



إمارات تاكس EMARATAX

Making Advance Payments - When Outstanding Liabilities Exists

User Manual

Date: Oct 2022

Version 1.0.0.0

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Document Control Information

Document Version Control

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1.0	01-Oct-22	Federal Tax Authority	User Manual for EmaraTax Portal

Annexure







The below are the list of User manuals that you can refer to

S. No	User Manual Name	Description
1	Register as Online User	This manual is prepared to help you navigate through the Federal Tax Authority (FTA) website and create an EmaraTax account with the FTA.
2	Manage online user profile	This manual is prepared to provide you an understanding on Login process, user types, forgot password and modify online user profile functionalities.
3	User Authorisation	This manual is prepared to provide you an understanding on Account Admin, Online User, and Taxable Person account definitions and functionalities.
4	Taxable person dashboard	This manual is prepared to help the following 'Taxable person' users to navigate through their dashboard in the Federal Tax Authority (FTA) EmaraTax Portal: <ul style="list-style-type: none"> Registered for VAT Registered for Excise Non-registered Taxpayer Tax Group Warehouse Keeper Freight Forwarder/VAT Clearing Company (TINCO) Excise Tax Clearing Company (TINCE)
5	Link TRN to email address	This manual is prepared to help you navigate through the Federal Tax Authority (FTA) website to Link TRN to New Email Address.



Navigating through EmaraTax

The Following Tabs and Buttons are available to help you navigate through this process

Button	Description
In the Portal	
 User types	This is used to toggle between various personas within the user profile such as Taxable Person, Tax Agent, Tax Agency, Legal Representative etc
	This is used to enable the Text to Speech feature of the portal
English عربي	This is used to toggle between the English and Arabic versions of the portal
	This is used to decrease, reset, and increase the screen resolution of the user interface of the portal
 Manage Account	This is used to manage the user profile details such as the Name, Registered Email address, Registered Mobile number, and password
 Log Out	This is used to log off from the portal
In the Business Process application	
Previous Step	This is used to go the Previous section of the Input Form
Next Step	This is used to go the Next section of the Input Form
Save as Draft	This is used to save the application as draft, so that it can be completed later
	This menu on the top gives an overview of the various sections within the. All the sections need to be completed in order to submit the application for review. The Current section is highlighted in Blue and the completed sections are highlighted in green with a check

The Federal Tax Authority offers a range of comprehensive and distinguished electronic services in order to provide the opportunity for taxpayers to benefit from these services in the best and simplest ways. To get more information on these services Click [Here](#)



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Introduction



This manual is prepared to help a taxpayer, navigate through the Federal Tax Authority (FTA) EmaraTax website and make advance payments when there are outstanding liabilities existing in the taxpayer's account.

Login to EmaraTax

New Here?
If you are not registered, please sign up here.
[Sign Up](#)

Login
Welcome to the Federal Tax Authority

Login with FTA account

Email Address
ftauser64@fta.com

Password

[Forgot password?](#)

Enter Security Code
039975

[Login](#)

Login with your Emirates ID

UAE Pass provides single trusted digital identity solution for service providers

الهوية الرقمية
UAE PASS

[Login With UAE PASS](#)

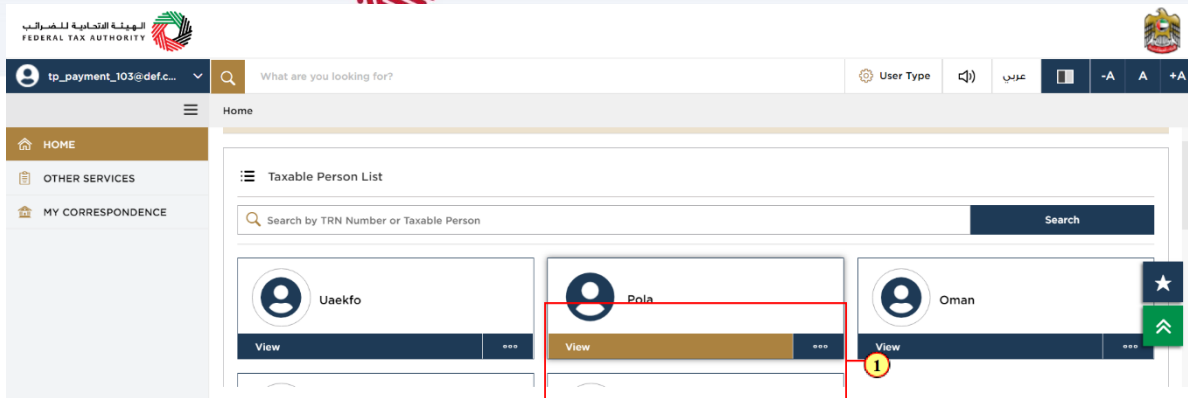
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This site is best viewed in Microsoft
Edge Web 38.14323.1068.0 (latest
version), Google Chrome (latest version).

