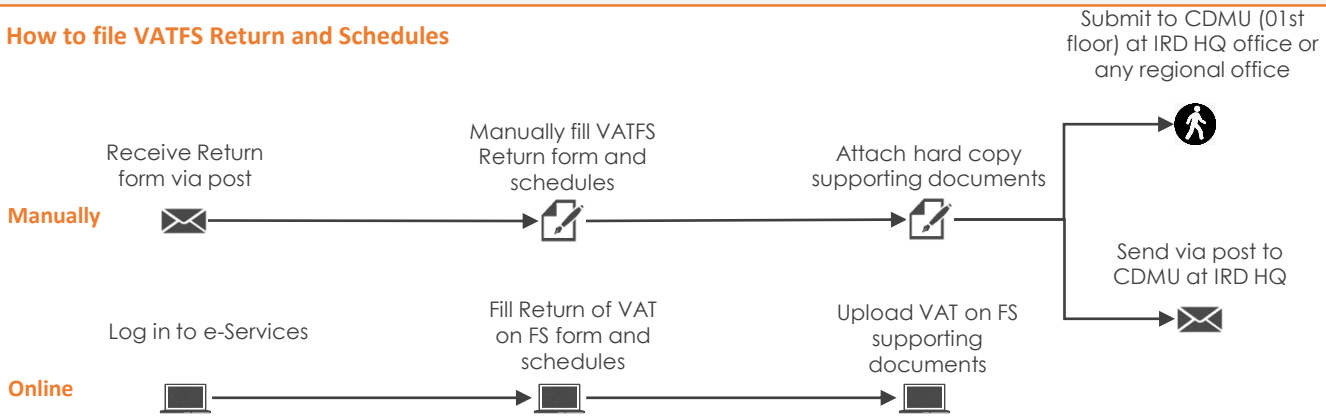
How to file VATFS Return and Schedules



SUMMARY OF CHANGES

Calendar: No change

Return of VAT on FS and Schedules:

- Return of VAT on FS have been re-arranged
- Format of the 3 schedules have been re-arranged

Submission of Returns and schedules:

- **Submission of all 3 schedules are mandatory.**
- Even in absence of schedule data for schedule 1 and 3, schedules should be filled with code 199
- If there is no value in any sub category for schedule 2, schedule should be filled with zero value for each category
- In the absence of any other required documents which need to be submitted with the Return as other mandatory documents, can submit via e-Services "Document upload UI" or submit to IRD as paper documents.

Changes effective from:

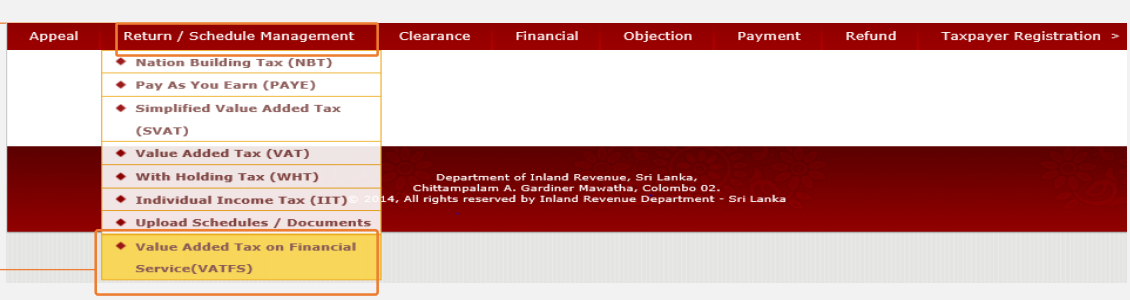
- 01st January 2017 (from taxable period 2017/2018)

To file the VATFS Return and schedule online, refer to — A. Return and schedule submission — Page 1

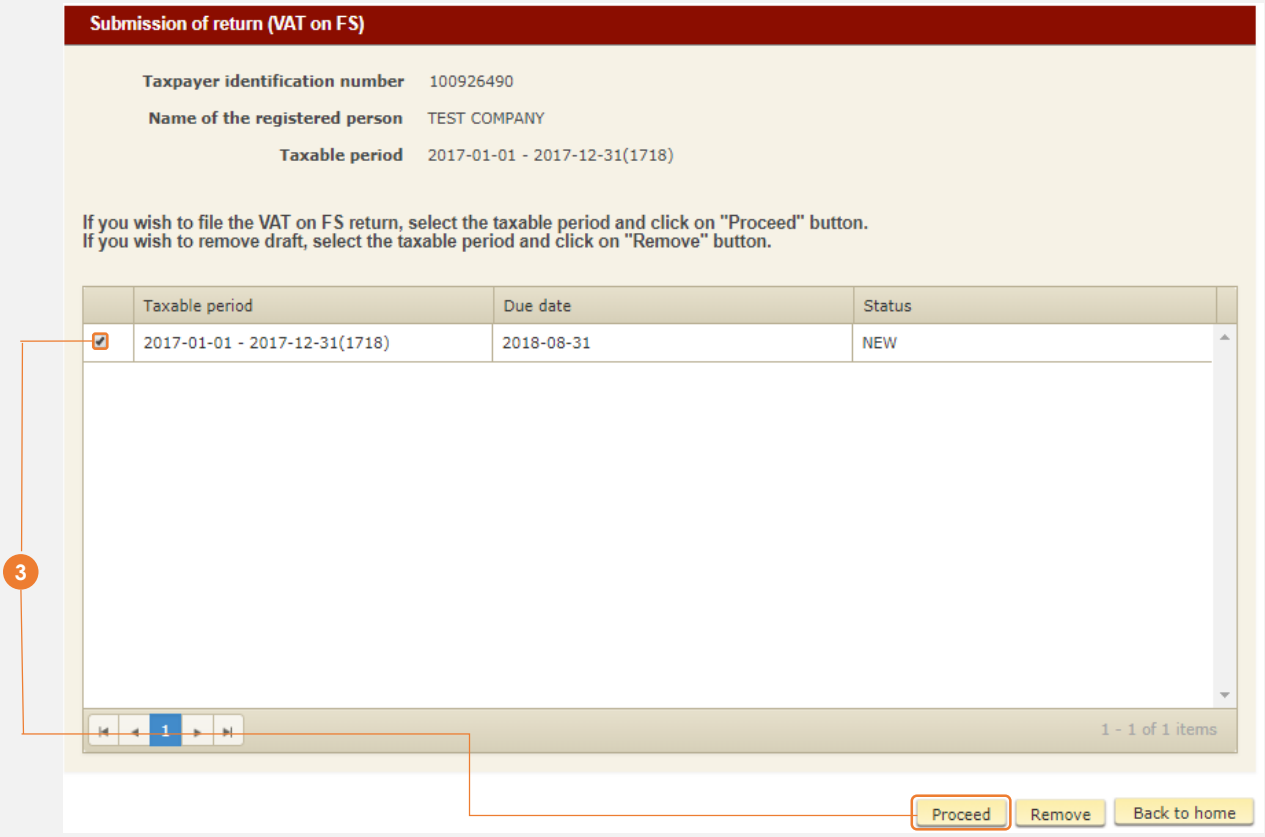
To check the new help options, refer to — B. Help options — Page 12

