



Advance Payments User Manual

Dhareeba Tax Portal

Table of Content

1 PURPOSE OF THIS DOCUMENT	4
-----------------------------------	----------

2 STEPS FOR ADVANCE PAYMENTS PROCESS	6
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3 AUTO CANCELLATION OF ADVANCE PAYMENTS APPLICATION	18
--	-----------

4 ANNEXURE – CORRESPONDENCE RECEIVED BY TAXPAYER	20
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1

Purpose of this document



1 Purpose of this document

GTA has provided a facility to the Taxpayers to pay on account Advance Payments, before declaring Tax Return.

To pay Advance Payments, the Taxpayer should be registered for any tax type in GTA. Advance Payments can be made for any Tax Type per Currency (either USD or QAR) at a time.

After declaring the information at the form for advance payment and submitting the application he can navigated to the payment screen to make an on-account payment.

If Taxpayer select Currency type as USD, then for these currency types is (available only for Oil - Gas Companies and Petroleum Companies. Taxpayer who is registered for Activity type as Oil-Gas companies and Petroleum Companies then USD currency is available in dropdown.

Otherwise, only QAR should be available. For selection of currency in currency dropdown.

Also, Taxpayer can make advance payment on behalf of other Beneficiary by using other Taxpayer TIN by selecting checkbox of Payment on behalf of another Beneficiary TIN.



| 2 |

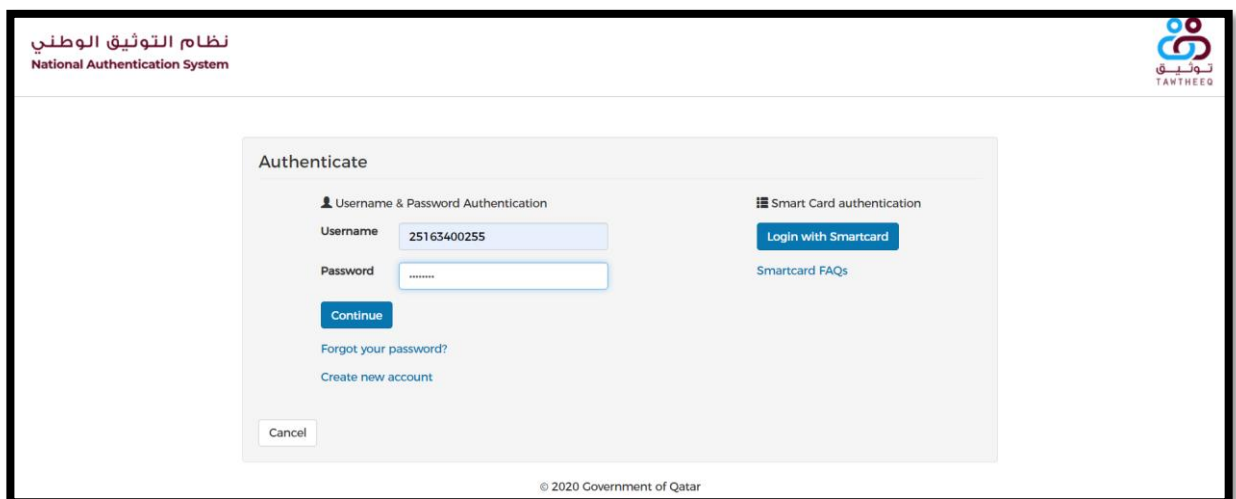
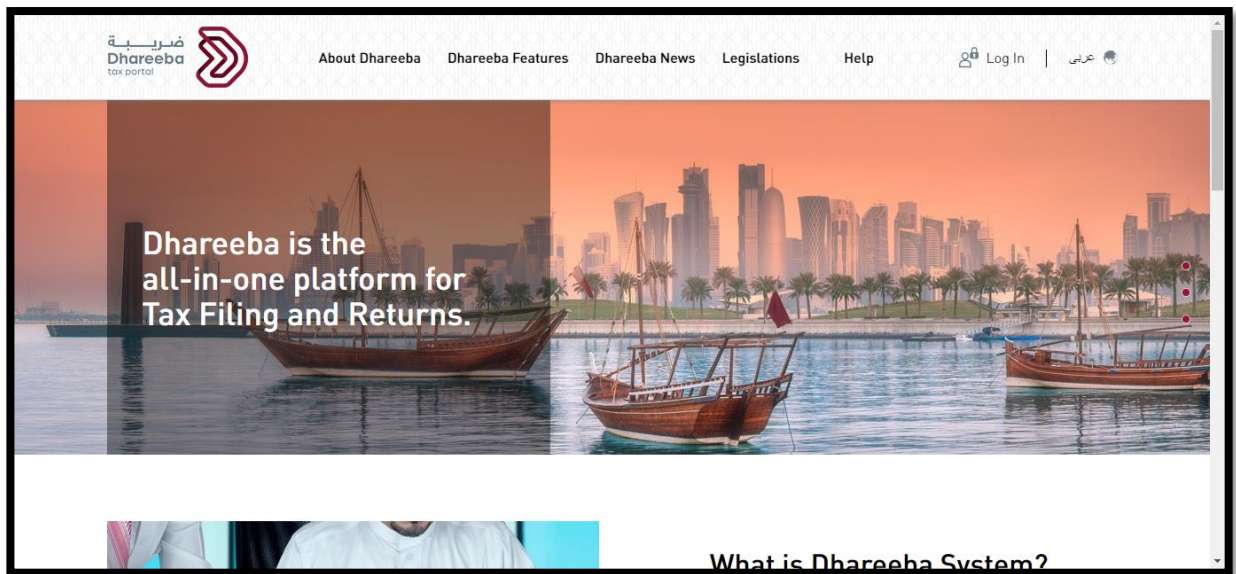
Steps for Advance Payments process



