



Sri Lanka Inland Revenue

-How to file PAYE- After 01-Apr-2018



How to file PAYE return and schedules

Manually

Receive return form via post



Manually fill return form



Add schedules (VAT, SVAT, WHT, PAYE, CIT)



Present return & schedules at TPSU at IRD HQ office



Send return & schedules via post to TPSU at IRD HQ office



Online

Log in to e-services



Fill return form online



Upload schedules (VAT, SVAT, WHT, PAYE, CIT)



For VAT, SVAT, WHT, PAYE, manual submission is only allowed if number of entries <= 20
For CIT and NBT, both options are allowed
NBT has no schedules

SUMMARY OF CHANGES

Calendar: No change, yearly

Return form: The tax slabs have been changed

Before 31-Mar-2018	After 01-Apr-2018
0 – 750,000	0 – 1,200,000
750,001 – 1,250,000	1,200,001 – 1,800,000
1,250,001 – 1,750,000	1,800,001 – 2,400,000
1,750,001 – 2,250,000	2,400,001 – 3,000,000
Above 2,250,000	3,000,001 – 3,600,000
	3,600,001 – 4,200,000
	Above 4,200,000

Submission of returns and schedules:

- Part I tax slabs have been changed.
- Part 2B has been removed and added in to Part I
- Part II has been changed to be matched with physical Return.
- Schedule 01/Schedule 02 have been changed as per the new Schedule format.
- Declaration part has been added as part of confirmation page

To file the PAYE return and schedule online, refer to

A. Returns and schedule submission

Page 1

To understand the structure of the PAYE schedules and how to verify the PAYE schedules with the schedule verification tool, refer to

B. Schedule files and schedule verification tool

Page 11

To check the new help options, refer to

C. Help options

Page 15

A. Returns 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



- 2 Select **Return Management** → **Pay As You Earn (PAYE)** from the top menu



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Annual Statement of Employer – PAYE

Taxpayer Identification Number 114678090

Name of Employer DE MARIA MOTES.HO.OF
CH.EAR.CH.DEV.PVT L

Year of assessment 2016/2017

If you wish to file/approve a Annual Statement of Employer – PAYE, select a year of assessment and click on "Proceed". If you wish to remove draft, select a year of assessment and click on "Remove".

Year of assessment	Due date	Status
<input checked="" type="checkbox"/> 2018/2019	2019-04-30	NEW

[Proceed](#) [Remove](#) [Back to home](#)

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

Confirmation

Are you sure to begin the tax filing?

[Ok](#) [Cancel](#)

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

Part I Part II Schedule 01 Schedule 02 Confirmation Acknowledgement

Taxpayer particulars

Taxpayer Identification Number 114678090

Name of Employer DE MARIA MOTES.HO.OF
CH.EAR.CH.DEV.PVT L

Year of assessment 2018/2019

Annual gross remuneration and tax deductions

Range of annual gross remuneration	No. of employees	Total gross remuneration LKR	Tax deductions LKR
PRIMARY EMPLOYMENT			
Employees - Tax not Deducted	A		
Employees - Tax deducted			
0 - 1,200,000	i		
1,200,001 - 1,800,000	ii		
1,800,001 - 2,400,000	iii		
2,400,001 - 3,000,000	iv		
3,000,001 - 3,600,000	v		
3,600,001 - 4,200,000	vi		
Above 4,200,000	vii		
Total (i to vii)	B		
SECONDARY EMPLOYMENT			
	C		
Total (A+B+C)	D		
Once and for all payments (Terminal Benefits)	E		
Total (D+E)	F		

[Next](#) [Save draft](#) [Cancel](#)

- 5 You will be taken to the tab "Part 1" where you will be required to enter the **annual gross remuneration, tax deductions and once and for all payments** of your employees. Enter these details.

