هيئة الزكاة والضريبة والجمارك
Zakat, Tax and Customs Authority

User Guide

Submit VAT Return Service

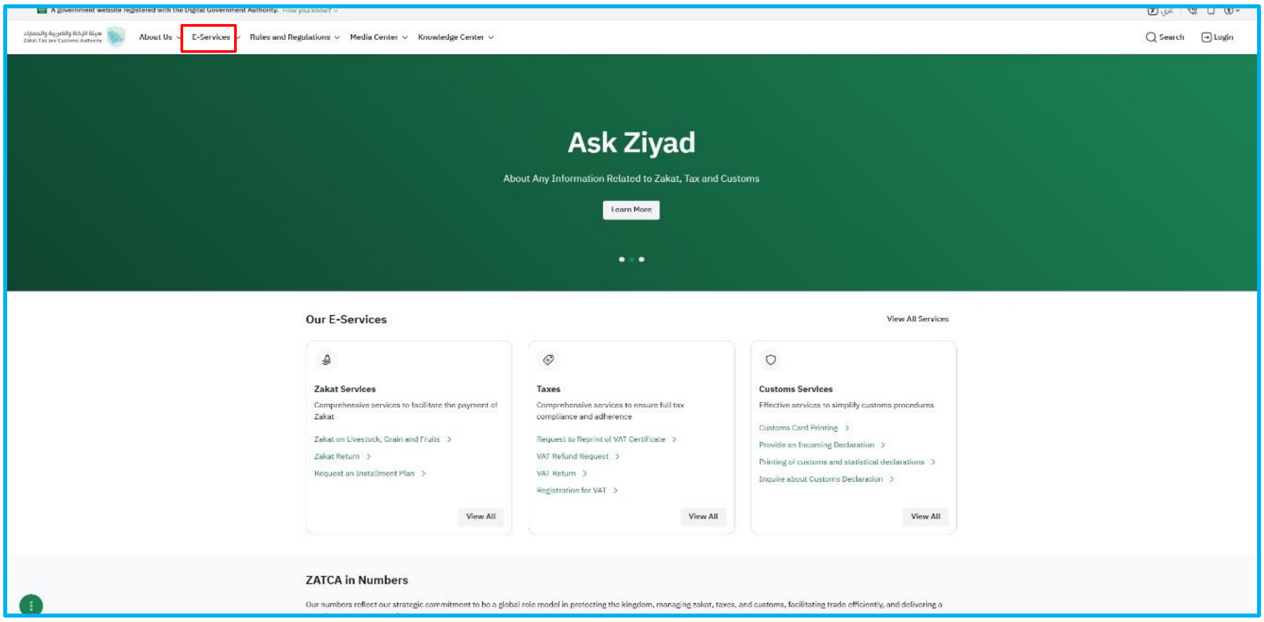
About this Guide

This guide has been prepared to illustrate how to file a Value Added Tax (VAT) return via the Authority's official website.