2 Steps for Advance Payments Process

Step 1: Login Screen

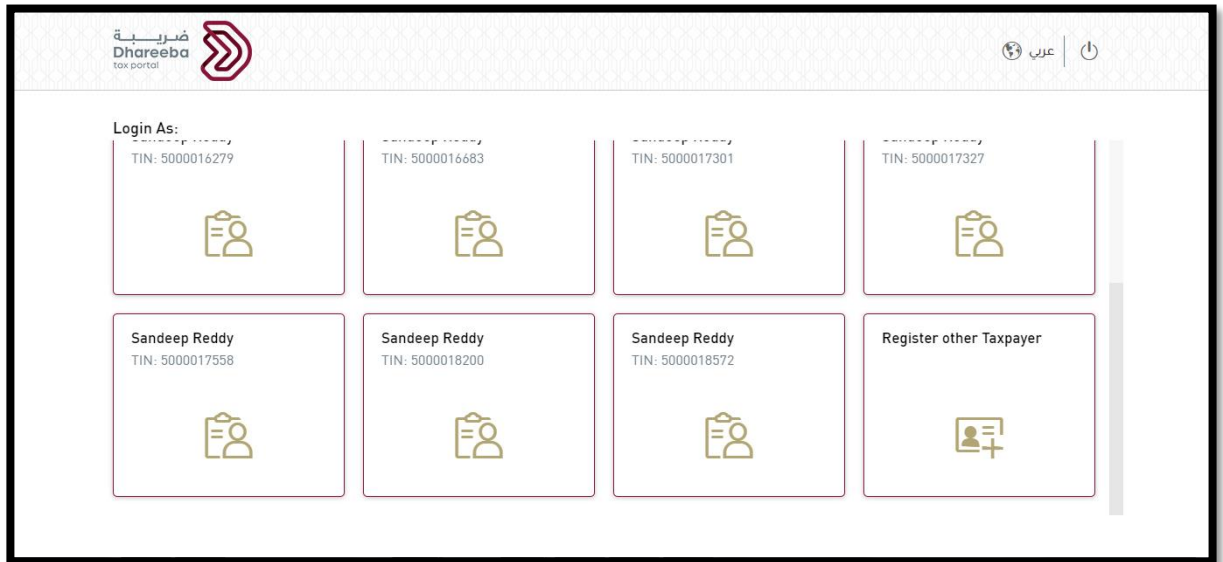
Taxpayer should login on the Dhareeba and is there after directed to the NAS portal where the Taxpayer should login through **QID** or **Email address** and its associated password, as shown in the screen below:





