# Step by step guide for VAT Refund Process

## Step 1:

Go to https://ura.go.ug



### Step 2:

Point on e-returns to select the type of return to be filed



### Step 3:

#### Download the return template

HOME	ABOUT US	NOTIFICATIONS	PERFORMANCE	CAREERS	SERVICE CATALO	GUE T	TAX EVASION ALERTS	
e-Coi	mmunication	HOME + E-RETURN MON	THLY VAT TAX	GRADUATE TRAINEE				
Compose Mess	sage	Monthly VAT R	eturn Form	EXPERIENTIAL HIRING	G Sept 2013 Adve	rt		
Sent Messages	5			Special Hiri	ick here			
Received Mess	ages 1	Download templat	e for <u>Monthly VAT Return F</u>	om				
	•	TIN		1000029771				
e	-Services	Form For*		Monthly VAT F	Return			
E-Registration		Return Period*		From: *	🔲 то	):		
E-Returns		Field marked with *	are mandatory					
Payment						Check	Back	
Objection and a	Appeals							
Motor Vehicle I	Registration							
Stamp Duty								
Search Taxpave	Prs							

### Step 4:

Save the template to your preferred location on your computer, you are not supposed to change the default file name, instead where it ends you can use space or an under score and provide your preferred name.



### Step 5:

Open the template, before filling out the template; enable macros by following the instructions on the sheet labeled help, on the form you have downloaded, after enabling macros, close the file and open it again, you should get a pop up message that" Please DO NOT cut and paste any values in the sheet "

File Home Insert Page Layout Formulas Data Review View		۵ 🕜
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Paste 🥑 Format Painter 🖪 I 坦 -   田 -   魚 - A -   臣 喜 国 律 律   国 Merge & Center -   \$ * % ,   *:8 #2   Conditional Format Cell Format Cel	te Format	Clear * Filter * Select *
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		<b>_</b>
Monthly_VAT_Return [Compatibility Mode]	E 53	
A B C		7
1 Help on Enable Macro (Enable Validate button):	i f	1
2		
3 FOR EXCEL 2007 :-		
4 To "Enable Macro" please follow steps below.	-	
5 1 Click the Microsoft Office Button (18), and then click Excel Options.	-	
6 2 Click Trust Center, click Trust Center Settings, and then click Macro Settings.	-	
7 3 Select "Enable all macros". Click on 'OK'.	-	
8 4 Open the file again.	-	
The second secon	=	
11 To Enable Matto please follow steps below.	-	
1 Select the Tools ment option and then select Mado and Select Make use of this g, set the		
12 I security lever to Low by clicking the Low radio button.	-	
Close the file and any other instances of the application curring guide to enable an excer		
13 2 applications data also use the application you are currently 1 0	-	
15 All Click the Frankle button to allow the macro to run Macros.		
	-	
17 Please click on " <i>validation</i> " button to check errors in eyel sheet. If there is <b>no error</b> in eyel, then unload file sets generated		
19 Note: "In case you are not able to generate upload sheet using above steps, then you can due file to upload on DTD Portal."		1
K + > M   / Section G-II / Section H / Schedule 2 / Schedule 3 / Schedule 4   Read Me / 2 / 1 4   III 4   III	► [].;	
Ready		□ 100%

This is the pop up message you should get when you open a return template when the macros are enabled.



## Step 6:

Fill in all the required details, and under Section H, select cash refund as below.

A			В	
Sec	tion H - Calcula	ation of Tax	Due	
32. Total Output Tax [8]			1,260,000	.00
33. Input Tax Allowed [28]			6,300,000	.00
34. Offset brought Forward			0	.00
35. Total VAT Payable [32-33-34]			-5,040,000	.00
36. Total VAT Paid [31]			0	.00
37. Net VAT Payable/Claimable [35-	36]		-5,040,000	.00
38. For amounts claimable (Cash Refu	nd only if amount is			
more then 5 million)		Cash Refund		-
				307
	Select cash re	fund from		
	down drop if yo	our claim is		
	5million and abo	ve		

After filling in all the required information, validate the form by clicking the **VALIDATE** button on the last page of the return.



