

# **User Guide for Online Tax Payments Platform (OTPP)**

Inland Revenue Department (IRD) has introduced Online Tax Payments Platform (OTPP) for making tax payments Online, with the collaboration of commercial banks of Sri Lanka, to make taxpayers easier on making tax payments. The steps for making payments via OTPP as follows;

### Step 1 - Login to your Bank Portal

User Name

Password

Please note that your bank portal might have slightly different user interfaces or screens and you can contact your bank if you need more information regarding how to make tax payments to Inland Revenue Department using this facility.

# Step 2 - Select "Make a Payment" option from the main menu.



• Above step 2 can vary depending on the Bank

#### **Step 3 – Selecting the Payee**

- 1. Then select "INLAND REVENUE DEPARTMENT" under payee list
- 2. Then click "Make Payment" button to proceed with the payment.

Gove	ernment Payments	BOARD OF INVESTMENTS (BOI SRI	Make Payment
My sav	ed payments Nickname	LANKA) ELECTRONIC TOLL COLLECTION (ETC) - RDA	
	· · · · · · · · · · · · · · · · · · ·	ROAD TRAFFIC FINE	
	· ·····	SLPA	-
		·	
	Pay Selected		

Screen below will be displayed and you need to input or select the following values.

- Taxpayer Identification Number (TIN)
- Taxable Period/Calendar Year
- Tax Type
- Payment Type

Pay to	INLAND REVENUE DEPARTMENT
Taxpayer Identification Number (TIN)	
Taxable Period/Calendar Year	
Тах Туре	Corporate Income Tax(CIT)
Payment Type	O Self Assessed O Non Self Assessed

## Step 4 - Search IRD Details

- 1. Please make sure to input correct values for Taxpayer Identification Number (TIN), Taxable Period/Calendar Year, Tax Type and Payment Type allowing IRD to return you with generated payment voucher values.
- 2. Then click the "Search IRD Details" button to validate the inputs.

Рау то	INLAND REVENUE DEPARTMENT	
Taxpayer Identification Number (TIN)	114084654	
Taxable Period/Calendar Year	2017	
Тах Туре	Corporate Income Tax(CIT)	
Payment Type	Self Assessed     O Non Self Assessed	
Back Search	IRD Details	

- 3. System will validate the Taxpayer Identification Number (TIN), Taxable Period/Calendar Year, Tax Type and Payment Type
- 4. If the validation is successful, it will display the payment details (Self-Assessed payment details or Non Self-Assessed payment details).

5. If the validation is failed, It will be displayed an error message.

Below error message will display, if the validation is **failed**.

Effective Available Balance 7,964.55 LKR ACTIVE PRIMARY	EPROR     2 : There are no Paying in slips found for the period III	×
Pay to	INLAND REVENUE DEPARTMENT	
Taxpayer Identification Number (TIN)	114084654	
Taxable Period/Calendar Year	2017	
Тах Туре	VAT 👻	
Payment Type	O Self Assessed O Non Self Assessed	
Back Search IR	D Details	

Step 5: Self-Assessed payment

- 1. If you need to proceed with the **Self-Assessed payment**, then selects "**Self-Assessed payment**" as payment type and click the "**Search IRD Details**" button
- 2. Then it will display the Self-Assessed payment voucher list.

-								
Тахра	yer Identificatio	n Number (TIN)	1140840	554				
Taxable Period/Calendar Year			2017	2017				
Тах Ту	pe		VAT		•			
Payme	ent Type		Self/	assessed O No	n Self Assessed			
	Back	Searc	h IRD Dotaile	D				
Self-A	ssessed pøyme	nt						
•	Tax Period	Payment Period	Due Date	DIN	Payment Period Begin Date	Payment Period End Date		
0	1710	17131	2017-03- 31	101001195922870	2017-03-01	2017-03-15		
0	1710	17132	2017-04- 15	101000361466670	2017-03-16	2017-03-31		
•	1720	17221	2017-05- 31	101001195924470	2017-05-01	2017-05-15		
•	1720	17231	2017-06- 30	101001195923670	2017-06-01	2017-06-15		
0	1720	17232	2017-07- 15	101000636432770	2017-06-16	2017-06-30		
			-					
Tax Pa	yment Amount	in Rs.						

