USER ACCEPTANCE TESTING (STEP BY STEP INSTRUCTIONS)

FOR FIRST TIME USERS

(a) Go to website http://www.taxsaya.com
(b) Click Register New User and fill out all the required information then click Confirm. A confirmation message will appear and it will ask you to check your email.
(c) Check your email and click on the confirmation link to activate your registration.

FOR REGISTERED USERS

1. Go to website http://www.taxsaya.com
   - Key-in username and password as per registered then click login.
   - You will see a welcome message once you have successfully login.

1. Press ***Next*** button on your bottom right hand side to navigate to the whole process.

2. Taxpayer Detail
   - Enter your name
   - Select your Gender
   - Enter in your Tax File number
   - You may optionally complete the Bank Details, and indicate if you suffer from any disability, and if you are Muslim.
   - Press the ***Next*** button to save the screen and move to the Address Page

   Notes:
   - *Tax file number entered must be a **valid** tax file number. System will validate the tax number entered and notify user if the number is invalid and you won't be able to proceed.*
   - *Leave the tax number blank if you don't remember the correct tax number.*

3. Address
   - Enter your address
   - Enter your Phone Number
   - Enter your email Address
   - Press the ***Next*** button to save the screen and move to the Identification Page

4. Identification
   - Select if you are a Malaysian Citizen
     1. If you are a Malaysian Citizen, then:
        - Enter your I/C number
        - Optionally you may enter in your:
          - Passport Number
          - Police or Army Number
     2. If you are not a Malaysian Citizen, then:
        - Enter your Passport Number
        - Select your citizenship from the list
        - Optionally, you may enter in the last Passport that was registered with the LHDNM.
   - Press the ***Next*** button to save the screen and move to Spouse Details Page

5. Spouse
    - Indicate your marital status at the 31st December 2009 (you may select either Single, Married or Divorced)
        1. If you selected Single, then:
            - Press the ***Next*** button to save the screen and move to the next page
        2. If you selected Divorced, then:
            - Indicate if you have paid any alimony, and enter the amount paid
            - Optionally you can enter in the date of the divorce
            - Press the ***Next*** button to save the screen and move to the next page
        3. If you selected Married, then:
            - Enter the name of your Spouse
            - Optionally enter their Tax Number
            - Optionally enter the date of Marriage
            - If you choose the spouse is receiving Income then:
                - Indicate the joint assessment type
                    - Separately
                    - Combined under my return
                        - Indicate if the spouse is receiving dividend
                            - If the spouse is receiving dividend then:
                                - Enter the total income transferred from spouse (including the dividend amount)
                                - Enter the tax deducted via PCB
                                - Enter the S110 (Other) deduction amount
                                - Press the ***Next*** button to save the screen and move to Spouse Dividends page (Step 7).
                            - If the spouse is not receiving dividend then:
                                - Enter the total income transferred from spouse
                                - Enter the tax deducted via PCB
                                - Enter the S110 (Other) deduction amount
                                - Press the ***Next*** button to save the screen and move to next page.
                    - Combined under my spouse return
            - If the spouse is not receiving income then press the ***Next*** button to save the screen and move to the next page

              <u>Notes:</u>

              (i) If you had earlier indicated that you are a Muslim Male, then the next page will allow you to define the details for any additional spouse (use Step 6 as a guide)

              (ii) If you have indicated that you are not a Muslim Male, then the next page will allow you to enter in your Children (Step 8)

6. Spouse Dividends
    - Click ***Add Spouse Dividend*** button to add dividend
        1. Fill-up the company/bank name that paying the dividend
        2. Indicate whether the dividend is exempted or not
        3. Fill-up the warrant number
        4. Fill-up date for year ending
        5. Fill-up dividend payment date
        6. Select the rate as stated in your dividend voucher
        7. Key-in gross dividend amount
        8. System will calculate
            - Tax deducted amount
            - Re-grossed dividend amount
            - Re-grossed tax deducted amount
        9. Click ***Add Another Spouse Dividend*** button to add another dividend detail or press ***Save*** button or simply press ***Next*** to go to list of dividends for spouse.
            - From the list of dividend:
                - You can choose to edit the dividend detail by pressing ***Edit***
                - Delete the dividend detail by pressing ***Delete***
                - Add another dividend by pressing ***Add Spouse Dividend*** button
                - Simply press ***Next*** to go to next page
        10. Once you have completed, press the ***Next*** button to move to the Children page.