In case of no errors, click on yes to generate an upload file, in case there are errors click on the error sheet, correct the errors, save and validate a gain, click on yes to generate an upload file

	A	В	С	D	E	F	-	
1	Schedule 4: Administrative Expenses							
2	Administrative expenses: Do you want to upload this schedule separately in .CSV file? No							
	Name of Supplier	TIN of supplier	Invoice Date	Invoice Number	Description of Expense	Amount (Exclusiv		
3						of VAT)		
4			Microsoft Excel		23			
5		TIN						
6		Please enter	TIN a: 🔊 No er	or found in sheet.				
7		numeric(10 Special char	digits) 🕐 Do yo	u want to generate Upload	d file?		-	
8		!\$%^*()(	@ # 8L					
9		: < > ?/\ an	d com					
10		are not allov	ved.	Yes	No			
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13				<del>۲</del> ۲				
14			Click I	here				
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14 4	▶ ▶ ∠ Section G-I ∠ Section G-II ∠ Section F	H 🖉 Schedule 1 🖉 Sched	ule 2 🖉 Schedule 3 🚶	Schedule 4 / Read Me		·		
ad							1	

Save the uploaded version at the desired location.

It is better not to rename the upload file, when you are renaming, you are not supposed to leave space or use any unique character (`! \$ %^\*()@\&'"#;:{}/\) i.e.Monthly\_VAT\_Return02 or Monthly\_VAT\_Return\_2014

File Home	X Save As			a (2
Cut	🚱 🔍 📼 Desktop 🔸	👻 🍫 Search Desktop	٩	- 🔜 🧊 🐨 🔭 💭 Σ Autosum * 🖅 🕅
Paste 🛷 Format	Organize 🔻 New folder		11 · ·	8 Conditional Format Cell Insert Delete Format Z Clear Sort & Find & Find & Filter Select
Clipboard Clipboard 2 32, Total ( 3 33, Input 4 34, Offset 5 35, Total 1 6 36, Total 1 7 37, Net V, 38, For an 8 more then 9 10 11 12 13	<ul> <li>✓ Microsoft Excel</li> <li>✓ Favorites</li> <li>✓ Desktop</li> <li>Ø Desknopnledats</li> <li>③ Recent Places</li> <li>③ Descriments</li> <li>③ Descriments</li> <li>③ Descriments</li> <li>③ Music</li> <li>✓ VaT_Monthly_Return_Uplo</li> <li>Save as type:</li> <li>Excel Flies</li> <li>Authors: Charlene Abileabe Rwe</li> <li>↔ Hide Folders</li> </ul>	Add preferred file name. Tags: Add a tag Tools ~ Save	Cancel	Cells Editing

Go back to the home page and log in to your account using TIN and pass word as seen below;

	Need Login Assistance ?	🔒 Member Login
	Don't Have Portal Account?     Request Passcode	Login Id 1001104517
URA Uganda Revenue Authority	<ul> <li>Forgot Password?</li> <li>Forgot Security Question &amp; Answer?</li> </ul>	Password
	Account Locked? Enter TIN, pass word and log in.	Use Virtual KeyBoard For Password Login Reset
	log in.	IX Assisstat Hello Guest!   🔇 Close Pane

After logging in, under e-services on left side, place your cursor on E-Returns and select the monthly VAT return.

