



# Sri Lanka Inland Revenue

## -How to pay your taxes-



### How to pay your taxes

Get paying-in slip received with return

Manually fill paying-in slip

Make payment at bank

**I lost my paying-in slip**

- Get blank paying-in slip at bank (not recommended)
- Get paying-in slip at TPSU at IRD HQ and IRD Regional Branch offices (voucher number is provided)

- If you would like to pay at the bank but lost your pre-printed paying-in slip, refer to **A. I lost my paying-in slip**
- If you need to know the payment period codes for your payment **from 01.01.2016 onwards**, refer to **B. Payment period codes from 01.01.2016**
- If you need to know the payment period codes for your payment **before 31.12.2015**, refer to **C. Payment period codes before 31.12.2015**
- If you need help, refer to **D. Help options**

- A. I lost my paying-in slip**
- B. Payment period codes from 01.01.2016**
- C. Payment period codes before 31.12.2015**
- D. Help options**

A separate guide to e-payment will be made available on the IRD portal at a later stage when the e-payment service is launched.

**NOTE:** You can make payment for Withholding Tax at People's Bank.

For payment of Corporate Income Tax, PAYE, Nation Building Tax, VAT, Individual Income Tax, Partnership Income Tax, VAT on FS and Capital Gain Tax, please make payment at Bank of Ceylon.

If you are paying through the Bank of Ceylon (BOC), the **payment voucher number** is optional.

If you are paying through People's Bank (**for periods related to RAMIS, April 2016 onwards**), you will need a **payment voucher number**. You may obtain the payment voucher number by:

- Calling the Call Center (refer to Help options on page 7) (OR)
- Walk in to TPSU at IRD HQ office and IRD Regional Branch Offices

### A. I lost my paying-in slip

If you lose your pre-printed paying-in slip, you can either:

- Request for a new pre-printed paying-in slip at any IRD office
- Obtain a blank paying slip from the bank and fill in the details yourself (not recommended)

1 At the bank, obtain a blank paying-in slip



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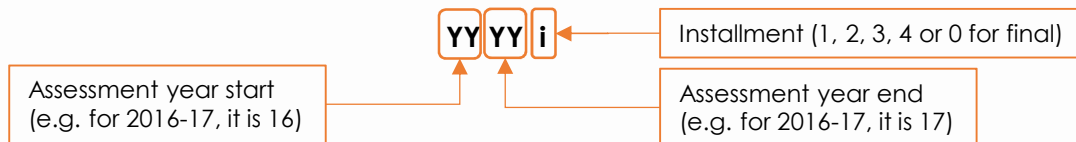
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- 2 Enter the **date of payment**
- 3 The **Payment Voucher Number** is optional if you are paying through **Bank of Ceylon**. The **Payment Voucher Number** is required if you are paying through **People's Bank** which you need to obtain from IRD (OR) Call Centre
- 4 Enter your **Taxpayer Identification Number (TIN)**
- 5 Enter the **Tax Type Code**
- 6 Enter the **Payment Period Code** and **Payment Category**. Refer to the back of the paying-in slip for help in filling up these fields
- 7 (Optional) Enter the **Assessment No** and **Charge No** if any
- 8 Enter your **Name** and **Address**
- 9 Enter your **Office Telephone Number** and **Mobile Number**
- 10 Enter the payment information:
  - **Tax Rs.:** amount (in numbers) to pay for tax
  - **Penalty Rs.:** amount (if any) to pay for pending penalty
  - **Total Rs.:** sum of [Tax Rs.] + [Penalty Rs.] If there is no amount for penalty, this total should be the same as Tax Rs
  - **Amount in Words:** the total amount in words as reflected in Total Rs
- 11 Enter the **Amount in Words**, the **Total Rs.** value
- 12 If you are paying by cheque, indicate the **Cheque No**, **Bank Code**, **Branch Code**, and **Amount**
- 13 Sign the form
- 14 Once you have completed the paying-in slip, present it at the counter of your bank to make payment

