PAYMENT THROUGH A DIRECT DEBIT

The Botswana Unified Revenue Service (BIRS) wishes to inform the business community and members of public that they can now pay their taxes (Income Tax, Customs & Excise duties, VAT, and Withholding Taxes) using Direct Debit on the e-services platform. This payment mode is in addition to the existing card payment on the same platform. The card payment is more suitable for individuals while Direct Debit is more suitable for Companies and Parastatal organizations.

The following are steps to follow when making your payment through Direct Debit:

1. Payment of Income tax, Withholding tax and Value Added Tax (VAT)

(a) Go to www.burs.org.bw
(b) Go to “e-services” tab and select e-tax
(c) Log on to your e-services account
(d) Select Payments
(e) Select Tax Payable Summary
(f) Select the Tax type you wish to pay and enter the amount you wish to pay
(g) Select “Pay online”
(h) Select “Pay using Direct Debit”
(i) Enter your Bank details
(j) Proceed to Preview Payment information
(k) Accept the terms and conditions by clicking on the Declaration box
(l) Click on “Proceed”

For more information please Contact the BIRS helpline at 3639777 or email to efilingsupport@burs.org.bw

2. Payment of Customs and Excise Duties

(a) Go to www.burs.org.bw
(b) Go to “e-services” tab and select e-customs
(c) Log on to your account
(d) Click on Payment SEW
(e) Click on Pending payment
(f) Under the “Action” tab, click edit
(g) Click on Payment
(h) Select payment mode as Direct Debit
(i) Select your Bank, Branch and Type of account
(j) Input your Account Number and the names of the payee
(k) Submit payment

For more information please Contact the BIRS helpline at 3639666 or email to sys_clearance@burs.org.bw

Note: For you to pay through the direct debit mode of payment, you must be registered for BIRS e-services. To register for e-services go to www.burs.org.bw, click e-services tab, on your login screen click register, proceed by following the instructions.