- 6 Click **Next**



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Part I
Part II
Schedule 01
Schedule 02
Confirmation
Acknowledgement

Taxpayer particulars

Taxpayer Identification Number 114678090
Name of Employer DE MARIA MOTES.HO.OF CH.EAR.CH.DEV.PVT L
Year of assessment 2018/2019

Part II

	Gross Remuneration during the Year of Assessment				Once and for all Payments (Terminal Benefits)		
Y/A:2018/2019	Exempt/Excluded Remuneration LKR	Total Gross Remuneration Liable for P.A.Y.E LKR	Tax Deducted LKR	Payments Made (Excluding Penalty & Interest) LKR	Total Terminal Benefits LKR	Tax Deducted LKR	Payments Made (Excluding Penalty & Interest) LKR
	A	B	C	D	E	F	G
Apr-2018		1,000.00	100.00		1,900.00		
May-2018							
Jun-2018							
Jul-2018							
Aug-2018							
Sep-2018							
Oct-2018							
Nov-2018							
Dec-2018							
Jan-2019							
Feb-2019							
Mar-2019							
Total		1,000.00	100.00		1,900.00		

Back
Next
Save draft
Cancel

- You will be taken to the tab "Part II" where you have to enter the remuneration details and the terminal benefits details
- Enter the **month-wise remuneration and once and for all payments** details for all months
- Click **next**



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Part I Part II Schedule 01 Schedule 02 Confirmation Acknowledgement

Taxpayer particulars

Taxpayer Identification Number 114678090

Name of Employer DE MARIA MOTES,HO,OF
CH.EAR.CH.DEV.PVT L

Year of assessment 2018/2019

Summary of PAYE schedule - 01

Gross remuneration as per PAYE paysheet / director allowance (taxable) **Grand total**

*Cash payments (LKR) A 1,000.00

*Non-cash benefits (LKR) B 0.00

*Total (LKR) C 1,000.00

*Total tax exempt/Excluded remuneration D 0.00

Tax deducted as per PAYE paysheet

*Tax deducted under primary employment(LKR) E 0.00

*Tax deducted under secondary employment(LKR) F 100.00

*Total (LKR) G 100.00

Update PAYE schedule 01 online

* Serial No. of PAYE pay sheet i

* Name of employee with initials ii

* Designation iii

* Period of employment iv 2018-04-01 To 2019-03-31

Gross remuneration as per PAYE paysheet / director allowance (taxable)

Cash payments (LKR) v

Non-cash benefits (LKR) vi

* Total (LKR) vii

Total tax exempt/Excluded remuneration viii

Tax deducted as per PAYE paysheet

Tax deducted under primary employment(LKR) ix

Tax deducted under secondary employment(LKR) x

* Total (LKR) xi

* Employee NIC / passport xii <Select a value>

TIN xii <Select a value>

Save Save & add Delete Reset Cancel

Details of PAYE schedule - 01

	Employee NIC/Passport	Name of Employee	Total of Gross Remuneration	Total Tax Exempt	Tax deducted - Primary Employment	Tax deducted - Secondary Employment	Total Tax Deducted

Upload PAYE schedule 01 data

Back Next Save draft Cancel

10

10 You will be taken to the third tab "Schedule 01" where you have to enter or upload the PAYE schedule 01 details. To enter the schedule details online, select **Summary of PAYE schedule - 01** and refer to steps 12 to 16

To upload the PAYE schedule, select **Upload PAYE schedule 01 data** and refer to steps 17 to 20



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Enter PAYE schedule 01 details online

If you have more than 20 schedule entries to enter, you will have to upload these details using the PAYE schedule 01 file. Refer to the section **Upload PAYE schedule 01 data** from steps 17 to 20

Part I

Part II

Schedule 01

Schedule 02

Confirmation

Acknowledgement

Taxpayer particulars

Taxpayer Identification Number114678090

Name of EmployerDE MARIA MOTES.HO.OF
CH.EAR.CH.DEV.PVT L

Year of assessment2018/2019

Summary of PAYE schedule - 01

Gross remuneration as per PAYE paysheet / director allowance (taxable)Grand total

*Cash payments (LKR)A1,000.00

*Non-cash benefits (LKR)B0.00

*Total (LKR)C1,000.00

*Total tax exempt/Excluded remunerationD0.00

Tax deducted as per PAYE paysheet

*Tax deducted under primary employment(LKR)E0.00

*Tax deducted under secondary employment(LKR)F100.00

*Total (LKR)G100.00

Update PAYE schedule 01 online

* Serial No. of PAYE pay sheeti1

* Name of employee with initialsiiELA

* DesignationiiiDOCTOR

* Period of employmentiv2018-04-01To2019-03-31

Gross remuneration as per PAYE paysheet / director allowance (taxable)