### B. Payment period codes from 01.01.2016

#### CORPORATE INCOME TAX (CIT) PAYMENT PERIOD EXAMPLES FROM 01.04.2015 ONWARDS



Examples:

Payment Period From	Payment Period To	Period Code	Due Date	Installment No.
01.04.2016	30.06.2016	16171	15.08.2016	1
01.07.2016	30.09.2016	16172	15.11.2016	2
01.10.2016	31.12.2016	16173	15.02.2017	3
01.01.2017	31.03.2017	16174	15.05.2017	4
01.04.2016	31.03.2017	16170	30.09.2017	Final

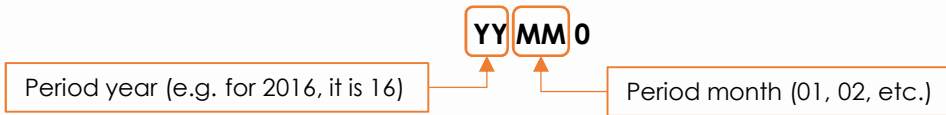


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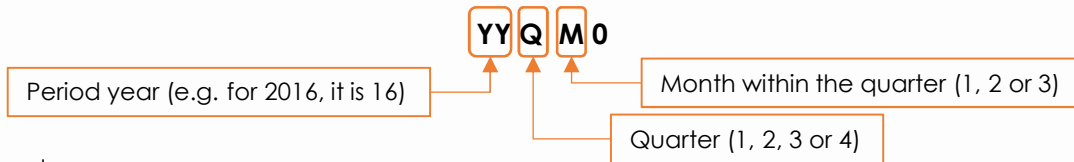
### PAY-AS-YOU-EARN (PAYE) PAYMENT PERIOD EXAMPLES FROM 01.04.2015 ONWARDS



Examples:

Payment Period From	Payment Period To	Period Code	Due Date	Installment No.
01.04.2016	30.04.2016	16040	15.05.2016	N/A
01.05.2016	31.05.2016	16050	15.06.2016	N/A
01.06.2016	30.06.2016	16060	15.07.2016	N/A
01.07.2016	31.07.2016	16070	15.08.2016	N/A
01.08.2016	31.08.2016	16080	15.09.2016	N/A
01.09.2016	30.09.2016	16090	15.10.2016	N/A
01.10.2016	31.10.2016	16100	15.11.2016	N/A

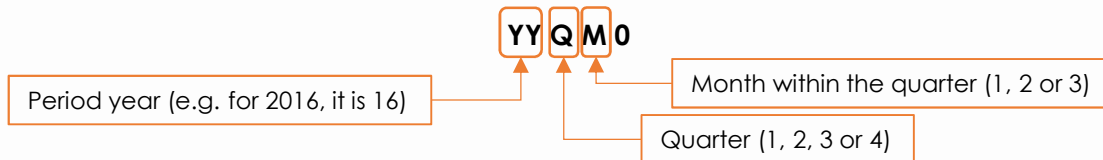
### VALUE ADDED TAX (VAT) PAYMENT PERIOD EXAMPLES FROM 01.01.2016 ONWARDS MONTHLY (MANUFACTURE)



Examples:

Payment Period From	Payment Period To	Period Code	Due Date	Installment No.
01.01.2016	31.01.2016	16110	20.02.2016	N/A
01.02.2016	29.02.2016	16120	20.03.2016	N/A
01.03.2016	31.03.2016	16130	20.04.2016	N/A
01.04.2016	30.04.2016	16210	20.05.2016	N/A
01.05.2016	31.05.2016	16220	20.06.2016	N/A
01.06.2016	30.06.2016	16230	20.07.2016	N/A

### VALUE ADDED TAX (VAT) PAYMENT PERIOD EXAMPLES FROM 01.01.2016 ONWARDS QUARTERLY (MANUFACTURE)



Examples:

Payment Period From	Payment Period To	Period Code	Due Date	Installment No.
01.01.2016	31.01.2016	16110	20.02.2016	N/A
01.02.2016	29.02.2016	16120	20.03.2016	N/A
01.03.2016	31.03.2016	16130	20.04.2016	N/A
01.04.2016	30.04.2016	16210	20.05.2016	N/A
01.05.2016	31.05.2016	16220	20.06.2016	N/A
01.06.2016	30.06.2016	16230	20.07.2016	N/A

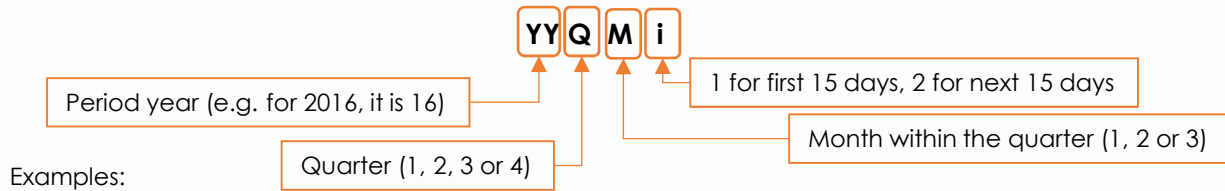


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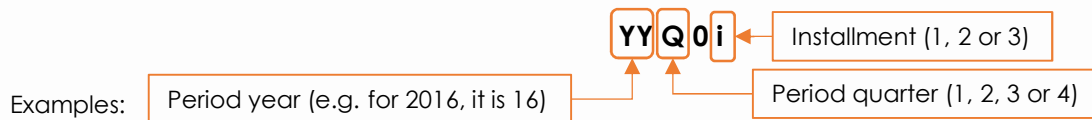


### VALUE ADDED TAX (VAT) PAYMENT PERIOD EXAMPLES FROM 01.01.2016 ONWARDS QUARTERLY (OTHER THAN MANUFACTURE/WHOLESALE & RETAIL)



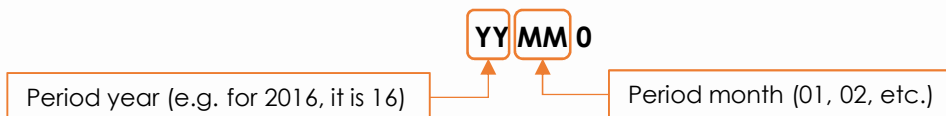
Payment Period From	Payment Period To	Period Code	Due Date	Installment No.
01.01.2016	15.01.2016	16111	31.01.2016	1
16.01.2016	31.01.2016	16112	15.02.2016	2
01.02.2016	15.02.2016	16121	29.02.2016	3
16.02.2016	29.02.2016	16122	15.03.2016	4
01.03.2016	15.03.2016	16131	31.03.2016	5
16.03.2016	31.03.2016	16132	15.04.2016	6
01.04.2016	15.04.2016	16211	30.04.2016	1
16.04.2016	30.04.2016	16212	15.05.2016	2

### NATION BUILDING TAX (NBT) PAYMENT PERIOD EXAMPLES FROM 01.01.2016 ONWARDS



Payment Period From	Payment Period To	Period Code	Due Date	Installment No.
01.04.2016	30.04.2016	16201	20.05.2016	1
01.05.2016	31.05.2016	16202	20.06.2016	2
01.06.2016	30.06.2016	16203	20.07.2016	3
01.07.2016	31.07.2016	16301	20.08.2016	1
01.08.2016	31.08.2016	16302	20.09.2016	2
01.09.2016	30.09.2016	16303	20.10.2016	3

### WITHHOLDING TAX (WHT) PAYMENT PERIOD EXAMPLES FROM 01.04.2016 ONWARDS



Examples:

Payment Period From	Payment Period To	Period Code	Due Date	Installment No.
01.01.2016	31.01.2016	16010	15.02.2016	N/A
01.02.2016	29.02.2016	16020	15.03.2016	N/A
01.03.2016	31.03.2016	16030	15.04.2016	N/A
01.04.2016	30.04.2016	16040	15.05.2016	N/A
01.05.2016	31.05.2016	16050	15.06.2016	N/A
01.06.2016	30.06.2016	16060	15.07.2016	N/A