A. Return and schedule submission

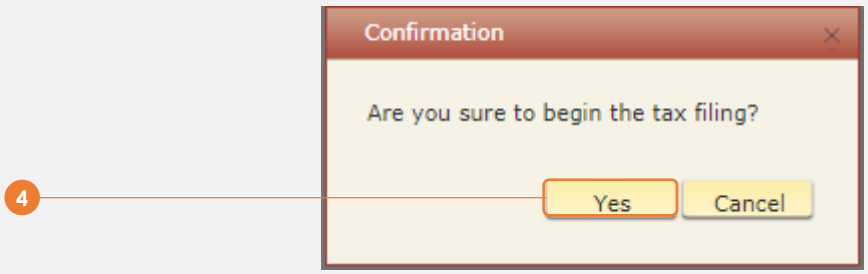
1. Access www.ird.gov.lk and login to e-Services. Refer to the quick guide *"How to login"* for more details



2. Select ***Return /Schedule Management → Value Added Tax on Financial Service (VATFS)*** from the top menu



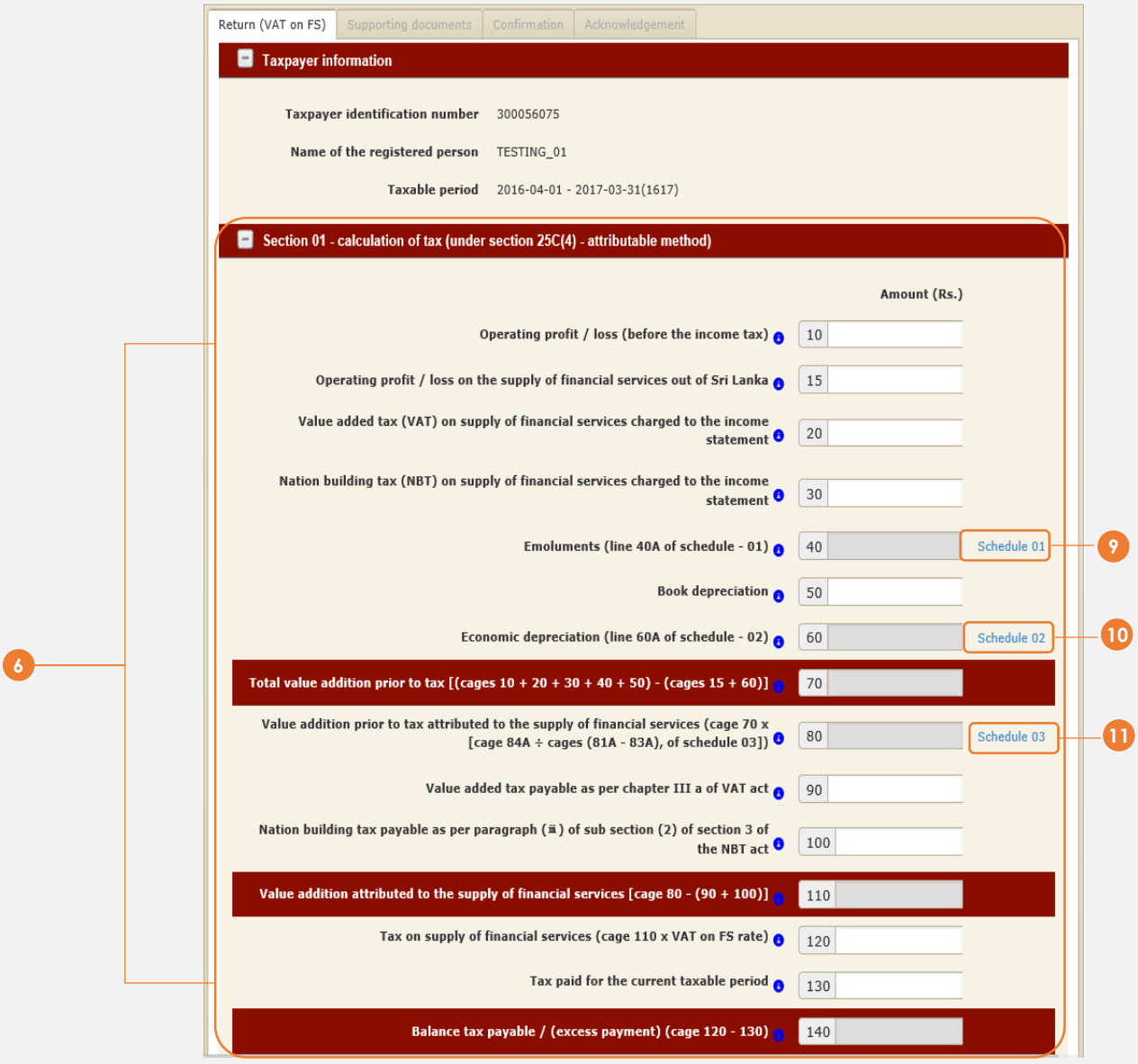
3 Select the return to file and click ***Proceed***



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

5 You will be taken to the tab "**Return (VAT on FS)**" where it will be convenient for you to declare relevant information. Click on ***Schedule 1*** and fill in your emoluments values. Click on ***Schedule 2*** and fill in your economic depreciation values. Click on ***Schedule 3*** and fill in your classification of turnover values.

