

## Individual Income Tax Filing Season 2017

Following the Launching of the Individual Income Tax Filing Season 2017 on the 24th August 2017 kindly find below some useful information:

### Step-by-step instruction for E-Filing:

- (a) Go to MRA website: [www.mra.mu](http://www.mra.mu).
- (b) Click on **“E-filing 2017-2018”** under the heading “Latest News”/ “Quick Links”
- (c) Read the instructions and click on – “Click here to file your return”
- (d) Insert your User ID (TAN) and Password
- (e) Click on Login
- (f) Edit profile: Give bank account details if you choose to have your refund credited in your bank account
- (g) Click on Start filing. You will obtain a prefilled form. Amend the form (if necessary)
- (h) Click on “Save Draft” to save a draft copy of the IT Return if you want to complete the filing exercise later
- (i) Confirm that the declaration made on the return is true, correct and complete.
- (j) Click on “Submit Final” to file your return
- (k) You will receive an acknowledgement ID by email confirming that your return has duly been submitted to the MRA.
- (l) If you want a soft copy of the IT return in your mail select the option ‘ View Details’

### Participation in the online Taxpayer Satisfaction Survey (TSS):

After having e-filed the return, the taxpayer may choose to participate in an e-survey carried out by the MRA. The survey form is accessible by a link accessible on the portal whereby a list of questions referring to the survey will appear. The taxpayer will have the opportunity to respond to around 20 questions pertaining to four main categories of services provided by the MRA.

## **Retrieval of Password:**

MRA has also provided a facility to taxpayers who have forgotten their password to retrieve same.

- (a) Go to MRA website: [www.mra.mu](http://www.mra.mu).
- (b) Click on “ Taxpayer Portal Icon”
- (c) Insert your User ID (TAN)
- (d) Click on ‘Forgot password’ button and follow instructions.

The password will be sent by email where the taxpayer previously filed his return using login and password. Otherwise, MRA will send the password to the taxpayer by post.

## **Modes of Payment**

The payment can be effected as follows:

### **Direct Debit**

Payment of tax through Direct Debit is available on filing of the individual income tax return. Taxpayer will have the option to choose this mode of payment by selecting Direct Debit under Mode of Payment and thereafter complete the payment instructions.

### **Internet Banking**

Payment can be effected through Internet Banking via the following banks: ABC Banking Corporation, Afrasia Bank, Bank One, Barclays Bank, HSBC, MAU Bank-Ex MPCB, MAU Bank-Ex NCB, MCB, SBI and SBM Bank (Mauritius) Ltd.

### **Credit Card**

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.

## Cash / Cheque

Payment may be made by cash or cheque at MRA's cash counters, Eham Court, Port Louis, from Monday to Friday (09.00 hrs to 15.30 hrs). While effecting payment, please produce a copy of the acknowledgement receipt received on submission of the return or provide the following: Name, Tax Account Number (TAN), Assessment Year and Amount.

Cheques drawn to the order of the Director General MRA crossed "MRA A/C" or "Account Payee Only" may be sent by post. Please write your Name, Tax Account Number (TAN) and the Assessment year on verso of cheque. The cheque should reach the MRA Head Office, Eham Court, Port Louis by **2<sup>nd</sup> October 2017** at latest.

Please ensure that your cheque is properly drawn with the correct date and the payee name, verify that the amount in words and figures correspond, make sure that the cheque is duly signed by the authorized signatories and any overwriting should bear the full signature of authorized signatory/signatories. In case cheque is returned due to non-compliance to the above, penalty and interest will apply as per regulations in force.

## ATM

Taxpayers having an account at the SBM Bank (Mauritius) Ltd may pay the income tax due by using the ATM service of the bank.

## SMS

Taxpayers may pay their income tax due by SMS using Orange Money Service.

## MCB Juice

Taxpayers may pay their income tax due by MCB Juice. For more information, please visit MCB website: <http://www.mcb.mu>.

## **Tax paid in Excess - Refund**

Where the Income Tax Form shows a TAX PAID IN EXCESS, that is a negative balance, after processing, MRA will either credit your bank account if you have selected this option or send a crossed Cheque to your residential address.

## **Change in Personal Data**

In case there are changes in your personal data, either you can change the data by editing your profile or kindly fill in a Personal Data Change Form available on MRA website/service counter and send it to MRA.

## **Due Date**

The return should be submitted at latest on 2<sup>nd</sup> October 2017. A delay of up to 16<sup>th</sup> October 2017 is applicable where the return is filed electronically and payment, if any, is effected through internet Banking, ATM,SMS(Orange Money),MCB Juice or by credit card on MRA e-Services.

## **Free Income Tax Assistance (FITA) 2017**

Every year, the MRA organizes a Free Income Tax Assistance (FITA) campaign to better assist individual taxpayers in filing their returns and effecting payments, if any, in the dedicated centres scattered around the island. For 2017, taxpayers can avail themselves of this service on 23<sup>th</sup> and 24<sup>th</sup> September as from 08.30 hrs to 16.00 hrs at the centres mentioned below.

S/N	Region	Town	Centre
1	Port Louis	(1) Port Louis	▪ MRA HEAD OFFICE
2	North	(2) Triolet (3) Goodlands (4) Riv Du Rempart	▪ MAHESHWARNATH GOVT SCHOOL ▪ D.HURRY GOVT SCHOOL ▪ BHEEWA MAHADOO GOVERNMENT SCHOOL
3	East	(5) Flacq (6) Q.Militaire	▪ R. GUJADHUR GOVT SCHOOL ▪ R.EDWARD WALTER GOVT SCHOOL
4	South	(7) Mahebourg (8) Riv des Anguilles (9) Rose Belle	▪ WILLOUGHBY GOVT SCHOOL ▪ RIVIERE DES ANGUILLES GOV SCHOOL ▪ SEEGOOLAM TORUL GOVT SCHOOL
5	West	(10) Bambous	▪ BAMBOUS 'A' GOVT SCHOOL
6	Centre	(11) Curepipe (12) Mesnil (13) Vacoas (14) La Louise (15) Quatre Bornes (16) Rose Hill (17) Beau Bassin (18) St Pierre	▪ ROYAL COLLEGE OF CUREPIPE ▪ MESNIL GOVT SCHOOL ▪ ARYAN VEDIC HINDU AIDED SCHOOL ▪ LOUIS NELLAN GOVT SCHOOL ▪ BAICHOO MADHOO GOVT SCHOOL ▪ NOTRE DAME DES VICTOIRES RCA ▪ PHILIPPE RIVALLAND RCA ▪ ST PIERRE RCA
7	Rodrigues	(19) Port Mathurin**	▪ CLYDERLEX BUILDING

\*\* For Rodrigues FITA will be operation on 28<sup>th</sup> September to 2<sup>nd</sup> October 2017 from 08.30hrs to 16.00 hrs.