

Government of the People's Republic of Bangladesh
National Board of Revenue
Segunbagicha, Dhaka



**STRENGTHENING GOVERNANCE MANAGEMENT PROJECT (SGMP)
(ONLINE FILING AND DIGITIZATION OF TAX RETURN)**

TAXPAYER MANUAL

COMMON INSTRUCTION

VERSION 1.0

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1. INTRODUCTION


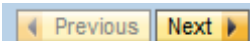

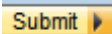
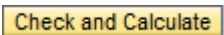

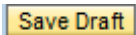

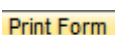
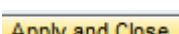
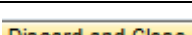
1.1 Definition of Terminologies Used

Terminologies Used	Description
ID	Identification
TIN	Taxpayer's Identification Number
BPartner	Business Partner
CoCode	Company Code
Astyear	Assessment Year

2. COMMON INSTRUCTION

2.1 Common Buttons

The table below represents the list of common functional buttons used in TPOS system:

No.	Functional button	Description
1		Click button to search form
2		Click button to move to next form/step or come back to previous form/step
3		Click button to cancel current step
4		Click button to submit return, appeal application or exemption application
5		Click button to check error or calculate automatically
6		Click button to attach relating document
7		Click button to save form as draft
8		Click button to open form
9		Click button to print form
10		Click button to apply data inputted in form and close form
11		Click button to discard all data inputted in form, close form and back to previous screen

2.2 Common Tabs

2.2.1 Task Overview

This tab includes two parts: List of tasks and Correspondence.

2.2.1.1 List of tasks

This part displays all filing obligations of user with specific information as below:

Taxpayer Online Services from SAP: Overview

Welcome Nur Corporation (p.v.t) Ltd.

i File or pay directly using the links in the table, or navigate to your desired work area

Task Overview **Filing**

List of Tasks

Task	Status	Due Date	Tax Type	Period	Registration ID	Submission ID	Amount	Currency	Electronic Filing	Draft
Filing	Overdue	12/31/2015	Company Form	IncomePer:7/2014-6/2015; A.Year:2015-16	1000000000001764284				Yes	
Filing		12/31/2016	Company Form	IncomePer:7/2015-6/2016; A.Year:2016-17	1000000000001764284				Yes	

Correspondence

Date from: 5/13/2016 to: 8/11/2016

Title	Alternative Name	Date Received

Name	Description
Task	Display type of task. There are 2 types of task: "Filing" and "Payment". "Filing" means Taxpayer has not submit the return. "Payment" means taxpayer submitted the return.
Status	Display status of task. There are 2 status "Overdue" and "Blank". "Overdue" means user did not file return on or before the due date. "Blank" means due date has not expired yet.
Due date	Display due date of filing obligation
Tax Type	Display name of return: Individual Form, Company Form and Withholding Form
Period	Display period of return, includes Income period and assessment year for Individual and company return; Deduction period and assessment

Name	Description
	year for withholding return
Registration ID	Display registration ID of user
Submission ID	Display submission ID of return when user saves draft or submits the return
Amount	Display tax obligation amount of Taxpayer
Currency	Display currency to calculate tax amount
Electronic Filing	Display if return is submitted online or not
Draft	Display if status of return is saved as a draft

2.2.1.2 Correspondence

This part displays all correspondence which were sent to user with the following information:

- Date from.....to.....: to search for correspondence by receipt date
- Title: display name of correspondence;
- Alternative name: Display alternative name of the correspondence (if any)
- Date Received: display receipt date of correspondence.

2.2.2 Filing

This tab includes four parts: File a New Tax Return, File Amendment, Process Draft Tax Return and Filing History. However, Taxpayer can use three parts only: File a New Tax Return, Process Draft Tax Return and Filing History

2.2.2.1 File a New Tax Return

Taxpayer Online Services from SAP: Filing

Welcome Satla Hatchery Limited

Task Overview | **Filing**

File a New Tax Return | Process Draft Tax Return | Filing History

1 Reason for Filing | 2 Forms | 3 Confirmation

Previous | Next | Cancel

Select tax types and the related tax forms and filing periods where applicable.

Tax Type: Company Form

Tax Form: IT-11GHA (Tax return for Company only)

Period: IncomePer:7/2016-6/2017; A.Year:2017-

In this part, user can choose tax return for filing. User takes the following steps to file a new tax return:

Step 1: Choose Tax type: Company Form

Then, tax form will be displayed automatically based on selected tax type.

Step 2: Choose period: choose the Assessment year for which user wants to file the tax return

Step 3: Choose Next **Next** to start filing

2.2.2.2 Process Draft Tax Return

This tab allows user to search for tax return saved as draft to continue processing.

