

## Step by step guide for VAT Refund Process

### Step 1:

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

Need Login Assistance ?

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

Login

Login Id  
1001104517

Password  
.....

Use Virtual KeyBo

Login

Enter TIN, pass word log in

### Step 2:

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

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[URA launches a new Customs course](#)

Original	Amended	Others
» Income Tax Final	» Income Tax Final	»
» Income Tax for Partnership	» Income Tax for Partnership	»
» Income Tax for Presumptive Taxpayer	» Income Tax for Presumptive Taxpayer	»
» Income Tax Provisional	» Income Tax Provisional	»
» Monthly Value Added Tax		
» Diplomatic Value Added Tax	» Diplomatic Value	»
» Pay As You Earn(PAYE)	» Pay As You Earn(PAYE)	»
» Local Excise Duty	» Local Excise Duty	»
» Withholding Tax	» Withholding Tax	»
» Gambling/Setting Tax - Weekly	» Gambling/Setting Tax - Weekly	»
» Gambling/Setting Tax - Monthly	» Gambling/Setting Tax - Monthly	»

Select VAT monthly return

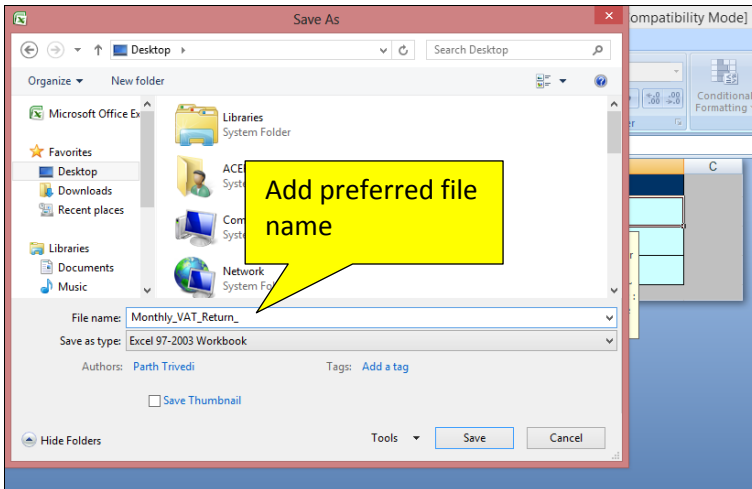
### Step 3:

#### Download the return template

The screenshot shows a web portal with a navigation menu at the top: HOME, ABOUT US, NOTIFICATIONS, PERFORMANCE, CAREERS, SERVICE CATALOGUE, TAX EVASION ALERTS. On the left, there are two main sections: 'e-Communication' and 'e-Services'. The 'e-Communication' section includes 'Compose Message', 'Sent Messages', and 'Received Messages (1)'. The 'e-Services' section includes 'E-Registration', 'E>Returns', 'Payment', 'Objection and Appeals', 'Motor Vehicle Registration', 'Stamp Duty', and 'Search Taxpayers'. The main content area is titled 'Monthly VAT Return Form' and contains a link: 'Download template for [Monthly VAT Return Form](#)'. A yellow callout box with the text 'Click here' points to this link. Below the link, there are input fields for 'TIN' (1000029771), 'Form For\*' (Monthly VAT Return), and 'Return Period\*' (From: [ ] To: [ ]). A note states 'Field marked with \* are mandatory'. At the bottom right, there are 'Check' and 'Back' buttons.

