Deductions of Article18

The website allows taxpayers to submit a Deductions of Article18 request by following the following steps:

1. The taxpayer shall access the taxpayer's website.
2. The system shows the main page that contains the top navigation bar according to the type of taxpayer and automatically transfers the taxpayer to the "My Requests" list.

Note: Deductions List appears for all taxpayer types except Employee.

3. The taxpayer checks "Deductions" from the top navigation bar. As a result, a drop-down list of "Deductions" appears.
4. The taxpayer clicks on "Article 18 Deductions".
5. The system displays a set of readable fields represented by a gray background (as in the "Taxpayer Number 00012345" field), and these fields represent the taxpayer's data.
6. The taxpayer enters the data for the period represented in the following field:
   • The year in the "Year" field.
7. The taxpayer clicks on the "Verify" button **verify**
8. The taxpayer chooses the period from the drop-down list for the "period" field.

Note: If a period is not selected, a message will appear to the taxpayer stating that the period is a mandatory field.

9. The taxpayer must enter at least one of the following deductions:
- Transfer abroad (10%).
- Shipping charges (2.5%).
- Shipping charges (7.5%).
- Prizes (10%).
- Deductions for non-residents (10%).
- Deposit interests, commissions and deposit profits
- Deductions for resident Professions:

Notes:

- The taxpayer shall enter the following data:
  o The name of the deducted party (enter field)

- o Deducted Amount * (Enter field)
- o Transfer date, by selecting the date from the calendar icon
- o Fields (income tax, total and fines) are readable fields and cannot be entered into values.

10. To enter the resident Professions deduction, the taxpayer must follow the following steps:

- The taxpayer clicks on the "View Details" button.
- The system displays the beneficiaries within this deduction under the "Beneficiaries Data" table.
- The taxpayer can add a new beneficiary by clicking on the "Add New" button.
- The system shows a set of required fields to enter a new beneficiary.
- The taxpayer clicks on the "Calculate" button.
- The taxpayer clicks on the "Save" button.
- The system adds the beneficiary's information in the list of beneficiaries.
- The taxpayer can modify the data of the beneficiaries added in the list by clicking on the link.
- The taxpayer can delete the data of the beneficiaries added in the list by clicking on the link.
- The taxpayer clicks on the "Confirm and Continue" button.
- The system calculates the value of the income tax imposed on all the entered beneficiaries.

11. The taxpayer clicks on the "Calculate" button.

12. The system calculates the income tax values, fines and the total.

13. The taxpayer clicks on the "Send Statement with Payment" button.

14. The system displays a message alerting the person charged with the necessity of agreeing to the contents of the circular displayed in the statement.

15. If the taxpayer agrees to the contents of the alert message, a message appears, "In order to send the deduction request, the payment procedures must be completed. Therefore, you will be transferred to the "electronic payment page".

16. By clicking on the OK button; the system moves the taxpayer to the "Payment Page" of Article 18 withholding, which displays all payments

required from the taxpayer and imposed under Article 18 withholding clauses for the year and period selected.

17. The required amount and the amount to be paid are determined for each of the deductions entered.

Note: The system will oblige the taxpayer to pay the full amount required in case of Article 18 deductions.

18. The taxpayer clicks on the "Pay" button.
19. The taxpayer completes the actual payment procedures within the "Payments Processes" page.
20. The taxpayer determines the method of payment by showing the sign next to the method to be chosen.
21. The taxpayer clicks the "Submit" button.
22. Go to the "Payment Confirmation" page.
23. The taxpayer clicks on the "Continue" button.
24. Go to the "Payment Card Data" page and the taxpayer enters the payment method data (for example: card number, expiry date, card number, card holder name if the chosen payment method is a credit card).
25. The taxpayer clicks on the "Execute" button.
26. Go to the "Confirm the entered payment card data" page.
27. The taxpayer clicks on the "Confirm" button.

Note: When you click on the "Modify" button, you will be returned to the "Payment Card Information" page.

28. The taxpayer will be alerted that he will be transferred to the merchant's website automatically within [15] seconds in the event of no response by pressing the "Continue" button.
29. The system confirms the payment process information.
30. By clicking on the "Back to the main menu" button, a request of the type "Deduction" and a request of the type "Payment" will be added on the "My Requests" page, and the initial status of both requests is "Under Processing".
31. The taxpayer can view the sent deduction request through the "My Requests" menu. The taxpayer clicks on the transaction number link (20104003040) and then the details and status of the sent request are displayed.

Note: In the event that sending the deduction request is not completed, the system will add the request in the "My Requests" list with the status "Incomplete". And then; the taxpayer can continue to attempt to complete the payment procedures associated with the withholding request at any time by clicking on the "Transaction Number" link associated with that request.