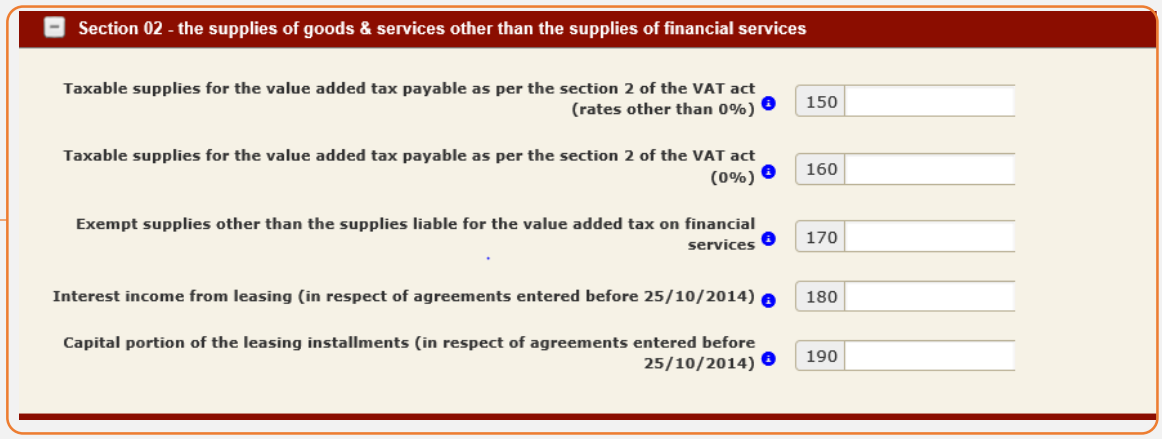
Alternatively, you may scroll down to the end of this page and click the ***Next*** button, which will bring you to Supporting document Tab.



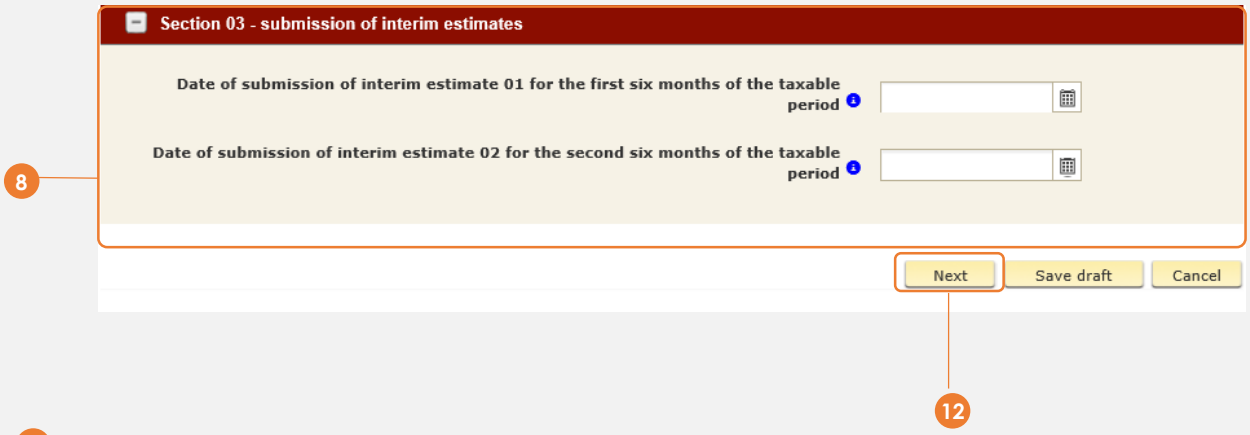
Screenshot continue next page

6 Enter the details for ***"Section 1: Calculation of Tax (under section 25C(4) – attributable method)"*** .
Click on the relevant schedule link to go to the schedule directly.

Click ***Schedule 1*** to go to ***Emoluments***
Click ***Schedule 2*** to go to ***Economic Depreciation***
Click ***Schedule 3*** to go to ***Classification of turnover***



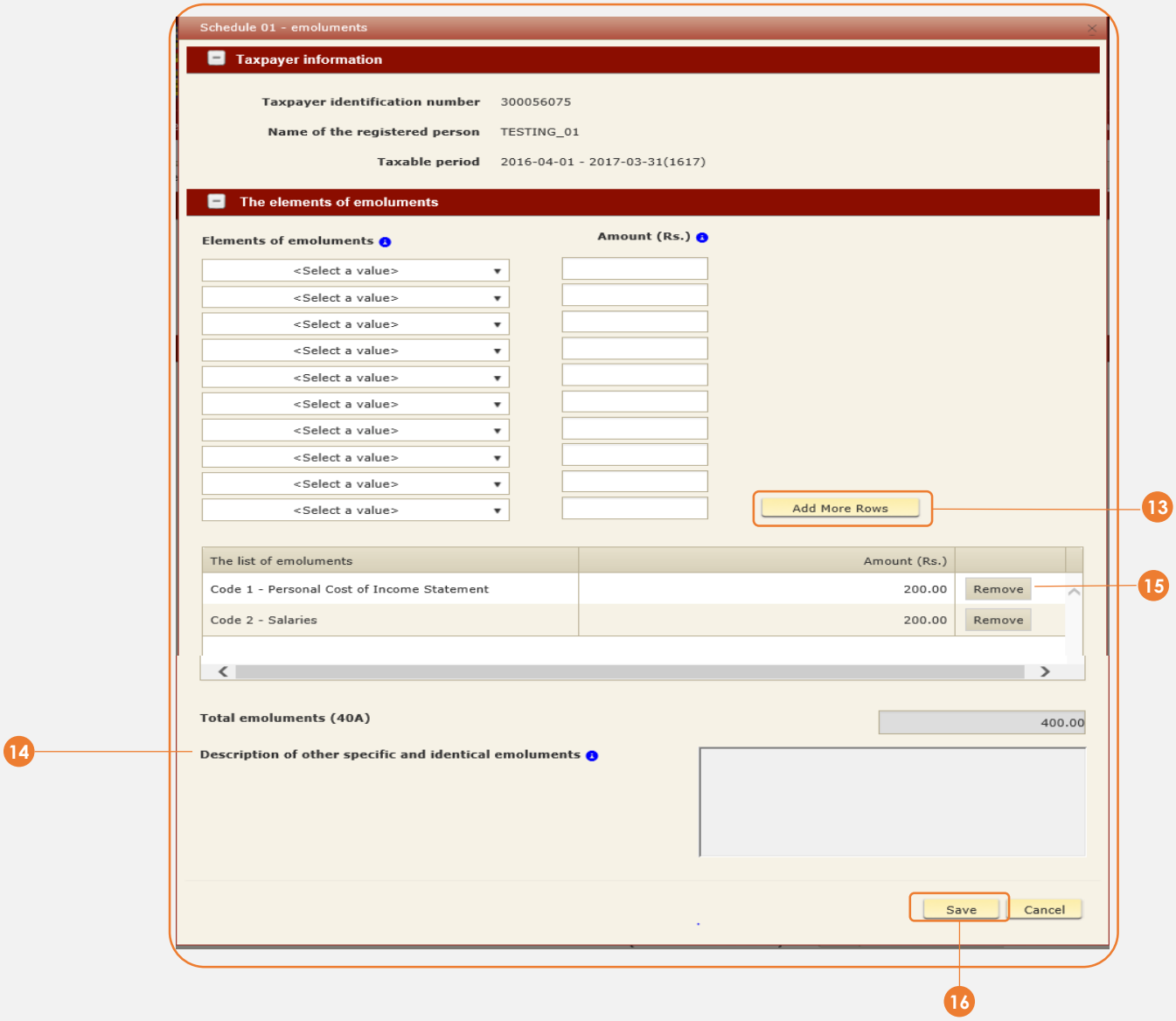
7 Enter the details for *"Section 2: The supplies of goods and services other than the supplies of financial services"*



