PUBLIC NOTICE

PAYE BULK UPLOAD

The PAYE bulk upload for more than 10 employees is now available for use on the e-services platform. The bulk upload comes with a few changes to the template and processed as follows:

1. PAYE Bulk Upload Changes

a. The new schedule/template has two additional headers: "Furniture Benefit" and "Exemption Amount", thereby increasing the number of headers/columns from 18 to 20.

b. The user receives an email and SMS notification upon completion of processing of the bulk file. The user will then be prompted to proceed in one of two ways as indicated below:

 i. If the file was processed successfully without any validation errors, the user will proceed to submit the file.

 ii. If the file had any validation errors, then the items that caused the errors will need to be corrected in the file and then re-uploaded to be processing again. This will repeat until all items causing validation errors in the file are corrected.

c. Please note that the duration of the validation process depends on the size of the file and the number of files submitted for validation at that same time. As an example, on deadline day when a high number of PAYE Bulk files are being submitted, it is highly likely that the processing of each file will take longer than during off-peak periods.

d. The ID number column is mandatory: - that is the omang number and residence permit number.

PLEASE NOTE THE FOLLOWING:-

e. All the 12 months of 2019/2020 starting with month 1 to month 12 will have to be uploaded in Lekgetho live to enable the system to have the annual summary for 2019/2020 ITW10.

f. Taxpayers who had already started the 2020/2021 tax year monthly submissions through online capturing of the employee schedule cannot switch to Bulk upload during the year.

g. The acceptable file formats for the bulk upload is .csv or .cvs within a zip for compressing size

h. BURS will not charge late submission penalties for all the pending PAYE returns.

i. Other Withholding Tax bulk upload is still work in progress

2. Process (Monthly Filing & Submission)

a. Log into e-services as user

b. Select the taxpayer name and tax type (PAYE)

c. Click on the menu item "Withholding Taxes" and Select "PAYE Monthly"

d. Select the tax period

e. Click on "Schedule Data" and "Upload Filled Template"

f. Await SMS and email notification for successful upload

g. Click on the menu item "Withholding Taxes", "PAYE Monthly" and Select the tax period to view the uploaded schedule.

h. Check the declaration box and click "submit" button

i. Proceed with your other activities while awaiting notification (email & SMS) that the file has completed processing.

FIND BELOW, THE NEW TEMPLATE

Tax Year	Tax Month	Employer Tin	Employer Name
2021	7	BW00000511111	Employer X

ID	TIN	Name	Residential Status	ITW5 Variation	Salary Wages	Bonus Commission	Benefits Housing	Benefits Motor Car	Furniture Benefit	Benefits Other	Severance Pay Gratuity	Retrenchment Package	Other Payments	Payments To Approved Fund	Exemption Amount	Paye Tax Calc Method	Tax Deducted	Employed From	Employed To
200010000	I00010000	Name Surname	R	N	9508	0	0	0	0	0	0	0	6892.03	516.43	0	Annualization	2114.24	01/06/20	30/06/20