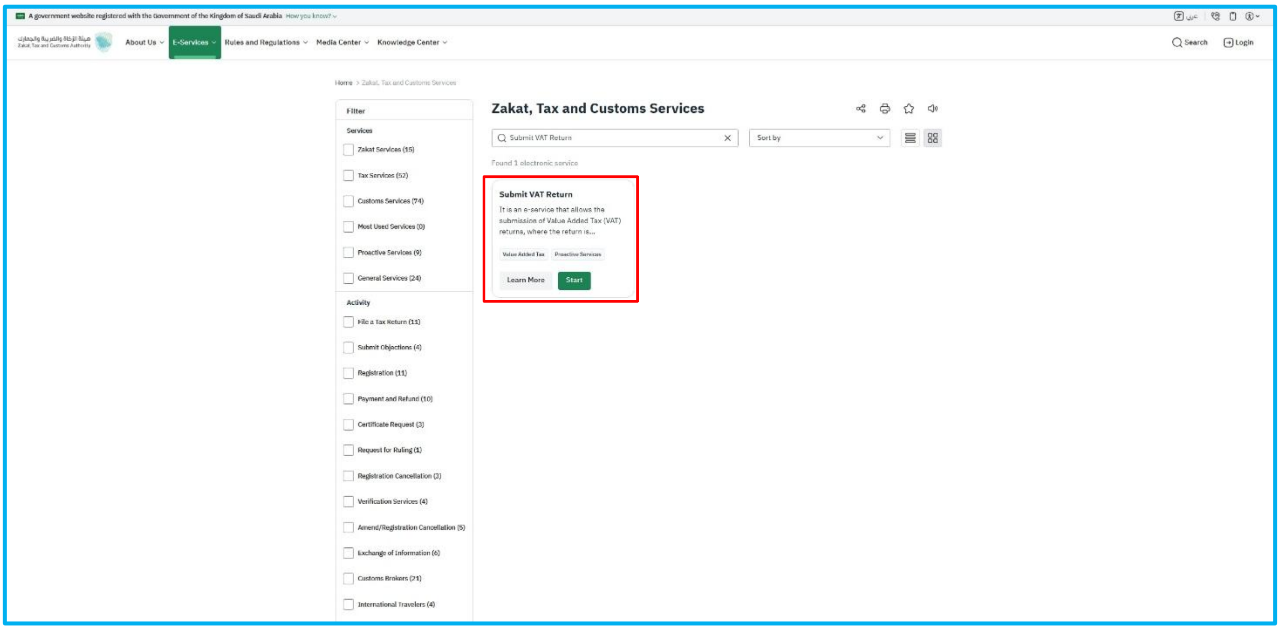
Service Access

- Log in to the Authority's official website via the link: https://zatca.gov.sa

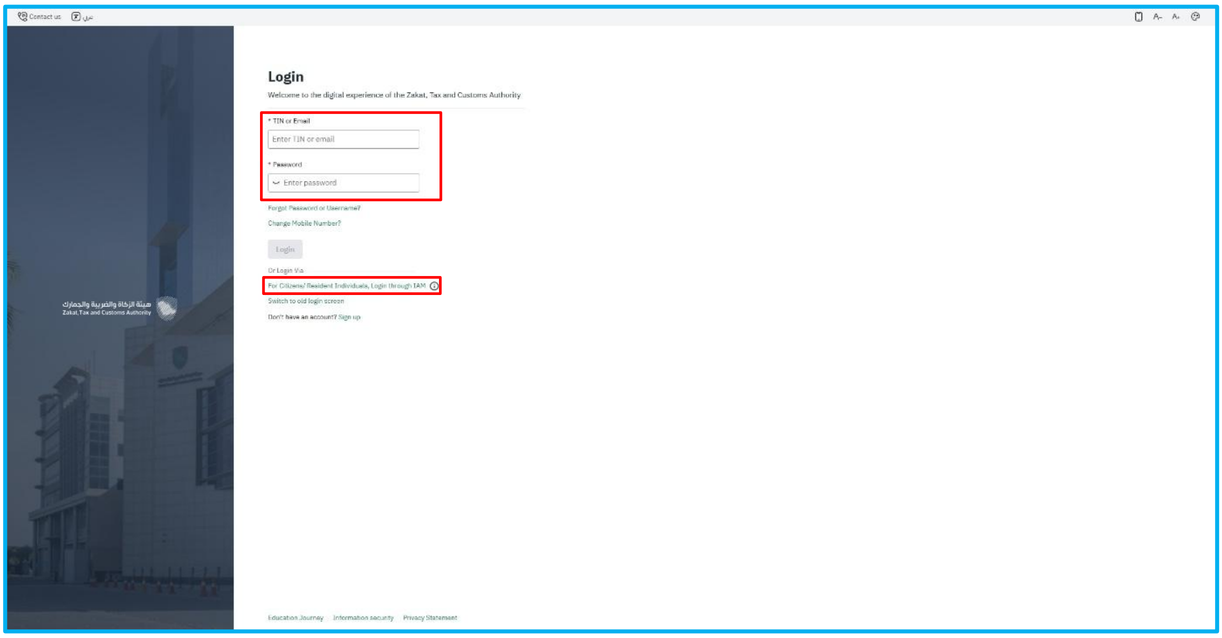
- Click on <<**E-Services**>> from the top menu.