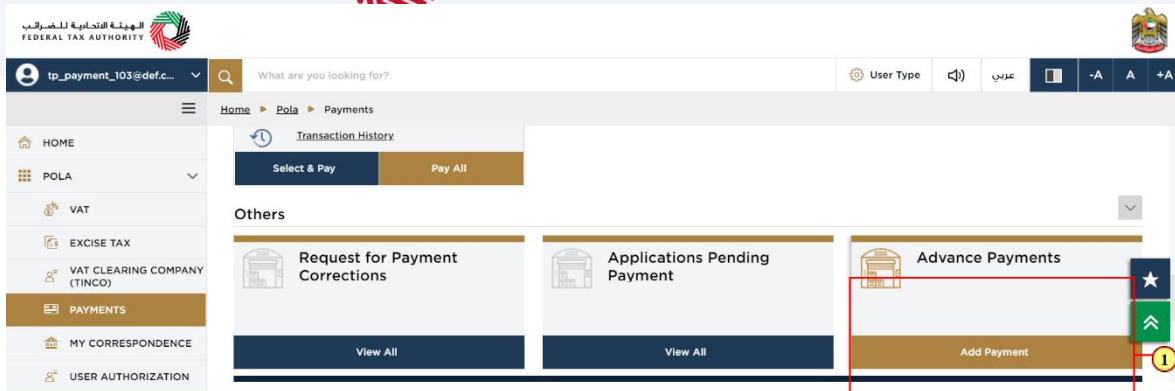
-
- You can login into the EmaraTax account using your login credentials or using UAE Pass. If you do not have an EmaraTax account, you can sign-up for an account by clicking the 'Sign Up' button. If you have forgotten your password, you can use the "Forgot password?" feature to reset your password.
 - If you login via your registered email and password, on successful login, the EmaraTax online user dashboard will be displayed. If you had opted for 2 factor authentication, you will be required to enter the OTP received in your registered email and/or mobile number to successfully login.
 - If you wish to login via UAE Pass, you will be redirected to UAE Pass. On successful UAE Pass login, you will be redirected back to the EmaraTax online user dashboard.



Step	Action
(1)	On the EmaraTax online user dashboard, click the “View” button on the taxable person profile for which an advance payment is to be made.



Step	Action
(1)	Click on the "Payments" menu option.



Step	Action
(1)	<ul style="list-style-type: none"> Click on “Add Payment” on the “Advance Payments” tile.



tp_payment_103@def.c... What are you looking for? User Type عربي -A A +A

Home > Pola > Payments > Advance Payments

Advance Payments

Tax Type: Excise TRN: 100632988000007

Beneficiary Name: Naeiof Transaction Date: 09/08/2022

1

You have outstanding liabilities for this tax type which must be cleared first. If you wish to make an advance payment specifically towards your next tax returns filing for this tax type, please continue with this payment which will be held on account till your next returns are filed. Once the payment is allocated to your next returns, any excess amount will be automatically allocated to any remaining outstanding liabilities.