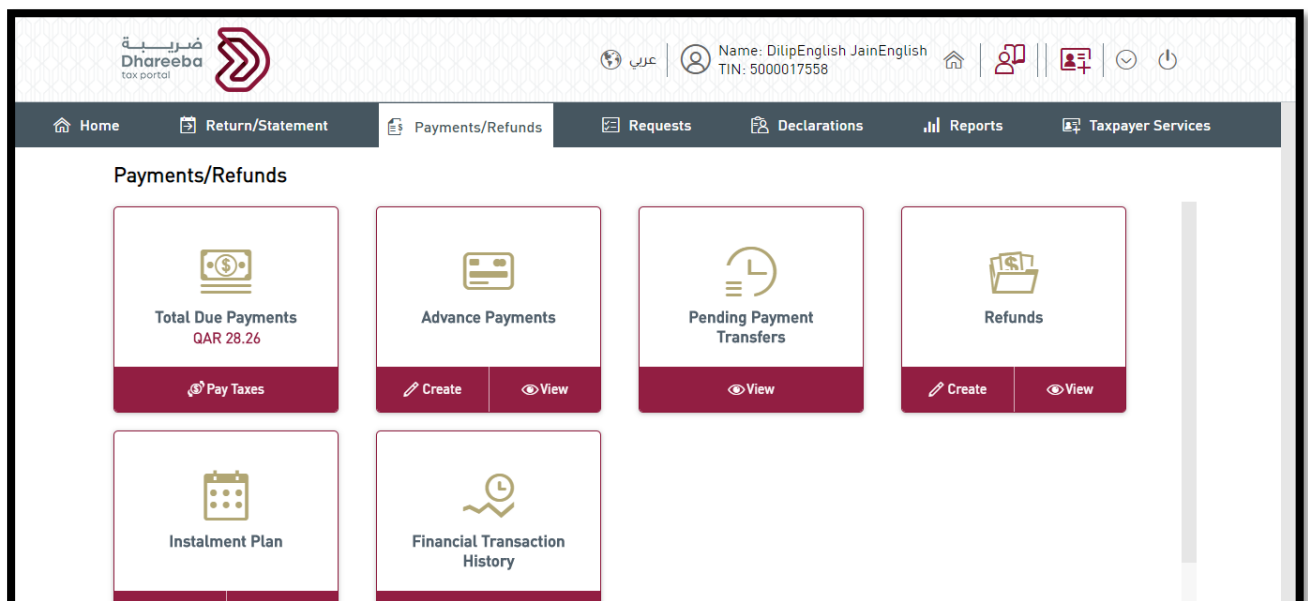
Step 2: Dashboard

On successful NAS authentication, the Taxpayer's dashboard screen appears. Taxpayer should select **TIN**.




