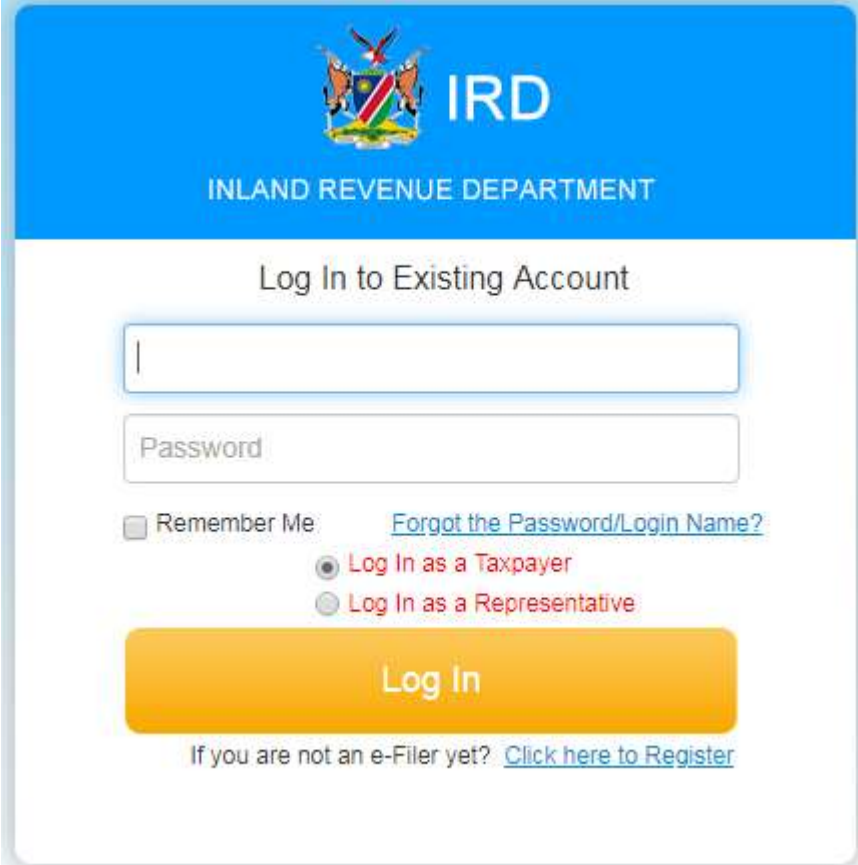


<https://www.itas.mof.na>

login with itas with your user name and password

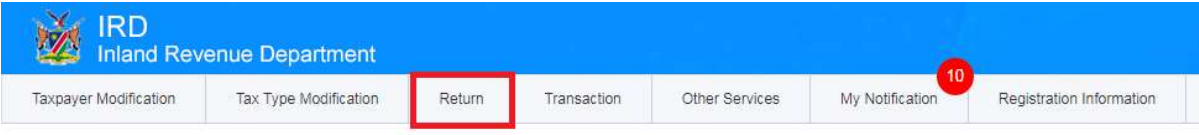
1.



The screenshot shows the login page for the Inland Revenue Department (IRD). At the top, there is the IRD logo and the text "INLAND REVENUE DEPARTMENT". Below this, the heading "Log In to Existing Account" is displayed. There are two input fields: one for the username and one for the password. Below the password field, there is a "Remember Me" checkbox and a link "Forgot the Password/Login Name?". There are two radio button options: "Log In as a Taxpayer" (which is selected) and "Log In as a Representative". A large orange "Log In" button is positioned below these options. At the bottom, there is a link "If you are not an e-Filer yet? Click here to Register".

Go to return – “MY RETURNS”

2.



The screenshot shows the navigation menu of the IRD website. The menu is located at the bottom of the page and contains several items: "Taxpayer Modification", "Tax Type Modification", "Return", "Transaction", "Other Services", "My Notification", and "Registration Information". The "Return" item is highlighted with a red box. There is also a red circle with the number "10" next to the "My Notification" item.

