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الهيئة العامة للضرائب
GENERAL TAX AUTHORITY

State of Qatar

Installment Plan Request User Manual

Dhareeba Tax Portal

Installment Plan Request
Version 1.0 –2020

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Purpose of this Document

1 Purpose of this Document

The purpose of this document is to explain how to raise the request and make the payment for Installment Plan by the Taxpayer in the system.

GTA has provided a facility to the Taxpayers to defer their payments by requesting the Installment Plan.

Within one request the Taxpayer can request either the installments for Excise Tax or Income Tax for any one currency either USD or QAR at a time.

Every installment plan is subject to the GTA's approval.

To raise the request for Installment Plan for any Tax Type -

1. Taxpayer must be registered for that Tax Type for which he wants to raise the request.

2. Taxpayer must have filed all his previous pending due returns for that Tax Type.

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2

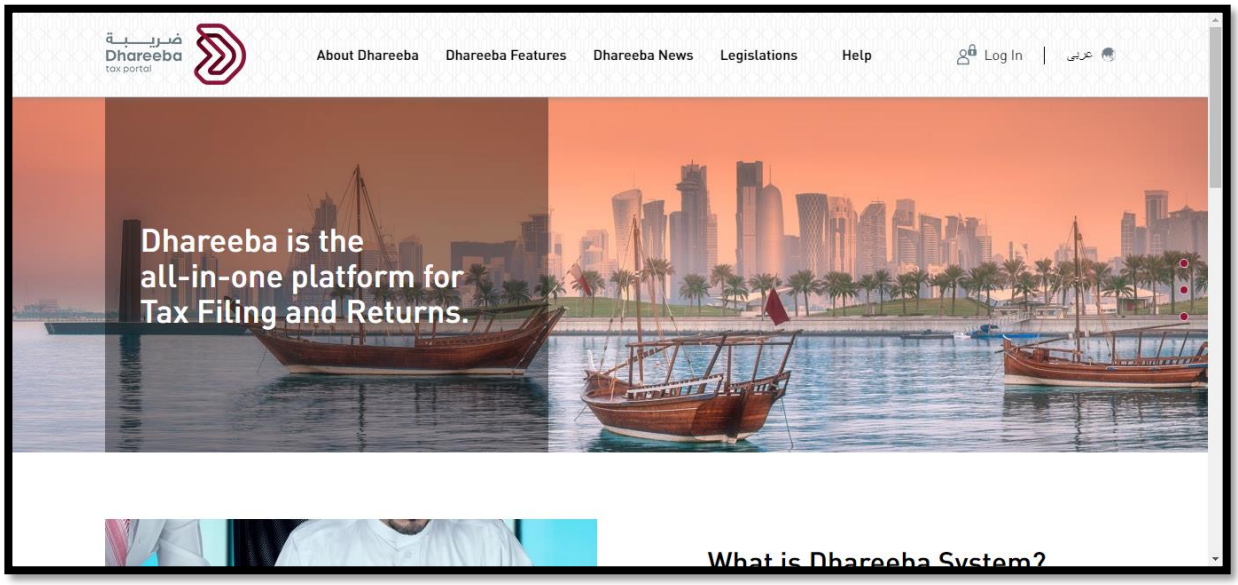
Steps for Installment Plan Request Process

Installment Plan Request
Version 1.0 -2020

2 Steps for Installment Plan Request Process

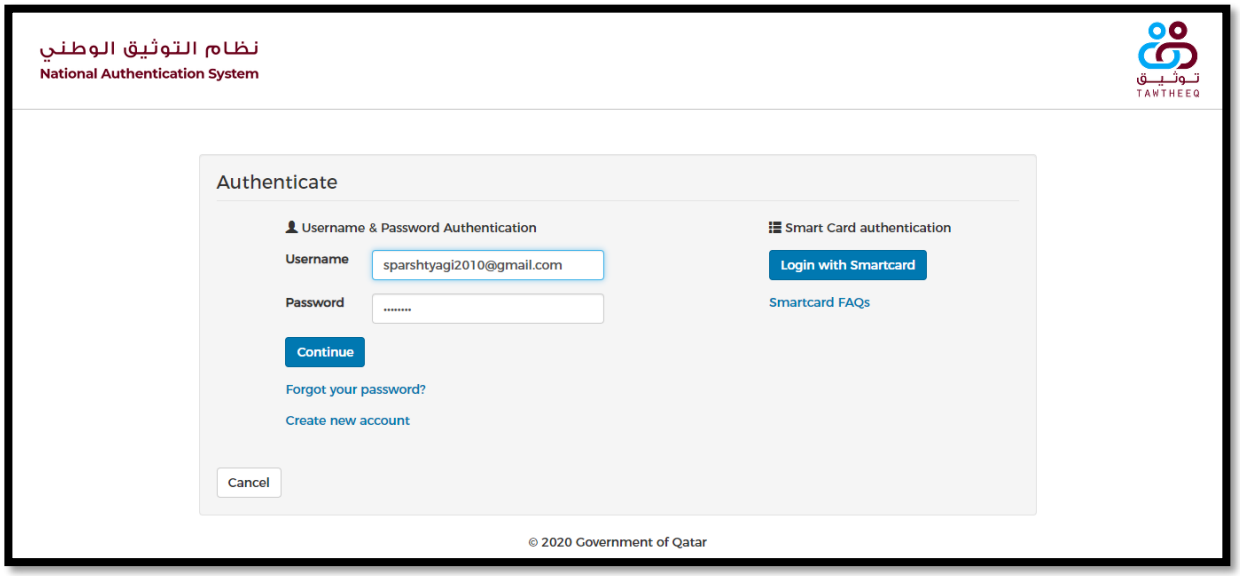
Step 1: Login Screen

Taxpayer needs to access the Dhareeba portal where he needs to click on “Log In” button.



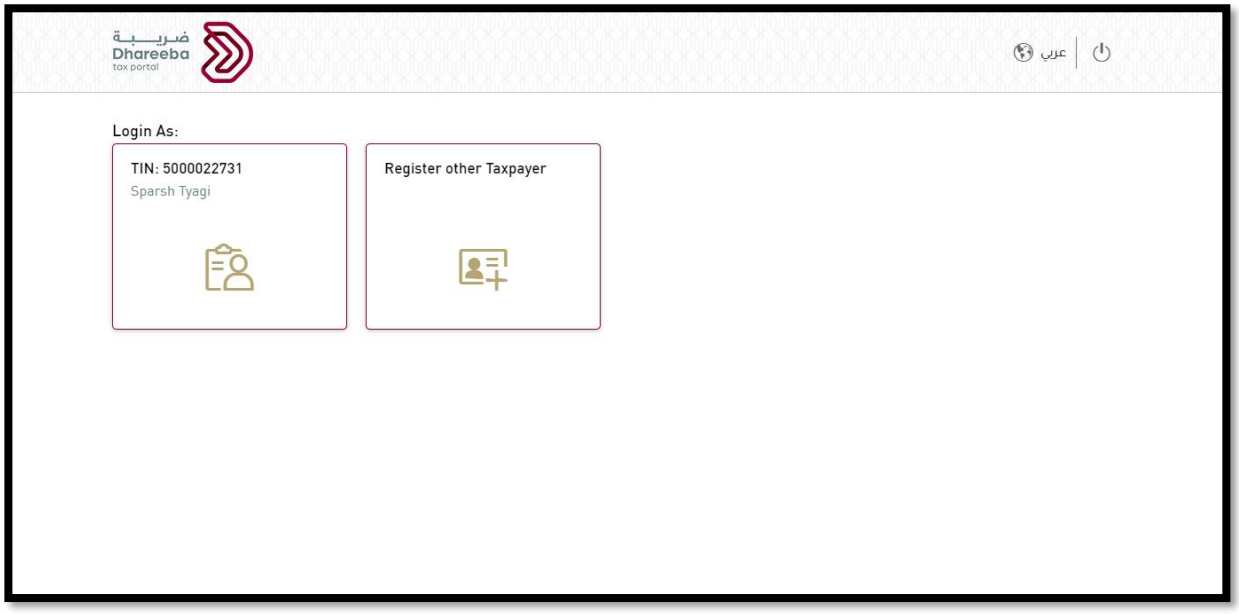
After clicking on "Log In" button, Taxpayer will be redirected to GTA NAS Portal.

On GTA NAS Portal, log-in page will be landing where Taxpayer needs to click on "Continue" button after providing the login credentials in the form of EID or QID.

