It's simple , smart & most of all it's elegant.

eTDS Environment

USER MANUAL v 1.1

National Board of Revenue, Bangladesh
জাতীয় রাজস্ব বোর্ড, বাংলাদেশ

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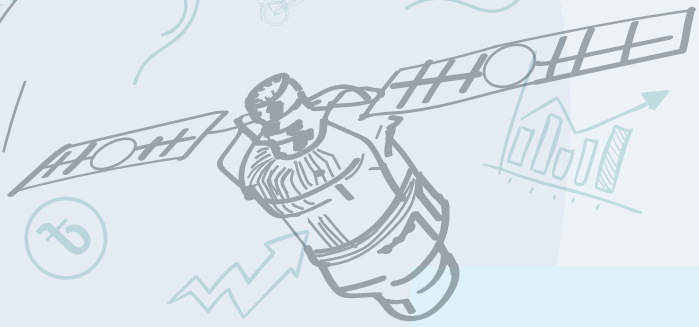
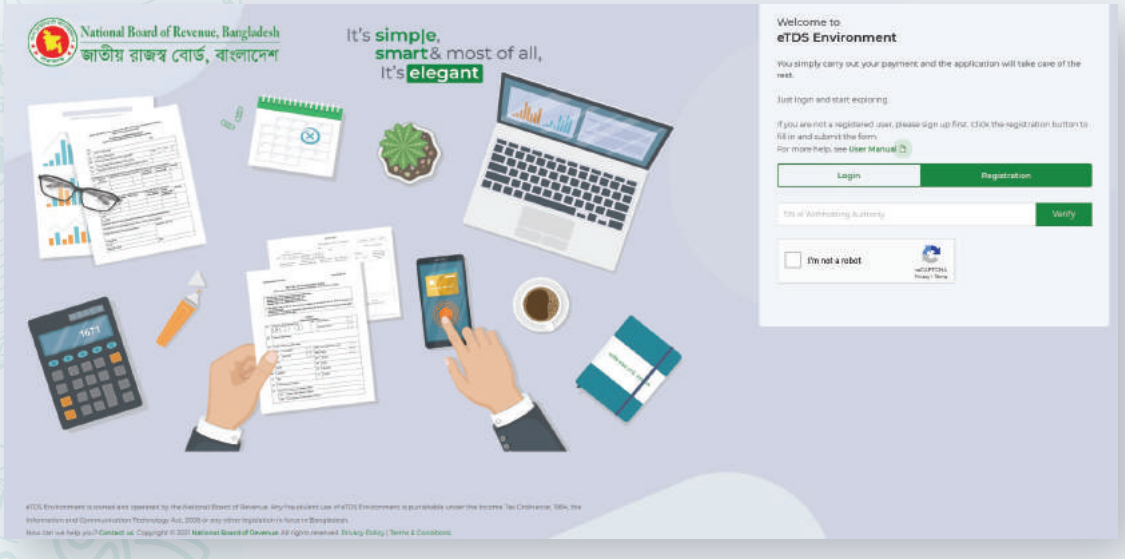
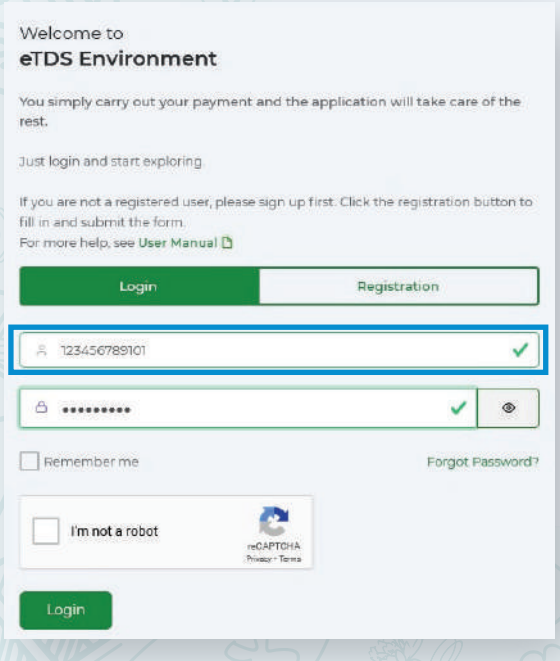


Registration

Welcome to eTDS

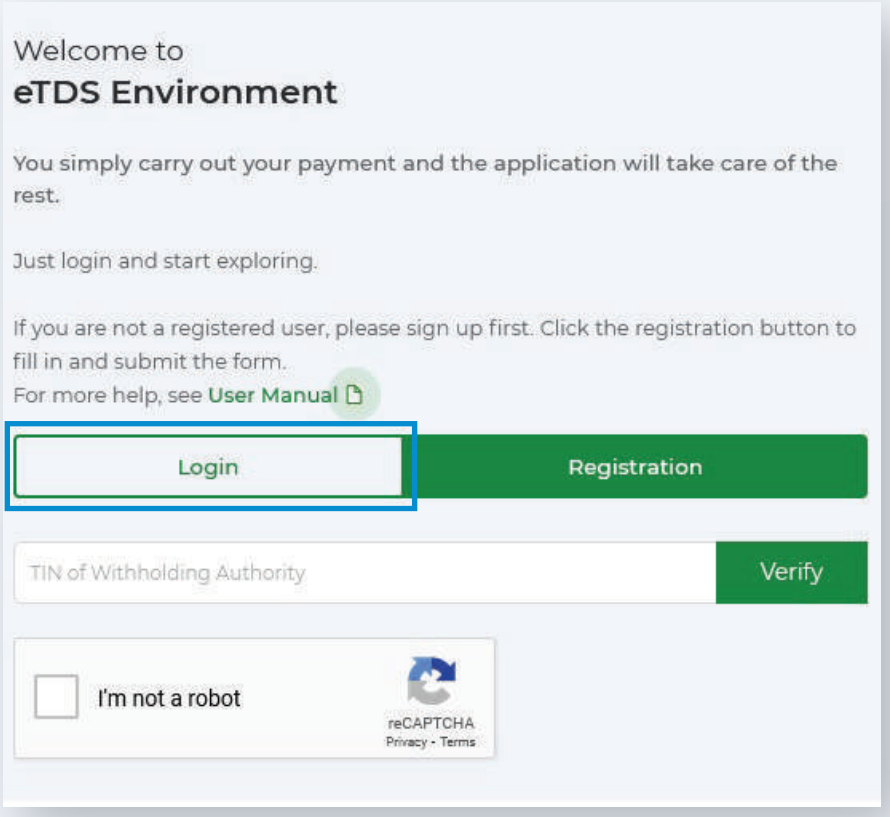
visit: www.etds.gov.bd



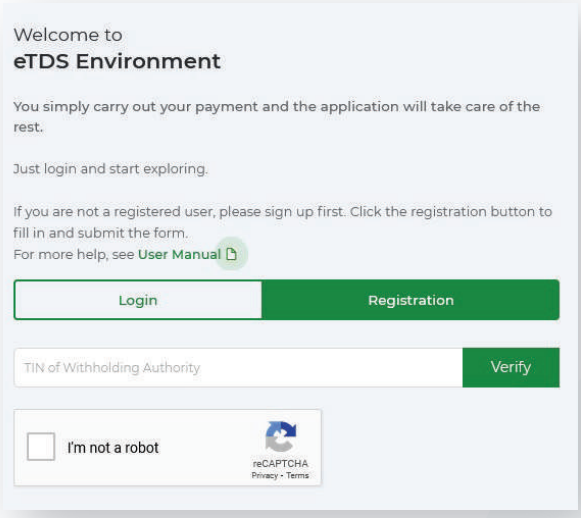


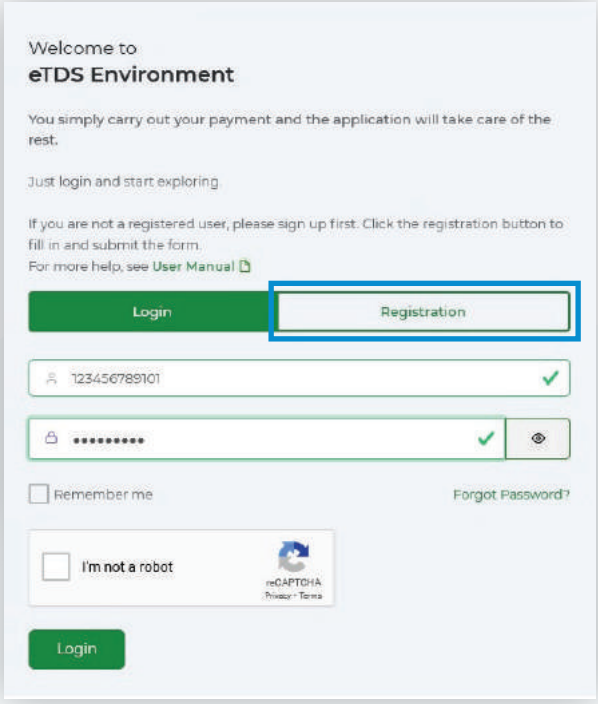
The eTDS Environment system is primarily used by tax withholding authorities. We identify users based on their Taxpayer Identification Number (TIN). Every user has a unique 12-digit TIN. A user can log into this system using that TIN.

