

(Guideline for Taxpayer) V.2



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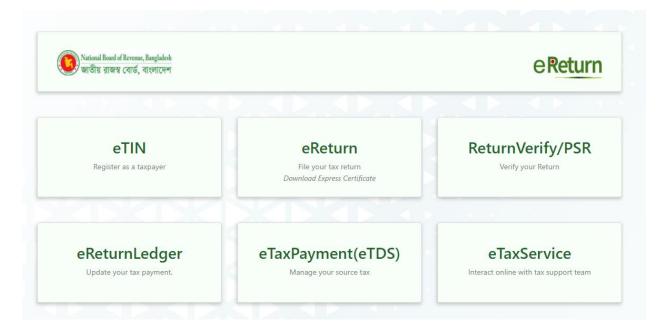
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Overview:

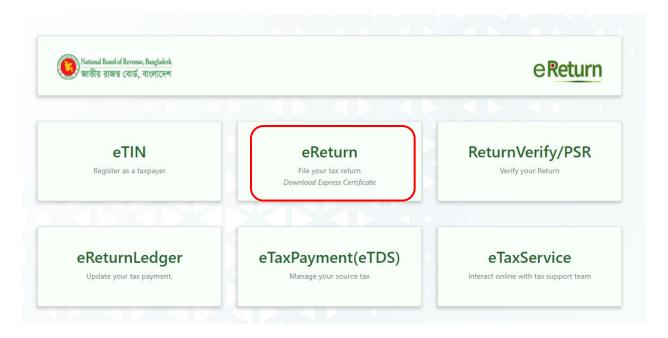
Go to link: https://etaxnbr.gov.bd/#/landing-page & click on eReturn tile.

There is Several Options visible on eReturn Landing Page

- 1. eTIN: This button redirects you to eTIN System
- 2. eReturn: Where all functionality is available for Return.
- 3. Return Verify/PSR: Here you can verify you return submission status.
- 4. eTaxPayment: you will be redirected to eTDS system.
- 5. eReturnLedger: This function is not available now.
- 6. eTaxService: You will be redirected to eTicketing system for eReturn Support

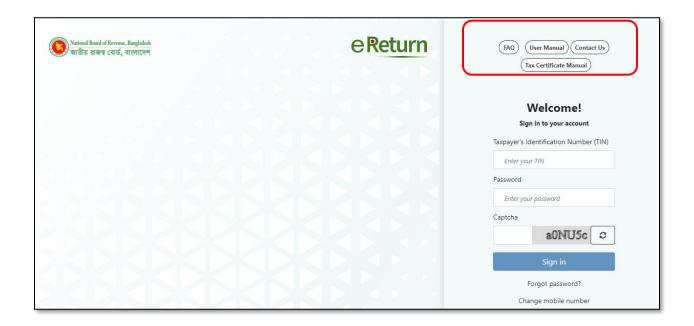


eReturn System



Manual & Support

After Clicking on eReturn there are FAQ(Frequently ask question), eReturn User manual, Tax Certificate download Manual and Contact us Page. Click any button of it and the page will be loaded. It is recommended to Read this page before using eReturn.



If Taxpayer face any issue they can contact for Help on Hotline Number and eTicketing system. In Contact Us page the Hotline number and Ticketing system URL is visible.



Registration:

If you a new taxpayer or you have submitted return offline before, you need to create an account in eReturn.

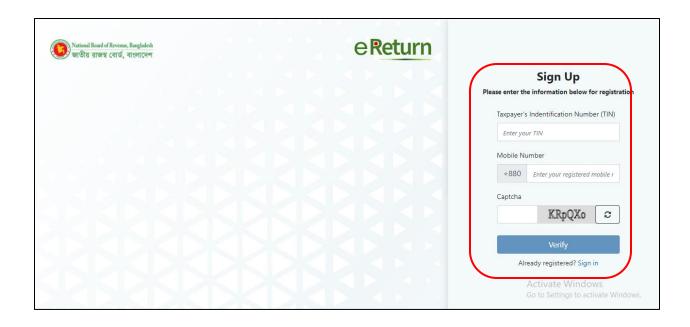
Clicking on "Registration" button will open Sign up page & user will follow the steps to verify.

For Registration User must have TIN and Biometric verified SIM number.

