ضريبة
Dhareeba
tax portal

الهيئة العامة للضرائب
GENERAL TAX AUTHORITY

Withholding Tax Statement

Dhareeba Portal

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Purpose of this document

1. Purpose of this document

The main purpose of this document is to guide a Taxpayer how to successfully file and submit a Withholding Tax Statement.
Two types of Taxpayers can submit a Withholding Tax Statement :

- Taxpayers who are Registered with the GTA TAS.
- Taxpayers who are not registered with the GTA TAS for any tax matters. (Example, (Establishment card holder only. For e.g. Government. Entities)

Due date to file the Withholding Tax Statement:
Taxpayers are required to submit a withholding tax statement along with the payment to the GTA before the 15th day of the first month following the month in which the payment is made.

As an output of submitting the Withholding Tax Statement, the Taxpayer will be issued the Withholding Tax Certificate.

This document also covers the various correspondences which the GTA sends to the Taxpayer after a Withholding Statement is filled in the GTA TAS.

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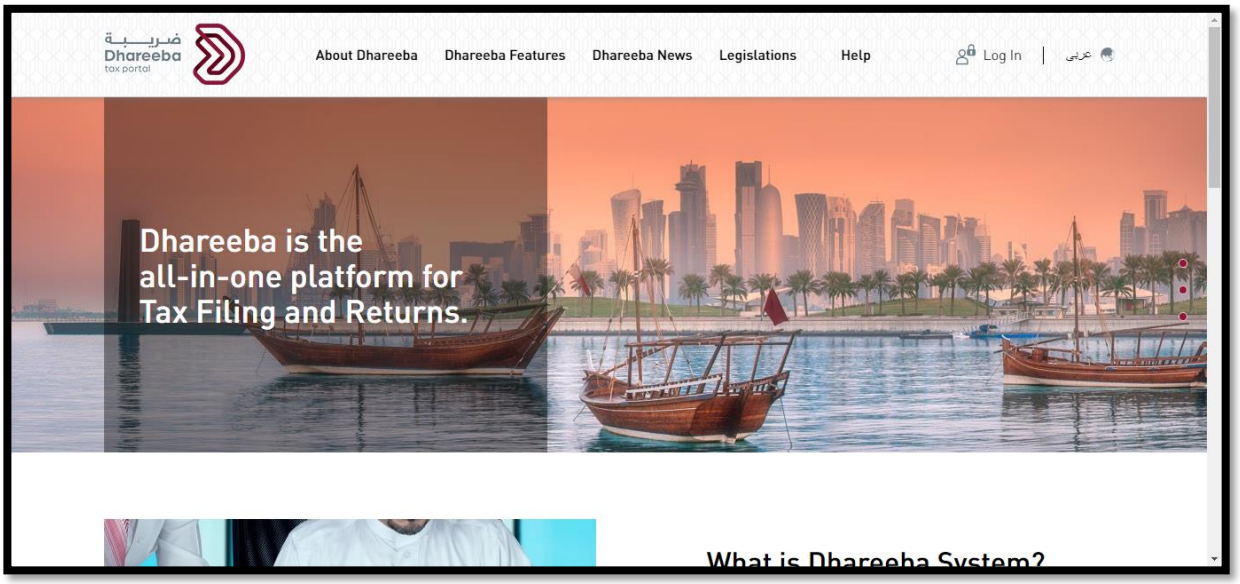
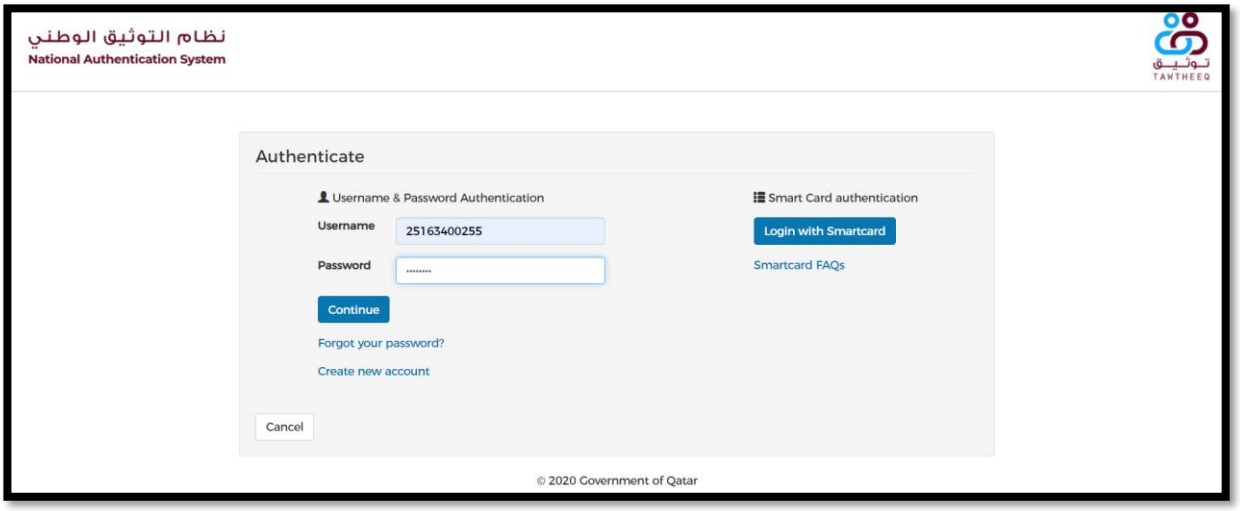
Submitting a Withholding Tax Statement

2. Steps for Submitting a Withholding Tax Statement

Step 1: Log in

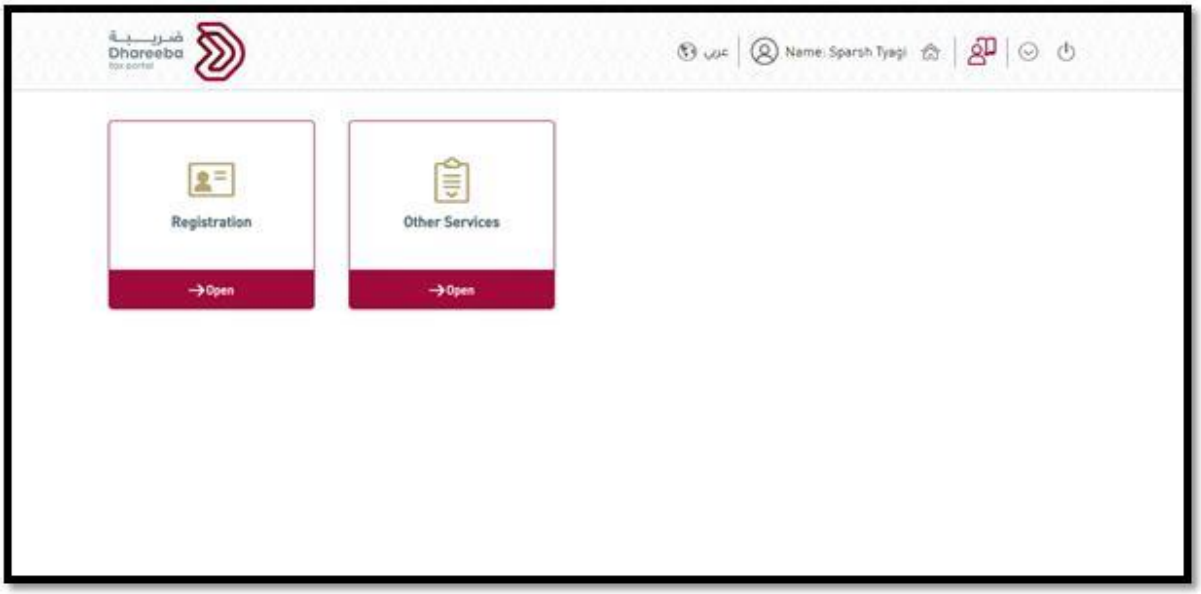
Taxpayer should login on the Dhareeba and is there after directed to the NAS portal where the Taxpayer should login through QID or Email address and its associated password, as shown in the screen below:



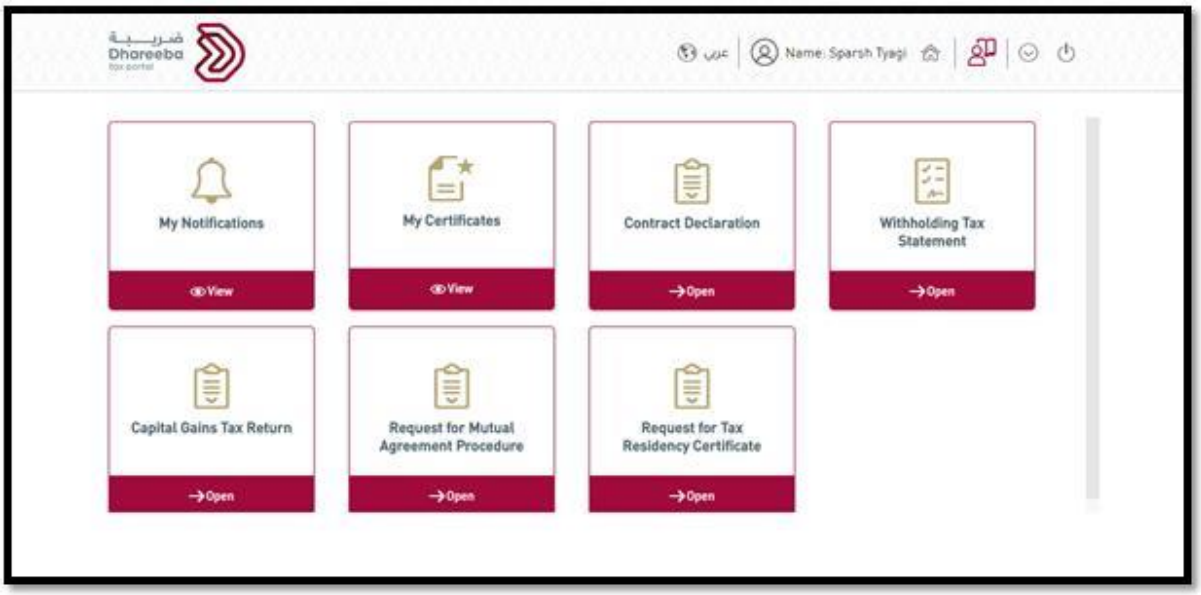


Step 2: Dashboard

On successful NAS authentication, the Taxpayer's Dashboard screen appears. The Taxpayer should now click on Other Services tile, which will direct the Taxpayer to a new screen.

