

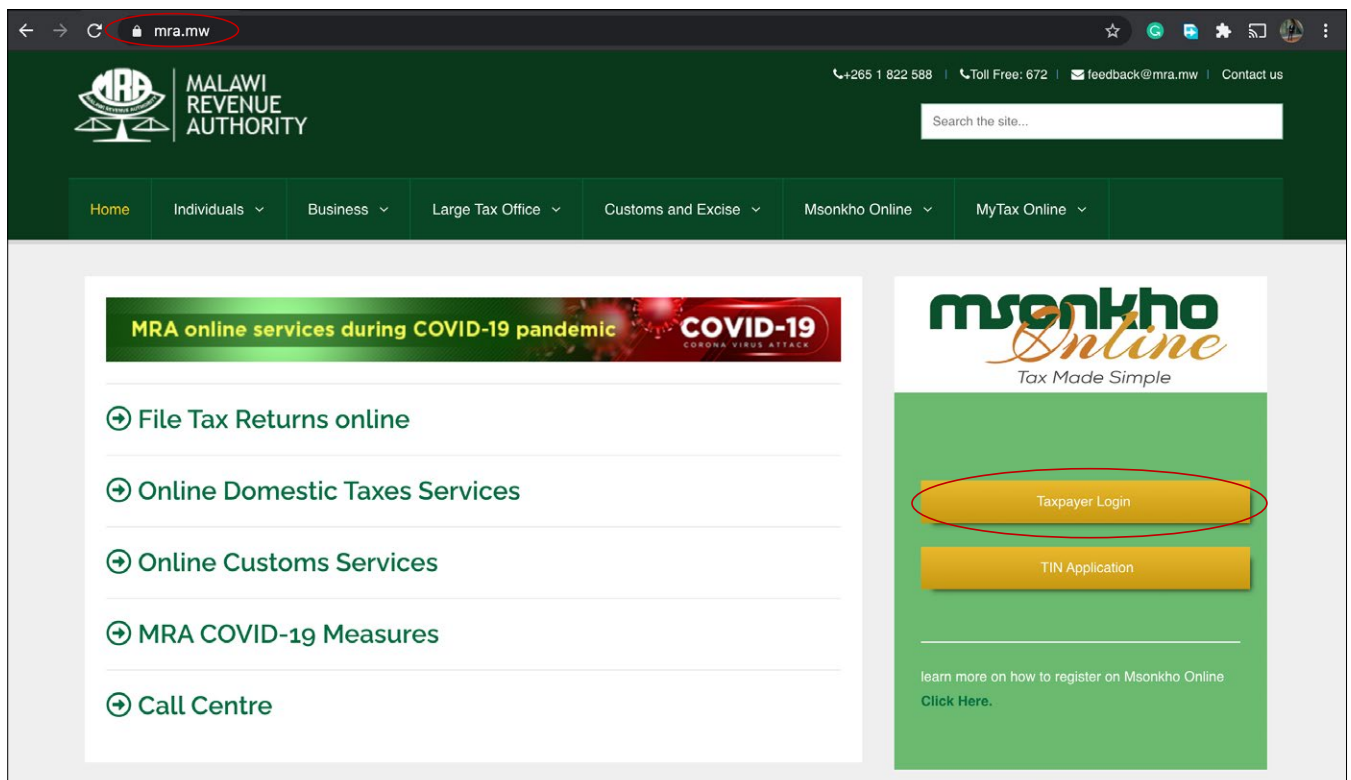
# ONLINE PAY AS YOU EARN (PAYE) FILING E-GUIDE

Dear taxpayer, in order to file tax returns for PAYE please follow the steps below:

## STEP 1

ON YOUR BROWSER TYPE

“[www.mra.mw](http://www.mra.mw)” then “Taxpayer Log in”



The screenshot shows the Malawi Revenue Authority (MRA) website. The browser address bar shows [mra.mw](http://mra.mw). The website header includes the MRA logo, contact information (+265 1 822 588, Toll Free: 672, feedback@mra.mw, Contact us), and a search bar. The main navigation menu includes Home, Individuals, Business, Large Tax Office, Customs and Excise, Msonkho Online, and MyTax Online. A banner for 'MRA online services during COVID-19 pandemic' is visible. The main content area features a list of services: File Tax Returns online, Online Domestic Taxes Services, Online Customs Services, MRA COVID-19 Measures, and Call Centre. On the right side, there is a 'msonkho Online Tax Made Simple' section with a 'Taxpayer Login' button circled in red, and a 'TIN Application' button below it. A link to 'learn more on how to register on Msonkho Online' is also present.

## STEP 2

ON TAXPAYER LOG IN PAGE TYPE “Username” then “Password” then Click “Log in”

msonkho-online.mra.mw/#/security/login/taxpayer

**msonkho Online**  
Tax Made Simple

**TAXPAYER LOGIN**

Username

Password

Log in Cancel

Forgotten your password?