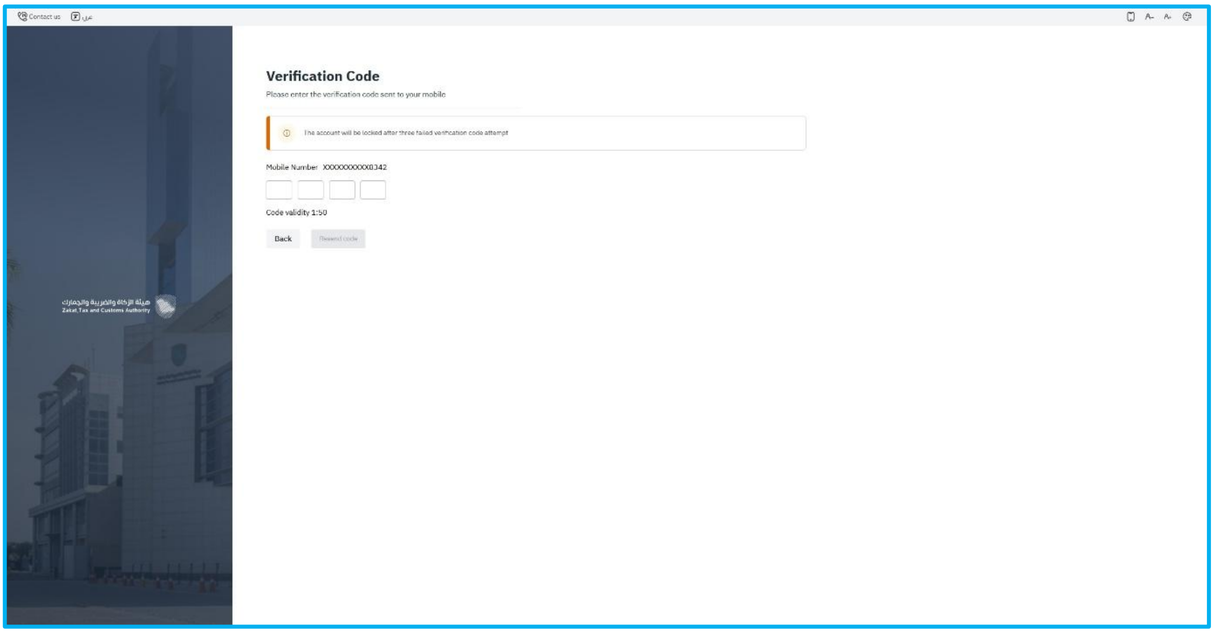
- Search for and select the <<**Submit VAT Return**>> Service.



- Log in using the username and password for "Companies and Establishments," or via the National Unified Access platform (Nafath) for "Individuals".

