

ALL YOU NEED:

- Internet Access
- Valid email address

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In order to optimize the benefits of ITAS, we encourage all taxpayers to register as e-filers and utilize the ITAS portal to its full potential.

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CONTACT US

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www.itas.mof.na

ITAS E-FILER REGISTRATION USER GUIDE

MINISTRY OF FINANCE



INLAND REVENUE
DEPARTMENT

ITAS E-FILER REGISTRATION PROCESS

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FOR TAXPAYERS WITH EXISTING TAX IDENTIFICATION NUMBERS

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- **1-** Open our website:
www.itas.mof.na
- **2-** Select: *Click here to register on ITAS for electronic filing.*
- **3-** The registration page will pop up. Complete all the required fields with an asterisk "*" and click on the *submit* button.
- **4-** A verification email from *ITAS Email.Services* will be sent to the email address entered in step 3. Open it and click on *Activation Link* to activate your account.
- **5-** You will be redirected to a page that reads; *Your Portal Account has been activated.*
- **6-** Continue by clicking on *log in.*

- **7-** Enter the username and password created in step 3 and log in.
- **8-** You will be directed to a page with *Term and Conditions.* Read and accept them by ticking the agree box to proceed.
- **9-** Click on, *Link your Taxpayer Account here.*
- **10-** You will be directed to the taxpayer bind page with the heading, *Complete Mandatory Fields**. Complete all fields and submit
- **11-** A message will be displayed stating that, *You have successfully linked your taxpayer number.*

ITAS E-FILERS CAN:

- Modify contact details;
- Submit tax Returns;
- Obtain tax account statements;
- object to any tax assessment;
- Request a tax *Good Standing Certificate*;
- Print a *Tax Registration Certificate*, etc.