Taxpayer Online Services from SAP: Filing

Welcome Satla Hatchery Limited

Task Overview | **Filing**

File a New Tax Return | **Process Draft Tax Return** | Filing History

1 Reason for Filing → 2 Forms → 3 Confirmation

Previous | Next | Cancel

Select tax types and the related tax forms and filing periods where applicable.

Tax Type: Company Form

Tax Form: IT-11GHA (Tax return for Company only)

Period: IncomePer:7/2016-6/2017; A.Year:2017-

Step 1: Search for draft tax return


There are two ways for Taxpayer to search for a return saved as draft:

Option 1: Input selection criteria on the screen to find out draft return:

- Tax type: user chooses type of return
- Tax form: this information is displayed automatically based on tax type.
- Date from...to...: user inputs the time period in which user saved return as draft

Then, click Search button to start searching process.

Option 2: User inputs submission ID as on the screen below and clicks button. The submission ID is created when user saves draft of the return; user can see this submission ID in "Task Overview" tab, "Submission ID" column. (Refer to section 2.2.1 *Task Overview* in this document for further details).

System displays result in “Draft Tax Returns” table. To open return, click Next  button

Select a R-return form the table below and press the NEXT button to amend the chosen Forms

Draft Tax Returns



Submission ID: 19000001317 Find

Submission ID	Tax Type	Tax Form	Tax Period	Submission Date
19000001317	Company Form	IT-11GHA (Tax return for Company only)	Yearly period (July, 2015-June, 2016)	9/17/2015

Previous
Next
Cancel

Step 2: Process a draft tax return

This step allows user to choose draft tax return in order to continue processing.

After user presses Next  button, system displays main return and interfaces as on the screen below. User chooses main return or an interface and presses Open  to input data.

Taxpayer Online Services from SAP: Filing

Welcome Md Firoz Sardar

i A draft version of your form has been reloaded; submission ID:19000001773

Task Overview **Filing**

File a New Tax Return | **Process Draft Tax Return** | Filing History

1 — 2 — 3

Selection of Tax Return
Forms
Confirmation

Previous
Submit
Cancel
Check and Calculate
Add...
Save Draft

Forms and Instances

Open | Create Form | Set to Obsolete | Set Unused to Obsolete | Print Form

Tax(Sub)Form	Required	Status	Selected
1. Main return	Yes	Processed	<input checked="" type="checkbox"/>
2. Additional Information - 1	Yes		<input type="checkbox"/>
3. Additional Information - 2	Yes		<input type="checkbox"/>
4. Additional Information - 3	Yes		<input type="checkbox"/>

2.2.2.3 Filing History

This part allows user to find out a successfully submitted tax return in the system.

Step 1: User chooses “Filing history” in “Filing” tab

Taxpayer Online Services from SAP: Filing

Welcome Satla Hatchery Limited

Task Overview | **Filing**

File a New Tax Return | Process Draft Tax Return | **Filing History**

Select a tax type and set an interval in order to view your related filing history and tax assessment.
You can also enter a unique submission number directly in the table.

Tax Type:

Tax Form:

Date from: to:

Filing History

Submission ID:

Submission ID	Tax Type	Tax Form	Period	Submission Date	Draft	Amendment	Attachments

Step 2: User chooses one of the following options to view history of submission

Option 1: Search by Tax type, Tax form and Period

Input information as below:

- Tax type: user chooses return form
- Tax form: this information is displayed automatically by the system
- Date from.....to.....: user inputs the period in which user submitted a tax return

Finally, press Search button to find out the expected return.

Task Overview | **Filing**

File a New Tax Return | Process Draft Tax Return | **Filing History**

Select a tax type and set an interval in order to view your related filing history and tax assessment.
You can also enter a unique submission number directly in the table.

Tax Type:

Tax Form:

Date from: to:

Option 2: Search by submission ID

Input submission ID got from confirmation after submitting return. Then, click “Find” **Find** button

Filing History

Submission ID: **Find**

Submission ID	Tax Type	Tax Form	Period	Submission Date	Draft	Amendment	Attachments

System will display tax return in table below and user can click Open **Open** button to view return.

Select a tax type and set an interval in order to view your related filing history and tax assessment.
You can also enter a unique submission number directly in the table.

Tax Type:

Tax Form:

Date from: to:

Search

Filing History

Submission ID: **Find**

Submission ID	Tax Type	Tax Form	Period	Submission Date	Draft	Amendment	Attachments
19000001773	Company Form	IT-11GHA (Tax return for Company only)	Inc.Year:7/2014-6/2015; A.Year:2015-16	2/26/2016	Yes		0

Submitted Forms - Company Form

Open

Tax Form Description	Required	Status
1. Main return	Yes	Processed
2. Additional Information - 1	Yes	Obsolete
3. Additional Information - 2	Yes	Obsolete
4. Additional Information - 3	Yes	Obsolete

Cancel