



RWANDA REVENUE AUTHORITY
TAXES FOR GROWTH AND DEVELOPMENT

MyRRA

SISITEME IMWE IKUGEZA KURI SERIVISI ZOSE Z'IMISORO

USER GUIDE ON NAVIGATING MyRRA SYSTEM

A SINGLE PORTAL FOR ALL TAX SERVICES

FEBRUARY 2024

USER GUIDE ON NAVIGATING MyRRA SYSTEM, A SINGLE PORTAL FOR ALL TAX SERVICES

MyRRA system was launched as a unified gateway for accessing a variety of tax services provided by the Rwanda Revenue Authority, which were previously accessed through various systems such as E-tax, LGT, ESW, and NFR.

Using this system, taxpayers can:

1. Display current tax declarations
2. View undeclared taxes
3. Check unpaid taxes
4. And many more services.

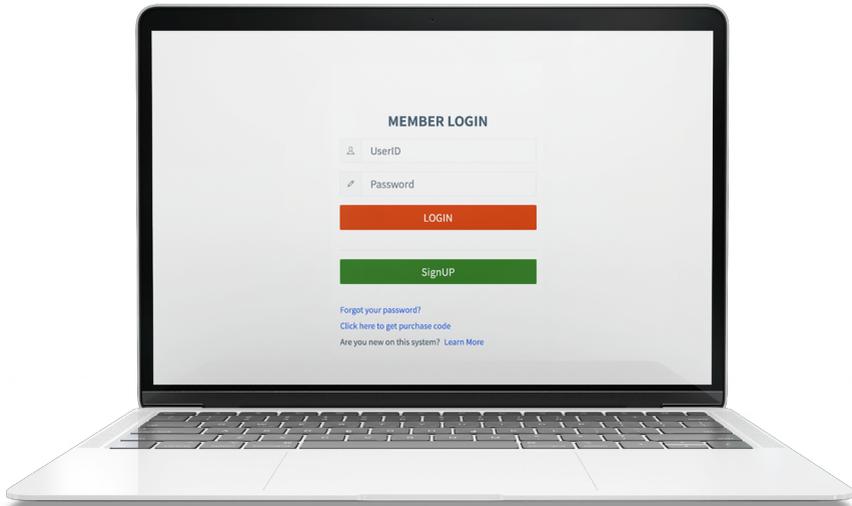
TO REGISTER OR LOG INTO MYRRA

- 1.1 If you are currently an E-tax user:
- 1.2 If it is your first time
- 1.3 If you have forgotten your password

FOLLOW THESE STEPS TO ACCESS DIFFERENT SERVICES THROUGH MYRRA.

1. Entering MyRRA system

- i. Use your web browser and search for myrra.rra.gov.rw.
- ii. If you are currently e-tax user: Enter your **TIN** and **password**, then click on **Login**.
- iii. If it is your first time: Enter your TIN, then **'Sign up'**
- iv. If you have forgotten your password: click on **Forgot password**.



2. Kwiwandikisha

- i. Click on **Sign Up**.
- ii. Enter your **TIN** and click **"Verify."** The system will automatically populate the pre-filled information.
- iii. Once the automatic fill-in is complete, scroll down and click on **"Sign Up."**
- iv. If your TIN is not registered as a business, scroll down and fill in the **"User ID"** field with your desired username, enter your chosen password, and **re-enter** it for confirmation.
- v. Fill in the confirmed password received on your phone number, then **send**.
- vi. Click on **"Sign Up,"** and your registration will be completed.

Sign up(TIN)

Taxpayer Information

* TIN Tax payer name

Please input Taxpayer identification number then click to Verify button.

Tax payer type * Telephone number * E-Mail

Address(Province) Address(District) Address(Sector)

* Address(Location Information)

User Information

Individual Verify

Please input National ID for Citizen identification confirm then click to Verify button.

