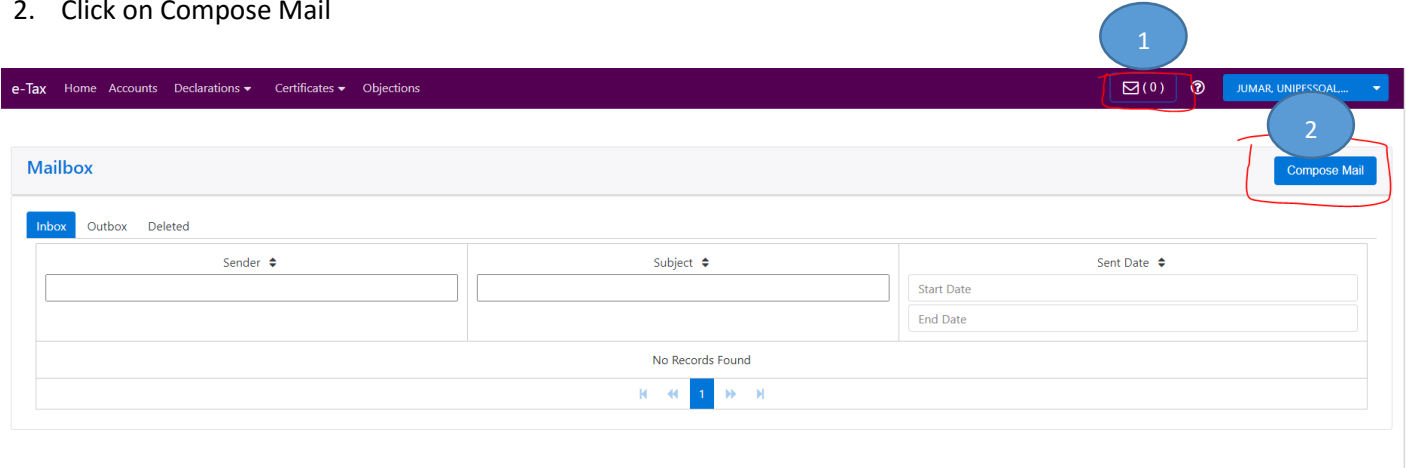


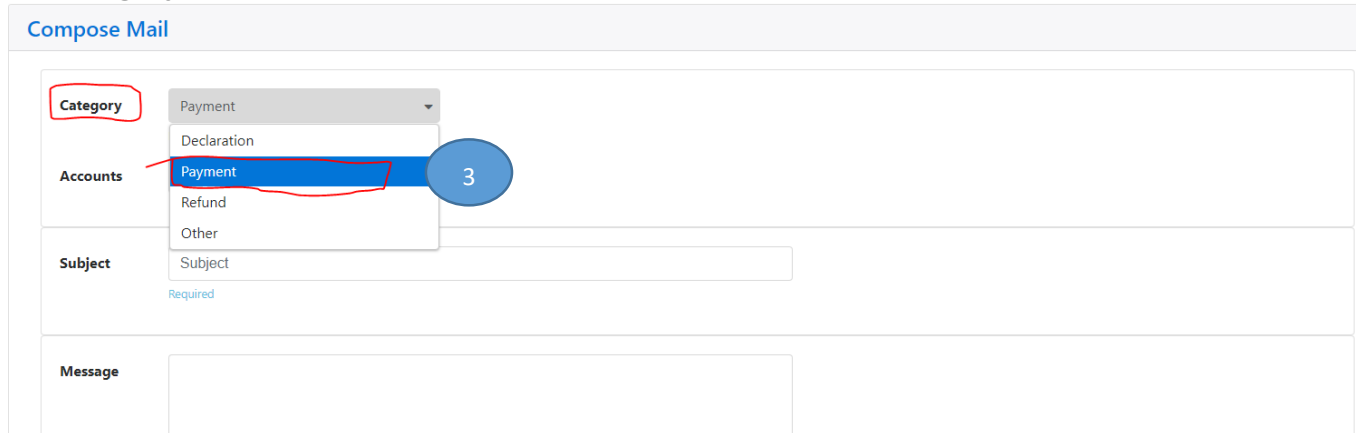
How to send a Proof of evidence Payment from Bank to Tax Authority

1. Click on Mailbox (✉)
2. Click on Compose Mail

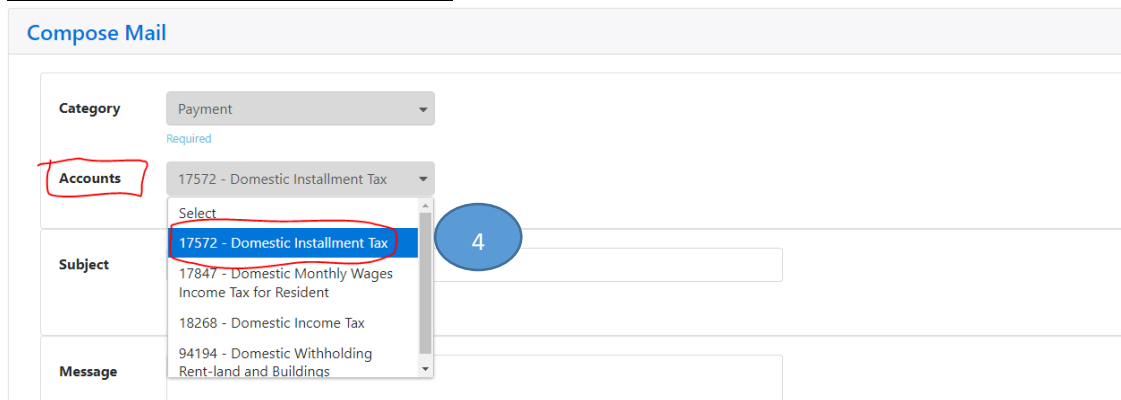


Fill the required fields if needed (*see the sample and description as Below*);

3. **Category:** Go to the search field to use the navigation arrow (▼) and select/Choose Payment



4. **Accounts:** Go to the search field to use the navigation arrow (▼) and select/Choose specific Tax types that made the payment for (**12623 - Domestic Installment Tax is example for this guideline**), or you can leave it for those who use the manual form.



5. **Subject** : start fill the column with the TIN number and Description of the Evidence (**Example: 1245981- Company A's Evidence Payment from Bank for Period 05-2023, Domestic Installment Tax**)
6. **Message: if payment is more than one tax types, Give us as many description as you can such as: date of the payment, amount (\$) paid, Tax Types, etc.**
7. Click on Choose (File needed to be scanned into your computer or devices)
8. Click Send

The screenshot shows a 'Compose Mail' interface with the following elements:

- Category:** A dropdown menu set to 'Payment'.
- Accounts:** A dropdown menu set to '17572 - Domestic Installment Tax'.
- Subject:** A text input field containing '1245981- Company A's Evidence Payment from Bank for Period 05-2023, Domestic Installm'. A red circle with the number '5' is next to the 'Subject' label.
- Message:** A text area containing the text 'Give us as many description as you can such as: date of the payment, amount (\$) paid, Tax Types, etc.'. A red circle with the number '6' is next to the 'Message' label.
- Attachments:** A button labeled '+ Choose' and a grey bar with a blue circle containing the number '7'.
- Buttons:** 'Cancel' and 'Send Mail' buttons at the bottom right. A blue circle with the number '8' is next to the 'Send Mail' button.

Thank you

Should you have any queries or doubts on this Guideline, please do not hesitate to directly contact us through the Chat-box on our portal at www.attl.gov.tl and/or dial into the following office numbers: (+670)74002293, (+670)74002291, (+670)74002071, (+670) 7400207.