Notes: *You can only arrive at this page if you have indicate Joint Assessment type Combined Under My Return and indicate that spouse is receiving dividends in Step 6.*

7. Children
   - Answer the question ‘Do you have any children as at 31 December 2009’
     1. If you answered yes, then:
        - Enter your child’s name
        - Enter your child’s date of birth. Notice that the system will calculate the age of your child. This is likely to be 1 year less than their real age, as it indicates the age at 31st December 2009.
        - Indicate if your child has a disability
        - Indicate if your child is married
        - If the Child is 18 years old and above, then:
          - Indicate if your child is furthering their education
          - Optionally enter the name of the institution they are studying at
          - Indicate if your child is studying overseas or locally
        - Indicate whether you are claiming 100%, 50% (with your spouse), or is you are not claiming your child at all.
        - Press the ***Next*** button to save the screen and show the list of children.
        - From the List of Children:
          - You can edit the child detail by pressing ***Edit***
          - You can delete the child detail by pressing ***Delete***
          - If you would like to add more children, then press the ***Add Another Child*** button. This will allow you to enter in the details for another child.
          - If you have finished entering your children, press the ***Next*** button to move to the Personal Summary page.
     2. If you answered no, then press the ***Next*** button to move to the Personal Summary page.

8. Personal Summary
   - Display the summary of:
     1. Personal detail
     2. Contact information
     3. Tax Payer ID
     4. Marital Status (Spouse detail)
     5. Number of Children.
   - You can choose to update any of the related information by clicking [Update] at the respective information or simply press ***Next*** to go to income page.

9. Employment Income
   - Answer the question 'Did you receive any Salary or Wages between 1 Jan 2009 and 31 Dec 2009'
     1. If you answered yes, then:
        - Key-in employer name
        - Enter employer number
        - Tick the check box if this employer is the main employer
        - Tick if you are working in Government agency or not:
          - If you didn't tick the ***Government agency*** check box then press the ***Click to enter*** salary button:
            - You can see the screen shot of your EA Form. Fill-up your salary information as stated in your EA Form.
          - If you tick the ***Government agency*** check box then press the ***Click to enter*** salary button:
            - You can see the screen shot of your EC Form. Fill-up your salary information as stated in your EC Form.

        Notes: *Employer number entered must be a* ***valid*** *E number. System will validate the tax number entered and notify user if the number is invalid and you won't be able to proceed. Leave the tax number blank if you don't remember the correct E number.*
     2. If you answered no, then press the ***Next*** button to move to the Rental income page.

10. Rental Income
    - Answer the question 'Did you receive any Income from Rental Properties between 1 Jan 2009 and 31 Dec 2009'
        1. If you answered yes, then:
            - Enter property address
            - Select property category
                - Residential Properties
                - Shop House / Commercial Properties
                - Vacant Land
                - Equipment & Machineries
            - Choose whether the property is co-owned or not:
                - If you choose to tick co-owned
                    - There's additional field for co-owned %. You can enter the % of co-owned property. System will calculate the taxable amount based on % of co-owned entered.
            - Enter tenant name
            - Enter tenant I/C number or Company number
            - Select the renting period
            - Enter rental income amount
            - Enter total expense amount directly or click on the button next to expense amount field to key-in rental expense detail.
                - If you choose to key-in rental expense directly:
                    - Enter the total expense amount
                - If you choose to key-in rental expense detail:
                    - System will show a pop-up screen for your rental expenses. You could:
                        - Enter a new expense directly by:
                            - Enter the Nature of Expense
                            - Enter the amount for that expense
                            - Click ***Add & Update*** button to save the changes
                        - Click ***Edit*** at any of the defaulted expenses
                            - Edit the Nature of Expense description
                            - Enter the amount
                            - Click ***Add & Update*** button to save the changes
                        - Delete any of the expenditure by click ***Delete***
            - Once you have done, click the ***Close*** button to come back at rental income page.
            - System will calculate your Net Rental & Total Rental Taxable.
            - Click ***Add Another Rental Property*** button to add another rental property detail or press Save button to ***Save*** your changes or simply press ***Next*** to go to list of rental page.
            - From the list of rental:
                - You can add more rental income by clicking ***Add Rental Property*** button
                - You can choose to edit the rental detail by clicking on ***Edit***
                - You delete your property detail by clicking ***Delete***
                - Press ***Next*** to move to next page.
        2. If you answered no, then press the ***Next*** button to move to the Interest income page.