* National ID * Member name

* Mobile E-Mail

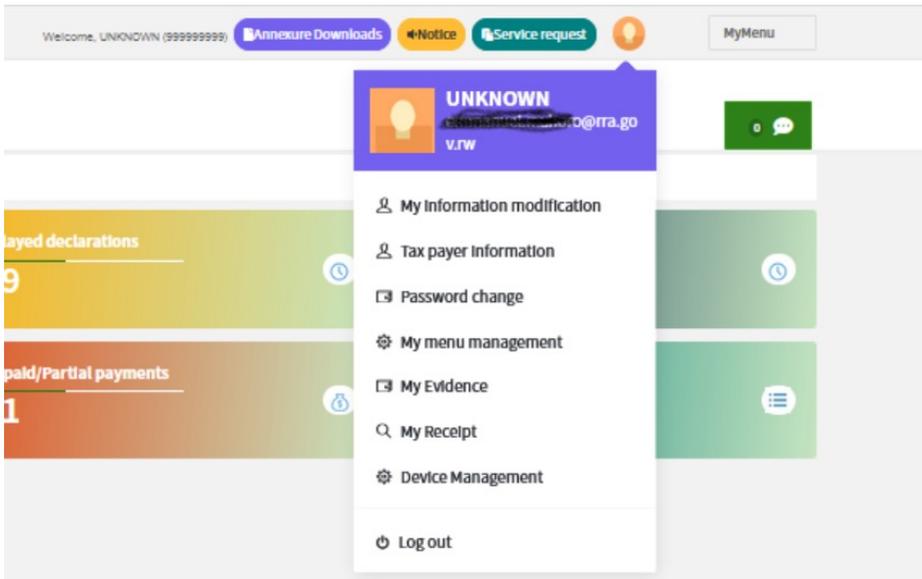
* User ID * Password * Password Ok

Please input user ID then click to Verify button.

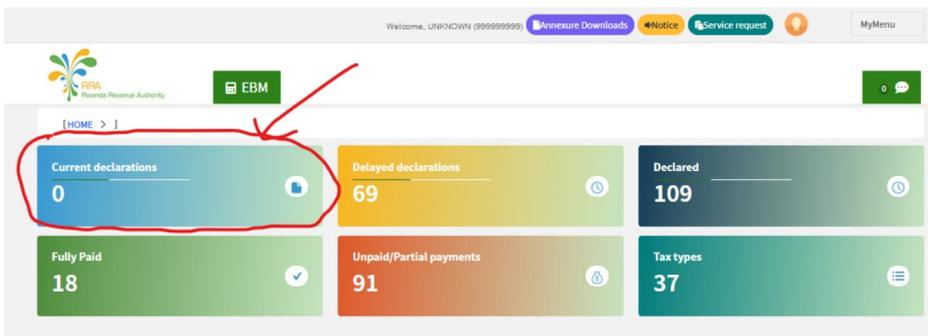
Verification

3. Taxpayers information modification

- i. Click in the **orange icon**
- ii. Click on 'My Information Modification'
- iii. Verify the information on the opened page, make desired changes and click **change**.
- iv. The system will ask you to confirm changes, then click on **"yes"**



4. Accessing current declarations



5. Delayed declarations

Welcome, UNKNOWN (99999999) [Annexure Downloads](#) [Notice](#) [Service request](#) [MyMenu](#)

 [EBM](#) 0

[HOME >]

Current declarations 0	Delayed declarations 69	Declared 109
Fully Paid 18	Unpaid/Partial payments 91	Tax types 37

Iyo ukanze kuri buri musoro ubona numero zose ziri kuri uwo musoro zitamenyekanishijwe (pending declaration or in progress)