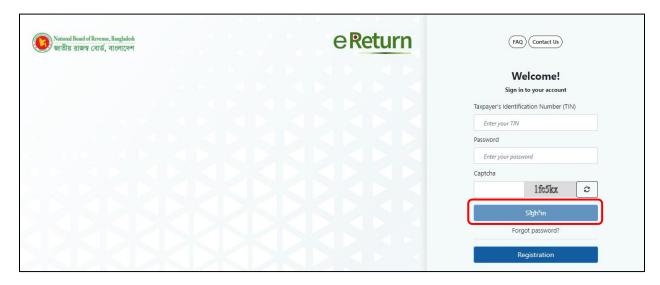


After clicking the registration button, you will get the below page.

- You need to carefully input you TIN and your biometric verified Mobile Number.
- Carefully Input the Captcha
- If you number is verified by your NID and found the match by the system, you will get an OTP
- When you input the OTP, you will be asked to set a password and confirm the password.
- your registration will be successful and you will be redirected to SIGN IN Page.



Sign In
Enter your credentials and click on "Sign in". (for already registered user)



Forgot Password:

In case anyone forgets password, click on "Forgot Password" from log in Page.

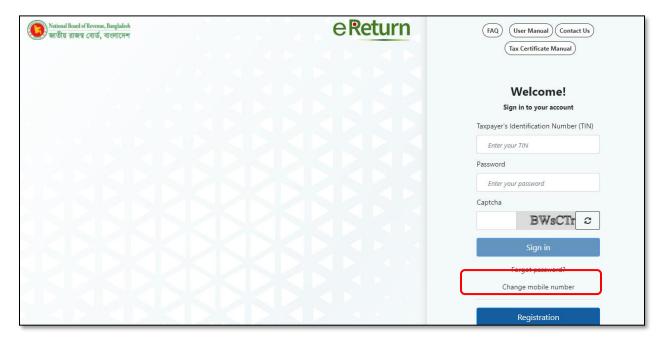


Enter your registered phone number and click on "Send OTP" button to set new password.



Change Mobile Number

If Taxpayer wants to change the mobile number, he/she used for eReturn Registration need to use the feature "Change Mobile Number"

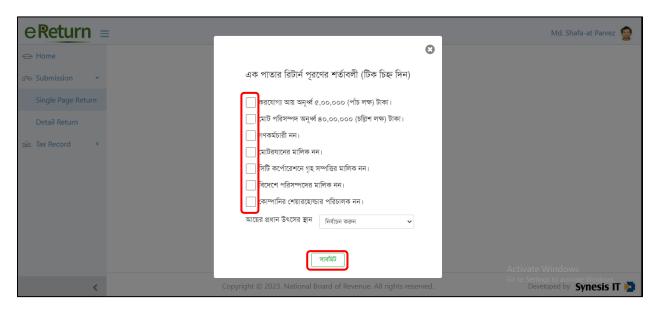


The new number needs to be biometric verified also. When he/she fill up TIN and New mobile number a OTP will be sent to the new number.

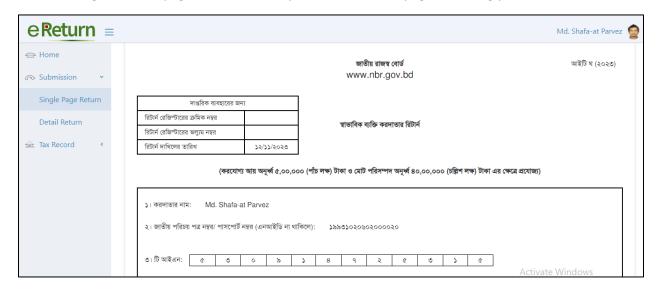


Return Submission - Single Page

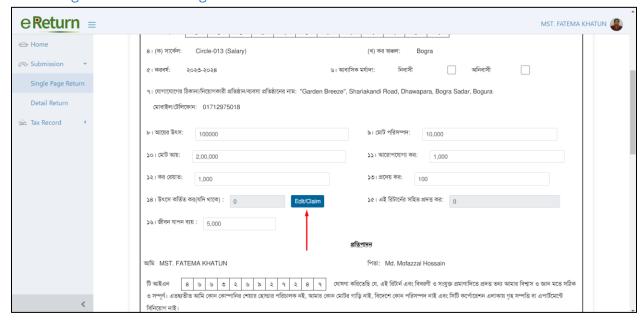
After successfully logging in click on "Single Page Return" under Submission menu. Select the specific conditions and click on "Submit" button.



