

REF: BURS/IRD/LTU1 Temp (39)

2<sup>nd</sup> September 2020

TO: ALL LARGE TAXPAYERS

**STAGGERING SCHEDULE FOR THE SUBMISSION OF INDIVIDUAL INCOME TAX RETURNS FOR LARGE TAXPAYER EMPLOYEES.**

1. In observance of the Covid-19 health protocols, Botswana Unified Revenue Service (BURS) will not be receiving manual individual tax return submission this filing season.
2. We are therefore requesting all the Large Taxpayer Employers to encourage their employees to e-file their returns according to the attached schedule to avoid everyone waiting to e-file during the last two weeks of the filing period.
3. Please allow your employees to e-file using your work internet services where possible to save them from unnecessary exposure to the Covid-19 virus.
4. Those of you waiting for the PAYE bulk upload function to be completed should encourage the employees to start e-filing from the 12<sup>th</sup> October 2020.
5. Individuals needing assistance with the submission of their returns can call the BURS **Call Centre number 17649.**
6. Thank you for your cooperation.

Yours faithfully



**W. Nkitseng**  
For/Commissioner General



# ***burs***

**botswana unified revenue service**

**SCHEDULE FOR INDIVIDUAL SUBMISSION OF RETURNS FOR LARGE EMPLOYERS  
DURING THE FILING SEASON**

<b>SECTOR</b>	<b>Dates for employees to e-file Individual Tax Return</b>
Mining, Quarrying and Mining Consultants	1 <sup>st</sup> - 18 <sup>th</sup> September 2020
Construction and Agriculture	1 <sup>st</sup> - 18 <sup>th</sup> September 2020
Manufacturing	1 <sup>st</sup> - 18 <sup>th</sup> September 2020
Electricity & Water Supply	19 <sup>th</sup> September- 2 <sup>nd</sup> October 2020
Telecommunication and Real Estates	19 <sup>th</sup> September- 2 <sup>nd</sup> October 2020
Health & Social work	19 <sup>th</sup> September- 2 <sup>nd</sup> October 2020
Retail & Wholesale and Hotels	5 <sup>th</sup> - 16 <sup>th</sup> October 2020
Transport & Storage	5 <sup>th</sup> - 16 <sup>th</sup> October 2020
Financial Intermediaries and Education/Universities	5 <sup>th</sup> - 16 <sup>th</sup> October 2020
Government Employees	12 <sup>th</sup> October- 30 <sup>th</sup> November 2020
Large Employers waiting for PAYE bulk upload	12 <sup>th</sup> October- 30 <sup>th</sup> November 2020

Please call BURS Call Centre number: **17649** for any assistance with e-filing your returns