

5

Benefits

- You pay at the convenience of your time and place
- You will receive SMS and email notifications to inform you about every activity that takes place in your account.
- You have full access to all your submissions, payments and electronic correspondence

6

Need Assistance?

- **Payment of Income tax, Withholding Tax and Value Added Tax (VAT)**

Telephone: 363 9777

Email: efilingsupport@burs.org.bw

Call Centre: 17649

- **Payment of Customs and Excise Duties**

Telephone: 363 9666

Email: sys_clearance@burs.bw

Call Centre: 17649

 @BotswanaUnifiedRevenueService

 @theOfficialBURS

 www.burs.org.bw

BURS Electronic Payment System

**Simple, convenient
and secure!**

*Paying your taxes has never
been this easy!*

Do you want to make payment for

- ☒ Company Income Tax
- ☒ Self-Assessment Tax (SAT) Quarterly Payments Value Added Tax (VAT)
- ☒ Pay As You Earn (PAYE) & Other Withholding Tax (OWHT)
- ☒ Deferral Account
- ☒ Customs & Excise Duties
- ☒ Individual Income Tax
- ☒ Capital Transfer Tax (CTT) Training Levy

You can use one of the following payment methods:

1 Card Payment

The card payment method enables the cardholder to make a payment using their credit card and/or debit card. This payment method is mostly suitable for individuals.

Steps to follow:

- 1.1 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 Payment Card"
- (i) Enter your card details
- (j) Click on preview and confirm payment
- (k) Submit payment

1.2 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 payments"
- (f) Under the "Action" tab, click edit
- (g) Click on "payment"
- (h) Select payment mode as "online"
- (i) Select your "Bank, Branch and Type of account"
- (j) Input your Account number and the name of the payee
- (k) Submit payment

Your payment instruction will be recorded for processing and your account at BURS will be updated accordingly. Furthermore, you can view your payment status under "my payments".

2 Electronic Fund - Transfer (EFT)

This is the electronic transfer of funds from one bank to another. It should be noted that this mode of payment is subjected to clearance times. Clients are therefore encouraged to observe their banks' cut-off times prior to making payments.

3 Real Time Gross Settlement (RTGS)

This is a system whereby funds are transferred from one bank to another on "real time" basis. Payments are subjected to a waiting period of at most (one) 1 hour, and are settled as soon as they are processed, and once processed, payments are final and irrevocable.

How to pay (EFT and RTGS):

- (a) For VAT, Income Tax, Customs and Excise duties, CTT, Training Levy payments, quote the online reference number as it appears on your assessment notice.
- (b) For PAYE, OWHT and SAT payments, workout your online reference number (ORN) of 19 characters. Please refer to the guide from the BURS website.
- (c) Quote the online reference number every time when paying BURS and ensure that the ORN is correct to avoid rejection of transactions.
- (d) Transfer funds electronically from your account to BURS account at Bank of Botswana.
- (e) View and/or print the acknowledgement of payment.

It is very important to note that these payment methods use the Internet Banking platform and Botswana Interbank Settlement System (BISS), and not the BURS E-services platform. These methods of payment are suitable for Government, Parastatals, Councils, Companies, individuals.

Payment should be made before the cut off time as provided by your bank and please note that your BURS account will be updated within 24 hours of your payment.

4 what.about security

- Your information entered into the BURS E-services platform is encrypted to protect it from unauthorized access.