Click on "Single Return" page and fill the fill up the details of the page accordingly.



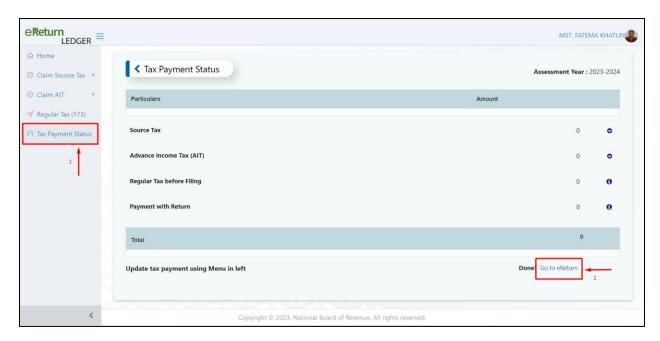
From Single Return to eLedger



The user can click the "Edit/Claim" button to be redirected to the eLedger page if they wish to go there from the Single page return.



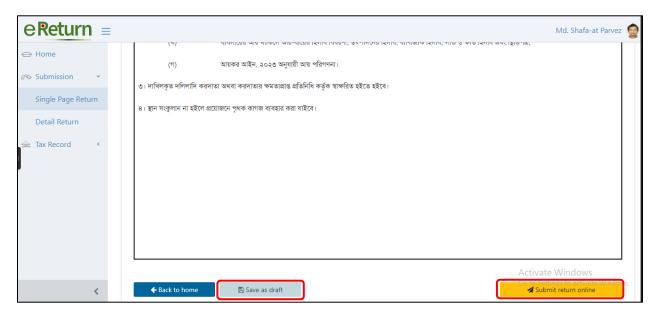
When the user clicks the "Edit/Claim" button, the system will take them to the eLedger system.



If the user wishes to return to the eReturn system, they must first click on the "Tax Payment Status" and then select the option "Go to Return." After selecting this option, the system will redirect to the eReturn system.

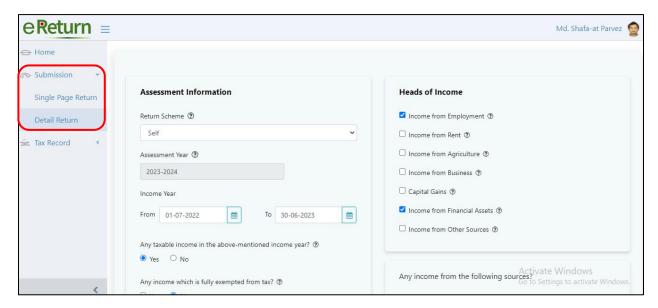
Submission:

After filling out the form, click on "Submit Return Online". Clicking on "Save as draft" will save the details of the form & can submit later.



Regular Return

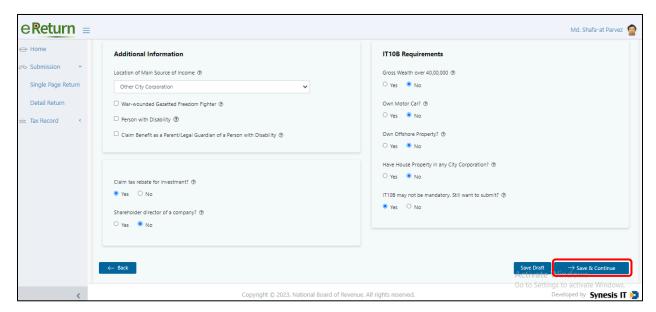
Clicking on "Detail Return" button under submission menu will open detail return page.