3. You need to select a payment in the displayed list and enter the Tax Payment Amount to proceed.

4. Then click **"Pay"** button to proceed with the payment and confirm it.

«payer loentification Number (TiN) kable Period/Calendar Year			114084	554		
			2017	2017		
Tyr	pe		VAT		-	
ne	nt Type		⊕ Self.4	Assessed O No	n Self Assessed	
_	Buch			( <sup>2</sup>		
	Black	Search	h IHO Details			
A:	Tax Period	nt Payment Period	Due Date	DIN	Payment Period Begin Date	Payment Period End Date
١	1710	17131	2017-03- 31	101001195922870	2017-03-01	2017-03-15
	1710	17132	2017-04- 15	101000361466670	2017-03-16	2017-03-31
	1720	17221	2017-05- 31	101001195924470	2017-05-01	2017-05-15
	1720	17231	2017-06- 30	101001195923670	2017-06-01	2017-06-15
	1720	17232	2017-07- 15	101000636432770	2017-06-16	2017-06-30
Ι						

5. IRD payment reference will be returned for successful payment.

Pay to	INLAND REVENUE DEPARTMENT	
Tax Payment Amount in Rs.	100.00	
Taxpayer identification Number (TIN)	114084654	
Taxable Period/Calendar year	2017	
Payment Mode	Online Payment	
Important     Online transfer convenience fee of Rs 10.00	) will be levied.	
Payment Type	Self Assessed	
тах туре	Value added tax(VAT)	
Tax Period	1710	
Payment Period	17132	
Due Date	2017-04-15	
DIN	101000361466670	
Payment Period Begin Date	2017-03-16	
Payment Period End Date	2017-03-31	
Confirm your action User Name [ One Time Password Haven's receive	a the password yet? Resend	To enhance convenience and Internet Banking security, we have enrolled you for OTP (One Time Pessword) option in Sampath Vishwa. From now on you can enter the OTP received to your registered mobile phone via SMS/Email Instead of the usual 2nd (transaction) password.
Beck Contem		
		$\times$
(i) MESSAGE Payment suc Reference : 8 IRD Receipt	ccessful. 3540708 No for your payment : 1000	000000333

### Step 6: Non Self-Assessed payment

1. If you need to proceed with the Non Self-Assessed payment, then selects "Non Self-Assessed payment" as payment type and click the "Search IRD Details" button

Taxpayer Identification Number (TIN)			114085014				
axable Period/Cal	endar Year		2018				
ах Туре			VAT			•	
ayment Type			O Self Assessed	O Non Seif	Assessed		
Back	6	Search IRD	Details				
Back		Search IRD	Details				
Back Non-Self-Assessed # Tax Period	payment Payment Period	Due Date	Din	Charge Number	ASMT Seq	Payment Period Begin Date	Payment Period End Date
Back Non-Self-Assessed # Tax Period D 1820	Payment Payment Period 18211	Due Date 2018- 04-30	Dotatis DIN 101000231082970	Charge Number 7001820001	ASMT Seq	Payment Period Begin Date 2018-04-01	Payment Period End Date 2018-04-15
Back Ion-Self-Assessed # Tax Period D 1820 D 1820	payment Payment Period 18211 18232	Due Date 2018- 04-30 2018- 07-15	Details DIN 101000231082970 101001166482870	Charge Number 7001820001 7001820001	ASMT Seq 1	Payment Period Begin Date 2018-04-01 2018-06-16	Payment Period End Date 2018-04-15 2018-06-30
Back Ion-Self-Assessed # Tax Period D 1820 D 1820 D 1820 D 1820	Payment Payment Period 18211 18232 18232	Due Date 2018- 04-30 2018- 07-15 2018- 07-15	Din Din 101000231082970 101001166482870 101001166481070	Charge Number 7001820001 7001820001 7001820001	ASMT Seq 1	Payment Period Begin Date 2018-04-01 2018-06-16 2018-06-16	Payment Period End Date 2018-04-15 2018-06-30 2018-06-30

- 2. Then it will display the Non Self-Assessed payment list.
- 3. You should select a payment in the displayed list and enter the Tax Payment Amount, Penalty Amount and Interest Amount to proceed.
- 4. Then click "Pay" button to proceed with the payment and confirm it.

