

## **UPDATE ON HOW TO UPLOAD ANNUAL RETURNS USING YOUR SELF-SERVICE**

### **PLATFORM:**

Log on to <https://deltairs.com>. Click on self-service and follow the outlined steps below. Note: Only those who have done a transaction in the state and have S-TIN (State Tax Identification Number) can LOG IN, while new users have to REGISTER first.

1. Access your page using your S-TIN or Email address on the Self-service portal @ <https://self-service.deltairs.com/account/log-in>
2. On your dashboard, click on ANNUAL PAYE RETURNS. If you have not previously downloaded the template, you can download it now.
3. Fill the downloaded EXCEL sheet with the required data, as stated in the template.
4. NOTE: The column "CLASS OF EMPLOYEE" in the downloaded template refers to whether the employee is a LOCAL or an EXPATRIATE. Specify as appropriate for each employee.
5. In the application, click the ASSESSMENT YEAR text box to select the assessment year
6. Fill in the DATA FORM that will pop up and submit
7. Click 'SELECT FILE 'on the 'ATTACH RETURNS ' text box to attach the completed Excel file.
8. Click 'SELECT FILE 'on the 'ATTACH DOCUMENTS ' text box to attach supporting documents and select the DOCUMENT DESCRIPTION and add documents accordingly
9. Click on 'UPLOAD FILE ', and Okay the ATTENTION view pops up,
10. Verify that your uploaded annual returns information is VALID, click the SUBMIT button to submit your returns.