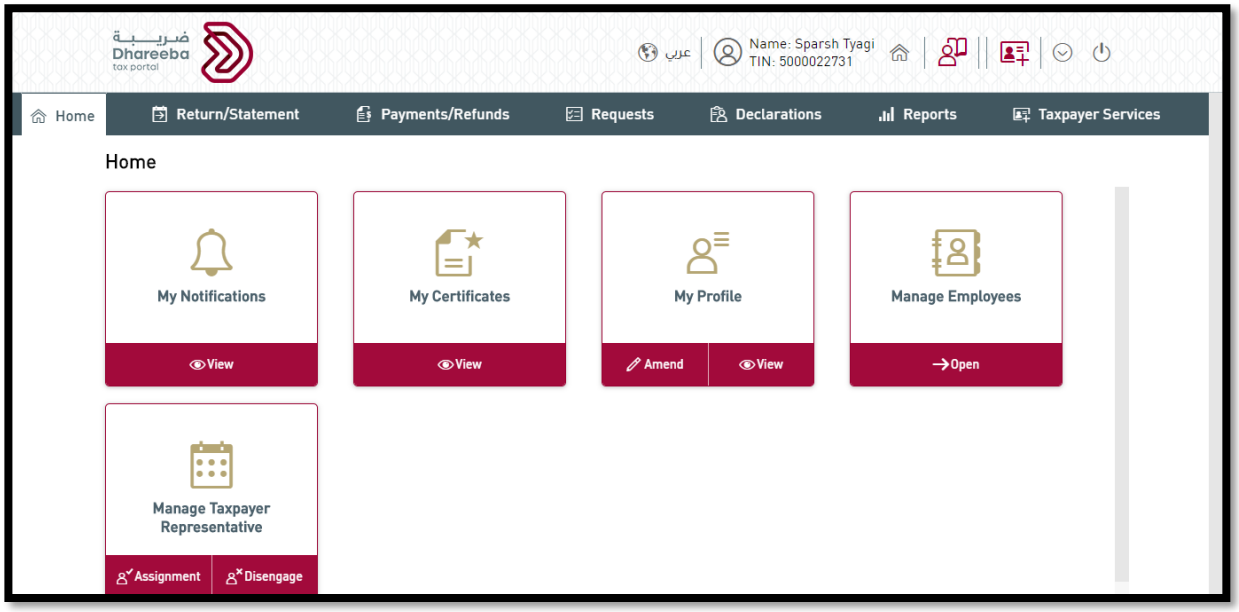


Step 2: Dashboard

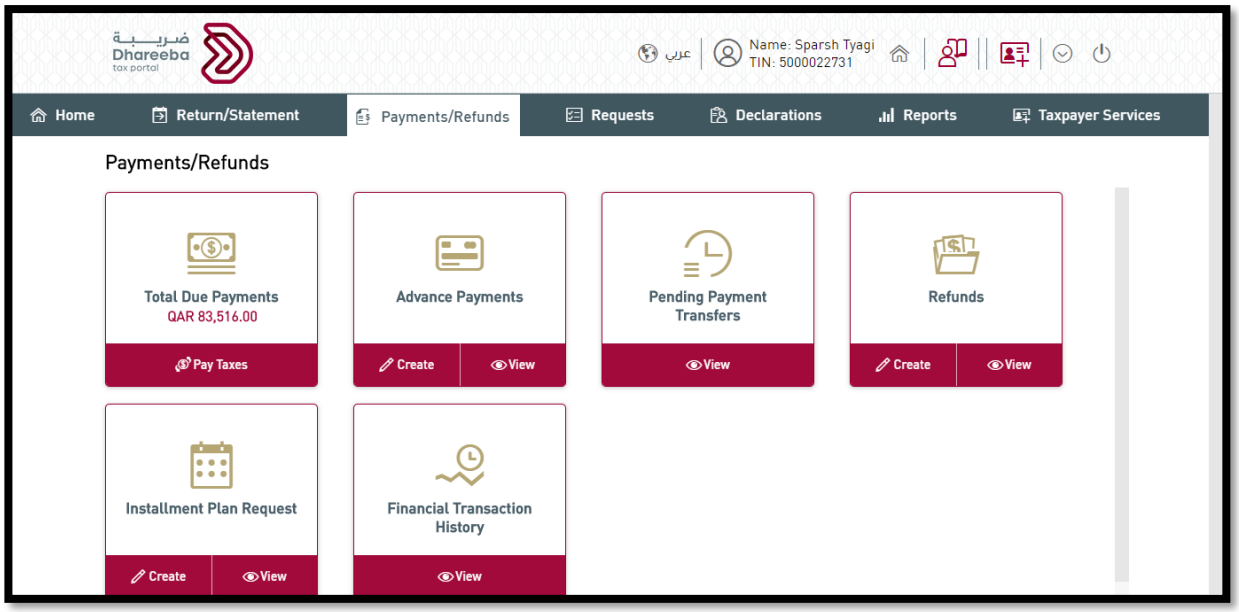
After clicking on "Continue" button, Taxpayer will be redirected to Taxpayer Portal where he needs to select the TIN tile.



After selecting the TIN tile, Taxpayer will be navigated to “Home” screen where he needs to click on “Payments/Refunds” tab.

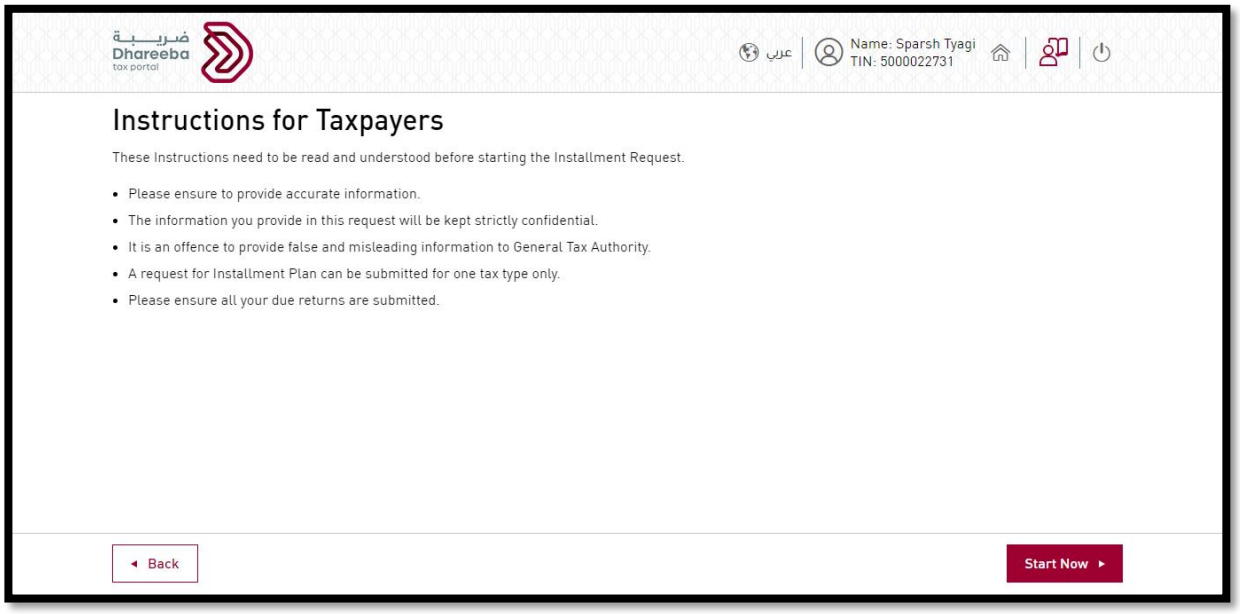


After clicking on “Payments/Refunds” tab, Taxpayer needs to click on “Create” button on “Installment Plan Request” tile.



Step 3: Instructions for Taxpayers

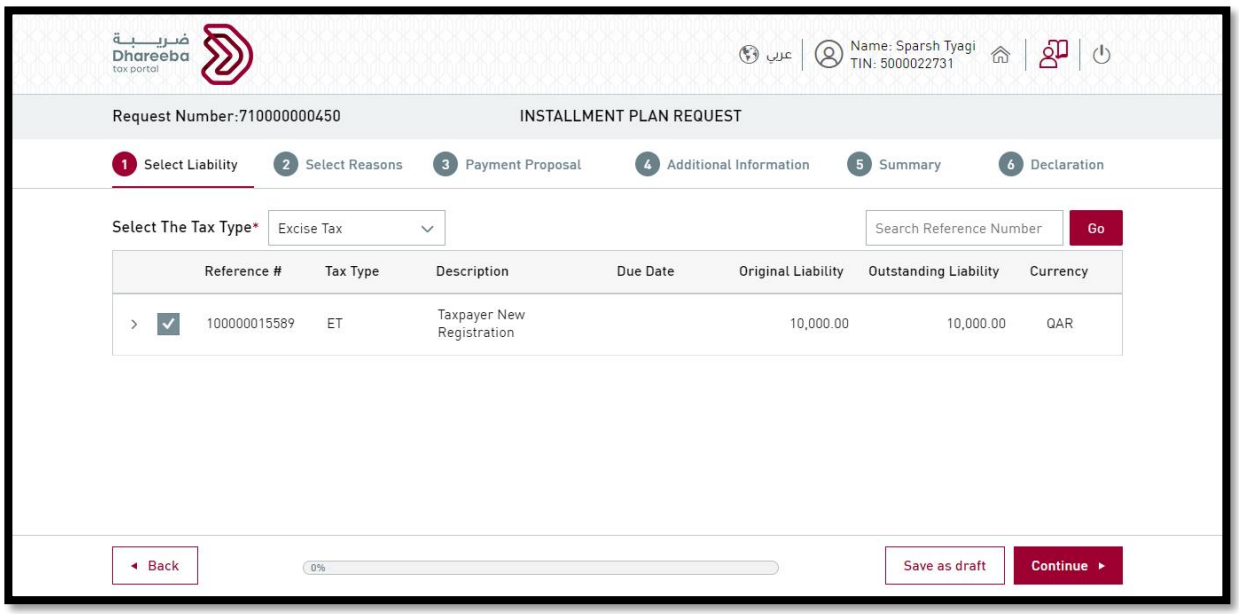
After clicking on “Create” button on "Installment Plan Request" tile, Taxpayer will be navigated to "Instructions for Taxpayers" screen where he needs to read all the instructions before clicking on "Start Now" button.



Step 4: Select Liability

After clicking on “Continue” button, Taxpayer will be navigated to “Select Liability” screen where he needs to select his Tax Type from the drop-down list of “Select the Tax Type”.

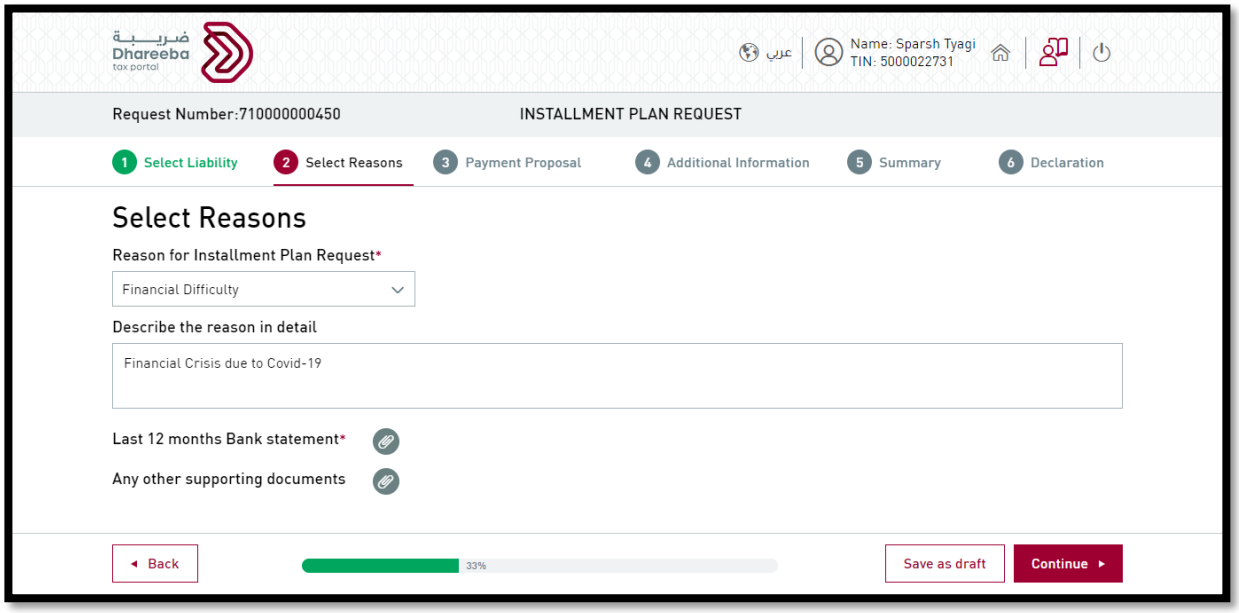
After selecting the Tax Type from the drop-down list, Taxpayer needs to select the checkbox for the period for which he wants to raise the request and then needs to click on “Continue” button.



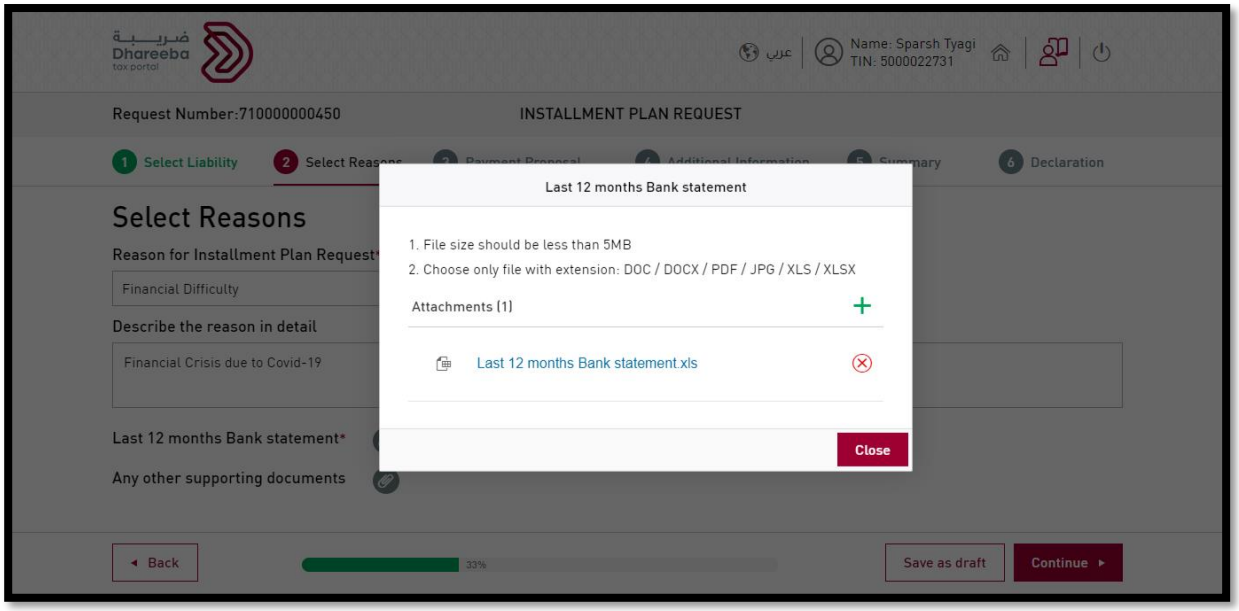
Step 5: Select Reasons

After clicking on “Continue” button, Taxpayer will be navigated to “Select Reasons” screen where he needs to select his “Reason for Installment Plan Request” from the drop-down list of “Financial Difficulty” and “Others”.