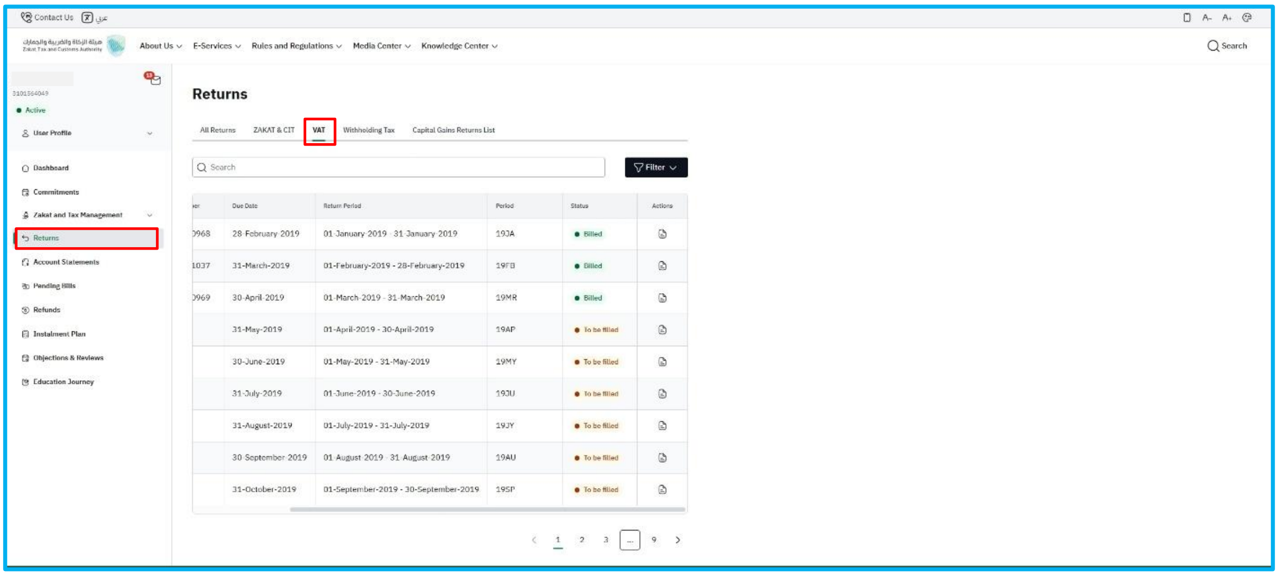


- Enter the verification code (OTP) received via SMS on your mobile phone.

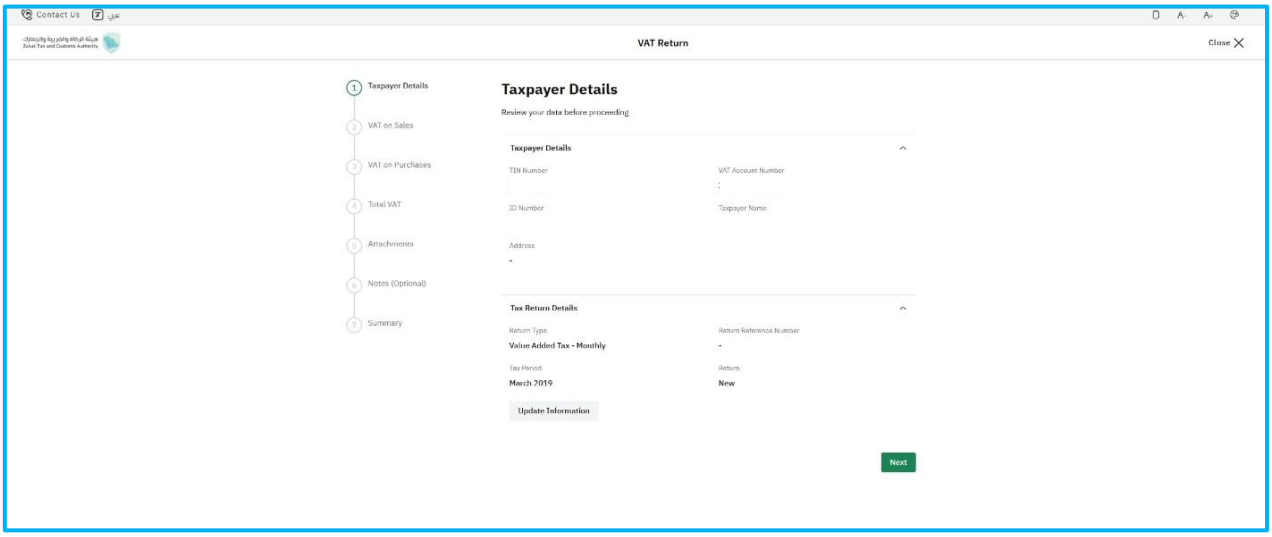


Service Steps

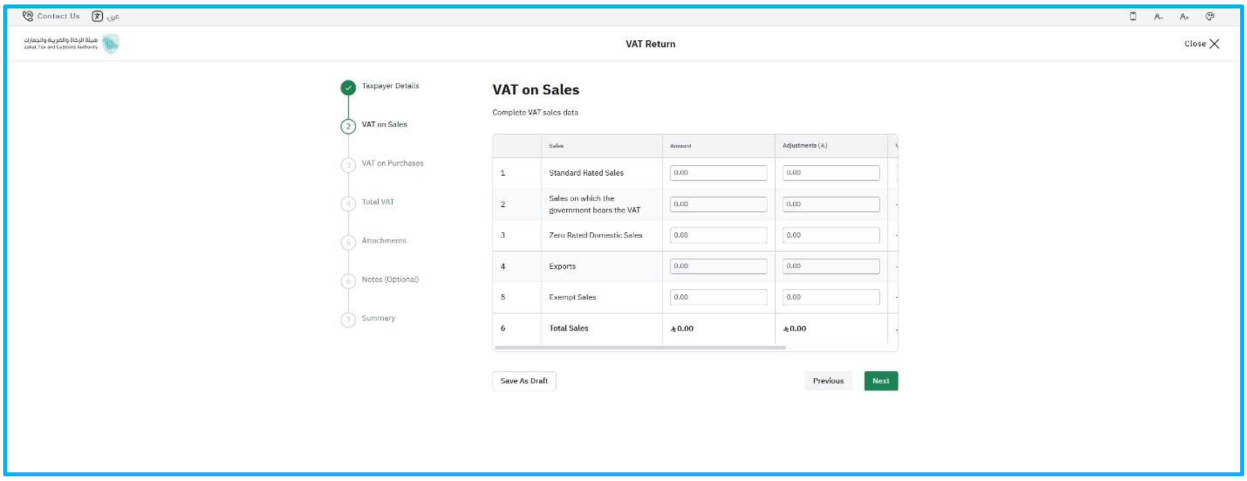
1. Click on <<**Returns**>> from the side menu, select <<**VAT**>>, and choose the tax return you wish to file.