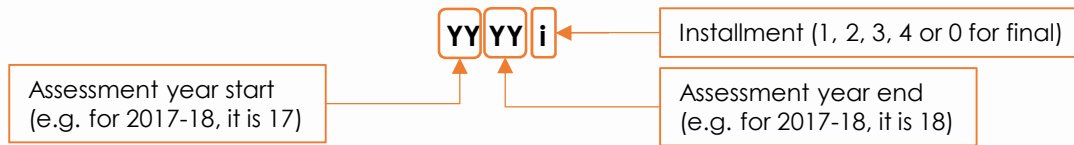


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### INDIVIDUAL INCOME TAX (IIT) AND PARTNERSHIP INCOME TAX (PIT) PAYMENT PERIOD EXAMPLES FROM 01.04.2016 ONWARDS



Examples:

Payment Period From	Payment Period To	Period Code	Due Date	Installment No.
01.04.2017	30.06.2017	17181	15.08.2017	1
01.07.2017	30.09.2017	17182	15.11.2017	2
01.10.2017	31.12.2017	17183	15.02.2018	3
01.01.2018	31.03.2018	17184	15.05.2018	4
01.04.2017	31.03.2018	17180	30.09.2018	Final

### VALUE ADDED TAX ON FINANCIAL SERVICES (VAT on FS) PAYMENT PERIOD EXAMPLES FROM 01.01.2017 ONWARDS



Examples:

Payment Period From	Payment Period To	Period Code	Due Date	Installment No. (Based on Calendar Year)	Installment No. (Based on Assessment Year)
01.01.2017	31.01.2017	17010	20.02.2017	1	
01.02.2017	28.02.2017	17020	20.03.2017	2	
01.03.2017	31.03.2017	17030	20.04.2017	3	
01.04.2017	30.04.2017	17040	20.05.2017	4	1
01.05.2017	31.05.2017	17050	20.06.2017	5	2
01.06.2017	30.06.2017	17060	20.07.2017	6	3
01.07.2017	31.07.2017	17070	20.08.2017	7	4
01.08.2017	31.08.2017	17080	20.09.2017	8	5
01.09.2017	30.09.2017	17090	20.10.2017	9	6
01.10.2017	31.10.2017	17100	20.11.2017	10	7
01.11.2017	30.11.2017	17110	20.12.2017	11	8
01.12.2017	31.12.2017	17120	20.01.2018	12	9
01.01.2018	31.01.2018	18010	20.02.2018	1	10
01.02.2018	28.02.2018	18020	20.03.2018	2	11
01.03.2018	31.03.2018	18030	20.04.2018	3	12
01.01.2017	31.12.2017	17180	30.06.2018	Final	
01.04.2017	31.03.2018	17180	30.09.2018		Final

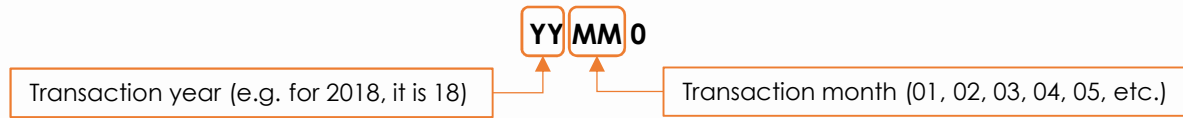


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### CAPITAL GAIN TAX (CGT) PAYMENT PERIOD EXAMPLES FROM 01.04.2018 ONWARDS



Examples: The payment period code is based on the transaction date.  
For e.g. if a transaction recorded on 11.04.2018, the period code would be 18040.

