Uganda Revenue Authority

DEVELOPING UGANDA TOGETHER

How to file a return online

Go to http://ura.go.ug

Need Login Assistance ?

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

🔒 Login

Login Id
1001194517

Password
•••••••••••••••••••••

☐ Use Virtual KeyBoard For Password

Login   Reset

Enter TIN, pass word log in

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

Download the return template (eg VAT return)

Monthly VAT Return Form

Download template for Monthly VAT Return Form   **Click here**

TIN   1000028771
Form For*   Monthly VAT Return
Return Period*   From: *   To:
Field marked with * are mandatory

Check   Back

Save the template to your preferred location on your computer, 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

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**.**

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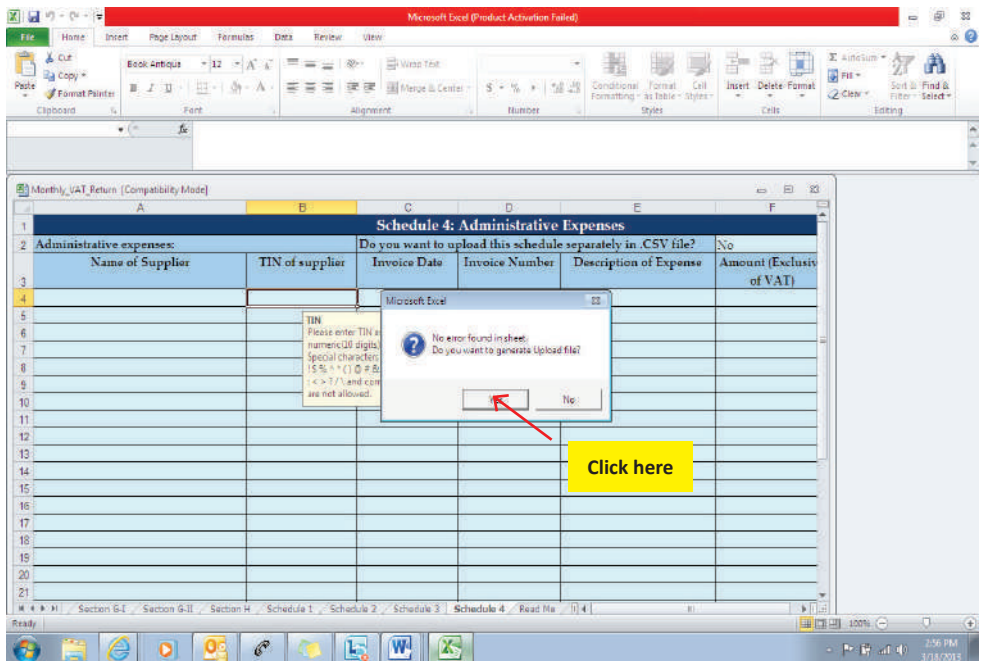

In case of no errors, click on yes to generate an upload file, in case there are errors click on the error sheet, correct the errors, save and validate a gain, click on yes to generate an upload file

Save the uploaded version at the desired location.

Add preferred file name.

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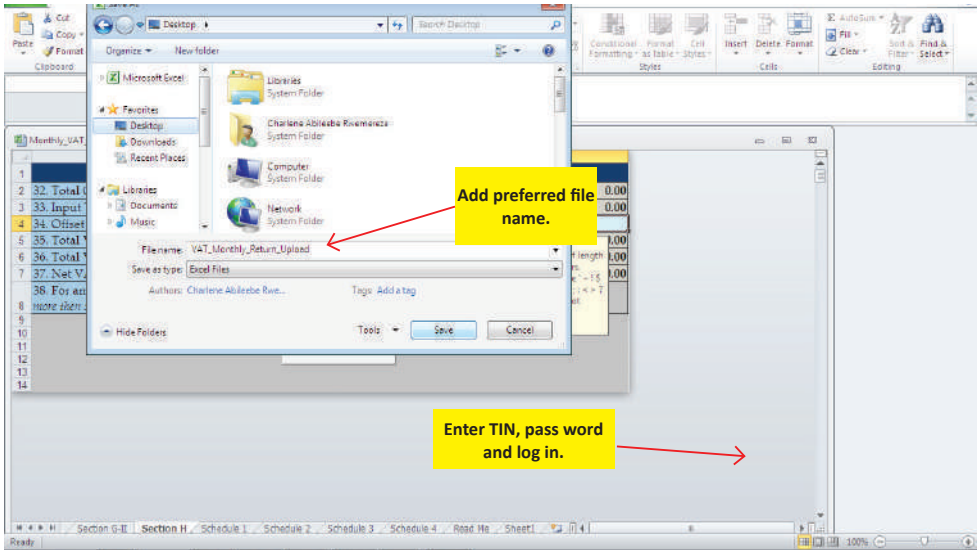
Go back to the home page and log in to your account using TIN and pass word as seen below;

After logging in, under e-services on left side, place your cursor on E-Returns and select the type of return you want to file.
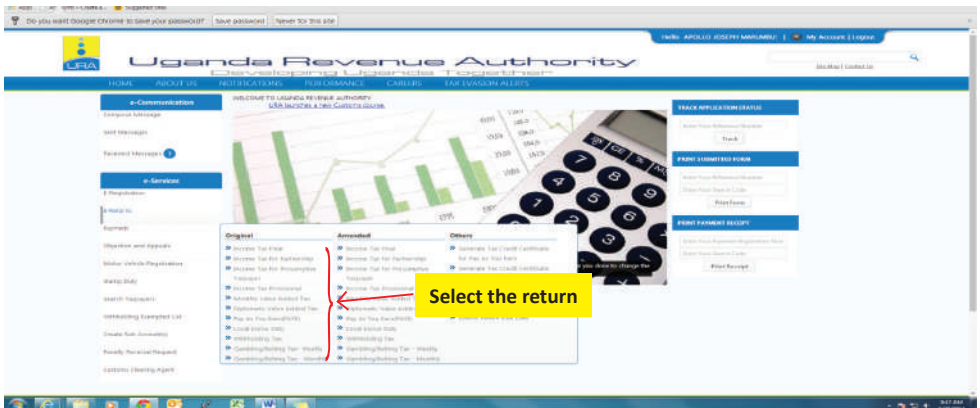
Select the return

Select the period for which the return is being filed and click check.

Enter all the details required.

Select the return period, image text as it appears, click on browse to attach an upload file, click upload to submit the return online.

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.

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

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