Personal and financial data

The website allows taxpayers to submit a request for personal and financial data by following the following steps:

1. Entering the website of the taxpayers.

2. The appearance of the main page that contains the top navigation bar according to the type of taxpayer and the transfer of the taxpayer automatically to the "My Requests" list.

Note: In the event that the taxpayer does not have a mobile phone or e-mail address; The taxpayer is automatically transferred to "Personal and Financial Data" instead of the "My Requests" list.

3. The taxpayer clicks on “Personal and Financial Data” from the top navigation bar.

4. The taxpayer will see tabs according to the type of taxpayer as follows:

- Individuals: The tabs appear as follows:
  - Basic data.
  - The address.
  - Tax information.
  - Employers.
  - Exemptions.
  - Employees.
  - Income sources.
  - Trade names.
  - Bank statements.
- Users: The tabs appear as follows:
  - Basic data.
  - The address.
  - Tax information.
  - Employers.
  - Exemptions.
  - Bank statements.
- Shareholding company: the tabs appear as follows:
  - Basic data.
  - The address.
  - Tax information.

    - Employees.
    - Income sources.
    - Trade names.
    - Partners and members.
    - Encouraging investment.
    - Bank statements.
- Ordinary company: the tabs shown are as follows:
    - Basic data.
    - The address.
    - Tax information.
    - Employees.
    - Income sources.
    - Trade names.
    - Partners and members.
    - Encouraging investment.
    - Bank statements.

Note: The taxpayer can modify the personal data that is limited to one or more tabs.

5. The system displays a set of readable fields represented by a gray background (as in the "Taxpayer Number" field), and these fields represent the taxpayer's data that cannot be modified.

6. The taxpayer can enter or modify the following data for the “Basic Data” tab:

- Marital Status * (drop down list)
- Messaging type * (drop down list)
- Nickname (drop down list)
- Surname (drop down list)
- Website (enter field)
- Email * (enter field)
- Mobile phone number * (drop-down list for the code of the cellular service provider) and (the field for entering the mobile phone number of the taxpayer.

Notes:

- If the taxpayer clicks on the "Save" button without entering the mandatory fields, the system will display a warning message "Please enter the required fields."
- If the taxpayer enters the website field incorrectly, the system alerts the taxpayer by showing a warning message "Please make sure the website is correct."
- If the taxpayer enters the e-mail field incorrectly, the system alerts the taxpayer by showing a warning message "Please ensure that the e-mail is correct".
- In the event that the taxpayer enters the mobile phone field incorrectly, the system alerts the taxpayer by showing a warning message "Please make sure that the mobile phone number is correct."
- The system also enables the taxpayer to attach attachments by clicking on the “Attach the required documents” link. The system shows a set of document classifications (lease contract, family book). The taxpayer can do the following:
    - Click on the "Choose" button to specify the path of the document to be attached.
    - Click on the "Scan" button to scan the document to be attached.
    - Click on the “Attach” button to confirm the attachment process.

Note: The attached documents must be of one of the following types: excel, word, pdf, jpeg and no more than 2 MB in size.

7. The taxpayer can enter or modify the following data for the “Address” tab:

- post address:
    - mailbox (entry field)
    - Zip code (drop down list)
    - Governorate (drop down list)
    - City (drop down list)
    - Neighborhood (drop down list)

- home address:
    - Governorate * (drop down list)
    - City * (drop down list)

- Neighborhood (drop down list)
- Street (drop down list)
- Building name (input field)
- Building number (enter field)
- Block number (input field)
- Floor number (drop down list)
- Apartment number (enter field)
- Accommodation type (drop down list)
- Zip Code * (drop down list)
- Residence phone (drop-down list for the governorate code) and (Enter field to enter the housing phone number of the taxpayer)
- Work phone (drop-down list for the governorate code) and (Enter field to enter the work phone number of the taxpayer)
- Fax number (drop-down list for the governorate code) and (Enter field to enter the fax number of the taxpayer)

Notes:

- In the event that the taxpayer enters any field under the postal address section, the system will force the taxpayer to fill in all the fields belonging to the postal address.
- If the taxpayer enters the mailbox field incorrectly, the system will display a warning message "Please make sure that the mailbox is correct".
- If the taxpayer clicks on the "Save" button to save the address data without entering all the mandatory fields, the system will display a warning message "Please enter the required fields".