11. Interest Income
    - Answer the question 'Did you receive any interest or Discounts'
        1. If you answer yes, then:
            - Fill-up the company/bank name that issued the interest,
            - Indicate whether the interest is exempted or not or choose the exemption type (default value is exemption not applicable),
            - Fill-up the voucher number,
            - Gross interest amount,
            - Tax deducted amount (if any)
            - System will calculate the net interest.
            - Click ***Add Another Interest/Discount*** button to add another interest detail or press ***Save*** button or simply press ***Next*** to go to list of interest.
            - From the list of interest:
                - You can choose to edit the interest income detail by pressing ***Edit***
                - Delete the interest income detail by pressing ***Delete***

- Add another interest by pressing ***Add Interest*** button
- Simply press ***Next*** to move to next page

2. If you answered no, then press the ***Next*** button to move to the Dividend income page.

12. Dividend Income

➢ Answer the question 'Did you receive any Dividends between 1 Jan 2009 and 31 Dec 2009'

1. If you answer yes, then:
   - Fill-up the company/bank name that paying the dividend
   - Indicate whether the dividend is exempted or not
   - Fill-up the warrant number
   - Fill-up date for year ending
   - Fill-up dividend payment date
   - Select the rate as stated in your dividend voucher
   - Key-in gross dividend amount
   - System will calculate
     - Tax deducted amount
     - Re-grossed dividend amount
     - Re-grossed tax deducted amount
   - Click ***Add Another Dividend*** button to add another dividend detail or press ***Save*** button or simply press ***Next*** to go to list of dividends.
   - From the list of dividend:
     - You can choose to edit the dividend detail by pressing ***Edit***
     - Delete the dividend detail by pressing ***Delete***
     - Add another dividend by pressing ***Add Dividend*** button
     - Simply press ***Next*** to move to next page
2. If you answered no, then press the ***Next*** button to move to the Other Income page.

13. Other Income

➢ Answer the question 'Did you receive any other form of income between 1 Jan 2009 and 31 Dec 2009'

1. If you answer yes, then:
   - Fill-up the company name in income receive from,
   - Select the income type. There's 4 other income type:
     - Pension, annuity or other periodical payment
     - Other gains or profit
     - Royalty
     - Discount on treasury bond
   - Enter the voucher number
   - Enter the gross amount
   - Enter tax deducted amount (if any)
   - System will calculate the net income.
   - Click ***Add Another Income*** button to add another income detail or press ***Save*** button or simply press ***Next*** to go to list of other income.
   - From the list of other income:
     - You can choose to edit the other income detail by pressing ***Edit***
     - Delete the other income detail by pressing ***Delete***
     - Add another income by pressing ***Add Income*** button
     - Simply press ***Next*** to move to next page
2. If you answered no, then press the ***Next*** button to move to the Income Summary page.

14. Income Summary

➢ Display the summary of total income that you have entered.

1. Employment Income
2. Interest Income
3. Dividend Income
4. Rental Income
5. Other Income

- You can click at each income button in your left hand side to view the summary for each category. You can choose to update any of the related information by clicking [***Update***] at the respective information or simply press ***Next*** to move to Medical Expense page.