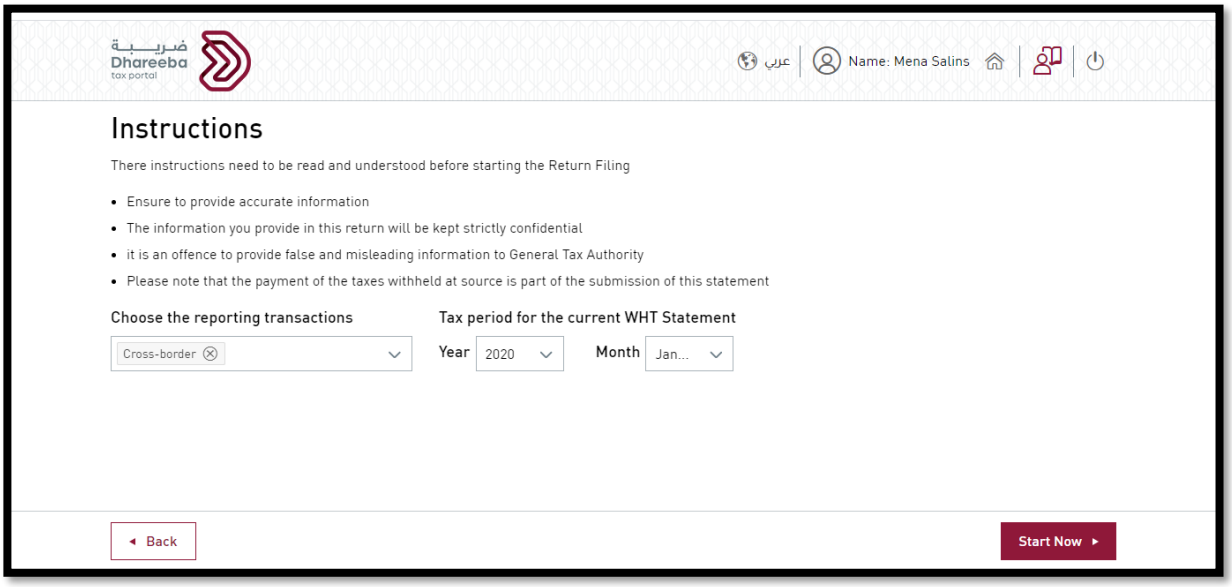


The Taxpayer should click on Withholding Tax Statement Tile.



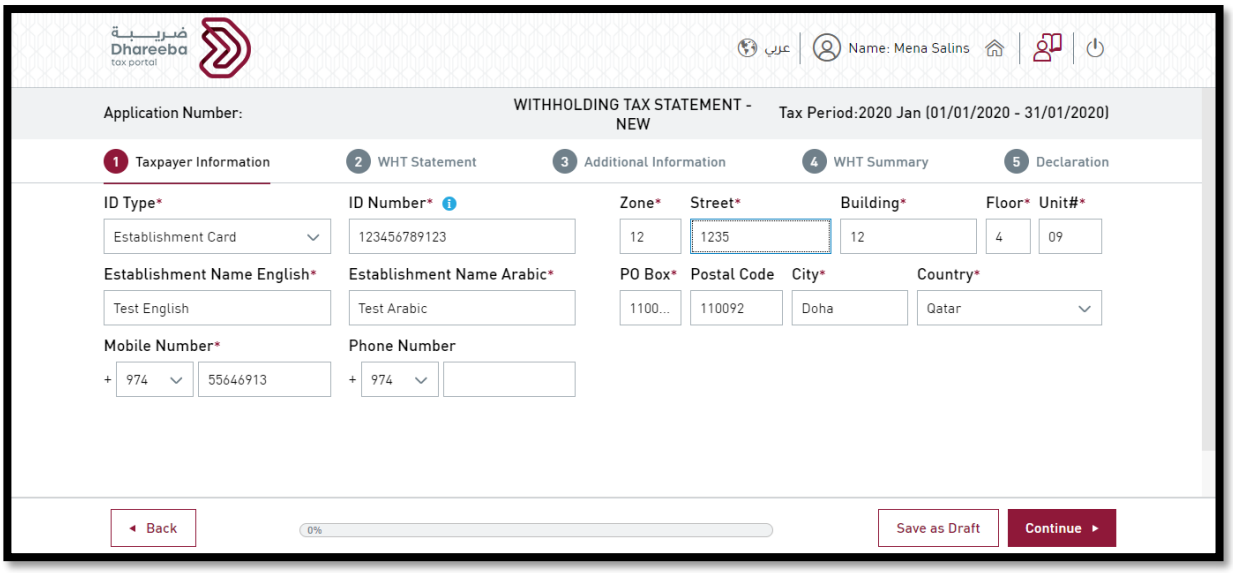
Step 3: Instructions

Taxpayer should read the information of the Instructions Page.
Taxpayer should select the appropriate Reporting Transactions from the following options on the drop down available:
Cross-Border
Local
Capital Assets
Taxpayer should select the Tax Period for which the Withholding Tax Statement is to be submitted.
After following the also above steps, Taxpayer should click on Start Now button.

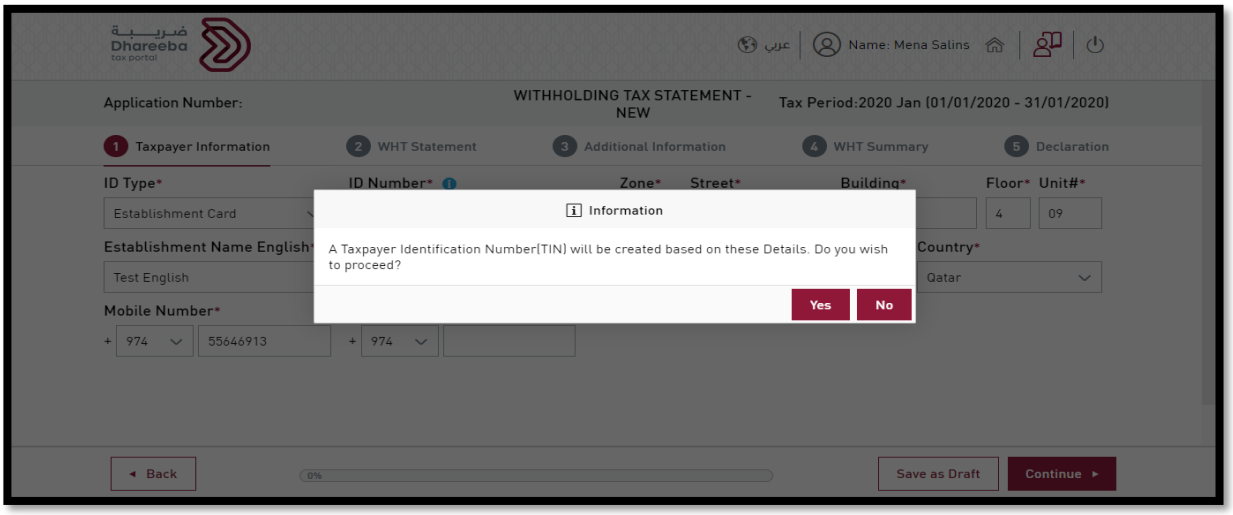


Step 4: Taxpayer Information

The Taxpayer should fill in all the required information on the Taxpayer Information Page and click on the continue button.
Note: Details of Establishment card are mandatory.

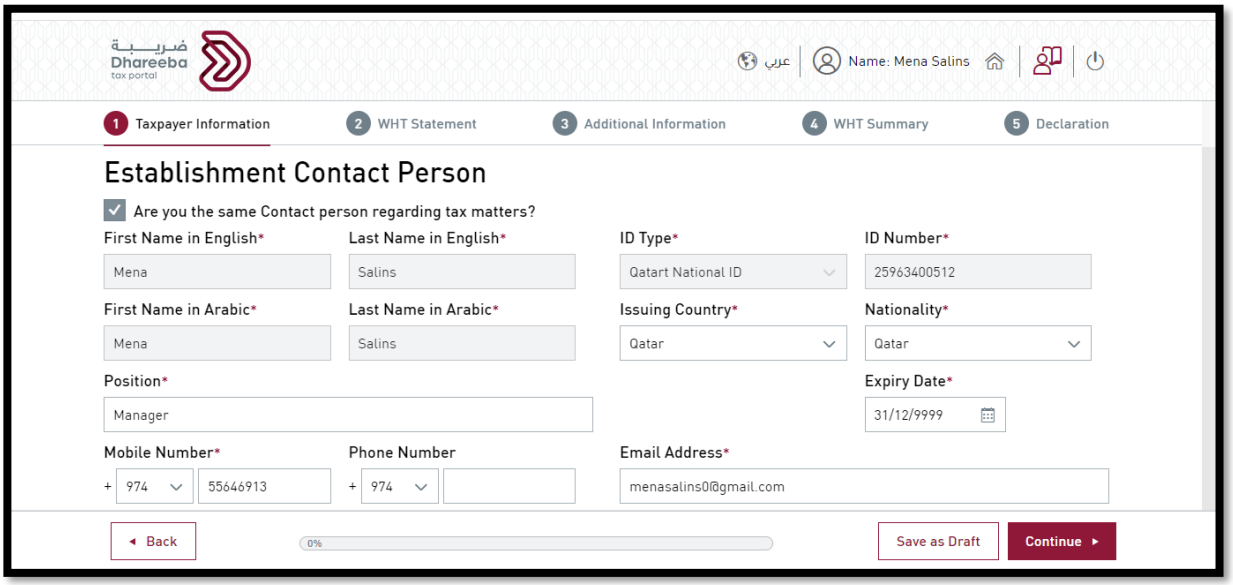


On clicking the continue button, a message would inform the Taxpayer that the Taxpayer would get registered based on the details provided and a Tax Identification Number would be generated for the Taxpayer.
Taxpayer should select Yes.



Step 5: Establishment Contact Person

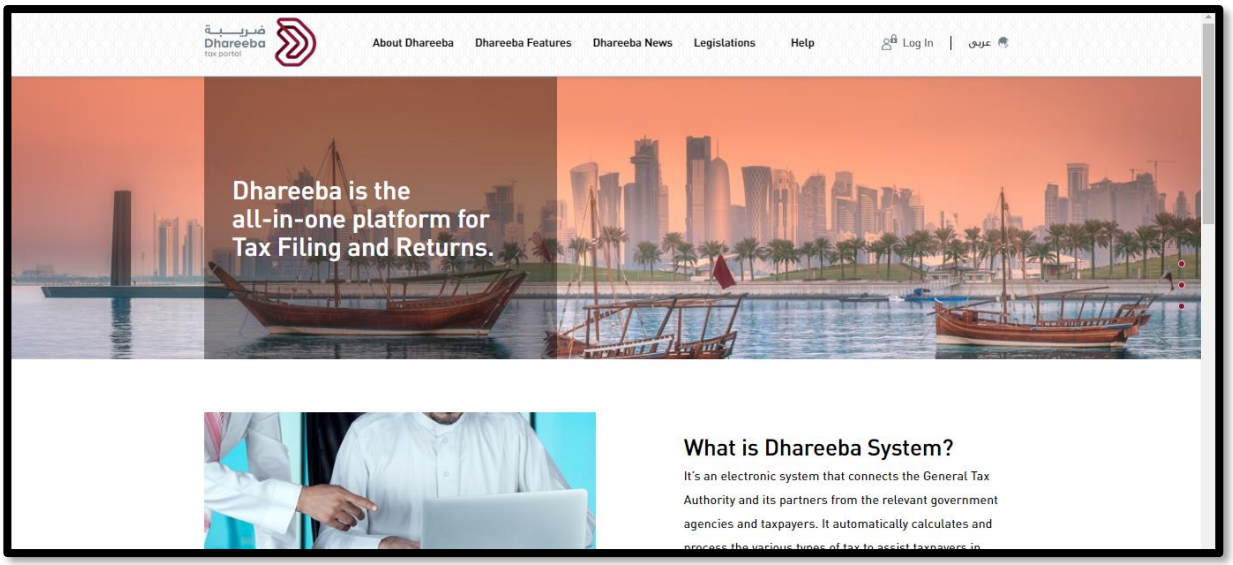
The Taxpayer should fill in all the required information on the Establishment Contact Person Page and click on the continue button.
Note : If Taxpayer selects 'No' for the question 'Are you the same Contact person regarding the tax matter', Taxpayer will have to manually fill in all the required fields.
If Taxpayer selects 'Yes' for question 'Are you the same Contact person regarding the tax matter', most of the fields will be auto populated and Taxpayer will have to only fill in the remaining fields.

