

Tax Alert

Non- acceptance of cheques

Issue 2, 2015

With effect from **15th April 2015**, taxpayers and authorized tax representative are advised that BURS will only accept **bank guaranteed** cheque to settle tax owing. Ordinary cheques will no longer be accepted after 15th April. The new payment system is implemented to lessen and eliminate incidence of dishonoured cheques received by BURS. Taxpayers are encouraged to use other means of payment such as cash; on line payments and Point of Sale (POS) machines to settle tax owing to BURS. Procedure on cash payment is still observed.

For online payments, taxpayers are advised to follow BURS **Botswana Interbank Settlement System** (BISS) payment system by quoting the correct **Online Reference Number** (ORN). Taxpayers correct ORN must have 19 characters containing TIN, tax code and tax period.

Example on how to work out the (ORN):

Description	TIN	Tax Code	Year	Period
	Character (1-12)	Character (13-15)	Character (16-17)	Character (18-19)
Payment of SAT for tax year 2015 – 3 rd Quarter	C99999901019	102	2015 = 15	03

* Information for TIN, tax code, year and period will vary depending on the tax payments. Details are taken from 'Online Reference Number Table' **attached with this email**.

Botswana Interbank Settlement System Payment Procedure-BURS

Any person who makes payment to BURS shall register to have access to BURS e-services, and pay in accordance with the BISS procedure below:

- 1) Workout your online reference number (ORN) or get it from BURS website
- 2) Quote online reference number (ORN) every time when paying BURS
- 3) Transfer funds electronically from your account to BURS account at Bank of Botswana
- 4) The transfer can be done through Electronic Fund Transfer (EFT) or Real Time Gross Settlement (RTGS)
- 5) View acknowledgement of payment on BURS website
- 6) Submit returns at BURS where applicable
- 7) Payment should be made before 1500hrs for clearance to be done the same day, Ensure that the ORN is correct to avoid rejection of transactions.

BURS account details RTGS	
Name of bank	BANK OF BOTSWANA
Account name	BURS Large Funds Account
Account number	0100400030021000
EFT	
Name of bank	BANK OF BOTSWANA
Account name	BURS Large Funds Account
Account number	0400030021000
Branch code	910167

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