Transaction Period From	Transaction Period To	Period Code	Payment Due By
01.04.2018	30.04.2018	18040	Within 1-month of transaction date
01.05.2018	31.05.2018	18050	
01.06.2018	30.06.2018	18060	
01.08.2018	31.08.2018	18080	
01.10.2018	31.10.2018	18100	
01.12.2018	31.12.2018	18120	



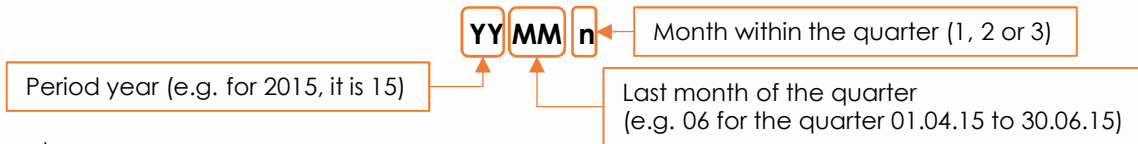
# Sri Lanka Inland Revenue

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### C. Payment period codes before 31.12.2015

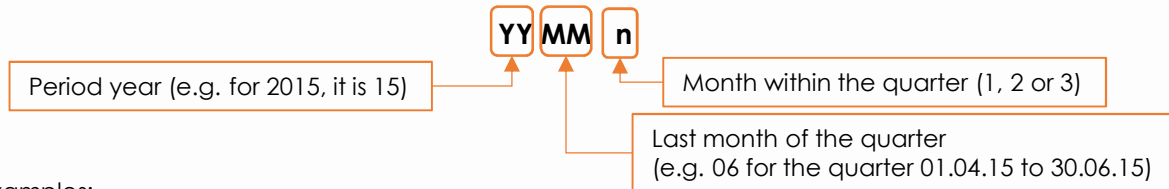
#### VALUE ADDED TAX (VAT) PAYMENT PERIOD EXAMPLES BEFORE 31.12.2015 QUARTERLY/ MONTHLY (MANUFACTURE)



Examples:

Payment Period From	Payment Period To	Period Code	Due Date	Installment No.
01.04.2015	30.04.2015	15061	20.05.2015	1
01.05.2015	31.05.2015	15062	20.06.2015	2
01.06.2015	30.06.2015	15063	20.07.2015	3
01.07.2015	31.07.2015	15091	20.08.2015	1
01.08.2015	31.08.2015	15092	20.09.2015	2
01.09.2015	30.09.2015	15093	20.10.2015	3

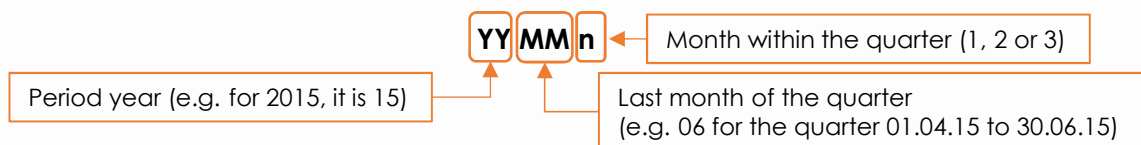
#### VALUE ADDED TAX (VAT) PAYMENT PERIOD EXAMPLES BEFORE 31.12.2015 QUARTERLY (OTHER THAN MANUFACTURE/WHOLESALE & RETAIL)



Examples:

Payment Period From	Payment Period To	Period Code	Due Date	Installment No.
01.01.2015	15.01.2015	15031	31.01.2015	1
16.01.2015	31.01.2015	15031	15.02.2015	2
01.02.2015	15.02.2015	15032	28.02.2015	3
16.02.2015	28.02.2015	15032	15.03.2015	4
01.03.2015	15.03.2015	15033	31.03.2015	5
16.03.2015	31.03.2015	15033	15.04.2015	6
01.04.2015	15.04.2015	15061	30.04.2015	1
16.04.2015	30.04.2015	15061	15.05.2015	2

#### NATION BUILDING TAX (NBT) PAYMENT PERIOD EXAMPLES BEFORE 31.12.2015



Examples:

Payment Period From	Payment Period To	Period Code	Due Date
01.04.2015	30.04.2015	15061	20.05.2015
01.05.2015	31.05.2015	15062	20.06.2015
01.06.2015	30.06.2015	15063	20.07.2015



