



Making Advance Payments - When no outstanding liabilities exist

User Manual

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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 to navigate through the Federal Tax Authority (FTA) EmaraTax portal and make an advance payment, when no outstanding liabilities exist in his/her account.

Login to EmaraTax

- 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.

Dashboard

The screenshot shows the Federal Tax Authority dashboard. At the top, there is a header with the logo and name of the authority. Below the header, there is a navigation bar with a search bar and a 'User Type' dropdown. The main content area is titled 'Create New Taxable Person Profile' and contains a 'Taxable Person List'. The list includes five entries: Uaekfo, Pola, Oman, Muhamad bin Ali, and SALMA GLNADA KHALESA NAILA. Each entry has a 'View' button. The 'View' button for 'Oman' is highlighted with a red box and a yellow circle with the number '1' next to it.

Step	Action
(1)	<ul style="list-style-type: none"> Click on the “View” button on the taxable person profile available on the home page for which an advance payment must be made.



The screenshot displays the FTA portal for a user. The left sidebar contains navigation options: HOME, OMAN, VAT, EXCISE TAX, PAYMENTS (highlighted), MY CORRESPONDENCE, USER AUTHORIZATION, and OTHER SERVICES. The main area is divided into three sections: 'Required Actions' showing a table of due dates for VAT returns, 'Most Used Services' with links for VAT registration and returns, and 'Registration Overview' for Value Added Tax (Active), VAT Clearing Company - TINCO (Not registered), and Excise Tax (Not registered).

Step	Action
(1)	<ul style="list-style-type: none"> Click on the "Payments" menu option.



The screenshot shows the user interface of the Federal Tax Authority website. The user is logged in as 'tp_payment_103@def.c...'. The navigation menu on the left includes 'HOME', 'OMAN', 'VAT', 'EXCISE TAX', 'PAYMENTS' (highlighted), 'MY CORRESPONDENCE', 'USER AUTHORIZATION', and 'OTHER SERVICES'. The main content area shows 'Transaction History' with 'Select & Pay' and 'Pay All' buttons. Below this, there are three tiles: 'Request for Payment Corrections', 'Applications Pending Payment', and 'Advance Payments'. The 'Advance Payments' tile has an 'Add Payment' button highlighted with a red arrow. The footer contains 'QUICK LINKS' (tax.gov.ae, Help Center, Glossary, Sitamar), 'OTHER LINKS' (What's New, FAQs, Contact Us, Complaints and Inquiries), and 'FOLLOW US' with social media icons and a contact number (600 599 994).

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 OMAN VAT EXCISE TAX PAYMENTS MY CORRESPONDENCE USER AUTHORIZATION OTHER SERVICES

Advance Payments

Tax Type TRN

VAT Transaction Date

Reason for the advance payment

☐ Payment towards your next tax return filling - ☐ Payment towards future outstanding liabilities

Payment Amount (AED)

Back Proceed to Payment



- Only those Tax types for which the taxpayer has been registered with the FTA will be displayed here.

Advance Payment Details

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

Mkljiae Payments Advance Payments

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

Advance Payments

Tax Type VAT TRN 100632992200003

Beneficiary Name Mkljiae Transaction Date 10/08/2022

If you wish to make an advance payment specifically towards your next tax return filing for this tax type, please indicate this below and your payment 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. If you mark your payment towards future outstanding liabilities, your payment will be held on account and allocated to any new liabilities that appear on your account

Reason for the advance payment

☐ Payment towards your next tax return filling - Stagger 1 Period 4 - Nov 2021 to Jan 2022 ☐ Payment towards future outstanding liabilities

Payment Amount (AED)

Step	Action
(1)	<ul style="list-style-type: none"> Select the Tax Type from the list. TRN, Beneficiary Name and Transaction Date are auto-populated once the tax type is selected



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

Home Oman Payments Advance Payments

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

Beneficiary Name: Mkljiae Transaction Date: 10/08/2022

If you wish to make an advance payment specifically towards your next tax return filing for this tax type, please indicate this below and your payment 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. If you mark your payment towards future outstanding liabilities, your payment will be held on account and allocated to any new liabilities that appear on your account

Reason for the advance payment
☒ Payment towards your next tax return filing - Stagger 1 Period 4 - Nov 2021 to Jan 2022
☐ Payment towards future outstanding liabilities

Payment Amount (AED): 0.00

Back Proceed to Payment

Step	Action
(1)	<ul style="list-style-type: none"> Choose the "Reason for the Advance Payment"



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

Home Oman Payments Advance Payments

HOME

OMAN

VAT

EXCISE TAX

PAYMENTS

MY CORRESPONDENCE

USER AUTHORIZATION

OTHER SERVICES

Beneficiary Name: Mkljiae Transaction Date: 10/08/2022

If you wish to make an advance payment specifically towards your next tax return filing for this tax type, please indicate this below and your payment 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. If you mark your payment towards future outstanding liabilities, your payment will be held on account and allocated to any new liabilities that appear on your account

Reason for the advance payment


☒ Payment towards your next tax return filing - Stagger 1 Period 4 - Nov 2021 to Jan 2022 ☐ Payment towards future outstanding liabilities

Payment Amount (AED): 0.00

Back Proceed to Payment




- If you wish to make an advance payment towards your next tax return filing, you can only make a payment towards your immediate next tax obligation and not for multiple future tax obligations.
- Your immediate next tax obligation or filing period is determined by the stagger that you are assigned as well as your most recently filed returns. This will be displayed next to the radio button for "Payment towards your next tax return filing".