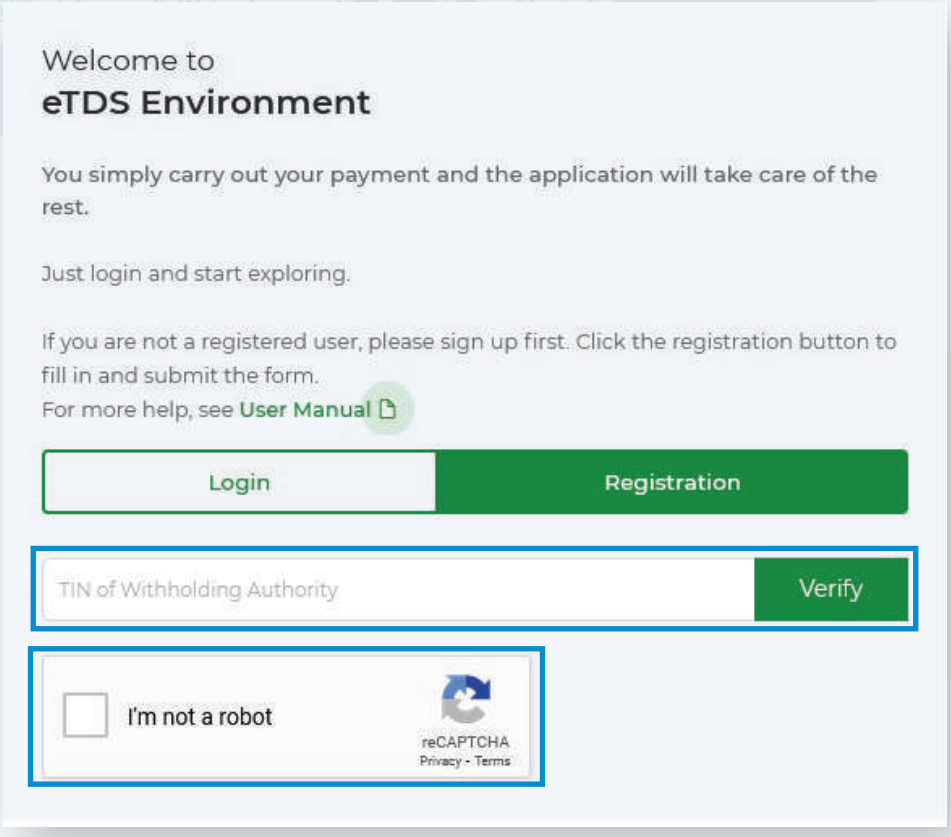
You must be a registered user to use this system. If you are already a registered user, you can log in and start using right away.



To register, simply click the registration button.



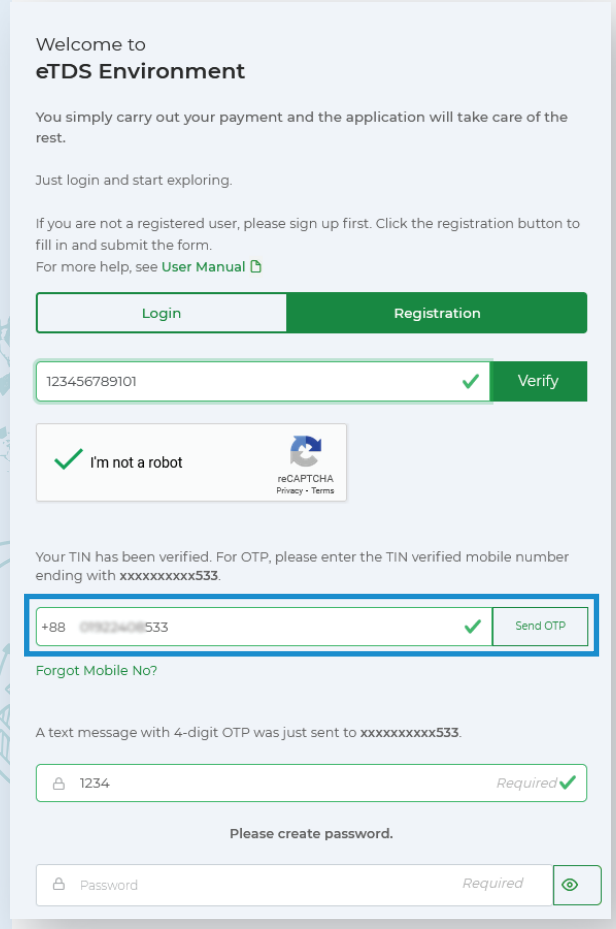




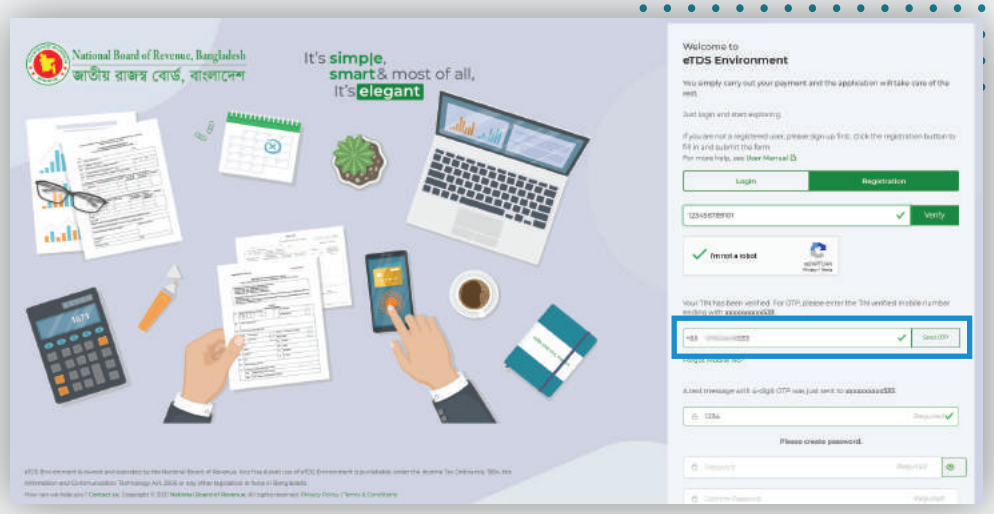
In the ‘TIN of Withholding Authority' field, enter your TIN and click Verify. Don't forget to check the captcha to ensure you're not a robot.

After verifying the TIN,

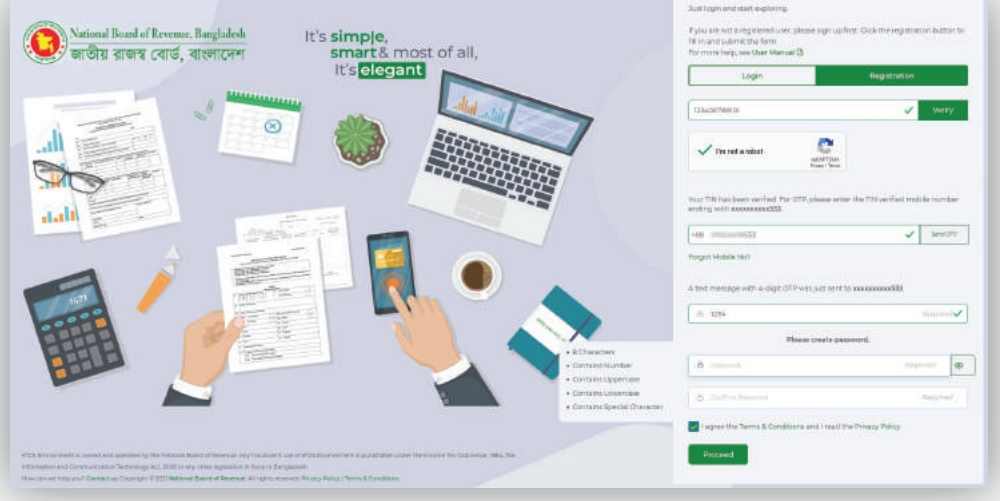
you can move to the following steps:

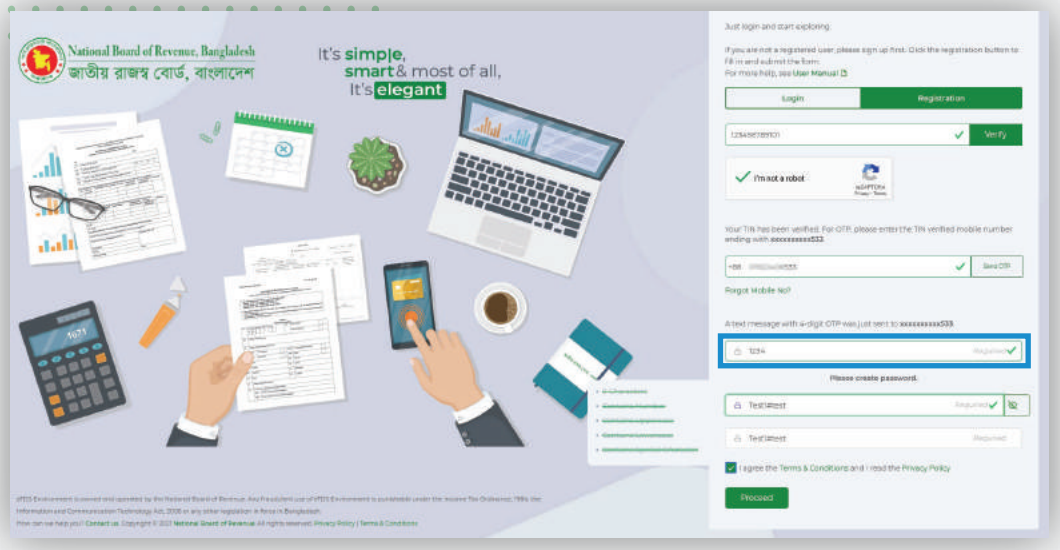


The system will display the last three digits of the mobile number registered under the TIN and prompt you for that number. If you receive an error message stating that no phone number was found, please select the Custom Registration option.

