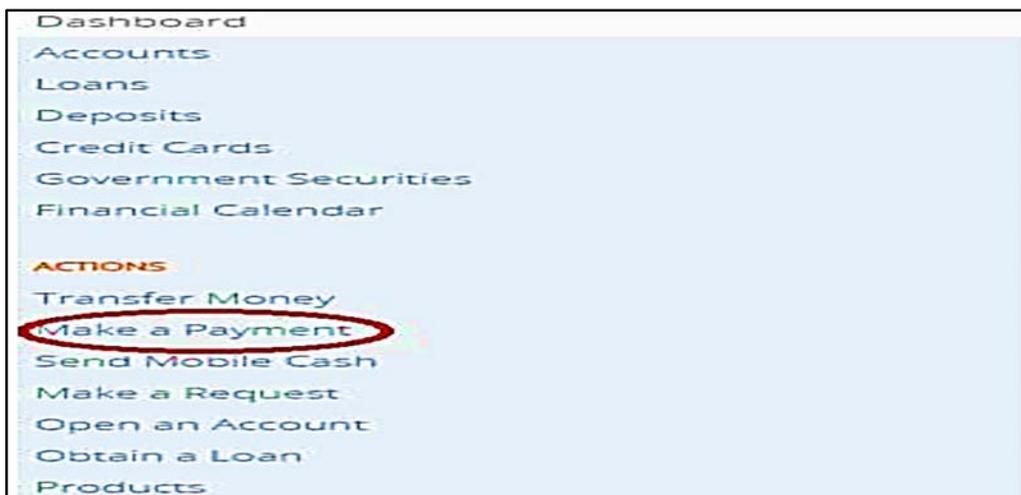# User Guide for Online Tax Payments Platform (OTPP)

Inland Revenue Department (IRD) has introduced Online Tax Payments Platform (OTPP) for making tax payments Online, with the collaboration of commercial banks of Sri Lanka, to make taxpayers easier on making tax payments. The steps for making payments via OTPP as follows;

Step 1 - Login to your Bank Portal

User Name

Password

Please note that your bank portal might have slightly different user interfaces or screens and you can contact your bank if you need more information regarding how to make tax payments to Inland Revenue Department using this facility.
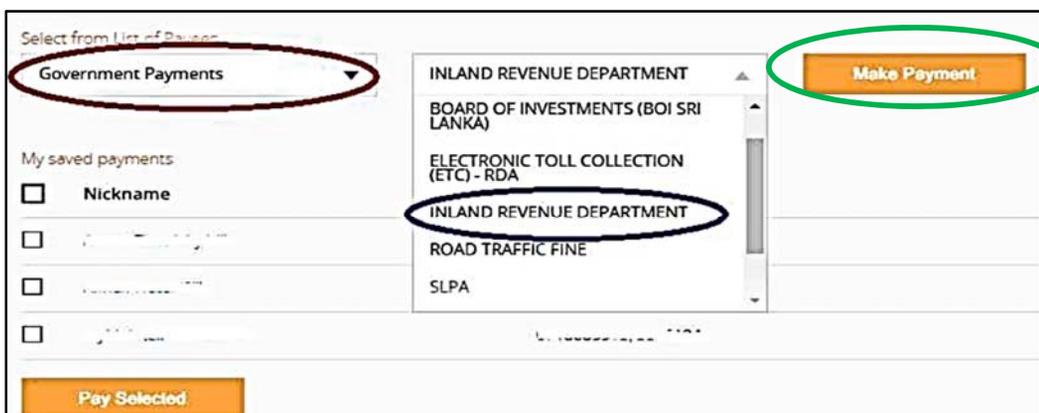
Step 2 - Select "Make a Payment" option from the main menu.

- *Above step 2 can vary depending on the Bank*

Step 3 – Selecting the Payee

1. Then select "**INLAND REVENUE DEPARTMENT**" under payee list

2. Then click "**Make Payment**" button to proceed with the payment.

Screen below will be displayed and you need to input or select the following values.

- Taxpayer Identification Number (TIN)
- Taxable Period/Calendar Year
- Tax Type
- Payment Type

Pay to	INLAND REVENUE DEPARTMENT
Taxpayer Identification Number (TIN)	
Taxable Period/Calendar Year	
Tax Type	Corporate Income Tax(CIT) ▼
Payment Type	O Self Assessed O Non Self Assessed

| Back | Search IRD Details |

Step 4 - Search IRD Details

1. Please make sure to input correct values for Taxpayer Identification Number (TIN), Taxable Period/Calendar Year, Tax Type and Payment Type allowing IRD to return you with generated payment voucher values.