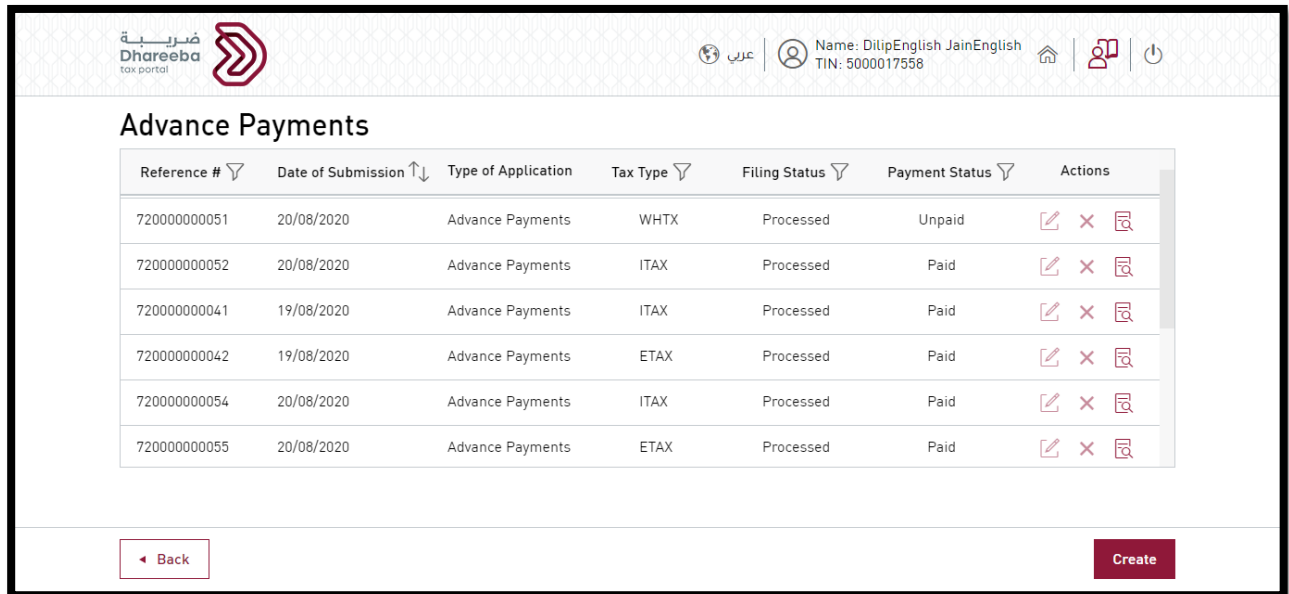
On selecting his TIN, Taxpayer is directed to the Taxpayer dashboard. Taxpayer should select **Payments/Refunds** and then select **Advance payments**.

There are two buttons available **Create** and **View**.





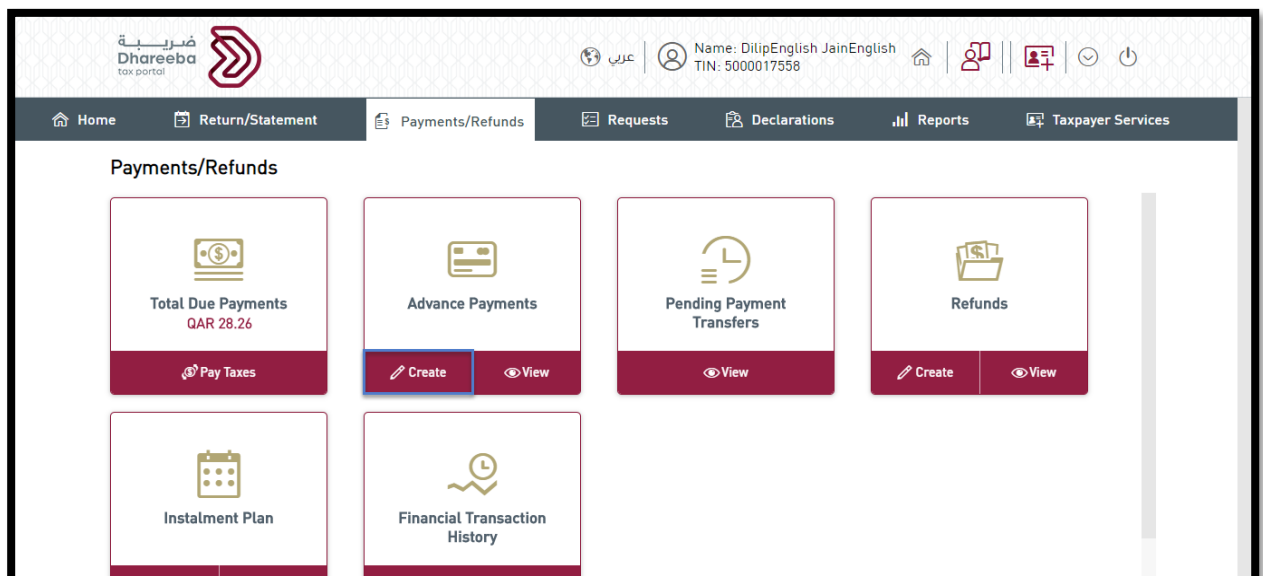
On clicking , Taxpayer will be directed to the view all previous Advance Payment applications.