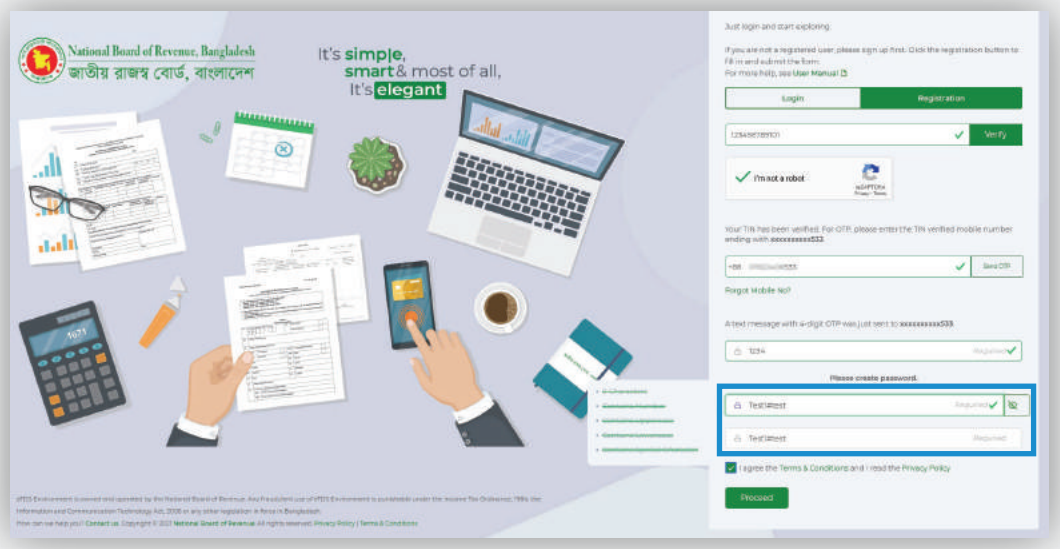


Enter the mobile number to receive a One-Time Password (OTP). If you can't remember your mobile number, please use the Custom Registration option.

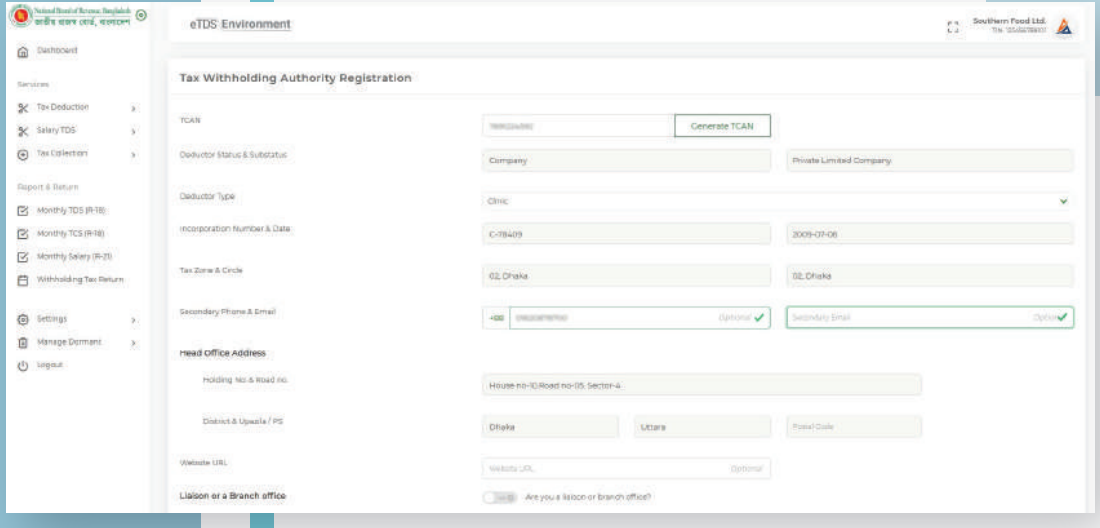




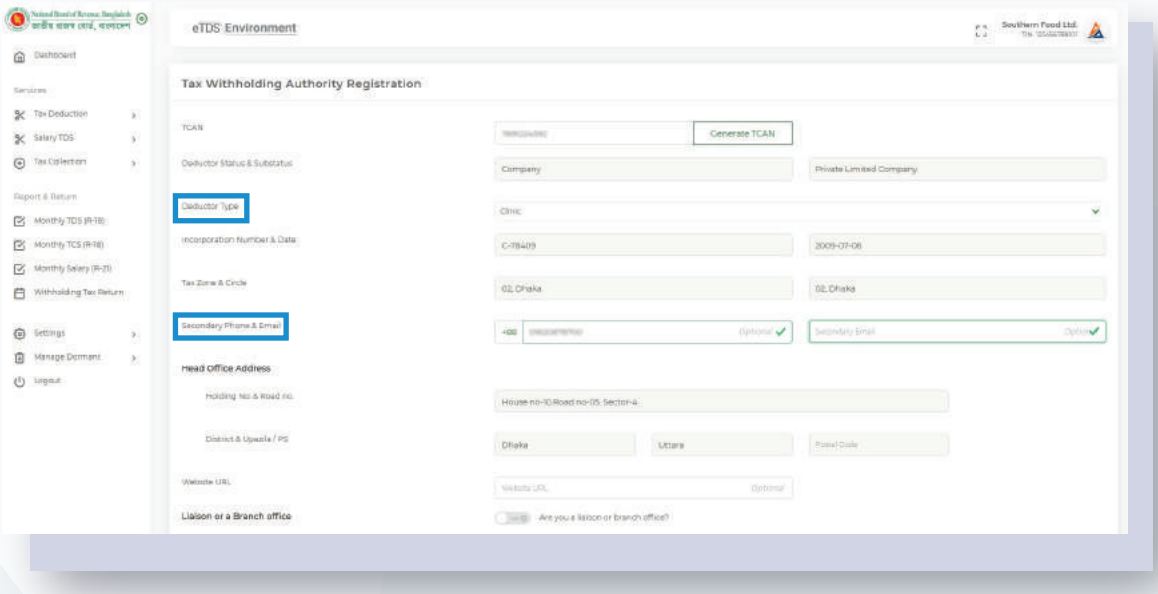
Now enter the OTP and create a password based on the password policy.



You will be directed to the secondary registration page by the eTDS system. Click the Generate TCAN button to start the process. TCAN stands for Tax Collection Account Number. It is a 10-digit unique number used to identify the withholding authority.

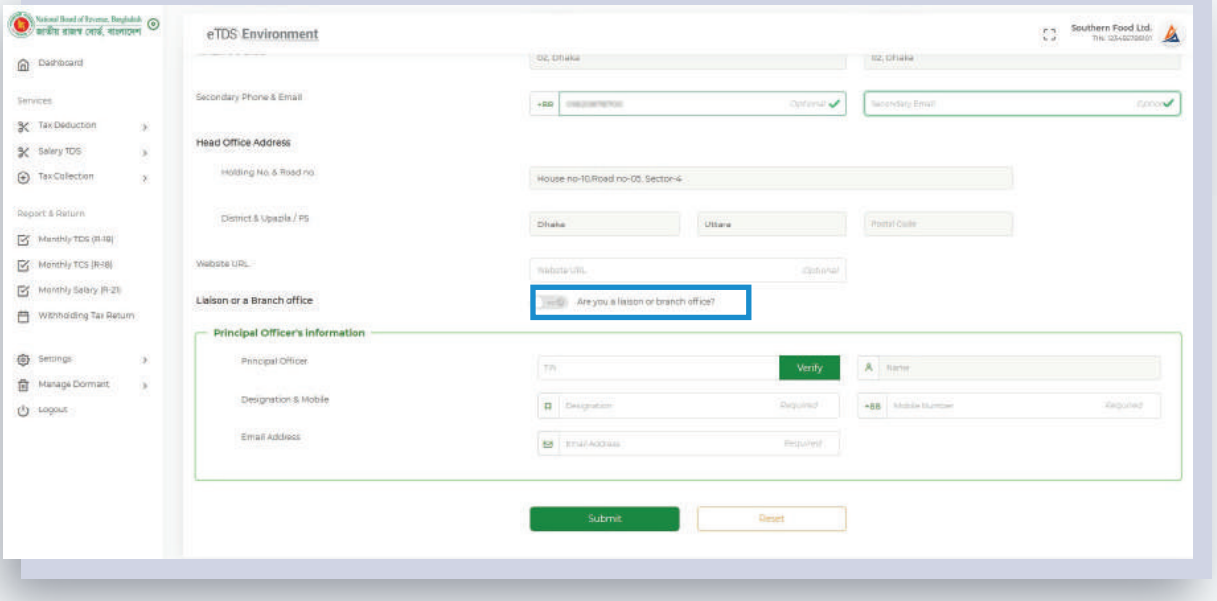


After generating the TCAN, you may select the deductor type. If you click the drop-down menu, you will see all of the categories.

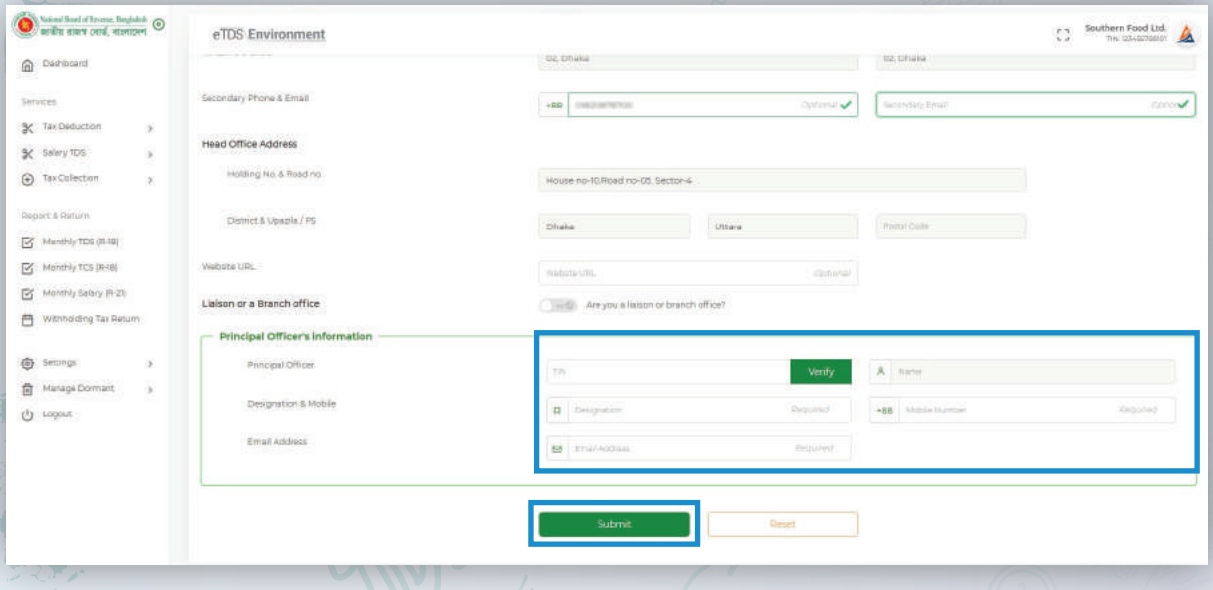


You can provide a secondary phone number and email address, as well as the website address, if you have one.