After selecting the reason for installment plan request, Taxpayer needs to describe the reason in detail and needs to attach the mandatory attachment for “Last 12 months Bank statement”.

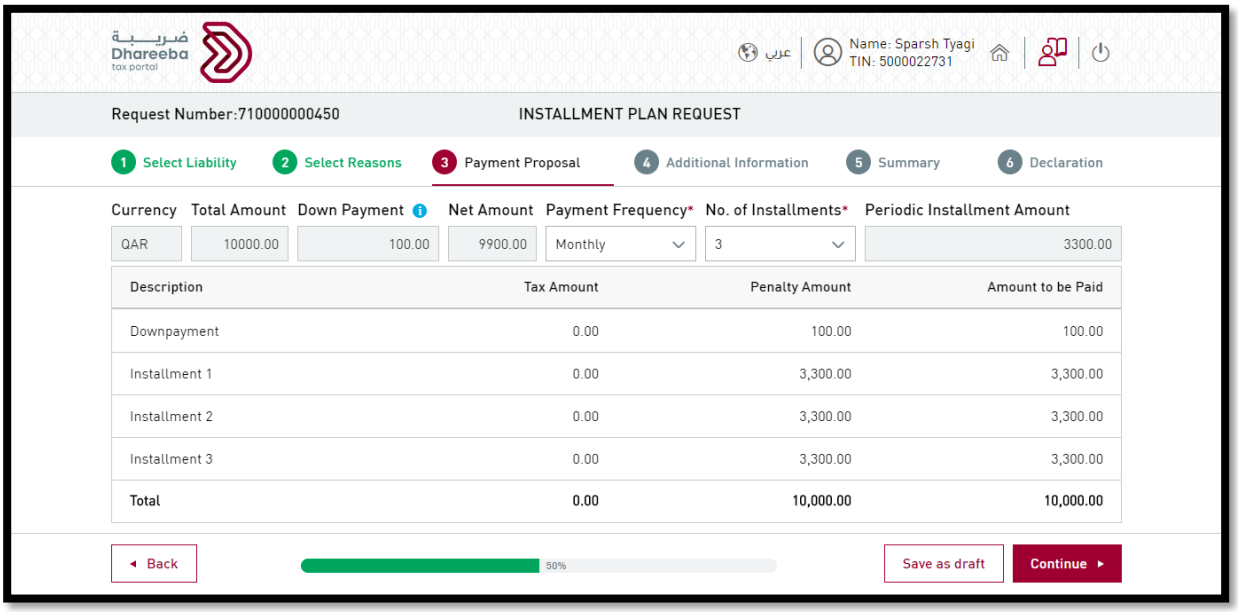


Last 12 months Bank statement.



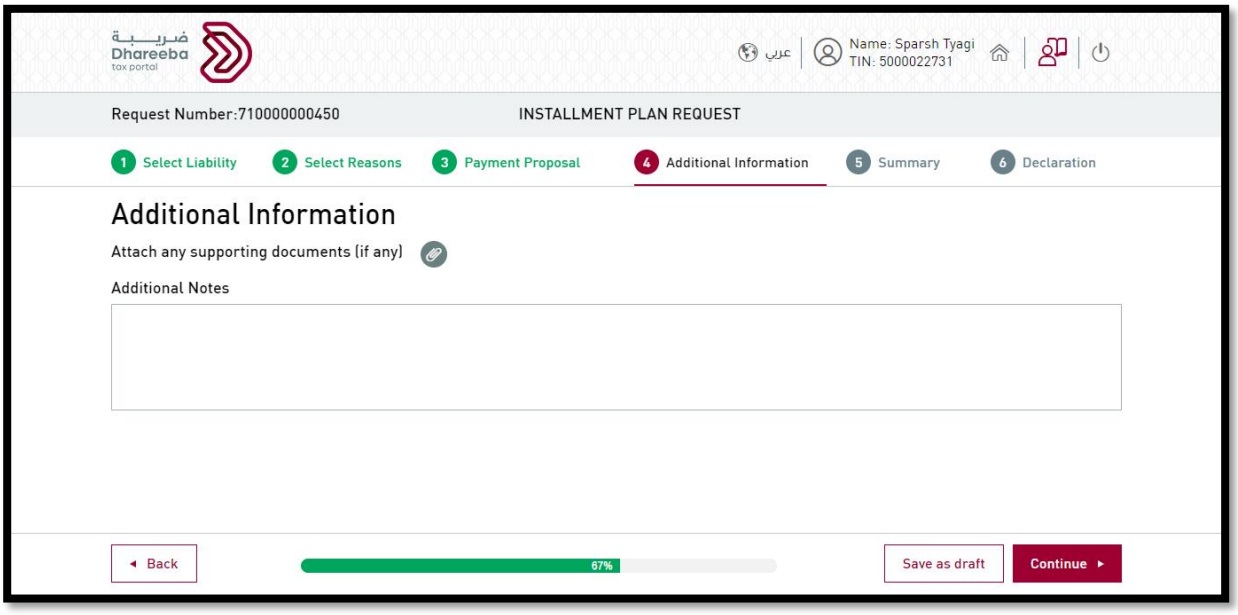
Step 6: Payment Proposal

After clicking on “Continue” button, Taxpayer will be navigated to “Payment Proposal” screen where he needs to select the “Payment Frequency” and “No. of Installments” from the drop-down list as per his requirements.



Step 7: Additional Information

After clicking on “Continue” button, Taxpayer will be navigated to “Additional Information” screen where he can provide additional notes and attach documents only if he requires, else he can click on "Continue" button.

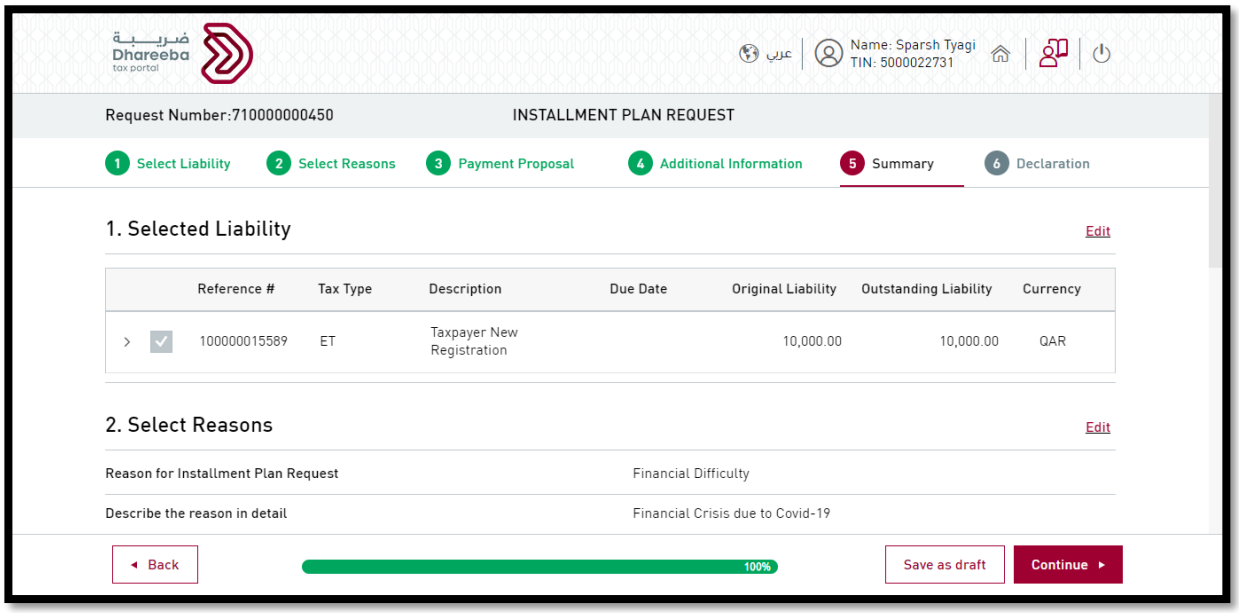


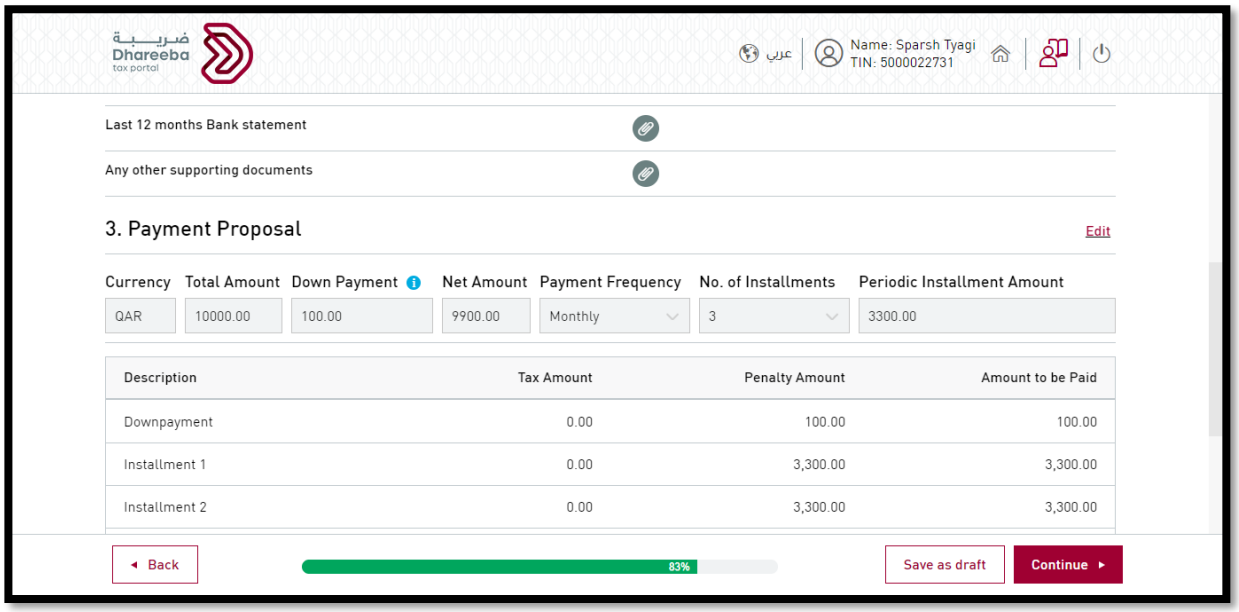
Step 8: Summary

After clicking on “Continue” button, Taxpayer will be navigated to “Summary” screen.