8. The taxpayer can view the tax groups and allowed periods for the taxpayer by clicking on the “Tax Information” tab, then clicking on the “View Details” link.

Note: All data related to the "Tax Information" tab are readable by the system and the taxpayer cannot modify any of them.

9. The taxpayer can enter or modify the data for the “Employers” tab by following the following steps:

- Clicking on the "Add Employment Entity" button

- The system shows the following fields to add the employer:
  - Name of the entity * (Enter field)
  - Type of entity (readable field)
  - Classification of the entity (readable field)
  - Work start date * (enter field)
  - Work end date (enter field)
  - Notes (entry field)

- The taxpayer clicks on the icon to choose an employer.

Note: When searching for an employer, the system displays a special screen to retrieve the employer, in order to help the taxpayer choose the employer to be added.

- The taxpayer chooses an employer from the list of employers.
- The system retrieves the fields of "Entity Type" and "Entity Classification" depending on the name of the entity selected from the list of employers.
- The taxpayer enters the "work start date" by clicking on the icon.
- The taxpayer clicks on the "Save" button.

Notes:

  - If the taxpayer clicks on the "Cancel" button, the system will cancel the entered information and return to the list of employers.
  - If the taxpayer enters a "work start date" that is greater than the current date, the system will display an alert message "the work start and end date must be less than or equal to the current date."
  - If the taxpayer enters the “work start date” less than the taxpayer’s birth date by 15 years or equal to the taxpayer’s birth date, the system will display a warning message “The work start and end date must be 15 years older than the taxpayer’s birth date.”
  - If the taxpayer clicks on the "Save" button to save the amendments to the employer without filling in all the required fields, the system will display a warning message "Please enter the required fields".
- The system adds the employer under the taxpayer's employers section with the status "Active".

- The taxpayer can modify any of the employers appearing in the list by clicking on a link next to the employer to be modified.
- The taxpayer can delete any of the employers appearing in the list by clicking on a link next to the employer to be deleted.

Notes:

- The system allows the taxpayer to change the status of an employer to “inactive” by entering the “work end date”.
- In the event that the taxpayer enters the “end of work date” less than the “work start date”, the system will display an alert message “the work end date must be equal to or greater than the work start date.”
- If the taxpayer enters the “end of work date” greater than the current date, the system will display an alert message “The start and end date of work must be less than or equal to the current date.”

10. The taxpayer can enter or modify the data for the “Exemptions” tab by following the following steps:

- Clicking the "Add New Exemption" button
- The system will show the following fields to add any exemption:
  - Dependent Name* (enter field)
  - consanguinity * (drop down list)
  - Date of Birth * (Enter field)
  - Gender * (drop down list)
  - National number or document number * (enter field)
  - Exemption start date * (enter field)
  - Exemption expiry date (enter field)
  - Dependency type * (drop down list) (entry field)
  - Study location (drop down list)

- The taxpayer enters the required data to add a new exemption.

Note: In the event that the taxpayer chooses (the type of support “university”), the system will activate the (place of study) field for the exempted.

- The taxpayer clicks on the "Save" button.
- The system also enables the taxpayer to attach attachments by clicking on the “Attach the required documents” link. The system shows a set of document classifications (dependency proof, lease contract, university degree copy). The taxpayer can do the following:
  - Click on the "Choose" button to specify the path of the document to be attached.
  - Click on the "Scan" button to scan the document to be attached.
  - Click on the “Attach” button to confirm the attachment process.

Note: The attached documents must be of one of the following types: excel, word, pdf, jpeg and no more than 2 MB in size.