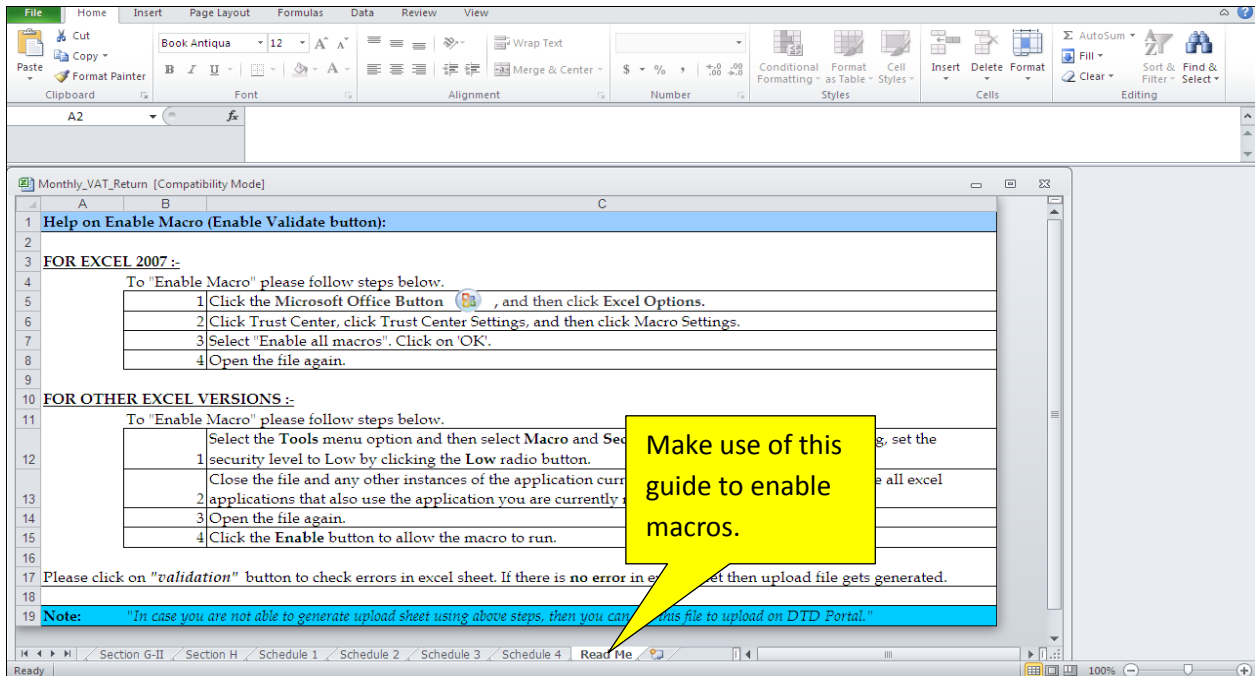
### Step 4:

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.

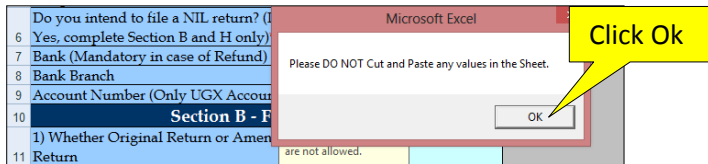


### Step 5:

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 "



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



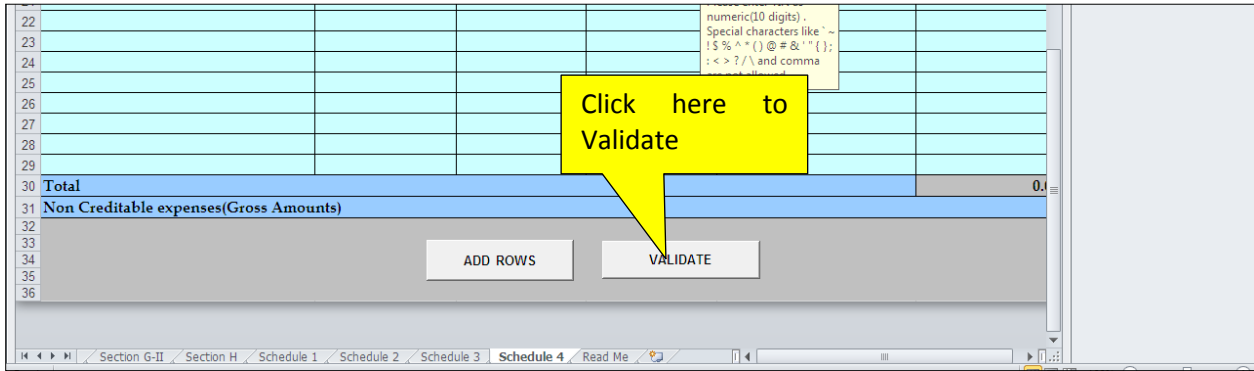
### Step 6:

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

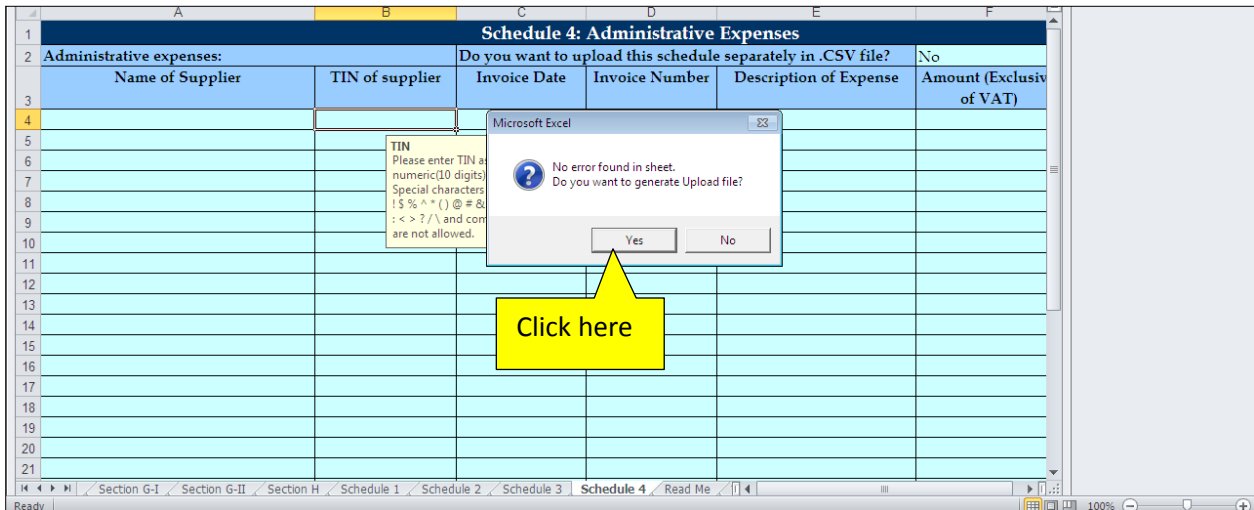
A	B
<b>Section H - Calculation of Tax Due</b>	
32. Total Output Tax [8]	1,260,000.00
33. Input Tax Allowed [28]	6,300,000.00
34. Offset brought Forward	0.00
35. Total VAT Payable [32-33-34]	-5,040,000.00
36. Total VAT Paid [31]	0.00
37. Net VAT Payable/Claimable [35-36]	-5,040,000.00
38. For amounts claimable (Cash Refund only if amount is more than 5 million)	Cash Refund