RA Uga	nda Re	y Ugand	e Auth Togethe	nority		Site Map   Contact	.Us
HOME ABOUT US	NOTIFICATIONS PERFO	RMANCE CAREERS	TAX EVASION ALERTS				
e-Communication	WELCOME TO UGANDA REVENU URA launches a new	E AUTHORITY Customs course.			TRACK APPLICATION STATU	us 🖉	
Compose Message			1000 1200	1-1-1			
Sent Messages			1000	ANT A	Enter Your Reference Numb	ber	
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Received Messages			20.00	62.9 CE			
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e-services				× v	Enter Your Search Code		
E-Registration	1			, 5	Print Form		
E-Returns			2000				
		And And	1892	- 5 0	PRINT PAYMENT RECEIPT		
Payment	Original	Amended	Others				
Objection and Appeals	>> Income Tax Final	>> Income Tax Final	>> Generate Tax Credit Cert	ficate	Enter Your Payment Registr	ration Nurr	
	>> Income Tax for Partnership	» Income Tax for Partnershi	for Pay As You Earn		Enter Your Search Code		
Motor Vehicle Registration	>> Income Tax for Presumptive	» Income Tax for		ficate e you done to chang	e the Print Receipt		
Stamp Duty	Taxpayer	Taxpayer Se	elect VAT	X			
	>> Income Tax Provisional	» Income Tax Pro					
Search Taxpayers	Monthly Value Added Tax	s re	turn				
Withholding Exempted List	Pay As You Earn/PAYE)	>> Pay As You Ear					
	>> Local Excise Duty	>> Local Excise Duty					
Create Sub Account(s)	>> Withholding Tax	>> Withholding Tax					
		> Gambling/Rotting Tox - W	seklu				
Penalty Reversal Request	Gambling/Setting Tax- Weekly	to canoning bering rac in	conj				

Enter the period for which the return is being filed and click check.

Enter all the details required and Upload the return.

a. If the form fails online validation, correct the specified errors on the saved template (from which you generated the upload file), save the file, validate and re-generate another upload file

# b. Try to upload the file again.

e-Communication	HOME → E-RETURN MONTHLY VAT TAX							
Compose Message	Monthly VAT Return Form							
Sent Messages								
	Download template for Monthly VAT Return Form							
Received Messages 2								
	TIN	1000028535						
e-Services	Form For*	Monthly VAT Return						
E-Registration	Return Period*	From: 01/05/2014 To: 31/05/2014						
E-Returns		LSA4VK						
Payment	Enter text from the given image*	LS44VK (Letters are case sensitive) C:\Users\ACER-PC\De Browse						
Objection and Appeals	Upload File*							
		Note : Please upload file of smaller size						
Motor Vehicle Registration	Field marked with * are mandatory							
Stamp Duty		Upload Back						

If the upload is **successful**, click **Submit**, to submit your return.

o.Communication	
e-communication	Summary Of Unload
Compose Message	Summary or optoad
Sent Messages	No errors found in the uploaded form
Received Messages 2	Submit Cancel
e-Services	Click here
E-Registration	
E-Returns	
E-Returns	

An e-Acknowledgement receipt will be generated and a copy sent to the email address provided at registration and the TIN account.

	Uganda Revenue Author PLOT M193/M194, NAKAWA INE	<b>ity</b> DUSTRIAL	For General Tax Questions Call Our Toll Free Number		
	AREA, P.O.BOX 7279 KAMPALA,	UGANDA	0800117000 Or log onto URA web portal		
URA	e-Acknowledgement Rece	eipt	bttp://ura.go.ug		
Uganda Revenue Authority DEVELOPING UGANDA TOGETHER	Return ( <b>Original</b> ) 09/07/2014		http://dd.goldg		
Uganda Revenue Authority					
Developing Uganda Together					
	<b>11</b>		Notice DT-2041	1	
198 NIP BUILDING NAKAWA DI	ITY IVISION NAKAWA				
DIVISION, Nakawa, KAMPALA,			LA01150001093		
			Taxpayer TIN		
			1000029771		
			Reference Number		
			LA01150001093		
	Section A - Return Applic	able for			
Is this a branch Return?		■Yes ■No			
If "Yes" then provide the	Name of Branch				
details of branch for which	Address of Branch				
return relates	Address of Branch				
	Section B - Details of R	eturn			
Тах Туре		VAT			
Tax Liability		-5,040	),000		
Type of Return		Origin	al		
Period of Return		June 2	014		
Note: Dear Taxpayer, your ap application will be forwarded instructions and produce orig portal. Your Search code: <b>84565550</b>	plication for returns has been red to the concerned area officer for inal documents. You can track yo 665LW	ceived by us t furthur proc ur status by ι	hrough webportal. This essing. Please follow the Ising search code from web	]	
Plot	t 7, Hannington Road, Crested Towers, S	5th FLOOR , KA	MPALA		
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Click to print			Click to print		
acknowledgement			submitted form		
receipt					
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