Cash payments (LKR)v1,000.00

Non-cash benefits (LKR)vi0.00

* Total (LKR)vii1,000.00

Total tax exempt/Excluded remunerationviii

Tax deducted as per PAYE paysheet

Tax deducted under primary employment(LKR)ix

Tax deducted under secondary employment(LKR)x1,000.00

* Total (LKR)xi1,000.00

* Employee NIC / passportxliiPPA009P

TINxlii<Select a value>

Save

Save & add

Delete

Reset

Cancel

- 11 Enter the summary of PAYE cash payments, non-cash benefits and tax deducted
- 12 If the schedule files are not uploaded, enter the PAYE details for each of your employees
- 13 Click **Save & add**

5



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Details of PAYE schedule - 01

	Employee NIC/Passport	Name of Employee	Total of Gross Remuneration	Total Tax Exempt	Tax deducted - Primary Employment	Tax deducted - Secondary Employment	Total Tax Deducted
<input type="checkbox"/>							
<input checked="" type="checkbox"/>	A1009	ELA	1000			100	100

Upload PAYE schedule 01 data

Back Next Save draft Cancel

14 The PAYE record is added. To edit the details of the newly created record, click the **Employee NIC/passport** hyperlink. Repeat steps 12 to 14 to add more records.

15 Click **Next**

Upload PAYE schedule 01 data

Refer to **B. Schedule files** to find out how to download the templates for the PAYE schedules and prepare them for submission

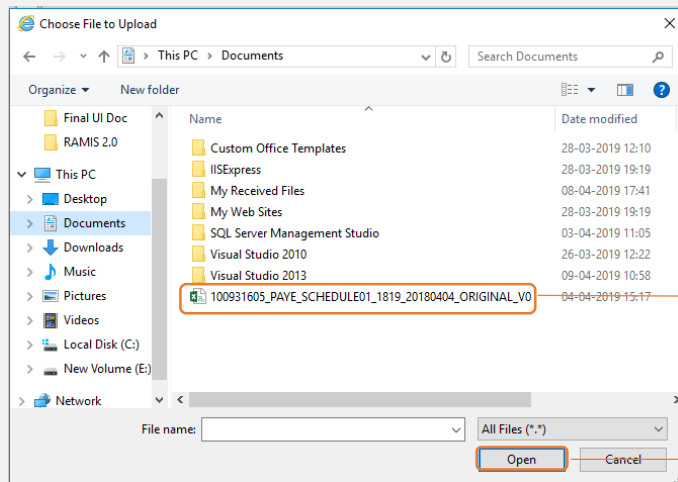
Upload PAYE schedule 01 data

Document Type: Schedule Sub Document Type: PAYE - Schedule 01 Select Files

Document Type	Sub Document Type	Document Name
Document Type	Sub Document Type	Document Name

16 Click **Upload PAYE schedule 01 data**

17 Click **Select Files**



18 Select the document to upload and click **Open**

Upload PAYE schedule 02 data

Document Type: Schedule Sub Document Type: PAYE - Schedule 02 Select Files

Document Type	Sub Document Type	Document Name
Schedule	PAYE - Schedule 02	100931605_PAYE_SCHEDULE01_1819_20180404_ORIGINAL_V0.csv Remove
Document Type	Sub Document Type	Document Name

Back Next Save draft Cancel

19 The selected document is uploaded as shown. Click **Next**



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Part I Part II **Schedule 01** Schedule 02 Confirmation Acknowledgement

Taxpayer particulars

Taxpayer Identification Number: 114678090

Name of Employer: DE MARIA MOTES.HO.OF CH.EAR.CH.DEV.PVT L

Year of assessment: 2018/2019

Summary of PAYE schedule - 02

Once and for all payments(including exemptions) Grand total

*Cash payments (LKR) A 1,000.00

*Non-cash benefits (LKR) B 0.00

*Total (LKR) C 1,000.00

*Tax retained (LKR) D 100.00

*Tax Deducted E 0.00

Update PAYE schedule 02 online

* Serial No. of PAYE pay sheet i

* Name of employee with initials ii

* Employee NIC / passport iii PP

* Period of employment iv 2018-04-01 To 2019-03-31

Once and for all payments(including exemptions)

