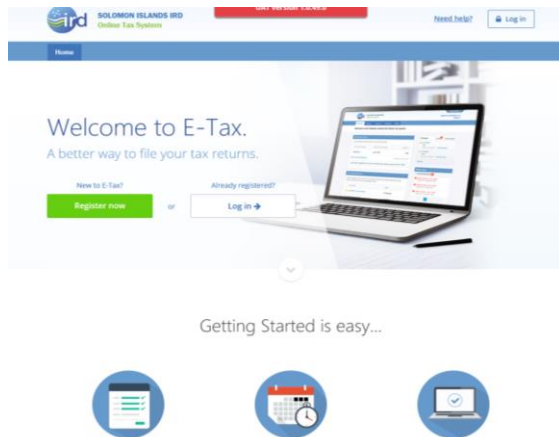


Quick Guide to *E-Tax* for Tax Agents



This Guide is intended to provide advice to those accounting practices in the Solomon Islands which act in a professional capacity on behalf of taxpayers. This Guide refers to them as **tax agents**.

If you are **not** a tax agent, the IRD has publications for businesses in general which provide advice about E-Tax. Contact IRD for more information.

Registering for E-Tax

I am a Tax Agent. How do my clients register for E-Tax?

Your clients 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>
- The client enters their details including their Tax Identification Number (TIN)
- The client will receive the message: “Submission of registration successful”

In 3 to 5 working days, IRD will contact the client to give them a password to access the online system. They will be prompted to create a new password of their own.

After that, the client will be ready to start using the system.

Can I register a client on E-Tax?

No. The client must register themselves so they go through the identity verification process.

However, IRD has a record of all existing tax agents, so when you register as a tax agent on E-Tax, IRD will automatically link all of your clients’ data to your tax agent access.

Is it compulsory for me to register on E-Tax as a Tax Agent?

While the E-Tax system is generally not compulsory, you will need to register as a tax agent on the system in order to manage the tax affairs of your clients online.

Do I have to register as both a taxpayer and a Tax Agent?

Yes. Your accounting practice is a taxpayer in its own right and should register for E-Tax using its existing TIN. You can then file and pay tax like any other registered business.

You also need to register on E-Tax with “tax agent” status in order to view your clients’ tax information online and file and/or pay on their behalf.

If my client is NOT registered for E-Tax, can I manage their affairs online?

Yes. You will be able to do so, but your client won’t be able to unless they are registered.

What is the E-Tax registration process for Tax Agents?

The process for tax agents is the same as that for business taxpayers. The IRD has already identified tax agents and you will be assigned your special "Tax Agent" status to link them to their clients when you register for E-Tax.

How do I view my client's data?

Once you view an E-Tax screen for a particular client, such as the payments screen or returns screen, you can hit the "Select Taxpayer" button to see a drop-down list of all your clients.

Do I need permission from my client to access their data?

No. If you have an existing agreement with a client to act on their behalf for their tax matters, we will deem this to include E-Tax matters. The IRD main business system has a record of each link between a tax agent and their clients. This linkage will be reflected on E-Tax.

What if I get a new client or lose an existing one?

When the accountant/taxpayer relationship on IRD's main business system is updated, this will be reflected in E-Tax access rights. Please ensure that all changes in client representation are notified to IRD as soon as possible after gaining a new client or losing an existing one.

Can I authorise staff in my office to use E-Tax?

Yes. You can ask IRD to create new "web users" for staff in your office to access the data of the clients you are linked to.

Can I authorise someone to have access to certain parts of my E-Tax data?

Yes. You can ask IRD to authorise a new web user to have access to one or more of the following areas:

- Account statements
- Enquiries
- Payments
- Returns
- Profile

For example, you may delegate a staff member to file returns on behalf of clients, but the clients may be required to make the payments themselves.

You can also ask IRD to authorise a web user to have limited access to only certain tax types. For example, as a tax agent you may only handle the income tax affairs of the client, and they handle all other tax types.

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*