				INLAND REVENUE DEP	ARTMENT			
Тахрау	yer Identificat	ion Number (TiN	1)	114085014				
Taxabi	e Period/Cale	andar Year		2018				
тах ту	pe			VAT			-	
Payme	int Type			O Self Assessed	Non Self	Assessed		
	Back		Search IRD	Detaits				
Non-Si	elf-Assessed Tax Period	Payment Payment Period	Due Date	DIN	Charge Number	ASMT Seq	Payment Period Begin Date	Payment Period End Date
9	1820	18211	2018- 04-30	101000231082970	7001820001		2018-04-01	2018-04-15
			2018-	101001166482870	7001820001	1	2018-06-16	2018-06-30
•		-	07-15					
© 0	1820	18232	2018- 07-15	101001166481070	7001820001	τ.	2018-06-16	2018-06-30
。 。	1820	18232	2018- 07-15 2018- 07-15 2018- 07-15	101001166481070	7001820001	1	2018-06-16	2018-06-30 2018-06-30
© O Tax Pa	1820 1820 syment Amou	18232 18232 nt in Rs.	07-15 2018- 07-15 2018- 07-15	101001166481070 101000236742370 300.00	7001820001 7001820001	1	2018-06-16 2018-06-16	2018-06-30
O O Tax Pa	1820 1820 syment Amou	18232 18232 nt in Rs. Rs.	07-15 2018- 07-15 2018- 07-15	101001166481070 101000236742370 300.00 200.00	7001820001	1	2018-06-16	2018-06-30