Step	Action
(1)	<ul style="list-style-type: none"> Select the Tax Type from the list.



tp_payment_103@def.c... What are you looking for? User Type عربي -A A +A

Home > Pola > Payments > Advance Payments

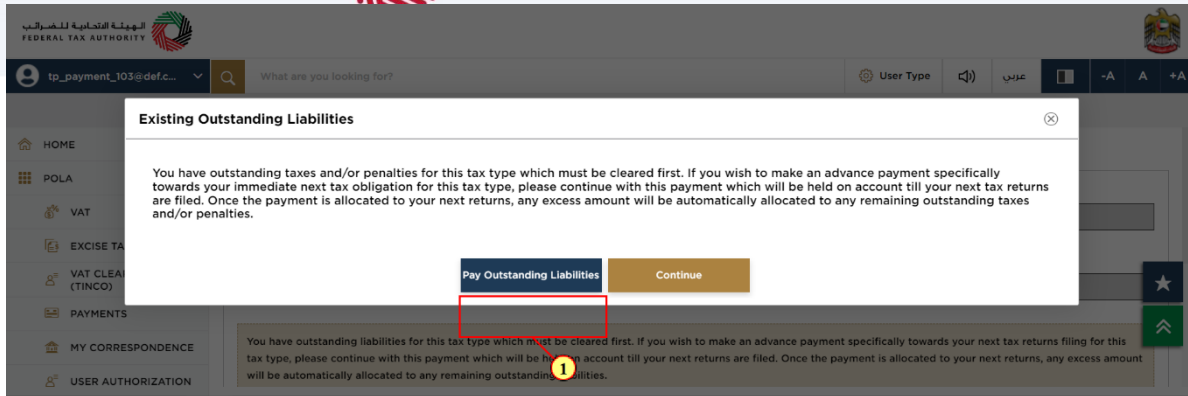
Advance Payments

Tax Type	TRN
Vat	100632988000007
Beneficiary Name	Transaction Date
Naelof	09/08/2022

You have outstanding liabilities for this tax type which must be cleared first. If you wish to make an advance payment specifically towards your next tax returns filing for this tax type, please continue with this payment which will be held on account till your next returns are filed. Once the payment is allocated to your next returns, any excess amount will be automatically allocated to any remaining outstanding liabilities.



- Only those tax types for which the taxpayer has been registered with the FTA will be displayed here.
- Once you select the tax type the TRN, Beneficiary name and Transaction date will be auto-populated



Step	Action
(1)	<ul style="list-style-type: none"> If you have existing outstanding liabilities, a pop-up window will appear indicating that you need to first clear those outstanding liabilities before making an advance payment. Click on “Pay Outstanding Liabilities” if you wish to first clear the outstanding liabilities.

Pay Outstanding Liabilities

tp_payment_303@def...

What are you looking for?

User Type عربي -A A +A

HOME

POLA

VAT

EXCISE TAX

PAYMENTS

MY CORRESPONDENCE

USER AUTHORIZATION

OTHER SERVICES

Home > Pola > Payments > TOTAL EXCISE PAYMENTS DUE

Total Tax Liabilities : AED3,232,200.00 Total Penalties : AED0.00

Download

Reference Number	Liability Type	Period Description	Payment Due Date	Original Liability (AED)	Outstanding Liability (AED)	Amount to be paid (AED)	Status
700000003599	Excise Return VD	February 2022	25/07/2022	3,232,200.00	3,232,200.00	10,000.00	Overdue

Total Payment Amount : AED10,000.00

Back

Proceed to Payment

Step	Action
(1)	<ul style="list-style-type: none"> Select the outstanding liabilities you wish to pay. All the outstanding liabilities must be paid in full before making an advance payment towards future liabilities



tp_payment_303@def.c... What are you looking for? User Type عربي

Home > Pola > Payments > TOTAL EXCISE PAYMENTS DUE

Total Tax Liabilities: AED3,232,200.00 Total Penalties: AED0.00 Download

Reference Number	Liability Type	Period Description	Payment Due Date	Original Liability (AED)	Outstanding Liability (AED)	Amount to be paid (AED)	Status
700000003599	Excise Return VD	February 2022	25/07/2022	3,232,200.00	3,232,200.00	10,000.00	Overdue

