

## **HOW TO APPOINT A DOMESTIC TAX AGENT.**

Go to <https://www.ura.go.ug>

**Step 1:** Log in to your URA account on the web portal.

Need Login Assistance?

- » Don't Have Portal Account?
- » Request Passcode
- » Forgot Password?
- » Forgot Security Question & Answer?
- » Account Locked?

Create Account

TIN  Form For

Pass Code

Signup

Enter your TIN and Password then click Login.

Login

Login Id

Password

Use Virtual Keyboard For Password

Login Reset

Online: Hello Guest! | Close Panel

**Tax Assistant**  
Quickly get answers to your Tax questions using the Interactive Tax Assistant.

Service Desk Help  
A-Z Tax Topics  
More...

**Tax Tools**  
Easily calculate your Tax obligations to URA using the new Tax Calc.

Document Authentication

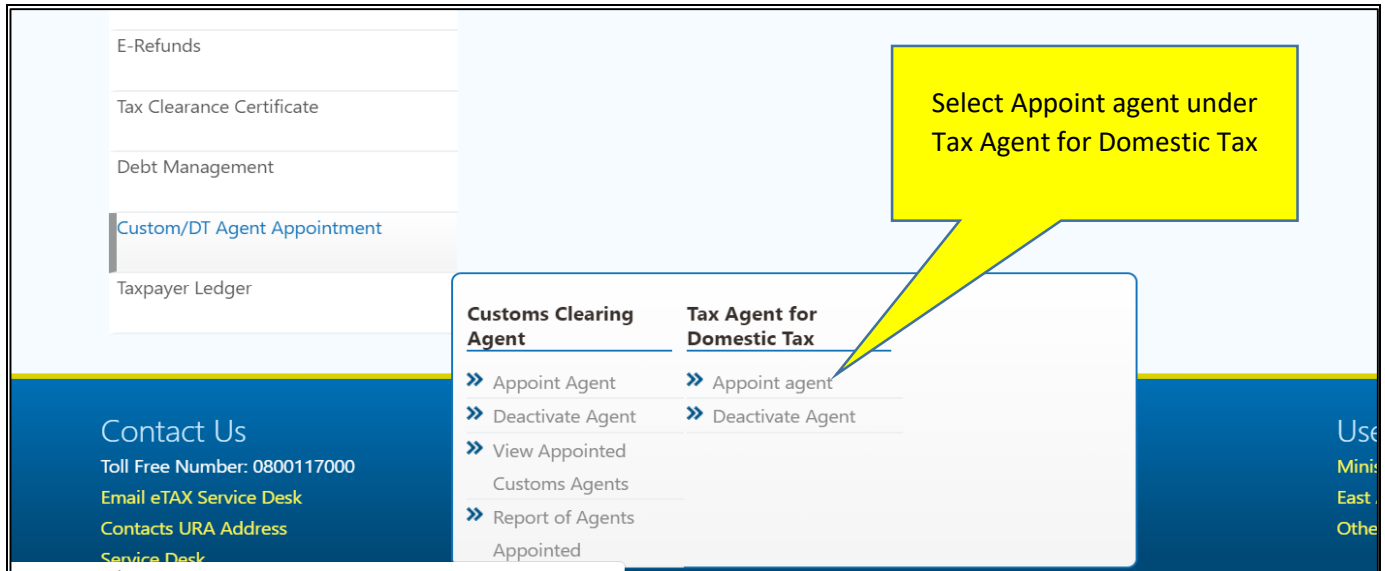
**Compliance**  
Always fulfil your tax obligations and report any non-compliance.