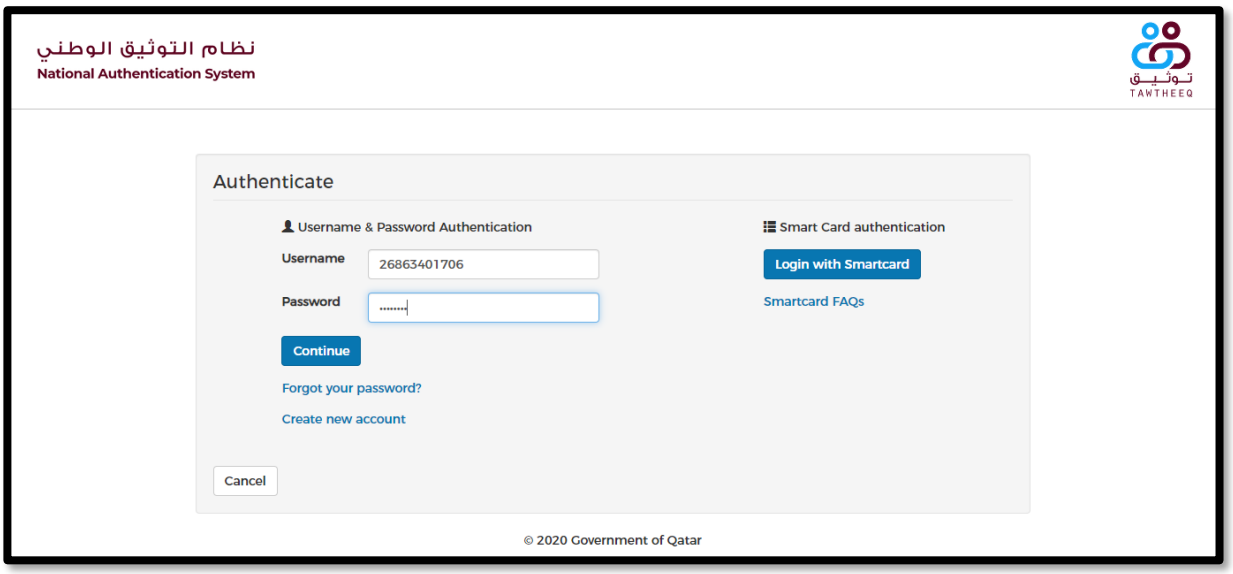


Steps to be followed by a Registered Taxpayer

Step 1 : Login

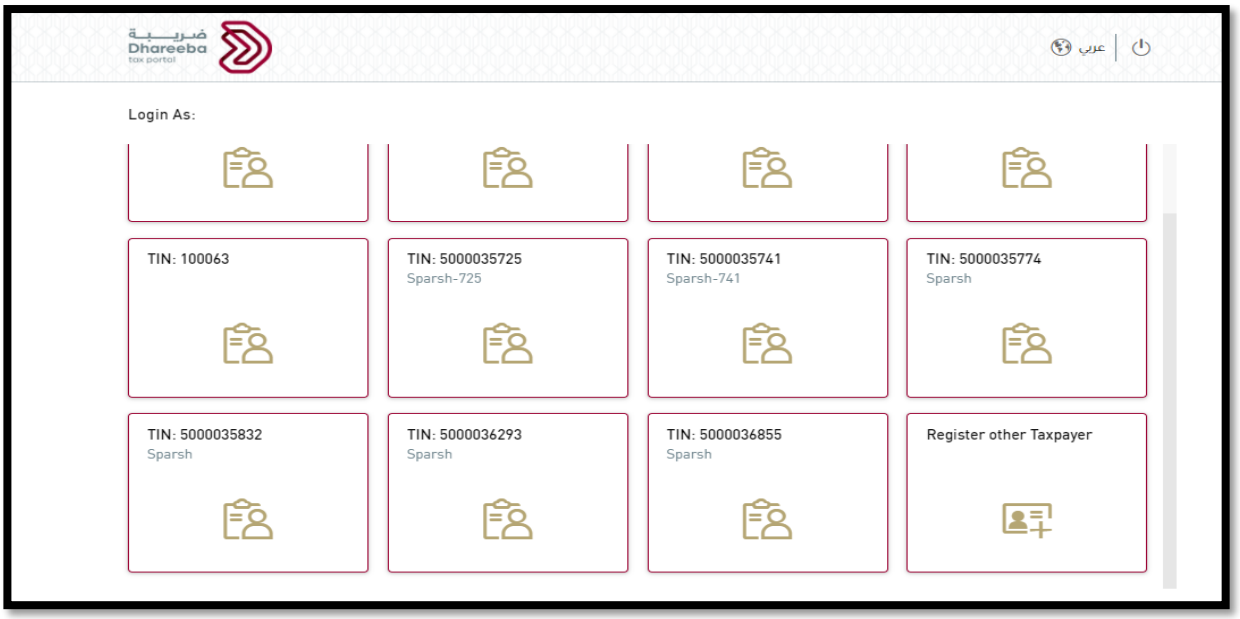
Taxpayer should click on Log-in on Dhareeba portal and Taxpayer is automatically directed to National Authentication System. Taxpayer should login with Username and Password on the National Authentication System and click on Continue button.



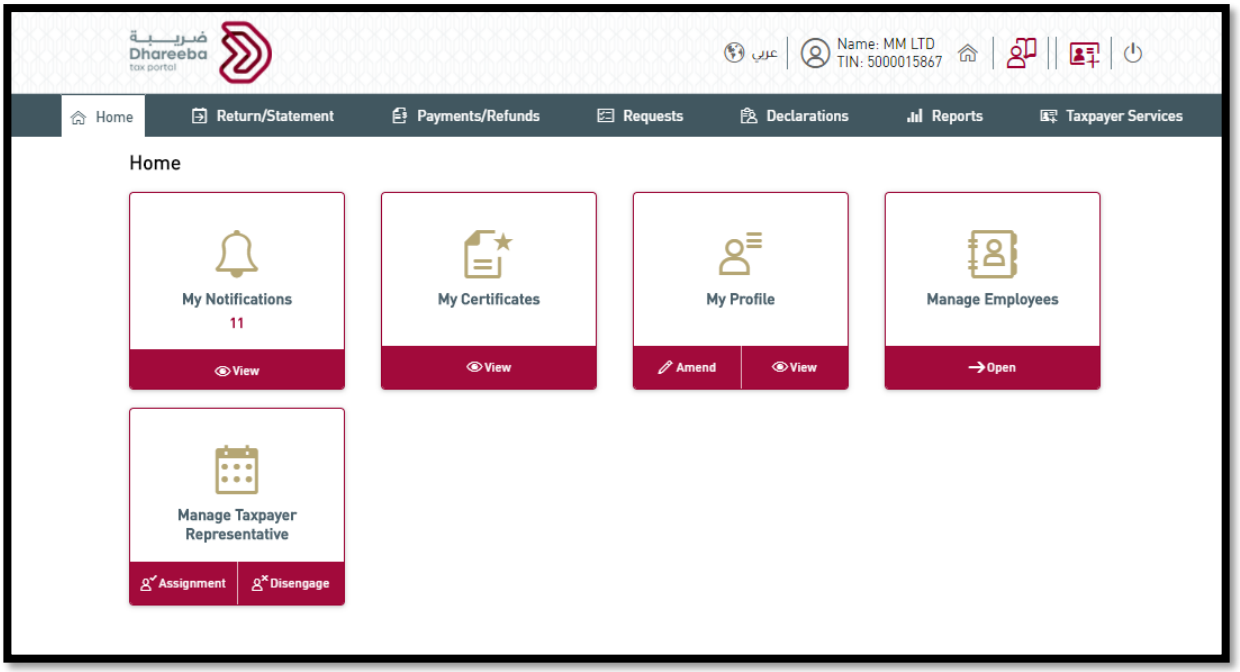


Step 2: Dashboard

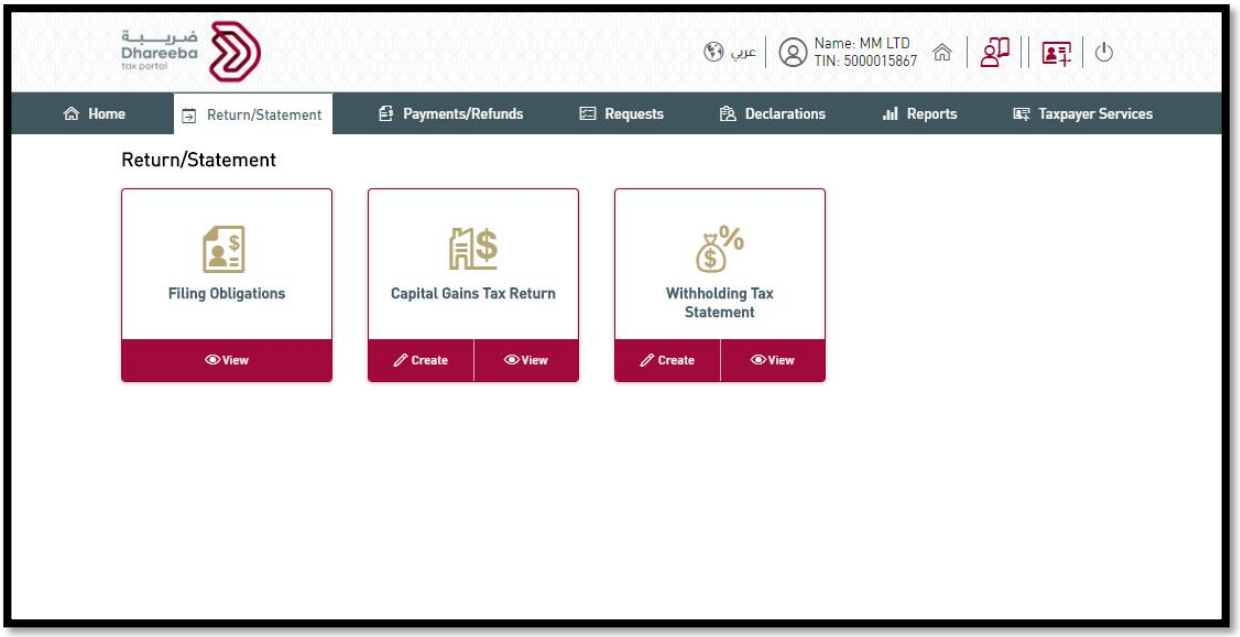
On successful NAS authentication, the Taxpayer's dashboard screen appears. The Taxpayer should now select the TIN for which a Withholding Tax Statement needs to be submitted.