Not registered yet? Register Now

Efficiency | Convenience | Automation

## STEP 3

LOG IN MSONKHO ONLINE AND CLICK “Submit a Return Button”

**msonkho Online**  
Tax Made Simple

HOME MY ACCOUNT MY TAX MY AGENTS SUPPORT

Register As Agent  
**Submit a Return**  
Make a Payment  
NEED HELP? Chat Now

Welcome to your Tax Services portal

Account Type	Balance
Suspense	0.00
Capital Gain Tax(CGT)	2,925,293.84
Non Resident Tax(NRT)	0.00
Domestic Excise	2,089,000.00
Fringe Benefit Tax	0.00
PAYE	158,300.00
Domestic VAT	44,250,000.00 CR

Taxpayer Notification

## STEP 4

ON RETURNS SUMMARY WINDOW  
(WITH RETURNS OUTSTANDING) CLICK  
“(PAYE)” under Select

**Returns Summary**

Select	Tax Type	Returns Outstanding
<input checked="" type="radio"/>	Capital Gain Tax(CGT)	N/A
<input type="radio"/>	Domestic Excise	1
<input type="radio"/>	Non Resident Tax(NRT)	N/A
<input checked="" type="radio"/>	PAYE	2

[Continue](#)

## STEP 5

ON RETURNS SUMMARY WINDOW (WITH  
RETURNS OUTSTANDING) CLICK on the return you  
would like to file under **PAYE**. Then click “**(Continue)**”

**PAYE**

Select	Period	Period From	Period To	Return Document
<input checked="" type="radio"/>	2020/01	01/07/2021	31/07/2021	PAYE Tax Return
<input type="radio"/>	2020/02	01/08/2021	31/08/2021	PAYE Tax Return
<input type="radio"/>	2020/03	01/09/2021	30/09/2021	PAYE Tax Return
<input type="radio"/>	2020/04	01/10/2021	31/10/2021	PAYE Tax Return
<input type="radio"/>	2020/05	01/11/2021	30/11/2021	PAYE Tax Return

[Continue](#)

## STEP 6

On PAYE RETURN Click “**Download Template**”  
(a CSV file will be downloaded be opened)

## STEP 7

FILL IN THE DETAILS OF EACH OF THE EMPLOYEES (TIN IS NOT MANDATORY)  
\*(Do Not Convert to **Excel**)

A	B	C	D	E	F	G	H	I	J	K
Tin	Employee Name	Date of Birth	Gender	Designation	Basic Salary	Housing Allowance	Overtime	Commission	Pension	Any Other Allowances
C15202015	Symon San	16/12/1970	Male	Marketing	1000000	0	0	0	0	0

K	L	M	N	O	P	Q	R	S	T	U
Any Other Allowances	Leave Passage	Gratuity	Bonus	Leave Grant	Severance P	Other Sever	Notice Pay	Stipend	Any Other Income	
0	0	0	200000	0	0	0	0	0		

# STEP 8

## PAYE RETURN Click “Upload Template”

The screenshot shows the 'PAYE RETURN' form. At the top, there is a navigation bar with 'HOME', 'MY ACCOUNT', 'MY TAX', 'MY AGENTS', and 'SUPPORT'. The main heading is 'PAYE RETURN'. Below it, there is a 'Taxpayer Details' section with fields for 'Tin' (C0021926) and 'Taxpayer Name' (Ad). The 'Period' is set to '2020/1', with 'Period From' (01/07/2021) and 'Period To' (31/07/2021) dates. A 'NIL Return?' checkbox is unchecked. The 'PAYE INFORMATION AND CALCULATION DETAILS' section includes a 'PAYE Employee Emoluments Upload' area with 'Download Template' and 'Upload Details' buttons. The 'Upload Details' button is circled in red. Below this are fields for 'Total GROSS Income' and 'Total PAYE'. At the bottom, there is a certification statement: 'I hereby certify that the information given in this PAYE TAX Return is true and correct' with an unchecked checkbox. At the very bottom, there are 'Print', 'Cancel', and 'Submit' buttons.

# STEP 9

## PAYE RETURN Tick to Certify then “Submit”

The screenshot shows the 'PAYE RETURN' form at a later stage. The 'Period' is now '2022/1' and 'NIL Return?' is still unchecked. The 'PAYE INFORMATION AND CALCULATION DETAILS' section shows the 'Upload Details' button as active. The 'Total GROSS Income' field now contains '5,000,000.00' and the 'Total PAYE' field contains '1,525,000.00'. The certification statement 'I hereby certify that the information given in this PAYE TAX Return is true and correct' now has a checked checkbox, which is circled in red. At the bottom, the 'Submit' button is circled in red.

# STEP 10

## CONFIRMATION WITH REFERENCE NUMBER

The screenshot shows the msonkho Online tax software interface. At the top left is the logo for msonkho Online with the tagline "Tax Made Simple". To the right of the logo is a navigation bar with four items: "HOME", "MY ACCOUNT", "MY TAX", and "SUPPORT". Further right are icons for a user profile and a scale of justice. Below the navigation bar, the word "Confirmation" is displayed in green. A white box contains the text: "Your PAYE Returns request has been submitted successfully. Your reference number is: EPMR/000002572/2021". Below this text is a "Cancel" button.