8 Enter the details for *"Section 3: Submission of interim estimates*

12 Alternatively, you may scroll down to the end of this page and click the ***Next*** button, which will bring you to Supporting document Tab.

9 Enter the details for *"Schedule 1: Emoluments*



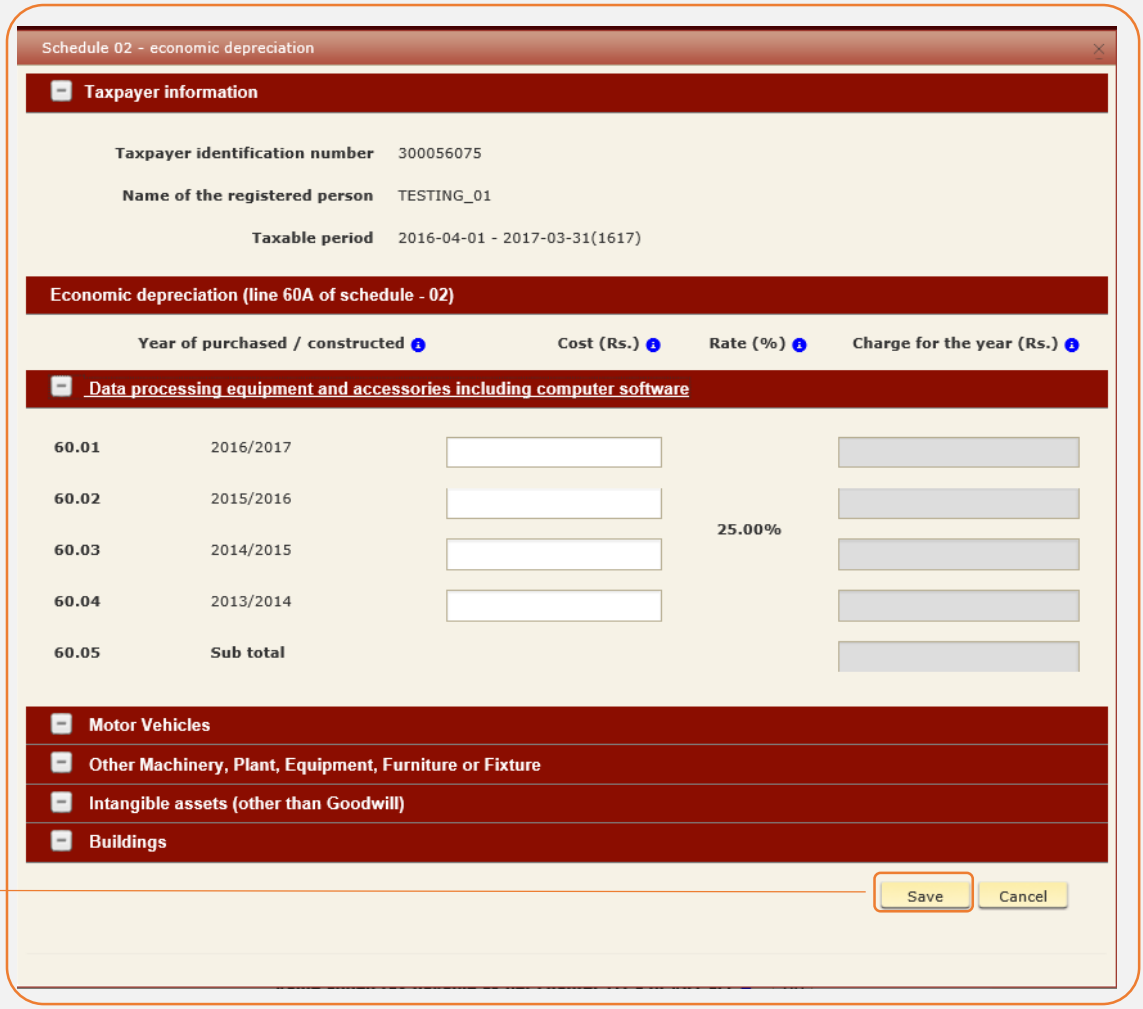
13 Select appropriate element and enter Amount for selected element. Then click ***Add More Rows*** button to add Elements of emoluments to process.

