

SUMMARY OF CHANGES

Calendar: No change

Return Form: The pre-printed tax returns form.

Mode of submission of returns:

- Manual submission
- Online via e-services

Changes effective from:

- Yearly filing: From 01 April 2019 (for Year of Assessment 19/20)

To file ESC electronically through online e-services, refer to

A. E-file ESC

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To check the new help options, refer to

B. Help options

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A. E-file ESC

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



2 Select **Return Management** → **Economic Service Charge (ESC)** from the top menu



Economic service charge filing summary

Taxpayer identification number 123456789
 Name of the organization JOHN DOE
 Year of assessment 2019/2020

If you wish to file/approve an ESC return, select a year of assessment and click the "Proceed" button.
 If you wish to remove draft, select a year of assessment and click the "Remove" button.

Year of assessment	Due Date	Status
<input checked="" type="checkbox"/> 2019-04-01 - 2020-03-31(1920)	2020-04-20	NEW

3

3 Select the Economic Service Charge (ESC) return to file and click *Proceed*

Confirmation

Are you sure to begin the tax filing?

4

4 You will see a pop-up confirmation dialog box to prompt if you are ready to begin tax filling. Click *Ok*

Taxpayer information

Taxpayer identification number 123456789
 Name of taxpayer JOHN DOE
 Tax period from 2019-04-01
 Tax period to 2020-03-31

Business activity code
 Business activity code If changed

5

Part I - Turnover Breakup for Economic Service Charge

Category and type of turnover

	Quarter ended 30.06.2019 (Rs.)	Quarter ended 30.09.2019 (Rs.)	Quarter ended 31.12.2019 (Rs.)	Quarter ended 31.03.2020 (Rs.)
A. Relevant turnover from the sale of petrol diesel and kerosene	101 <input type="text"/>	102 <input type="text"/>	103 <input type="text"/>	104 <input type="text"/>
B. Turnover under gazette notification	201 <input type="text"/>	202 <input type="text"/>	203 <input type="text"/>	204 <input type="text"/>
C. Relevant turnover from export of goods and services	211 <input type="text"/>	212 <input type="text"/>	213 <input type="text"/>	214 <input type="text"/>
D. Relevant turnover from other sales	301 <input type="text"/>	302 <input type="text"/>	303 <input type="text"/>	304 <input type="text"/>
W. Exempt turnover	401 <input type="text"/>	402 <input type="text"/>	403 <input type="text"/>	404 <input type="text"/>
X. Total turnover (A) + (B) + (C) + (D) + (W)	501 <input type="text"/>	502 <input type="text"/>	503 <input type="text"/>	504 <input type="text"/>
Y. Total relevant turnover (A) + (B) + (C) + (D)	601 <input type="text"/>	602 <input type="text"/>	603 <input type="text"/>	604 <input type="text"/>

6

7

5 The business activity code registered with IRD is shown here. If your business activity has since changed, specify it in the space provided.

6 Enter *Turnover Breakup for Economic Service Charge* for four quarters.

7 *Total turnover* and *Total relevant turnover* will be calculated by the system. For period code 1920, Cage 604 is not applicable.

Part II - Tax Computation

P. ESC on other than export	701 <input type="text"/>	702 <input type="text"/>	703 <input type="text"/>	704 <input type="text"/>
Q. ESC on exports	711 <input type="text"/>	712 <input type="text"/>	713 <input type="text"/>	714 <input type="text"/>
R. Total ESC liability	721 <input type="text"/>	722 <input type="text"/>	723 <input type="text"/>	724 <input type="text"/>

8

8 *ESC on other than export*, *ESC on exports* and *Total ESC liability* will be calculated by the system. For period code 1920, Cages 704, 714 and 724 are not applicable.



Part III - Economic Service Charge Credits

8 Total ESC paid at customs on importation of goods

801	802	803	804
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Part IV - ESC Payable

9 ESC payable

(721-801)	(722-802)	(723-803)	(724-804)
901	902	903	904

Part V - ESC Paid

10 ESC quarterly payments

910	920	930	940
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Part VI - Balance ESC Payable

11 ESC balance payable

(901-910)	(902-920)	(903-930)	(904-940)
960	970	980	990

- 8 Enter **Total ESC paid at customs on importation of goods** for four quarters.
- 9 **ESC Payable** will be calculated by the system. For period code 1920, Cage 904 is not applicable.
- 10 Enter **ESC quarterly payments** for four quarters.
- 11 **ESC balance payable** will be calculated by the system. For period code 1920, Cage 990 is not applicable.

Declaration

Part A

12 Full name of approved accountant / any other authorized person

Designation

NIC or Passport Please select

Email

Telephone

Mobile

Part B

13 *Full name of declarant

*Designation

*NIC or Passport Please select

Email

*Telephone

*Mobile

14 Cancel Save as draft Go to confirmation page

- 12 Enter **Approved accountant/any other authorized person** details.
- 13 Enter **Declarant** details.
- 14 Click **Go to confirmation page**

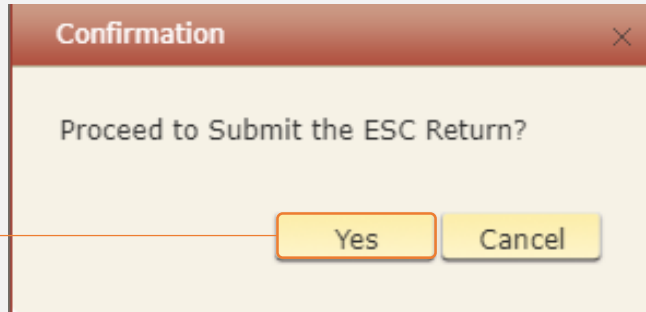
15 16 17

Amend Print Submit Cancel

- 15 You will see a summary of your e-filing submission. To amend any details, click **Amend**