Select cash refund from down drop if your claim is 5million and above

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

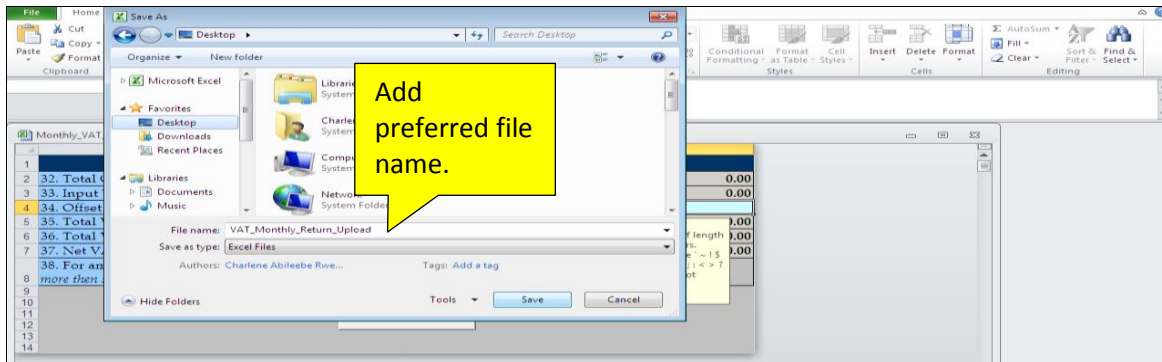


In case of no errors, click on yes to generate an upload file, in case there are errors click on the error sheet, correct the errors, save and validate a gain, click on yes to generate an upload file

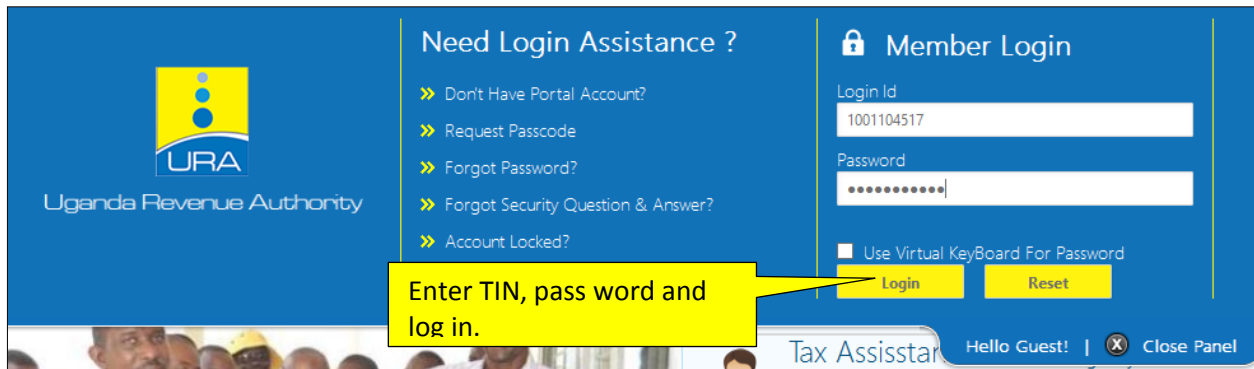


Save the uploaded version at the desired location.