If you have a liaison or a branch office, you can also include information about them. Simply click the Yes/No button and you'll be able to enter all of the necessary information.



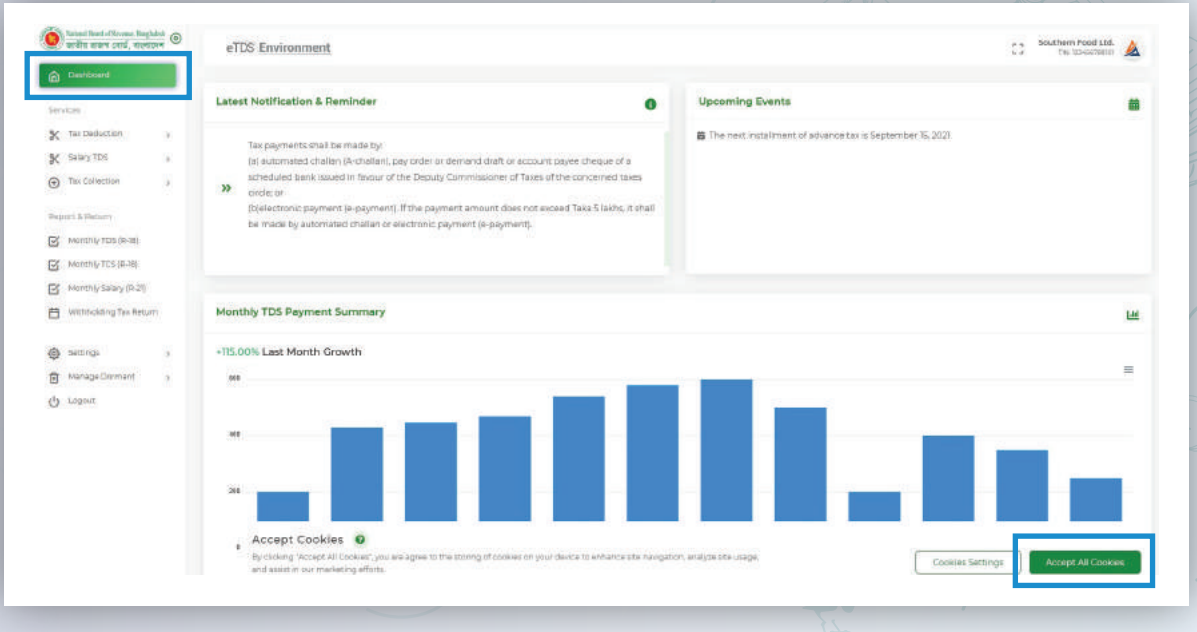
You must assign a Principal Officer as defined in the Income Tax Ordinance, 1984. Please fill out all of the Principal Officer's fields.



After filling out all of the required fields, simply click the Submit button, and the eTDS system will display a success message.

Congratulations!
Registration has been completed.

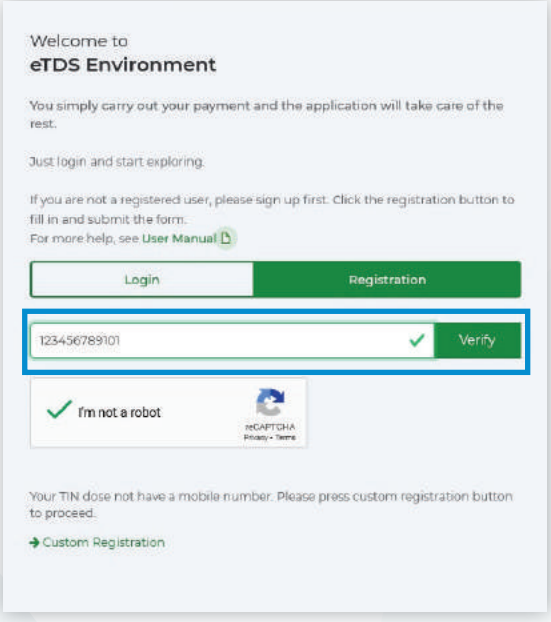
You can now log in with your TIN as your user ID and the password you just created.



You may be prompted to accept cookies. Accept all cookies by clicking the button, and you're good to go.

Feel the technology that turns into COMFORT

Custom Registration

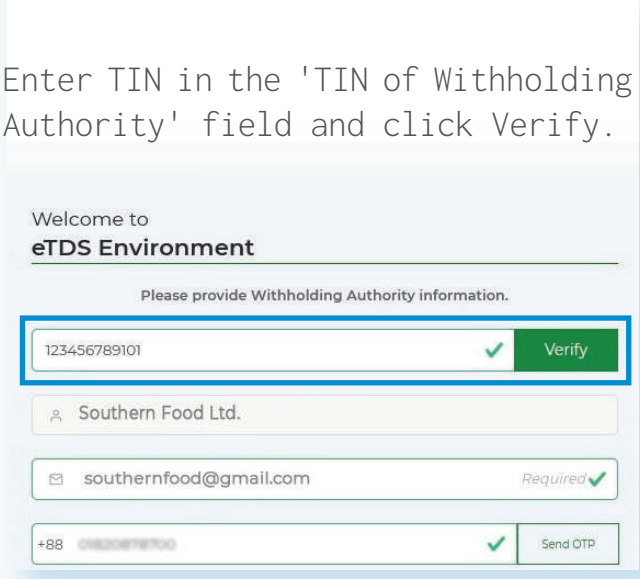


You've arrived here because you received an error message stating that no phone number could be found or because you couldn't remember your mobile number.

Not to worry!

To register, simply follow the steps below:

Enter TIN in the 'TIN of Withholding Authority' field and click Verify.

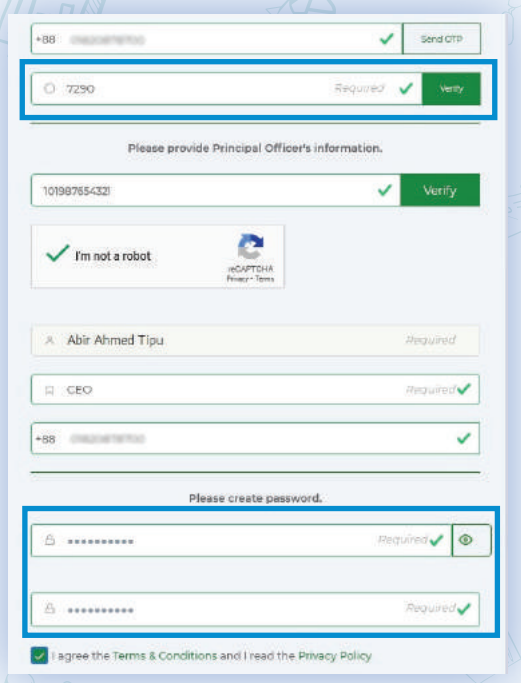


Don't forget to check the captcha to ensure you're not a robot. The name will appear automatically after the verification is completed.

Provide Email of the Withholding Authority.

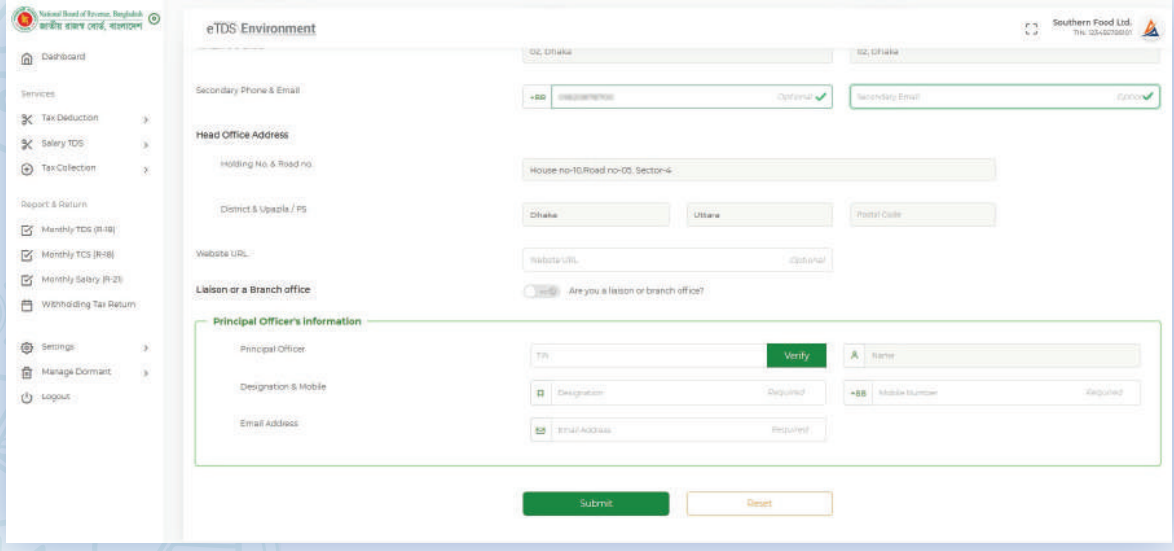
Enter the Mobile number and click on Send OTP button to receive a One-Time Password (OTP).