5. IRD payment reference will be returned for successful payment.

Pay No         FILLUID PER INTERDIMENT           Tax Paymert Annount in Pay         20000           Prevade Annount in Rc         20000           Tax paymert Annount in Rc         10000           Tax paymert Record Celencer Year         2010           Paymert Taype         Inter Paymert           Paymert Taype         Inter Sector Sector Year           Paymert Taype         Inter Sector		
Tax Payment Revised K-Houses In Re.     2000       Penades Annount In Re.     1000       Tax Payment Rec     1000       Tax Payment Rec     1000       Tax Payment Rec     2010       Payment Sensor Data     2013       Payment Sensor Bagen Data     2010       Payment Record Segn Data     2013 (56.16)       Payment Record Segn Da	Payto	VILAND REVENUE DEPLETMENT
Penaby Avourtiin Rs.     20000       rtauez, Arnount in Rs.     0000       raippiger (dem Nation Vumber (TM)     14005011       taubit Person Caencer Ver     2013       20jmert Mode     Drine Raymert       Pagmert Conversioner Ver     2013       Pagmert Type     Non Sef Assessed       Pagmert Datas     2020       Pagmert Datas     2020       Pagmert Datas     2020       Pagmert Datas     2020       Pagmert Datas     2013 C6:16       Pagmert Datas     2013 C6:16       Pagmert Datas     2013 C6:16       Pagmert Datas     2013 C6:16       Pagmert Partod Step Datas     2013 C6:16       Pagmert Pagmerd Step Datas	Tax Payment Amount In Pa.	500 000 E
rtrvent.Anount in Ric     100 00       raippyer (detrifted for Number (ITM)     14005014       raisbis Ferrori Caencer Ivear     2013       Paymert Node     Drine Faymert       Paymert Type     Non Sef Auszoned       Online Trainfor convenience fas of Rt 1000 yill be south     Non Sef Auszoned       Paymert Type     Non Sef Auszoned       Tai Type     Non Sef Auszoned       Tai Type     Non Sef Auszoned       Paymert Type     Non Sef Auszoned       Paymert Type     10220       Paymert Type     10220       Paymert Type     10220       Paymert Type     10220       Paymert Type     1000000000000000000000000000000000000	Penaty Amours in Rs.	200.00
Taipeger 1947/X400 Number (TH)       11.20201.1         Taipeger 1947/X400 Number (TH)       2013         Taipeger 1947/X400 Number (TH)       2013         Taipeger 1947/X400 Number (TH)       2013         Taipeger 1940 Taipeger 1948       Dilline Reyment         Taipeger 1947/X400 Number (TH)       Non Sef Autocodd         Taipeger 1940 Taipeger	rtives Amount in Rs	100.00
Tai abis Perco Caencer Year 2013 Poyners Notals Dataset of Data 10.00 yell be leaved. Payners Type Notale Payners Payners Type Notale Payners Tai Type Notale Payners Tai Type Notale Payners Tai Type Notale Payners Tai Type Notale Dataset Notale Payners Tai Type Notale Payners Type Notale Payners	raipeyer identification number (mmi	112005012
Payment Node     Draine Rayment       Payment Type     Non Sef Assessed       Payment Type     Non Sef Assessed       Tail Type     Non Sef Assessed       Due Data     Data Set TriB       Diff Charles Fando Bagn Datas     Data Set TriB       Payment Sendo Bagn Datas     Data Set TriB       Payment Sendo Bagn Datas     Data Set TriB       Payment Sendo Bagn Datas     Data Set TriB       Durant Sendo Bagn Datas     Data Set TriB       Data Set TriB     Data Set TriB	Tatable Period Calencar Year	2012
Important       Non Def Assessed         Payment Type       Non Def Assessed         Fair Type       Value access tax(VAT)         Tair Type       Value access tax(VAT)         Payment Dance       Doi: 0.010000000000000000000000000000000000	Paymant Moda	Draine Payment
Pajmant Type     Non Sef Assessed       Tai Type     value addecidation tai (VAT)       Tai Period     1020       Pajmant Danod     101001166532870       Charge Number     7001022001       Acturt Seq     1       Pajmant Period Segn Data     10100-000       Pajmant Period tric Date     2013-00-16       Conting your period     10100-000       Conting your period     1010-00-16       Pajmant Period tric Date     2013-00-16       Conting your period     1010-00-16       Pajmant Period tric Date     2013-00-16       Conting your period     1010-00-16       Pajmant Period tric Date     2013-00-16       Conting your period     1010-00-16       User Name     1010-00-16       One Time Pascanerit     1010-00-16       User Name <td< td=""><td>Important Online transfer convenience fee of 92 10</td><td>00 will be leved.</td></td<>	Important Online transfer convenience fee of 92 10	00 will be leved.
Tai 1;94     Value addecisati(vi/1)       Tai Period     1020       Paymant Period     1023.1       Due Data     2018.07.15       DN     101001165.832.270       Charge Number     700102.0001       AdVIT Seq     1       Payment Period Begin Data     2018.06.16       Payment Period Begin Data     2018.06.16       Continn your action Uter Name     2018.06.16       Continn your action Uter Name     To enhance conversion and informat Berling accurity, we have conversion and informat Decision action Uter Name     To enhance conversion and informat Decision action Uter Name       Continn your action Uter Name     To enhance conversion and informat Decision action (to your regulation of the Data Data Payment Period to Data     To enhance conversion and informat Decision action (to your regulation of the Data	Paymant Typa	Non Self Ascesses
Tai Period     1020       Payment Period     10221       Due Date     2018-07-18       DN     101001116513229'0       Charge Number     7001020001       ASUT Seq     1       Payment Period Segin Date     2018-06-16       Payment Period End Ende     2018-06-16       Continu your petion     2018-06-16       Continu your petion     2018-06-16       Continu your petion     To enhance connected your and informatic your for OPP (Date Tame Represent)       One Tame Record Chine Date     2018-06-10       Top enhance connected your and informatic your tame on your can writer the DIP machines to your regression of the DIP machines to your regression of the DIP machines to your regression of the DIP	гах туре	Value appendax(VAT)
Payment Period     10223       Due Date     2018-07-18       DH     101001185422.810       Dhayen Humber     70010220001       Aduit Seq     1       Payment Period Bugin Dates     2018-06-16       Payment Period the Date     2018-06-30	Tai Penod	1020
Due Data 2018-07-15 DN 101101165.832270 DN 101001165.832270 Dnage Number 7001020001 ASUT Seq 1 Payment Period Segin Data 2013-06-16 Payment Period Sink Data 2013-06-16 Payment Period Sink Data 2013-06-90 Confirm your pation User Name Confirm your pation User Name To enhance convertience and internet. Berifeing sociality, we have carvolled you for OPP (Dres Temp Pasaword) opt Tamp Pasaword To enhance convertience and internet. Payment Period Sink In Samplish Visione. Proving Sociality Internet received the pasaword yet? Pacend	Paymant Parlos	10235
PN     101 001 16643229*0       Charge Number     7001 0220001       ASUIT Seq     1       Payment Sendo Begin Data     2013-06-16       Payment Period End Data     2013-06-16       Payment Period End Data     2013-06-16       Confirm your petion     2013-06-10       Confirm your petion     To enhance converting a and integrant.       Data Payment Period End Data     2013-06-10       Confirm your petion     To enhance converting a and integrant.       Data Payment Period End Data     To enhance converting a and integrant.       Confirm your petion     To enhance converting a and integrant.       User Name     To enhance converting a and integrant.       Data Payment Period End Data     To enhance converting a and integrant.       Data Payment Period End Data     To enhance converting a and integrant.       Data Payment Period End Data     To enhance converting a and integrant.       Data Payment Period End Data     To enhance converting a and integrant.       Data Payment Period End Data     To enhance converting a strange of the OIP provide the period period by period by the period by period by period by period by the period period by period by the period period by period by the period period by the period of the period by the period	Due Date	2018-07-15
Charge Humber 7001020001 ASUT Seq 1  ASUT Seq 1  Payment Denod Begin Date 2013-06-16  Payment Period Bric Date 2013-06-90  Confirm your action Uter Name Description Date Pacoword Description Descrip	DN .	101001165132870
x50/T Seq     1       Payment Senot Begin Data     2013-06-16       Payment Period the Date     2013-06-90       Confirm your action     To enhance conversion colored internet.       Disrings     To enhance conversion colored internet.       Destings     Confirm your action       User Name     Secting society, we have taxed of your action in Semplatio Victure.       One Take Paceword     Internit received the paceword yet? Peceric	Charge Number	7001020001
Payment Pencel Begin Data     2013-06-16       Payment Period the Date     2013-06-50       Confirm your pation User Name     To enhance conversion colored internet. Besing accurately, we have cannot be you for OTP (One Term Paceword) option in Semplate Visioned option in Semplate Visioned paceword to your conversion of the OTP process to your problem of the OTP	ASUT Seg	1
Payment Period Snit Date 2013-00:00 Confirm your action User Name One Take Paceword Internet received the password yet? Recend To enhance conversion call internet, Ber King security, we have can well and internet, Ber King security, we have can well and internet, Internet received the password yet? Recend The enhance is Staff provide interted of the password yet? Recend	Payment Period Bagin Date	2013-06-16
Confirm your pation Uter Hame One Take Pacaword To enhance conversionce and Internet: Berling would for OTP (One Take Pacaword) option in Samp Site Visions Trevent received the pataword yet? Recend Trevent received the pataword yet? Recend	Payment Period find Date	2013-06-50
One Time Pacowords One Time Pacowords	Confirm your action	To enhance conversion or and internet.
One Time Password Tree Password on your can enter the OTP Treative Treative the password yet? Resend Treative to SMC/Email instead of the		you for OTP (Drive Time Patoword) oction in Samouth Victory
	One Time Pacoword	sed the password yet? Recend From more on your can enter the OTP received to your registered mobile phone via SMS/Email instead of the
	Buck Conf	
Aux Coulder		