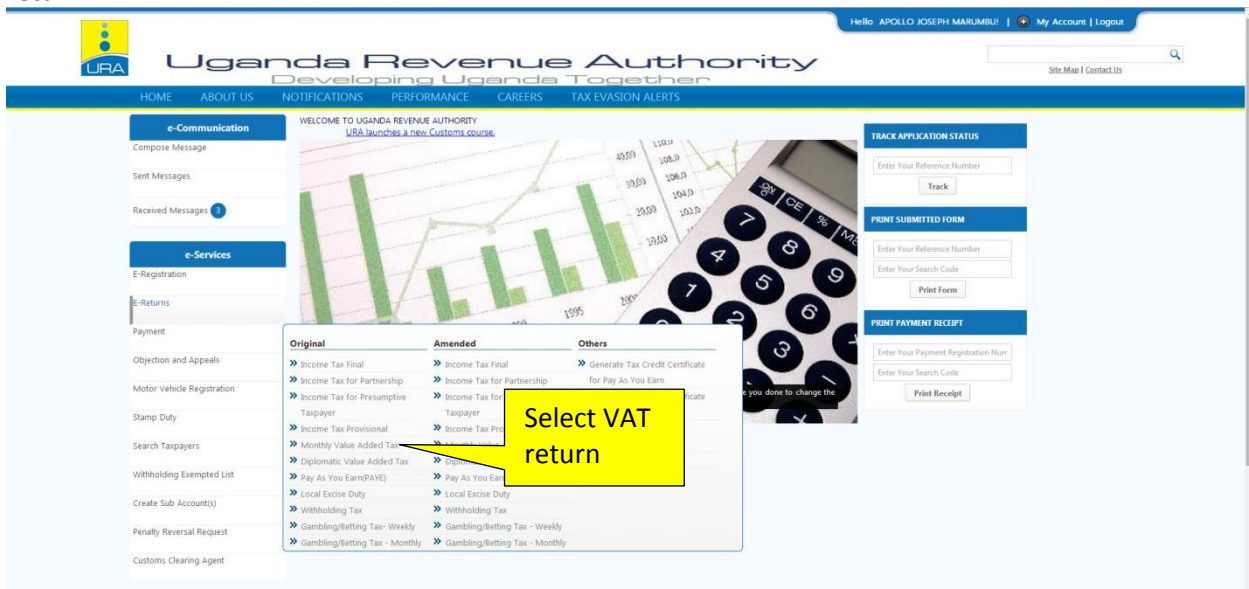
It is better not to rename the upload file, when you are renaming, you are not supposed to leave space or use any unique character ( ` ! \$ % ^ \* ( ) @ \ & ' " # ; : { } / \ ) i.e. Monthly\_VAT\_Return02 or Monthly\_VAT\_Return\_2014



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



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



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.

HOME → E-RETURN MONTHLY VAT TAX


### Monthly VAT Return Form

Download template for [Monthly VAT Return Form](#).

TIN: 1000028535

Form For\*: Monthly VAT Return

Return Period\*: From: 01/05/2014 To: 31/05/2014

Enter text from the given image\*:   
LS44VK  
(Letters are case sensitive)

Upload File\*: C:\Users\ACER-PC\De   
Note : Please upload file of smaller size

Field marked with \* are mandatory


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

### Summary Of Upload

No errors found in the uploaded form

Click here

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

 Uganda Revenue Authority DEVELOPING UGANDA TOGETHER	<b>Uganda Revenue Authority</b> PLOT M193/M194, NAKAWA INDUSTRIAL AREA, P.O.BOX 7279 KAMPALA, UGANDA <b>e-Acknowledgement Receipt</b> Return ( <b>Original</b> ) <b>09/07/2014</b>	<b>For General Tax Questions</b> Call Our Toll Free Number <b>0800117000</b> Or log onto URA web portal <b>http://ura.go.ug</b>
Uganda Revenue Authority Developing Uganda Together		Notice DT-2041
<b>UGANDA REVENUE AUTHORITY</b> 198, NIP BUILDING, NAKAWA DIVISION, NAKAWA DIVISION, Nakawa, KAMPALA,		 LA01150001093
		Taxpayer TIN <b>1000029771</b> Reference Number <b>LA01150001093</b>
Section A - Return Applicable for		
Is this a branch Return?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If "Yes" then provide the details of branch for which return relates	Name of Branch	
	Address of Branch	
Section B - Details of Return		
Tax Type	VAT	
Tax Liability	-5,040,000	
Type of Return	Original	
Period of Return	June 2014	
<p>Note: Dear Taxpayer, your application for returns has been received by us through webportal. This application will be forwarded to the concerned area officer for further processing. Please follow the instructions and produce original documents. You can track your status by using search code from web portal.</p> <p>Your Search code: <b>8456550665LW</b></p> <div style="border: 1px solid black; padding: 5px; text-align: center;">Plot 7, Hannington Road, Crested Towers, 5th FLOOR , KAMPALA</div>		
<input type="button" value="Print"/> <input type="button" value="Back"/> <input type="button" value="Print Form"/>		

Click to print  
acknowledgement  
receipt

Click to print  
submitted form