



Date: 10/03/2020

Finance Minister Dr. Ghazi Wazni issued a decision regarding the submission by e-mail of transactions that taxpayers usually file at the Directorate of Revenue and at the regional departments in the governorates. The decision stated the below:

Article 1: The taxpayers at the Directorate of Revenue and regional departments in the governorates shall submit electronically the different tax transactions and their essential relevant documents via email for each type of tax, according to the list of emails below, through:

- Their email registered at the Ministry of Finance and used to file their electronic tax returns, if they are registered in the electronic service, or through another e-mail to be communicated to the competent tax department via the e-mail approved in the mentioned list.
- The e-mail adopted by taxpayers who are not registered in the electronic service, provided that a copy of the taxpayer's ID card is sent in addition to the required document (the ID of the person concerned for natural persons, or the authorized signatory for legal persons, or the taxpayer's representative who is duly appointed).

Article 2: The taxpayer shall send the transactions and their relevant documents electronically through a “file attachment”.

Article 3:

- 1- When the transaction and its relevant documents are received by the competent fiscal department, the system automatically sends an “auto reply” stating that the request has been received.

2- The competent fiscal department verifies the attached documents, and if

they are incomplete, sends an email informing the taxpayer that the sent request was not registered in accordance with the rules and regulations due to the lack of documents. It specifies which documents are required in order to complete his registration process. When needed, the person appointed by the taxpayer shall be contacted to coordinate with the Administration.

3 - When the documents are complete, the competent fiscal department shall send a receipt by email to the taxpayer confirming the reception and registration of the request. When needed, they shall ask him for the original documents that must be enclosed upon receipt of the transaction, and the request shall be deemed then registered according to the rules and regulations as of the date on which the receipt was sent.

Article 4: The competent fiscal department shall complete the transaction within the deadline stipulated in the decisions issued by the Finance Minister and related to the deadlines set for completing transactions. The taxpayer shall be informed of the completion of the transaction through the same email. In case, a paper document must be handed to him, he shall be informed of the need to come in person to receive it. The transaction and attached documents shall be directly transferred from the e-mail to the Archives system without being scanned.

Please find below the email addresses per department

Revenue Directorate - Department	Email
Administrative Department	AdministrativeDepartment@finance.gov.lb
Compliance Department	ComplianceDepartment@finance.gov.lb
Legislation and Objections Department	LegislationDepartment@finance.gov.lb
Large Taxpayers Office	LtoDepartment@finance.gov.lb
DASS Department	DassDepartment@finance.gov.lb
Income Tax Department	IncomeTaxDep@finance.gov.lb
Beirut Collection	TahsilBeirut@finance.gov.lb
Indirect Taxes Department	IndirectTaxes@finance.gov.lb
Inheritance Taxes Department	InheritanceTaxes@finance.gov.lb
Collection Follow-Up Department	CollectionFollowup@finance.gov.lb
Tax Department	TahsinBeirut@finance.gov.lb
Built Property Tax Department	RealEstateProperty@finance.gov.lb
Regional Departments in the	Email

governorates	
Mount Lebanon Regional Department	mountlebanondep@finance.gov.lb
Akkar Regional Department	akkardepartment@finance.gov.lb
North Lebanon Regional Department	Northlebanon@finance.gov.lb
South Lebanon Regional Department	SouthLebanon@finance.gov.lb
Bekaa Regional Department	bekaadepartment@finance.gov.lb
Baalback Hermel Regional Department	baalbackhermel@finance.gov.lb
Nabatieh Regional Department	Nabatiehdepartment@finance.gov.lb

عنوان البريد الالكتروني	مديرية الواردات - إسم الدائرة
AdministrativeDepartment@finance.gov.lb	الدائرة الإدارية
Compliancedepartment@finance.gov.lb	دائرة الالتزام الضريبي
LegislationDepartment@finance.gov.lb	دائرة التشريع ومتابعة الاعتراضات
LtoDepartment@finance.gov.lb	دائرة كبار المكلفين
DassDepartment@finance.gov.lb	دائرة ضريبة الرواتب والأجور
IncomeTaxDep@finance.gov.lb	دائرة ضريبة الدخل
TahsilBeirut@finance.gov.lb	دائرة تحصيل بيروت
IndirectTaxes@finance.gov.lb	دائرة الضرائب غير المباشرة
InheritanceTaxes@finance.gov.lb	دائرة رسم الانتقال
CollectionFollowup@finance.gov.lb	دائرة متابعة التحصيل
TahsinBeirut@finance.gov.lb	دائرة ضريبة التحسين
RealEstateProperty@finance.gov.lb	دائرة ضريبة الأملاك المبنية
عنوان البريد الالكتروني	المصالح المالية الاقليمية في المحافظات
mountlebanondep@finance.gov.lb	المصلحة المالية الاقليمية في محافظة جبل لبنان
akkardepartment@finance.gov.lb	المصلحة المالية الاقليمية في محافظة عكار
Northlebanon@finance.gov.lb	المصلحة المالية الاقليمية في محافظة لبنان الشمالي

SouthLebanon@finance.gov.lb	المصلحة المالية الاقليمية في محافظة لبنان الجنوبي
bekaadepartment@finance.gov.lb	المصلحة المالية الاقليمية في محافظة البقاع
baalbackhermel@finance.gov.lb	المصلحة المالية الاقليمية في محافظة بعلبك الهرمل
Nabatiehdepartment@finance.gov.lb	المصلحة المالية الاقليمية في محافظة النبطية

المكتب الإعلامي