

## Saskatchewan eTax Services (SETS) – Filing Original and Amended Returns

The following pages outline the steps required to file an original return in SETS. It also outlines the process to amend a previously filed return, one of the exciting new services offered in SETS!

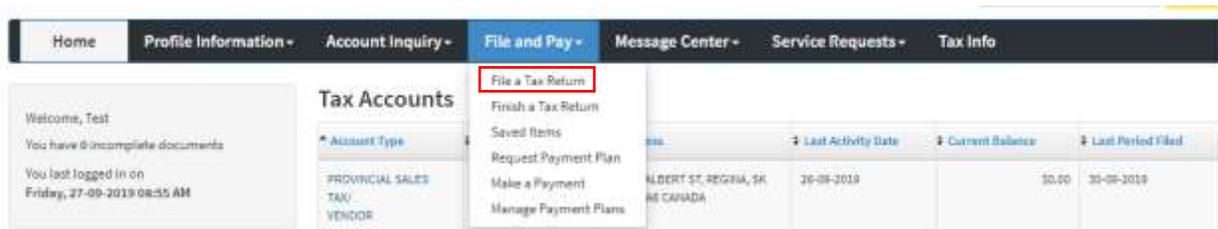
In order to file original and amended returns, you must be a Registered User on SETS, and linked to the tax account(s) you will be filing for either as an Administrator or Authorized User. For instructions on how to complete these steps, please review the guides available on [SETS Learning](#).

In order to file an original return, follow the steps in [section 1](#). If you are looking for information on how to file an amended return, please skip to [section 2](#).

### 1. Filing an original return

#### 1.1 Navigate to the “File a Form” page

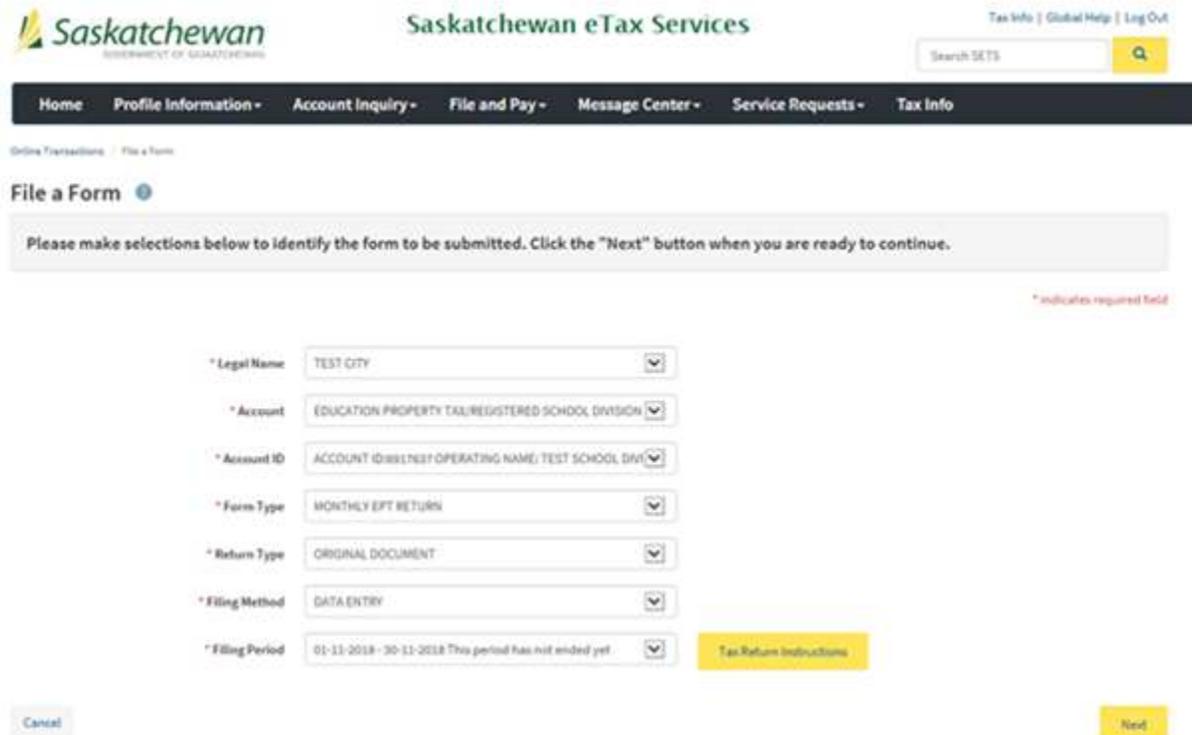
To begin, from any page after logging in, click on the “File a Tax Return” header, followed by “File a Return” from the drop-down menu.



