

# INDIVIDUAL INCOME TAX RETURN



ITA 20

Under section 65 of the Income Tax Act, you are required to file return not later than 30th September following the end of the tax year.

(Write in capital letters within boxes)

**TIN**

**Tax Year End**

**Tax Period** From Date  To Date

**Due Date**

**Online Payment Ref No:**

**Reference No.**

**Name**

## Postal Address

**Current Address**

P O Box

City/Town/Village

Location/Ward

Country

**New Address(fill only if it has changed)**

P O Box or

Private Bag

City/Town/Village

Location/Ward

Country

Use new address for all Tax Type

## Physical Address

**Physical Address**

Plot

City/Town/Village

Location/Ward

Country

**New Physical Address(fill only if it has changed)**

Plot

City/Town/Village

Location/Ward

Country

Use new address for all Tax Type

## Contact Details

**Current Contact Details**

Cell No

Landline

Office Landline

Fax

Email

**New Contact Details (fill only if it has changed)**

Cell No

Landline

Office Landline

Fax

Email

Use new contact details for all Tax Type

**PART A - PERSONAL DETAILS**

Surname

First Name

Tin

**BUSINESS ADDRESS (Including farm address for individuals with farming business)**

**Physical Address**

Plot No

Location/ Ward

City/Town/Village

Country

**RESIDENCE STATUS**

Country Of Citizenship

I was present in Botswana for more than 183 days for tax year ended 30th June

(Tick whichever is applicabe) Yes  No

Are you planning on staying in Botswana for the next tax year?

(Tick whichever is applicabe) Yes  No

**DETAILS OF PROPERTY RENTED**

Have you rented any property during the tax Yes  No

If yes, Provide Particulars of Landlord(s):

**Physical Address of Property Rented**

Plot No

Location/ Ward

City/Town/Village

Country

Full Names of Landlord/Company (A)

Omang/Res Permit No/TIN

Telephone  Cellphone

Renting Period From  To

Rent paid in tax year P

**Physical Address of Property Rented**

Plot No

Location/ Ward

City/Town/Village

Country

Full Names of Landlord/Company (B)

Omang/Res Permit No/TIN

Telephone  Cellphone

Renting Period From  To

Rent paid in tax year P

**PART B - INCOME**

**PART B.1 EMPLOYMENT**

Line

1	Gross Remuneration (Employment and pension Income)	<input type="text"/>
2	Less: Exempt	<input type="text"/>
3	Assessable Income	<input type="text"/>
4	Gross Director's Fee	<input type="text"/>
5	Other Income	<input type="text"/>
6	<b>Chargeable Income</b> (Add Line 3,4,5)	<input type="text"/>

**PART B.2 BUSINESS**

**Physical Address of Property let**

Number of properties Let  (If more than 1 please complete annexure)

Period Let From  To

Plot No

Location/Ward

City/Town/Village

Country

**BUSINESS**

Nature of Business	<input type="text"/>
8 Turnover / Sales	<input type="text"/>
9 <b>Less:</b> Cost of sales	<input type="text"/>
10 <b>Gross Profit</b>	<input type="text"/>
11 <b>Add:</b> Gross Rental Income	<input type="text"/>
12 <b>Less:</b> Operating Expenses	<input type="text"/>
13 <b>Net Profit</b>	<input type="text"/>
14 <b>Net Loss</b>	<input type="text"/>
15 <b>Add:</b> Non Allowable Deductions	<input type="text"/>
16 Less: Allowable Deductions	<input type="text"/>
17 Loss B/F	<input type="text"/>
18 <b>Chargeable Income</b>	<input type="text"/>
19 <b>Loss C/F</b>	<input type="text"/>

**PART B.3 FARMING INCOME**

Keeper ID

Quantity at The End of the Tax Year: Cattle  Sheep  Goats

Others (Specify)

Size of Farm in Hectares

20	Total Operating Income	<input type="text"/>
21	<b>Add:</b> Total Produce Valuation at the End of the Year	<input type="text"/>
22	Total Livestock Valuation at the End of the Year	<input type="text"/>
23	<b>Gross Income</b>	<input type="text"/>

<b>24 Less:</b> Operating Expenses	<input type="text"/>
25 Total Produce Valuation at the End of the Year	<input type="text"/>
26 Total Livestock Valuation at the End of the Year	<input type="text"/>
27 Allowable Deductions	<input type="text"/>
<b>28 Add:</b> Non Allowable Deductions	<input type="text"/>
<b>29 Income for the Year</b>	<input type="text"/>
<b>30 Loss for the Year</b>	<input type="text"/>
31 Loss B/F	<input type="text"/>
<b>32 Chargeable Income</b> (Subtract Line 31 from Line 29)	<input type="text"/>
<b>33 Loss C/F</b> (Refer to Guide)	<input type="text"/>

**PART B.4 INVESTMENT**

34 Interest (other than commercial banks and building societies)	<input type="text"/>
35 Royalties	<input type="text"/>
36 Other (Specify) <input type="text"/>	<input type="text"/>
<b>37 Chargeable Income</b>	<input type="text"/>

**PART B.5 FOREIGN INCOME**

38 Interest	<input type="text"/>
39 Dividends	<input type="text"/>
40 Other (Specify) <input type="text"/>	<input type="text"/>
<b>41 Chargeable Income</b>	<input type="text"/>

**PART B.6 PARTNERSHIP INCOME**

42 Share of Profit	<input type="text"/>
43 Share of Loss	<input type="text"/>

**PART C - DISPOSAL GAIN**

**A. PROPERTY DISPOSED**

Is this your Principal Private Residence (PPR)? Yes  No

If yes, how long have you owned it?   Years

Date of Disposal	<input type="text"/>
Date of Acquisition	<input type="text"/>
Date of completion of Improvements	<input type="text"/>

44 Proceeds from Sale of Property	<input type="text"/>
<b>45 Less:</b> Cost of Acquisition	<input type="text"/>
46 Indexation for cost	<input type="text"/>
47 Improvement Costs	<input type="text"/>
48 Indexation for Improvements	<input type="text"/>
49 Selling Costs	<input type="text"/>
<b>50 Disposal Costs</b> (Add Lines 45, 46, 47, 48,49)	<input type="text"/>
<b>51 Disposal Gain</b> (Subtract Line 50 from 44)	<input type="text"/>
<b>52 Disposal Loss</b> (Subtract Line 50 from 44)	<input type="text"/>



86 Withholding Tax on Contract Payments	
87 Withholding Tax on Commission / Brokerage	
88 Withholding tax on Livestock	
89 Double Tax Credits	
90 Foreign Credits on Interest	
91 Foreign Credits on Dividends	
92 Foreign Credits (Other)	
93 Other Credits	
94 Advance Payments	
<b>95 Total Credits and Advanced Payments (Add Lines 83, 84, 85, 86,87,88,89,90,91,92 93 and 94)</b>	

**Payment reference to be used**

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In Case there is refund, (Please tick where applicable)

Leave money as credit in account

Refund

**PART H - NET TAX PAYABLE / OVERPAID**

96 Net Tax Due / Refund (Substract Line 95 from 82)	
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**DECLARATION**

I, (Full Name) 

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declare that to the best of my acknowledge and belief the information in this return and the accompanying documents is true and correct.

Signature of Taxpayer / Authorised Agent 

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TIN 

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 TAX YEAR ENDED 30TH JUNE 

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Date 

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