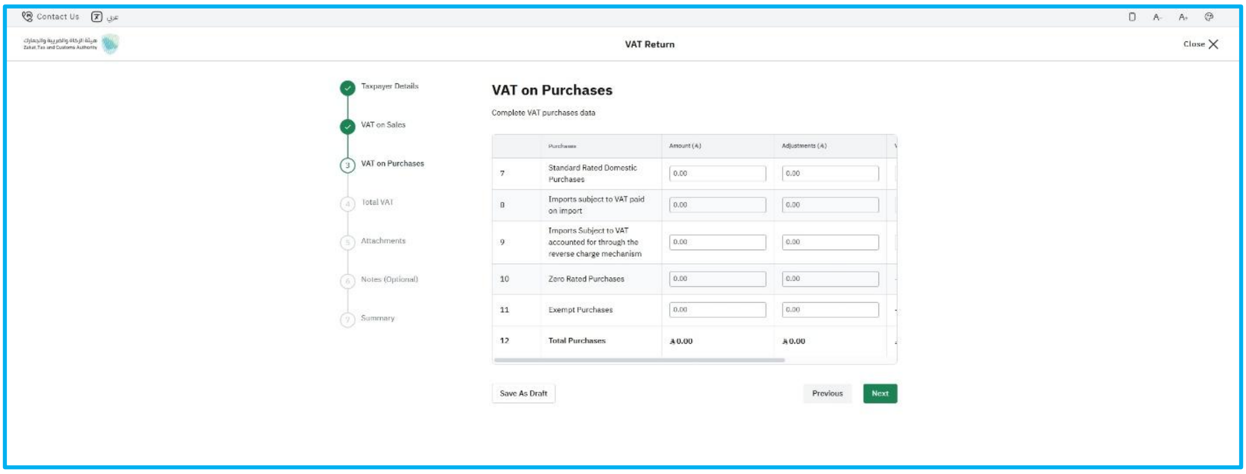
2. Review the data displayed in the <<**Taxpayer Details**>> section, then click <<**Next**>>.



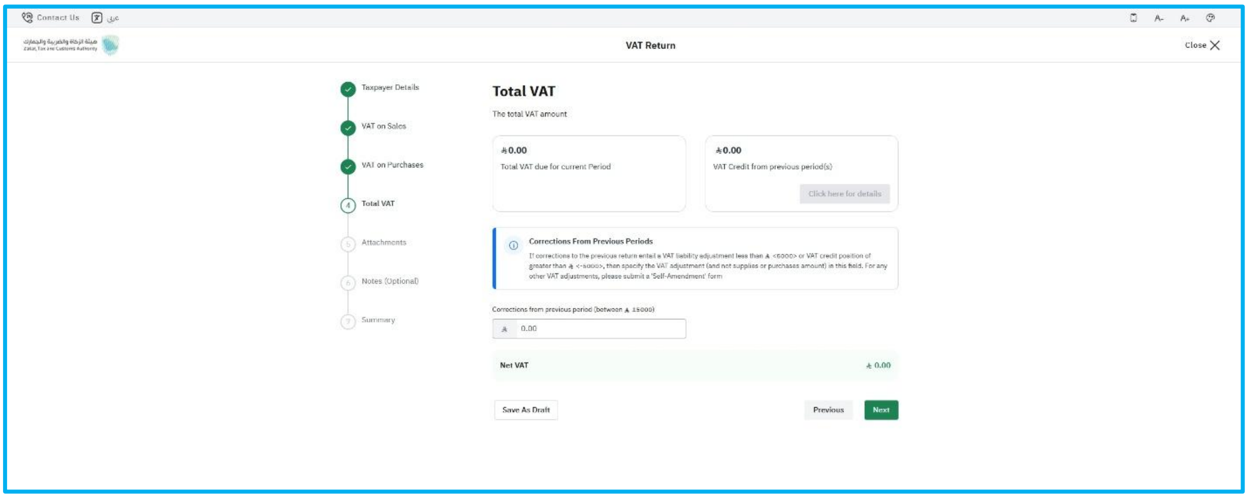
3. Fill in the VAT on Sales details.



