

Pay income tax installments

The website allows taxpayers to pay income tax installments 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.
3. The taxpayer checks "Payments" from the top navigation bar. As a result a drop-down menu for "Payments" appears.
4. The taxpayer clicks "Pay Income Tax Installments".

Note: "Payment of Income Tax Installments" appears for all types of taxpayers.

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.

6. The taxpayer enters the year in the "Year" field.

7. The taxpayer clicks on the "Retrieve Installments" button.

Note: If there are no unpaid installments yet for the selected year; the system shows information that there are no installments for that year.

8. The system displays the following information related to the premiums for the entered year:

- Table containing the following:
 - Checkbox
 - Year
 - Installment number
 - Due date
 - income tax
 - service tax
 - added tax
 - Installment payment fine
 - Installment benefits
 - The number of months of delay

Note: The download sign appears on the page until the system retrieves the unpaid installments for the year entered.

9. Clicking on the checkbox for one or more installment.

10. Click on the "Pay" button.

Note: If the installment payment schedule is not observed (for example, payment of installment No. 2 without payment of installment No. 1), the system displays the following alert:



11. The taxpayer completes the actual payment procedures within the "Payments Processes" page.

12. The taxpayer determines the method of payment by showing the sign next to the method to be chosen.

13. The taxpayer clicks on the "Send" button.

14. Go to the "Payment Confirmation" page.

15. The taxpayer clicks on the "Continue" button.

16. 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).

17. The taxpayer clicks on the "Execute" button.

18. Go to the "Confirm the entered payment card data" page.

19. 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 with the ability to modify any of the entered data.

20. 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.

21. The system confirms the payment process information.

22. By clicking on the "Back to the main menu" button, an order of type "Payment" is added to the "My Requests " page, and the initial status of the request is "Under Processing".

23. The taxpayer can view the payment 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.

Note: If any "payment" request fails, the system will add the request in the "My Requests " list with the status "Payment Process Incomplete". and then; The taxpayer can continue to attempt to complete the payment procedures at any time by clicking on the "Transaction Number" link associated with that request.