14 If you select Code 200 for Elements of emoluments, Description is Mandatory. You need to specify what are the other elements and related amount in the ***Description of other specific and identical emoluments*** box

15 To remove a already added elements before processing, click the ***Remove*** button

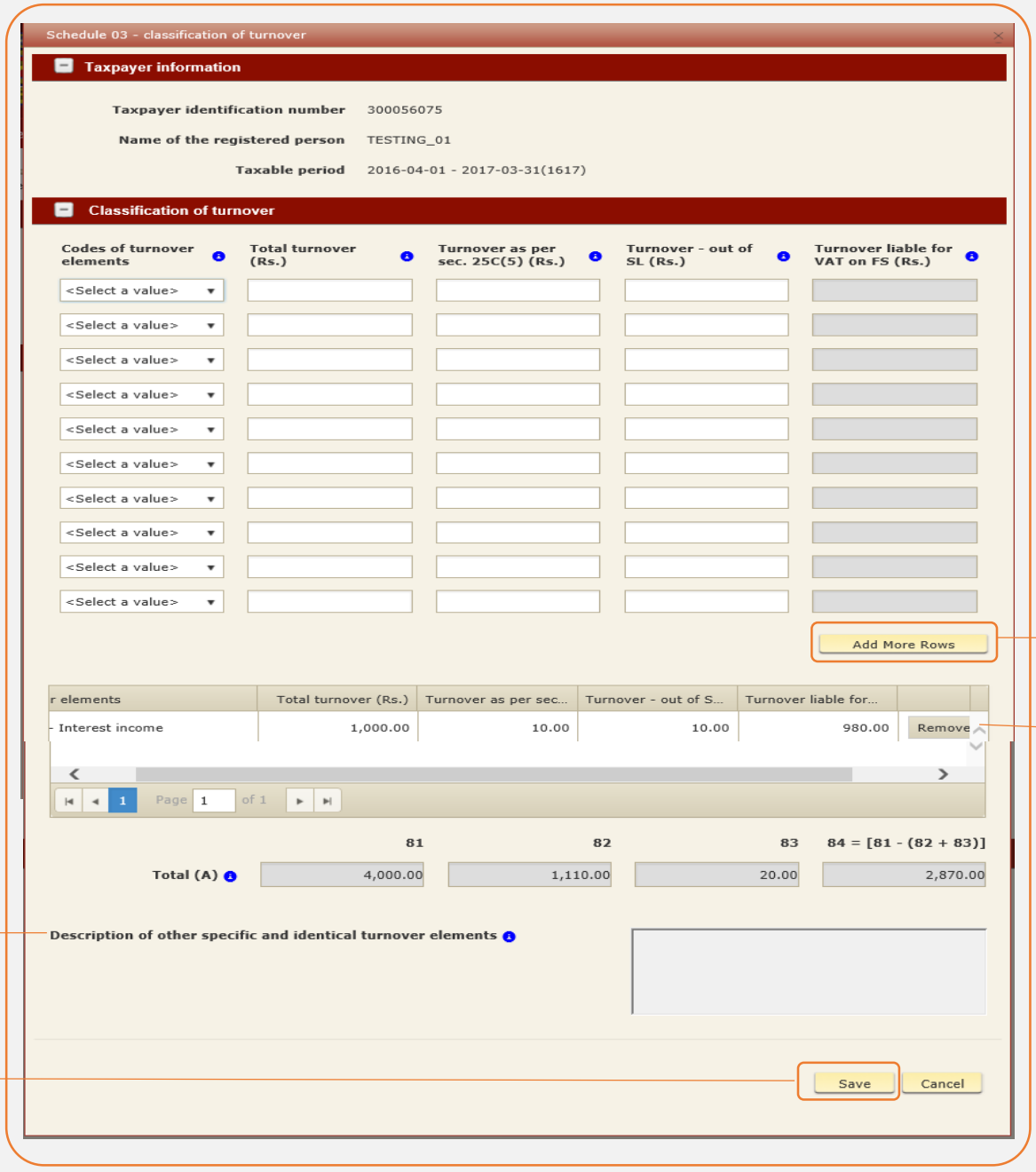
16 Click on ***Save*** button to save Schedule 01 data

10 Enter the details for ***"Schedule 2 Economic Depreciation.***
Enter cost values for each section. Then it will automatically generate charge for the year depending on the rates given



17 Click on ***Save*** button to save to save Schedule 02 data.

11 Enter the details for *"Schedule 3: Classification of Turnover"*



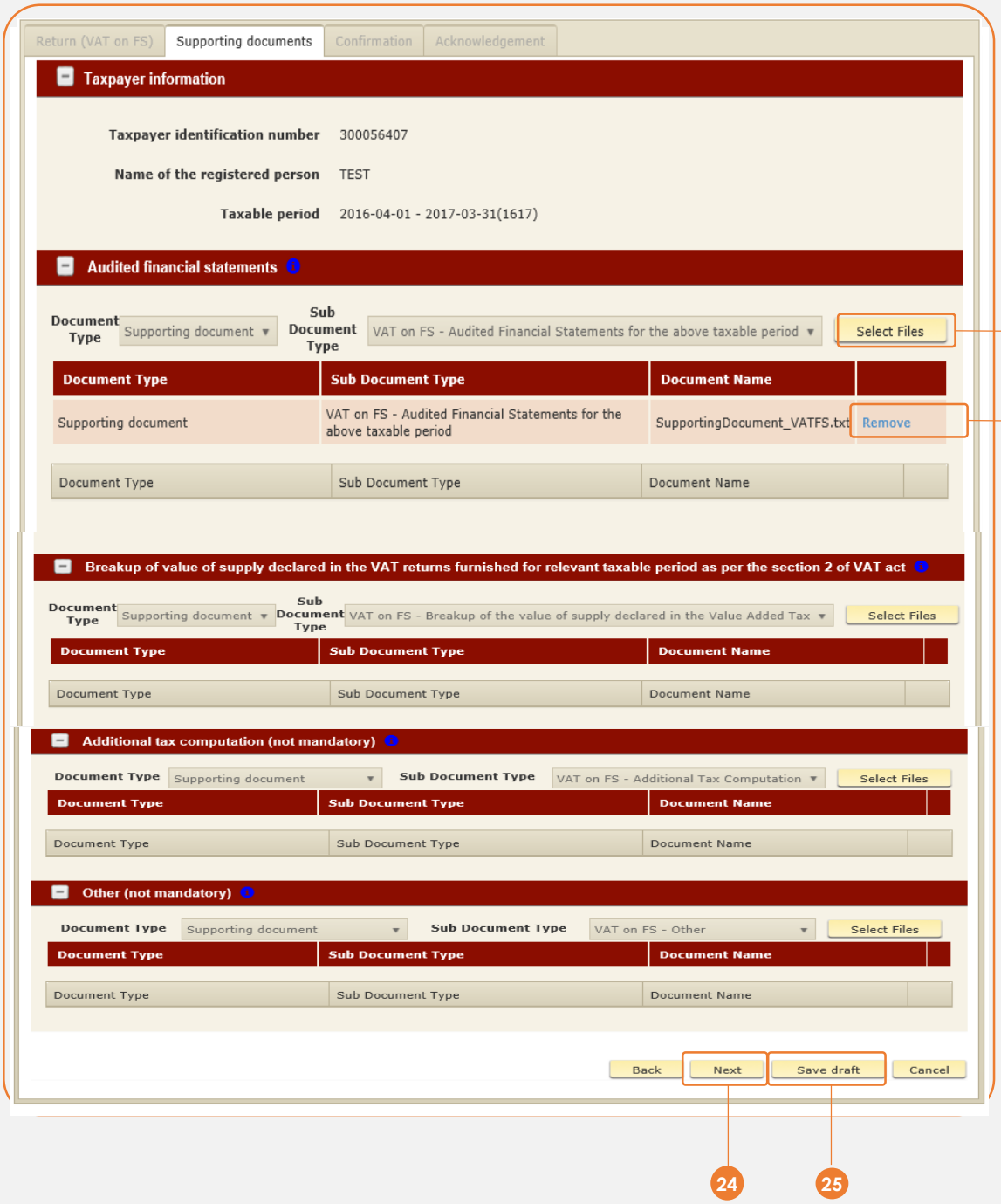
18 Select appropriate element and enter Amount for selected element. Then click ***Add More Rows*** button to add Elements of emoluments to process.