Delayed declarations

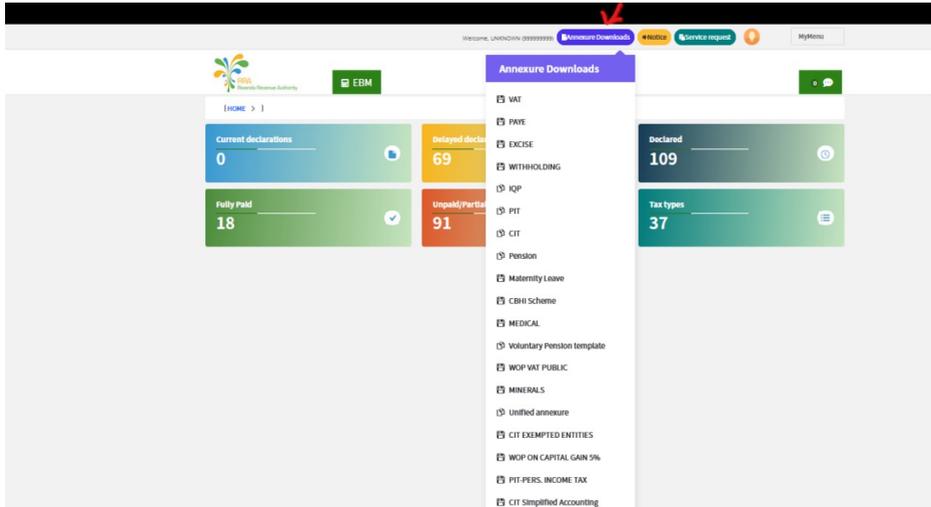
Information of TIN												
TIN	99999999		Business Name	UNKNOWN		Tax Center Name	GASABO TC					
From Date			To Date			Year	--Select--		<input type="text" value="Search"/>			
Sl. No.	Document No.	Tax Type Description	Tax Period	Due Date	Payment Due Date	Ext Doc No.	Month	Year	Return type	Status	Actions	Annexure Downloa
1	60650672	VAT-VALUE ADDED TAX	01/10/2023 ~ 31/10/2023	15/11/2023	15/11/2023	0606506722	October	2023	Original	In Progress		↓
2	90413864	VAT-VALUE ADDED TAX	01/09/2023 ~ 30/09/2023	16/10/2023	16/10/2023	0604128443	September	2023	Original	In Progress		↓
3	601172506	VAT-VALUE ADDED TAX	01/08/2023 ~ 31/08/2023	15/09/2023	15/09/2023	06011725068	August	2023	Original	In Progress		↓
4	60010178	VAT-VALUE ADDED TAX	01/07/2023 ~ 31/07/2023	16/08/2023	16/08/2023	0600101783	July	2023	Original	In Progress		↓
5	59771772	VAT-VALUE ADDED TAX	01/06/2023 ~ 30/06/2023	17/07/2023	17/07/2023	0597717720	June	2023	Original	Pending		↓
6	59522545	VAT-VALUE ADDED TAX	01/05/2023 ~ 31/05/2023	15/06/2023	15/06/2023	0595225456	May	2023	Original	In Progress		↓
7	59366214	VAT-VALUE ADDED TAX	01/04/2023 ~ 30/04/2023	15/05/2023	15/05/2023	0593662148	April	2023	Original	In Progress		↓
8	5912017	VAT-VALUE ADDED TAX	01/03/2023 ~ 31/03/2023	17/04/2023	17/04/2023	0591201710	March	2023	Original	In Progress		↓
9	58657266	VAT-VALUE ADDED TAX	01/02/2023 ~ 28/02/2023	15/03/2023	15/03/2023	0586572660	February	2023	Original	In Progress		↓
10	58471224	VAT-VALUE ADDED TAX	01/01/2023 ~ 31/01/2023	15/02/2023	15/02/2023	0584712247	January	2023	Original	In Progress		↓

[1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#)

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6. Gufungura no kuzuka imigereka (Annexures)

- i. Click on annexure download
- ii. You will see all the annexures available in the system, and choose what you need.