In case if Taxpayer wants to make any changes on any screen then he needs to click on “Edit” icon which will take the Taxpayer back to the respective screen.

After reviewing all the details on “Summary” screen, Taxpayer needs to click on “Continue” button.

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Name: Sparsh Tyagi
TIN: 5000022731
Last 12 months Bank statement
Any other supporting documents
3. Payment Proposal
Edit
Currency
Total Amount
Down Payment
Net Amount
Payment Frequency
No. of Installments
Periodic Installment Amount
QAR
10000.00
100.00
9900.00
Monthly
3
3300.00
Description
Tax Amount
Penalty Amount
Amount to be Paid
Downpayment
0.00
100.00
100.00
Installment 1
0.00
3,300.00
3,300.00
Installment 2
0.00
3,300.00
3,300.00
Back
83%
Save as draft
Continue

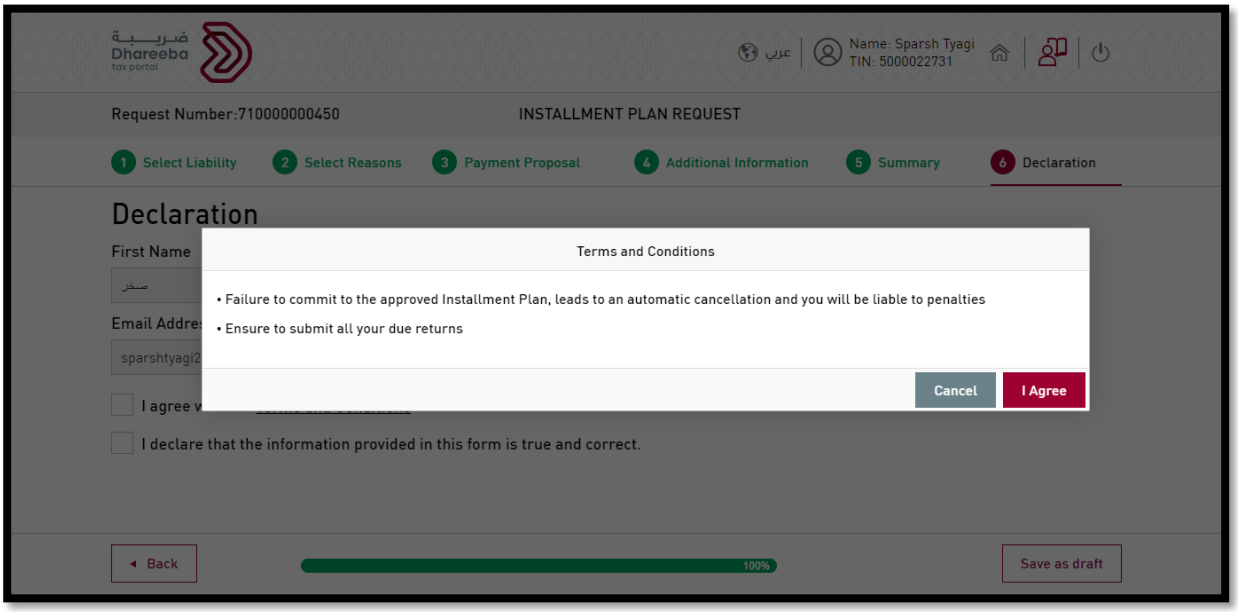
Installment 3
0.00
3,300.00
3,300.00
Total
0.00
10,000.00
10,000.00
4. Additional Information
Edit
Additional Notes
Attach any supporting documents (if any)
Back
83%
Save as draft
Continue

Step 9: Declaration

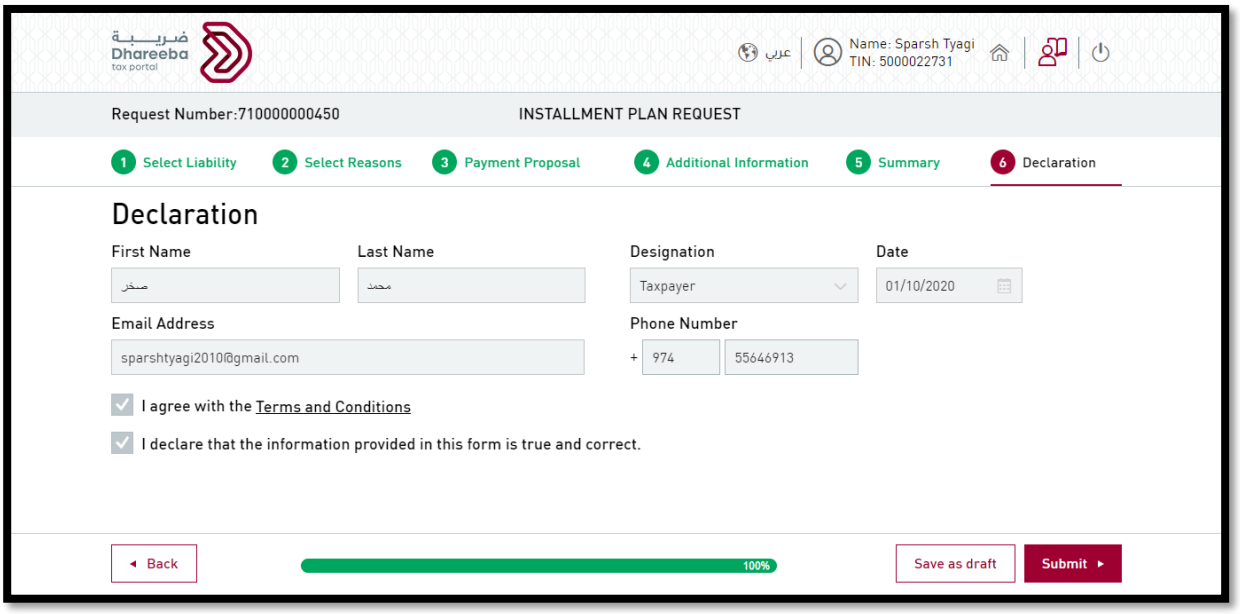
After clicking on “Continue” button, Taxpayer will be navigated to “Declaration” screen.

On Declaration Screen, Taxpayer first needs to read all the Terms and Conditions by clicking on "Terms and Conditions" hyper-link and then needs to click on "I Agree" button to enable the first checkbox and then needs to select the last checkbox to submit his request for Installment Plan.

Terms and Conditions

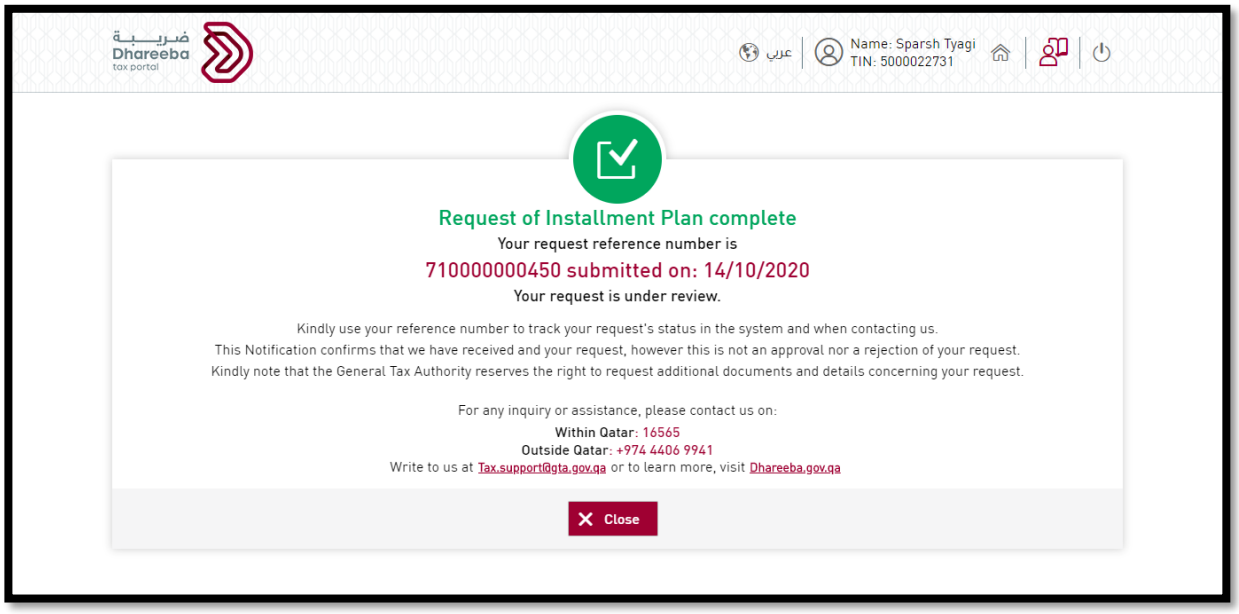


Taxpayer needs to select the last checkbox to enable the "Submit" button.
Taxpayer needs to click on "Submit" button to submit the request for "Installment Plan".



Step 10: Acknowledgement

After clicking on “Submit” button, Taxpayer will be navigated to Acknowledgement screen where he can view the request reference number in under review status.



After the request submitted by Taxpayer, the request will now further go to GTA Tax Officers for approval in case if Tax Officers requires additional information then Taxpayer needs to re-submit the application for additional information.

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Steps for Installment Plan Down-Payment Process

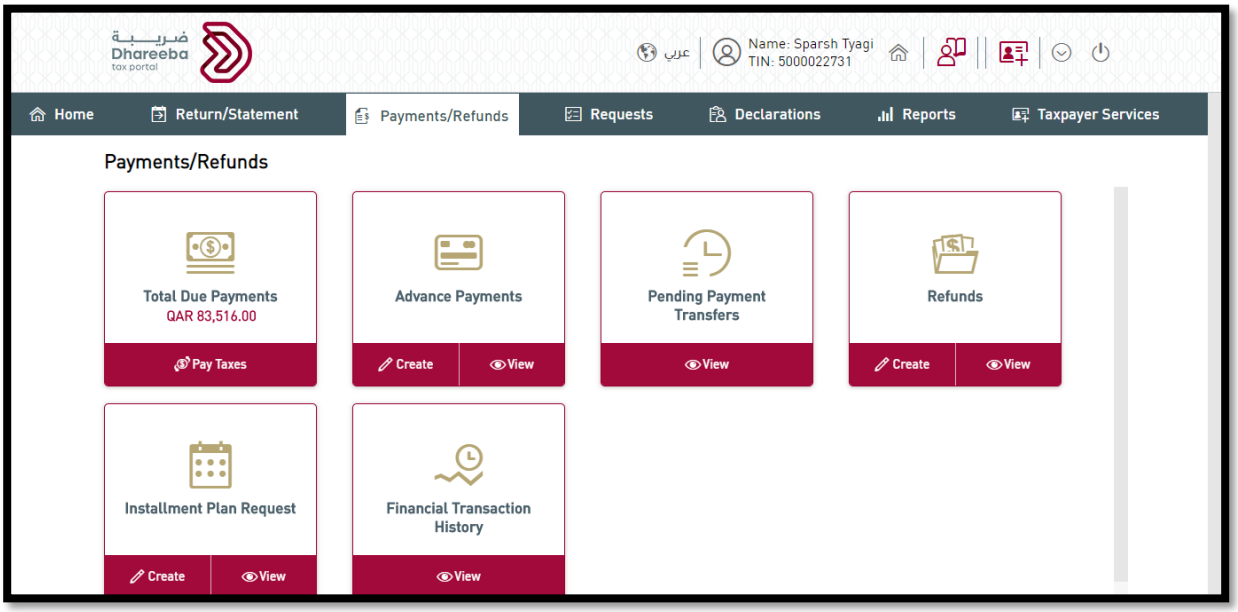
Installment Plan Down-Payment
Version 1.0 - 2020