The screenshot shows the SETS user interface. At the top is a navigation bar with the following items: Home, Profile Information, Account Inquiry, File and Pay (highlighted), Message Center, Service Requests, and Tax Info. Below the navigation bar, on the left, is a user profile section with the text: "Welcome, Test", "You have 0 incomplete documents", and "You last logged in on Friday, 27-09-2019 08:55 AM". In the center is a "Tax Accounts" section with a dropdown menu for "Account Type" showing "PROVINCIAL SALES TAX/ VENDOR". A dropdown menu is open under "File and Pay", with "File a Tax Return" highlighted in a red box. Other options in the dropdown include "Finish a Tax Return", "Saved Items", "Request Payment Plan", "Make a Payment", and "Manage Payment Plans". On the right is a table with columns: "Account", "Last Activity Date", "Current Balance", and "Last Period Filed". The table contains one row with the following data: "ALBERT ST REGIM, SK RE CANADA", "29-08-2019", "0.00", and "31-08-2019".

### 1.2 Enter your form details to open the appropriate return form

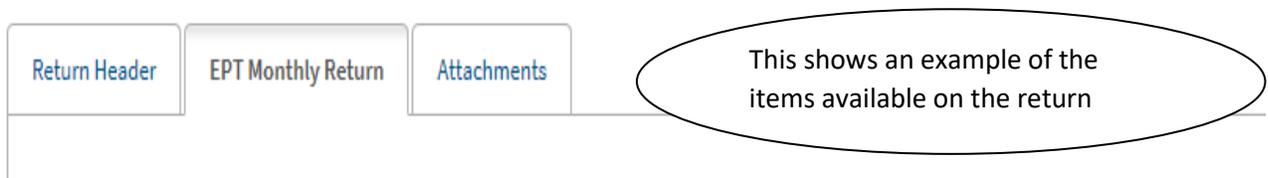
Complete the drop-down options in order to select your Tax Client, Account, Account ID, Form Type, Return Type, Filing Method, and Filing Period. For some tax types, Tax Return Instructions will be available by clicking on the yellow button. Once you have completed the drop-down menus, select “Next” to continue.



### 1.3 Complete the return form

The return form will now open with the appropriate tabs depending on your account type. All returns include:

- 1) Return Header – which includes demographic information about the account
- 2) Return Tab(s) – which are where you input your return data
- 3) Attachments – which is where you may upload attachments for your return if you wish to do so



You will also see a number of options at the bottom of the return form, particularly on the tabs where you enter return data, including:

- 1) Back and Next buttons – use these to toggle between return tabs
- 2) Print – click this to print your return (note that the return has not been submitted at this stage)
- 3) Save and Exit – click this if you wish to save your return and come back to finish it at another time. The saved return will be available under the “File and Pay” header then “Saved Items”
- 4) Save and Continue – click this to save while you are inputting information. This is recommended to protect your information in the event of a computer malfunction or should you be pulled away from your computer while filing (the system automatically times out after 30 minutes of inactivity)
- 5) Calculate – you must click this button in order to verify your return information. This button will also pull your information from any schedules to the return summary (depending on tax type)
- 6) Submit – this button becomes available after clicking Calculate. Click Submit to submit your return for processing



Back Next

Cancel Print Save and Exit Save and Continue Calculate Submit

#### 1.4 Review the Summary Information

After clicking submit on the return form, you will be presented with a Summary Information page. Review this page and click “Next” to proceed.

Note there is a “Print Return” option on this page. The Ministry of Finance recommends waiting and printing your return from the confirmation screen as it is not yet finalized at this stage.



