

A GUIDE ON HOW TO APPLY FOR TIN DE-REGISTRATION AND BUSINESS TAX ACCOUNT DEACTIVATION



- ✔ Go to www.rra.gov.rw
- ✔ Click on **"Declare Domestic Taxes here"**
- ✔ Fill in your TIN and password and click on sign in if you already have an account in E-Tax (If you don't have an account in E-Tax, click **"sign up."** Enter your TIN and the telephone number you used for TIN registration. **Submit** to get your password for system access)
- ✔ Once logged in click on **"online requests"**
- ✔ Select **"Business closure"** and a page will appear showing either the presence or absence of tax arrears
- ✔ On the displayed page, choose **"Business closure"**
- ✔ Choose one of **the reasons** for TIN deactivation. (Note that De-registration reason is only applicable when requested by someone representing a deceased TIN holder or for businesses undergoing liquidation or dissolution)
- ✔ Select your preferred method of receiving the OTP: either via phone or email
- ✔ Fill in the OTP and click on **verify**
- ✔ Click the **submit** button and confirm your request.
- ✔ Upon successful deactivation, you'll receive a confirmation message. Click on **"download letter"** to obtain your confirmation letter.