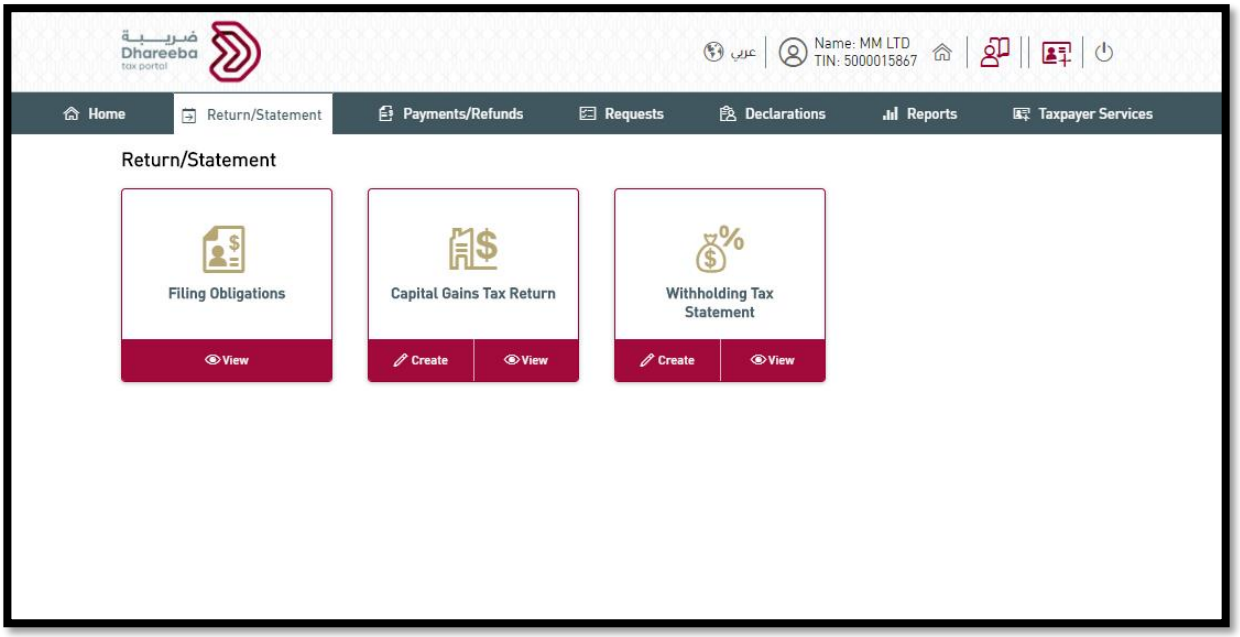
Taxpayer is directed to Home page on the Taxpayer Dashboard.



The Taxpayer should now click on Return/Statement tab.

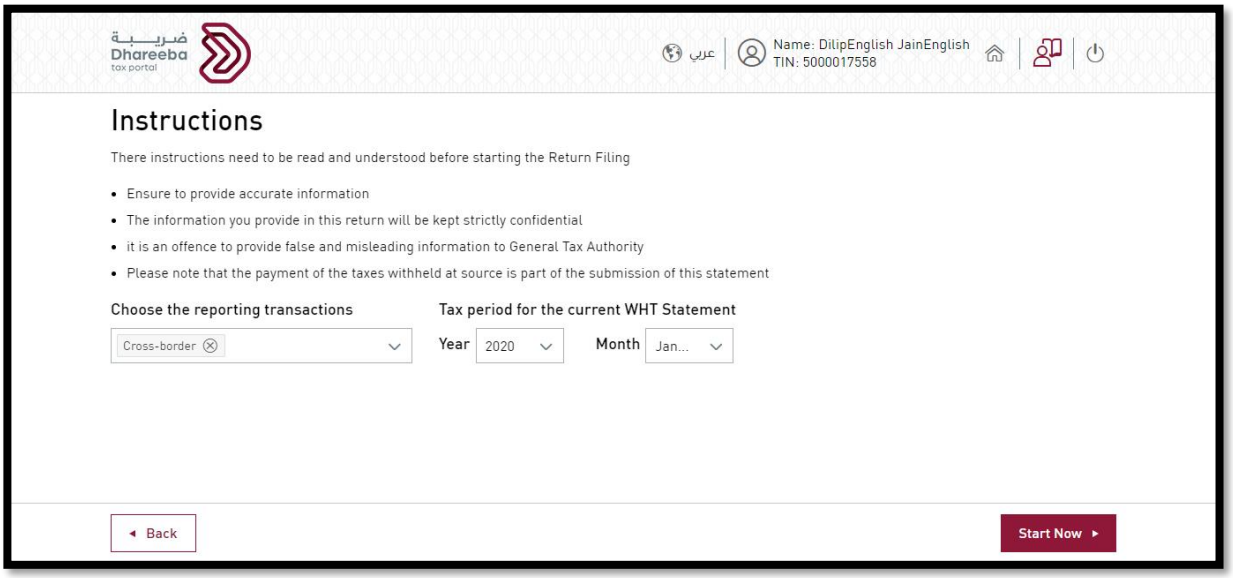


The Taxpayer will be navigate on Return/Statement screen and taxpayer should select the Create option on the Withholding Tax Statement Tile.



Step 3: Instructions

Taxpayer should read the information of the Instructions Page.
Taxpayer should select the appropriate Reporting Transactions from the following options available on the drop down:
Cross Border
Local
Capital Assets
Taxpayer should select the Tax Period for which the Withholding Tax Statement is to be submitted.
After following the also above steps, Taxpayer should click on Start Now button.

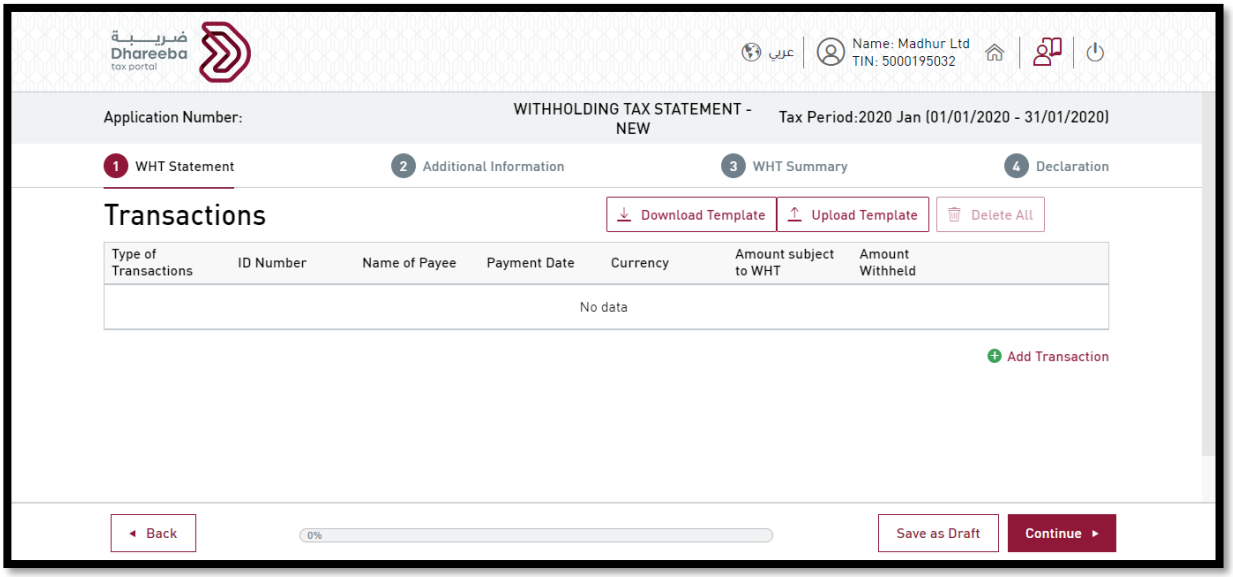


Steps common to Unregistered Taxpayer and Registered Taxpayer

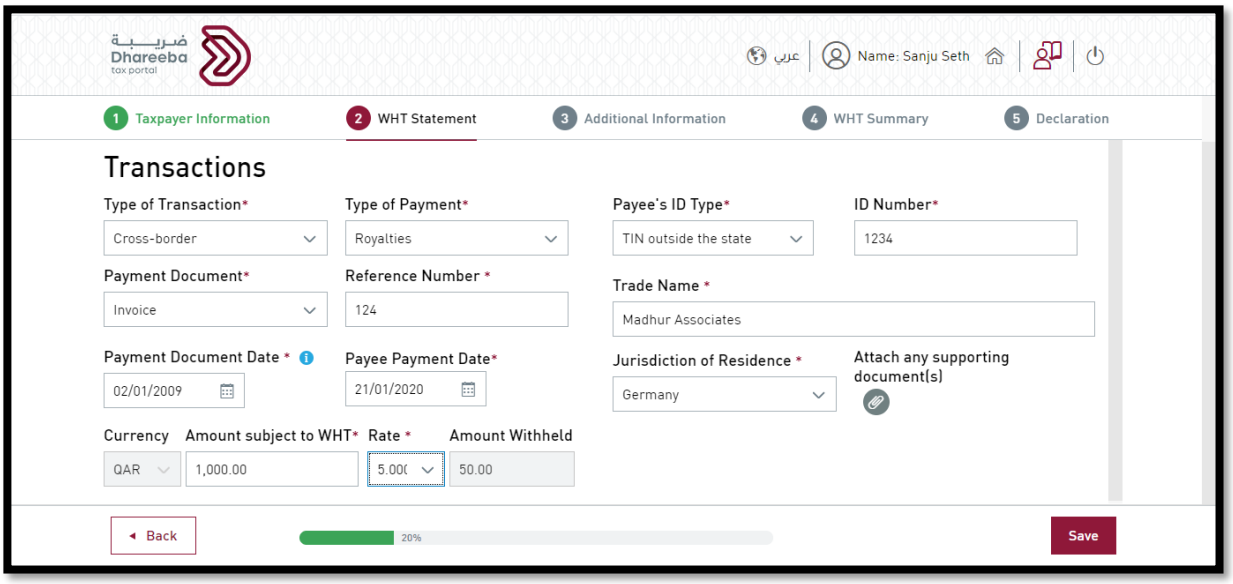
Step 1 : Transactions

The Taxpayer can Download Template and upload after filling in details in excel template.

