

Offline Biometric Tax Identification Registration System Procedure

Application Process

1. The Taxpayer must complete the application form accurately. The details on the form must be filled in clear, readable text with a blue or black pen.
2. Type of Application (New, Change Details, Biometric, or Replace TIN Card) is a compulsory field.
 - If the Taxpayer does not have an existing TIN (Taxpayer Identification Number), the Taxpayer should mark (✓) on the box **New** else,
 - The Taxpayer has an existing TIN but not given his/her Finger print (Biometric Data), the Taxpayer should mark (✓) on the box **Biometric**.

Compulsory Fields

3. **Existing TIN** is the compulsory field when the **Biometric** application is chosen.
 - This TIN number should be copied/ filled from the TIN certificate if the Taxpayer has an existing TIN number.
4. **Name, Father's Name, Grandfather's Name**
 - The Taxpayer should enter his/her name in Amharic and English in the space provided.
 - Each Name, Father's Name, and Grandfather's Name have their own 15 characters space. The Taxpayer can only use 15 characters only for each Name, Father's Name, and Grandfather's Name. If they are longer than 15 characters , the Taxpayer may use "/".
5. **Date of Birth**
 - The Date of Birth can be written in the Gregorian or Julian (Ethiopian Calendar) format.
 - Depending on the Calendar format the Taxpayer must mark (✓) on the appropriate box and the date should be written in day/month/year format.

6. Country of Residence

- The taxpayer should write down the country of residence in which he/she legally resides, regardless of the country of citizenship.
- If the taxpayer has been to another country for the purpose of education or short-term employment, this will not change the country of residence.
- The country name can be written in either Amharic or English.

7. Nationality

- The nationality is the relationship between a person and their state of origin. The nationality must be written in the space provided in either Amharic or English.

8. Country of Birth

- The country of birth is the country where the taxpayer's mother resided during his/her birth. The country of birth can be written in either Amharic or English.

9. Work permit (Not Compulsory for Ethiopians)

- If the taxpayer is a foreigner this field is compulsory. The work permit number issued by the Ethiopian Government must be entered in the available space.
- Taxpayers of Ethiopian origin holding a foreign passport must fill in their Ethiopian Residency Card number in this field.

10. Occupation (Student, Employee, Trader)

- **Student** – Person enrolled at an educational institution not earning an income. When this occupation is chosen the next field **Name of Institution will be compulsory**, whether the taxpayer is a foreigner or an Ethiopian.

- **Employee** – A person earning taxable income while working for an employer. When this occupation is chosen, '**Name of Institution**' will be compulsory, whether the taxpayer is a foreigner or an Ethiopian.
- **Trader** – A person earning a taxable income while being self employed.

11. Name of Institution

- This is a compulsory field when the occupation 'Student' or 'Employee' is chosen. The name of the institution is the government agency, company or educational institution where the taxpayer is performing the above 'occupation'. This field should only be completed in English.

12. Home Address & Business Address (Region, Zone/ Sub city, woreda, kebele/ F/A, House No.) This must be an address in Ethiopia.

- **Region** - This is a compulsory field. The region of the home address should be written in the provided space. The region name must be written in either Amharic or English. This field can be written in either Amharic or English.
- **Zone/Sub-city** - This is a compulsory field. The zone/sub-city must fall under the above region. The zone/sub city name can be written in either Amharic or English.
- **Woreda** - This is a compulsory field. The Woreda must fall under the above region and zone. The woreda name can be written in either Amharic or English.
- **Kebele/F/A** - This is a compulsory field. The taxpayer should enter the Kebele/F/A in Amharic and English in the spaces provided.
- **House No.** - This is a compulsory field if the house is not a 'New' house. The house number can be alpha numeric. When a house is a new house, the field; '**New**' must be marked with an 'X'.

13. Signatures

- After the taxpayer has completed the application form he/she must verify that the entered information is correct and valid.
 - **Name & Signature** - This is a compulsory field. The taxpayer must sign in this space to indicate that the above information is correct.
 - **Application Date** - The taxpayer should enter the date on which he/she completed and signed the form. The date should be entered in the Day/Month/Year format.
 - **Taxpayer Tel.** - The taxpayer should enter his/her contact number on the application form. This number cannot be longer than 10 digits.

14. The Taxpayer submits the application with the required supported documents to the Officer.

15. The required documents are:

- Valid Identification document – Kebele Id or Ethiopian Passport for Ethiopian Citizens;
 - Residence Id for foreigner passport holder that are Ethiopian by birth;
 - Work Permit for other foreign passport holders;
- TIN Certificate – for existing taxpayers;

Verification Process

1. The Officer approves the Application Form.
2. Complete Name, Father's Name, Grandfather's Name and kebele in both Amharic and English.
3. Verify data entered by comparing supporting documentation (ID, Tax Certificate (if present)).