Now enter the OTP and create a password based on the password policy.

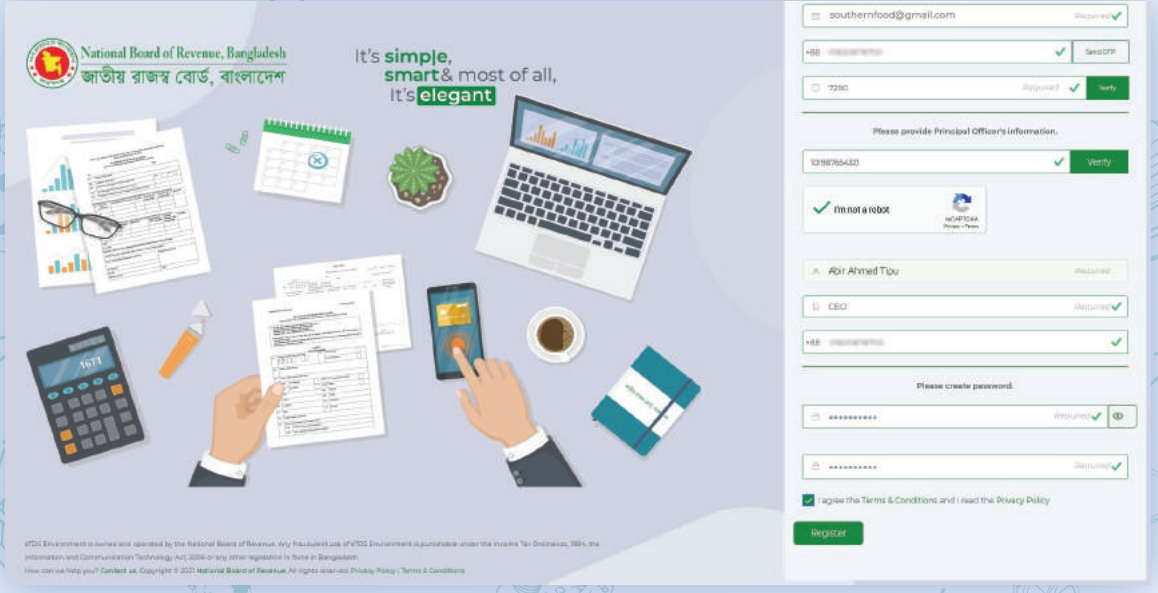


You must **assign a Principal Officer** as defined in the Income Tax Ordinance, 1984. Please fill out all of the Principal Officer's fields.

Principal Officer for Regular Registration

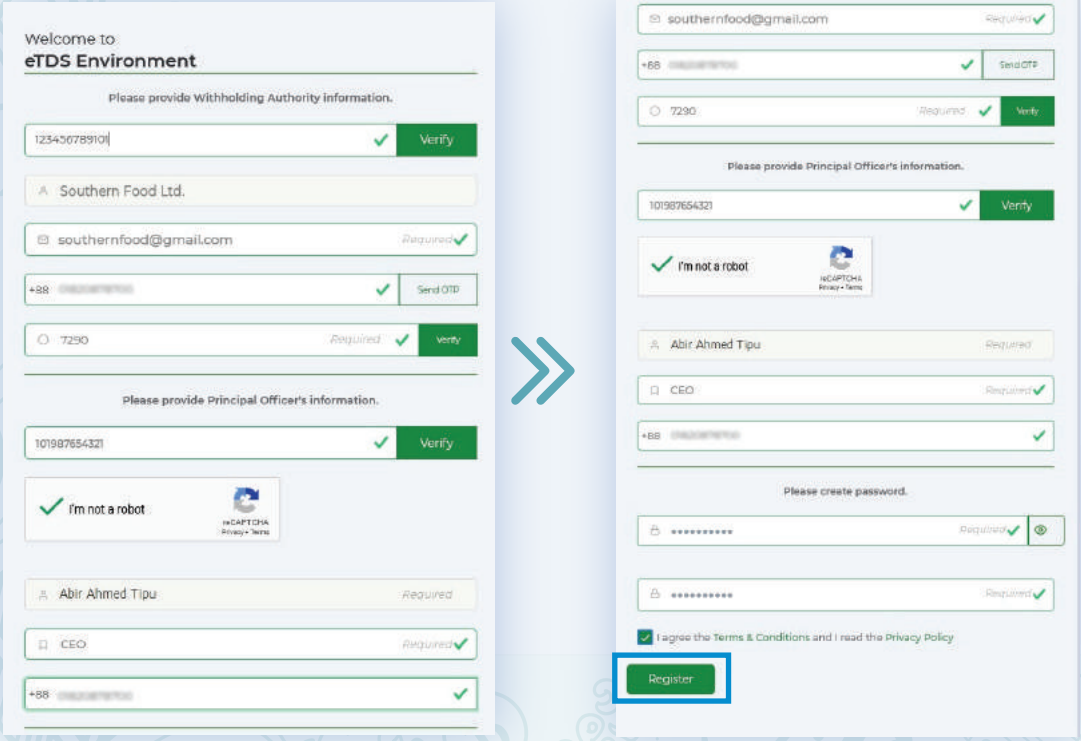


Principal Officer for Custom Registration

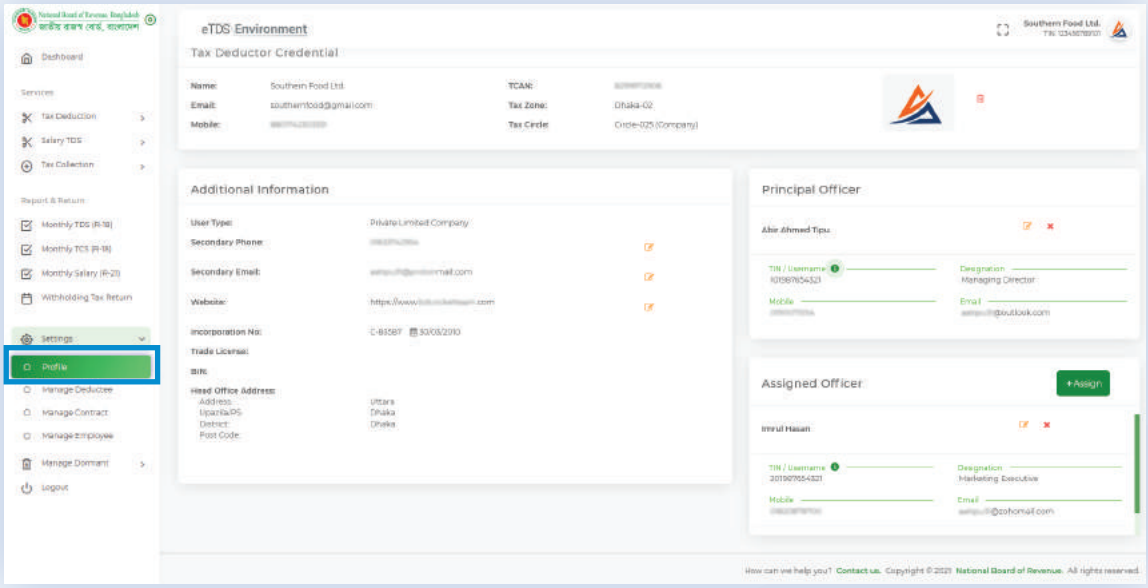


If all of the information is correct, the officer will approve the letter as well as the withholding authority in the eTDS system. You will be able to log in and use all of the functionality once your application has been approved.

The withholding authority will receive a letter following the creation of a password. Please complete the letter and return it to your circle office.



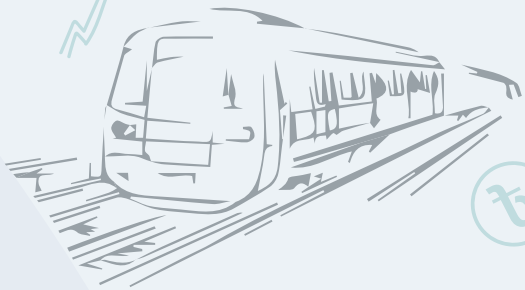
Pay TDS with & SIMPLICITY ELEGANCE



After the registration the eTDS system will take you directly to the Profile page. You may be prompted to accept cookies. Accept all cookies by clicking the button, and you're good to go. You can add your company logo, update your information as well as you can add the assign officer.