Saskatchewan eTax Services

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Online Transactions - File a Tax Return

### Summary Information

Please review the summary information below and click Next if the information looks correct. Use the Back button to return to the form and correct information. The Print Return Button will provide a view of the form in a document format, if available. By selecting Next you certify that the information contained herein is to the best of your knowledge accurate.

Total Tax	\$10,000.00
Penalty Amount Due	\$1,000.00
Interest Amount Due	\$325.04
<b>Total Amount Due</b>	<b>\$11,325.04</b>

Penalty and interest is calculated as of 09-Nov-2018.

Back Print Return Next

## 1.5 Complete the declaration and confirmation

Review the declaration to agree that the information provided is accurate and reflects who you are. Select “Yes” to confirm agreement and continue, or “No” if any updates or changes are required before confirming.



The screenshot shows the 'Enter Tax Return - Signature' page on the Saskatchewan eTax Services portal. The page header includes the Saskatchewan Government logo, the title 'Saskatchewan eTax Services', and navigation links for 'Tax Info', 'Global Help', and 'Log Out'. A search bar for 'Search SETS' is also present. Below the header is a dark navigation bar with links for 'Home', 'Profile Information', 'Account Inquiry', 'File and Pay', 'Message Center', and 'Service Requests'. The main content area features a confirmation statement: 'I acknowledge that I am authorized to file a return for the tax client represented on this tax return. Please select the "Yes" button if you agree. Select the "No" button to cancel the submission and go back to the previous page.' At the bottom of this section are two buttons: 'No' and 'Yes'.

## 1.6 Return confirmation screen

You will now see a confirmation screen indicating that your return was submitted successfully. From this page, you can click “Print” to print a copy of the confirmed return. You can also click “Make a Payment Now” to proceed to make a payment for the return period filed.



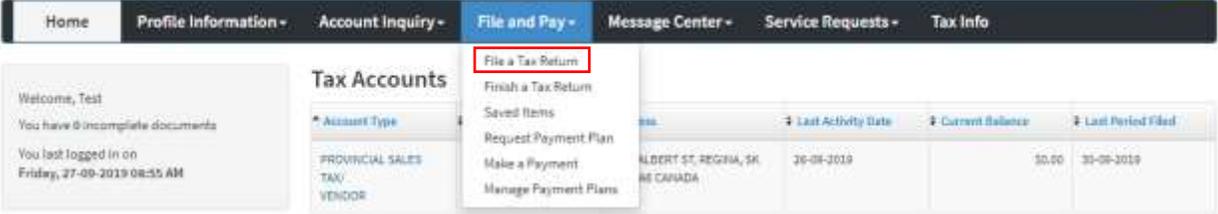
The screenshot shows the 'Enter Tax Return - Confirmation' page on the Saskatchewan eTax Services portal. The page header is identical to the previous screen. The main content area features a green confirmation message: 'Return was submitted successfully. The confirmation number is: F80000000184. Please print or save this number for future reference.' Below this message are two buttons: 'Make a Payment Now' and 'Print'. At the bottom right of the page is a 'Return Home' button.

**You have now successfully filed a return on SETS! Thank you for following along. For information and steps on how to make a payment, please refer to the Make a Payment training guide on [SETS Learning](#).**

## 2. Filing an Amended Return

### 2.1 Navigate to the “File a Tax Return” page

To begin, from any page after logging in, click on the “File and Pay” header, followed by “File a Tax Return” from the drop-down menu.

