



Payments Process User Manual - Bank Transfers

Dhareeba Tax Portal

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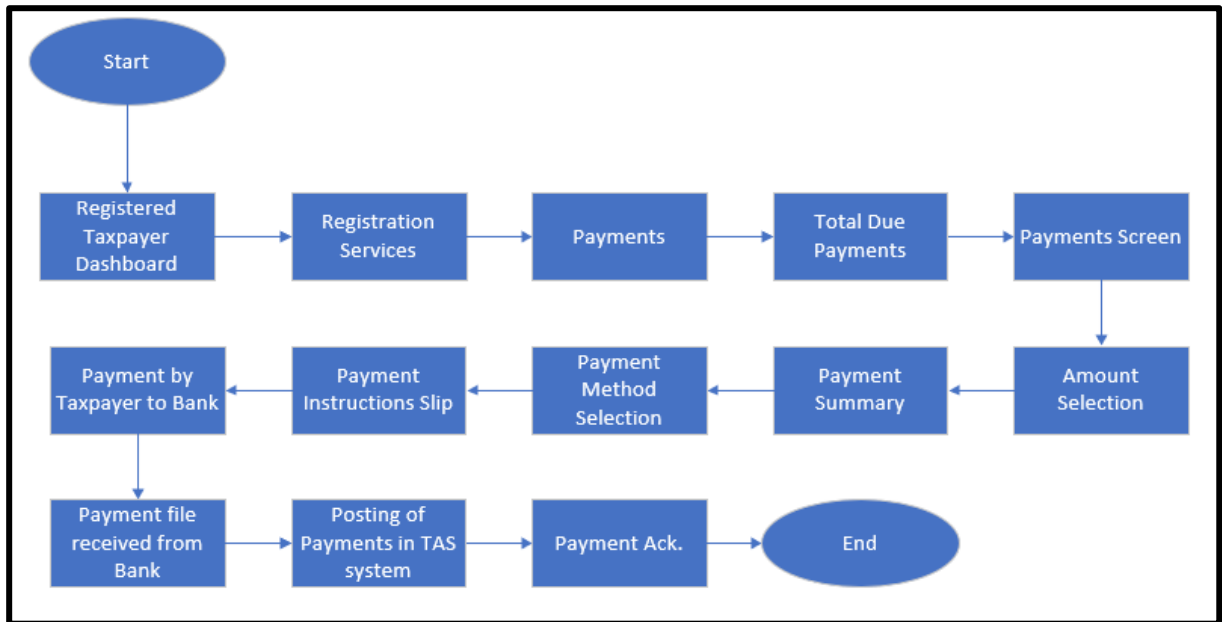
1

Process Flow



1 Process Flow

For Registered Taxpayer



2

Introduction



2 Introduction

Bank Transfers: - these include transactions initiated from Dhareeba Portal for which payments are made through online banking or visiting the bank.

The objective of this document is to explain how the payment get processed through Bank Transfer payment method in the GTA TAS system.