Notes:

- If the taxpayer clicks on the "Cancel" button, the system will cancel the entered information and return to the list of exemptions.
- In the event that the taxpayer chooses “Kinship: Brother or Father” and “Gender: Female”, the system will display a warning message “The dependent’s gender may not be female, and the kinship relationship indicates a male gender.”
- In the event that the taxpayer adds an exemption for “relative relationship: father, mother, grandfather or grandmother” and enters the date of birth for the dependent less than the date of birth of the taxpayer or enters the date of birth for the dependent with a difference of less than 15 years from the date of birth of the same taxpayer, the system will display an alert message The date of birth of the fathers may not be less than the date of birth of the children, and the date of birth of the children must be 15 years older than the date of birth of the fathers.
- If the taxpayer adds an exemption for a kinship relationship: “father or mother” and the exemption status is “active” and the taxpayer adds a new exemption for the same dependent, the system will display an alert message “only one of the parents is allowed to be active.”
- If the taxpayer enters the “exemption start date” or “exemption end date” greater than the current date, the system will display an alert

message “the exemption start or end date must be equal to or less than today’s date.”
  - If the taxpayer clicks on the "Save" button to save the amendments to the exemptions without entering all the required fields, the system will display a warning message "Please enter the required fields".

- The system adds the exemption in the exemptions section for the taxpayer with the status "Active".
- The taxpayer can modify any of the exemptions appearing in the list by clicking on a link next to the exemption to be modified.
- The taxpayer can delete any of the exemptions appearing in the list by clicking on a link next to the exemption to be deleted.

Notes:

  - The system allows the taxpayer to change the status of the exemption to “Ineffective” by entering the “Exemption Expiry Date”.
  - If the taxpayer enters the “exemption end date” that is smaller than the exemption start date, the system will display an alert message, “The exemption end date must be equal to or greater than the exemption start date.”

11. The taxpayer shall enter or modify the data for the “Employee” tab by following the following steps:

- Clicking on the “Add Employee” button.
- The system will show the following fields to add the Employee:
  - Tax Employee Number* (enter field)
  - Username* (enter field)
  - Work start date* (enter field)
  - Work end date (enter field)
  - Notes (entry field)

- The taxpayer enters the tax Employee's number and then clicks on the "Retrieve Username" button.

Note: If the taxpayer enters an incorrect tax number, the system will display a warning message, "This Employee does not exist."

- The system retrieves the "user name".
- The taxpayer enters the rest of the user's data.
- The taxpayer clicks on the "Save" button.

Notes:

- If the taxpayer clicks on the "Cancel" button, the system will cancel the entered information and return to the list of Employee.
- If the taxpayer is of the “individuals” type, if the taxpayer adds an Employee with a work start date 15 years less than the taxpayer’s birth date, the system will display a warning message “The work start date must be 15 years older than the taxpayer’s birth date on the least".
- If the taxpayer is of a “company” type, if the taxpayer adds an Employee with a business start date less than the company’s founding date, the system will display an alert message, “The business start date must be greater than the company’s founding date.”
- If the taxpayer enters the “work start date” or “work end date” greater than the current date, the system will display an alert message “the work start and end date must be equal to or less than today’s date.”
- If the taxpayer requests to save the Employee's data without entering all the required fields, the system will display a warning message "Please enter the required fields".

- The system adds the user under the taxpayer's users section with the status "Active".
- The taxpayer can modify any of the users appearing in the list by clicking on a link next to the user to be modified.
- The taxpayer can delete any of the users appearing in the list by clicking on a link next to the user to be deleted.

Notes:

- The amendment process allows the taxpayer to terminate the work of the selected user only by filling in the “work end date”.

- In the event that the taxpayer enters the “end of work date” that is smaller than the “work start date”, the system will display an alert message “the end of work date must be equal to or greater than the work start date.”
- If the taxpayer enters the “end of work date” that is less than the “work start date”, the system will display an alert message “the end of work date must be greater than the work start date”.