3 Steps for Installment Plan Down-Payment Process

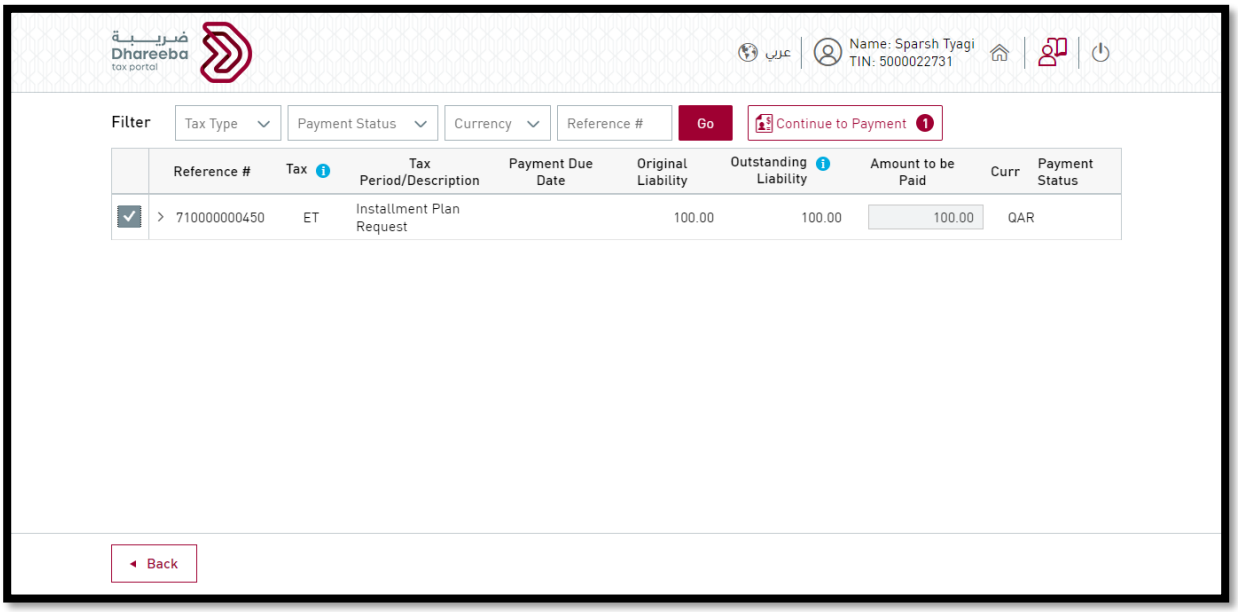
Once the request for installment plan is approved by GTA, Taxpayer needs to make the payment for Down-Payment.

Step 1: Payments/Refunds

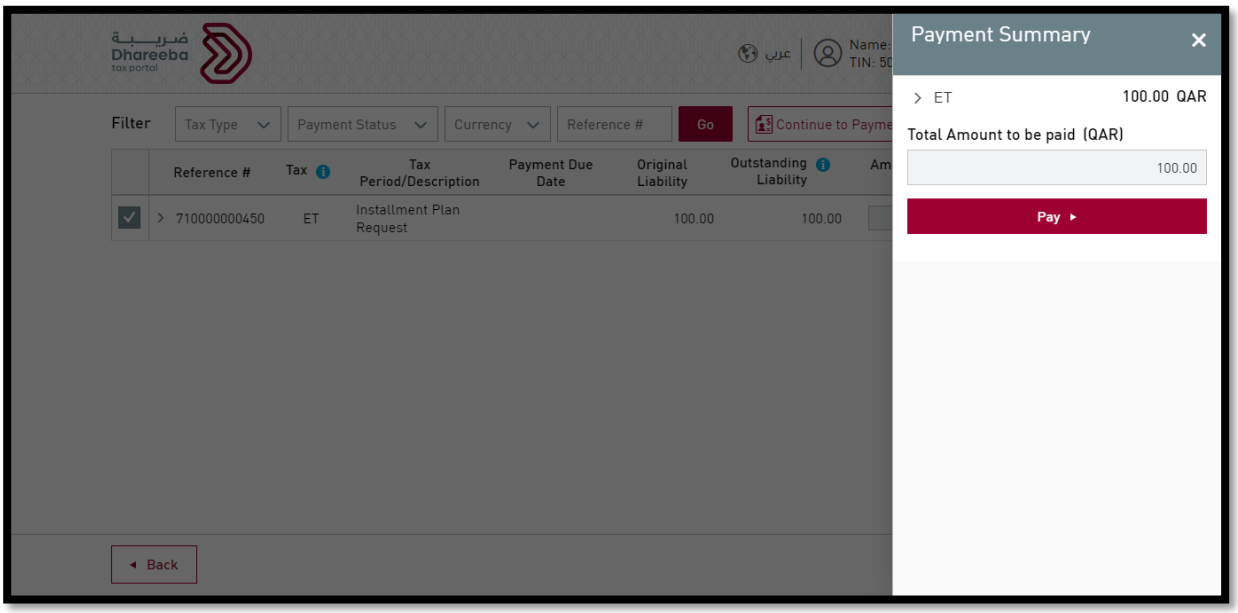
To make the payment for Down-Payment Taxpayer needs to click on “Pay Taxes” button under “Payments/Refunds” tab.



After clicking on “Pay Taxes” button, Taxpayer will be navigated to Payments screen where first he needs to select the checkbox of reference number for which he wants to make the payment for Down-Payment and then needs to click on “Continue to Payment” button.

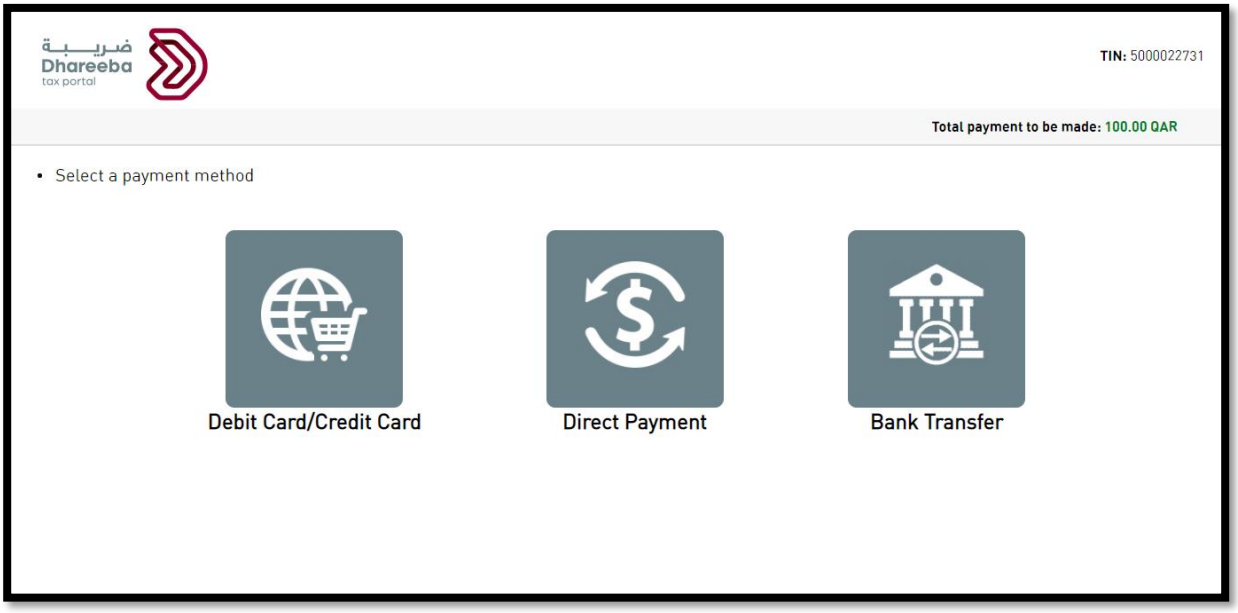


After clicking on “Continue to Payment” button, “Payment Summary” screen will appear where Taxpayer needs to click on “Pay” button.

