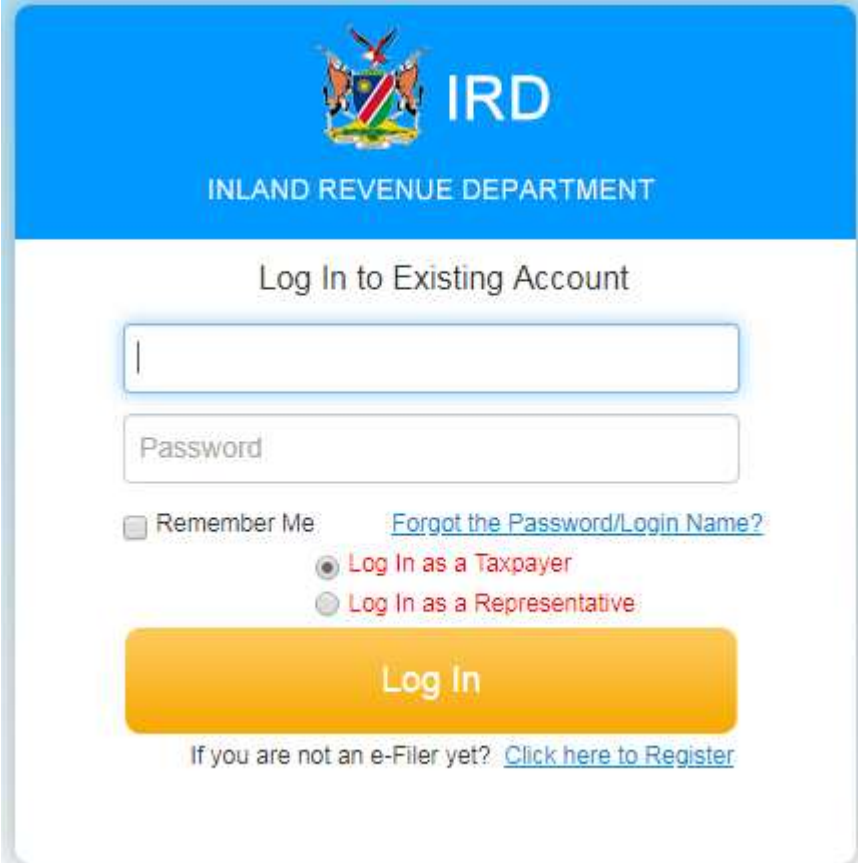


<https://www.itas.mof.na>

login with itas with your user name and password

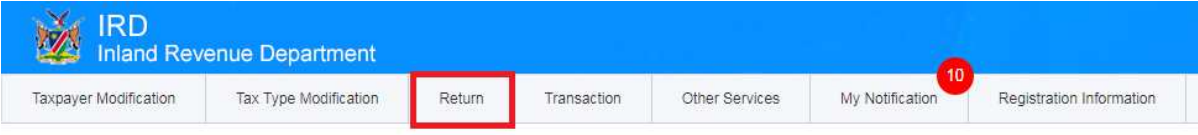
1.



The screenshot shows the IRD (Inland Revenue Department) login page. At the top, there is the IRD logo and the text "IR D 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 IRD navigation menu. The header includes the IRD logo and "IRD Inland Revenue Department". Below the header is a horizontal menu with several items: "Taxpayer Modification", "Tax Type Modification", "Return", "Transaction", "Other Services", "My Notification", and "Registration Information". The "Return" item is highlighted with a red rectangular box. A red circle with the number "10" is located above the "My Notification" item.

Choose “tax type” employee tax

3.

My Returns

Your Returns

Return ID:

Tax Type: **Employee Tax** (highlighted with a red box)

Return Type:

Tax Year:

Tax Period:

Status:


Data Source:

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 (highlighted with a red box) **Duties&Non-regular Tax**

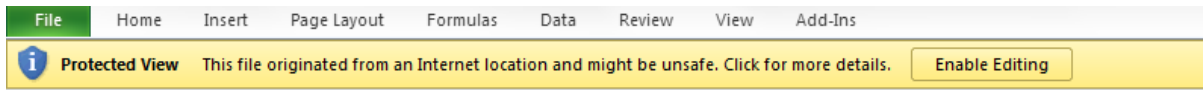
Return ID	Version	Tax Type	Return Type	Return Period	Period From	Period To	Due Date	Status
		Employee Tax	PAYE4 Tax Return	201909	01-09-2019	30-09-2019	21-10-2019	Pending for Submission
		Employee Tax	PAYE4 Tax Return	201908	01-08-2019	31-08-2019	20-09-2019	Pending for Submission
		Employee Tax	PAYE4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

Open the excel sheet


Make sure your click on enable before editing



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 [X]

Month: 05 - 01/07/2019 - 31/07/2019 [OK]

Status: All [Cancel]