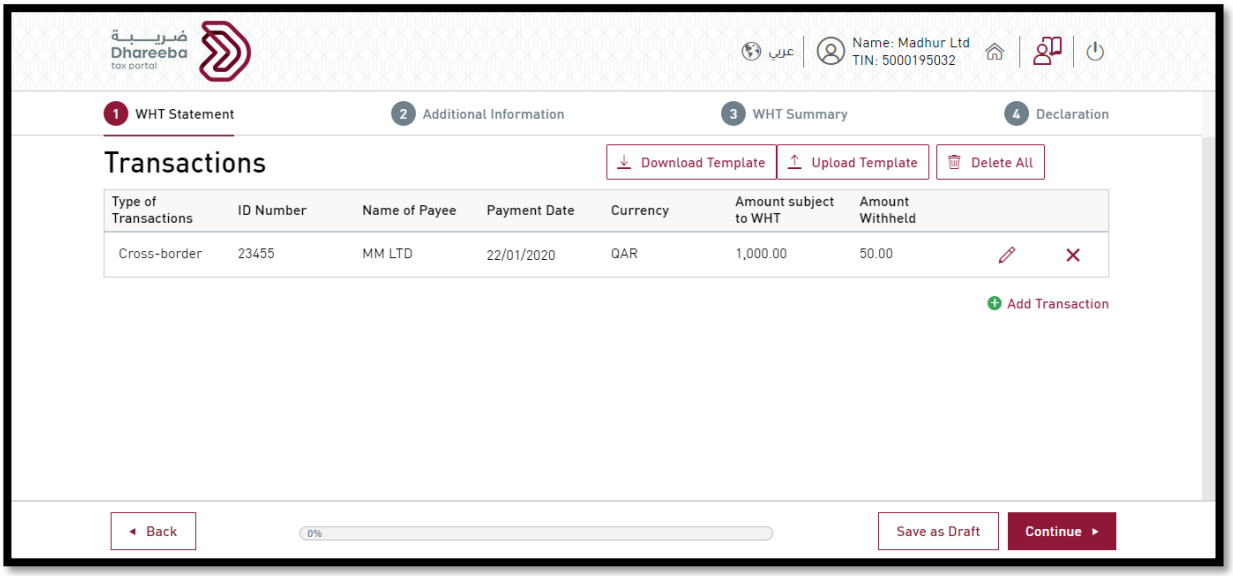
The Taxpayer can select ‘Add Transaction’ to enter the details on the WHT Statement Transactions page.



The Taxpayer should now fill in all the required fields and click on ‘Save’ button.

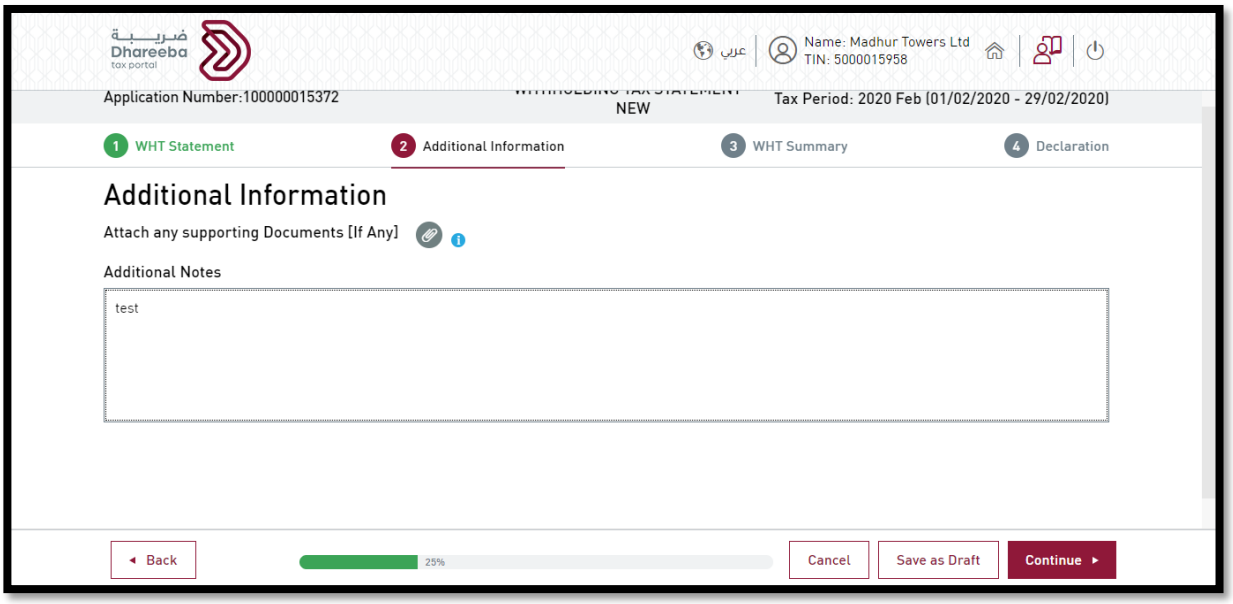


Note : The input fields are different for different transaction types.
The transaction details are saved in the table on the main transactions page.
The Taxpayer should add all the transactions relating to the tax period and then click on ‘Continue’ button.



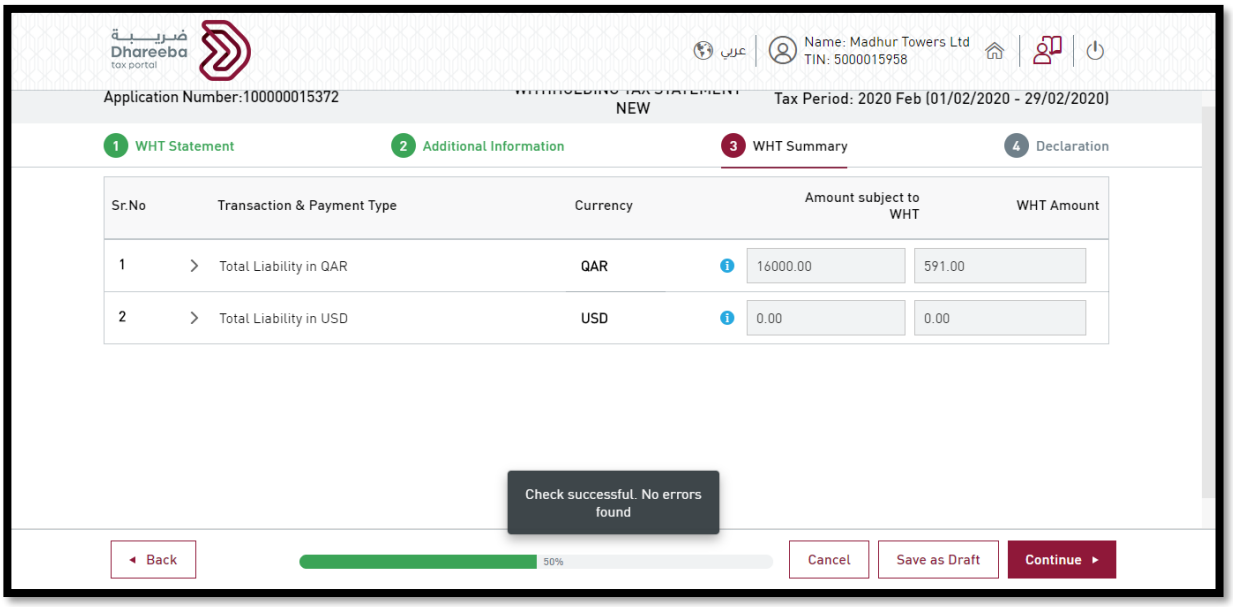
Step 2 : Additional Information

The Taxpayer should add Additional notes, where the Taxpayer wishes to provide any additional information.
Attaching any supporting document is optional.
Taxpayer should now click on ‘Continue’ button.



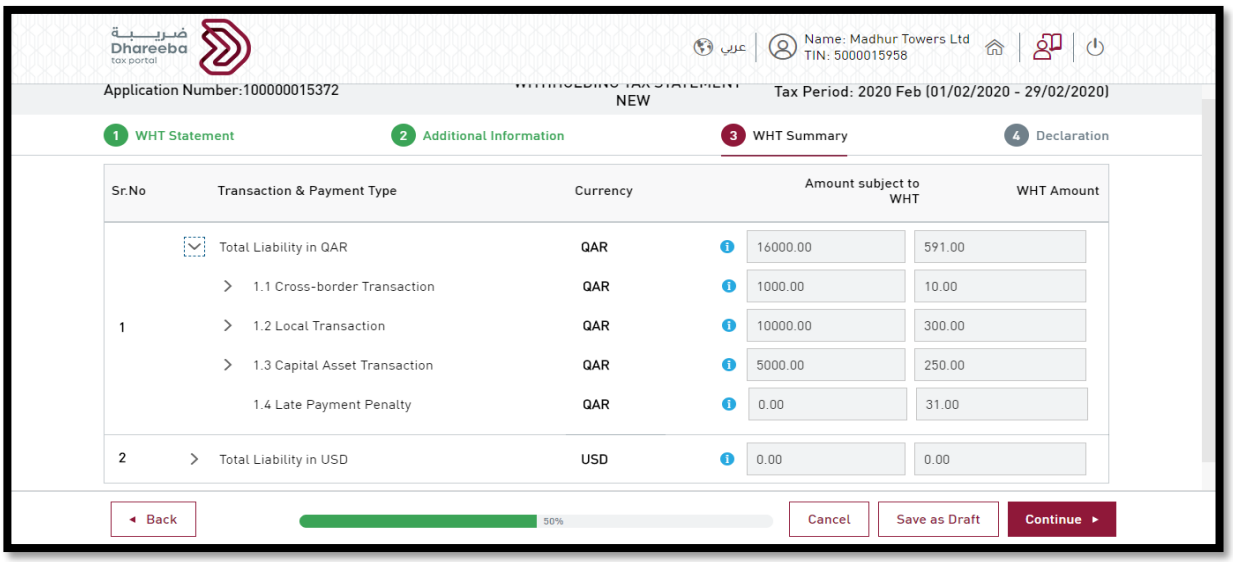
Step 3 : WHT Summary

The WHT summary page will display the details for separate currencies.



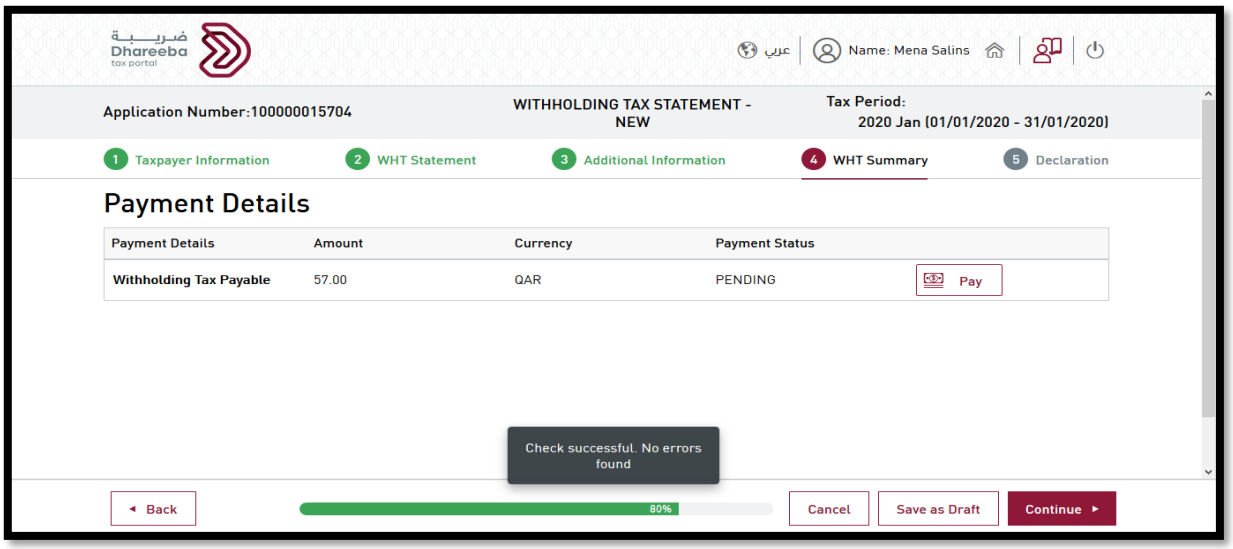
Taxpayer can expand the details by clicking on the arrows next to ‘Total Liability in QAR or USD’ and verify detailed information about the various Transaction Types.
The details are displayed at the Transaction Type Level. This can be further expanded by clicking on arrows next to each Transaction Type.

