



EXCISE TAX REFUND SUMMARY USER GUIDE

This guide will help you complete your Excise Tax Refund Claims.

Purpose of the Claim

When a Taxable Person files his excise tax return and the value of his deductible tax exceeds the value of excise tax payable to the FTA, he will have excess refundable tax and may be entitled to use this form to apply for a refund of the excess refundable tax through the submission of this Claim.

Timeframes

Where the Taxable Person makes a claim for a refund of excess refundable tax, the FTA will repay the money to the Taxable Person by the later of:

- 2 calendar months following submission of the claim for a refund; or
- Where the FTA undertakes a tax audit to verify the validity of the claim, within 21 calendar days of completion of the audit.

Submitting the Claim

1. **Login to FTA e-Services Portal and access the form:** go to 'Excise Tax' tab, then select the 'Excise Tax Return and Excise Tax Refunds' tab. Click on **EX301 - Excise Tax Refunds** to access the form.
2. **Complete your Refund Form:** Fill in each field on the form and click on **Save and Review**.
3. **Submit the Form:** using the button **Submit**.

Verifying your balance post the approval

Once you receive a confirmation email of the refund, you may check your balance through the 'My Payment' tab under the Transaction History section.