The screenshot shows the Dhareeba tax portal interface. At the top, there is a header with the Dhareeba logo, a language selector (Arabic/English), and user information (Name: DilipEnglish JainEnglish, TIN: 5000017558). Below the header, the main section is titled 'Advance Payments'. It contains a table with the following columns: Reference #, Date of Submission, Type of Application, Tax Type, Filing Status, Payment Status, and Actions. The table lists six entries, all with a 'Processed' filing status. The 'Payment Status' column shows 'Unpaid' for the first entry and 'Paid' for the others. Each entry has three action icons: a pencil (edit), a cross (delete), and a magnifying glass (view details). At the bottom of the table, there are two buttons: 'Back' and 'Create'.

Reference #	Date of Submission	Type of Application	Tax Type	Filing Status	Payment Status	Actions
720000000051	20/08/2020	Advance Payments	WHTX	Processed	Unpaid	
720000000052	20/08/2020	Advance Payments	ITAX	Processed	Paid	
720000000041	19/08/2020	Advance Payments	ITAX	Processed	Paid	
720000000042	19/08/2020	Advance Payments	ETAX	Processed	Paid	
720000000054	20/08/2020	Advance Payments	ITAX	Processed	Paid	
720000000055	20/08/2020	Advance Payments	ETAX	Processed	Paid	

On clicking  button on Advance Payments tile, Taxpayer will be directed to the Instructions page.



The screenshot shows the Dhareeba tax portal interface. At the top, there is a header with the Dhareeba logo, a language selector (Arabic/English), and user information (Name: DilipEnglish JainEnglish, TIN: 5000017558). Below the header, there is a navigation bar with links: Home, Return/Statement, Payments/Refunds, Requests, Declarations, Reports, and Taxpayer Services. The main section is titled 'Payments/Refunds'. It contains six tiles: 'Total Due Payments' (QAR 28.26), 'Advance Payments', 'Pending Payment Transfers', 'Refunds', 'Instalment Plan', and 'Financial Transaction History'. Each tile has a 'Create' or 'View' button. The 'Advance Payments' tile has both 'Create' and 'View' buttons, with the 'Create' button highlighted.



Step 3: Instructions Screen

The Taxpayer should read the Instructions and click on **Start Now ▶** button to proceed.

Taxpayer should read the Instructions presents on Instructions screen and click on **Start Now** button.

Instructions for Taxpayer

These instructions need to be read and understood before starting the Advance Payment

- Ensure to provide accurate information
- The information you provide in this application will be kept strictly confidential
- It is an offence to provide false and misleading information to General Tax Authority

[◀ Back](#) [Start Now ▶](#)

Step 4: Advance Payment Details

Taxpayer navigates on Advance payments Details screen and should fill in the following information:

- **Tax type** (dropdown list depends on the Taxes for which the Taxpayer is registered)
- **Amount.**
- **Currency** dropdown (QAR is available for all Taxpayers. USD is available only for Taxpayers registered for activity Oil - Gas Companies and Petroleum Companies).
- **Checkbox for Payment on Behalf of another Beneficiary** (in case Taxpayer is making Advance Payment on behalf of another Beneficiary)
- **Remarks**



Taxpayer can click on **Save as draft** button to save the form. Information filled on the form is saved, and the Taxpayer can later continue filling the balance application form.

Taxpayer should click on Continue button after filling all mandatory information. The Taxpayer is navigated to the '**Summary**' screen.

Request Number: 720000000140

ADVANCE PAYMENTS

1 Advance Payment Details 2 Summary 3 Declaration

Advance Payment Details

Tax Type* Amount* Currency*

Income Tax 1,200.00 QAR

☐ Payment on behalf of another Beneficiary

Remarks*

test

Form: 720000000140 saved successfully

◀ Back 33% Save as draft Continue ▶



Step 5: Summary

Taxpayer will be able to see all the details entered and can click on **Edit** in case any information has to be Edited.

Taxpayer should click on **Continue ▶**.