12. The taxpayer shall enter or modify the data for the "trade names" tab by following the following steps:

- Clicking on the “Add a Trade Name” button.
- The system displays the following field:
  - Trade Name * (Enter field)
- The taxpayer enters the trade name and then saves by clicking on the "Save" button.

Note: If the taxpayer clicks on the "Cancel" button, the system will cancel the entered information and return to the list of trade names.

13. The taxpayer shall enter or modify the data for the "Partners and Members" tab by following the following steps:

- Clicking on the "Add Partner" button.
- The system shows the following fields to add a partner:
  - Tax number (enter field)
  - Username* (enter field)
  - start date * (enter field)
  - End date (enter field)
  - Record type * (input field)
  - Partnership Share * (entry field)
  - Partner's Nationality (readable field)

- The taxpayer enters the tax number and then clicks on the "Retrieve Partner Name" button.

Note: If the taxpayer enters an incorrect tax number, the system will display a warning message "Please make sure that the partner number is correct".

- The system retrieves the "user name".
- The taxpayer enters the rest of the partner's data.
- The taxpayer clicks on the "Save" button.

Notes:

- If the taxpayer clicks on the "Cancel" button, the system will cancel the entered information and return to the list of partners and members.
- If the taxpayer adds a partner with a starting date less than the company's founding date, the system will display an alert message "The start date of the business must be greater than the company's founding date."
- If the taxpayer enters the “start date” or “end date” greater than the current date, the system will display an alert message “The start and end date of work must be equal to or less than today’s date.”
- If the taxpayer clicks on the "Save" button to save the partner's data without entering all the required fields, the system will display a warning message "Please enter the required fields".

- The system adds a partner in the list of partners and members of the taxpayer with the status "Active".
- The taxpayer can modify any of the partners and members appearing in the list by clicking on a link next to the partner to be modified.
- The taxpayer can delete any of the partners and members appearing in the list by clicking on a link next to the partner to be deleted.

Notes:

- The amendment process allows the taxpayer to terminate the work of the chosen partner by filling in the “end date”.
- If the taxpayer enters the "end date" less than the "starting date", the system will display an alert message "the end date must be equal to or greater than the starting date".
- If the taxpayer enters the "end date" less than the "start date", the system will display an alert message "the end date must be greater than the start date".

14. The taxpayer can view the listed investments of the taxpayer by clicking on the “encourages investment” tab.

Note: All data related to the " encourages investment " tab are readable by the system and the taxpayer cannot modify any of them.

15. The taxpayer can fill in the bank data by clicking on the “Bank Data” tab.

- The bank statements tab allows entering the international bank account number (IBAN) for the taxpayer.
- If the taxpayer's bank account belongs to a bank inside the Hashemite Kingdom of Jordan, the taxpayer chooses the bank and branch from the "Bank information inside Jordan" section in the tab.
- If the taxpayer’s bank account belongs to a bank outside the Hashemite Kingdom of Jordan, then the taxpayer enters the name of the bank and branch in the “bank information outside Jordan” section within the tab.
- If you choose or enter a bank name, the IBAN field becomes mandatory.
- You can check the IBAN through https://www.iban.com or http://iban.cbj.gov.jo/iban.
- Fill in your IBAN correctly and make sure the name is in English in the "Basic Data" tab. It is easy for the department to transfer the amount of the realized refund to you. Also, updating your e-mail address and mobile number facilitates communication with you and informing you about the payment of the refund.

16. After filling out all the tabs and the taxpayer clicking on the “Save All” button, a message appears to the taxpayer indicating that the “Personal and Financial Data” request has been successfully sent in the absence of any alert impeding the sending process.

17. When you click "OK", the request will be taken to the "My Requests" page.

18. The taxpayer can view the "Personal and Financial Data" request sent through the "My Requests" menu. The taxpayer clicks on the transaction number link ( ), and then the details and status of the sent request are displayed.