



TAX ALERT: Online Applications for Tax Instalment Payments

The Uganda Revenue Authority has announced, through a public notice dated **5th February 2026**, that effective **1st February 2025**, all applications for tax instalment payments shall be submitted online through the URA portal.

Application Procedure

Taxpayers seeking approval to pay taxes in instalments are required to follow the steps:

1. Log in to your TIN account on the URA portal (www.ura.go.ug).
2. Click *E-Services* on the portal and select *“Apply to pay tax in instalments.”*
3. Select the basis of instalment and the relevant tax type.
4. Provide the required details:
 - Total instalment amount
 - Down payment amount
 - Number of instalments
 - Start date

The system will then automatically generate the payment schedule.

5. Lastly, upload any supporting documents, state the reasons for the request, declare the information as correct, and submit the application.

Taxpayers experiencing cash flow constraints are strongly advised to submit their instalment applications online in a timely manner to mitigate the risk of enforcement by URA.



Prepared by:

Linda Mugisha Mbabazize

Legal Associate

Contact us to discuss your matters

Plot 14 Archer Road, Kololo, P.O. Box 21086, Kampala, Uganda

+256 414 348 669, info@taxconsultants.co.ug, www.taxconsultants.co.ug