The screenshot displays the MyRA portal interface. At the top, there is a navigation bar with the following elements: a welcome message 'Welcome, LINDOKUN (99999999)', a 'MyRA' logo, a 'Service request' button, and a 'MyRA' user profile icon. Below the navigation bar, the main content area features a grid of summary cards on the left and a central menu on the right. The summary cards include: 'Current declarations' with a value of 0, 'Delayed declarations' with a value of 69, 'Fully Paid' with a value of 18, and 'Unpaid/Partial' with a value of 91. The central menu, titled 'Annexure Downloads', lists various categories with checkboxes: VAT, PAYE, EXCISE, WITHHOLDING, IQP, PIT, CIT, Pension, Maternity Leave, CBHI Scheme, MEDICAL, Voluntary Pension template, WOP-WAT PUBLIC, MINERALS, Unified annexure, CIT EXEMPTED ENTITIES, WOP-ON CAPITAL GAIN 5%, PIT-PERS. INCOME TAX, and CIT Simplified Accounting. On the right side of the main content area, there are two more summary cards: 'Declared' with a value of 109 and 'Tax types' with a value of 37.

7. Tax declarations

- i. Click on "Current declaration"
- ii. Click on the reference number, you will see the declaration document and fill it.



EBM

MyRRA

- Enter Declaration

VAT-VALUE ADDED TAX					
TIN	999999999	Business Name	UNKNOWN	Document No.	60650672
Tax Period	01/10/2023 - 31/10/2023	Due Date	15/11/2023	Month	October
5	Total Value of Supplies			1,646,054	
10	Exempted Sales			0	
15	Zero-Rated Sales			0	
20	Exports			0	
25	Total Not-Taxable (Lines 10+15+20)			0	
30	Taxable Sales subject to VAT (Lines 5-25)			1,646,054	
35	VAT on Taxable Sales(18% of Line 30)			296,290	
40	VAT Reverse charge			0	
45	VAT Payable(Line 35 + line 40)			296,290	
50	VAT Paid on Imports			0	
55	VAT Paid on Local Purchases			0	
60	Total VAT Paid on Imports (Lines 50+55)			0	
65	VAT Reverse Charge deductible			0	
70	VAT Payable/Credit Refundable(Line 45 -(line 60+line 65))			296,290	
75	Credit carried from Previous Month(Not already claimed)			0	
76	Total amount on Invoices to Public Institutions (VAT Exclusive)			0	
80	VAT Withholding Taken by Public Institutions (Non Refunded)			0	
85	VAT Due / Credit Payable (Lines 70 -(75+80))			296,290	
87	VAT Refund Paid/Carried Forward Offset			0	
90	VAT Refund Claim			0	
95	VAT Due			296,290	

Save

Continue with Upload Annexes Back

8. View the declared taxes

[HOME >]

Current declarations
0

Delayed declarations
69

Declared
109

Fully Paid
18

Unpaid/Partial payments
91

Tax types
37

Declared

Information of TIN

TIN	999999999	Business Name	UNKNOWN	Tax Center Name	GASABO TC
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From Date: To Date: Year: --Select-- Search

Sl. No.	Document No.	Tax Type Description	Tax Period	Due Date	Payment Due Date	Ext. Doc No.	Month	Year	Return type	Status	Submitted On	
1	54491783	CIT-CORP. INCOME TAX	--			0544917835		0	Original	Submitted	20/08/2021	View -
2	56220135	CIT-CORP. INCOME TAX	01/01/2021 - 31/12/2021	31/03/2022	31/03/2022	0562201350		2021	Original	Submitted	04/11/2022	View -
3	50730403	CIT-CORP. INCOME TAX	01/01/2019 - 31/12/2019	30/04/2020	30/04/2020	0507304030		2019	Revised	Submitted	18/08/2021	View -
4	50730403	CIT-CORP. INCOME TAX	01/01/2019 - 31/12/2019	30/04/2020	30/04/2020	0507304030		2019	Revised	Submitted	18/08/2021	View -
5	50730403	CIT-CORP. INCOME TAX	01/01/2019 - 31/12/2019	30/04/2020	30/04/2020	0507304030		2019	Revised	Submitted	18/08/2021	View -
6	50730403	CIT-CORP. INCOME TAX	01/01/2019 - 31/12/2019	30/04/2020	30/04/2020	0507304030		2019	Original	Submitted	18/05/2020	View -
7	50730403	CIT-CORP. INCOME TAX	01/01/2019 - 31/12/2019	30/04/2020	30/04/2020	0507304030		2019	Revised	Submitted	18/08/2021	View -
8	48219583	CIT-CORP. INCOME TAX	01/01/2018 - 31/12/2018	01/04/2019	01/04/2019	0482195837		2018	Revised	Submitted	30/10/2019	View -
9	48219583	CIT-CORP. INCOME TAX	01/01/2018 - 31/12/2018	01/04/2019	01/04/2019	0482195837		2018	Original	Submitted	27/02/2019	View -
10	54498011	CIT-CORP. INCOME TAX	01/01/2016 - 31/12/2016	31/03/2017	31/03/2017	0544980110		2016	Original	Submitted	30/08/2021	View -