we focus on
SIMPLICITY

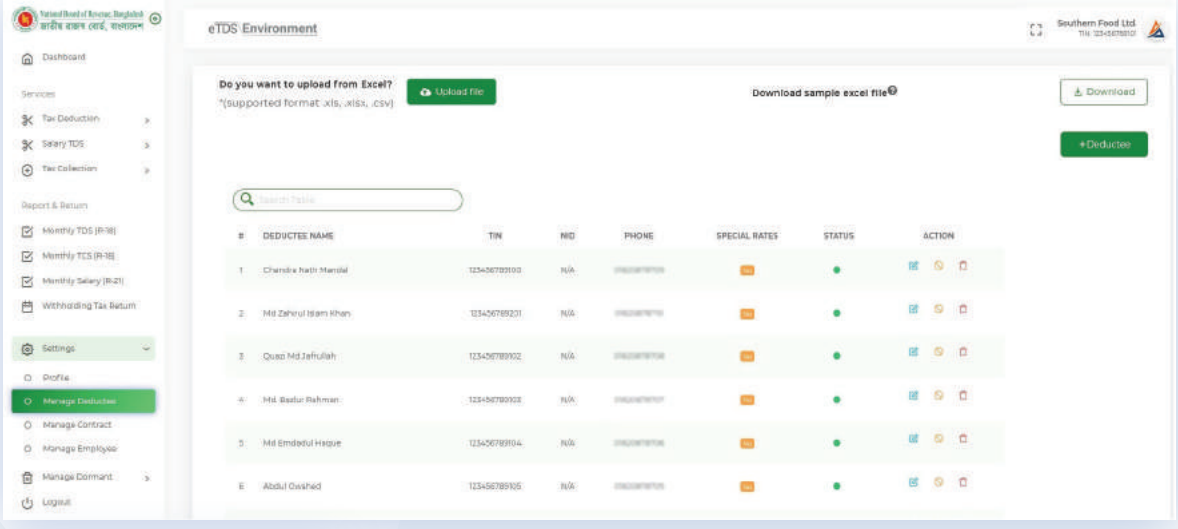
Manage Deductee

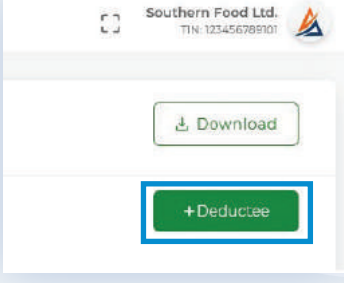


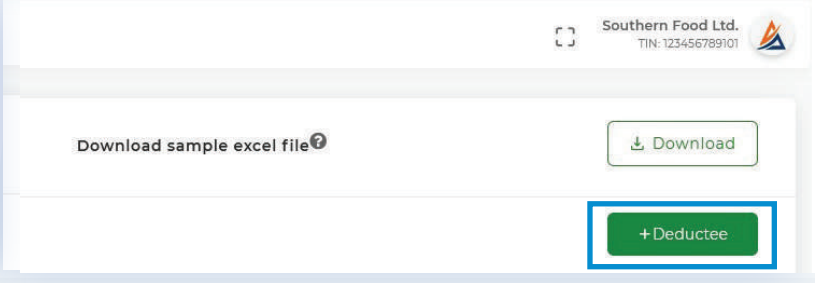
You will be able to add your deductee in two ways in this system.

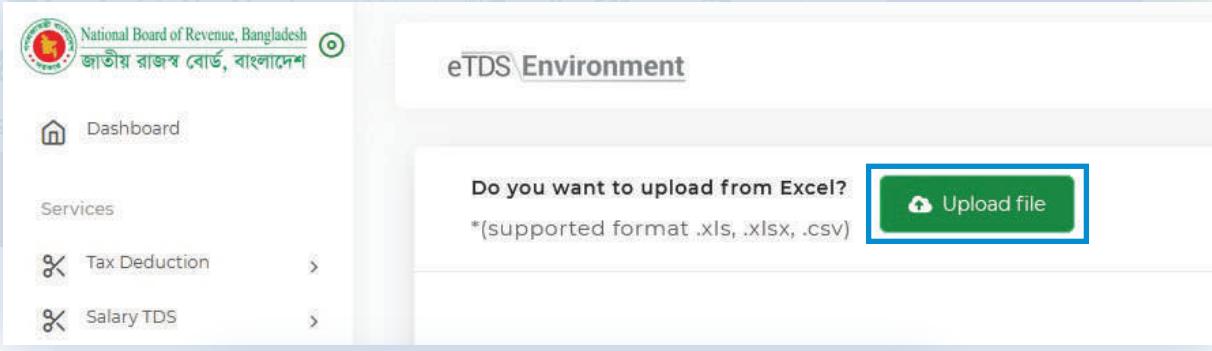
If the list is long, it may be difficult to include every single deductee. As a result, you can find a sample Excel file to download. For your convenience, this Excel file includes a top row.

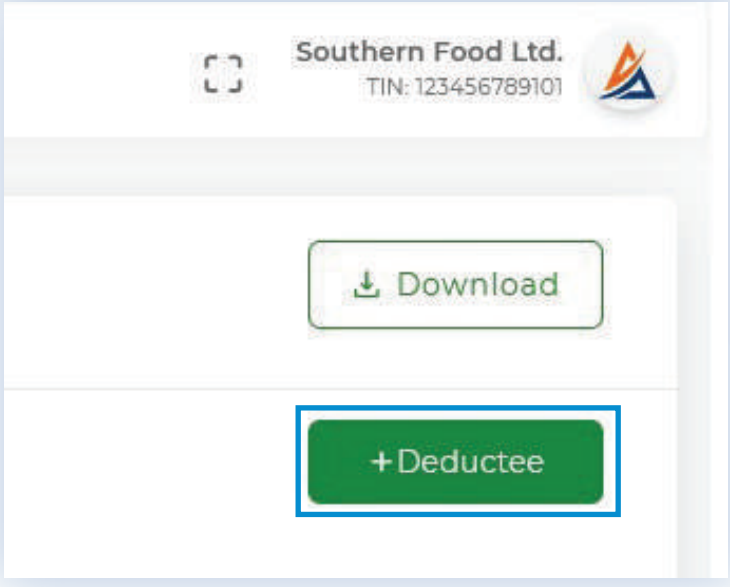
You can add a single deductee by clicking the '**+Deductee**' button, or you can add deductees in bulk or in large numbers by uploading the Excel file.







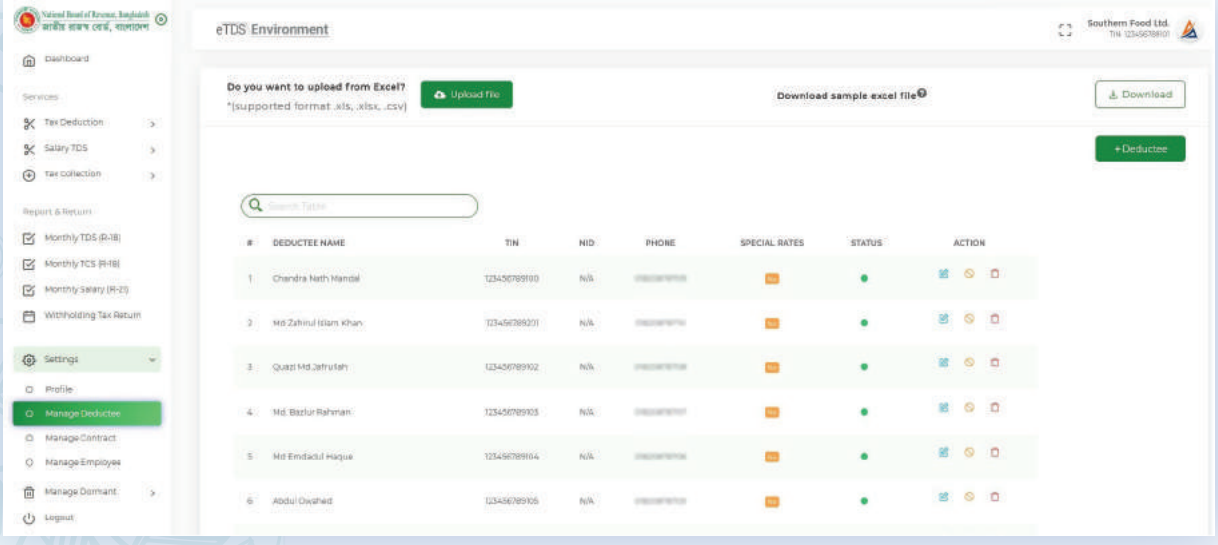




Fill in the deductee information one by one without deleting the top row, then save and upload the file. A success, duplicate, or error message will appear on the eTDS system.

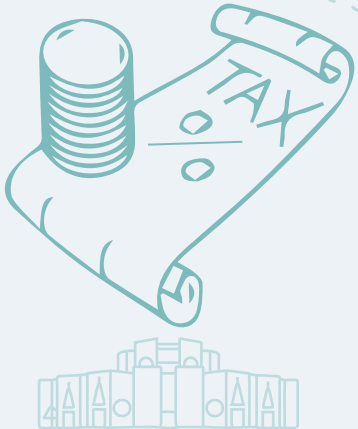
If one of your deductees does not have a TIN and you want to enroll them in the eTDS system, you must use the '**+Deductee**' button.

Your deductee may have some special cases. For example, a special tax rate, a lower tax rate, a tax exemption, and so on. You will be able to apply all of these attributes to your deductees after you save them in the eTDS system and then click the edit button from the deductee list.