3

Steps for Making Payments via Bank Transfers

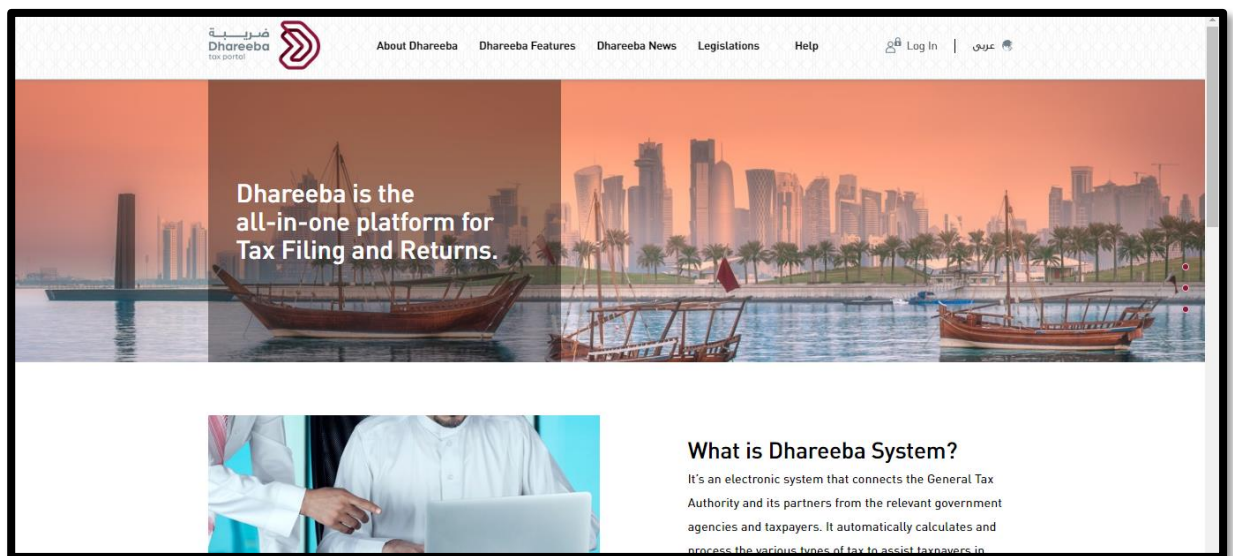


3 Steps for Making Payments via Bank Transfers

Steps to be followed by Registered Taxpayer:

Step 1: Log in

Taxpayer should click on Log-in on Dhareeba portal and Taxpayer is automatically directed to National Authentication System. Taxpayer should login with **Username** and **Password** on the National Authentication System and click on **Continue** button.





نظام التوثيق الوطني
National Authentication System

توثيق
TAWTHEEQ

Authenticate

Username & Password Authentication

Username

Password

[Continue](#)

[Forgot your password?](#)

[Create new account](#)

[Cancel](#)

Smart Card authentication

[Login with Smartcard](#)

[Smartcard FAQs](#)

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Step 2: Dashboard

Taxpayer will be redirected to Taxpayer Portal where Taxpayer should click on **"Payments/Refunds"** tab.

ضريبة
Dhareeba
tax portal

عربي | Name: جنية
TIN: 5000019588

Home | Return/Statement | **Payments/Refunds** | Requests | Declarations | Reports | Taxpayer Services

Home

My Notifications

[View](#)

My Certificates

[View](#)

My Profile

[Amend](#) [View](#)

Manage Employees

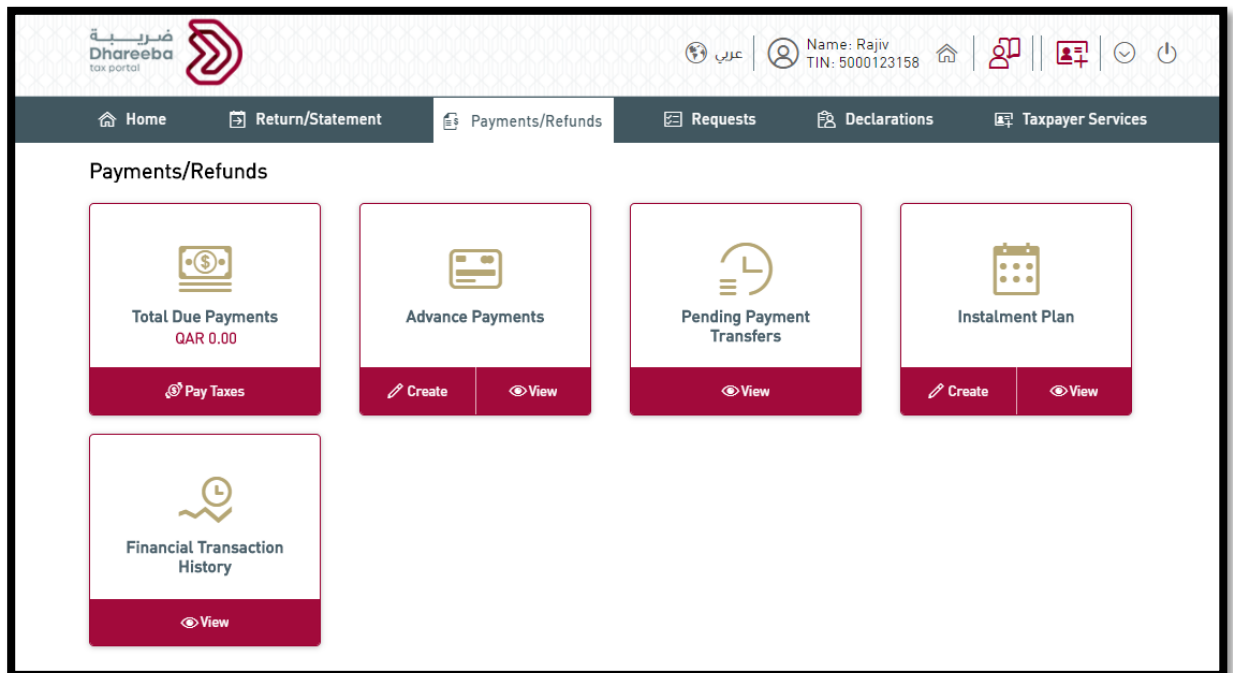
[Open](#)

