Taxpayer User Manual
Corporate Tax Payments

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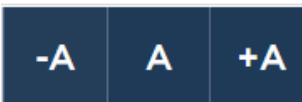
Navigating through EmaraTax

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
-A A +A	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 to the Previous section of the Input Form
Next Step	This is used to go to the Next section of the Input Form
Save as Draft	This is used to save the application as a draft, so that it can be completed later
1 ✓ 2	This menu at the top gives an overview of the various sections within the application form. 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.

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Introduction

This manual is prepared to help a registered Corporate Taxpayer to navigate through the Federal Tax Authority EmaraTax portal and make their Corporate Tax Payments.
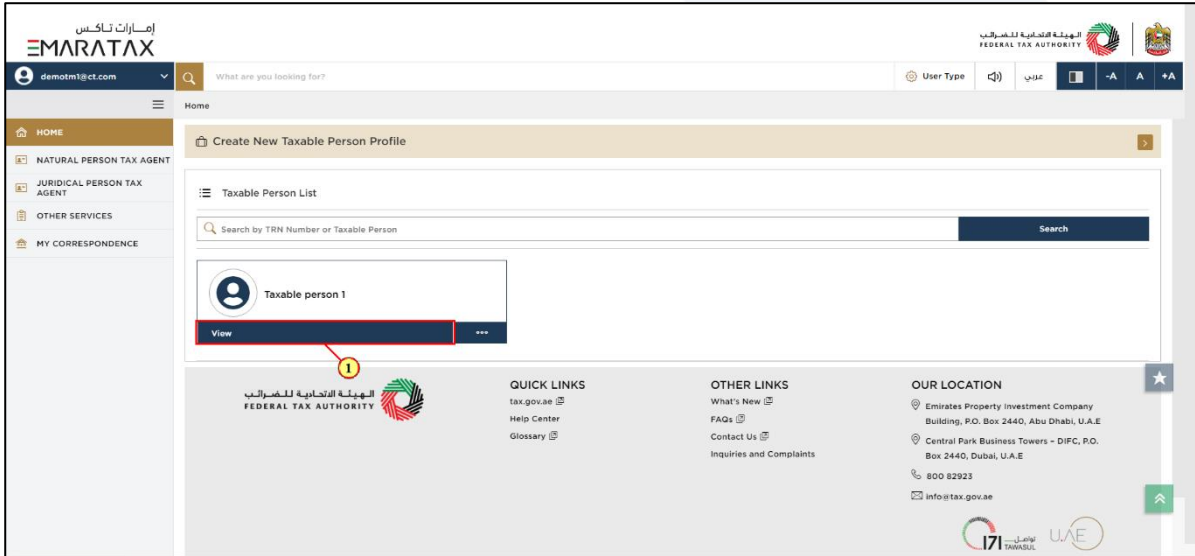
Login to EmaraTax

	You can login into the EmaraTax account using your login credentials or using UAE PASS. If you have forgotten your password, you can use the '**Forgot password?**' feature to reset your password.

Taxable Person Dashboard

Step	Action
(1)	Select the Taxable Person from the list and click '**View**' to open the dashboard.

My Payments Section

You can make your Corporate Tax Payments either in installments or in full till the payment due date. The following section outlines the payment process for settling corporate tax liabilities, either partially or in full.

Step	Action
(1)	Click '**MY PAYMENTS**'.

	• Currently, Corporate Tax supports payments via GIBAN and payments by cards.
	• The '**GIBAN**' reference number and payment instructions are available here.

You will find all your '**Outstanding Payments**' here.

Note: This is your TOTAL CORPORATE TAX PAYMENTS DUE tile, where you can find 'Outstanding payments, Overdue amounts, and Transactions history'.

The Taxpayer has the option to make a partial payment by clicking on the '**Select & Pay**' option or to pay the full amount by clicking on the '**Pay All**' option.