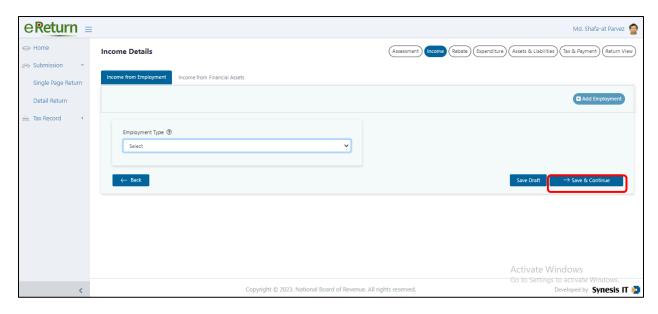
Click "Save Draft" to save detail return as draft. Clicking on "Save & Continue" button will take to next page.



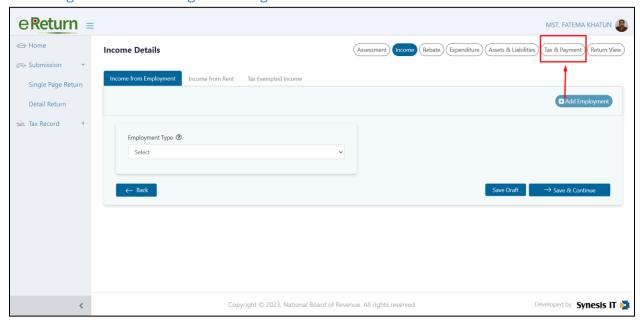
Fill up the details of the page and again click on "Save & Continue" button.



Enter Income details and click on "Save & Continue" button.

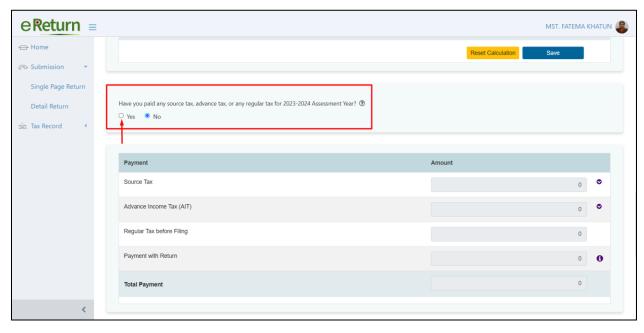


From Regular e-Return Page to eLedger

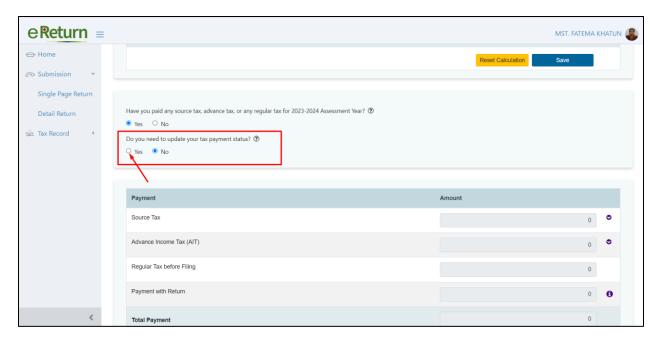


All of the income heads will be displayed on this page. However, in order to access the eLedger system, the user must first navigate to the "**Tax & Payment**" page.

This is the "Tax & Payment" section.



The user can view this question on the "Tax & Payment" Page after scrolling for a while. If the user has paid any source tax, they must select "Yes". However, they won't be able to use the eLedger system if they choose "No".



The second question will show once the user presses the "Yes" button. After selecting the "Yes" button for the second question once more, the user will be redirected from the Detail Return to the eLedger by the system.

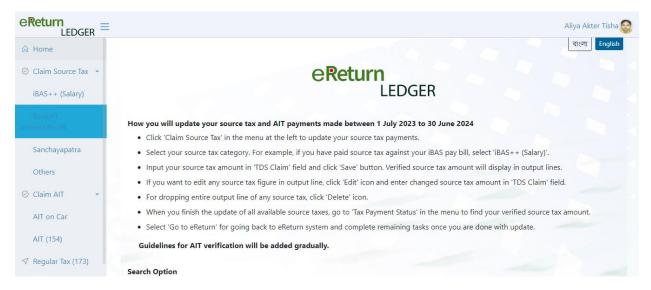


The eLedger system is automatically redirected by the system after selecting the "Yes" button.