Manage Taxpayer Representative

[Assignment](#) [Disengage](#)



After clicking on "Payments/Refunds" tile, Taxpayer should click on **"Total Due Payments (Pay Taxes)"** for making the payments for outstanding liabilities. On the tile the amount outstanding will be displayed, in different currencies, if applicable.



After clicking on "Total Due Payments" tile, the Taxpayer will be navigated to **"Payments"** screen where Taxpayer needs to check the details and click on the **checkbox** against which Taxpayer wants to make payment.

Taxpayer can choose the **amount** which the Taxpayer wishes to pay. Also, Taxpayer can choose to make payment for **multiple Tax Types** provided all these belong to one currency. Multiple currencies cannot be paid in one single transaction.



In below example, Taxpayer wishes to make the payment of QAR 9976.00 (276 + 9700) as entered in column "Amount to be paid".

Taxpayer should click on "**Continue to Payment**" button where Taxpayer can see the "**Payment Summary**".

عربي |
 Name: زيد LLC
TIN: 5000015206

Filter

Tax Type ▾

Payment Status ▾

Currency ▾

Reference #

Go

Pending Payment 01

Continue to Payment 2

	Reference #	Tax Type	Tax Period/Description	Payment Due Date	Original Liability	Outstanding Liability i	Amount to be Paid	Curren...	Payment Status
<input checked="" type="checkbox"/>	100000015257	WHT			576.00	276.00	276.00	QAR	Overdue
		WHT	Withholding Tax	15/01/2020	576.00	276.00	276.00	QAR	
<input checked="" type="checkbox"/>	700000000763	IT	2019		9,700.00	9,700.00	9,700.00	QAR	Overdue
		IT	Income tax - Corporate	30/04/2020	9,700.00	9,700.00	9,700.00	QAR	

◀ Back

Payment Process for Bank Transfers
version 1.0 -2020



In case Taxpayer wishes to make changes, he can close the "Payment Summary" tab and thereafter make necessary changes.

Next step is to click on "Pay" button.

Reference #	Tax Type	Tax Period/Description	Payment Due Date	Original Liability	Outstanding Liability	Amount to be Paid
100000015257	WHT	Withholding Tax	15/01/2020	576.00	276.00	276.00
700000000763	IT	2019		9,700.00	9,700.00	9,700.00
	IT	Income tax - Corporate	30/04/2020	9,700.00	9,700.00	9,700.00

Payment Summary

- Income Tax: 9,700.00 QAR
 - 2019: 9,700.00 QAR
- Withholding Tax: 276.00 QAR
 - 276.00 QAR
- Total Amount to be paid (QAR): 9,976.00**

Pay

Once Taxpayer clicks on "Pay", the system will open the **Payment Gateway** page. Here taxpayer should select the **Bank Transfer** payment method.