Cash payments (LKR) v

Non-cash benefits (LKR) vi

* Total (LKR) vii 100.00

Tax retained (LKR) viii

If any Direction received

Direction serial No. ix

Date of direction x

Tax Deducted xi

Date of Payment xii

Save Save & add Delete Reset Cancel

Details of PAYE schedule - 02

	Employee NIC/Passport	Name of Employee	Period of Employment	Total of once and for all payments (including exemptions)	Tax Retained	Tax Deducted
<input type="checkbox"/>	null	MOGAMBO	2018-04-01 - 2019-03-31	100		

Upload PAYE schedule 02 data

Back Next Save draft Cancel

20

20 You will be taken to the fourth tab "Schedule 02" where you have to enter or upload the PAYE schedule 02 details. To enter the schedule details online, select **Summary of PAYE schedule - 02** and refer to steps 22 to 26

To upload the PAYE schedule, select **Upload PAYE schedule 02 data** and refer to steps 27 to 30



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Enter PAYE schedule 02 details online

If you have more than 20 schedule entries to enter, you will have to upload these details using the PAYE schedule 02 file. Refer to the section **Upload PAYE schedule 02 data** from steps 27 to 30

Part I Part II Schedule 01 Schedule 02 Confirmation Acknowledgement

Taxpayer particulars

Taxpayer Identification Number 114678090

Name of Employer DE MARIA MOTES.HO.OF
CH.EAR.CH.DEV.PVT L

Year of assessment 2018/2019

Summary of PAYE schedule - 02

Once and for all payments(including exemptions)	Grand total
*Cash payments (LKR)	A 1,000.00
*Non-cash benefits (LKR)	B 0.00
*Total (LKR)	C 1,000.00
*Tax retained (LKR)	D 100.00
*Tax Deducted	E 0.00

Update PAYE schedule 02 online

* Serial No. of PAYE pay sheet i 1

* Name of employee with initials ii JD

* Employee NIC / passport iii PP A003P

* Period of employment iv 2018-04-01 To 2019-03-31

Once and for all payments(including exemptions)

Cash payments (LKR) v

Non-cash benefits (LKR) vi 1,000.00

* Total (LKR) vii 1,000.00

Tax retained (LKR) viii

If any Direction received

Direction serial No. ix

Date of direction x

Tax Deducted xi

Date of Payment xii

Save Save & add Delete Reset Cancel

21 Enter the summary of PAYE cash payments, non-cash benefits and tax to be retained

22 For each of your employees, enter the PAYE details

23 Click **Save & add**



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Details of PAYE schedule - 02

<input type="checkbox"/>	Employee NIC/Passport	Name of Employee	Period of Employment	Total of once and for all payments (including exemptions)	Tax Retained	Tax Deducted
<input type="checkbox"/>	null	MOGAMBO	2018-04-01 - 2019-03-31	100		

Upload PAYE schedule 02 data

Back Next Save draft Cancel

24 The PAYE record is added. To edit the details of the newly created record, click the **Employee NIC/passport** hyperlink. Repeat steps 22 to 24 to add more records

25 Click **Next**

Upload PAYE schedule 02 data

Refer to **B. Schedule files** to find out how to download the templates for the PAYE schedules and prepare them for submission

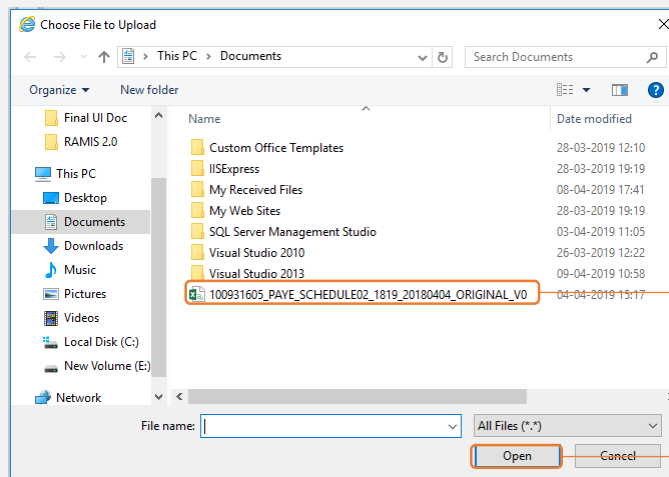
Upload PAYE schedule 02 data

Document Type: Schedule Sub Document Type: PAYE - Schedule 02 Select Files

Document Type	Sub Document Type	Document Name
Document Type	Sub Document Type	Document Name

