GUIDELINES ON
MAKING TAX PAYMENTS
USING BANK CHANNELS
### BILL PAYMENTS USING BANK CHANNELS

<table>
<thead>
<tr>
<th>BANK</th>
<th>SINGLE BILL</th>
<th></th>
<th></th>
<th>MULTIPLE BILLS</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>PAYMENT CHANNELS</td>
<td></td>
<td></td>
<td>PAYMENT CHANNELS</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>OVER THE COUNTER (OTC)</td>
<td>INTERNET BANKING (IB)</td>
<td>TELEGRAPHIC TRANSFER (TT)</td>
<td>OVER THE COUNTER (OTC)</td>
<td>INTERNET BANKING (IB)</td>
<td>TELEGRAPHIC TRANSFER (TT)</td>
</tr>
<tr>
<td>Baiduri</td>
<td>X+</td>
<td>√**</td>
<td>X</td>
<td>X+</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>BIBD</td>
<td>√*</td>
<td>√**</td>
<td>√</td>
<td>Credit Advice***</td>
<td>√****</td>
<td>√</td>
</tr>
<tr>
<td>SCB</td>
<td>√*</td>
<td>√</td>
<td>√</td>
<td>Credit Advice***</td>
<td>X</td>
<td>√</td>
</tr>
</tbody>
</table>

- **Baiduri**
  - X+: Available
  - √**: Available
  - X: Not available

- **BIBD**
  - √*: Available
  - √**: Available
  - √: Available
  - Credit Advice***
  - √****: Available
  - √: Available

- **SCB**
  - √*: Available
  - √: Available
  - √: Available
  - Credit Advice***
  - X: Not available
  - √: Available

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*Bank OTC is only for Revenue Division’s End Of Day Deposits. Channel is NOT for Bill Payment.*

*Bill Payment Slip*

**Refer to user Guide in STARS**

***Credit Advice Template***

****Maximum 3 bills for each session*

**Important Note:**
RETURN ID MUST BE PROVIDED WHEN MAKING BILL PAYMENT AT BANKS
RETURN ID from STARS Portal
Single Bill Payment using ‘BIBD BILL PAYMENT SLIP’

STEP 1
Obtain the BILL PAYMENT SLIP provided at any BIBD Branch

STEP 2
2.1 Tick the box ‘Lain-lain/Others’ and write Revenue Division, MOF

2.2 Fill in the nine (9) digit numeric Return ID in the Billing Account No. column

2.3 Fill in your Company Name in Name of Subscriber column

2.4 Fill in the payment amount and other details as required in Cash/Cheque columns

STEP 3
Present the Bill Payment Slip together with Cash/Cheque to the counter clerk at BIBD Counter

STEP 4
Upon payment confirmation, keep a copy of the Bill Payment Slip as proof of payment
Single Bill Payment using ‘SCB BILL PAYMENT SLIP’

STEP 1
Obtain the BILL PAYMENT SLIP provided at any SCB Branch

STEP 2
2.1 Draw a tick box and write Revenue Division, MOF

2.2 Select fund type under Source of Funds

2.3 Fill in the Debit Account No. column

2.4 Fill in your Company Name in Customer Name column

2.5 Fill in the nine (9) digit numeric Return ID in Billing Account No. column

2.6 Fill in the the payment amount and other details as required in Cash/Cheque columns

STEP 3
Present the Bill Payment Slip together with Cash/Cheque to the counter clerk at Counter

STEP 4
Upon payment confirmation, keep a copy of the Bill Payment Slip as proof of payment
Multiple Bill Payments using ‘CREDIT ADVICE’

This template is only applicable for BIBD and SCB

<table>
<thead>
<tr>
<th>No</th>
<th>Billing Account Number</th>
<th>Amount in BND</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Return ID: 600005555</td>
<td>55,000.00</td>
</tr>
<tr>
<td>2</td>
<td>Return ID: 600004444</td>
<td>40,000.00</td>
</tr>
<tr>
<td>3</td>
<td>Return ID: 600003333</td>
<td>3,000.00</td>
</tr>
<tr>
<td>4</td>
<td>Return ID: 600002222</td>
<td>12,000.00</td>
</tr>
<tr>
<td>5</td>
<td>Return ID: 600001111</td>
<td>1,000.00</td>
</tr>
<tr>
<td>6</td>
<td>Return ID: 600054321</td>
<td>4,000.00</td>
</tr>
<tr>
<td>7</td>
<td>Return ID: 600012345</td>
<td>15,000.00</td>
</tr>
<tr>
<td>8</td>
<td>Return ID: 600012233</td>
<td>20,000.00</td>
</tr>
<tr>
<td></td>
<td>TOTAL</td>
<td>150,000.00</td>
</tr>
</tbody>
</table>

COMPANY SIGNATURE/CHOP

Date: DD-MM-YYYY

Dear Sir / Madam,

Please debit our account in BIBD/SCB, A/C Number XXX-XX-XXXXXX-X to the payee below via Bill Payment:

Bill Payment Payee: REVENUE DIVISION, MOF
Single Bill Payments (for high value) using ‘CREDIT ADVICE’

This template is only applicable for BIBD and SCB

COMPANY LETTERHEAD

Date: DD-MM-YYYY

Dear Sir / Madam,

Please debit our account in BIBD/SCB, A/C Number XXX-XX-XXXXXX-X to the payee below via Bill Payment:

Bill Payment Payee: REVENUE DIVISION, MOF

<table>
<thead>
<tr>
<th>No</th>
<th>Billing Account Number</th>
<th>Amount in BND</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Return ID: 600005555</td>
<td>100,000,000.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>TOTAL</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>100,000,000.00</strong></td>
</tr>
</tbody>
</table>

COMPANY SIGNATURE/CHOP

23 November 2016

PGSO, Treasury Department