المملكة المتحدة للخدمات المالية

FEDERAL TAX AUTHORITY



tp_payment_103@def.c...

What are you looking for?

User Type

عربي

-A A +A

HOME

OMAN

VAT

EXCISE TAX

PAYMENTS

MY CORRESPONDENCE

USER AUTHORIZATION

OTHER SERVICES

Home

Oman

Payments

Advance Payments

Beneficiary Name

Mkijiae

Transaction Date

10/08/2022

If you wish to make an advance payment specifically towards your next tax return filing for this tax type, please indicate this below and your payment 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. If you mark your payment towards future outstanding liabilities, your payment will be held on account and allocated to any new liabilities that appear on your account

Reason for the advance payment

☐ Payment towards your next tax return filing - Stagger 1 Period 4 - Nov 2021 to Jan 2022
 ☒ Payment towards future outstanding liabilities

Payment Amount (AED)

0.00

Back

Proceed to Payment



- If you wish to make an advance payment that should be allocated towards any future taxes or penalties, then you can choose the option of “Payment towards future outstanding liabilities”.



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

Home ▶ Oman ▶ Payments ▶ Advance Payments

HOME

OMAN

VAT

EXCISE TAX

PAYMENTS

MY CORRESPONDENCE

USER AUTHORIZATION

OTHER SERVICES

Beneficiary Name: Mkljiae Transaction Date: 10/08/2022

If you wish to make an advance payment specifically towards your next tax return filing for this tax type, please indicate this below and your payment 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. If you mark your payment towards future outstanding liabilities, your payment will be held on account and allocated to any new liabilities that appear on your account

Reason for the advance payment

☐ Payment towards your next tax return filing - Stagger 1 Period 4 - Nov 2021 to Jan 2022 ☒ Payment towards future outstanding liabilities

Payment Amount (AED): 5,000.00

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 click on "Proceed to Payment"

Select Payment Method

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

Home Oman Payments Advance Payments

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

Select a Payment Method

Payment Summary

VAT

Payment towards future outstanding liabilities AED 5,000.00

Total AED 5,000.00

Back

Choose Payment Method

☐ GIBAN

☒ **FAB1**
First Abu Dhabi Bank
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, a sidebar lists navigation options: HOME, OMAN, VAT, EXCISE TAX, PAYMENTS, MY CORRESPONDENCE, USER AUTHORIZATION, and OTHER SERVICES. The main content area is titled 'Select a Payment Method'. It features a 'Payment Summary' section on the left showing 'VAT' and 'Payment towards future outstanding liabilities' for a total of 'AED 5,000.00'. To the right, under 'Choose Payment Method', there are two radio buttons: 'GIBAN' and 'Magnati Pay'. The 'Magnati Pay' option is selected. At the bottom right, a red circle with the number '1' highlights the 'Proceed to payment' button.

Step	Action
(1)	<ul style="list-style-type: none"> Click on the radio button "Magnati Pay" to choose the payment method and then 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 with leaving the system. The dialog box has two buttons: 'No' and 'Yes'. The 'Yes' button is highlighted with a red box, and a yellow circle with the number 1 points to it. The background shows the 'Select a Payment Method' screen, which includes a 'Payment Summary' section with 'VAT' and 'Payment towards future outstanding liabilities', and a 'Payment Method' section with 'FAB1' and 'Magnati Pay'. The total amount is AED 5,000.00.

Step	Action
(1)	<ul style="list-style-type: none"> Click on "Yes" to proceed.