[Total Data : 2 / Total page : 1]

9. To modify your unpaid declaration:

- Click on **'Declared.'**
- Select the **tax type.**
- Choose the document number, and you will encounter a prompt asking if you need to amend the declaration; select **'Yes.'**
- A new document** will open for you to make the necessary changes.

Peace Mbabazi

Current declarations 0	Delayed declarations 69	Declared 109
Fully Paid 18	Unpaid/Partial payments 91	Tax types 37

Declared

Information of TIN

TIN	99999999	Business Name	UNKNOWN	Tax Center Name	GASABO TC
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From Date: To Date: Year: --Select--

Sl. No.	Document No.	Tax Type Description	Tax Period	Due Date	Payment Due Date	Ext Doc No.	Month	Year	Return type	Status	Submitted On	
1	5449178	CIT-CORP. INCOME TAX	-			0544917835	0		Original	Submitted	20/08/2021	View
2	56220135	CIT-CORP. INCOME TAX	01/01/2021 - 31/12/2021	31/03/2022	31/03/2022	0562201350	2021		Original	Submitted	04/11/2022	View
3	50730403	CIT-CORP. INCOME TAX	01/01/2019 - 31/12/2019	30/04/2020	30/04/2020	0507304030	2019		Revised	Submitted	18/08/2021	View
4	50730403	CIT-CORP. INCOME TAX	01/01/2019 - 31/12/2019	30/04/2020	30/04/2020	0507304030	2019		Revised	Submitted	18/08/2021	View
5	50730403	CIT-CORP. INCOME TAX	01/01/2019 - 31/12/2019	30/04/2020	30/04/2020	0507304030	2019		Revised	Submitted	18/08/2021	View
6	50730403	CIT-CORP. INCOME TAX	01/01/2019 - 31/12/2019	30/04/2020	30/04/2020	0507304030	2019		Original	Submitted	18/05/2020	View

10. View fully paid taxes

Current declarations 0	Delayed declarations 69	Declared 109
Fully Paid 18	Unpaid/Partial payments 91	Tax types 37

Payment List



Grand Total Amount

RWF 0

Total Amount

RWF 0

From Date: To Date: Year: --Select-- Tax Type: --Select--

Sl. No.	Ext. Doc No.	Tax Type Description	Payment for	Month	Year	Due date for payment	Return type	Amount To Pay	Paid Amount	Balance	
1	0606140419	WOP INTEREST 5%	N/A	October	2023	15/11/2023	Original	0	0	0	↓ ⊞
2	0589920980	IQP-CIT-QUART PREPAY	N/A	September	2023	02/10/2023	Original	0	0	0	↓ ⊞
3	0566818926	WOP-INTEREST (15%)	N/A	June	2022	15/07/2022	Original	0	0	0	↓ ⊞
4	0544143008	PRYE	N/A	August	2021	15/09/2021	Original	0	0	0	↓ ⊞
5	536387902	PIT-PERS. INCOME TAX	N/A	N/A	2020	31/03/2021	Original	0	0	0	↓ ⊞
6	0483316078	WOP INTEREST 5%	N/A	March	2019	15/04/2019	Original	0	0	0	↓ ⊞
7	0451200634	WOP ON GOODS (15%)	N/A	December	2017	15/01/2018	Original	0	0	0	↓ ⊞
8	0453416077	CONSUMPT.LUBRICANT	N/A	November	2017	15/11/2017	Revised	0	0	0	↓ ⊞
9	0451201010	WOP ON GOODS (15%)	N/A	August	2017	15/09/2017	Revised	0	0	0	↓ ⊞
10	0453416019	WOP-INTERESTS (10%)	N/A	August	2017	15/09/2017	Revised	0	0	0	↓ ⊞