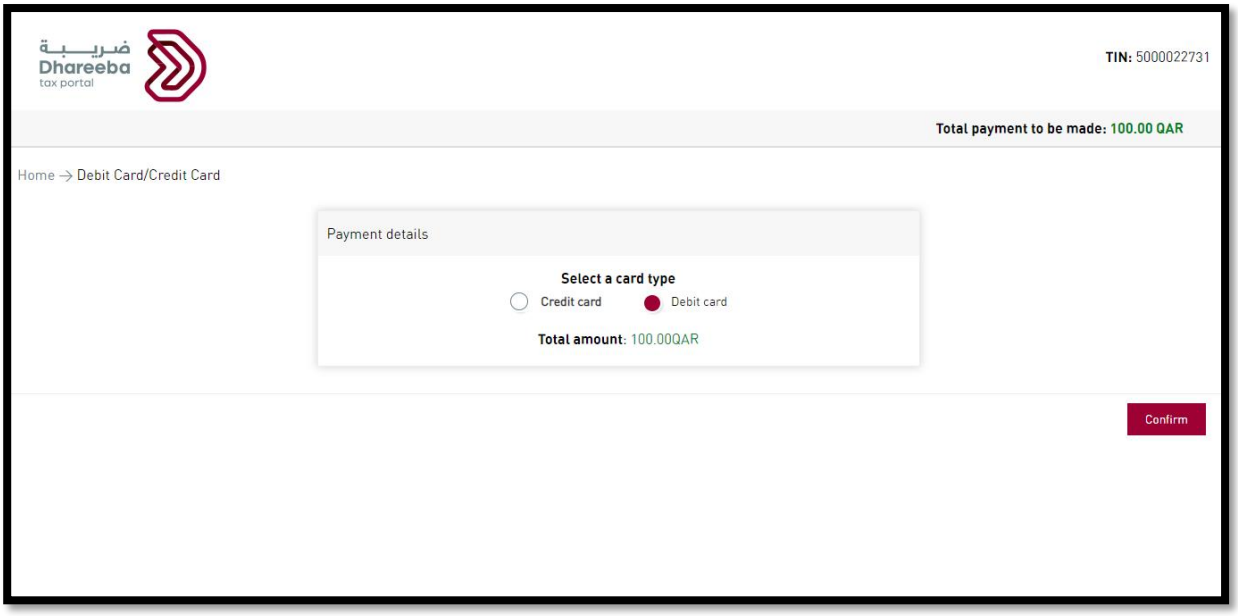


Step 2: Payment Method

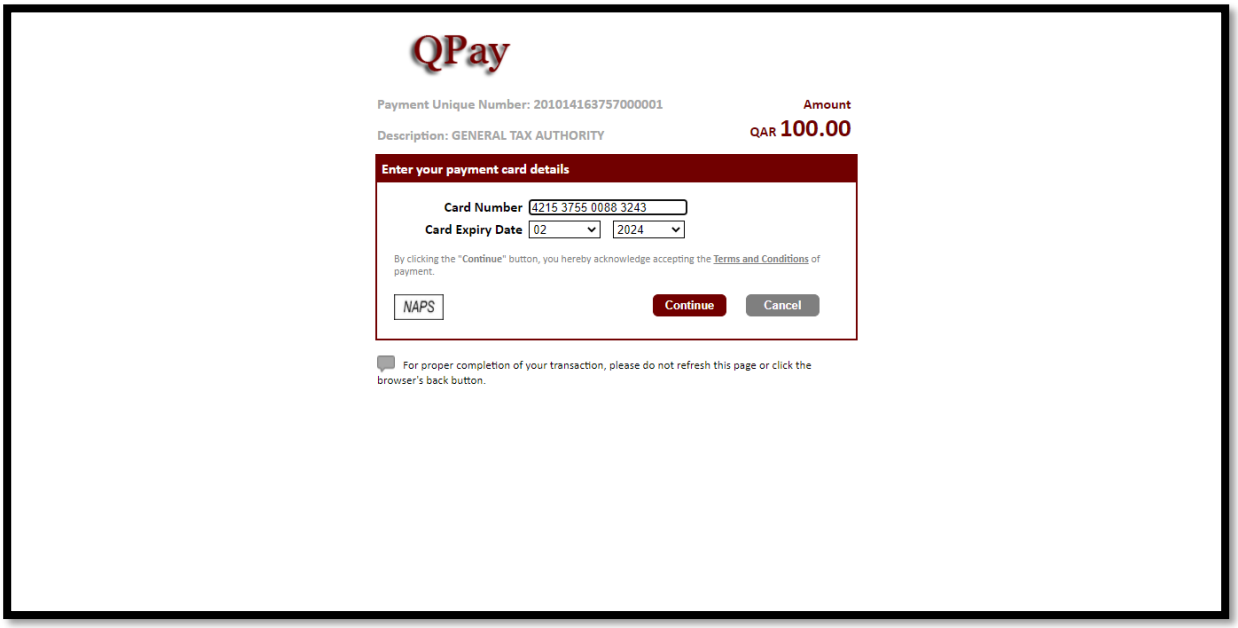
After clicking on “Pay” button, Taxpayer will be navigated to Payment Gateway screen where he needs to select the mode of payment from the options available.



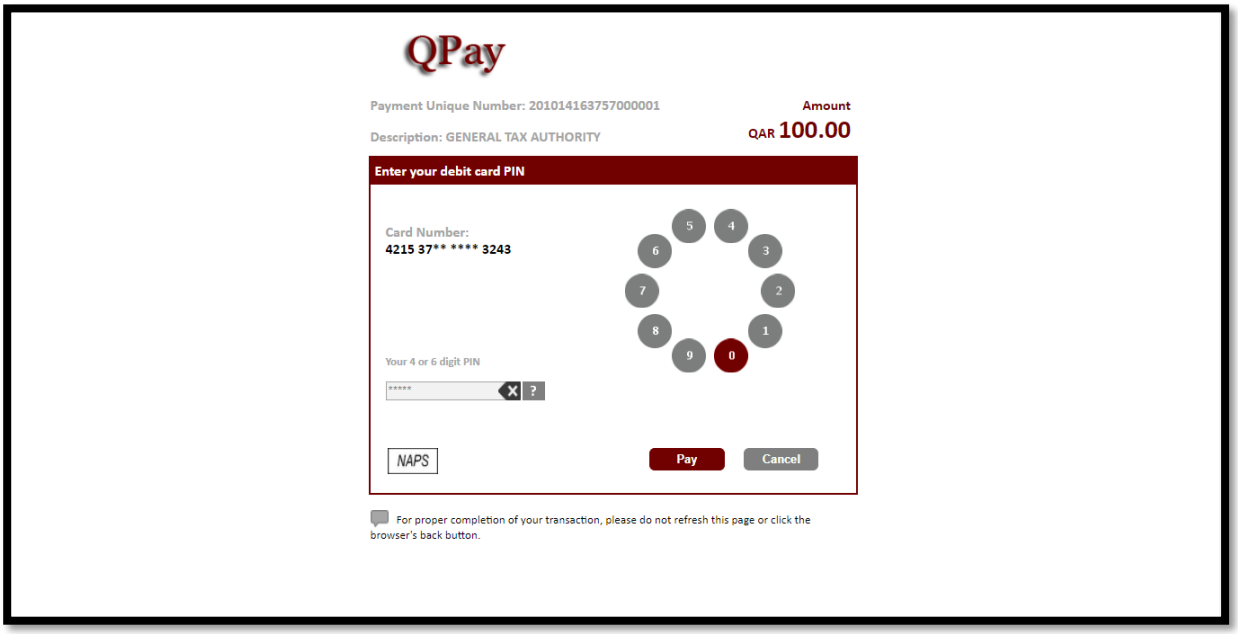
After selecting the mode of payment, Taxpayer first needs to select the Card Type from the options available and then needs to click on “Confirm” button.



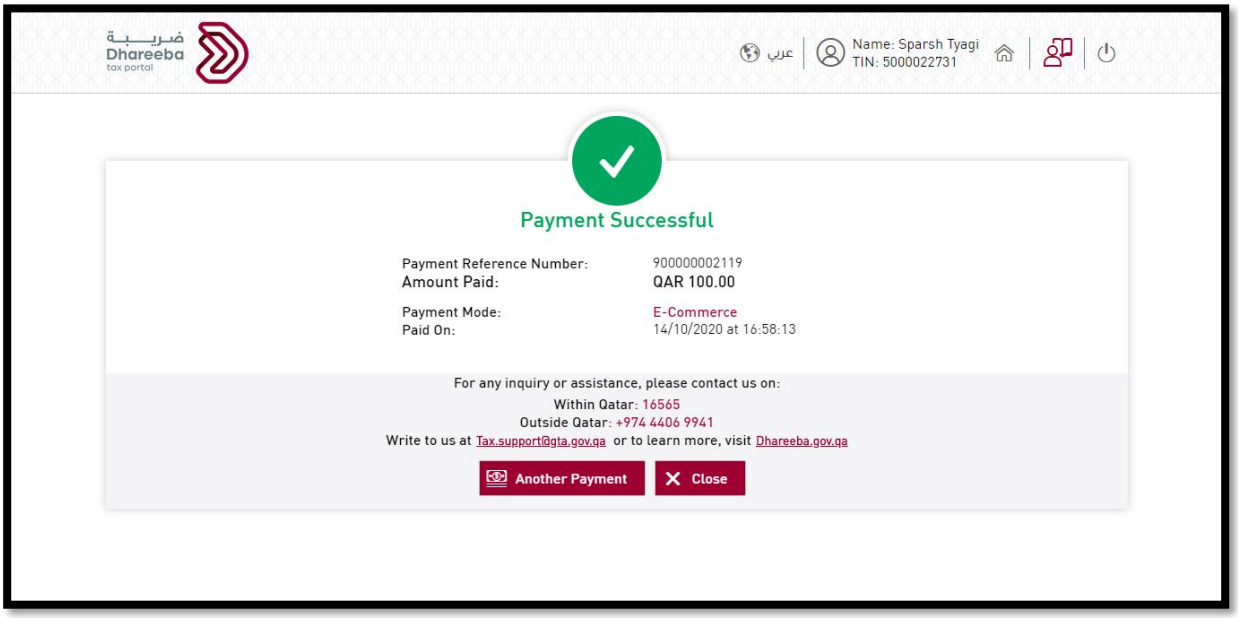
After clicking on “Confirm” button, Taxpayer will be navigated to Payment Card details screen where he needs to click on “Continue” button after providing the necessary card details.



After clicking on “Continue” button, Taxpayer will be navigated to Card PIN screen where he needs to click on “Pay” button after entering the card number PIN using dialer.



After clicking on “Pay” button, Taxpayer will be navigated to “Payment Successful” screen.



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Steps for Installment Plan Payment Process

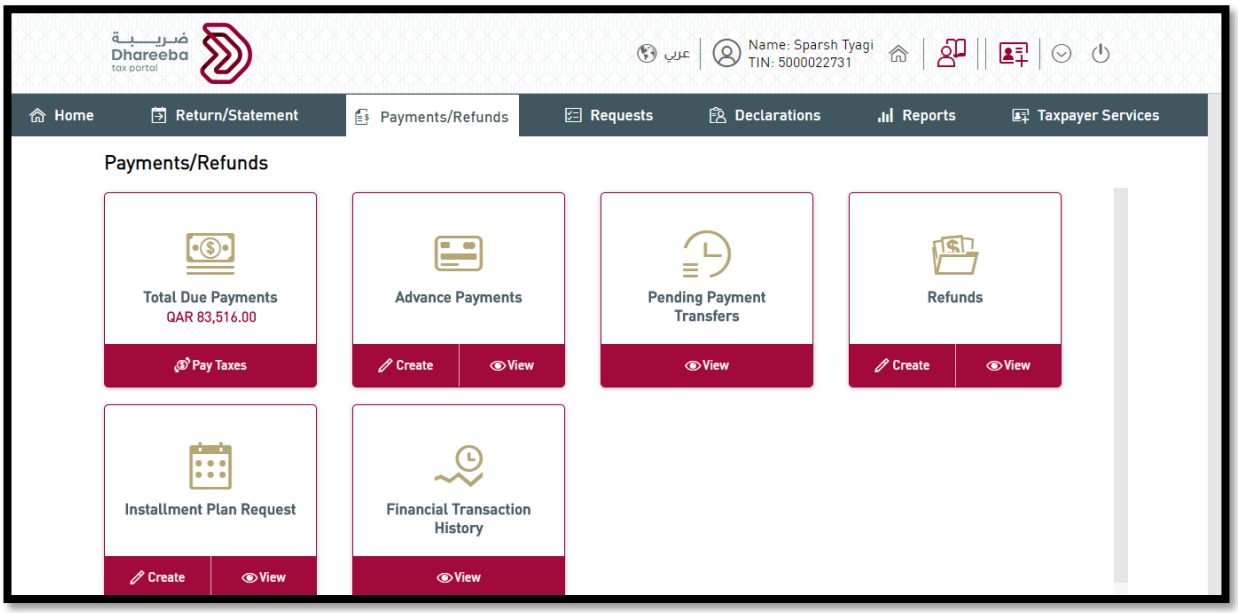
Installment Plan Payment
Version 1.0 –2020

4 Steps for Installment Plan Payment Process

After the successful payment of Down-Payment, Taxpayer will now be able to view all the installments under Payments screen.