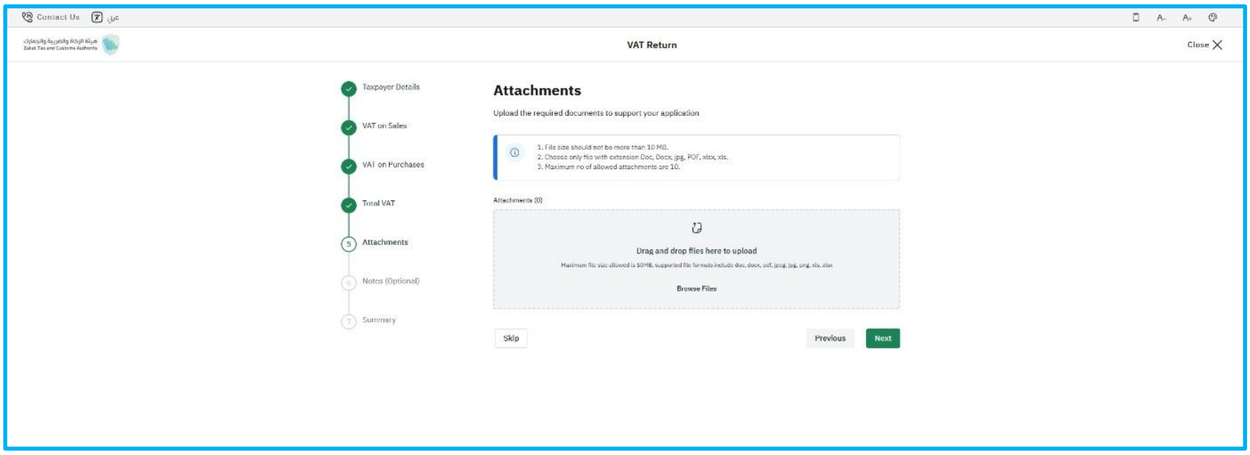
4. Fill in the VAT on Purchases details.



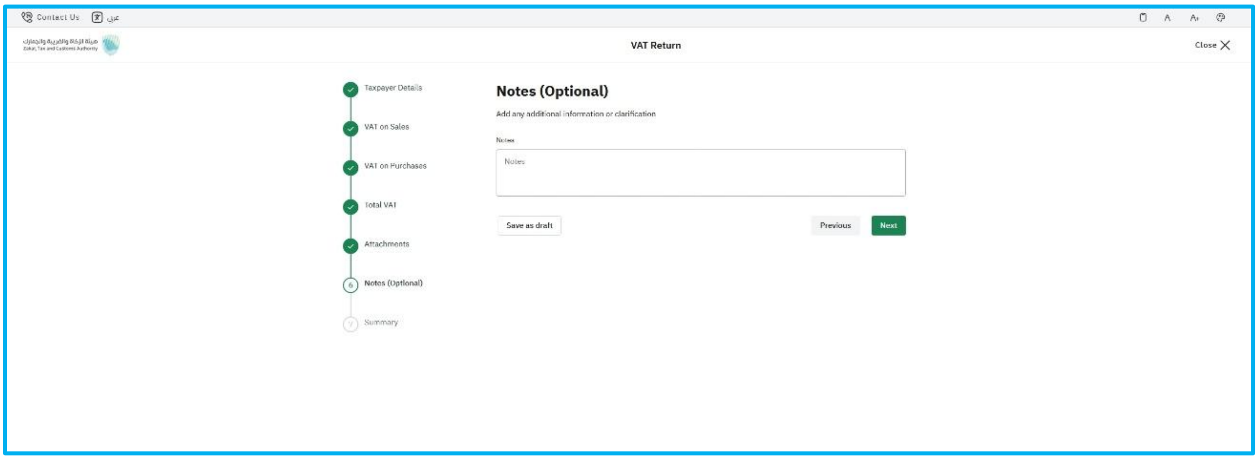
5. Review and fill in the required details for the Total VAT.