Choose “tax type” employee tax

3.

My Returns

/ Your Returns


Return ID: Tax Type: **Employee Tax** Return Type: -Select- Tax Year:

Tax Period: -Select- Status: -Select- Data Source: -Select- Return Period:

 Search Your Return

Then click on search your return on the left side of the screen

Click on the return you want to do and then click “file your return”

 Search Your Return **File Your Return** **Duities&Non-regular Tax**

Return ID	Version	Tax Type	Return Type	Return Period	Period From	Period To	Due Date	Status
		Employee Tax	PAYE4 Tax Return	201909	01-09-2019	30-09-2019	21-10-2019	Pending for Submission
		Employee Tax	PAYE4 Tax Return	201908	01-08-2019	31-08-2019	20-09-2019	Pending for Submission
		Employee Tax	PAYE4 Tax Return	201907	01-07-2019	31-07-2019	20-08-2019	Pending for Submission
		Employee Tax	PAYE4 Tax Return	201906	01-06-2019	30-06-2019	22-07-2019	Pending for Submission

Export your template to copy your payroll sheet into for uploading

ETX Import Template 

Open the payroll program

View statutory

Monthly employee tax (ETX) return

Employee Filter ✕

Show Processed Employees Show Active Employees Show All Employees

Filter Employees To Select From Employees To Process **OK**

Click on ok

Choose your period you want to import into itas and make sure you select ALL

Monthly Employee Tax (ETX) Return ✕

Month: **OK**

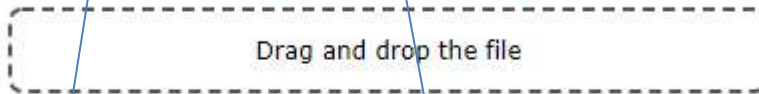
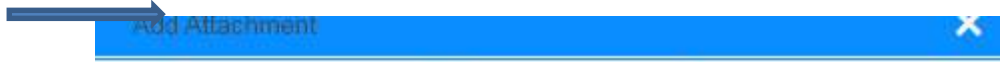
Status: Cancel

Filter

Click on ok



Then you can click on the upload button

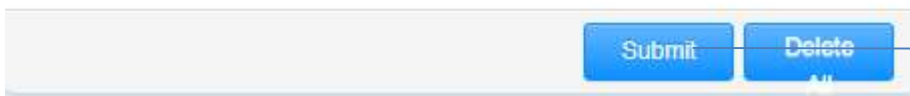


File	Size	Action
ETX Employee Import Template test.xlsx	31.50K	
Schedule:		
Uploaded:31.50K/31.50K(100%)		
31.50K/31.50K 100%		

Here you can see the file was uploaded

Click to add the sheet you want to import

Click to start import



Click submit once it is 100% uploaded

File Name	Retrieve
ETX Employee Import Template test.xlsx	

Here you can see the file name you uploaded if you want to delete the file and re upload you can click here

Once you have imported your sheet itas will take you to the bottom of the screen there your will see if your file successful or not.

If the file was **unsuccessful** it will tell you what the problem is **steps to take**

1. correct the error in your excel sheet
2. delete the file imported in itas
3. Import again
4. It is VERY IMPORTANT TO CHECK THAT THE EMPLOYEE NAMES AND TIN NUMBERS IS CORRECT.

If import was **successful** please make sure that **EMPLOYEE NAMES AND TIN NUMBERS IS CORRECT.**

Import your proof of payment.

Attachment Container

Document	Uploaded	Description	Action
			

Note: filesize < 5MB, supported format: jpeg, pdf, doc, docx, bmp, jpg, xls, xlsx



Add your proof of payment by clicking on the NEW button

Remember to tick "I declare that the information is correct" right at the bottom of the page.

Once you are happy you can submit your return!!