. If you think that you are eligible for a refund but you have not received the notice of refund from IRD, please contact IRD. Refer to

C. Help options

NEW

A. Obtain a refund online

- 1 Access www.ird.gov.lk and login to e-services. Refer to the quick guide "How to login" for more details

Name of organisation KINGSLAKE ENGINEERING SYSTEMS PVT

Taxpayer identification no. (TIN) 114114693

Refund request

Please note that for same tax type and same tax period, only one active refund request is allowed.

Request ID	Request date	Tax type	Tax period	Amount (Rs.)	Status	Date processed
20170000001265	2017-05-29	VAT	1620	44,000.00	Processing	

1 - 1 of 1 items

New **Main menu**

- 2 If there are any refund transactions previously, the summary of those transactions will be displayed here

- 3 Click **New**



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Refund application

Please enter the applicable tax type and taxable period and click on <Continue>.

4 * Tax type

5 * Tax period

* Period from * Period to

6

- 4 Select the **Tax type**
- 5 Enter the **Tax period** code. The start date and end date of the tax period will be automatically shown in the **Period from** and **Period to**
- 6 Click **Continue**

Refund application

Tax period 2016-04-01 to 2016-06-30 Indicative refund amount (Rs.)

7

Credit voucher

Credit voucher amount (Rs.) 0.00

Offset future tax liabilities

8 Tax type Amount (Rs.)

<input type="checkbox"/>	Serial No.	Tax type	Offset Amount
<input checked="" type="checkbox"/>	1	VAT	47000

9

Cheque refund

Please specify the amount to be refunded via cheque in the field provided.

10 Cheque amount (Rs.)

Direct bank transfer

In order to make use of the direct bank transfer facilities, taxpayer must submit the bank transfer request to Inland Revenue Department prior the refund can be made. This bank transfer request is however subject to inland revenue department and bank approval.

Please specify the amount to be refunded via direct bank transfer in the field provided.

11 Amount (Rs.)

12 **Total refund amount (Rs.)**

- 7 The **Indicative refund amount (Rs.)** indicates the amount of refund that you are eligible to request
- 8 Should you wish to use the refund amount to offset against future tax liabilities, select the **Tax type** and enter the **Amount (Rs.)** to offset. Click **Add**. You can offset against more than one tax type. To do this, just repeat this step again
- 9 The record to offset future tax liabilities is added and shown
- 10 To receive your refund via cheque, enter the **Cheque amount (Rs.)**
- 11 To receive your refund via bank transfer, enter the **Amount (Rs.)**
- 12 The Total refund amount (Rs.) field will show the total amount to be refunded by offsetting, cheque and bank transfer. This total amount cannot exceed the indicative refund amount that you are eligible (step 7)



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Upload supporting documents

1)System only accepts documents in the format of .doc, .docx, .pdf, .xls, .xlsx
2)Any single supporting document to be uploaded shall not be more than 2MB.
The total file size of the supporting document should not be more than 10MB.

13 **Document Type** Refund supporting document **Sub Document Type** Credit voucher supporting document **Select Files**

Document Type	Sub Document Type	Document Name	
Refund supporting document	Credit voucher supporting document	Credit Voucher.txt	Remove
Document Type	Sub Document Type	Document Name	

14

15 **Continue** **Cancel** **Main menu**

13 To upload the required supporting documents, select the **Document Type**, **Sub Document Type** and click **Select Files**

14 The selected document will be uploaded as shown

15 Click **Continue**



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Refund request detail

Tax type Tax period

Offset future tax liabilities

Serial No.	Tax type	Offset Amount
1	VAT	47000

Cheque refund

Cheque amount (Rs.)

Direct bank transfer

Amount (Rs.)

Total refund amount (Rs.)

17

Declaration

* Refund request authorised person NIC/Passport

* Refund request authorised person name

* Designation

* Contact No.

E-mail

18

16 A summary of your refund request is shown

17 In the Declaration section, enter your particulars such as your **NIC**, **name**, **designation**, **contact number** and **email**

18 Click **Submit**

19

Acknowledgement

Your Refund Request has been successfully submitted to the department of inland revenue.

Request ID

Note: You are required to submit the original physical copy of the invoices to the department at the interview stage request by the IRD officer

20

21

19 You will receive an acknowledgement. Take note of the **Request ID**, which you will need to use for correspondence with IRD regarding your refund request.

20 Take note that you are required to submit the original physical copies of your invoices to IRD at the interview stage. You can send the documents in an authorized person. Quote the request ID which you obtain from step 19 when submitting your physical invoices

21 To print a copy of the acknowledgement for reference, click **Print**

22 Your refund will be processed and if you choose to refund via cheque, it will be mailed to you



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C. 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



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