Select and Pay

Step	Action
(1)	Click '**Select & Pay**' on the TOTAL CORPORATE TAX PAYMENTS DUE tile. Select particular amount from outstanding amounts/overdue amounts and pay against it.

Pending Payments Tab

After you click "**Select and Pay**" from the previous step, you will land to the **pending payment tab** where you will find your '**Total Corporate Tax Payments Due**'.

- Under '**Pending Payments**', you will see the '**Total Tax Liabilities**' and '**Total Penalties**'.
- You have an option to download the Payment Due statement using the '**Download**' option.

- You will find all your tax liability for each year separately in this section.
- In case you cannot see the transaction which you need to pay against, you can expand the '**Showing records per page**'.

Step	Action
(1)	• You have an option to make a partial payment. • Enter the amount that you wish to pay now.

To navigate back to the previous screen, click '**Back**'.

Step	Action
(1)	Click '**Proceed to Payment**'.

Your '**Payment Summary**' is available here.

You can choose between two payment methods; '**GIBAN**' and '**Card Payment**'.

Payment Method - Card Payment

The following section covers 'Card Payment Method' for a payment process via Magnati Pay.

Step	Action
(1)	Choose '**Card Payment**' as your Payment Method.

Step	Action
(1)	Click '**Proceed to payment**'.

	Note: You will leave the FTA portal and you will be directed to the payment portal 'Magnati'.
	• Click 'Yes' to proceed.
	• Click 'No' to remain in select payment method section.
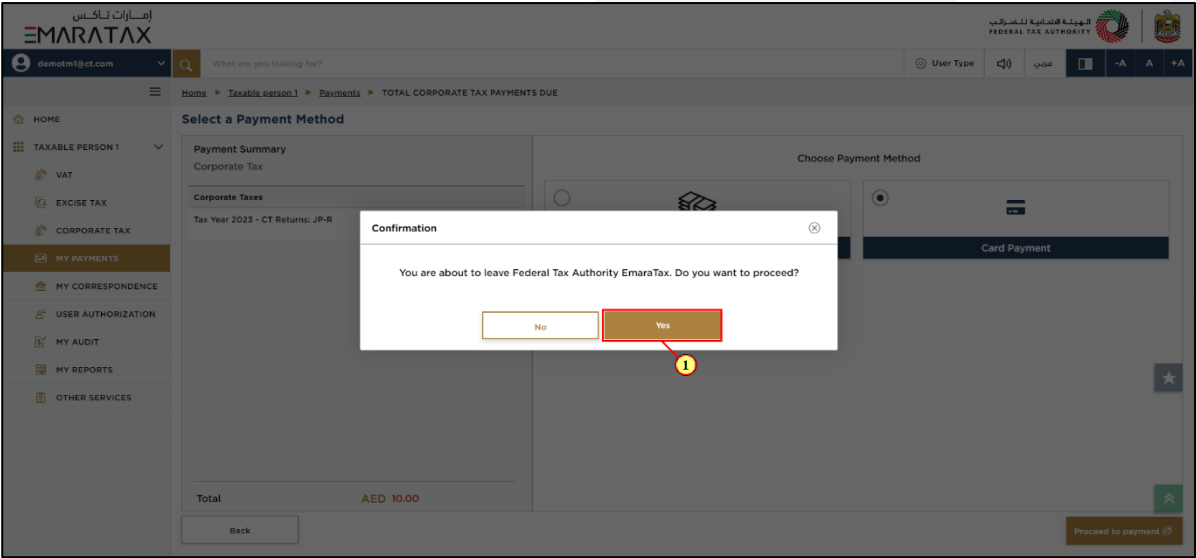
Step	Action
(1)	Click '**Yes**' to confirm.

| | You have multiple options to make the Payment. |

Step	Action
(1)	Enter payment details.

If the Taxpayer is using an international card for payment, then the gateway will propose to pay in Taxpayer's card local currency - as it is shown here in BHD.

