

Individual Income Tax Returns e-Filing Season 2023



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 e-Filing Season 2023, the Mauritius Revenue Authority (MRA) informs the public that it is now a legal obligation to submit individual income tax returns and effect payment, if any, electronically. The due date is **Monday 16 October 2023**.

▶ Individual Income Tax Returns e-Filing Season 2023



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 your return, 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 website: **www.mra.mu**
2. Click on the pop-up/ banner '**Individual Income Tax Returns e-Filing Season 2023**'.
3. Click on - '**File your return**'.
4. Insert your **User ID** (NID or NCID or TAN) and **Password**.
5. Click on **Login**.
6. **Taxpayer profile**: Verify and update your profile information if needed. Provide 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 ITAX 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.

Retrieve Tax Account Number (TAN/USER ID)

A taxpayer has the possibility to either retrieve their TAN or to apply for same online as follows:

1. Go to MRA website: www.mra.mu.
2. Click on '**Individual Income Tax Returns e-Filing Season 2023**' on the Homepage.
3. Click on '**Forgot your TAN?**'
4. Insert your **National Identity Card Number**
5. Click on '**Retrieve you TAN**' and same will appear on your screen.

In case you do not have a TAN, you may use your NID or NCID to file your income tax return.

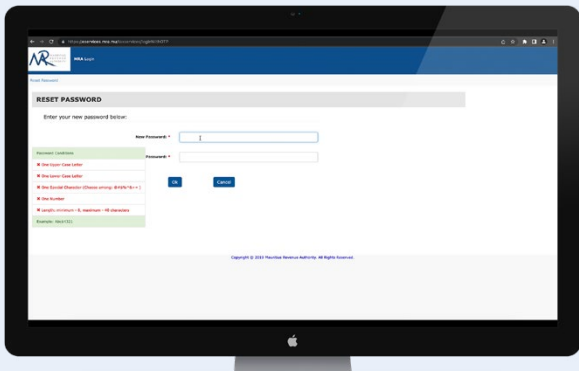
Retrieval of Password

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

1. Go to MRA website: www.mra.mu
2. Click on '**Individual Income Tax Returns e-Filing Season 2023**' on the Homepage
3. Click on '**Forgot your Password?**'
4. Insert your **NID or NCID or TAN**.
5. Click on '**here**' to retrieve your PASSWORD.

You will be redirected to another platform.

6. Insert your **Mobile Number** or your **email Address**
7. Click on '**Send OTP**'
8. Insert the **OTP**. Click on **Continue**.
9. Create a '**New Password**' and click on **OK**.



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

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), NID or NCID for self and spouse where applicable.
2. Password issued by the MRA.
3. NID for self, spouse and dependent child where applicable.
4. Date of marriage.
5. Business Registration Number (BRN) 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 2022 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 or postgraduate 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 2022, 31st December 2022 and 31st March 2023.

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

Online payment of tax by credit card is available where the tax payable does not exceed **Rs 25,000**. MasterCard / Visa for the payment of Individual Income Tax will not be accepted.



Tax paid in excess - Refund

Individual taxpayers who are eligible for a refund are requested to provide their bank details while filing their returns. After the necessary verifications, the MRA will credit the amount of refund directly into the Bank Account provided

Due Date

The last date for the electronic submission of the tax return and payment of income tax, if any, is:

Monday 16 October 2023.

Support Services

For further information, kindly visit MRA website: www.mra.mu or phone the MRA Helpdesk on **207 6000** during working hours.

Taxpayer Satisfaction Survey (TSS)



The TSS is an online survey open to all individuals after filing their income tax returns electronically. The survey aims at receiving feedback from the public on the way they interact with the MRA, in the following areas:

- Customer service
- Communication & Education
- MRA Website
- Customs
- Tax morale & Tax system
- MRA's efficiency and effectiveness; and
- Taxpayer trust.



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

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



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