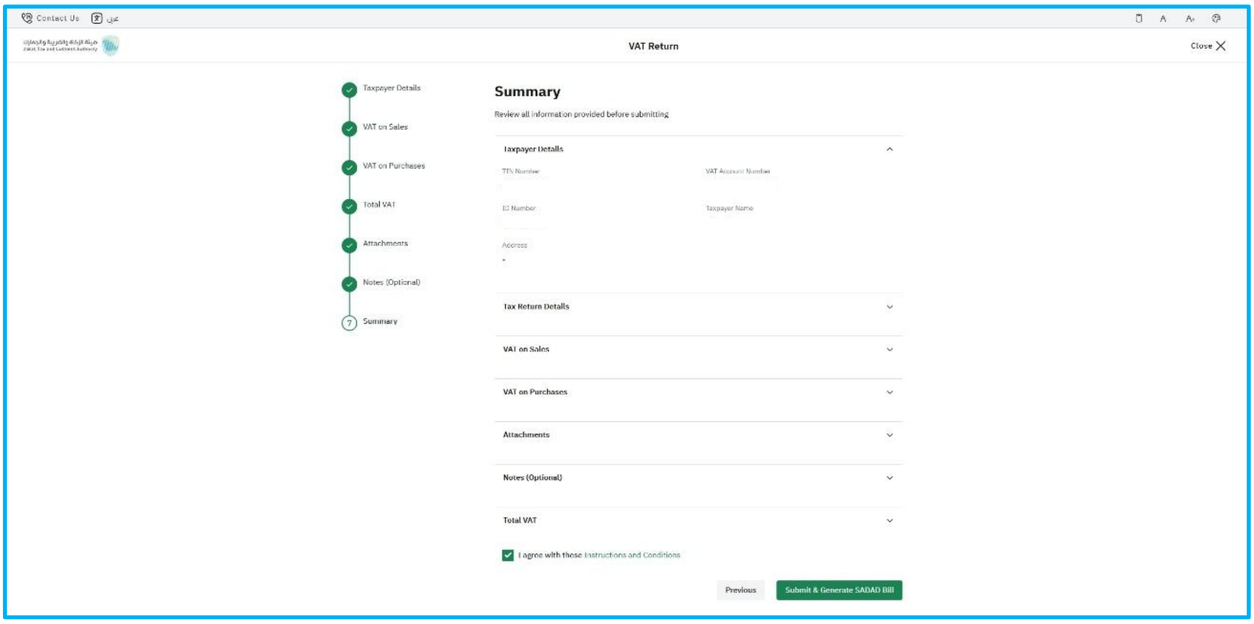
6. Attach the supporting documents for the request.