26 Click **Upload PAYE schedule 02 data**

27 Click **Select Files**



28 Select the document to upload and click **Open**

Upload PAYE schedule 02 data

Document Type: Schedule Sub Document Type: PAYE - Schedule 02 Select Files

Document Type	Sub Document Type	Document Name
Schedule	PAYE - Schedule 02	100931605_PAYE_SCHEDULE02_1819_20180404_ORIGINAL_V0.csv Remove
Document Type	Sub Document Type	Document Name

Back Next Save draft Cancel

29 The selected document is uploaded as shown. Click **Next**



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Declaration

I declare to the best of my knowledge and belief that all particulars in Part I and part II of the Statement and the attached Schedule 01 and Schedule 02 are true and correct and complete. I am aware that making an incorrect or false statement or giving false information is an offence.
Information under Section 126 of the Inland Revenue Act, No. 24 of 2017

(A)

Full name of the Approved Accountant/Any other authorized person

Designation

National Identity Card Number

TIN

Telephone No.

Mobile No.

E-Mail

(B)

* Full Name of the Declarant

* Designation

* Telephone Number

* Mobile No.

* E-Mail

Cancel Back Print/Save as PDF Save draft Submit for Approval

- 30 Declaration section: For Approver and Preparer
- 31 Section A: Not mandatory for Preparer and Approver
- 32 Section B: Not mandatory for Preparer, but it is mandatory for Approver

Rework reason

Cancel Back Print/Save as PDF Save draft Submit Rework

- 33 Rework reason: Approver will be allowed to enter Rework reason if they want to Rework.



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34

Cancel Back Print/Save as PDF Save draft Submit for Approval

35

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

35 If you are satisfied with your submission, you may want to print a copy of your submission for future reference. Click **Print/Save as PDF**

To submit your e-filing submission, click **Submit**

Info

Return and schedule data is submitted and saved permanently.

Ok

36

36 You will be informed that your return and schedules have been submitted. Click **Ok**

Part I Part II Schedule 01 Schedule 02 Confirmation Acknowledgement

Acknowledgement- Annual Statement of Employer -PAYE for the Year of Assessment 2018/2019

Taxpayer Identification Number 114678090

Name of Employer DE MARIA MOTES.HO.OF
CH.EAR.CH.DEV.PVT L

Date of Submission 2019-04-12

With appreciation of your response in complying with the requirement of the Inland Revenue Act, this is to acknowledge the receipt of the following particulars in relation to the Annual Statement of Employer- PAYE for above year of assessment.

1. Annual Statement of Employer - PAYE
2. Schedule Nos.

Schedule No	Received
Schedule 1	2019-04-12

Status of the Statement (either Acknowledgement of Statement or Notice for non-filing of required particulars) will be notified you by an authorized officer after the verification of particulars submitted.

100000298885503

Print/Save as PDF Main Menu

37

37 If you have uploaded your schedules using the schedule files, you will see a provisional acknowledgement with the acknowledgement number as shown. Once the schedule files have been verified, you will receive an acknowledgement from IRD via post.

Click **Print** to print a copy of this acknowledgement page for your record

Part I Part II Schedule 01 Schedule 02 Confirmation Acknowledgement

Acknowledgement of Annual Statement of Employer -PAYE for the Year of Assessment: 2018/2019

Taxpayer Identification Number 114678090

Name of Employer DE MARIA MOTES.HO.OF
CH.EAR.CH.DEV.PVT L

Date of Submission 2019-04-12

Thank you for submitting the Annual Statement of Employer - PAYE.

100000958999503

Print/Save as PDF Main Menu

38

38 If you have entered Schedule entries online, you will see an acknowledgement with an acknowledgement number as shown.

Click **Print** to print a copy of this acknowledgement page for your record



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B. Schedule files and schedule verification tool

Home :: Downloads :: Returns & Schedules

Returns & Schedules

You can download Returns and Schedules for different types of Taxes in this page. The documents are labelled as [Sample] or [Template].