Dhareeba tax portal TIN: 5000015206

Total payment to be made: 9976.00 QAR

Select a payment method

Debit Card/Credit Card

Direct Payment

Bank Transfer



Once Bank Transfer payment method is selected, the next page is the **"Payment Instructions Slip"**. This slip contains the details of amount to be paid along with the instructions to ensure the successful payment via Bank Transfer.

Upon making the bank transfer, the taxpayer must mention the **"Payment Reference Number"** in the remarks field of the bank transfer slip.

Home → Bank Transfer

TIN: 5000015206

Total payment to be made: 9976.00 QAR

Payment Instructions Slip

Pay: 5000015206
 TIN: 90000001057
 Payment Reference Number: QAR 9976.00
 Currency & Amounts: QAR 9976.00
 Taxpayer Name: 07UD0 LLC

Should you have any queries, you can frequently asked questions on our website [https://tax.dha.gov.ae](#) or contact us directly at: Government Call Center: 16965 or +974 406 9941 from outside Qatar or support@dgta.gov.ae

Instructions :
 These instructions need to be read and understood before to proceed with Bank Transfer.

- Go to your online banking for Bank to Bank transfer. Log in to your bank account using your banking credentials and add the GTA Account "QARXXXXXXXXXXXX" (for payments in QAR) / "USDXXXXXXXXXXXX" (for payments in USD) as a beneficiary before making the payment. Note that your Bank may take time for approval of beneficiary under your account.
- Make sure that you mention the above "Payment Reference Number" in the "Remarks" field available on the fund transfer screen of your Bank. Also pay the same amount given above during the Bank Transfer.
- Once you complete the transfer, please save the "Bank Reference Number" of the fund transfer for future reference purposes.
- Please note that this can take up to 2 to 3 business days to be reflected on your account. Check your Bank's transaction limits and processing times before making a payment.

Important notes :

- It is your responsibility to make sure you are transferring the payment with the correct details.
- In case you made the transfer with incorrect Payment Reference Number, it is not the responsibility of GTA to follow up on the payment. Therefore, your payment may be delayed.
- In case a payment is not received on time, a penalty on late payment will apply.
- After making a successful Bank Transfer, ensure to login to Dhareeba Portal → "Pending Payment Transfers" tile to upload the payment proof issued by Bank against respective Payment Reference Number for successful reconciliation.

[Change Payment Method](#) [Email](#) [X Close](#)

In case a taxpayer wants to send this slip to an E-Mail ID, he can do so by clicking **"Email"** at the bottom of the screen. A field will be available to enter the E-Mail ID and click **"Send"**.

Home → Bank Transfer

TIN: 5000015206

Total payment to be made: 9976.00 QAR

Payment Instructions Slip

Pay: 5000015206
 TIN: 90000001057
 Payment Reference Number: QAR 9976.00
 Currency & Amounts: QAR 9976.00
 Taxpayer Name: 07UD0 LLC

Should you have any queries, you can frequently asked questions on our website [https://tax.dha.gov.ae](#) or contact us directly at: Government Call Center: 16965 or +974 406 9941 from outside Qatar or support@dgta.gov.ae

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[Change Payment Method](#) [Email](#) [X Close](#)

[abceef@gmail.com](#) [Send](#)



Taxpayer should go back to the "Payments" tab and click on the **"Pending Payment Transfer"** tile to check If the data is recorded there for the bank transfer to be done.

The screenshot shows the Dhareeba tax portal dashboard. The user is logged in as 'زيد LLC' (Zaid LLC) with TIN: 5000015206. The 'Registration Services' tab is active. The dashboard displays four main tiles: 'Total Due Payments' (QAR 0.00), 'Pending Payment Transfer', 'Advance Payments', and 'Financial Transaction History'. The 'Pending Payment Transfer' tile is highlighted, indicating it is the next step for the taxpayer.