Total Payment Amount : AED10,000.00

Showing 5 of 1 records per page

Back Proceed to Payment

Step	Action
(1)	<ul style="list-style-type: none"> Click on Proceed to Payment



tp_payment_303@def.c... What are you looking for? User Type عربي

HOME POLA Payments TOTAL EXCISE PAYMENTS DUE

Total Tax Liabilities: AED3,232,200.00 Total Penalties: AED0.00 Download


VAT EXCISE TAX PAYMENTS MY CORRESPONDENCE USER AUTHORIZATION OTHER SERVICES

Customize Column Reference Number Liability Type Period Description Search

Reference Number	Liability Type	Period Description	Payment Due Date	Original Liability (AED)	Outstanding Liability (AED)	Amount to be paid (AED)	Status
700000003599	Excise Return VD	February 2022	25/07/2022	3,232,200.00	3,232,200.00	10,000.00	Overdue

Total Payment Amount : AED10,000.00

Back Proceed to Payment

 You can make your payments via Magnati Pay or GIBAN as explained later in this video.

Make Advance Payment for Next Tax Return Filing

The screenshot shows the Federal Tax Authority portal interface. A modal window titled "Existing Outstanding Liabilities" is displayed, containing the following text: "You have outstanding taxes and/or penalties for this tax type which must be cleared first. If you wish to make an advance payment specifically towards your immediate next tax obligation for this tax type, please continue with this payment which will be held on account till your next tax returns are filed. Once the payment is allocated to your next returns, any excess amount will be automatically allocated to any remaining outstanding taxes and/or penalties." Below the text are two buttons: "Pay Outstanding Liabilities" and "Continue". The "Continue" button is highlighted with a red box and a yellow circle with the number 1. The background shows the portal's navigation menu with options like HOME, POLA, VAT, EXCISE TA, VAT CLEA (TINCO), PAYMENTS, MY CORRESPONDENCE, and USER AUTHORIZATION.

Step	Action
(1)	<ul style="list-style-type: none"> Click on "Continue" if you wish to make an advance payment towards your immediate next tax obligation.



tp_payment_103@def.c... What are you looking for? User Type عربي -A A +A

Home > Pola > Payments > Advance Payments

HOME
POLA
VAT
EXCISE TAX
VAT CLEARING COMPANY (TINCO)
PAYMENTS
MY CORRESPONDENCE
USER AUTHORIZATION
OTHER SERVICES

You have outstanding liabilities for this tax type which must be cleared first. If you wish to make an advance payment specifically towards your next tax returns filing for this tax type, please continue with this payment which will be held on account till your next returns are filed. Once the payment is allocated to your next returns, any excess amount will be automatically allocated to any remaining outstanding liabilities.

Reason for the advance payment
☒ Payment towards your next tax return filing - March 2022
☐ Payment towards future outstanding liabilities

Payment Amount (AED)

Back Proceed to Payment



- When outstanding liabilities exist on your account, you can make an advance payment only towards your immediate next tax obligation. In such cases the “Reason for the Advance Payment” will be automatically selected as a Payment towards your next tax return filing and will indicate what your next return filing period is.
- You can only make a payment towards your immediate next tax obligation and not for multiple future filing periods.
- Your immediate next filing period is determined by the stagger that you are assigned as well as your most recently filed returns.
- As soon as your immediate next tax returns are filed, this advance payment amount will be used to settle those tax returns.



tp_payment_103@def.c... What are you looking for? User Type عربي -A A +A

Home > Pola > Payments > Advance Payments

HOME
POLA
VAT
EXCISE TAX
VAT CLEARING COMPANY (TINCO)
PAYMENTS
MY CORRESPONDENCE
USER AUTHORIZATION
OTHER SERVICES

You have outstanding liabilities for this tax type which must be cleared first. If you wish to make an advance payment specifically towards your next tax returns filing for this tax type, please continue with this payment which will be held on account till your next returns are filed. Once the payment is allocated to your next returns, any excess amount will be automatically allocated to any remaining outstanding liabilities.

