

## BOTSWANA UNIFIED REVENUE SERVICE MANDATE

The mandate of the BURS is to perform tax assessment and collection functions on behalf of the Government and to take appropriate measures to counteract tax evasion.



### Our Mission

To enable the fair payment of taxes, facilitate trade and manage borders for the transformation of Botswana



### Our Vision

To be the Centre of excellence in Revenue Mobilization and Border Management



### Core Values

**Botho** - We subscribe to the national aspirations of Botho, embracing trust and respect for one another.

**Integrity** - We uphold strong moral principles in all our dealings.

**Accountability** - We take responsibility for all our actions.

**Innovation** - We strive to improve our work, always seeking to introduce new ideas, methods and ways to improving our levels of service to our customers.

**Teamwork** - We aspire towards the collaborative efforts of a group to achieve a common goal or complete a task in the most effective and efficient way

## CURRENTLY ONGOING

### INDIVIDUAL FILING

*Season*

Employees who earn more than **P480 000.00** per annum or **P40 001.00** per month and those who believe they have been undercharged or overcharged and have other sources of income have to file their tax returns.

**NOTE: Employees who earn P480 000.00 and below shall not furnish a tax return provided:**

- Income is from only one source/ employment
- Income has been correctly taxed

A Tax return is a declaration form where the total income earned from various sources are reported.

A Tax return contains information about the income earned and tax credits paid.

#### WHAT TO PREPARE BEFORE FILING

- Make sure that you have received your Tax Certificate ITW 8 from your Employer
- ITW 9 Tax Certificate from the Payer
- Approved private superannuation fund
- Other supporting documents

#### AVOID INTEREST & PENALTIES

You can avoid interest and penalties by filing an accurate Tax return and paying any tax owed in time.

Update your personal information such as Banking detail, address and contact details online.

*BURS, Collecting for Progress*

**#TsayaKgato**