

Individual Income Tax e-Filing Season 2020



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 2020, 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 **Thursday 15 October 2020**.

Individual taxpayers may also opt for MRA mobile app, **MR Aeasy** to e-file their return and effect payment, anytime, anywhere. MR Aeasy 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 website: **www.mra.mu**
2. Click on the top banner '**Individual Income Tax e-Filing Season 2020**'.
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. **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 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.

Retrieve/Apply for 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 '**Click here to Retrieve your TAN or PASSWORD**' 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, click on '**Click Here to Apply for TAN**' and follow the instructions on-screen.

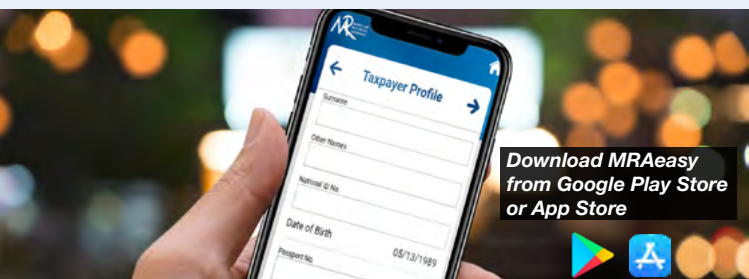
Retrieval of Password

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 '**Click here to Retrieve your TAN or PASSWORD**'.
3. Click on '**Forgot your Password**'
4. Insert your **User ID** (TAN).
5. 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.



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 (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 2020 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 2019, 31st December 2019 and 31st March 2020.



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**. 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**

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:

Thursday 15 October 2020.

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

- a. Customer Service & Telephony Services
- b. e-Services
- c. Website
- d. Taxpayer Education and Communication
- e. Customs services
- f. Other services



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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