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### D. Help options



**Walk in to the Taxpayer Services Unit-** Monday to Friday 8:30 am to 4:00 pm (except public holidays)

The TPS unit can help you with:

- Registration as a Taxpayer and issuing of Taxpayer Identification Number (TIN)
- Registration for tax types
- Updating of Taxpayer profile
- Issuing of Personal Identification Number (PIN) to use e-Services
- Issuing of Clearance certificate
- Advice on tax responsibilities and obligations
- Collection of returns and supporting documents
- Generation of new and replacement paying-in slip
- Obtaining the payment voucher number for blank paying-in slip

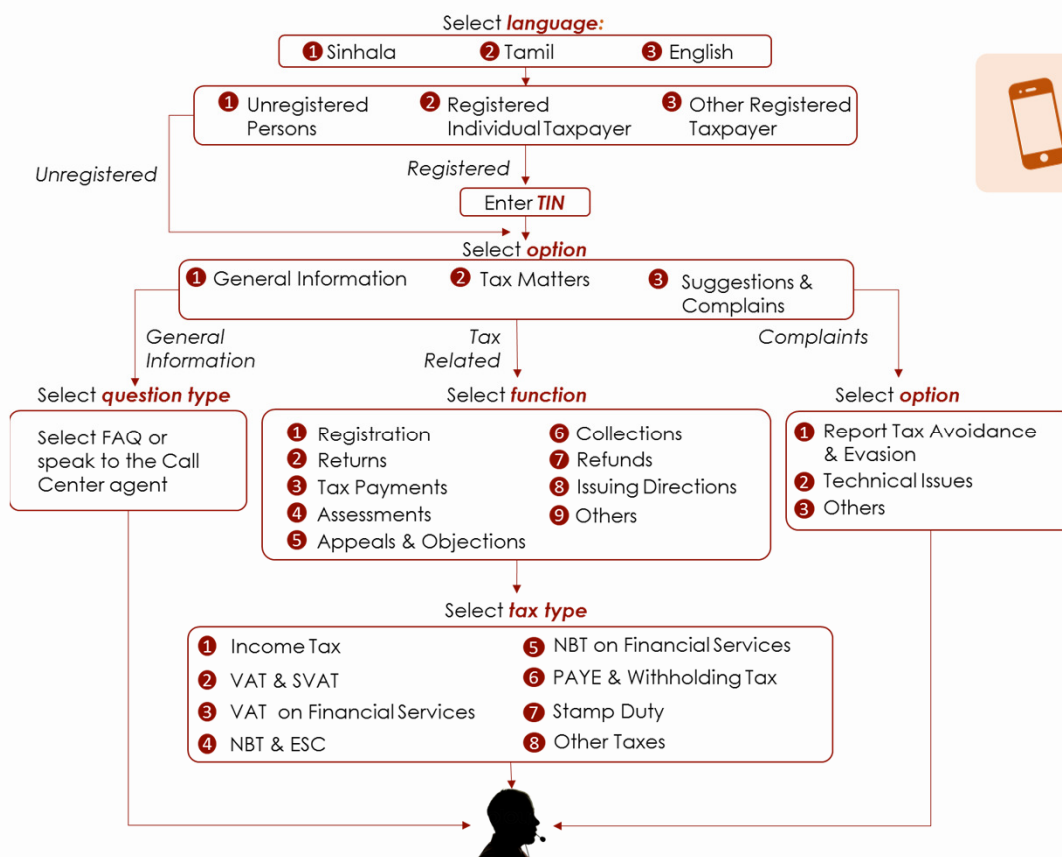


#### Taxpayer Services Unit

INLAND REVENUE DEPARTMENT  
SIR CHITTAMPALAM A GARDINER  
MAWATHA,  
COLOMBO 02



**Call Center-** Monday to Friday 9:00 am to 7:00 pm, Saturday 9:00 am to 1:00 pm



Call Center  
1944