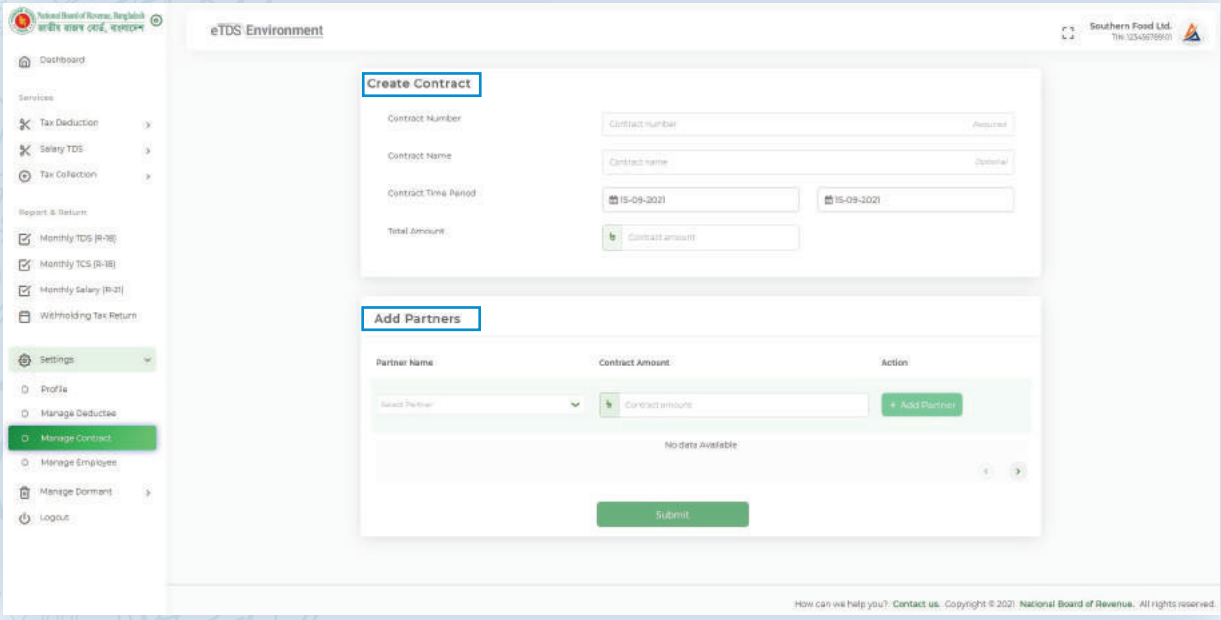


We Focus on your
COMFORTABILTY

Manage Contract

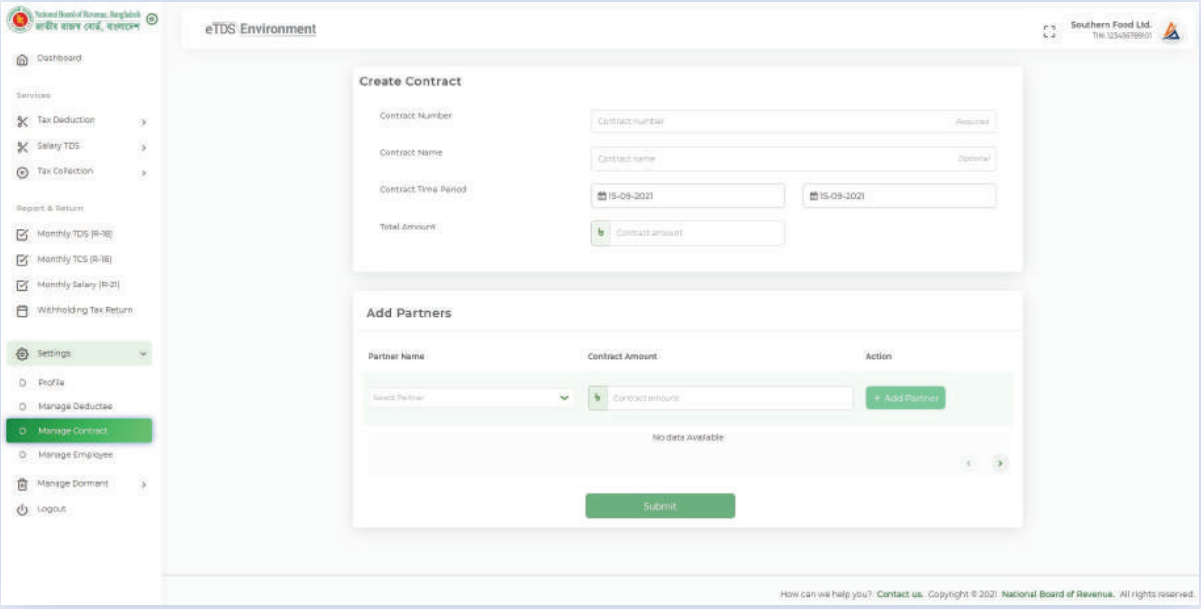


Go to ‘MANAGE CONTRACT’ and enter the contract number and name. Choose a time frame and a total amount.



Partners are easily added by selecting partner, and this contract can be made with a single partner or multiple partners.

You can also prepare the TDS if you do not have a written contract with your deductee. However, the eTDS system will display this informal contract as ‘0'.



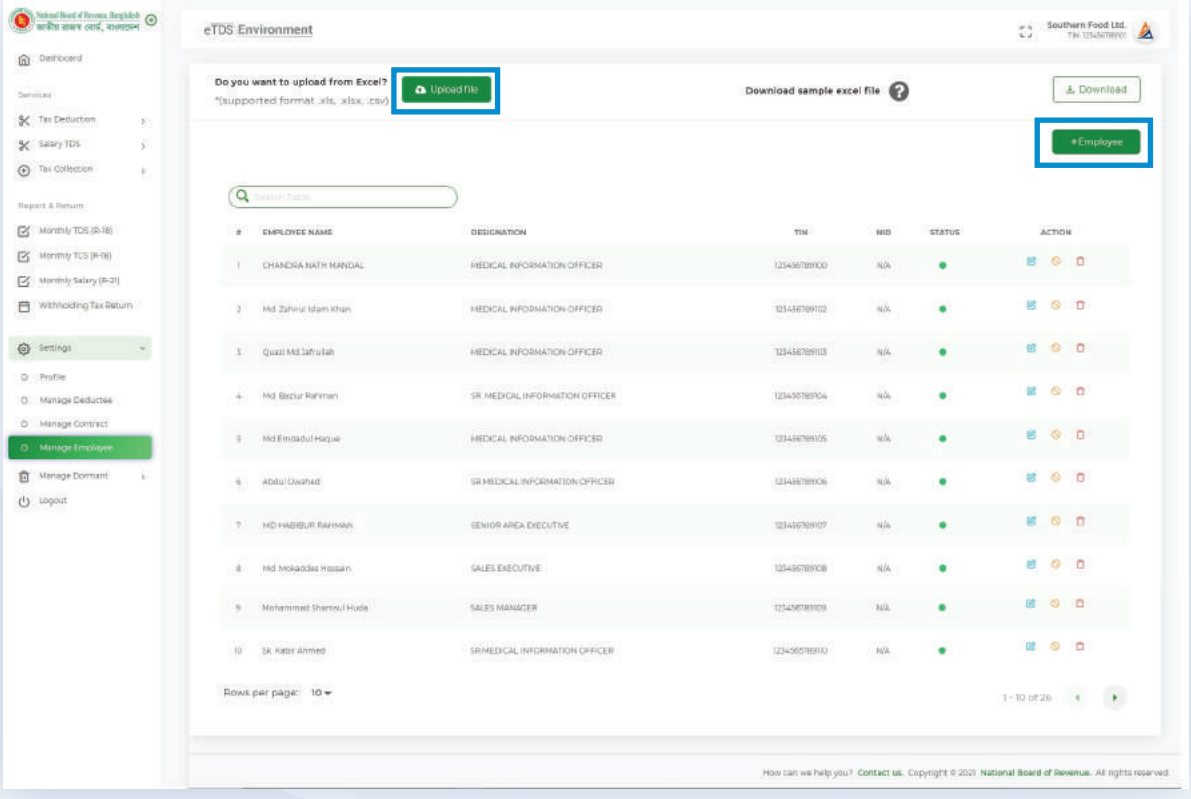
Please remember that the cumulative rule will also be applied to this informal contract.

You feel connected
at all the TIME

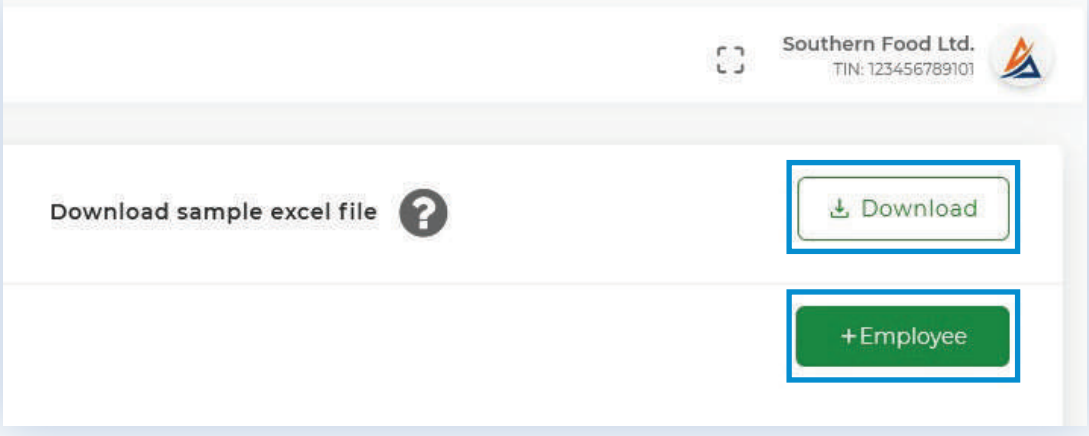
Manage Employee

You will be able to add employee in two ways in this system.

You can add a single employee by clicking the '**+Employee**' button, or you can add employees in bulk or in large numbers by **uploading the Excel file**.

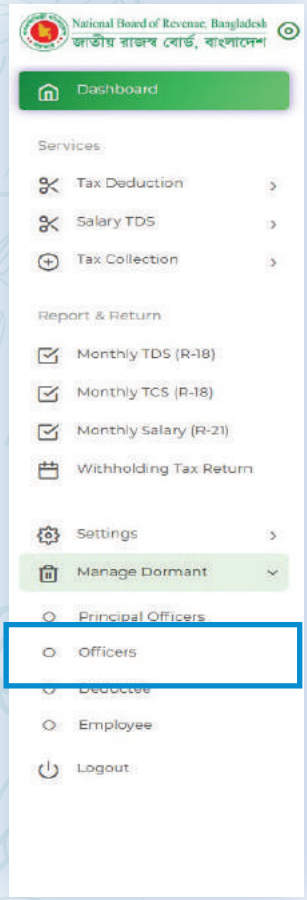


You can find a sample Excel file to **download**. For your convenience, this Excel file includes a top row.