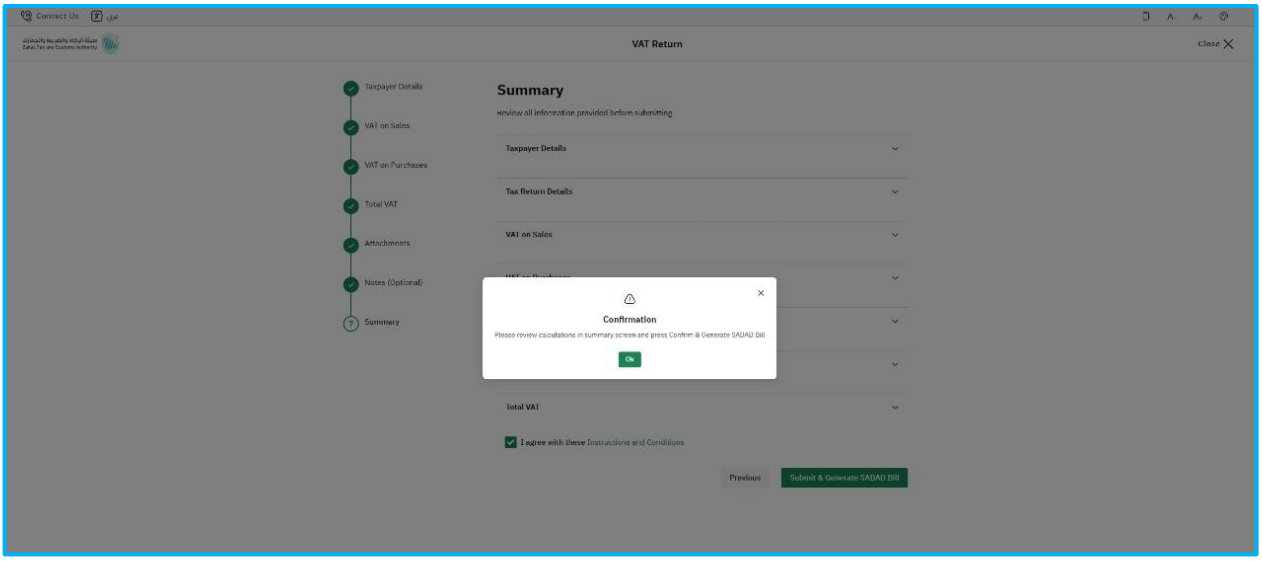


7. Add any comments or clarifications (Optional step).

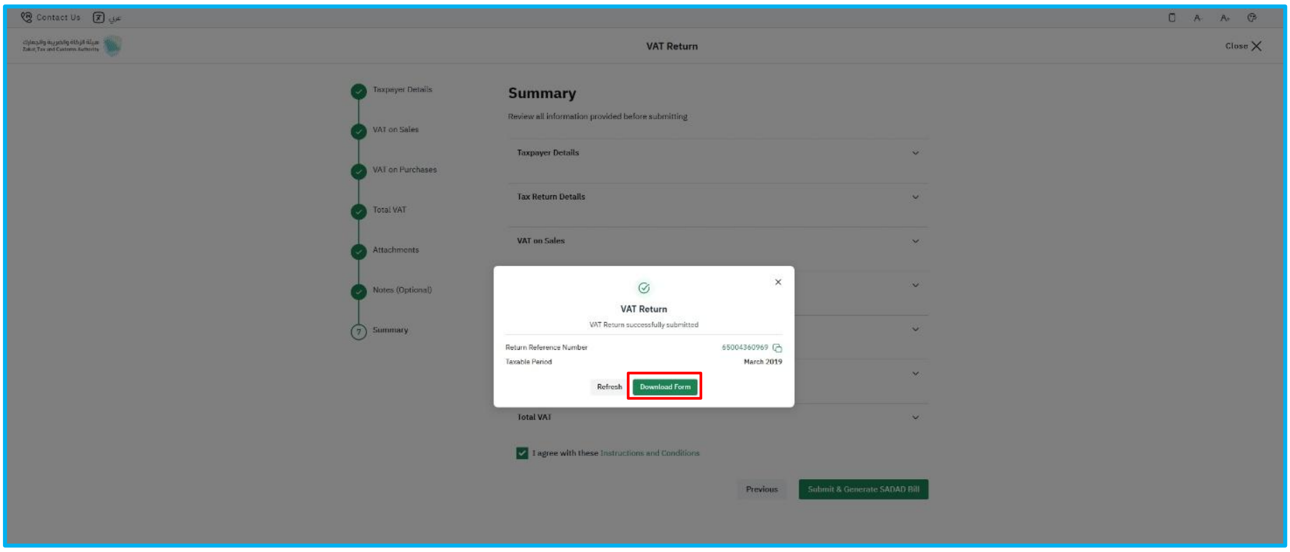


8. Review the Request Summary, then click <<**Submit & Generate SADAD Bill**>>.





9. Window will appear confirming that the request has been successfully submitted, and you can download the request form.



امسح هذا الكود للاطّلاع على آخر تحديث
لهذا المستند وكافة المستندات المنشورة
أو تفضل بزيارة الموقع الإلكتروني zatca.gov.sa