19 If you select Code 200 for Codes of Turnover Elements, Description is Mandatory. You need to specify what are the other elements and related amount in the ***Description of other specific and identical turnover elements*** box

20 To remove a already added elements before processing, click the ***Remove*** button.

21 Click on ***Save*** button to save Schedule 03 data (before making save changes, make sure that cage 81A has a positive value for "arriving an attributed financial value addition" in cage 80 of Return)

12 Upload the required Supporting Documents for each section.



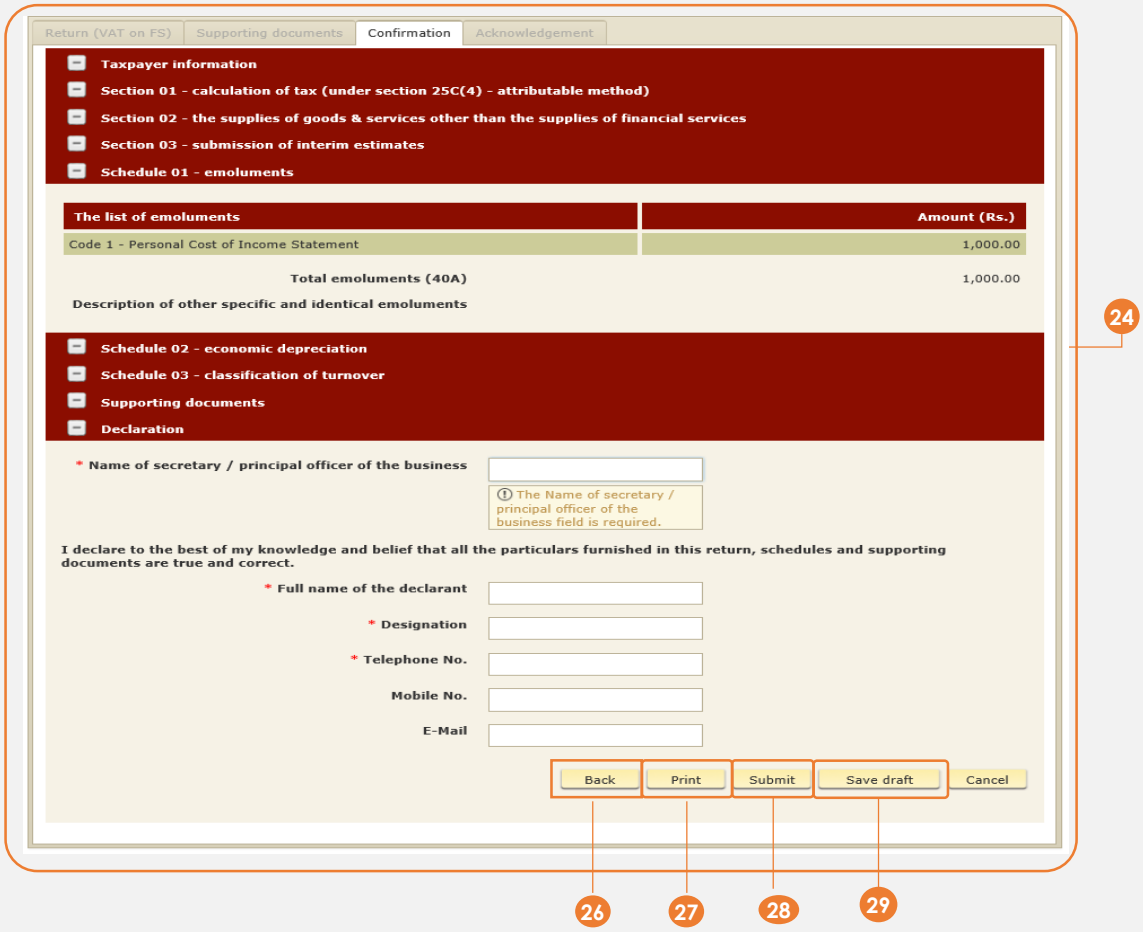
22 Click on ***Select Files*** button to upload required document in each section

23 Click on ***Remove*** button to delete uploaded document before save

24 Click on ***Next*** button to go to the Conformation Tab

25 Click on ***Save draft*** button to save all the data in draft mode

24 You will be taken to the ***Confirmation*** tab where you will see the summary of the e-filing submission. In this section, all the details we have entered in the previous pages is populated. From this page taxpayer can verify the entered values section wise before submit.