# Notes.

- 1. Since you are connected to the bank you hold your bank account you may need to be aware of its rules and regulations while you make payments/transfers. Please note that IRD does not have any control over the bank you have acquired online payment facility.
- 2. Lanka Clear LPOPP will be handling the fund transfers between your bank and Inland Revenue account as the Authorized Company by the Central Bank of Sri Lanka
- 3. Any Interruption or unavailability due to any technical error at your bank is not a responsibility of IRD. Hence you are advised to make payments before the due date allowing you to have alternatives to make payments in case of such technical fault in the banking portal.
- 4. You will be informed real-time regarding the payment you made via SMS if your mobile number is registered with IRD. Please make sure to register your mobile phone number to receive SMS from IRD.
- 5. Usual fund transfer regulations for banks are applied when you perform online tax payments and IRD does not have any control over those regulations. Please get more information from your bank regarding the online payment regulations.
- 6. Regulations mentioned in above 5 will decide regarding the payment date depending on the date and time of your payment.
- 7. If your bank does not facilitate online payments for tax you may request them to provide the facility as their client. We as IRD have informed and requested all commercial banks who are connected with Lanka Clear interface to provide online tax payment facility. Many banks will join us in the near future and will provide you with this facility.
- 8. IRD would discontinue the Alternative Tax Payment System (ATPS) facility which we introduced as our contingency plan, while we faced the emergency situation due to COVID-19.