15. Medical
    - Answer the question 'Did you pay any medical expenses for either yourself, family or your parents between 1 Jan 2009 and 31 Dec 2009'
    1. If you answer yes, then:
        - Fill-up the clinic name or pharmacy name in Paid to column
        - Enter the amount you spend in the amount column
        - Select who is the person you paid the expense for
            - If you choose Self/Spouse/Child:
                - Select the Nature of the Expense whether you pay for:
                    - Full Medical Examination
                    - Medical Expenses for Serious Disease
                    - purchase the supporting equipment (like wheelchair).
            - If you choose Expense for Parents:
                - Any Medical expense certified by medical practitioner will be selected.
        - Click ***Add Another Medical Expense*** button to add another medical expense detail or press ***Save*** button or simply press ***Next*** to go to list of medical expenses.
        - From the medical expense list:
            - Click ***Edit*** to edit the medical expense detail
            - Click ***Delete*** to delete the medical expense detail
            - Press ***Add Medical Expense*** button to add another medical expense detail
            - Press ***Next*** to go to next page
    2. If you answered no, then press the ***Next*** button to move to the Insurance page.

16. Insurance
    - Answer the question 'Did you pay any premiums for Insurance to cover of Life, Education or Health for yourself, spouse or children between 1 Jan 2009 and 31 Dec 2009'
    1. If you answer yes, then:
        - Select your Insurance company name from the list
        - Fill-up the policy number
        - Enter total amount that you have paid
        - Select who is the insured person you paid the insurance for.
            - Self – if the insurance premium is for yourself
            - Spouse – if the insurance premium is for your spouse
            - Child – if the insurance premium is for your child
        - Then select the type of insurance
            - Life – if you paid for life insurance only
            - Medical – if you paid for medical insurance only
            - Education – if you paid for education insurance
            - Life/Medical – if your insurance premium is under Life/Medical insurance then choose claim under:
                - Life
                - Medical

          <u>Notes</u>: If you have Life/Medical insurance and choose to claim this insurance under Medical, you are only allowed to claim 60% of the total insurance that you have paid (system will auto-calculate the allowed claim).
        - Click ***Add Another Insurance*** button to add another insurance detail or press ***Save*** button or simply press ***Next*** to go to list of insurance.
            - Click ***Edit*** to edit the insurance detail
            - Click ***Delete*** to delete the insurance detail
            - Press ***Add Insurance Policy*** button to add another medical expense detail
            - Press ***Next*** to go to next page
    2. If you answered no, then press the ***Next*** button to move to the Donation/Zakat page.

17. Donation/Zakat
    - Answer the question 'Did you make any Donation or Zakat payment between 1 Jan 2009 and 31 Dec 2009'
      1. If you answer yes, then:
         - For Donation
           - Enter the recipient name in Paid to field
           - Enter the amount
           - Select the form of contribution:
             - Monetary
               - Choose the recipient category
                 - Government
                 - Approved Organization
                 - Library
                 - Healthcare facilities
                 - Facilities for disabled person
                 - Approved sport activities
                 - Projects of National interest approved by MOF
             - In-kind or assistance
               - Choose the recipient category
                 - Healthcare facilities
                 - Facilities for disabled person
                 - Approved sport activities
                 - Projects of National interest approved by MOF
             - Artifacts/Paintings
               - Choose the recipient category
                 - Museum
                 - National/State Gallery
         - For Zakat
           - Tick the Zakat checkbox
           - System will automatically fill-up the recipient name to Pusat Pungutan Zakat
           - Enter the amount
           - System will automatically select the recipient name Zakat was paid to Zakat Center
             <u>Notes:</u> *Zakat check box only will be enabled if you have indicate that you're a Muslim is Step 3.*
         - Click ***Add Another Donation*** button to add another donation/zakat detail or press ***Save*** button or simply press ***Next*** to go to list of donation and zakat.
         - From the list:
           - Click ***Edit*** to edit the donation or zakat detail
           - Click ***Delete*** to delete the donation or zakat detail
           - Press ***Add Payment*** button to add another donation or zakat detail
           - Optionally press ***Next*** to go to next page.
      2. If you answered no, then press the ***Next*** button to move to the Employment Expense page.