Request Number: 720000000140

ADVANCE PAYMENTS

1 Advance Payment Details 2 Summary 3 Declaration

Summary

1. Advance Payment Details [Edit](#)

Tax Type	Income Tax	Amount	1,200.00	Currency	QAR
----------	------------	--------	----------	----------	-----

☐ Payment on behalf of another Beneficiary

Remarks test

Form: 720000000140 saved successfully

◀ Back 66% Save as draft Continue ▶



Step 6: Declaration

On the Declaration page, the information will be prefilled. Taxpayer should accept the Terms and Conditions and tick the checkboxes for 'I agree with the terms and conditions' and 'declaration' and click 'Submit' button.

Dhareeba
tax portal

عربي | Name: DitiEnglish JainEnglish
TIN: 5000017558

1 Advance Payment Details 2 Summary 3 Declaration

Declaration

First Name: joe Last Name: green Designation: Taxpayer Date: 07/09/2020

Email Address: joe@gmail.com Phone Number: +974 55646913

☒ I agree with the [Terms and Conditions](#)

☒ I declare that the information provided in this form is true and correct.

◀ Back 99% Save as draft Submit



Step 7: Acknowledgement

After submission, an acknowledgement will be displayed. Taxpayer should click on **Pay** button to make payment **or**, Taxpayer can click on **Close** to close the application and make payment later.

Application for Advance Payment completed
Your request reference number is
720000000140 submitted on: 07/09/2020

Kindly use your reference number to track your application's status in the system and when contacting us.
This statement confirms that we have received your application however this is not an approval nor a rejection of your application.
Kindly note that the General Tax Authority reserves the right to request additional documents and details concerning your application.

For any inquiry or assistance, please contact us on:
Within Qatar: 16565
Outside Qatar: +974 4406 9941
Write to us at support@gta.gov.qa or to learn more, visit www.gta.gov.qa

Close **Pay**

Taxpayer can check the Payment Status of the Advance payment is now "Paid".

Reference #	Date of Submission	Type of Application	Tax Type	Filing Status	Payment Status	Actions
720000000068	24/08/2020	Advance Payments	WHTX	Processed	Paid	
720000000076	24/08/2020	Advance Payments	ITAX	Draft	Unpaid	
720000000077	24/08/2020	Advance Payments	WHTX	Draft	Unpaid	
720000000082	24/08/2020	Advance Payments	ITAX	Draft	Unpaid	
720000000101	26/08/2020	Advance Payments	ITAX	Processed	Unpaid	
720000000140	07/09/2020	Advance Payments	ITAX	Processed	Paid	

Back **Create**



Step 8: Process when Taxpayer makes Advance payment on behalf of Beneficiary TIN

Example: Taxpayer selects **Tax Type** as "Income tax" from dropdown and "**Currency**" as "QAR", enters **Amount**, **remarks** and selects checkbox of "**Payment on Behalf of another Beneficiary**". This will show two fields, "Beneficiary TIN" and "Beneficiary Name".

Taxpayer should enter the "**Beneficiary TIN**" and the "Beneficiary Name" would be displayed based on the "Beneficiary TIN" entered.

Request Number: ADVANCE PAYMENTS

1 Advance Payment Details 2 Summary 3 Declaration

Advance Payment Details

Tax Type*
Income Tax

Amount*
1,200.00

Currency*
QAR

☒ Payment on behalf of another Beneficiary

Beneficiary TIN*
5000013821

Beneficiary Name
sagar chandane

Remarks*
testing

◀ Back 33% Save as draft Continue ▶



Once Taxpayer clicks on **Continue** button from Advance Payment Details screen then Taxpayer is navigated to the “Summary” screen. Taxpayer

should click on **Continue** ▶

Request Number: 720000000141

ADVANCE PAYMENTS

1 Advance Payment Details 2 **Summary** 3 Declaration

Summary

1. Advance Payment Details [Edit](#)

Tax Type	Income Tax	Amount	1,200.00	Currency	QAR
<input checked="" type="checkbox"/> Payment on behalf of another Beneficiary	Beneficiary TIN	5000013821	Beneficiary Name	sagar chandane	
Remarks	testing				

Form: 720000000141 saved successfully

◀ Back 66% Save as draft **Continue ▶**

On the Declaration page, the information will be prefilled. Taxpayer should accept the Terms and Conditions and tick the checkboxes for ‘I agree with the terms and conditions’ and ‘declaration’ and click ‘Submit’ button.