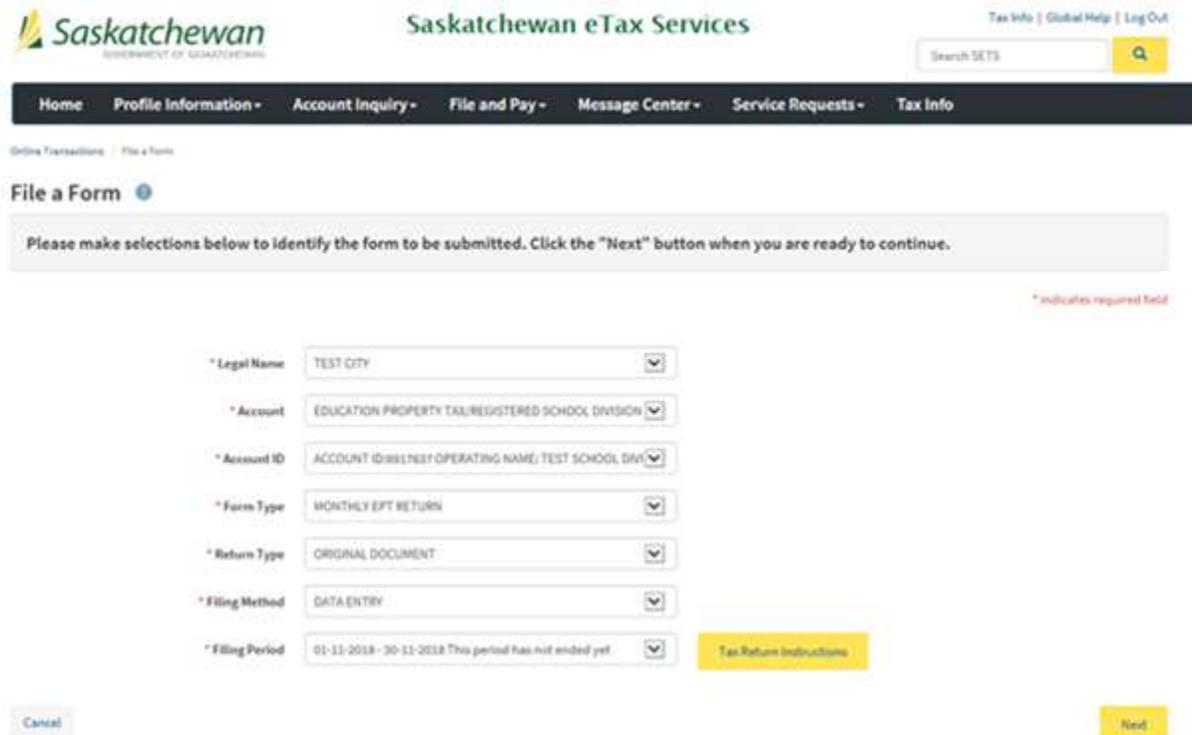


The screenshot shows the user interface of the Government of Saskatchewan's tax portal. At the top, there is a navigation bar with the following items: Home, Profile Information, Account Inquiry, File and Pay (highlighted), Message Center, Service Requests, and Tax Info. Below the navigation bar, on the left, is a welcome message: "Welcome, Test", "You have 0 incomplete documents", and "You last logged in on Friday, 27-09-2019 08:55 AM". In the center, there is a "Tax Accounts" section with a table. The table has columns for "Account Type", "Last Activity Date", "Current Balance", and "Last Period Filed". One row is visible with the account type "PROVINCIAL SALES TAX" and a current balance of "00.00". A dropdown menu is open under the "File and Pay" header, with "File a Tax Return" highlighted in red. Other options in the menu include "Finish a Tax Return", "Saved Items", "Request Payment Plan", "Make a Payment", and "Manage Payment Plans".

Account Type	Last Activity Date	Current Balance	Last Period Filed
PROVINCIAL SALES TAX	26-08-2019	00.00	30-09-2019

## 2.2 Enter your form details to open the appropriate return form

Similar to filing an original return, you will now complete the drop-down options. The difference for an amended return is that you will select “Amended” from the Return Type drop-down. You cannot file an amended return for a period that does not have an original return already filed. Select “Next” to continue.



## 2.3 Complete the amended return form

When the return form opens, it will include the data from the original return. Adjust your return to the correct total amounts by overriding the data in each cell, as required. Do not enter the difference. Complete the same steps as in [section 1](#) to complete the return and submit it.

Note that if you continue to “Make a Payment Now” from the amended return confirmation screen, the payment details will be updated net of any existing payment on the period.

**You have now successfully filed an amended return on SETS! Thank you for following along.**

**For information and steps on how to make a payment, please refer to the Make a Payment training guide on [SETS Learning](#).**