17. Employment Expenses
    - Levy – this expense will only available if you indicate you're non-Malaysian in Step 5.
      1. Select Yes if you paid the levy amount and
      2. Enter the levy amount that you have paid in Total Expense incurred column.
    - Membership Fee
      1. Select Yes if you have a professional membership fee that you have paid and
      2. Enter the fee amount in Total Expense incurred column.
    - Accommodation Expense – this expense will only visible if you have fill-up the Accommodation Allowance in Step 9.
      1. Answer the question 'Did you pay money to maintain the accommodation provided by your employer'
         - If you answered Yes:
           - Enter the Total Expense incurred
         - If you answered No:
           - The field Total Expense incurred is not editable
    - Traveling and Entertainment Expense – this expense will only visible if you have fill-up Traveling

or/and Entertainment allowance in Step 9.

1. For Traveling allowance:
   - Answer the question:
     - Q1. Incurred by yourself
     - Q2. Reimbursed by company
     - Q3. In result of exercizing employment
   - The Total Expense incurred field will only be editable if you answered all 3 questions correctly

18. Other Expense
    - Education Expense
      1. If you have attend any course of study in any institution in Malaysia recognized by Malaysian Government or approved by MOF for the purpose of acquiring skills or qualifications, you can claim the education fees paid to such courses.
         - Fill-up the amount in Education fees for approved courses (self) column.
      2. If you have deposited money in Skim Simpanan Pendidikan Nasional (SSPN) in year 2009 for your children's education, you can claim it for deduction.
         - Fill-up the total amount deposited in Net deposit in Skim Simpanan Pendidikan Nasional column.
    - Computer and Book Expense
      1. Indicate whether you have claim the computer relief for the past 3 years or not.
         - If you select No, then:
           - Fill-up the cost of your new computer in Value of computer column.
      2. If you have purchase any books, magazines, journals or other similar publications either for yourself, your spouse or your child, you can enter the total amount spent for deduction
         - Fill-up the total amount spent in Value of books/magazines/publication purchased in 2009 column.

         Notes: *Purchase of newspapers and banned reading materials are not allowed to claim for this relief.*
      3. If you have purchased any sports equipment for any sports activity like exercise bike, air-walker, treadmill, balls or shuttle cock, you can claim the expenses as deduction
         - Fill-up the total amount spend in Sports Equipment for Approved Activities column.

         Notes: *Any purchase of sports attire like swimsuit or sport shoes are not allowed for this deduction.*
    - Claiming Loan Interest Against Dividend/Deposit

      This expenses will only visible if you have enter dividend income in Step 12 or/and Interest income in Step 11.
      1. You can choose either to fill-up total loan or borrowed amount in Cash Borrowings / Loans column, total interest paid in Interest Paid column or you can drill-in to fill-up the detail of loan and interest paid by clicking at button next to Cash Borrowings/Loans field or Interest Paid field.
         - If you choose to enter the total loan and interest amount directly without entering the details:
           - Enter total loan or borrowed amount in Cash Borrowings / Loans column
           - Enter total interest paid in Interest Paid column
         - If you choose to enter the loan and interest amount with the details, click on the button next to Cash Borrowings/Loans field or Interest Paid field
           - System will show a pop-up screen for your rental expenses. You could:
             - Enter a new expense directly by:
               - Enter the name of company that you borrowed the money from at Borrowed From column
               - Enter the loan amount in Loan Amount column
               - Enter the interest amount paid in Interest Amount column
               - Click ***Add & Update*** button to save the changes
             - Click ***Edit*** at any of the loan or interest detail
               - Edit the Borrowed From name
               - Edit the Loan Amount
               - Edit the Interest Amount
               - Click ***Add & Update*** button to save the changes
             - Delete any of the details by click ***Delete***
             - Once you have done, click the ***Close*** button to come back at Other Expense page.