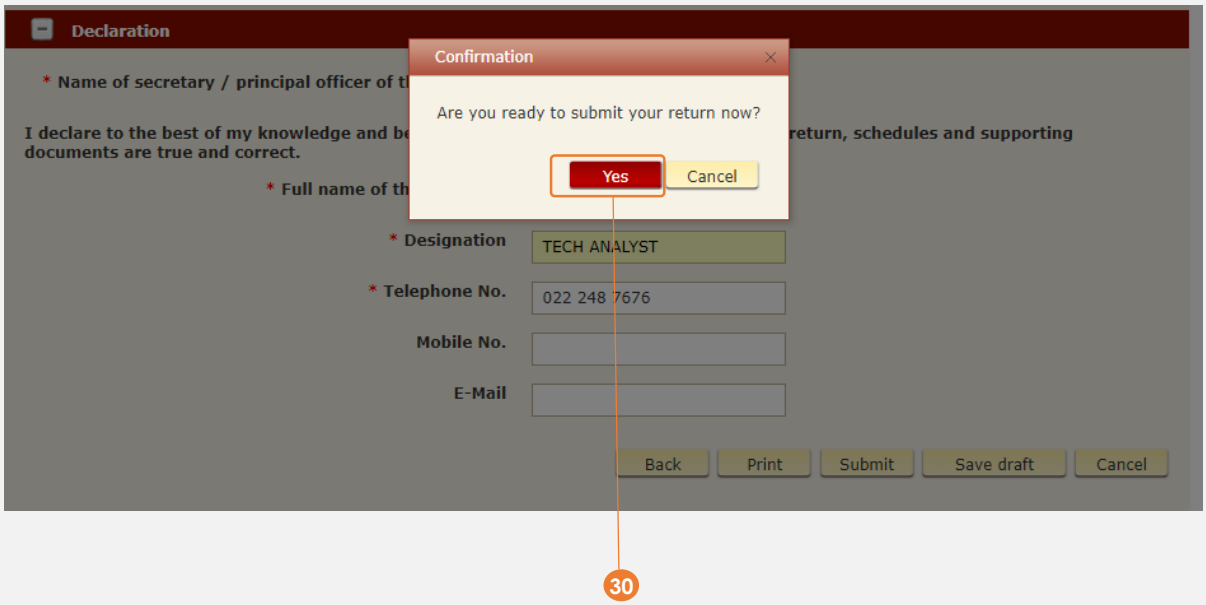


26 After you verify the data, if you need to change any value you can Click on ***Back*** button and go back to the previous page.

27 Click **Print** button to print confirmation page as reference.

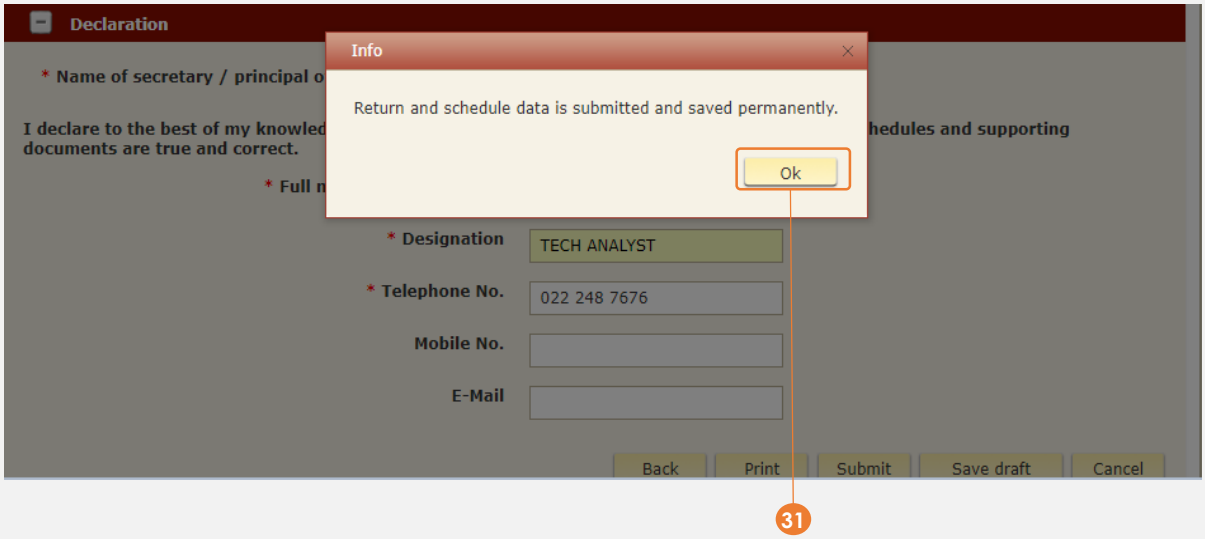
28 Click **Submit** button.

29 Click on ***Save draft*** button to save all the data in draft mode



30 When you click on ***Submit*** button, you will see a pop-up confirmation dialog box to prompt if you are ready to submit your Return.