Request Number: 720000000141

ADVANCE PAYMENTS

1 Advance Payment Details 2 Summary 3 **Declaration**

Declaration

First Name: joe Last Name: green Designation: Taxpayer Date: 07/09/2020

Email Address: joe@gmail.com Phone Number: +974 55646913

☒ I agree with the [Terms and Conditions](#)

☒ I declare that the information provided in this form is true and correct.

◀ Back 99% Save as draft **Submit**



After submission, an acknowledgement will be displayed. Taxpayer should click on **Pay** button to make payment **or**, Taxpayer can click on **Close** to close the application and make payment later.

The screenshot shows the Dhareeba tax portal interface. At the top, there is a header with the Dhareeba logo, a language selector (Arabic/English), and user information (Name: DilipEnglish JainEnglish, TIN: 5000017558). The main content area displays a green checkmark icon and the text: "Application for Advance Payment completed". Below this, it states: "Your request reference number is 720000000141 submitted on: 07/09/2020". A disclaimer follows: "Kindly use your reference number to track your application's status in the system and when contacting us. This statement confirms that we have received your application however this is not an approval nor a rejection of your application. Kindly note that the General Tax Authority reserves the right to request additional documents and details concerning your application." Contact information is provided: "For any inquiry or assistance, please contact us on: Within Qatar: 16565, Outside Qatar: +974 4406 9941". At the bottom, there are two buttons: "Close" and "Pay".

Taxpayer can check the Payment Status of the Advance payment is now "Paid".

The screenshot shows the Dhareeba tax portal interface with the "Advance Payments" table. The table has columns: Reference #, Date of Submission, Type of Application, Tax Type, Filing Status, Payment Status, and Actions. The table contains six rows of data. At the bottom, there are "Back" and "Create" buttons.

Reference #	Date of Submission	Type of Application	Tax Type	Filing Status	Payment Status	Actions
720000000076	24/08/2020	Advance Payments	ITAX	Draft	Unpaid	
720000000077	24/08/2020	Advance Payments	WHTX	Draft	Unpaid	
720000000082	24/08/2020	Advance Payments	ITAX	Draft	Unpaid	
720000000101	26/08/2020	Advance Payments	ITAX	Processed	Unpaid	
720000000140	07/09/2020	Advance Payments	ITAX	Processed	Paid	
720000000141	07/09/2020	Advance Payments	ITAX	Processed	Paid	

3

Auto cancellation of Advance Payments application



3 Auto Cancellation of Advance Payments application


When Taxpayer submits the Advance Payment application and does not pay in next seven days, the system will automatically cancel the application form.


After Auto-cancellation system will remove the Advance payment request


ضريبة


Dhareeba


tax portal




 عربي
























 Name: أحمد
TIN: 5000018150








Advance Payments

Reference # 	Date of Submission 	Type of Application	Tax Type 	Filing Status 	Payment Status 	Actions
720000000006	12/08/2020	Advance Payments	ITAX	Processed	Paid	  
720000000011	12/08/2020	Advance Payments	ITAX	Processed	Paid	  
720000000013	12/08/2020	Advance Payments	ITAX	Processed	Unpaid	  
720000000014	12/08/2020	Advance Payments	ITAX	Processed	Paid	  
720000000037	18/08/2020	Advance Payments	ITAX	Processed	Paid	  
720000000010	16/09/2020	Advance Payments	ITAX	Processed	Unpaid	  

 Back

Create

[◀ Back](#)
[Create](#)