- For Dividend Expenses
  - Key-in total amount that you invested in Amount invested in column.
  - System will calculate Loan Interest Allowed Against Dividend automatically.
- For Interest Expenses
  - Key-in total deposit amount
  - System will calculate Loan Interest Allowed Against FD (fixed deposit) Income/ Interest automatically.
- Click the save button to save your changes or simply press ***Next*** to go to next page

19. Housing Loan
    - Answer the question 'Did you purchase a residential property for your own between 10 March 2009 and 31 December 2009'
      1. If you answer yes, then:
         - Fill-up the date of sales and purchase agreement was sign
         - Choose what type of property that you have purchased. There are 5 types to choose from:
           - Apartment
           - Condominium
           - Flat
           - House
           - Other
         - If the you share the property with anyone else, click Yes in Do you co-own the property.
           - If you choose yes, then:
             - fill-up Total Interest paid by all other owners (up to 31st Dec 2009)
           - If you choose no, then the field is invisible.
         - Key-in the total interest that you have paid in Total Interest paid by you (31st Dec 2009) column.
         - Click save to save your changes or simply press ***Next*** to go to Expense Summary.
      2. If you answered no, then press the ***Next*** button to move to the Expense Summary page.
         <u>Notes:</u> *You can only arrive at this page by pressing* ***Next*** *in Other Expense page (Step 19) and you have indicate that you are Malaysian in Step 5.*

20. Expense Summary
    - Display the summary of total expense that you have entered
      1. Medical
      2. Insurance
      3. Donation/Zakat
      4. Self and Family
      5. Other Expenses
    - You can click at each expense button in your left hand side to view the summary for each category. You can choose to edit any of the expenses by clicking at [***Update***] link at each expense category to update the expenses. Press ***Next*** to go to File/Print.

21. File/Print.
    - Display the
      1. Tax Summary,
      2. Tax Calculation
      3. Total tax payable or your tax refund.
    - In this module, you can also print report of:
      1. Tax computation
      2. Income
      3. Expense
    - For filing submission purpose, you can:
      1. Print Form BE by pressing ***Borang*** button
         - Draft – this form can't be used for submission as this is only for your own review
         - Final – you can use this form for submission to LHDNM
      2. Load your data into e-Filing system by pressing ***E-Filing*** button
    - Additional feature:
      1. Recompute button – forced system to re-calculate your income and expenses

2. Tax Optimiser Wizard – provides the tips to helps you to reduce your tax return

<u>Notes:</u> The E-Filing and printing of Borang for manual submission will not be available in this version.

22. You also can click on hyper link available on top of the page.
    - Click on ***DETAIL*** button to view Personal Summary (as described in Step 8)
    - click on ***INCOME*** button to view income summary (as described in Step 14)
    - click on ***EXPENSES*** button to view expense summary (as described in Step 21)
    - click on ***FILE/PRINT*** button to view your tax summary (as described in Step 22)
    - You also can go to any part of the system by selecting the drop down list below ***DETAIL***, ***INCOME*** and ***EXPENSE*** button.
      1. ***DETAIL***
         - Tax Payer Detail (Step 3)
         - Address (Step 4)
         - Identification (Step 5)
         - Spouse (Step 6)
         - Children (Step 8)
      2. ***INCOME***
         - Employment (Step 9)
         - Rental (Step 10)
         - Interest (Step 11)
         - Dividend (Step 12)
         - Other Income (Step 13)
      3. ***EXPENSE***
         - Medical (Step 15)
         - Insurance (Step 16)
         - Donation/Zakat (Step 17)
         - Employment Expense (Step 17)
         - Interest Expense (Step 18)
         - Dividend Expense (Step 18)
         - Other Expense (Step 18)

23. For first time user, it is advisable to use the ***Next*** button to go through the whole process so that you won't miss any part of the module. At the end of each module, user will be able to view the Summary for each module and user can click on Update button if they want to change/edit the entry. Press ***Next*** in each Summary to proceed to the next part.

24. User can change their password or login ID by clicking on ***EDIT YOUR PROFILE*** link that you can find below the ***FILE/PRINT*** button. Once you have arrive at the edit profile page, you can choose to:
    - Edit your Full name
    - Edit your password
    - Edit your email
    - Edit your security question and answer
    - Edit your phone number
    - Once you have completed, press the ***Confirm*** button to save the changes and continue with your TaxSaya.