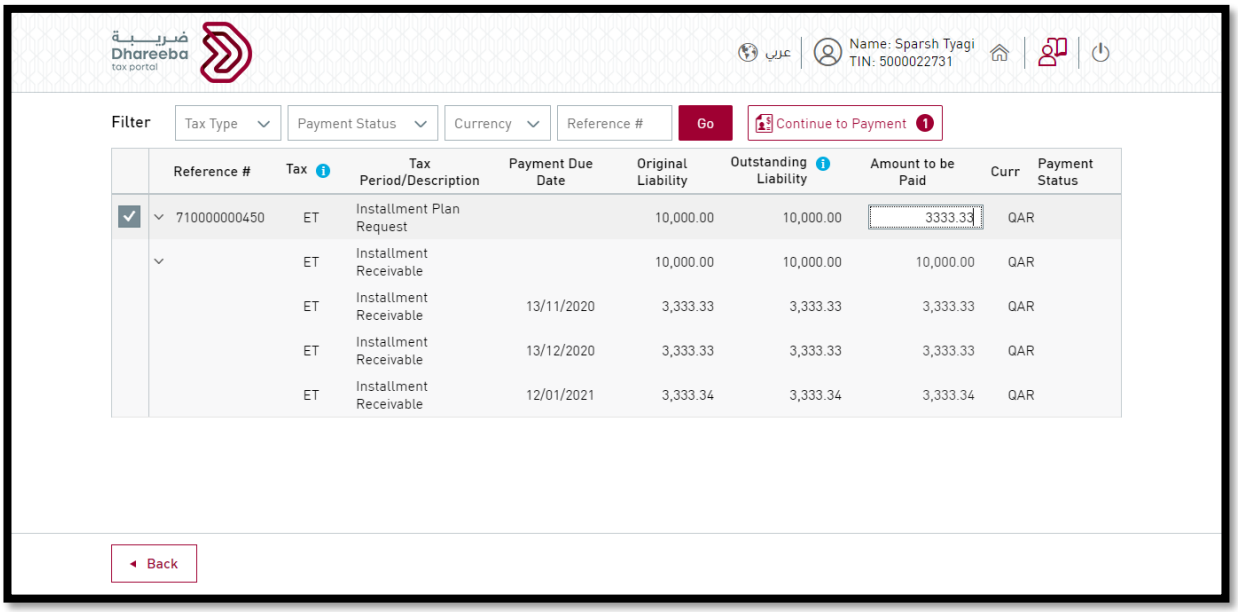
Step 1: Payments/Refunds

To make the payment for Installments Taxpayer needs to click on “Pay Taxes” button under “Payments/Refunds” tab.

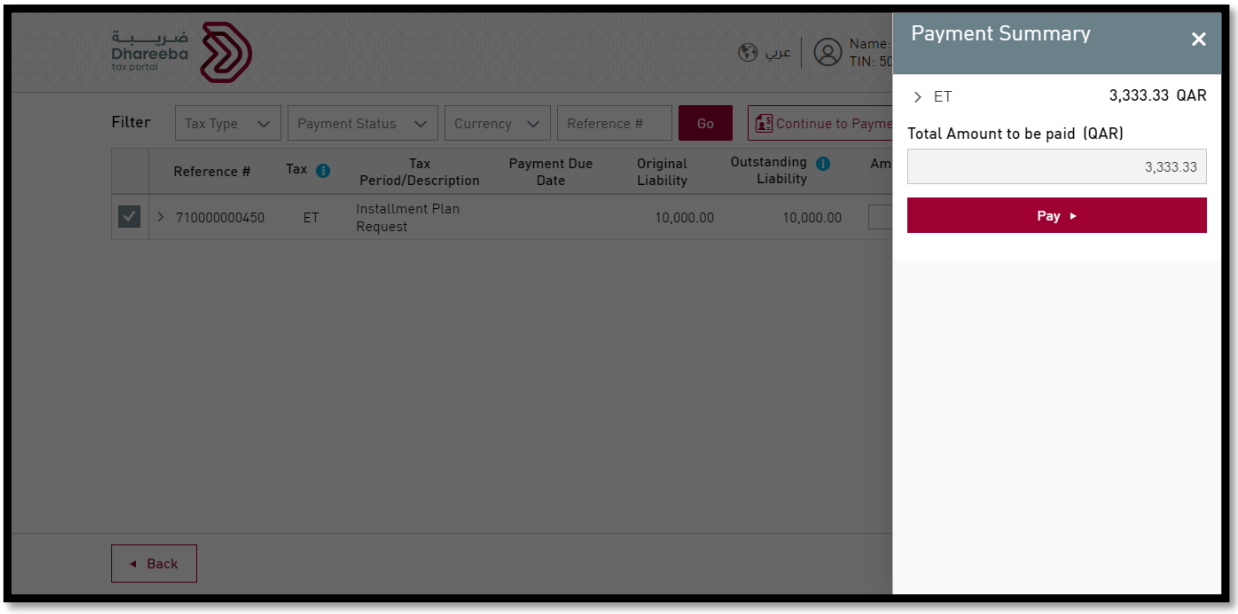


After clicking on “Pay Taxes” button, Taxpayer will be navigated to Payments screen where first he needs to select the checkbox of reference number for which he wants to make the payment for Installment(s) and then needs to click on “Continue to Payment” button.

After entering the amount of installment(s) in “Amount to be Paid” for which he wants to make the payment before due date, Taxpayer needs to click on “Continue to Payment” screen.

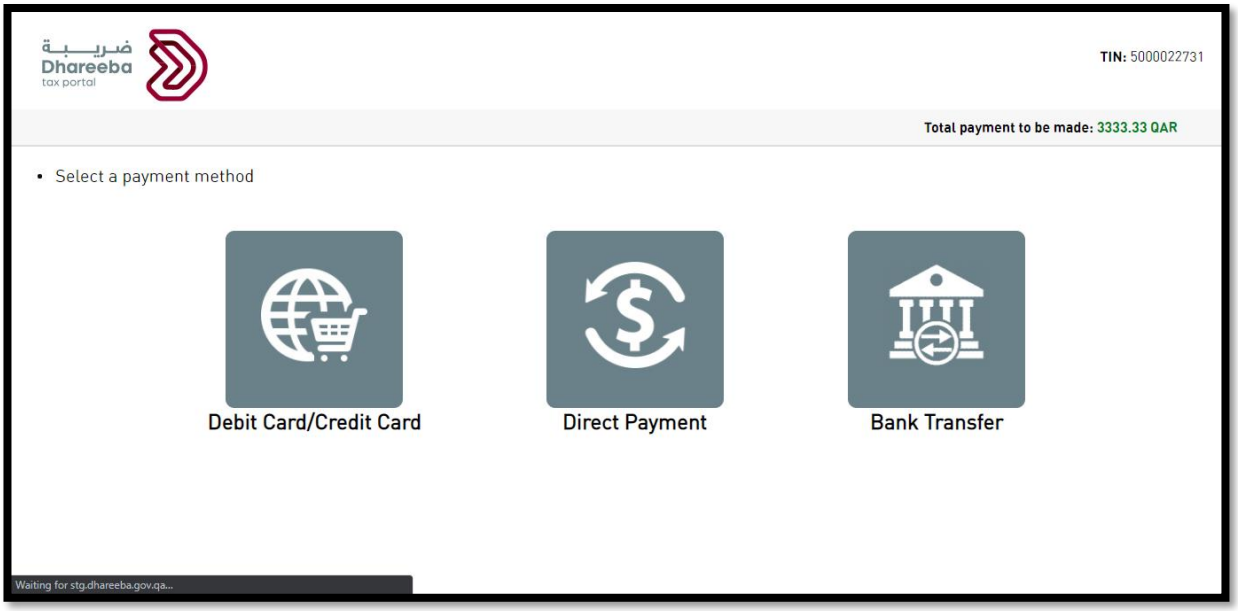


After clicking on “Continue to Payment” button, “Payment Summary” screen will appear where Taxpayer needs to click on “Pay” button.

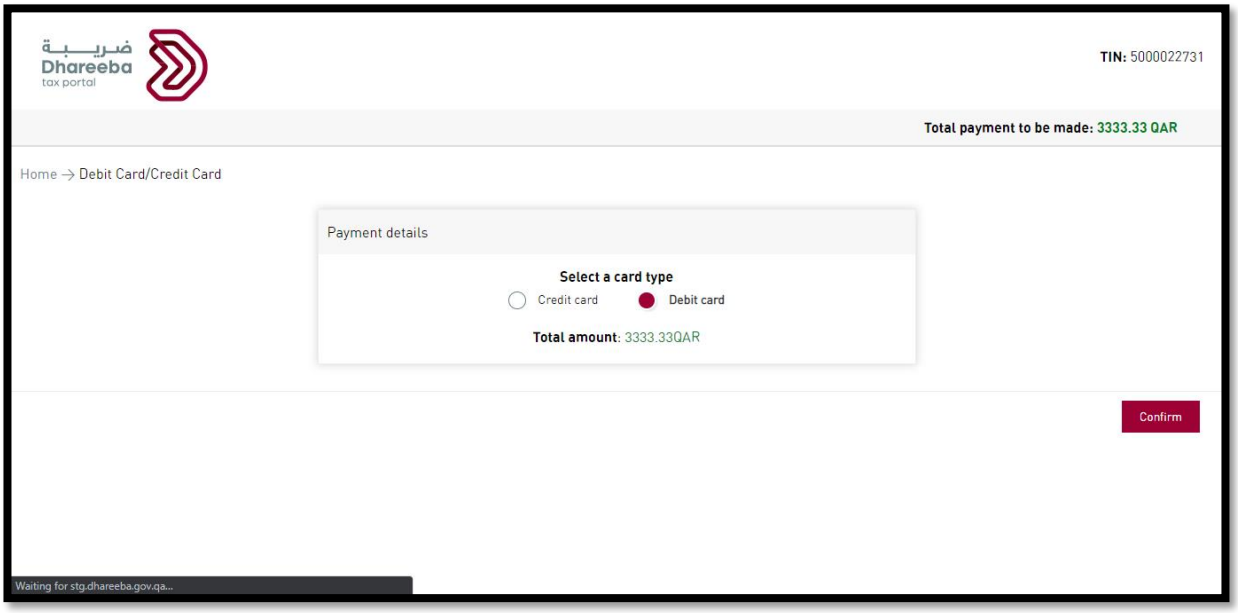


Step 2: Payment Method

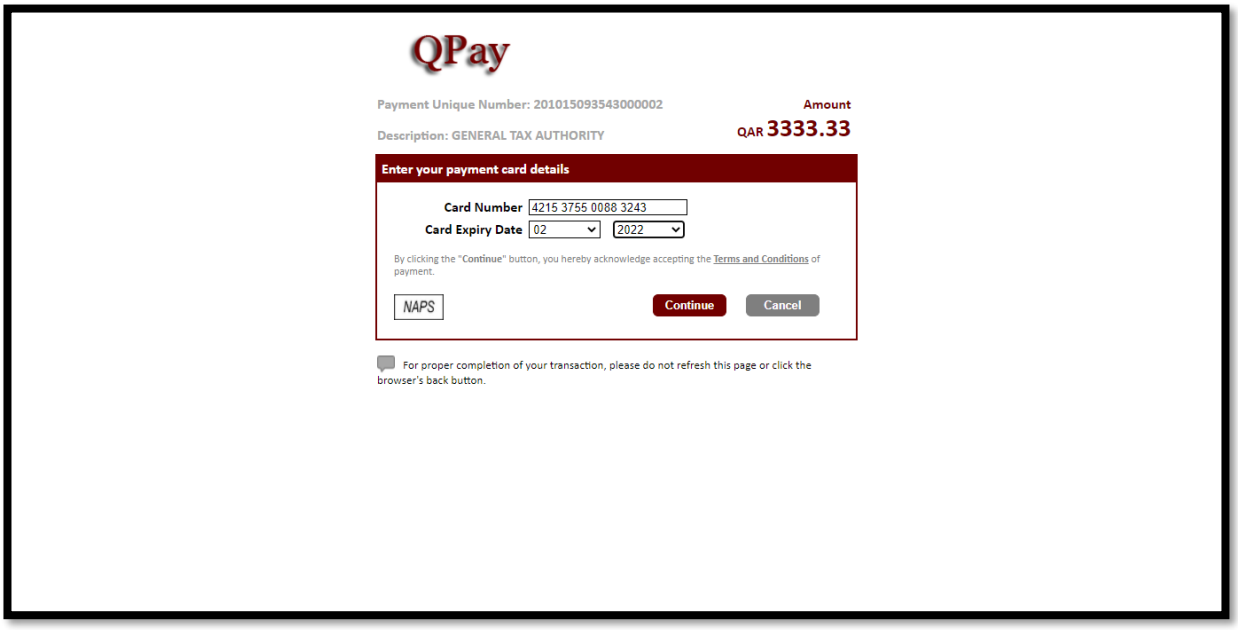
After clicking on “Pay” button, Taxpayer will be navigated to Payment Gateway screen where he needs to select the mode of payment from the options available.