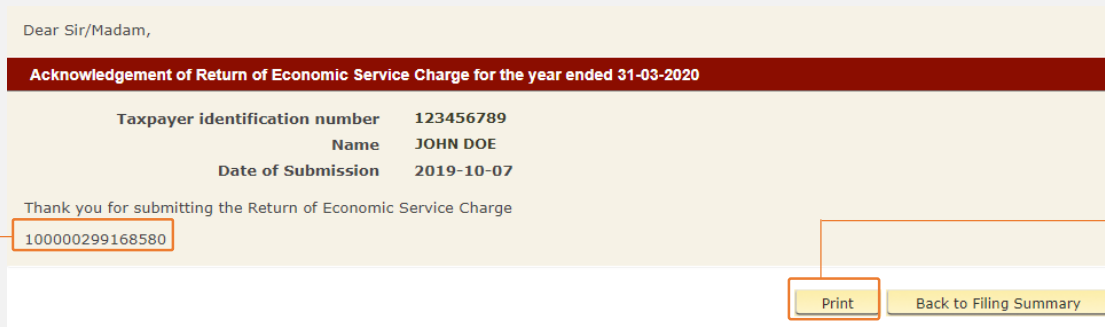


- 16 If you are satisfied with your submission, you may want to print a copy of your submission for future reference. Click **Print**
- 17 You will see the summary of your submission. At the bottom, click **Submit**



18

- 18 You will be prompted to proceed with the submission. Click **Yes**.



19

20

- 19 You will see an acknowledgement of your submission with the acknowledgement number.
- 20 Click **Print** to print a copy of this acknowledgement page for your record.



B. Help options



Online help prompts: The blue icons next to some fields show additional information when the mouse is placed on them

Category and type of turnover		Part II - Tax Computation	
Quarter ended 30.06.2019 (Rs.)		P. ESC on other than export ⓘ	701
A. Relevant turnover from the sale of petrol diesel and kerosene	101	Q. ESC on exports ⓘ	711
B. Turnover under gazette notification ⓘ	201	R. Total ESC liability	721



Walk in to the Taxpayer Services Unit- Monday to Friday 8:30 am to 4:00 pm (except public holidays)

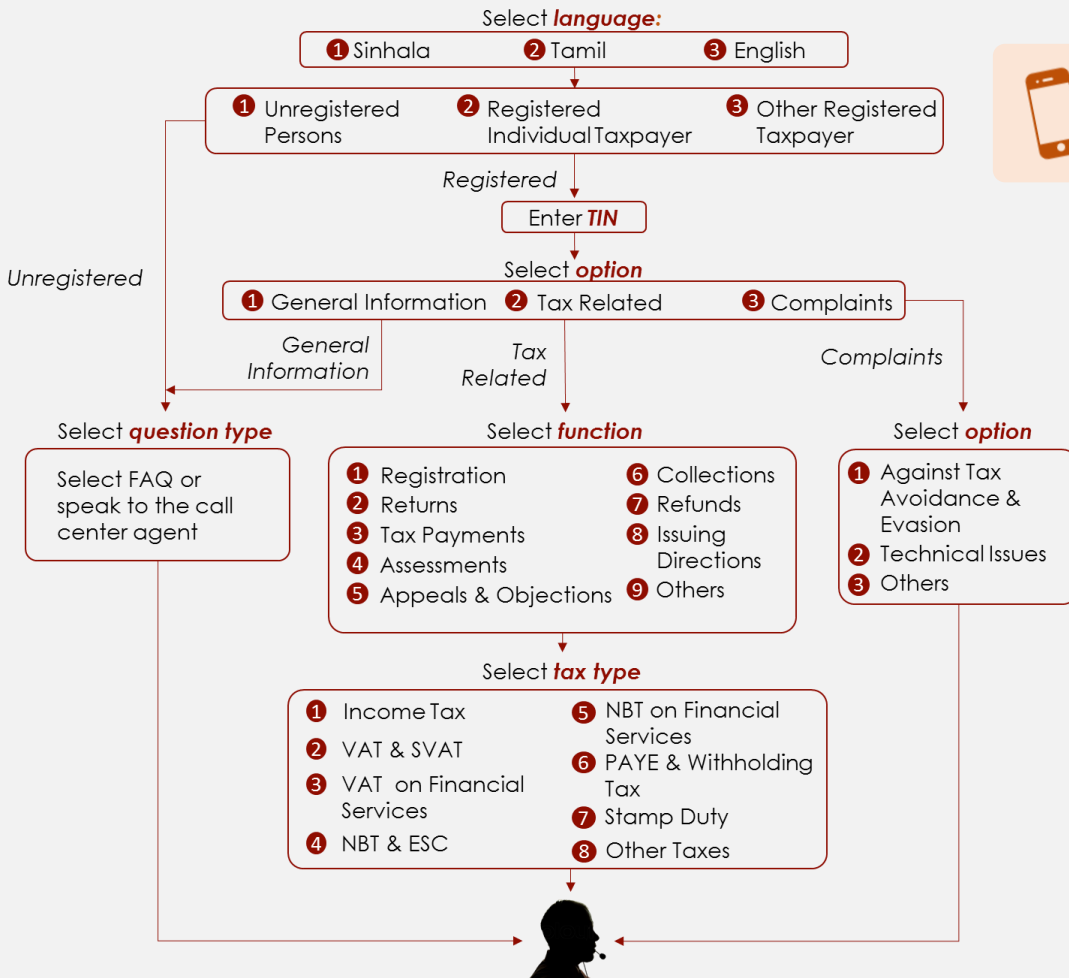
The TPS unit can help you with:

- 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 return 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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