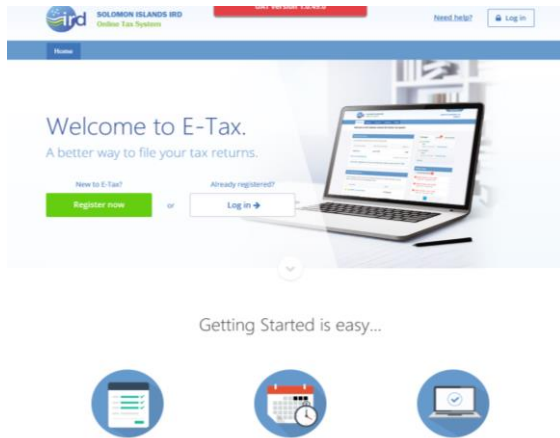


Quick Guide to *E-Tax*



This pamphlet includes:

- E-Tax Registration
- Paying your tax online

Registering for E-Tax

What is E-Tax?

E-Tax is a computer system which allows taxpayers to do things, such as lodging returns and making payments, using the Internet instead of paper forms.

How do I register for E-Tax?

If you already have a TIN, you can register for E-Tax with this simple process:

- Go to our website www.ird.gov.sb
- Click on the E-Tax “Register Now” button
- Or go directly to the E-Tax site at <https://etax.ird.gov.sb>
- Enter your details including your Tax Identification Number (TIN)
- You will receive the message: “Submission of registration successful”.

In 3 to 5 working days, IRD will contact you to give you your password to access the online system.

You are welcome to visit the IRD office in Honiara, where you’ll be given a demonstration of the system. A hard copy guide to the system is also available.

After that you’ll be ready to start using the system.

What returns can I file through my E-Tax account?

Currently, you can file the following:

- Monthly PAYE summary
- Annual PAYE reconciliation
- Monthly Goods Tax return
- Monthly Sales Tax return.

Later in 2018 we plan to allow more tax types to be filed online.

What periods can I file returns for?

You can file a return for the current period when it becomes due.

If you have outstanding returns and summaries for previous periods, these can be filed on E-Tax, as far back as the January 2017 period. Older returns will need to be filed manually. Please contact us if you need help.

What tax returns CAN’T I file through E-Tax?

You cannot file:

- Annual Income Tax returns
- Withholding Tax returns

At the moment, these must still be lodged in paper form.
(Forms and instructions are available from the IRD website).

These taxes will be available to file and pay online later this year.

Making online payments

With the help of E-Tax, you can now pay your tax through your online banking account.

To help us identify your payment, the E-Tax system will produce a **Payment ID Number** for each assessment resulting from a return filed online.

Payment ID Numbers

The Payment ID number tells our system which customer, tax type and period the payment is intended for.

It includes information that lets IRD know your TIN, the tax type you are paying, and the tax period the payment is for. **It is very important** you include the Payment ID Number, and that it is correct.

Not doing this will slow down your tax payment.

Online Banking

If you are a customer of ANZ, POB or BSP the system will provide a link for you to connect to the bank's online banking website. You can then use the Payment ID Number to pay the tax.

IRD is a recognised payee of some of the banks so you can select the "**SIG-Inland Revenue Division**" as a payee for your payment.

If you don't see IRD as a payee you will need to have our bank account details available. These are shown on the next page.

IRD's bank account details:

Bank: BSP

Account Name: SIG-Inland Revenue Division

Account Number: 8401170801

Manual payments

If you still prefer to pay manually, you can print out or copy out the Payment ID Number and either:

- Take it into your bank with the IRD account number for an over-the-counter deposit, OR
- Come and pay your tax bill at IRD.

Please note: IRD now accepts EFTPOS payments at the cashier's office.

Payment Receipts

Once your payment has been processed and credited to your account, there will be a receipt available through your E-Tax account.

For further information or help please contact our:

IRD Taxpayer Education Unit

☎ 21493

✉ PO Box G9 Honiara

✉ info@mof.gov.sb

📍 Enquiries, IRD Office, Government Buildings, Honiara

*8am to 12.00pm, 1.00pm to 4.30pm,
Monday to Friday*