Reason for the advance payment
☒ Payment towards your next tax return filling - March 2022
☐ Payment towards future outstanding liabilities

Payment Amount (AED)

Back Proceed to Payment

Step	Action
(1)	<ul style="list-style-type: none"> Enter the amount in AED for which you wish to make an advance payment and then click on "Proceed to Payment"

Choose Payment Method

tp_payment_103@def.c... What are you looking for? User Type عربي -A A +A

Home ▶ Pola ▶ Payments ▶ Advance Payments

HOME
POLA
VAT
EXCISE TAX
PAYMENTS
MY CORRESPONDENCE
USER AUTHORIZATION
OTHER SERVICES


Select a Payment Method

Payment Summary
Excise
Payment towards your next tax return filing - March 2022 AED 1,000.00
Total AED 1,000.00
Back

Choose Payment Method

GIBAN
Magnati Pay

Proceed to payment

 You can view the payment amount under the "Payment Summary" section

Magnati Pay Payment Method

The screenshot shows the 'Select a Payment Method' interface. On the left is a sidebar with navigation links: HOME, POLA, VAT, EXCISE TAX, PAYMENTS, MY CORRESPONDENCE, USER AUTHORIZATION, and OTHER SERVICES. The main content area has a breadcrumb trail: Home > Pola > Payments > Advance Payments. Below this, the 'Payment Summary' shows 'Excise' payment towards the next tax return filing for March 2022, totaling AED 1,000.00. The 'Choose Payment Method' section offers two choices: 'GIBAN' (represented by a stack of coins icon) and 'Magnati Pay' (represented by the FAB logo). The 'Magnati Pay' option is selected. At the bottom right, a button labeled 'Proceed to pay' is highlighted with a red circle and the number '1'.

Step	Action
(1)	<ul style="list-style-type: none"> If you wish to make your payment through Magnati Pay, choose the payment method as Magnati Pay and click on "Proceed to Payment".

The screenshot shows the Federal Tax Authority e-CTS interface. A confirmation dialog box is displayed in the center, asking the user if they want to proceed after leaving the system. The dialog box has two buttons: 'No' and 'Yes'. A red box highlights the 'Yes' button, and a yellow circle with the number '1' points to it, indicating the next step in the process.

Step	Action
(1)	Click on "Yes" to proceed



Magnati Pay Card Payment



العربية

Select payment method

Credit / Debit / Prepaid Card

CARDHOLDER NAME	CARD EXPIRY	
FRITIONLESS	12	2025
CARD NUMBER	CVV / CVC	
5204740000001002	...	

Please do not click the back button or refresh the page or close the window, while the transaction is processing.
This is a secure payment gateway using 128-bit SSL encryption.

PAYMENT TO
Federal Tax Authority

TRANSACTION AMOUNT

AED 1000.00

SERVICE CHARGE

AED 6.80

TOTAL

AED 1006.80

Pay



- This section is for you to enter your card details which will be validated by the Magnati Pay.

الهيئة الاتحادية للضرائب
FEDERAL TAX AUTHORITY

العربية

Select payment method


☒ Credit / Debit / Prepaid Card

CARDHOLDER NAME
FRICITIONLESS

CARD EXPIRY
12 2025

CARD NUMBER
5204740000001002

CVV / CVC
123



PAYMENT TO
Federal Tax Authority
 TRANSACTION AMOUNT
AED 1000.00
 SERVICE CHARGE
AED 6.80
 TOTAL
AED 1006.80

Please do not click the back button or refresh the page or close the window, while the transaction is processing.
This is a secure payment gateway using 128-bit SSL encryption.

Pay

Step	Action
(1)	<ul style="list-style-type: none"> You can view any charges levied by the Magnati Pay portal against the "Service Charge" tag

الهيئة الاتحادية للضرائب
FEDERAL TAX AUTHORITY

العربية

Select payment method

☒ Credit / Debit / Prepaid Card

CARDHOLDER NAME
FRITIONLESS

CARD EXPIRY
12 2025

CARD NUMBER
5204740000001002

CVV / CVC
123

PAYMENT TO
Federal Tax Authority

TRANSACTION AMOUNT
AED 1000.00

SERVICE CHARGE
AED 6.80

TOTAL
AED 1006.80

Pay 1

Please do not click the back button or refresh the page or close the window, while the transaction is processing.
This is a secure payment gateway using 128-bit SSL encryption.