4

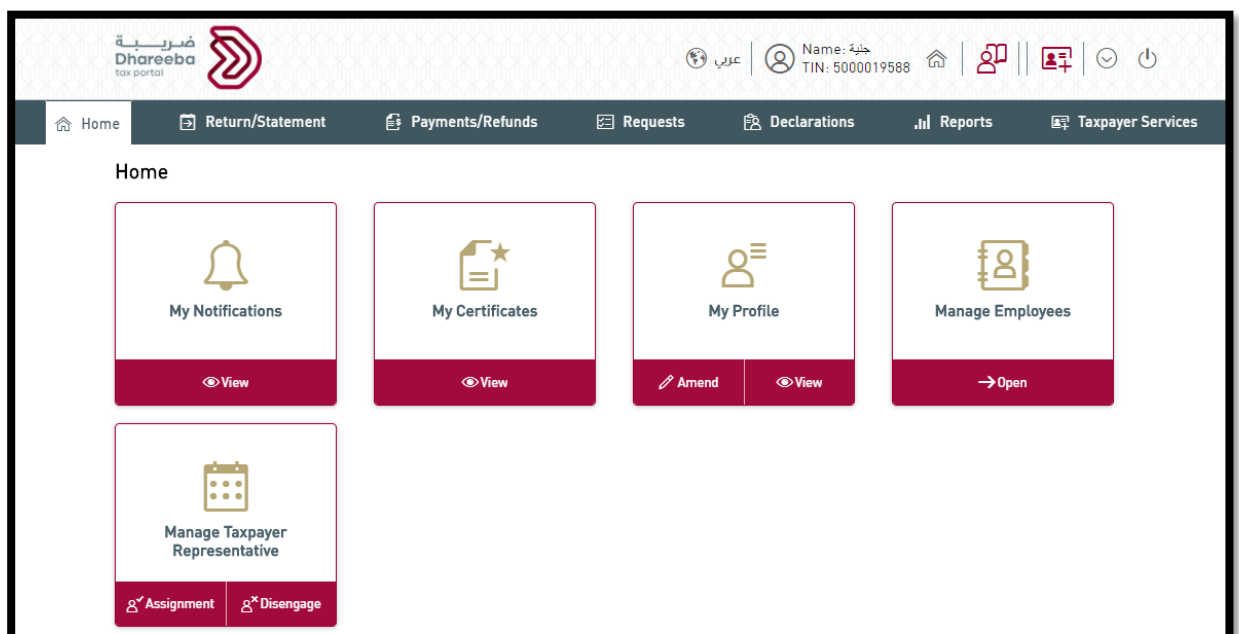
Annexure – Correspondence received by Taxpayer



4 Annexure – Correspondence received by Taxpayer


4.1 Steps how Taxpayer can open and view notifications on the portal

A Taxpayer should log in to Taxpayer Portal and select '**My Notifications**' tab from the Home screen to view the notifications.





Taxpayer can view the Tax Advance Payment Intention and the Advance Payment Receipt.

<div> <div> <div>ضريبة</div> <div>Dhareeba</div> <div>tax portal</div> </div>  <div> <div>عربي</div> <div> <div>Name: Stark Industries Arabic</div> <div>TIN: 5000017327</div> </div> <div> <div>Home</div> <div>Profile</div> <div>Logout</div> </div> </div> </div>							
15/09/2020	720000000188	Advance Payment	Tax Advance Payment Intention	General	Informative		Download
15/09/2020	720000000188	Advance Payment	Tax Advance Payment Intention	General	Informative		Download
15/09/2020		Advance Payment	Advance Payment Receipt		Informative		Download
15/09/2020	720000000192	Advance Payment	Tax Advance Payment Intention	General	Informative		Download
15/09/2020		Advance Payment	Advance Payment Receipt		Informative		Download
15/09/2020		Advance Payment	Advance Payment Receipt		Informative		Download
15/09/2020	720000000193	Advance Payment	Tax Advance Payment Intention	General	Informative		Download
15/09/2020		Advance Payment	Payer's Advance Payment Receipt		Informative		Download
<div> Back </div>							



4.2 Taxpayer will receive SMS, Email, PDF on Mobile, Email ID, Dashboard

The Taxpayer will receive the following notifications:

SMS, Email and PDF of Tax Advance Payments Intention:

SMS, Email and PDF of Taxpayer Advance Payment Receipt:

SMS, Email and PDF of Beneficiary's Advance Payment Receipt:

SMS, Email and PDF of Advance Payments Receipt:

SMS, Email and PDF for Auto -Cancellation :

-End of Document -