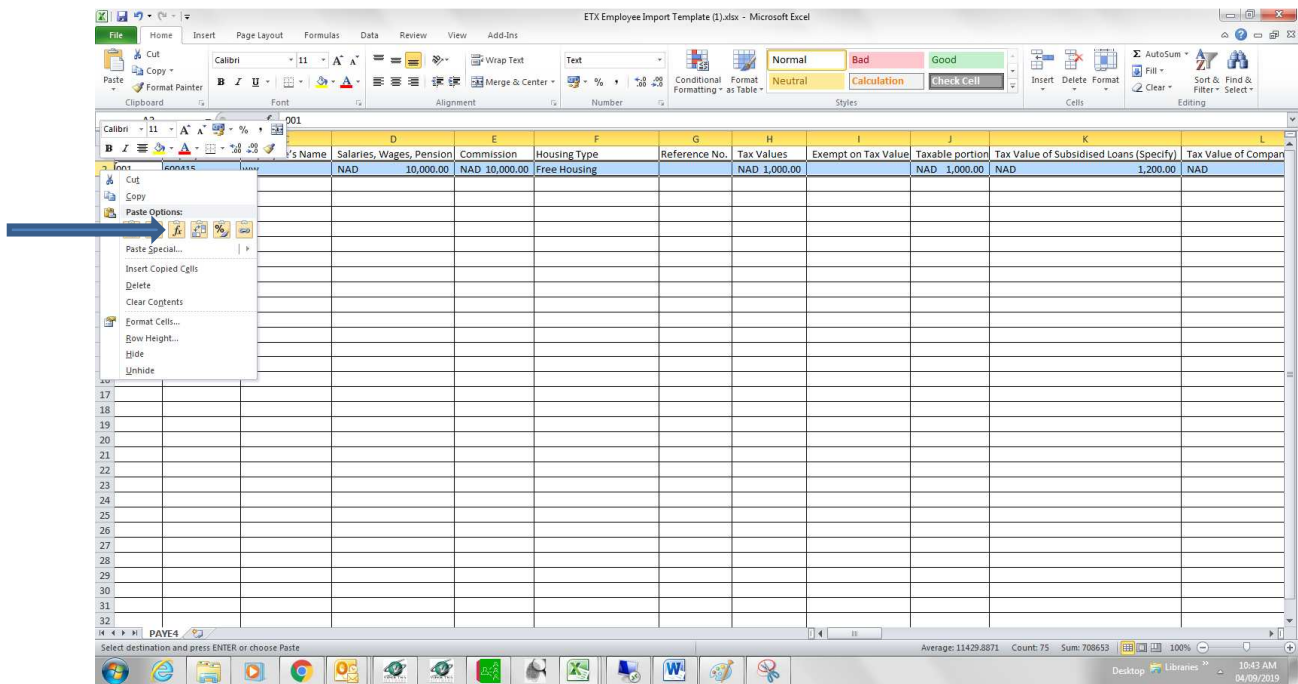
[Filter]

Click on ok

This will export the report to excel

Open the excel report and copy the lines

Paste the lines in your itas sheet with special paste formulas



1. Check that your formats is the same every where
2. Check that the total of your sheet = your paye report
3. File save report
4. Go back into itas




Then you can click on the upload button

Add Attachment X

+ Add ▶ Start ⏸ Pause

Drag and drop the file

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


Click to add the sheet you want to import

Click to start import

Here you can see the file was uploaded

Submit Delete All

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

Attachment Container

Document	Uploaded	Description	Action
<small>Note: filesize < 5MB, supported format : jpeg, pdf, doc,docx, bmp, jpg, xls, xlsx</small>			

+ New

Remember to add you 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!!

Once submitted you can check the details of your return by repeating steps 2 and 3

C. Search Your Return		File Your Return Dues&Non-regular Tax Extend Filing Due Date Revise Your Return Details of Your Return										
Return ID	Version	Tax Type	Return Type	Return Period	Period From	Period To	Due Date	Status	Data Source	Tax Year	Tax Period	
		Employee Tax	PAYE4 Tax Return	201909	01-09-2019	30-09-2019	21-10-2019	Pending for Submission	ITAS	2020	7	
		Employee Tax	PAYE4 Tax Return	201908	01-08-2019	31-08-2019	20-09-2019	Pending for Submission	ITAS	2020	6	
		Employee Tax	PAYE4 Tax Return	201907	01-07-2019	31-07-2019	20-08-2019	Pending for Submission	ITAS	2020	5	
		Employee Tax	PAYE4 Tax Return	201906	01-06-2019	30-06-2019	22-07-2019	Pending for Submission	ITAS	2020	4	
20786394	1	Employee Tax	PAYE4 Tax Return	201902	01-02-2019	28-02-2019	20-03-2019	Submitted for Assessment	ITAS	2019	12	

Now you can make sure the total submitted is correct.