AR2 Deductions

The website allows taxpayers to submit an R2 deduction request by following the following steps:

1. The taxpayer shall access the taxpayer's website.
2. The system shows the main page that contains the top navigation bar according to the type of taxpayer and automatically transfers the taxpayer to the "My Requests" list.

Note: Deductions List appears for all taxpayer types except Employee.

3. The taxpayer checks "Deductions" from the top navigation bar. As a result, a drop-down list of "Deductions" appears.
4. The taxpayer clicks on "AR2 Deductions".
5. The system displays a set of readable fields represented by a gray background (as in the "Taxpayer Number 00012345" field), and these fields represent the taxpayer's data.
6. The taxpayer enters the data for the period represented in the following field:
   • The year in the "Year" field.
7. The taxpayer chooses the period from the drop-down list for the "period" field.

Note: If a period is not selected, a message will appear to the taxpayer stating that the period is a mandatory field.

8. The taxpayer must enter at least one of the following deductions:
   • Salaries and wages
   • Rewards
   • Membership of the Board of Directors
   • Transportation allowance for the board of directors

Notes:

   • The taxpayer shall enter the following data:
      o Number of employees (limited to salaries and wages).
      o Total wages and salaries (limited to the item salaries and wages).
      o Income tax. *

- o Service tax.
- Fields (total fines) are readable fields and cannot be entered into values.

9. The taxpayer clicks on the "Calculate" button.
10. The system calculates the fines and the total.
11. The system displays an alert message to the person charged with the necessity of agreeing to the contents of the circular displayed in the statement.
12. Upon the taxpayer's approval of the contents, a message appears, "In order to send the deduction request, the payment procedures must be completed. Therefore, you will be transferred to the "electronic payment page".
13. By clicking on the OK button; the system moves the taxpayer to the "Payment Page" for R2 deductions, which displays all payments required from the taxpayer and imposed under the R2 deduction clauses for the chosen year and period.
14. The required amount and the amount to be paid are determined for each of the deductions entered.

Note: The system will oblige the taxpayer to pay the required amount in full in case of deductions for Article AR2.

15. The taxpayer clicks on the "Pay" button.
16. The taxpayer completes the actual payment procedures within the "Payments Processes" page.
17. The taxpayer determines the method of payment by showing the sign next to the method to be chosen.
18. The taxpayer clicks the "Submit" button.
19. Go to the "Payment Confirmation" page.
20. The taxpayer clicks on the "Continue" button.
21. Go to the "Payment Card Data" page and the taxpayer enters the payment method data (for example: card number, expiry date, card number, card holder name if the chosen payment method is a credit card).
22. The taxpayer clicks on the "Execute" button.
23. Go to the "Confirm the entered payment card data" page.
24. The taxpayer clicks on the "Confirm" button.

Note: When you click on the "Modify" button, you will be returned to the "Payment Card Information" page.

25. The taxpayer will be alerted that he will be transferred to the merchant's website automatically within [15] seconds in the event of no response by pressing the "Continue" button.
26. The system confirms the payment process information.
27. By clicking on the "Back to the main menu" button, a request of the type "Deduction" and a request of the type "Payment" will be added on the "My Requests" page, and the initial status of both requests is "Under Processing".
28. The taxpayer can view the sent deduction request through the "My Requests" menu. The taxpayer clicks on the transaction number link (20104003040) and then the details and status of the sent request are displayed.

Note: In the event that sending the deduction request is not completed, the system will add the request in the "My Requests" list with the status "Incomplete". And then; the taxpayer can continue to attempt to complete the payment procedures associated with the withholding request at any time by clicking on the "Transaction Number" link associated with that request.