



## INTERNAL REVENUE COMMISSION

### TAXPAYER GUIDE



# PAYING YOUR TAX BY ELECTRONIC FUNDS TRANSFER

The Internal Revenue Commission is now able to accept payments of taxes electronically. This means that you no longer have to come to our office and queue to pay your taxes by cheque or cash. You can now submit the payment electronically through your bank.

#### TO MAKE AN ELECTRONIC PAYMENT OF TAXES:

##### **Step 1) Work out the payment amount and complete any required tax form**

Most tax types have a form that is to be completed when payments are made. Use the standard form that you would normally use for these payments. Include the calculation of the tax payable and sign the form as normal. This provides the details to be used for the payment. For an Income Tax Assessment payment, use the Notice of Assessment instead of a form. Many of the forms are available on the IRC website: [www.irc.gov.pg](http://www.irc.gov.pg) and new forms will be added in the future. If the form that you require is not on the website, please visit your nearest IRC office and they will provide you with blank forms at no charge.

##### **Step 2) Log on to Internet Banking**

Use the standard process that your bank has provided for Internet Banking to log on to their system.

##### **Step 3) Process the Payment**

The exact details of processing payments will vary from bank to bank:

- For Westpac, use the Internet Banking service, choose "BillPay" and then "New Relationship". Choose "Internal Revenue Commission (11628)" from the list. Complete the payment details as per the instructions below. Note: there is no need to enter the account number when using Billpay.
- For the other banks, the IRC bank account details need to be entered, as such:
  - For ANZ, go to [www.anz.com/papuanewguinea/en/personal/](http://www.anz.com/papuanewguinea/en/personal/) and follow the prompts;
  - For BSP, use the "Transfer money to a third party" option and use BSB 121001;
  - Maybank internet payments will be available in the future (details to be advised);

The details of the payment recipient are as follows:

<i>Payee:</i>	<b>Internal Revenue Commission</b>
<i>SWIFT Code:</i>	<b>BPNGPGPM</b>
<i>Account number:</i>	<b>43146577</b>
<i>Bank Name:</i>	Bank of Papua New Guinea
<i>Address (if required):</i>	Corner of Douglas St, ToRobert Haus, Section 25 Allotment 1, Port Moresby
<i>Comment / Reference:</i>	If your bank allows a reference number or comment, write your TIN / TFN

##### **Step 4) E-mail the IRC**

The tax form **must** be scanned and emailed to the IRC. Attach the scanned tax form to an email and send it to: [payments@irc.gov.pg](mailto:payments@irc.gov.pg) including the following information in the email:

- Taxpayer's Name and Tax File Number (TFN);
- Tax Type being paid (e.g. G.S.T., Income Tax, Salary and Wages Withholding Tax, etc.);
- Tax Period (the month and year covered);
- Payment date and Amount.

The IRC will then use this information to match the payment and credit your tax account.

Note: failure to send the e-mail to the IRC with the payment details will result in delays in matching the payment and crediting it to your tax account.

**Paper forms** - there is no need to lodge the paper version of the form except for annual returns such as the Income Tax return. In all other cases a scanned attachment to the e-mail is sufficient. However, you need to retain your signed paper version of the scanned form for your records, and in case the IRC requests it later.

##### **Step 5) Receive Receipt**

The IRC will send you a receipt notifying you that the payment has been received and posted to your tax account.

**Note:** with modernisation efforts underway both at the BPNG and at the IRC, this process will change from time to time over the coming months in an effort to make things even simpler and more automated for taxpayers.

Internal Revenue Commission

Authorised by  
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Commissioner General

"Your Partner in Nation Building"