Taxpayer should now click on ‘Continue’ button.

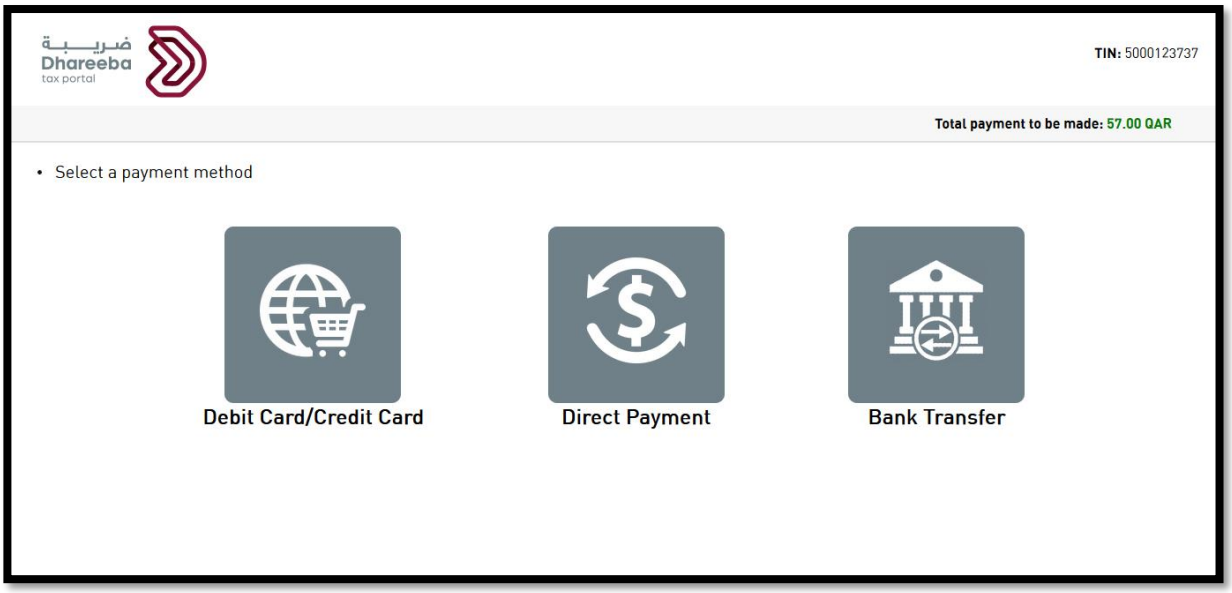


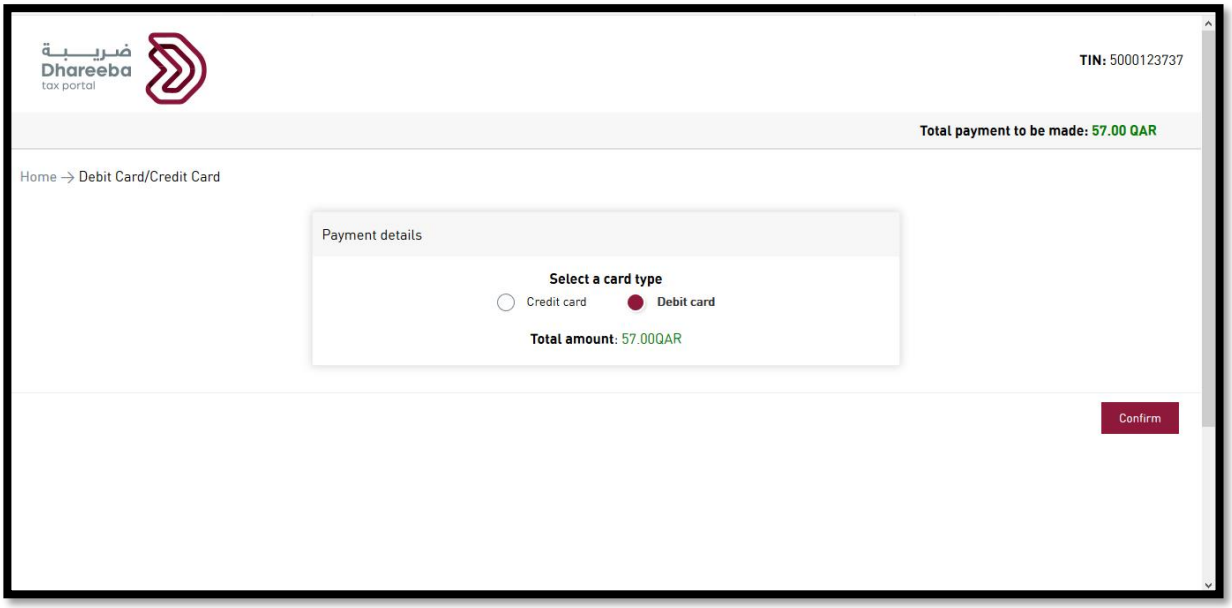
Step 4 : Payment Details

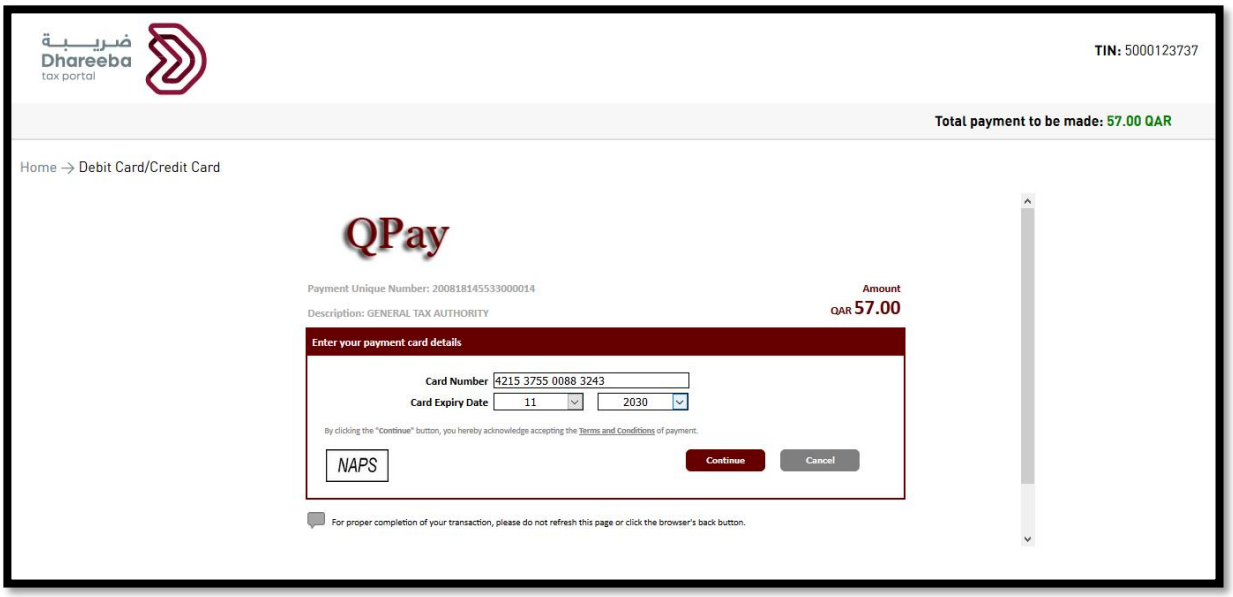
On the payment screen, can now make the Payment by clicking on the Pay button. This will generate the Invoice Correspondence.

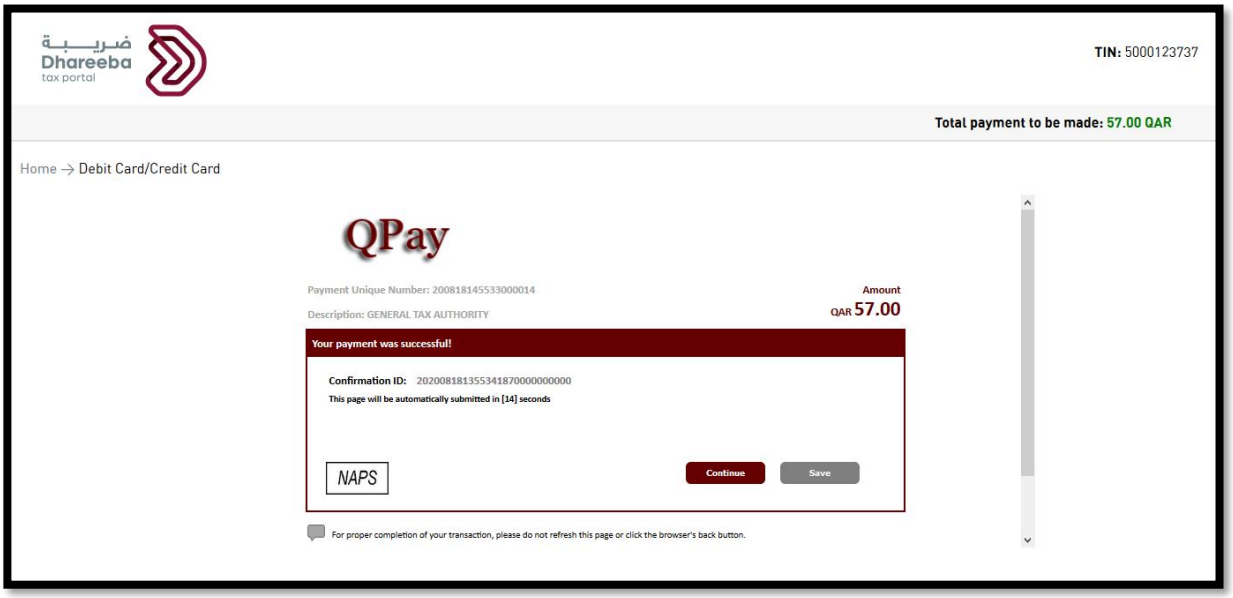


Taxpayer shall now be directed to the Payment Portal from where payment can be made by selecting any of the payment modes :
Debit Card/Credit Card
Direct Transfer
Bank Transfer