1 2

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11. Downloading 'acknowledgement Receipt'

The dashboard shows the following statistics:

- Current declarations: 0
- Delayed declarations: 69
- Declared: 109
- Fully Paid: 18
- Unpaid/Partial payments: 91
- Tax types: 37

The 'Declared' section displays the following information:

Information of TIN

TIN	99999999	Business Name	UNKNOWN	Tax Center Name	GASABO TC
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From Date: To Date: Year: --Select-- Search

Sl. No.	Document No.	Tax Type Description	Tax Period	Due Date	Payment Due Date	Ext Doc No.	Month	Year	Return type	Status	Submitted On	View -
1	54491792	VAT-VALUE ADDED TAX	-			0544917925		0	Original	Submitted	20/08/2021	View -
2	54491786	VAT-VALUE ADDED TAX	-			0544917869		0	Original	S		View Declaration
3	54503553	VAT-VALUE ADDED TAX	01/08/2021 - 31/08/2021	15/09/2021	15/09/2021	0545035535	August	2021	Original	S		View Annexures
4	48959913	VAT-VALUE ADDED TAX	01/08/2019 - 31/08/2019	16/09/2019	16/09/2019	0489599139	August	2019	Revised	S		Acknowledgement Receipt
6	48853123	VAT-VALUE ADDED TAX	01/07/2019 - 31/07/2019	16/08/2019	16/08/2019	0488531237	July	2019	Original	Submitted	29/07/2019	View -
7	48853123	VAT-VALUE ADDED TAX	01/07/2019 - 31/07/2019	16/08/2019	16/08/2019	0488531237	July	2019	Revised	Submitted	29/07/2019	View -
8	48669870	VAT-VALUE ADDED TAX	01/06/2019 - 30/06/2019	15/07/2019	15/07/2019	0486698708	June	2019	Original	Submitted	13/09/2019	View -
9	47643080	VAT-VALUE ADDED TAX	01/12/2018 - 31/12/2018	15/01/2019	15/01/2019	0476430809	December	2018	Revised	Submitted	20/05/2019	View -
10	47643080	VAT-VALUE ADDED TAX	01/12/2018 - 31/12/2018	15/01/2019	15/01/2019	0476430809	December	2018	Revised	Submitted	24/08/2021	View -

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12. Searching information for different tax periods.

Information of TIN

TIN	99999999	Business Name	UNKNOWN	Tax Center Name	GASABO TC
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From Date: To Date: Year: --Select-- Search

13. Unpaid and partial payments

- Click on **'Unpaid/Partial Payments.'**
- The **'Grand Total Amount'** displays the entire pending amount for your unpaid declarations or partial payments, while **'Total Amount'** reflects the amount for unpaid declarations or partial payments only for the opened page.

