

FREQUENTLY ASKED QUESTIONS JANUARY-MARCH 2025

What are the benefits after signing instalment payment contract?

The following are the benefits for instalment payment facility:

- ✔ To get Tax Clearance Certificate
- ✔ To obtain recommendation letters
- ✔ CRB removal
- ✔ To get Tax Compliance Certificate (Quitus Fiscal)
- ✔ To obtain Tax Arrears Certificate for tender

What are the consequences for non-compliance of instalment payment facility?

The following are the consequences for non-compliance of instalment payment facility:

- ✔ Garnishment of Bank account or seizure of other properties
- ✔ Auctioning of Assets
- ✔ Recovery from third parties holding taxpayers' funds
- ✔ Not being granted tax arrears certificate or other services granted to the compliant taxpayers

How can taxpayer set PDF Printer for EBM in computer?

- ✔ Go to control panel
- ✔ Click on "View Device and Printer"
- ✔ Right click on "Microsoft Print to PDF"
- ✔ Click on "Set as default Printer"
- ✔ Go in EBM and print A4

How to get TIN removal from CRB

In order to get his/her TIN removed from CRB, taxpayer must do the following:

- ✔ Check arrears from E-tax or RRA branch
- ✔ Pay tax due in total or in instalments
- ✔ Request for tax clearance certificate
- ✔ Take the tax clearance certificate to the nearest RRA office
- ✔ The TIN will be removed from CRB within 24 hours

How to capture the uncontrolled expenses from 1st January 2025

- ✔ Go to www.rra.gov.rw;
- ✔ Choose declare domestic taxes;
- ✔ Login using TIN and password;
- ✔ Choose income tax preparation and go to submit;
- ✔ Choose Daily Capture of Uncontrolled Expenses ;
- ✔ Click Add transaction and fill the information in the table available;
- ✔ Upload supporting document and then submit.