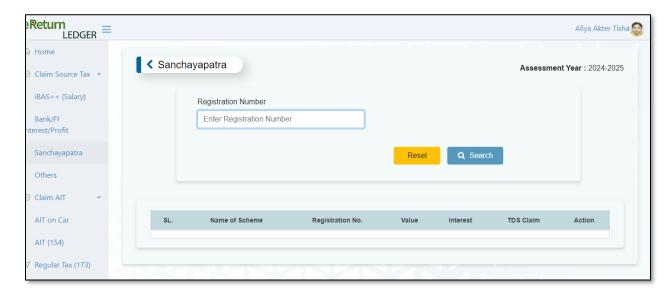
Here you can claim all kinds of source tax and AIT. But not every claim can be verified by the system eReturn system can only verify

- 1. Car AIT
- 2. iBAS ++ Salaried Source Tax
- 3. Sanchaypattra

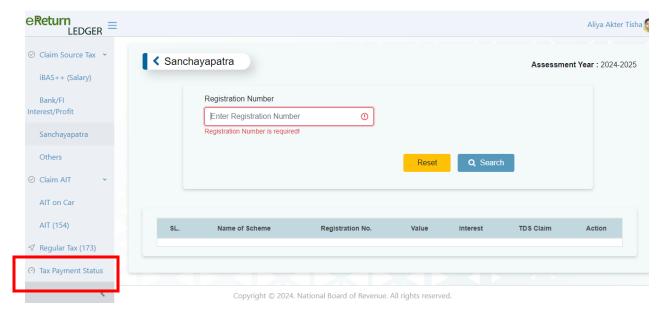
Other data can be verified by the tax official later while assessment.



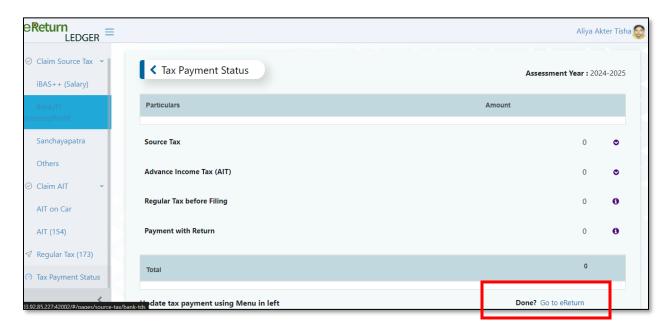
You can click on any menu what you need to claim the related Source Tax and AIT



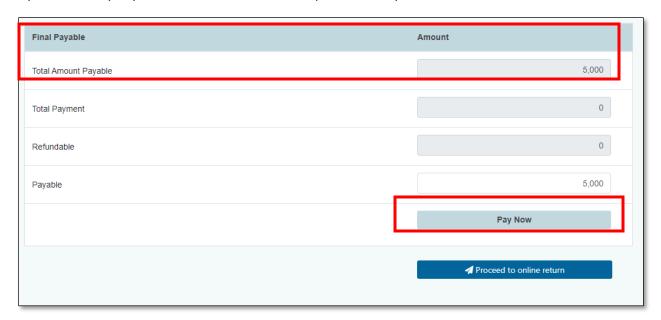
After filling your data you click on Tax Payment Status



You will get a summary of your source tax and AIT here. Click **Go to eReturn** to back to eReturn to complete your submission



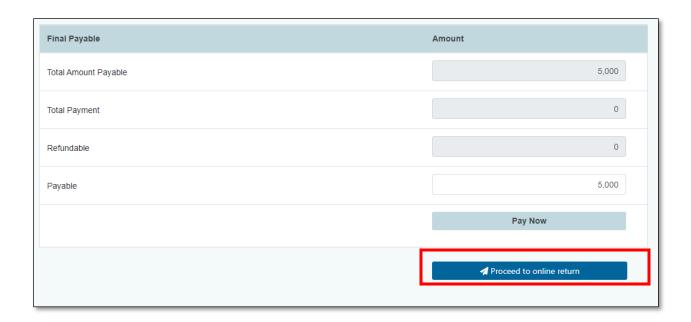
If you have to ay any amount after the return fill-up, Click on Pay Now



For Payment you will get various option like Online Banking, Cards, Mobile Banking



Choose how you can complete your payment and back to eRetun to Submit the retun.



Tax Record and Documents

After you submit you return, Instantly your return certificate you will be shown. You can down Acknowledgement Certificate, Challan, Return from the menu also.