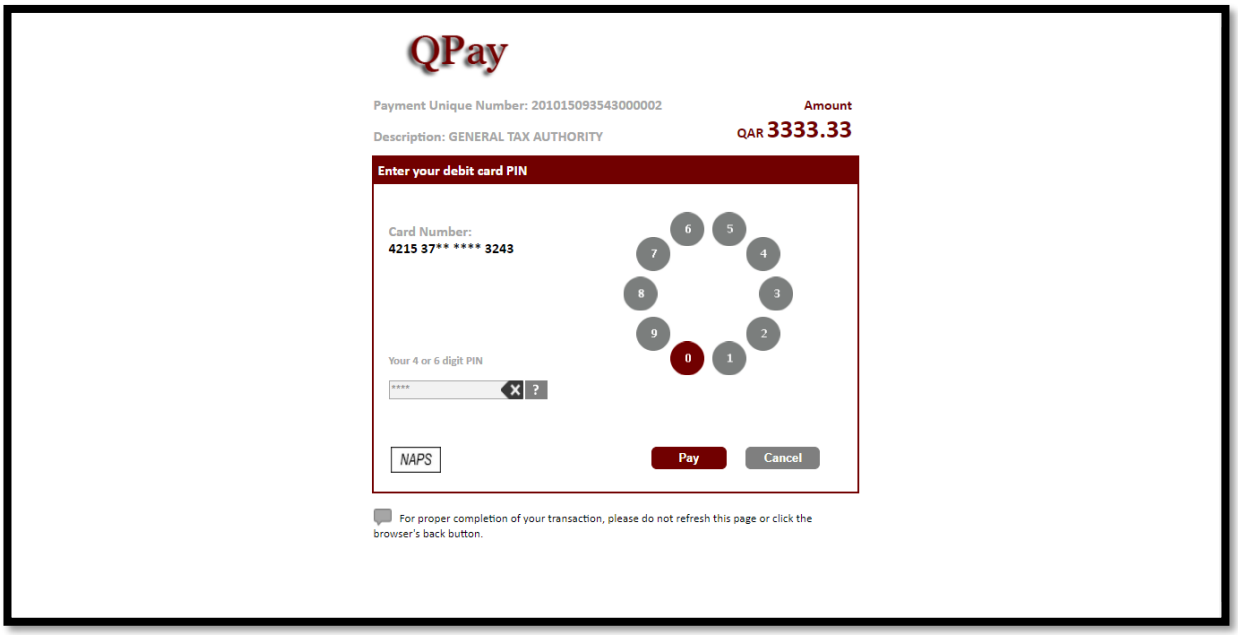
After selecting the mode of payment, Taxpayer first needs to select the Card Type from the options available and then needs to click on “Confirm” button.



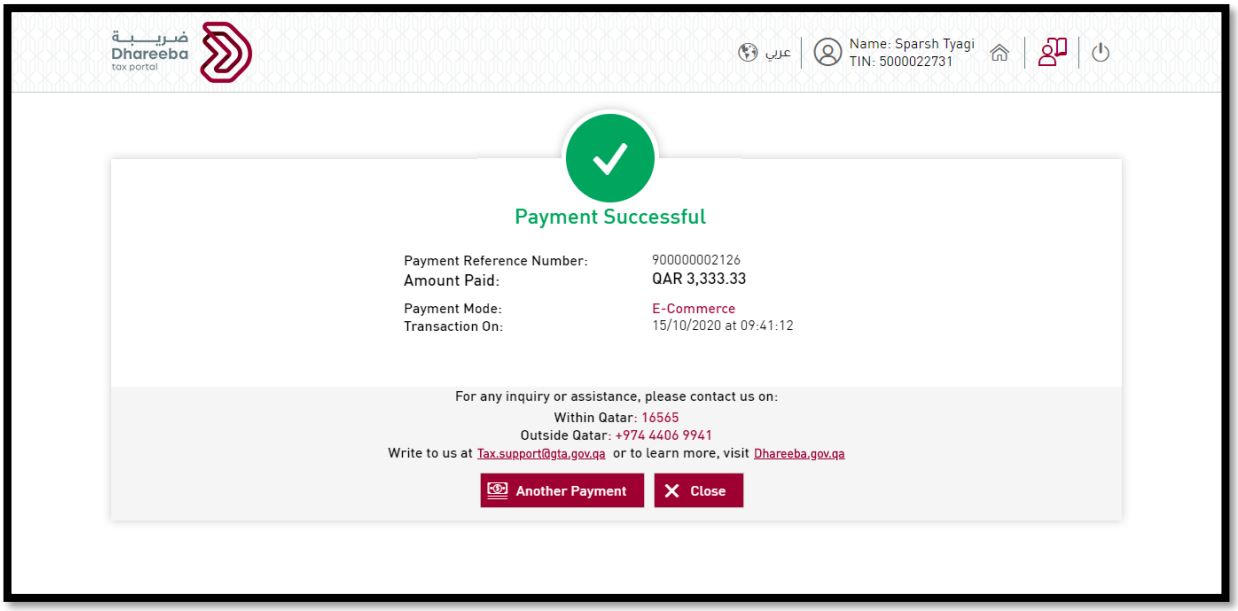
After clicking on “Confirm” button, Taxpayer will be navigated to Payment Card details screen where he needs to click on “Continue” button after providing the necessary card details.



After clicking on “Continue” button, Taxpayer will be navigated to Card PIN screen where he needs to click on “Pay” button after entering the card number PIN using dialer.



After clicking on “Pay” button, Taxpayer will be navigated to “Payment Successful” screen.



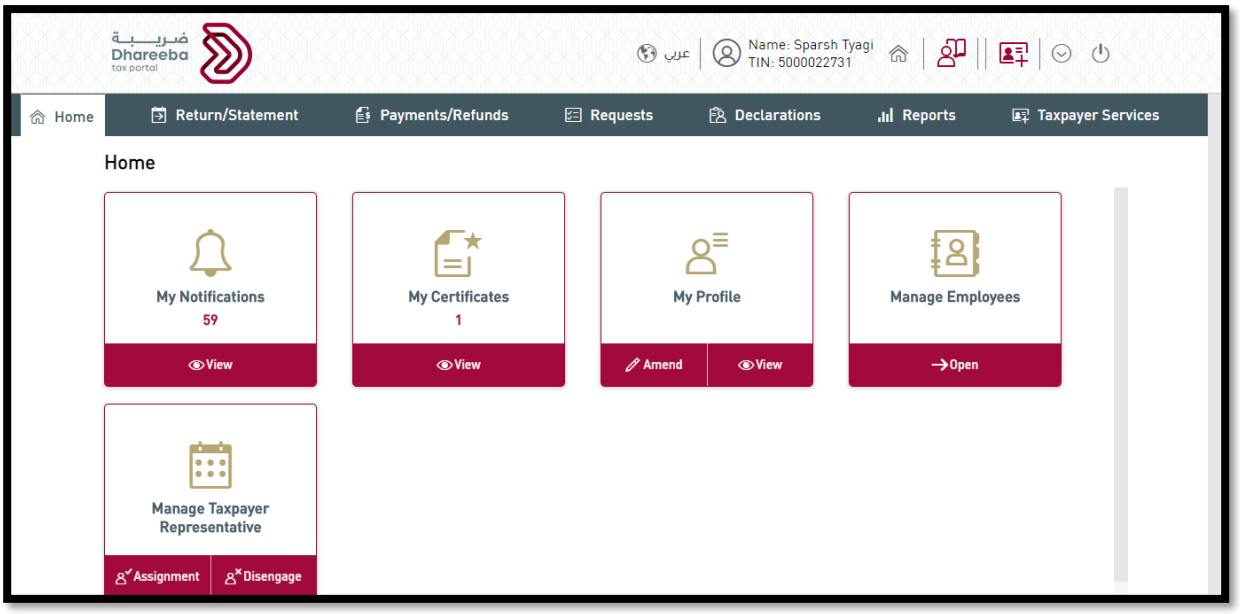
5

Annexure – Correspondence received by Taxpayer

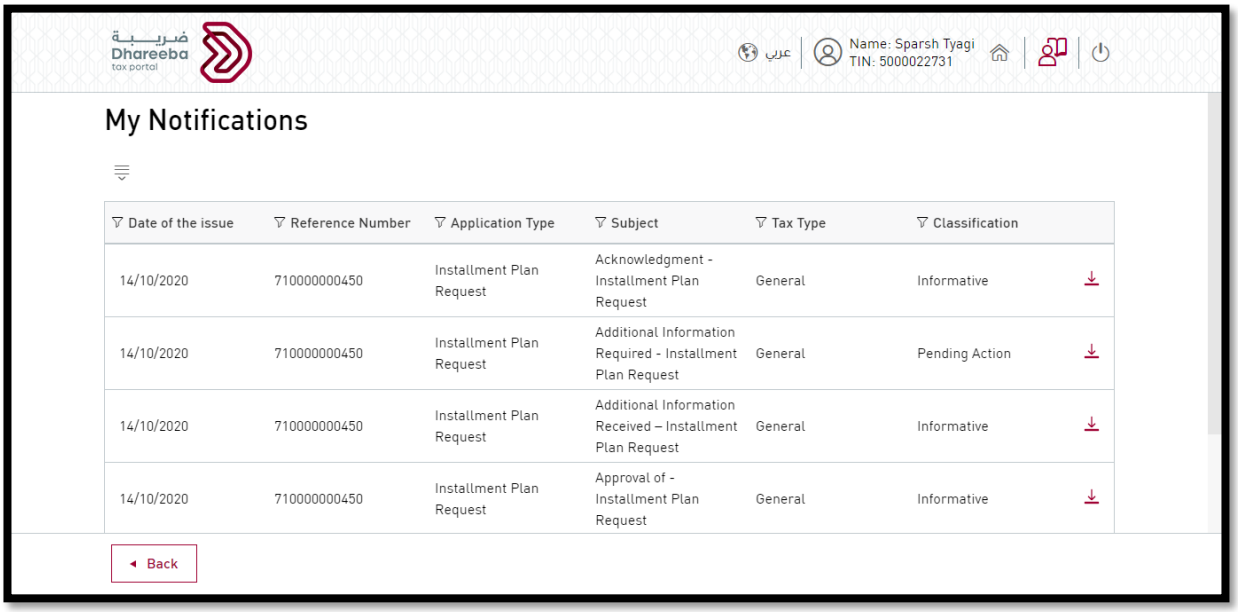
5 Annexure – Correspondence received by Taxpayer

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 needs to click on Download icon to view the Notifications.



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

SMS, Email and PDF of Acknowledgement of Installment Plan Request

SMS, Email and PDF of Additional Information Required

SMS, Email and PDF of Installment Plan Approval

SMS, Email, and PDF of Rejection of Installment Plan

SMS, Email and PDF of Installment Plan Schedule

End of the Document