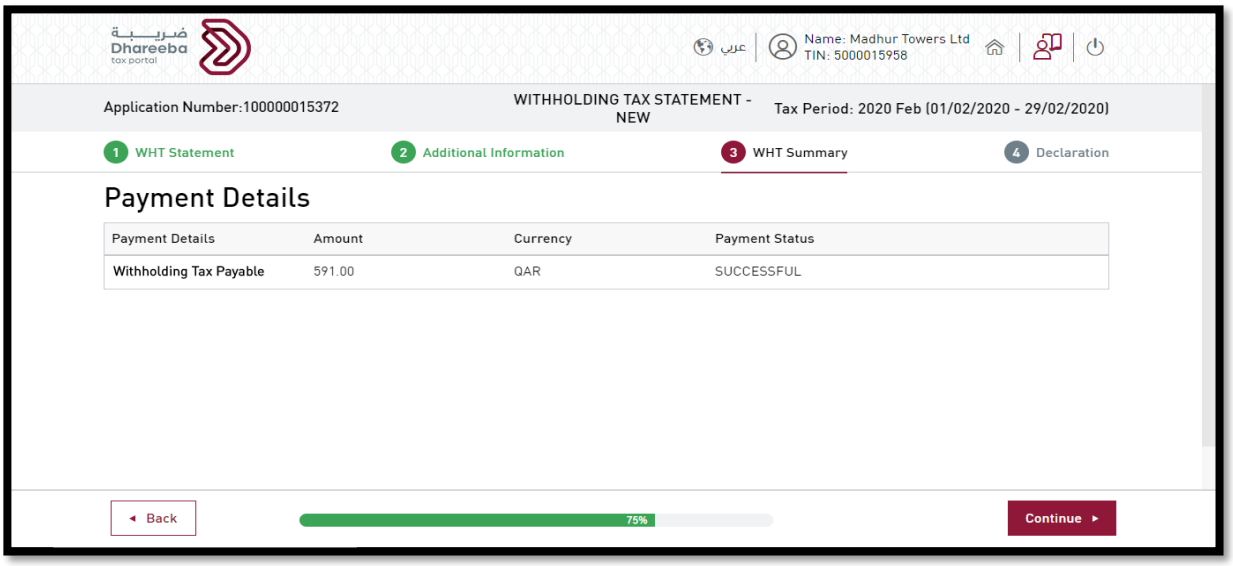








After the Successful Payment, Taxpayer shall be redirected to the Payment details page where the status of the transaction shall be updated to Successful.
Once the status is changed to successful, the Continue button will appear enabled, the Taxpayer can click on ‘Continue’ button and proceed.

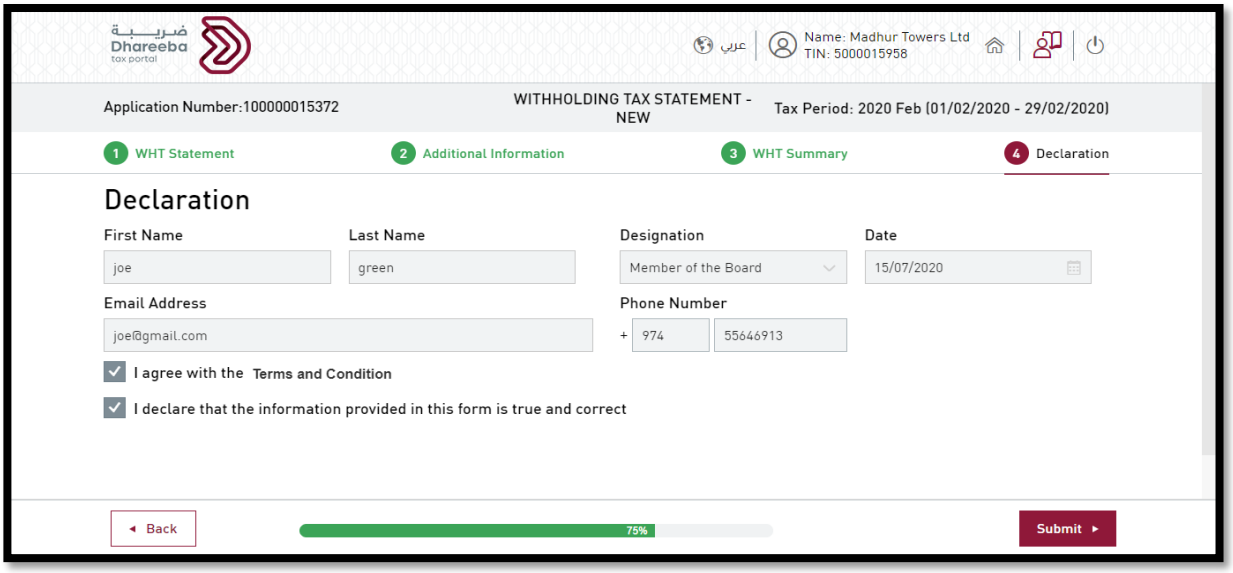


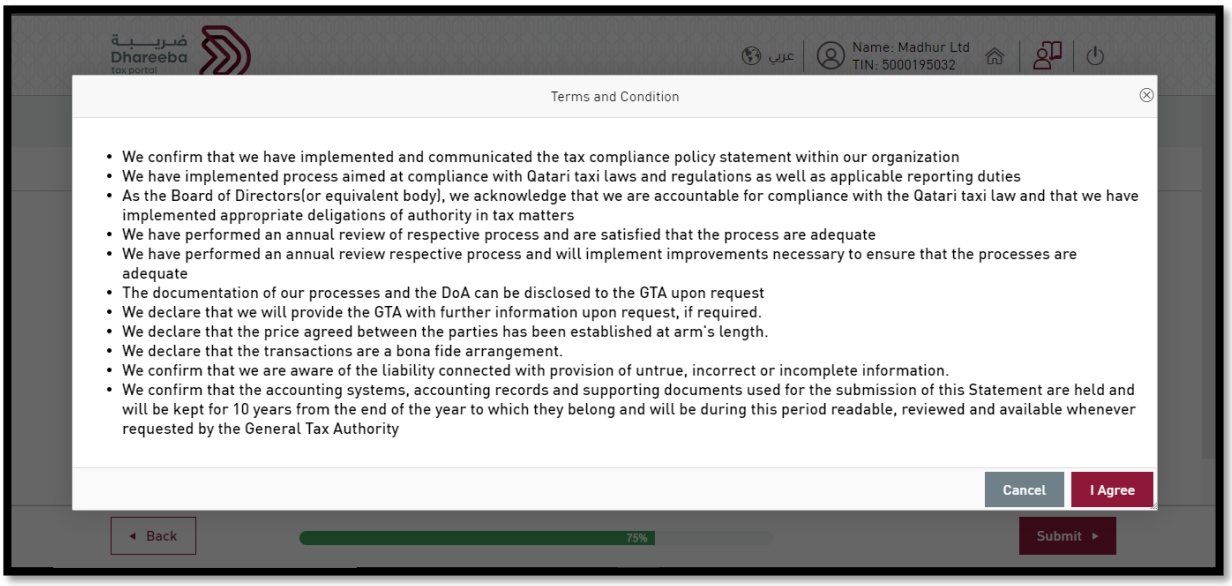
Step 4 : Declaration

The Taxpayer should verify all the auto populated fields on the Declaration page.

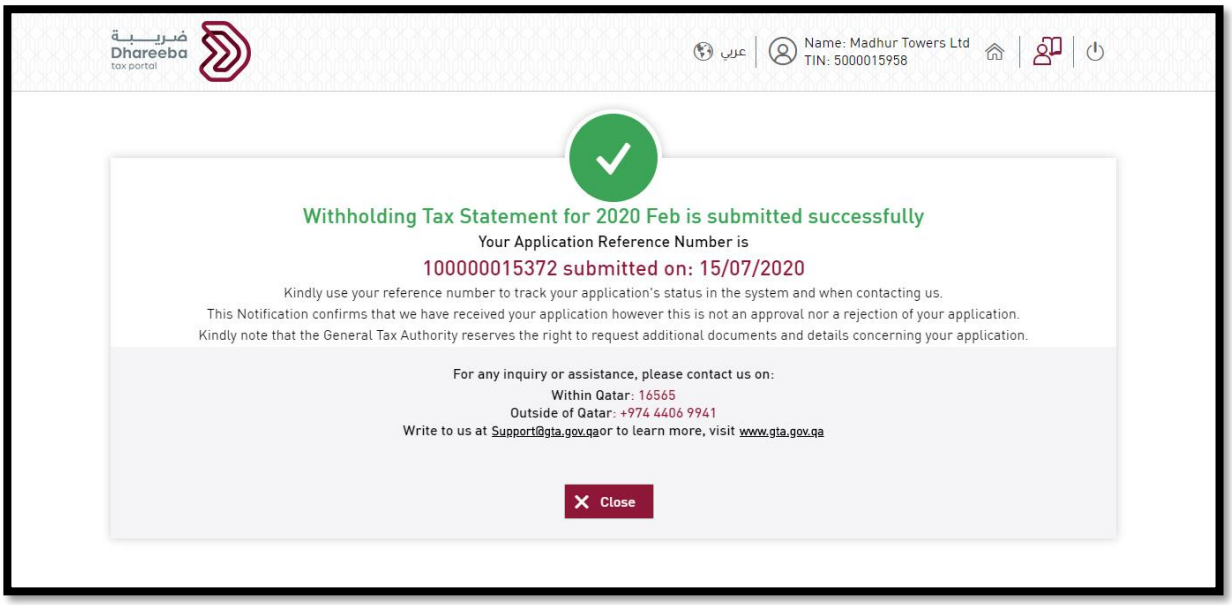
To submit Withholding Tax Statement, Taxpayer should mandatorily click the box “I agree with the Terms and Conditions” and “I declare that the information provided in this form is true and correct”.

Taxpayer should click on Submit button.





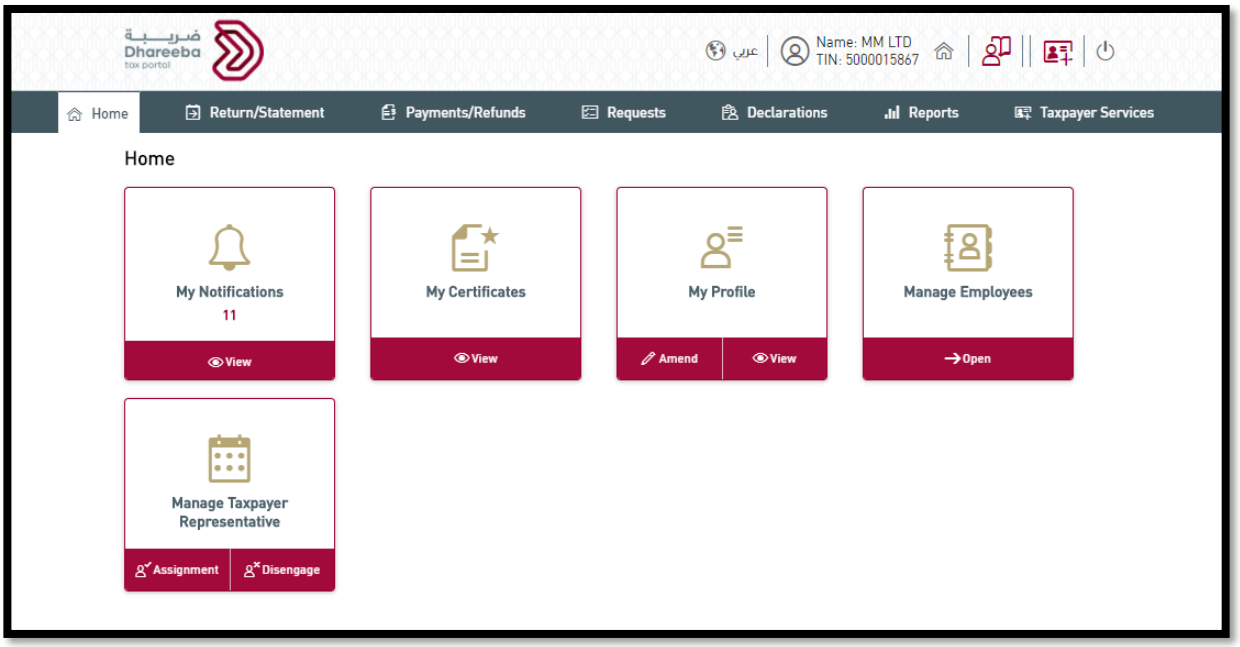
The Taxpayer shall receive the Acknowledgement after successfully submitting the from,
Withholding Tax Certificates shall also be issued to the Taxpayer.