Report Non-Compliance

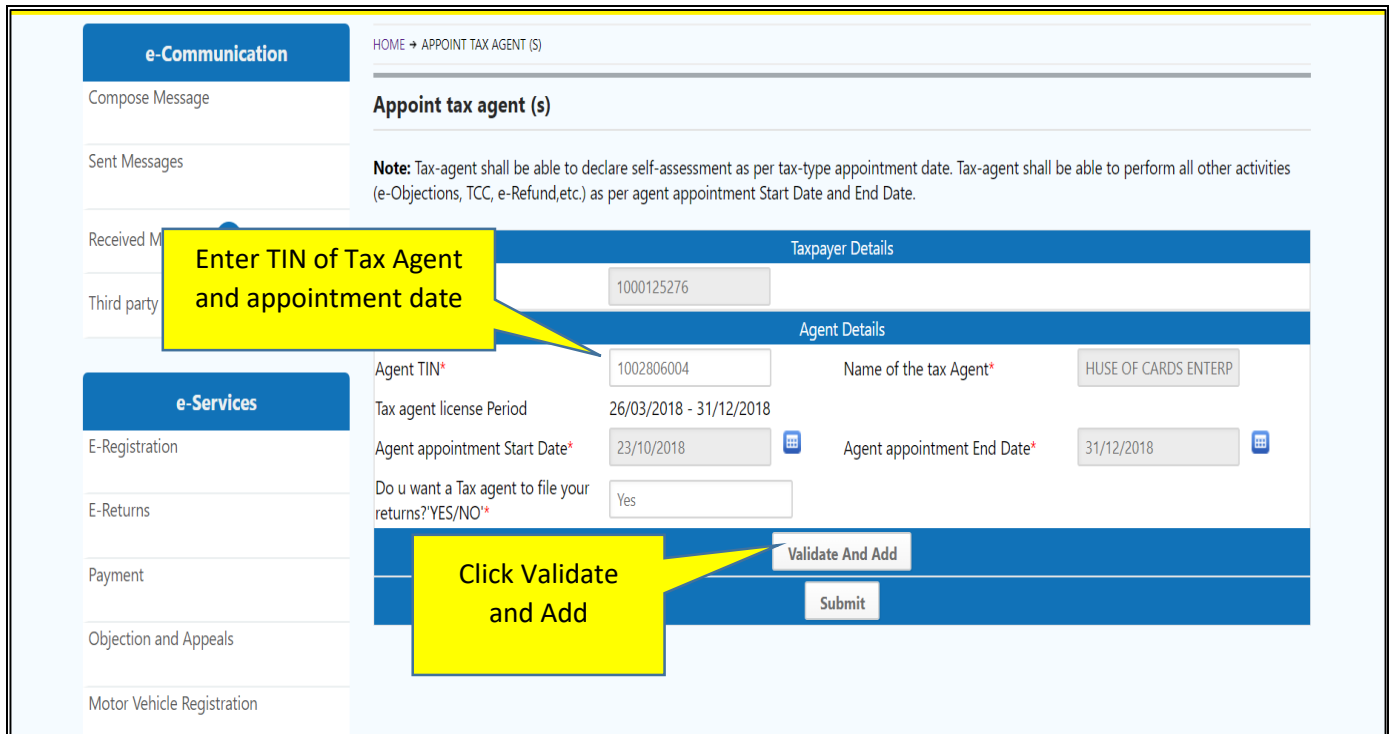
URA SIEZES IVORY

Contrary to popular belief, Lorem Ipsum is not simply random text. It has roots in a piece of classical Latin literature from 45 BC, making it over 2000 years old. Richard McClintock, a Latin professor...

**Step 2:** Under eservices, select Customs/DT Agent Appointment->Tax Agent for Domestic Tax.



**Step 3:** Enter TIN of approved Agent, License period, appointment start and end date and then Validate and Add



#### Step 4: Modify details of the Tax Agent and add Tax Type details.

HOME → APPOINT TAX AGENT (S)

### Appoint tax agent (s)

**Note:** Tax-agent shall be able to declare self-assessment as per tax-type appointment date. Tax-agent shall be able to perform all other activities (e-Objections, TCC, e-Refund,etc.) as per agent appointment Start Date and End Date.

**Taxpayer Details**

TIN of taxpayer\*

**Agent Details**

Agent TIN\*

Name of the tax Agent\*

Agent appointment Start Date\*

Agent appointment End Date\*

Do u want a Tax agent to file your returns? YES/NO\* | Sr. No. | Modify Delete | Agent TIN | Name of the tax Agent | Agent appointment Start Date | Agent appointment End Date | Seprate Return | Tax Type Details |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | [Modify Delete](#) | 1002806004 | HUSE OF CARDS ENTERPRIZES | 23/10/2018 | 31/12/2018 | Yes | [Add/View/Edit](#) |

**Submit**

Click here to add Tax Type details

#### Step 5: Select Tax type from the drop down, enter appointment start/ end date, add details and save

### Appoint tax agent (s)

**Tax Type Details**

Tax type\*

Tax type appointment Start Date\*

Tax type appointment End Date\*

**ADD** **CLEAR**

**Save** **Close**

Click Add to add details and then save

## Step 6: Submit the Application

### Appoint tax agent (s)

**Note:** Tax-agent shall be able to declare self-assessment as per tax-type appointment date. Tax-agent shall be able to perform all other activities (e-Objections, TCC, e-Refund,etc.) as per agent appointment Start Date and End Date.

#### Taxpayer Details

TIN of taxpayer\*

#### Agent Details

Agent TIN\*

Name of the tax Agent\*

Agent appointment Start Date\*

Agent appointment End Date\*

Do u want a Tax agent to file your returns?YES/NO\*

[Validate And Add](#)

Tax Agent Details							
Sr. No.	Modify Delete	Agent TIN	Name of the tax Agent	Agent appointment Start Date	Agent appointment End Date	Seprate Return	Tax Type Details
1	<a href="#">Modify/Delete</a>	1002806004	HUSE OF CARDS ENTERPRIZES	23/10/2018	31/12/2018	Yes	<a href="#">Add/View/Edit</a>

[Submit](#)

**Click Submit**

## Step 7: A notification will be sent to the selected Tax Agent.

HOME → APPOINT TAX AGENT (S)SUCCESS

### Agent Appointment Successful

Application Submitted Successfully. It is subjected to approval by an agent.

End