



FILING RETURNS IN 4 STEPS

FINAL DEADLINE

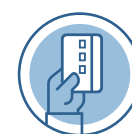
You will be required to pay any tax due by the due date for each return – i.e. by the 28th day of the month following the end of each Tax Period (or on the next working day if the normal due date falls on a national holiday or weekend).



HOW TO APPLY:

ELECTRONICALLY

through the FTA portal eservices.tax.gov.ae



METHODS OF PAYING DUE TAX:

E-dirham cards
Transfer via GIBAN

4 STEPS TO SUBMIT A VAT RETURN

- 1 Login to the FTA eServices portal** and go to the 'VAT' tab whereby you will be able to access your VAT Returns. From this screen you should click on the option "VAT 201 - New VAT Return"
- 2 Complete the Form:**
Fill in the following details:
 - The sales and all other outputs as well as expenses and all other inputs as follows:
 1. The net amounts excluding VAT.
 2. The VAT amount.
 - The system will then calculate the payable or refundable tax.
- 3 Submit the Form:** carefully review all of the information entered on the form after completing all mandatory fields and confirming the declaration. Once you confirm that all of the information included in the VAT Return is correct, click on the Submit button.
- 4 Settle the payable VAT** (if applicable) through "My Payments" tab. Ensure payment deadlines are met.
For further information, please visit the Federal Tax Authority website www.tax.gov.ae