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உள்ளாட்டு இறைவரித் திணைக்களம்  
Inland Revenue Department

## Notice to All Taxpayers

### Matters Requiring Attention when making Tax Payments

1. Tax payments should be made only in cash, by cheques, bank drafts or via Online Tax Payment Platform (OTPP).

The direct funds transferred (Fund Transfer / RTGS) to an account maintained in the name of the Commissioner General of Inland Revenue are not automatically transferred to the System, so the payments made are not updated in your Ledger. Therefore, this method **should not be used** for making payments.

2. Payments made by cheque are received into the IRD system **only after the cheque has realised by the bank**, as such late payments may subject to penalties. Therefore, steps should be taken by taxpayer to direct cheques to the bank in advance by ensuring that cheques has been realised prior to the payment due date.

3. To ensure that your tax payment is credited correctly to your ledger, all the information requested under the following cages on the paying-in-slip should be entered accurately: Taxpayer Identification Number (TIN), Tax Type Code, Payment Period Code, and Payment Category.

Installment Number	Tax Type	Due Date	
Tax Payer Identification Number (TIN)	Tax Type Code	Payment Period Code	Payment Category
Assessment No. (If Any)	Charge No. (If Any)	Payment Period From	Payment Period To
Name & Address		Tax	Rs. Penalty
		Rs. Interest	Rs. Total
			Rs.

TIN	Tax Type	Period code	Payment Category
X X X X X X X X X X	X X	X X X X X	X

4. Please mark “S” if the payment is a self-assessment payment and “C” for charge number payment in the **Payment Category** cage on the paying-in-slip. This “C” is **not for indicating cheque payments**.
5. In order to verify your payments made via Alternative Tax Payment System (ATPS) during the COVID period from 08.04.2020 to 30.06.2021, you are requested to contact the Unit/Regional or Metropolitan Office where your file is maintained. If necessary, take measures to make the relevant rectifications.
6. It is essential to have a Taxpayer Identification Number (TIN) and a registered Tax Type obtained from the Inland Revenue Department to make tax payments. Also, payments should be made entering the information requested under the above item no: 03 correctly after obtaining registration for a tax type by providing the effective date of that particular tax type accurately. You will be able to avoid your payment crediting to the other tax types, payment period codes or suspense TIN by following this procedure. In the future, banks will accept payments after verification of the particulars by the IRD system.
8. If your file is maintained by a Regional or Metropolitan Office, requests for transferring payments pertaining to all Tax Types should be referred to that particular Office.
9. If the 15-digit Document Identification Number (DIN) is required for making tax payments, you may obtain it by dialling 011-213 4780 or from 011-213 4278 to 4284 or by visiting <https://eservices.ird.gov.lk/Payment/PayingInSlip/Index>.

Commissioner General of Inland Revenue



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