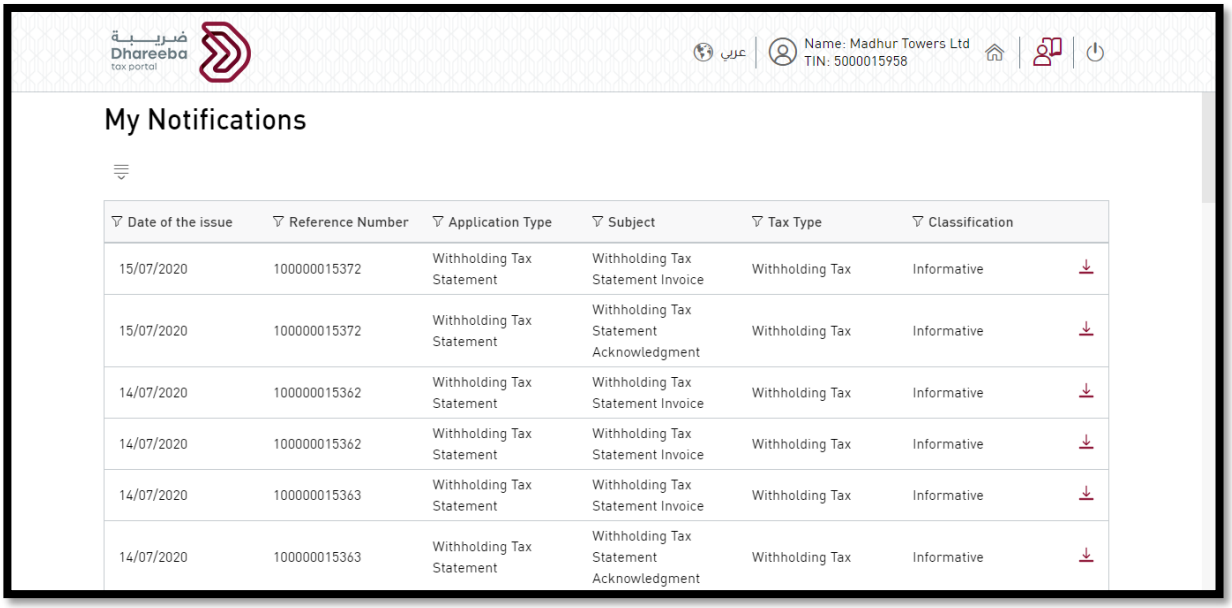
Annexure - Correspondence received by Taxpayer

Steps how Taxpayer can open and view notifications on the portal

Taxpayer should log in to Taxpayer Portal and select ‘My Notifications’ tab from the Home screen to view the notifications.



The Taxpayer should check the Invoice and Acknowledgement Notifications Received.



Date of the issue	Reference Number	Application Type	Subject	Tax Type	Classification
15/07/2020	100000015372	Withholding Tax Statement	Withholding Tax Statement Invoice	Withholding Tax	Informative
15/07/2020	100000015372	Withholding Tax Statement	Withholding Tax Statement Acknowledgment	Withholding Tax	Informative
14/07/2020	100000015362	Withholding Tax Statement	Withholding Tax Statement Invoice	Withholding Tax	Informative
14/07/2020	100000015362	Withholding Tax Statement	Withholding Tax Statement Invoice	Withholding Tax	Informative
14/07/2020	100000015363	Withholding Tax Statement	Withholding Tax Statement Invoice	Withholding Tax	Informative
14/07/2020	100000015363	Withholding Tax Statement	Withholding Tax Statement Acknowledgment	Withholding Tax	Informative

Withholding Tax Statement

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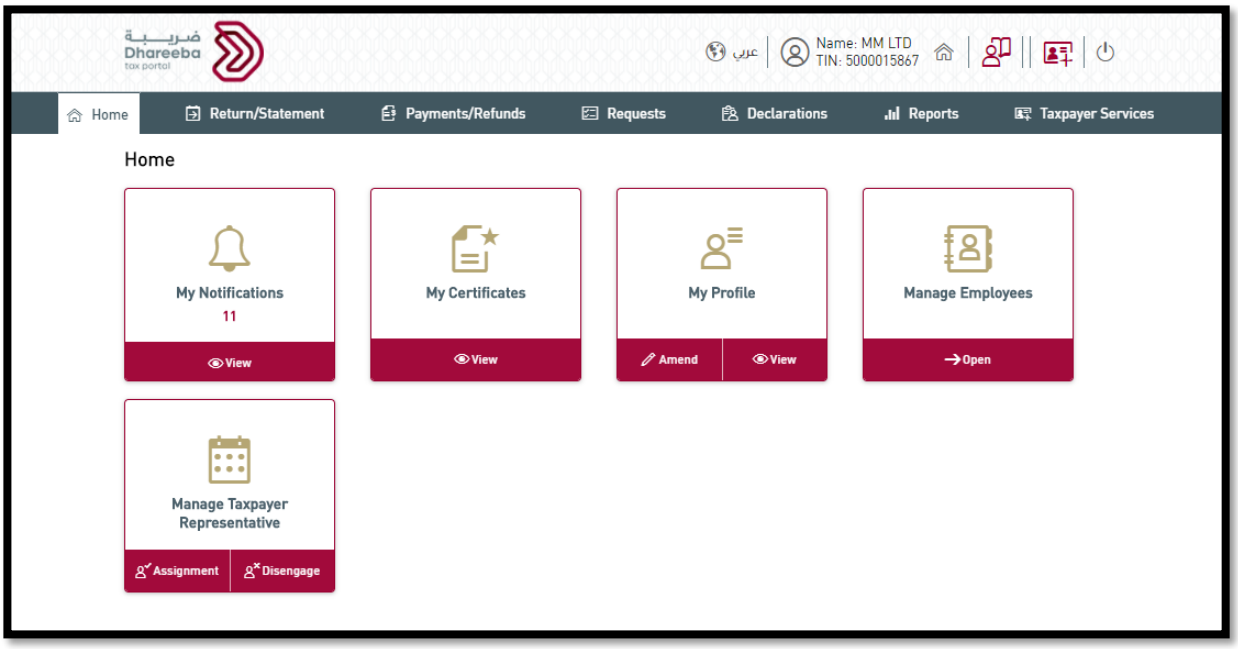
Taxpayer can download the Withholding Tax Statement Invoice
Taxpayer can download the Withholding Tax Acknowledgement Received.

SMS on Mobile Number and Email Notifications on Email ID

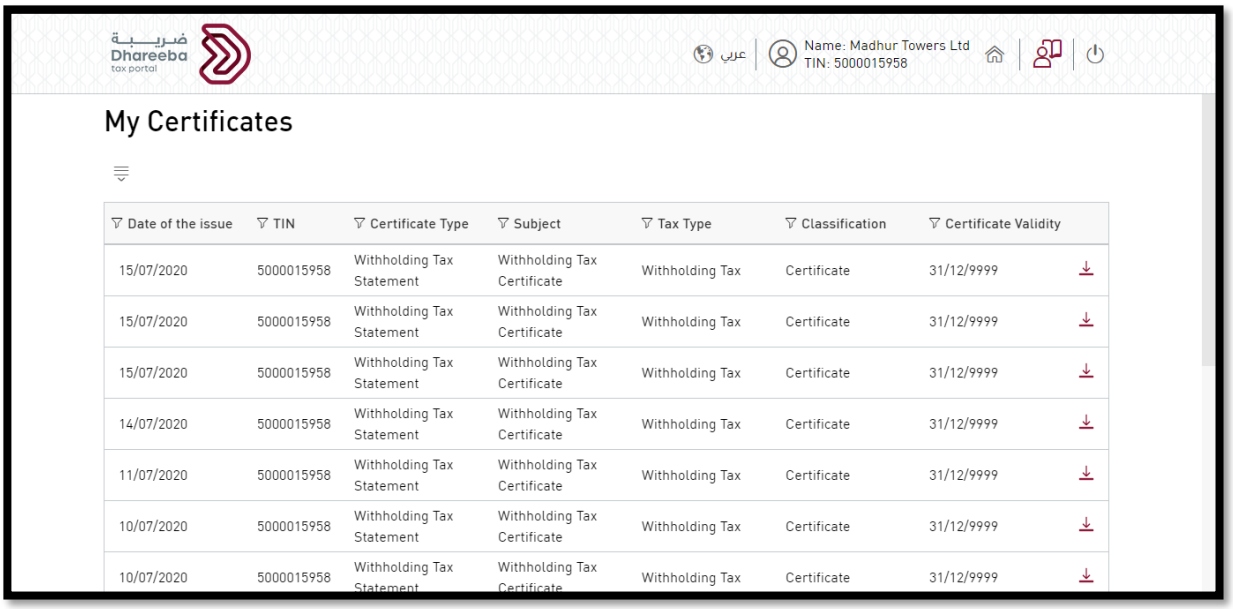
Taxpayer will receive an SMS, Email and Notification on Taxpayer Portal for :
Issuance of Withholding Tax Original Invoice
Submission of Withholding Tax Original Statement

Steps how Taxpayer can open and view Withholding Tax Certificates on the portal

Taxpayer should log in to Taxpayer Portal and select 'My Certificate' tab from the Home screen to view the certificate.



The Taxpayer here can check the Withholding Tax Certificates Received.



Date of the issue	TIN	Certificate Type	Subject	Tax Type	Classification	Certificate Validity
15/07/2020	5000015958	Withholding Tax Statement	Withholding Tax Certificate	Withholding Tax	Certificate	31/12/9999
15/07/2020	5000015958	Withholding Tax Statement	Withholding Tax Certificate	Withholding Tax	Certificate	31/12/9999
15/07/2020	5000015958	Withholding Tax Statement	Withholding Tax Certificate	Withholding Tax	Certificate	31/12/9999
14/07/2020	5000015958	Withholding Tax Statement	Withholding Tax Certificate	Withholding Tax	Certificate	31/12/9999
11/07/2020	5000015958	Withholding Tax Statement	Withholding Tax Certificate	Withholding Tax	Certificate	31/12/9999
10/07/2020	5000015958	Withholding Tax Statement	Withholding Tax Certificate	Withholding Tax	Certificate	31/12/9999
10/07/2020	5000015958	Withholding Tax Statement	Withholding Tax Certificate	Withholding Tax	Certificate	31/12/9999

A Withholding Tax Certificate contains the details of amount withheld. This has to be provided by the payer to the payee, as an evidence of the payment of the tax to the GTA for the withheld amount.
Consolidated single certificate will be generated for each Taxpayer per currency.

END OF DOCUMENT