Step	Action
(1)	Select the card currency in which you would like to make the payment.

Step	Action
(1)	Click '**Pay**'.

Post Successful Payment

	You will receive an acknowledgement for the payment made.

Step	Action
(1)	• Click '**Download**' to download a pdf copy of the acknowledgement screen. • Click '**Back to Dashboard**' to navigate back to the Taxable Person dashboard.

Payment Method - GIBAN

The following section covers 'GIBAN Payment Method' for a payment process via Bank Transfer.

Step	Action
(1)	Click '**MY PAYMENTS**'.

| | • | After your partial payment is successful, the Total Outstanding Amount will be updated against the '**TOTAL CORPORATE TAX PAYMENTS DUE**' tile. |
| | • | You have the option to pay in parts using '**Select & Pay**' or pay in full using '**Pay All**'. |

Step	Action
(1)	Click '**Select & Pay**' on the TOTAL CORPORATE TAX PAYMENTS DUE tile.

Step	Action
(1)	• You have an option to make a partial payment. • Enter the amount that you wish to pay now.

Step	Action
(1)	Click 'Proceed to Payment'.

Payment Method - GIBAN

The following section covers 'GIBAN Payment Method' for a payment process via Bank Transfer.

Step	Action
(1)	Choose '**GIBAN**' as your Payment Method.

Step	Action
(1)	Click '**Confirm Allocation**' and payment instructions will be generated automatically for a particular transaction.

Post Successful Payment

	Take a note of your 'Payment Reference Number' under payment instructions. Payment reference number is 6-digit reference number which will be generated for a particular transaction.

Local Transfers

- Once you take a note of your 6-digit reference number, please open your personal internet banking platform to create the beneficiary and make the payment.
- Follow these instructions to proceed with your payment.

Note: A SWIFT/BIC code is generally not required for local bank transfers. However, if your bank requests one, please use CBAUAEAAXXX. Alternatively, if your bank accepts internal bank codes in place of a SWIFT code, you may use E735AEXXXXX or E735AEXX. It is recommended to confirm this with your bank to ensure compatibility:

Beneficiary Details	Details
Bank Name	Central Bank of the UAE
Beneficiary Bank details / Account Name	Federal Tax Authority - Taxation of Corporations & Businesses
IBAN	AE757350001000105000120
SWIFT / BIC Code	CBAUAEAAXXX / E735AEXX / E735AEXXXXX
Routing Code	273510101

International Transfers

- Once you take a note of your 6-digit reference number, please open your personal internet banking platform to create the beneficiary and make the payment.
- Follow these instructions to proceed with your payment.

Beneficiary Details	Details
Bank Name	Central Bank of the UAE
Beneficiary Bank details / Account Name	Federal Tax Authority - Taxation of Corporations & Businesses
IBAN	AE757350001000105000120
SWIFT	CBAUAEAAXXX
Routing Code	273510101

Step	Action
(1)	• Click '**Download**' to download a pdf copy of the acknowledgement screen. • Click '**Back to Dashboard**' to navigate back to the Taxable Person dashboard.

Allocate Pending Payments

Step	Action
(1)	Click '**MY PAYMENTS**'.

Step	Action
(1)	Click '**Select & Pay**' on the TOTAL CORPORATE TAX PAYMENTS DUE tile.

Step	Action
(1)	Click on **'Allocations Pending Payment'** tab.

Allocations Pending Payment

> - You will find your GIBAN allocations here.
> - You have an option to download the GIBAN allocation receipt.

Step	Action
(1)	Click '**...**' and select '**View**' to view the GIBAN allocation.

| | You can view your 'GIBAN' allocation and liability here. |

Step	Action
(1)	Click here to close the window.

Correspondences

Taxpayer receives the following correspondences:

- Corporate Tax Payment acknowledgement notification.
- Corporate Tax Payment tax liability notification.