Step	Action
(1)	<ul style="list-style-type: none"> Enter the Card Holder Full Name, Card Number, Expiry Date, CVV/CVC and then click on the "Pay" button.

الهيئة الاتحادية للضرائب
FEDERAL TAX AUTHORITY

العربية

Select payment method

☒ Credit / Debit / Prepaid Card

CARDHOLDER NAME
FRITIONLESS

CARD EXPIRY
12 2025

CARD NUMBER
5204740000001002

CVV / CVC
123

PAYMENT TO
Federal Tax Authority

TRANSACTION AMOUNT
AED 1000.00

SERVICE CHARGE
AED 6.80

TOTAL
AED 1006.80

Pay

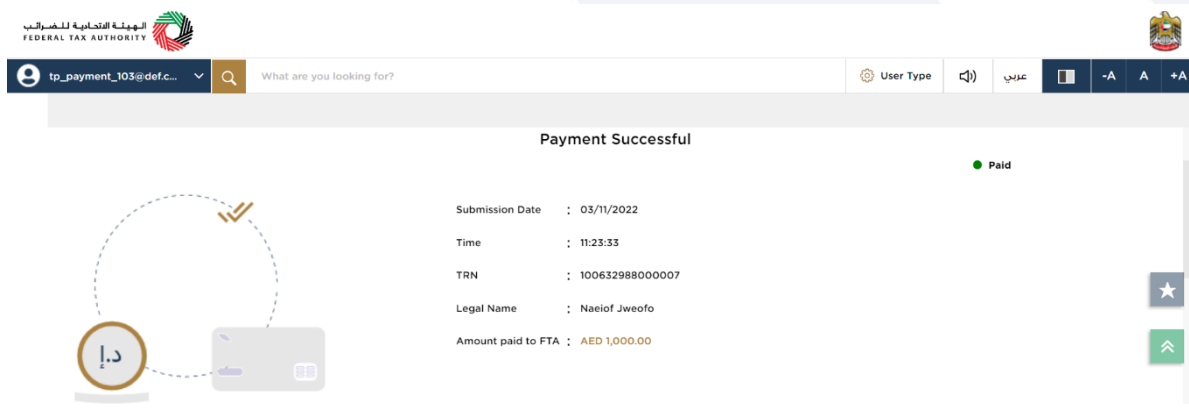
Please do not click the back button or refresh the page or close the window, while the transaction is processing.
This is a secure payment gateway using 128-bit SSL encryption.



- You will be notified on whether your payment has been processed successfully or not.
- You will then be redirected back to the EmaraTax portal. Do not close your browser or app before being redirected back to the EmaraTax portal.



Payment Acknowledgement



Submission Date	: 03/11/2022
Time	: 11:23:33
TRN	: 100632988000007
Legal Name	: Naeiof Jweofo
Amount paid to FTA	: AED 1,000.00



- Once you are redirected back to the EmaraTax portal, a message will be displayed indicating that the payment was successful.
- You will receive an email notification once the payment is processed successfully.
- In case of a payment failure, you will be redirected back to the EmaraTax portal and a message will be displayed indicating the payment failure. You can retry the transaction or logout as required.
- Read "What Next" and "Important" notes.



tp_payment_103@def.c...

What are you looking for?

User Type

عربي

-A

A

+A

What Next :

- 1) Your account will be updated with the payment received. This amount will be automatically allocated to future outstanding liabilities, or your next tax return filing based on the selection you made before making the payment
- 2) You will receive a notification via your preferred means of correspondence confirming this payment
- 3) You can view this payment in your Transaction History
- 4) You can download a copy of this receipt using the Download button below or in the future from "My Correspondence"

Important:

Once your Tax Agent Registration application has been 'pre-approved' by the FTA, you will be required to take the Language proficiency test for both Arabic and English, written and spoken & the Tax Agent Qualification Standards Test. You will be notified about the test data via email.