- [Sample]: Refer to these samples to help you understand how to fill the relevant Returns or Schedules. Do not use them for submission to IRD
- [Template]: Use these to fill and to submit to IRD via e-Filing or Manual (for less than 20 entries)

To Download Schedule File Verifier Tool, click [here](#)

[Acts](#)
[Gazette](#)
[Forms](#)
[Returns & Schedules](#)
[Tools](#)
[Fonts](#)
[Adobe Acrobat Reader](#)

+ Simplified Value Added Tax Scheme (SVAT)

- Pay As You Earn (PAYE)

w.e.f. 01-04-2018 (Y/A 2018/2019)

Schedule 01 - For Remuneration Other than and Once-and-for-all payments

Schedule 02 - For Ones-and-for-all Payments

Schedule 01 Amendment - For Remuneration Other than and Once-and-for-all payments (Amendment)

Schedule 02 Amendment - For Ones-and-for-all payments (Amendment)

Up to 31-03-2018 (Y/A 2017/2018)

Schedule 01 - For Remuneration Other than and Once-and-for-all payments

Schedule 02 - For Ones-and-for-all Payments

Schedule 01 Amendment - For Remuneration Other than and Once-and-for-all payments (Amendment)

Schedule 02 Amendment - For Ones-and-for-all payments (Amendment)

+ Value Added Tax (VAT)

+ Withholding Tax (WHT)

- 39 Access **Downloads** → **Returns & Schedules** from the top menu. Download the excel templates from the IRD portal to your hard drive
- 40 If it is after 01-Apr-2018, please refer section **w.e.f. 01-04-2018 (Y/A 2018/2019)**
If it is before 31-Mar-2018, please refer section **Up to 31-03-2018 (Y/A 2017/2018)**
- 41 To understand more about the structure of the **PAYE schedule 01** file, what the individual fields mean and the naming convention required, refer to steps 44-46
- 42 To understand more about the structure of the **PAYE schedule 02** file, what the individual fields mean and the naming convention required, refer to steps 47-49
- 43 To ensure that your schedule files are free of structural errors, IRD has come up with a schedule verification tool that you can use to verify your schedules before you submit it online via e-Services.

To find out how to use the schedule verification tool, download the "**How to use the schedule verification tool**" quick guide from the IRD portal



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PAYE Schedule 01

44 Sample format:

Serial No. of PAYE Pay Sheet	Name of Employee with Initials		Designation	Employment From Date	Employment To Date
150803b001	Conrad John		Reporter	04/01/2018	31/03/2019
Cash Payment	Non-Cash Benefits	Total Remuneration	Total Tax Exempt / Excluded Income	Tax deducted under Primary Employment	Tax deducted under Secondary Employment
24000.00	3000.00	27000.00		4000.00	6000.00
Total Tax Deducted		Employee NIC	Passport No.	TIN	
10000.00			P002	104083510	

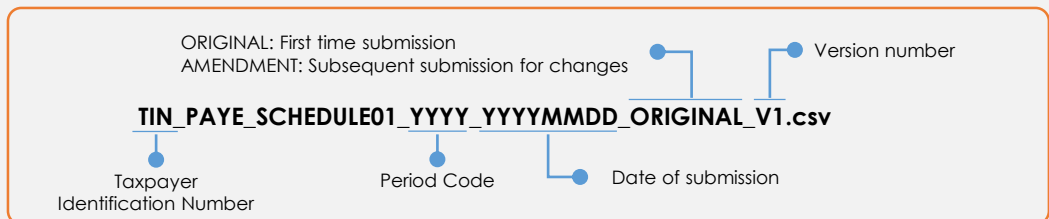
Please note that the above format appears as a single line inside the schedule file. It has been broken into 3 lines for illustration purposes

45 Field explanation:

Field	Explanation
Serial No. of PAYE Pay Sheet	Serial number of PAYE pay sheet
Name of Employee with Initials	Name of employee with initials
Designation	Designation of employee
Employment From Date	Start date of the period of employment during the year of assessment
Employment To Date	End date of the period of employment during the year of assessment
Cash Payment	Cash payment for gross remuneration as per PAYE pay sheet or director allowance (taxable), currency in LKR. If there is no value, a 0 should be entered.
Non-Cash Benefits	Non-cash benefits for gross remuneration as per PAYE pay sheet or director allowance (taxable), currency in LKR. If there is no value, a 0 should be entered.
Total Remuneration	Total Remuneration as per PAYE pay sheet, currency in LKR. If there is no value, a 0 should be entered.
Total Tax Exempt / Excluded Income	Total tax exempt income, currency in LKR. If there is no value, a 0 should be entered.
Tax deducted under Primary Employment	Tax deducted under Primary Employment
Tax deducted under Secondary Employment	Tax deducted under Secondary Employment
Total Tax Deducted	Total tax deducted as per PAYE pay sheet, currency in LKR. If there is no value, a 0 should be entered.
Employee NIC	NIC of employee
Passport No	If non-citizen, provide Passport No, otherwise leave this field blank
TIN	TIN of employee, provide TIN if employee has TIN, otherwise leave this field blank