2. Then click the "**Search IRD Details**" button to validate the inputs.

Pay to	INLAND REVENUE DEPARTMENT
Taxpayer Identification Number (TIN)	114084654
Taxable Period/Calendar Year	2017
Tax Type	Corporate Income Tax(CIT) ▼
Payment Type	⊙ Self Assessed O Non Self Assessed

| Back | Search IRD Details |

3. System will validate the Taxpayer Identification Number (TIN), Taxable Period/Calendar Year, Tax Type and Payment Type

4. **If the validation is successful,** it will display the payment details (Self-Assessed payment details or Non Self-Assessed payment details).

5. **If the validation is failed,** It will be displayed an error message.

Below error message will display, if the validation is **failed**.

Step 5: Self-Assessed payment

1. If you need to proceed with the **Self-Assessed payment**, then selects "**Self-Assessed payment**" as payment type and click the "**Search IRD Details**" button

2. Then it will display the Self-Assessed payment voucher list.

3. You need to select a payment in the displayed list and enter the T**ax Payment Amount** to proceed.

4. Then click **"Pay"** button to proceed with the payment and confirm it.

5. IRD payment reference will be returned for successful payment.

Step 6: Non Self-Assessed payment

1. If you need to proceed with the **Non Self-Assessed payment**, then selects "**Non Self-Assessed payment**" as payment type and click the "**Search IRD Details**" button

2. Then it will display the Non Self-Assessed payment list.

3. You should select a payment in the displayed list and enter the **Tax Payment Amount, Penalty Amount and Interest Amount** to proceed.

4. Then click "**Pay**" button to proceed with the payment and confirm it.

5. IRD payment reference will be returned for successful payment.

Pay to:	INLAND REVENUE DEPARTMENT
Tax Payment Amount in Rs.	500.00
Penalty Amount in Rs.	100.00
Interest Amount in Rs.	100.00
Taxpayer Identification Number (TIN)	114005011
Taxable Period Calendar Year	2013
Payment Mode	Online Payment

ℹ **Important**
Online transfer convenience fee of Rs 10.00 will be levied.

Payment Type	Non Self Assessed
Tax Type	Value added tax(VAT)
Tax Period	1020
Payment Period	10232
Due Date	2013-07-15
DIN	101201155131370
Charge Number	7001020001
ASMT Seq	1
Payment Period Begin Date	2013-06-16
Payment Period End Date	2013-06-50

Confirm your action
User Name [_____]

One Time Password [_____]
Haven't received the password yet? Resend

To enhance convenience and Internet Banking security, we have enrolled you for OTP (One Time Password) option in Sampath Vishwa.

From now on you can enter the OTP received to your registered mobile phone via SMS/Email instead of the usual 2nd (transaction) password.

[Back]   [Confirm]

ℹ **MESSAGE**
Payment successful.
Reference : 8540708
IRD Receipt No for your payment : 100000000000333

Notes.

1. Since you are connected to the bank you hold your bank account you may need to be aware of its rules and regulations while you make payments/transfers. Please note that IRD does not have any control over the bank you have acquired online payment facility.

2. Lanka Clear LPOPP will be handling the fund transfers between your bank and Inland Revenue account as the Authorized Company by the Central Bank of Sri Lanka

3. Any Interruption or unavailability due to any technical error at your bank is not a responsibility of IRD. Hence you are advised to make payments before the due date allowing you to have alternatives to make payments in case of such technical fault in the banking portal.

4. You will be informed real-time regarding the payment you made via SMS if your mobile number is registered with IRD. Please make sure to register your mobile phone number to receive SMS from IRD.

5. Usual fund transfer regulations for banks are applied when you perform online tax payments and IRD does not have any control over those regulations. Please get more information from your bank regarding the online payment regulations.

6. Regulations mentioned in above 5 will decide regarding the payment date depending on the date and time of your payment.

7. If your bank does not facilitate online payments for tax you may request them to provide the facility as their client. We as IRD have informed and requested all commercial banks who are connected with Lanka Clear interface to provide online tax payment facility. Many banks will join us in the near future and will provide you with this facility.

8. IRD would discontinue the Alternative Tax Payment System (ATPS) facility which we introduced as our contingency plan, while we faced the emergency situation due to COVID-19.