The payment reference for QAR 9976 should be available here.

The screenshot shows the 'Pending Payment Transfer' table in the Dhareeba tax portal. The table lists two pending payments, both made via Bank Transfer. The first payment is for QAR 9,976.00, generated on 20/08/2020, with a payment reference of 900000001057. The second payment is for QAR 776.00, generated on 19/08/2020, with a payment reference of 900000000972. The table includes columns for 'Generated On', 'Payment Reference #', 'Payment Method', 'Currency', 'Amount', and 'Actions'.

Generated On	Payment Reference #	Payment Method	Currency	Amount	Actions
20/08/2020	900000001057	Bank Transfer	QAR	9,976.00	
19/08/2020	900000000972	Bank Transfer	QAR	776.00	

At the bottom left of the table, there is a 'Back' button.



Once the taxpayer makes the payment through online banking or visiting the bank, he will get a payment receipt from the bank as a proof of making the payment.

The taxpayer should press **"Edit"** icon and fill the details in above screen and attach the payment receipt for the same so that this can be verified by GTA subsequently. This step will also ensure the smoothness for reconciliation purposes If needed.

ضريبة Dhareeba tax portal | عربي | Name: زيد LLC TIN: 5000015206 | Home | Profile | Logout

Pending Transfer Details

Generated On	Payment Reference Number	Bank Name
20/08/2020	900000001057	DOHA BANK
Payment Method	Currency	Amount
Bank Transfer	QAR	9,976.00
Sender Account Name		Transfer Date
John		20/08/2020
Bank Receipt Number		
PR12KA4		

[Back](#) [Save](#)

Once this process is completed, the bank will send a payment file to GTA TAS system containing details of payments received via Bank Transfers for the day. This file will be received in GTA TAS and posting will be made by automatically after reading this file.

TIN	Payment Reference Number	Amount	Currency	Name	Date	Payment Method	Bank Name	Sender Account Name	Bank Reference Number	Transfer date	VAT Amount	Excise Tax Amount	IT Amount	WHT Amount
5000015206	900000001057	9976.00	QAR	LLC	20.08.2020	Bank Transfer	DOHA BANK	JOHN	9876523785	20.08.2020	0	0	9700.00	276.00



Once the postings are made, the outstanding amount will be cleared against the payments made in “Payments Screen”.

ضريبة Dhareeba tax portal | عربي | Name: زيد LLC TIN: 5000015206 | Home | Profile | Power

Filter: Tax Type Payment Status Currency Reference # Go **Pending Payment 01**

Reference #	Tax Type	Tax Period/Description	Payment Due Date	Original Liability	Outstanding Liability	Amount to be Paid	Curren...	Payment Status
No data								

[Back](#)

Now the taxpayer can check the tile of “**Pending Payment Transfer**” to check if the amount is still showing as pending. The entry for QAR 9976 should be removed from the list available.

ضريبة Dhareeba tax portal | عربي | Name: زيد LLC TIN: 5000015206 | Home | Profile | Power

Pending Payment Transfer

Generated On	Payment Reference #	Payment Method	Currency	Amount	Actions
19/08/2020	900000000972	Bank Transfer	QAR	776.00	Edit Delete Print

[Back](#)



4 Details of Account Numbers for Taxpayers to transfer Payments to GTA

Account Name	Account Number	IBAN Number	Currency
PETROLEUM REVENUE TAX	0013-048898-053	QA51 QNBA 0000 0000 0013 0488 9805 3	U.S. Dollar
GENERAL TAX AUTHORITY	0013-293246-061	QA53 QNBA 0000 0000 0013 2932 4606 1	Qatari Riyal