Current declarations **0** | Delayed declarations **69** | Declared **109**

Fully Paid **18** | Unpaid/Partial payments **91** | Tax types **37**

Unpaid List

Grand Total Amount
RWF 172,135,384

Total Amount
RWF 132,073,990

From Date: _____ To Date: _____ Year: --Select-- Tax Type: --Select--

Sl. No.	Ext Doc No.	Tax Type Description	Payment for	Month	Year	Due date for payment	Return type	Amount To Pay	Paid Amount	Balance		
1	0556293200	WOP-VAT PUBLIC INST.	N/A	October	2021	15/11/2021	Original	38,225,201	0	38,225,201	<input type="button" value="↓"/>	<input type="button" value="📄"/>
2	0065179971	WOP-TREASURY BONDS	N/A	February	2015	16/03/2015	Original	32,733,681	0	32,733,681	<input type="button" value="↓"/>	<input type="button" value="📄"/>
3	0442415018	VAT-VALUE ADDED TAX	N/A	August	2017	15/09/2017	Original	32,090,664	0	32,090,664	<input type="button" value="↓"/>	<input type="button" value="📄"/>
4	0544960275	WOP-VAT PUBLIC INST.	N/A	November	2020	17/12/2020	Revised	17,999,190	0	17,999,190	<input type="button" value="↓"/>	<input type="button" value="📄"/>
5	0533948465	FWFE	N/A	February	2021	15/03/2021	Original	3,295,000	0	3,295,000	<input type="button" value="↓"/>	<input type="button" value="📄"/>

14. Making payments online

Current declarations **0** | Delayed declarations **69** | Declared **109**

Fully Paid **18** | Unpaid/Partial payments **91** | Tax types **37**

Unpaid List

Grand Total Amount RWF 172,135,384 | **Total Amount** RWF 132,073,990

From Date: _____ To Date: _____ Year: --Select-- Tax Type: --Select--

Sl. No.	Ext Doc No.	Tax Type Description	Payment for	Month	Year	Due date for payment	Return type	Amount To Pay	Paid Amount	Balance		
1	0556293200	WOP-VAT PUBLIC INST.	N/A	October	2021	15/11/2021	Original	38,225,201	0	38,225,201	<input type="button" value="↓"/>	<input type="button" value="📄"/>
2	0065179971	WOP-TREASURY BONDS	N/A	February	2015	16/03/2015	Original	32,733,681	0	32,733,681	<input type="button" value="↓"/>	<input type="button" value="📄"/>
3	0442415018	VAT-VALUE ADDED TAX	N/A	August	2017	15/09/2017	Original	32,090,664	0	32,090,664	<input type="button" value="↓"/>	<input type="button" value="📄"/>
4	0544960275	WOP-VAT PUBLIC INST.	N/A	November	2020	17/12/2020	Revised	17,999,190	0	17,999,190	<input type="button" value="↓"/>	<input type="button" value="📄"/>
5	0533948465	FWFE	N/A	February	2021	15/03/2021	Original	3,295,000	0	3,295,000	<input type="button" value="↓"/>	<input type="button" value="📄"/>
6	0067356856	WOP-TREASURY BONDS	N/A	May	2015	15/06/2015	Original	2,600,000	0	2,600,000	<input type="button" value="↓"/>	<input type="button" value="📄"/>
7	0572236501	FWFE	N/A	September	2022	17/10/2022	Original	1,518,956	250	1,518,706	<input type="button" value="↓"/>	<input type="button" value="📄"/>
8	0081398990	FWFE	N/A	October	2016	15/11/2016	Original	1,211,298	0	1,211,298	<input type="button" value="↓"/>	<input type="button" value="📄"/>
9	0065188383	WOP-MNGMNT/PROF.FEES	N/A	February	2015	16/03/2015	Original	1,200,000	0	1,200,000	<input type="button" value="↓"/>	<input type="button" value="📄"/>
10	0065691494	WOP-TREASURY BONDS	N/A	March	2015	15/04/2015	Original	1,200,000	0	1,200,000	<input type="button" value="↓"/>	<input type="button" value="📄"/>

(pointing to the '↓' icon in row 1)

[Total Data: 10 / Total page: 10]

Make Payment

Declaration Details	
Tin	999999999
RRA Reference No	0556293200
Assess No	17987878
Tax Type	WOP-VAT PUBLIC INST.
Declared Amount	38,225,201
Paid Amount	0
Tax Due	38,225,201
Payment details	
Select Bank to pay	<input type="text" value="Please Select"/> ▼

PAY TAX, BUILD A BETTER RWANDA



Kicukiro - Sonatubes, Silverback Mall
P.O.Box 3987 Kigali Rwanda