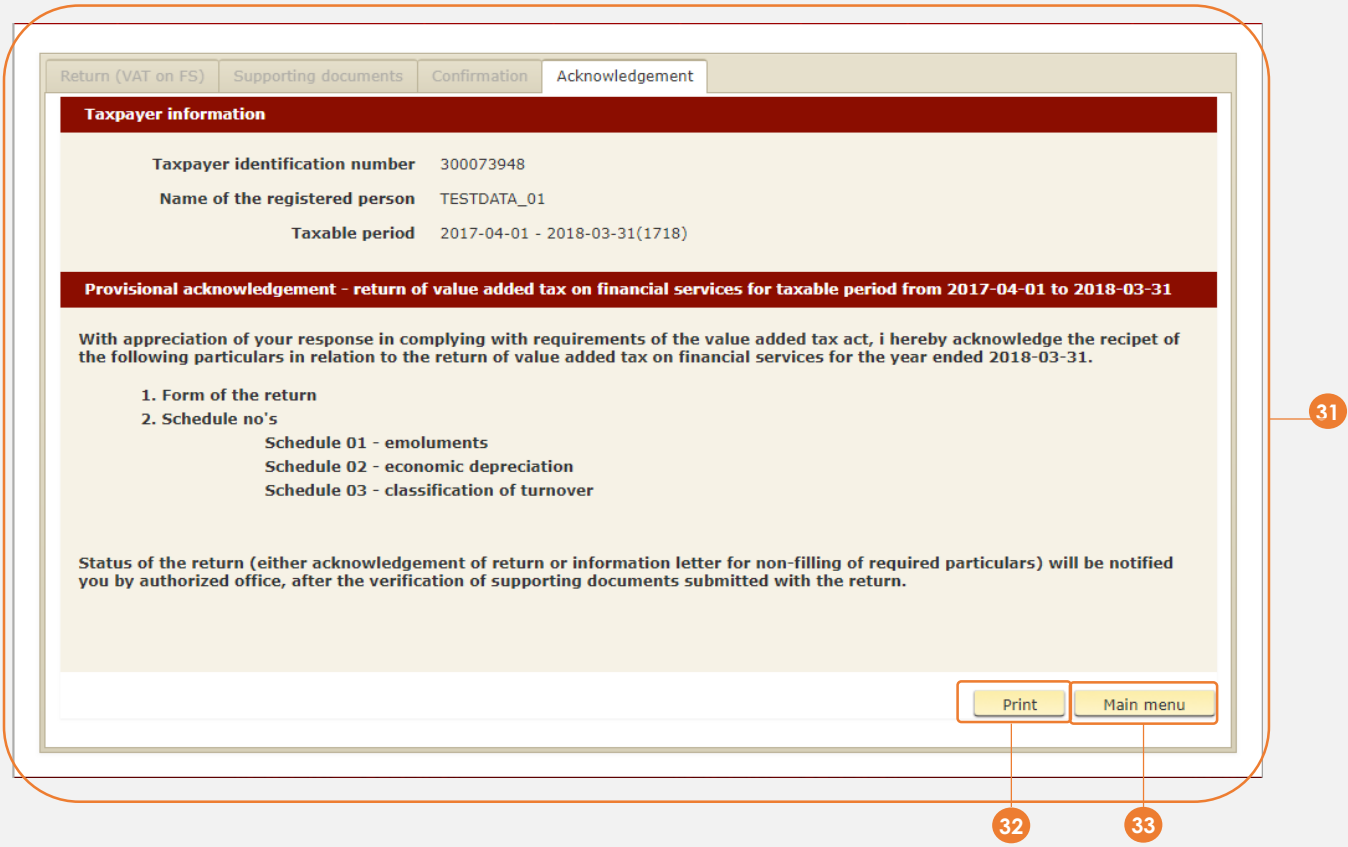
Click ***Yes*** to submit



31 When you click on ***Yes*** button, you will see a pop-up dialog box which will indicate that your data is submitted and saved permanently.

Click ***OK***

31 When you click on ***OK*** button, you will be taken to the "***Acknowledgement***" tab, where we can see the acknowledgement for the return we submitted.



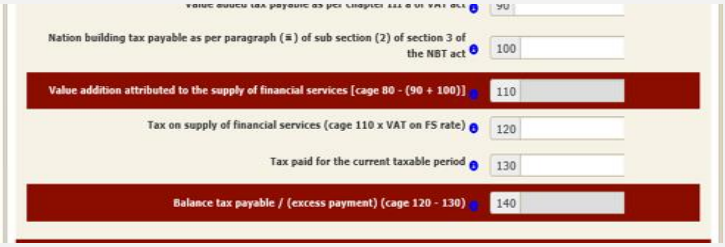
32 If you want to have a printed copy of the acknowledgment, click ***Print***

33 When you click on ***Main Menu*** button, you will be redirected to the Main Page of e-Services Application.

Once these steps are followed, the E filling of VAT on FS for the Particular TIN will be completed.

B. Help options

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

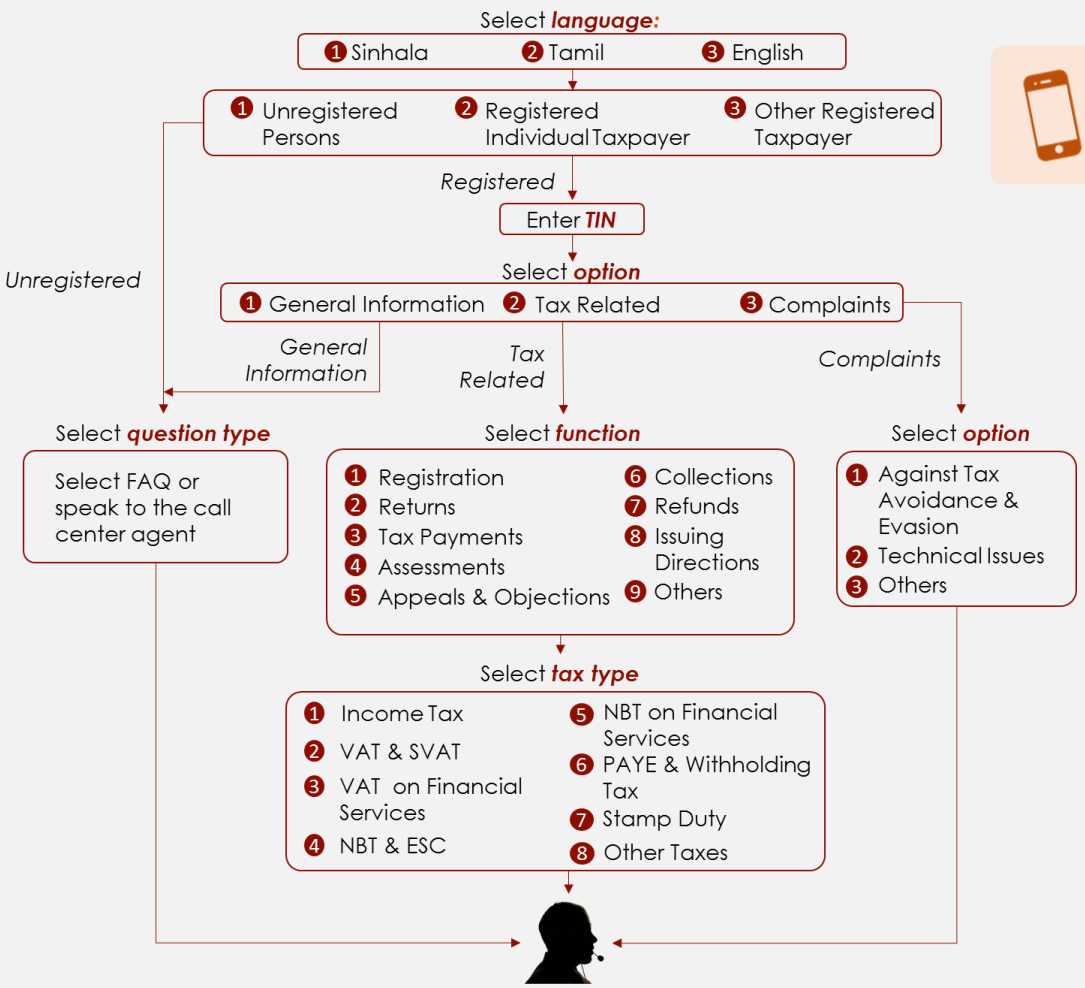


Walk in to the Taxpayer Services Unit- Monday to Friday 8:30 am to 4:00 pm (except public holidays)

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 of income 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
1944