5

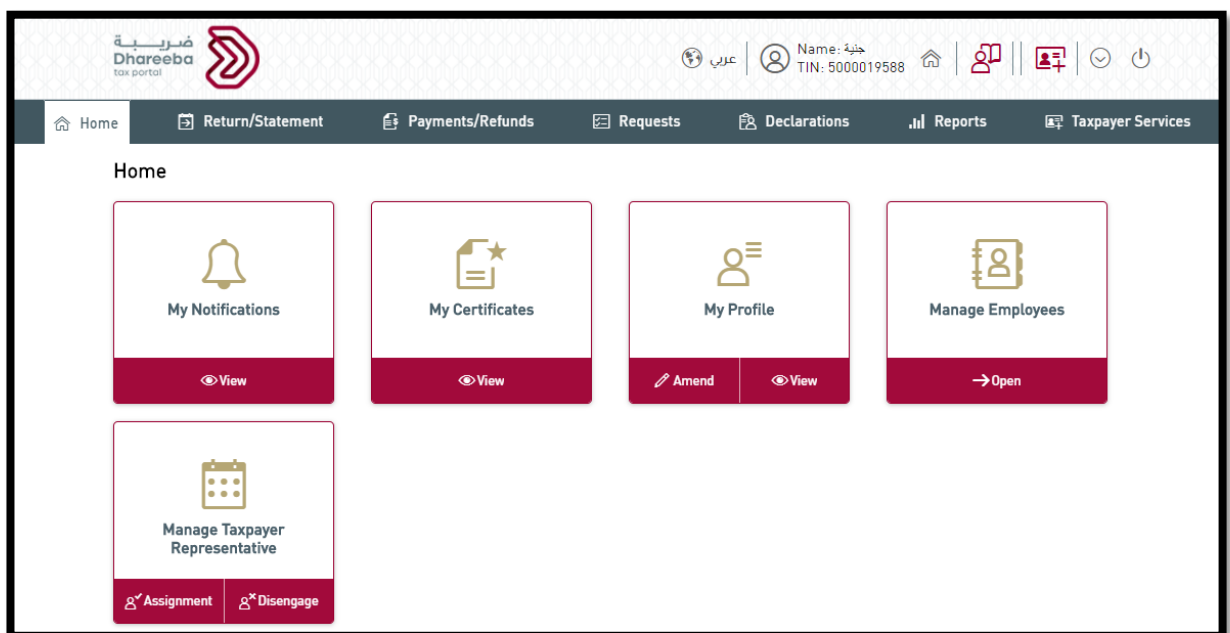
Annexure – Correspondence received by Taxpayer



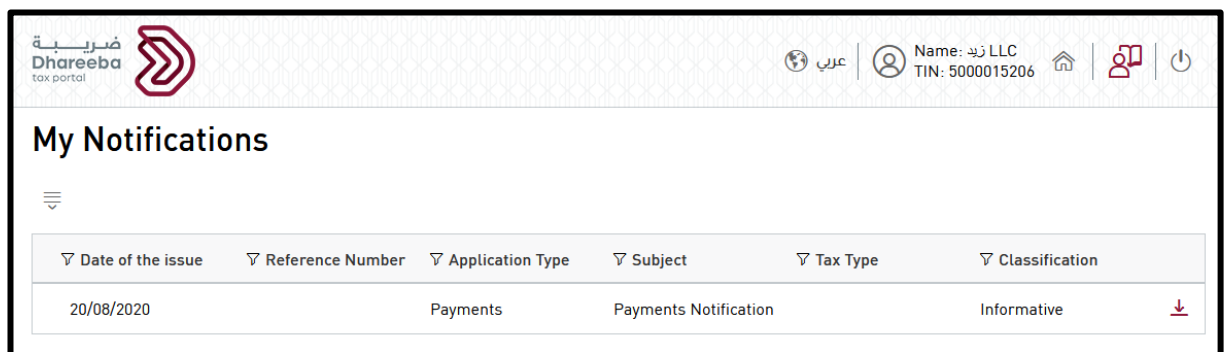
5 Annexure – Correspondence received by Taxpayer

5.1 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.



The Taxpayer should check and can download the Payment Notification for successful payment made.



End of Document