



**INSTRUCTION NOTES FOR THE COMPILATION OF THE  
DAILY TAX RETURN**

**AUGUST 2022**

## Introduction

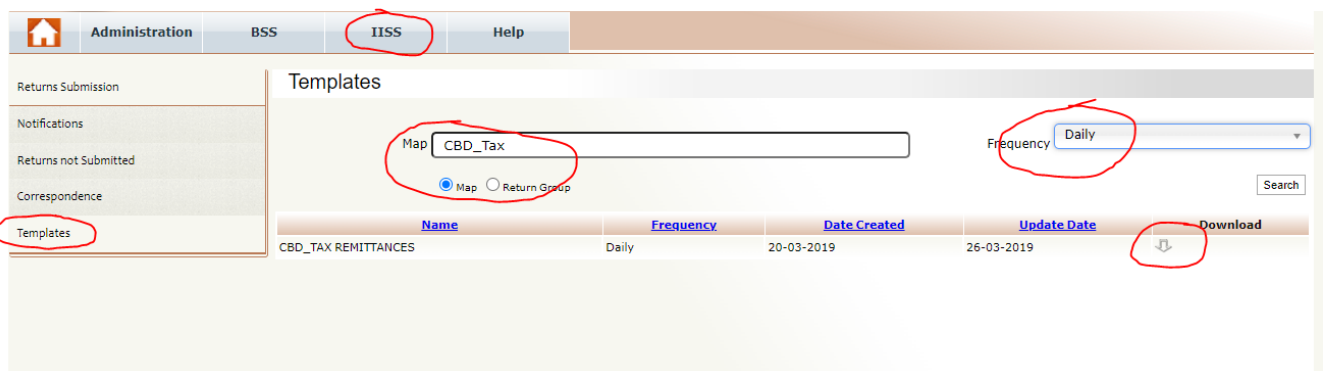
The commercial banks collect taxes and are remitted as required by the Uganda Revenue Authority to the Bank of Uganda.

The Bank of Uganda requires banks to advise what will be paid out, a day earlier to allow for proper liquidity management during the CRR maintenance period.

The taxes collected today by commercial banks are then advised the following day to the BOU through BSA by 11.00a.m.

The following steps are taken to submit the return.

1. Login to BSA
2. Skip this step if you already have the return template. Download by going to IISS > Templates, then search for the return “CBD\_Tax” in the map field. The download happens when you select the arrow in the download column.



3. On the Return Name CBD\_TAX REMITTANCES, click on the download icon to download the template
4. An excel template is downloaded

FMXDTX003					
DAILY RETURN ON URA TAX REMITTANCES					
<b>Institution Code:</b>					
<b>Financial Year:</b>					
<b>Start Date:</b>					
<b>End Date:</b>					
<b>Date Collected:</b>					
<b>Amount to be remitted in Shs.</b>					
<b>Amount to be retained in Shs.</b>					
<b>Date Remitted:</b>					

5. Filing in the return
  - 1: Your name
  - 2: Your position
  - 3: Your telephone number
  - 4: Every institution has one, contact your team that often works with BSA for your code
  - 5: The year corresponding to the date inserted
  - 6: The day corresponding to details of the information
  - 7: Similar to the Start Date, Always
  - 8: Indicate the date of collection
  - 9: Amount to be remitted today [More detail on this]
  - 10: Amount to be retained [More detail on this]
  - 11: Date remitted; The Date on which the funds are sent to BOU
6. Save the return and upload it to BSA
7. Uploading the return, Go to IISS> Return Submission
8. Select the Map as CBD\_TAX REMITTANCES
9. The period should correspond to the day you selected in the return
10. Choose the file you saved-then click "Add"
11. Click Upload to upload the return

**Submission Details**

Institution Type: Banks

Institution Category: Commercial Banks

Institution: TROPICAL BANK

Map  Return Group

Financial Year: 2022

Map: CBD\_TAX REMITTANCES

Frequency: Daily

Period: 11-07-2022 To: 11-07-2022

Submit using Excel  Submit from form

Add a Return:  No file chosen

Return Name	Code	
TX003.xlsx	1001801TX003D11072211072201	<input type="button" value="Upload"/>

12. A notification is shown below the return

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Map: CBD\_TAX REMITTANCES

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Period: 11-07-2022 To 11-07-2022

File received, pending processing. Please check notification to see status of processing

13. Go to IISS > Notifications to confirm if your file has been uploaded successfully
14. Leave the start and end date as default, and choose the frequency as "Daily"
15. Select "Search" to view all the returns submitted today.
16. Find the CBD\_Tax Remittance Return you have just submitted – the status should be "Successful"
17. If it has failed, select the "Failed" link, to download the error and why it has failed.

**Notifications**

Search Criteria

Institution Type: Banks Institution Category: Commercial Banks

Institution: ~~TROPICAL BANK~~

Map  Return Group

Map: CBD\_TAX REMITTANCES

Start Date: 07-03-2022 End Date: 07-03-2022

Frequency: Daily

Return Name	Map	Sent Date	Sent By	Frequency	Period	Status
1002001TX0030070320703201	CBD_TAX REMITTANCES	2022/03/07 15:13	ECO Support	Daily	2022/03/07 - 2022/03/07	Failed

18. If you do not understand the error received, send an email to [bsa\\_support@bou.or.ug](mailto:bsa_support@bou.or.ug) with the attachment of the text file and request for assistance to understand the error.