

Individual Income Tax e-Filing

— Season 2018 —



Participate in the online
Taxpayer Satisfaction Survey
after filing your return and
win prizes of up to



Rs 25000

Introduction

In the context of the Individual Income Tax Filing Season 2018, taxpayers are required to submit their income tax returns to the Mauritius Revenue Authority (MRA) by **Monday 1st October 2018**.

In line with its mission to continually reform and modernise Revenue Administration, the MRA has developed a mobile App, **MRAeasy**.

This app enables taxpayers to file their return and effect payment, if any, anytime, anywhere. MRAeasy can be downloaded from **Google Play Store** or **App Store**.

In view of offering a better service to taxpayers, the MRA invites you to share your valuable views/suggestions through the online **Taxpayer Satisfaction Survey (TSS)**.

The Survey Questionnaire will only be accessible after filing and submission of returns, and upon receipt of the usual acknowledgment ID. Taxpayers who complete the TSS stand the chance of winning prizes of up to **Rs 25,000**.

Step-by-Step Guide for e-Filing

1. Go to MRA's website: **www.mra.mu**
2. Click on the top banner '**Individual Income Tax Filing Season 2018**', or '**E-Filing 2018-2019**' under the heading '**Quick Links**' / '**Latest News**'.
3. Read the instructions and click on - '**Click here to file your return**'.
4. Insert your **User ID (TAN)** and **Password**.
5. Click on **Login**.
6. **Edit profile**: Give your bank account details if you choose to have your refund credited to your bank account.
7. Click on **Start filing**. You will obtain a pre-filled form. Amend the form (if necessary). It is your duty to ensure that the information provided is 100 % accurate.
8. Click on '**Save Draft**' if you want to save a draft copy of the IT Return and complete the filing exercise later.
9. Confirm that the declaration made on the return is true, correct and complete.
10. Click on '**Submit Final**' to submit your return.
11. You will be notified instantly that your return has been submitted and you will be provided with an acknowledgement ID.
12. You will receive an acknowledgement in your email, provided that you have selected this option before submitting your return. If you have forgotten to tick the appropriate box, please log in the Taxpayer Portal and select '**View Details**' next to the relevant return.

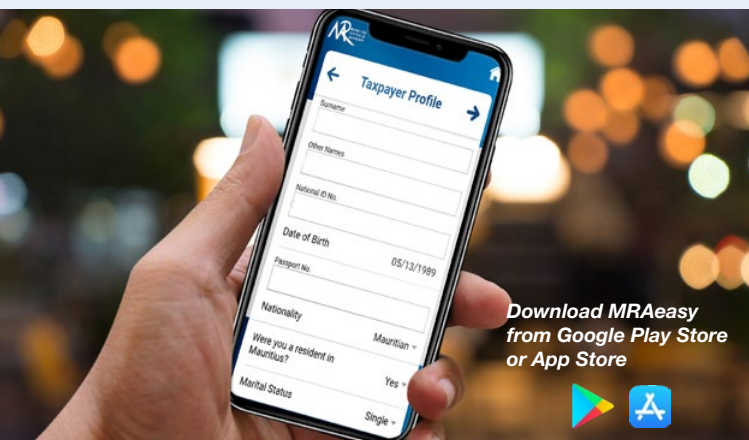
Retrieval of Password

MRA has also provided a facility to taxpayers who have forgotten their password to retrieve same.

1. Go to MRA's website: www.mra.mu.
2. Click on 'Taxpayer Portal Icon'.
3. Insert your **User ID** (TAN).
4. Click on '**Forgot password**' button and follow instructions.



Please retain the password as you will need it for subsequent filing of your income tax returns.



Download MRAeasy from Google Play Store or App Store



Particulars and Information required to file Individual Income Tax Return

Before starting the filing of your return, kindly ensure that you have the following information:

1. Tax Account Number (TAN) for self and spouse where applicable.
2. Password issued by the MRA.
3. NIC number for self, spouse and dependent child where applicable.
4. Date of marriage.
5. Business Registration Number where applicable.
6. Statement of Emoluments and Tax Deduction for self and dependents.
7. Statement of Amount Paid and Tax Deduction in respect of income subject to Tax Deduction at Source (TDS).

8. Profit & Loss Account for the year ended 30th June 2018 where a taxpayer derives income from Trade, Business or Profession.
9. Certificate in respect of Share of income received from Société/Succession, if any.
10. Relevant information in respect of Dividends and Interest received for self and dependents, if any.
11. Relevant information in respect of dependent child pursuing undergraduate course.
12. Certificate in respect of medical insurance premium or contribution to approved Provident Fund, if any.
13. Certificate in respect of Interest paid on Secured Housing Loan, if any.
14. Receipts in respect of CPS paid for the CPS Quarters ended 30th September 2017, 31st December 2017 and 31st March 2018.



Modes of Payment

The payment can be effected as follows:

1. Direct Debit

To make use of this payment facility, you will be prompted to enter your bank details in order to give a one off instruction to debit your bank account. For individual Income tax payers only, prior registration with MRA is not mandatory. If you already have a Direct Debit arrangement with the MRA, the bank details will be automatically displayed.

2. Credit Card

Payment of tax by credit card is available where the tax payable does not exceed **Rs 25,000**. We accept MasterCard / Visa for the payment of Individual Income Tax.

3. SMS

Taxpayers may pay their income tax due by SMS using my.t Mobile Money Service.

Tax paid in excess - Refund

Where the Income Tax form shows a **TAX PAID IN EXCESS**, it is recommended that you provide your bank account for secured and fast track refund

Due Date

The return should be submitted at latest on **1st October 2018**.

A delay of up to 15 October 2018 is applicable where the return is filed electronically and payment, if any, is effected through Direct Debit, SMS (my.t Mobile Money), MCB Juice or by credit card on MRA e-Services

Support Services

For further information you may call at the MRA's Service Counter on ground floor, MRA Head Office, Ehram Court, Corner Mgr Gonin & Sir Virgil Naz Streets, Port Louis or phone on MRA's **Hotline: 207 6010**.

Taxpayer Satisfaction Survey (TSS)

The TSS is an online survey open to all individuals filing their income tax returns electronically. Taxpayers are invited to share their views/suggestions on how the MRA may further improve the quality of its services.

Taxpayers will be able to access the Survey Questionnaire after they have filed their income tax returns and received the usual acknowledgment notice. The MRA expects that completion of the survey shall take on average 3 minutes

In this year's survey, taxpayers are encouraged to give their feedback on a few broad categories offered by the MRA:

- a. Customer Services
- b. Telephony Services
- c. E-Services
- d. Services by MRA Customs
- e. Taxpayer Education and Communication

In order to encourage maximum participation in the survey, taxpayers have the possibility of winning the following three prizes: **Rs 25,000**, **Rs 15,000** and **Rs 10,000**



Rs 25, 000



Rs 15, 000



Rs 10, 000



Ehram Court, Cnr Mgr. Gonin & Sir Virgil Naz Streets, Port Louis, Mauritius
T: +230 207 6000 | F: +230 211 8099 | H: +230 207 6010
E: headoffice@mra.mu | W: www.mra.mu