الهيئة الاتحادية للضرائب
FEDERAL TAX AUTHORITY

العربية

Select payment method

☒ Credit / Debit / Prepaid Card

CARDHOLDER NAME	CARD EXPIRY	
FRICITIONLESS	12	2025
CARD NUMBER	CVV / CVC	
5204740000001002	<div> <div>•••</div> <div>280 14 783</div> </div>	

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 5000.00

SERVICE CHARGE

AED 34.00

TOTAL

AED 5034.00

Pay

Cancel

Powered by **FAB** **magnati**
First Abu Dhabi Bank Payments Are Possibilities



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



الهيئة الاتحادية للضرائب
FEDERAL TAX AUTHORITY



العربية

Select payment method

☒ Credit / Debit / Prepaid Card

CARDHOLDER NAME
FRICTIONLESS

CARD EXPIRY
12 2025

CARD NUMBER
5204740000001002

CVV / CVC
●●●

280 14 783

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 5000.00

SERVICE CHARGE

AED 34.00

TOTAL

AED 5034.00

Pay

Cancel

Powered by
FAB magnati
First Abu Dhabi Bank Payments Use Possibilities



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
FRICTIONLESS

CARD EXPIRY
12 2025

CARD NUMBER
5204740000001002

CVV / CVC
●●●

280 14 783

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 5000.00

SERVICE CHARGE
AED 34.00

TOTAL
AED 5034.00

Pay

Cancel **1**

Powered by **FAB** magnati
First Abu Dhabi Bank Payments Are Possibilities



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	CARD EXPIRY	
FRICITIONLESS	12	2025
CARD NUMBER	CVV / CVC	
5204740000001002	...	280 14 783

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 5000.00

SERVICE CHARGE

AED 34.00

TOTAL

AED 5034.00

Pay

Cancel

Powered by **FAB** **magnati**
First Abu Dhabi Bank Payments are Possibilities

VISA



- 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

tp_payment_103@def.c...

What are you looking for?

User Type

عربي

-A A +A

Payment Acknowledgment

Payment Successful

● Paid

Submission Date : 03/11/2022

Time : 12:18:59

TRN : 100632992200003

Legal Name : Mkiijae

Amount paid to FTA : AED 5,000.00



- Once you are redirected back to the EmaraTax portal, a message will be displayed indicating the success or failure of the payment.
- 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 log out as required.



tp_payment_103@def.c...

What are you looking for?

User Type

عربي

-A A +A

Legal Name : Mkljiae

Amount paid to FTA : AED 5,000.00

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)	<ul style="list-style-type: none"> Click on the "Download" button and download the Payment acknowledgment receipt.

GIBAN Payment Method


The screenshot shows the FTA portal interface. On the left is a navigation menu with options like HOME, OMAN, VAT, EXCISE TAX, PAYMENTS, MY CORRESPONDENCE, USER AUTHORIZATION, and OTHER SERVICES. The main content area is titled 'Select a Payment Method'. It includes a 'Payment Summary' section showing 'VAT' and 'Payment towards future outstanding liabilities' for a total of 'AED 5,000.00'. Below this is a 'Choose Payment Method' section with two radio buttons. The first radio button is selected and is enclosed in a green box; it is labeled 'GIBAN' with a stack of coins icon. The second radio button is labeled 'Magnati Pay' with the FAB logo. At the bottom right, there is a red button labeled 'Confirm Allocation' with a yellow circle containing the number '1' next to it. A 'Back' button is located at the bottom left of the payment summary section.

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@def.c...

User Type

عربي

-A A +A


Mklijae

Payments

Advance Payments

Payment Instructions

Please Initiate Payment as per the below instructions



● Pending Payment

Pay(GIBAN)	: AE698680100632992200003
Payment Reference Number	: 523685
Submission Date	: 10/08/2022
Time	: 22:06:16
TRN	: 100632992200003
Legal Name	: Mklijae
Amount paid to FTA	: AED 5,000.00

What Next :

★

⬆



- 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.



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

Mkilaee Payments Advance Payments

What Next:

Quote above GIBAN for making your Payment

1) Please quote the above mentioned GIBAN reference number and amount when making your payment. Please ensure that you do not include any additional text when quoting your reference number via online banking. You should only enter the 6 digit reference number provided.

Once your payment has been received by the ETA:

1) This amount will be automatically allocated to future outstanding liabilities or your next tax return filing based on the selection you made when generating the reference number.
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 the receipt from "My Correspondence"

Important:

1. Quote Correct GIBAN: Please ensure you quote the correct GIBAN and reference number and pay the exact amount against that reference number

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 ETA 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 1 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@def.c...

What are you looking for?

User Type

عربي

-A A +A

Mkilaee

Payments

Advance Payments

What Next:

Quote above GIBAN for making your Payment

1) Please quote the above mentioned GIBAN reference number and amount when making your payment. Please ensure that you do not include any additional text when quoting your reference number via online banking. You should only enter the 6 digit reference number provided.

Once your payment has been received by the FTA:

1) This amount will be automatically allocated to future outstanding liabilities or your next tax return filing based on the selection you made when generating the reference number.

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 the receipt from "My Correspondence"

Important:

1. Quote Correct GIBAN: Please ensure you quote the correct GIBAN and reference number and pay the exact amount against that reference number

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.

Download

Back to Dashboard

Step	Action
(1)	<ul style="list-style-type: none"> Click on 'Back to Dashboard' to go back to dashboard



Thank you