For any queries please contact us on www.xyz.com or contact us directly at our call center number 1234567890 or email atxyz@gmail.com

Download
Back to Dashboard

Step	Action
(1)	Click on the "Download" button and download the Payment acknowledgment receipt.



tp_payment_103@def.c...

What are you looking for?

User Type

عربي

-A A +A

What Next :

- 1) Your account will be updated with the payment received. This amount will be automatically allocated to future outstanding liabilities, or your next tax return filing based on the selection you made before making the payment
- 2) You will receive a notification via your preferred means of correspondence confirming this payment
- 3) You can view this payment in your Transaction History
- 4) You can download a copy of this receipt using the Download button below or in the future from "My Correspondence"

Important:

Once your Tax Agent Registration application has been 'pre-approved' by the FTA, you will be required to take the Language proficiency test for both Arabic and English, written and spoken & the Tax Agent Qualification Standards Test. You will be notified about the test data via email.

For any queries please contact us on www.xyz.com or contact us directly at our call center number 1234567890 or email atxyz@gmail.com

Download
Back to Dash

Step	Action
(1)	Click on the "Download" button and download the Payment acknowledgment receipt.

GIBAN Payment Method

Step	Action
(1)	<ul style="list-style-type: none"> If you wish to make your payment through GIBAN, choose the payment method as GIBAN and click on "Confirm Allocation"



الهيئة الاتحادية للضرائب
FEDERAL TAX AUTHORITY

tp_payment_103@tax.g...

What are you looking for?

User Type عربي -A A +A

Home ▶ Pola ▶ Payments ▶ Advance Payments

Payment Instructions

Please Initiate Payment as per the below instructions ● Pending Payment

Pay (GIBAN Number)	: AE748680100632988000007
Payment Reference Number	: 636634
Submission Date	: 13/07/2022
Time	: 12:24:12
TRN	: 100632988000007
Legal Name	: Naeiof



- The payment instructions provide you with the details on how to go about making the GIBAN payment
- You must make the payment as per the instructions provided to ensure that your payment is allocated as expected.
- Any errors in quoting the GIBAN, Reference number or the exact amount could result in the allocation of your payment based on seniority of your outstanding liabilities
- Once your payment has been received by the FTA, you will receive a notification confirming this receipt.
- You will be able to download a copy of your payment receipt from the “My Correspondence” section
- Read "What Next" and "Important" notes.



الهيئة الاتحادية للضرائب
FEDERAL TAX AUTHORITY

tp_payment_103@tax.g...

What are you looking for?

User Type

عربي

-A A +A

[Home](#) > [Pola](#) > [Payments](#) > [Advance Payments](#)

2. For Different Amounts, Generate New Reference Number

If you wish to make a payment for a different amount, please cancel the existing allocation and reference number from the Allocation pending payment, and generate a new reference number for the required amount

3. Payment Penalties for Incorrect GIBANs

If the GIBAN or reference number are quoted incorrectly, the FTA cannot guarantee accurate allocation of your payment. This could result in late payment penalties being imposed

For any queries please contact us on [www.xyz.com](#) or contact us directly at our call center number 1234567890 or email [atxyz@gmail.com](#)

Download

Back to Dashboard

Step	Action
(1)	<ul style="list-style-type: none"> Click on the "Download" button and download the payment instructions.



tp_payment_103@tax.g...
What are you looking for?
User Type
عربي
-A
A
+A

Home
Pola
Payments
Advance Payments

2. For Different Amounts, Generate New Reference Number
If you wish to make a payment for a different amount, please cancel the existing allocation and reference number from the Allocation pending payment, and generate a new reference number for the required amount

3. Payment Penalties for Incorrect GIBANs
If the GIBAN or reference number are quoted incorrectly, the FTA cannot guarantee accurate allocation of your payment. This could result in late payment penalties being imposed

For any queries please contact us on www.xyz.com or contact us directly at our call center number 1234567890 or email atxyz@gmail.com

Download Back to Dashboard

Step	Action
(1)	Click on 'Back to Dashboard' to go back to dashboard.



Thank you