46 File naming convention:

You will have to name the PAYE schedule 01 file according to the following format:



For example:

First time submission	104083510_PAYE_SCHEDULE01_1819_20180104_ORIGINAL_V1.csv
Subsequent submission for amendments	04083510_PAYE_SCHEDULE01_1819_20180104_AMENDMENT_V1.csv

Ensure that the file is saved in .csv format



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PAYE Schedule 02

47 Sample format:

Serial No. of PAYE Pay Sheet	Name of Employee with Initials	Employee NIC	Passport No.	Employment From Date	Employment To Date
150803sb02	Ela		A001	04/01/2018	03/31/2019
Once and for all Cash Payment		Once and for all Non-cash Benefits		Total Once and for all Payment	Total Retained
1000.00		2000.00		3000.00	1000.00
Direction Serial No.	Date of Direction		Tax Deducted		Date of Payment
123	10/31/2018		2100.00		10/31/2018

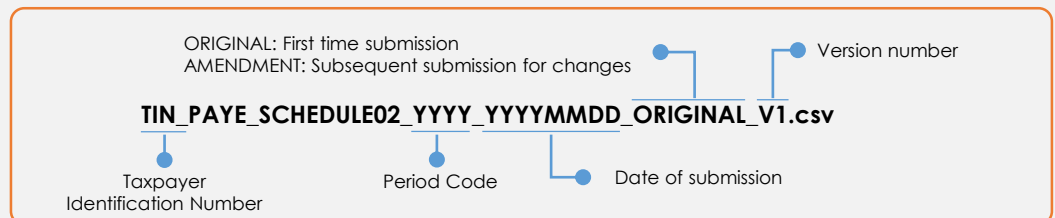
Please note that the above format appears as a single line inside the schedule file. It has been broken into 3 lines for illustration purposes

48 Field explanation:

Field	Explanation
Serial No. of PAYE Pay Sheet	Serial number of PAYE pay sheet
Name of Employee with Initials	Name of employee with initials
Employee NIC	NIC of employee
Passport No.	If non-citizen, provide Passport No, otherwise leave this field blank
Employment From Date	Start date of the employment
Employment To Date	End date of the employment
Once and for all Cash Payment	Once and for all cash payment, including exemptions, currency in LKR. If there is no value, a 0 should be entered.
Once and for all Non-Cash Benefits	Once and for all non-cash benefits, including exemptions, currency in LKR. If there is no value, a 0 should be entered.
Total Once and for all Payment	Total once and for all payment, currency in LKR. If there is no value, a 0 should be entered.
Total Retained	Total Amount of tax retained, currency in LKR. If there is no value, leave this field blank.
Direction Serial No.	If any direction received, enter the Direction Serial No. in this field.
Date of Direction	If any direction received, enter the Date of Direction in this field.
Tax Deducted	Remitted amount of retained tax, currency in LKR. If there is no value, leave this field blank.
Date of Payment	Date of remittance made

49 File naming convention:

You will have to name the PAYE schedule 02 file according to the following format:



For example:

First time submission	104083510_PAYE_SCHEDULE02_1819_20180104_ORIGINAL_V1.csv
Subsequent submission for amendments	104083510_PAYE_SCHEDULE02_1819_20180104_AMENDMENT_V1.csv

Ensure that the file is saved in .csv format



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C. Help options



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

Qualifying conditions for filling VAT Return

1. Is output tax schedule applicable ⓘ
2. Is input tax applicable ⓘ
3. Are imports applicable ⓘ
4. Are credit/ debit notes applicable ⓘ
5. Is unabsorbed input tax as at 31.12.2010 available ⓘ



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 returns 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

