



ETAX GUIDE LINES-Vers.2

January, 2016

A. IMPORTANT THINGS TO CHECK BEFORE USING E-FILING ON THE COMPUTER

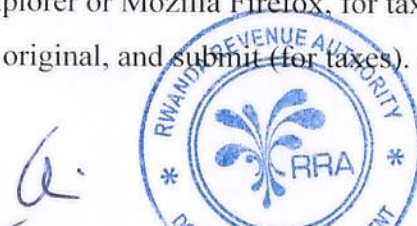
We use two browsers: Mozilla Firefox and internet explorer from version 7 up to the latest version. Annexure is opened in Ms Office 2007 or latest original versions. The date format date of the Computer should be DD/MM/YYYY. If not click on start; control panel; clock; region and language; region and language; format; select English United Kingdom; accept; OK.PDF is needed also in order to print the acknowledgement receipt.

B. HOW TO MAKE A DECLARATION ON LINE?

STEP 1. Open internet explorer or Mozilla Firefox; enter the RRA website: www.rra.gov.rw; click on **Pay Domestic taxes here**. Fill TIN and PASSWORD. If it is for the first time to fill on line it will ask you to change password.

STEP2. After login click on **annexure download** select the annexure according to tax or contribution you are going to file (VAT stands for value added tax, PAYE stands for pay as you earn, pension is for CSR, and so on...). The file is downloaded and open in Ms Office 2007 or later original version. When the annexure is opened in Ms excel a security warning is prompted showing some content has been disabled, select the options button in that security warning and then select the "enable this content" and then click OK. Click on the sheets according to what you wish to declare, then after data entry is done, by clicking on the validate button provided in the worksheets the data will be validated first and text file is generated. The generated text file will be saved in path C:\RRA\ text file name of the local system.

STEP3. Go back to the internet explorer or Mozilla Firefox, for taxes, click on **tax declaration**, new declaration, and original, and submit (for taxes). After that, click



to the document number of the declaration you are going to file. Click on **Enter declaration** and fill according to the annexure validated then **SAVE**.

For pension or maternity contribution or medical contribution, click pension contribution or maternity contribution or medical contribution, basic, select RSSB number, submit. After that, click to the document number of the declaration you are going to file. Click on **Enter declaration** and fill according to the annexure validated then **SAVE**.

STEP4. Click on continue with **upload annexure**, selects the annexure or need to upload, click on upload, browse, computer, local disk or hard disc C, folder of RRA, you select tax or contribution annexure validated (double clicks), then submit, OK.

STEP5. Click on **compare with declaration**

STEP6. Ticks I accept, and then submit, OK

STEP7. Click on print acknowledgement receipt, open, OK.

For more information, you can call us on 3004 or 0788185638(E-TAX ASSISTANCE)

Approved by:



GAKWAYA Lawrence
*Deputy Commissioner for
Large Taxpayers Office*

For **KAYIGI HABIYAMBERE Aimable**
Commissioner for Domestic Taxes Department