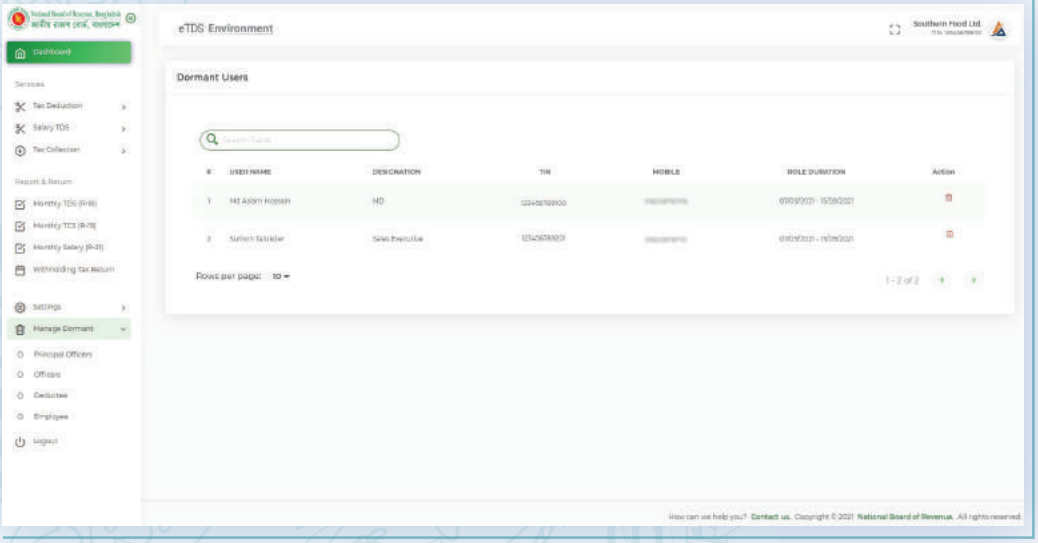
Fill in the employee information one by one without deleting the top row, then save and upload the file. A success, duplicate, or error message will appear on the eTDS system.

Manage Dormant



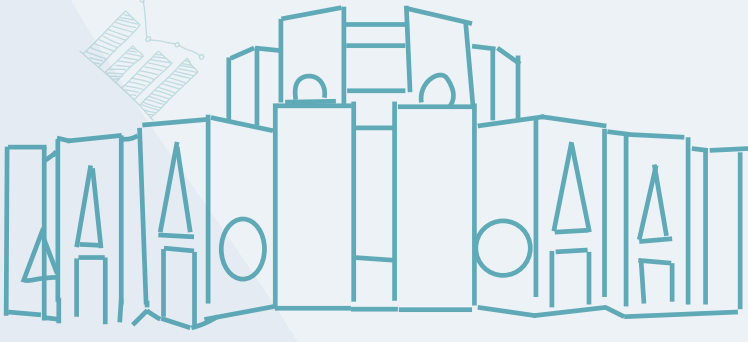
We do not delete data from the entire system when you delete a deductee or an employee. We simply move them to the dormant user category, where you can find all of the deleted entry.

All data is saved there for future reference. If the deductee or employee is not involved in any type of transaction, you can permanently delete them from the dormant section.



Feel the
technology
that turns into
COMFORT

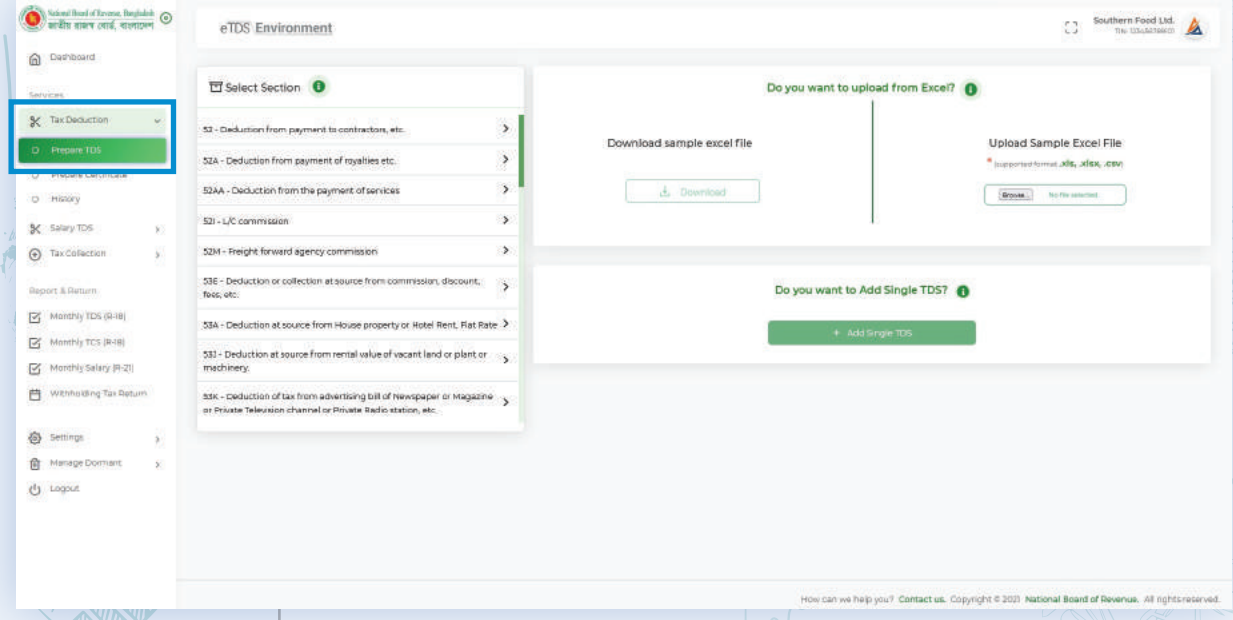
Services



Services

Tax Deduction> Prepare TDS>

You can either prepare TDS one by one or in bulk by uploading an Excel file. A sample Excel file is available for download. This Excel file includes a top row for your convenience.

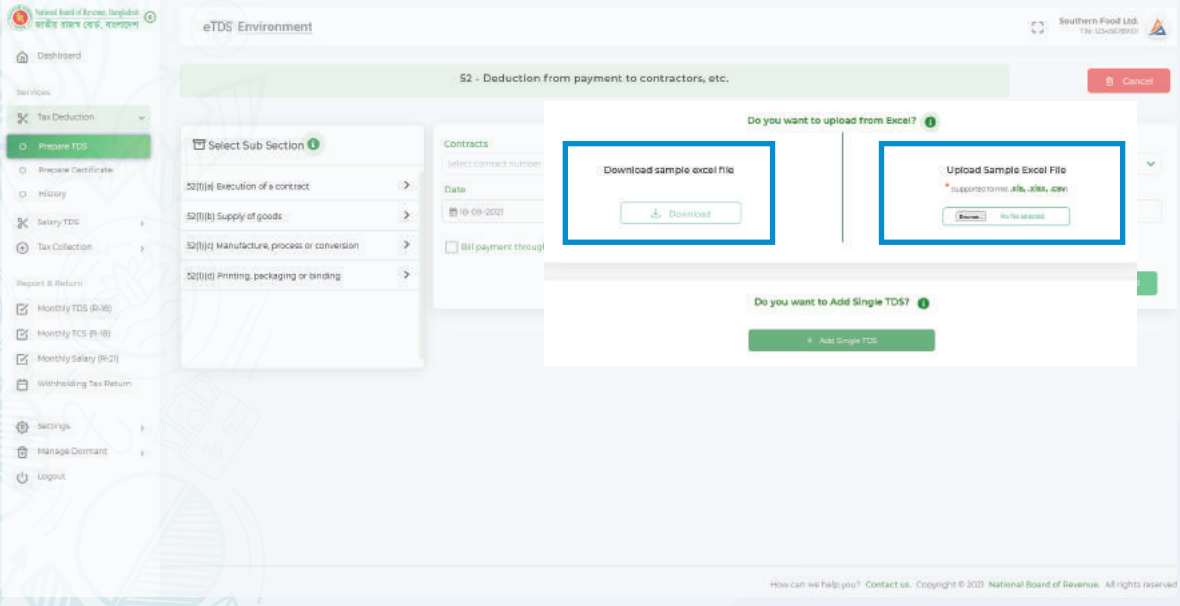


Fill in the TDS data without deleting the top row, then save and upload the file. A success, duplicate, or error message will appear on the eTDS system.

Please remember that TDS can only be prepared for deductees who have been added to the system beforehand.

First, select a section. If the selected section has subsections, they will be displayed on the following page. If you have a subsection, select it.

Choose contract information. If you don't have a contract, select an informal contract. Selecting the informal contract will display the entire list of deductees, while selecting the specific contract will display the deductee with whom you made that contract. Similarly, fill out all of the other required fields.



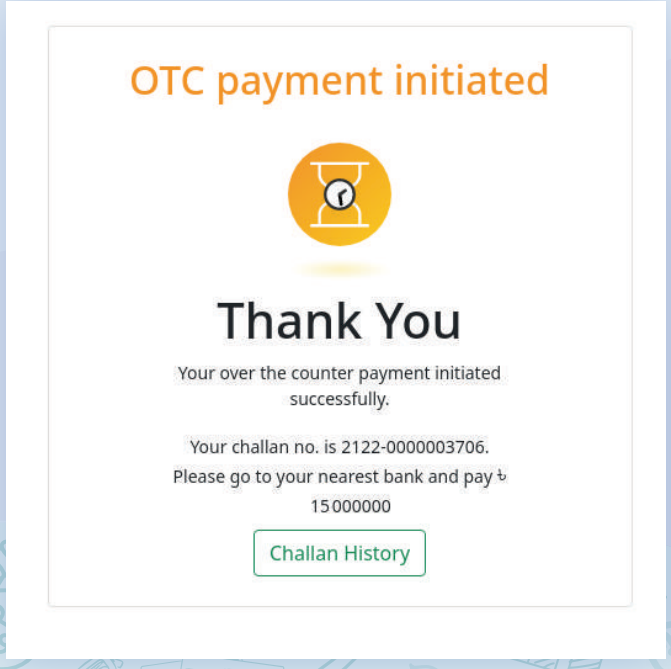
A calculator button will appear, and clicking on it will display all of the calculations, including tax rate, penalty, and cumulative. The cumulative method has been added to this system, and it is automatically adjusted.

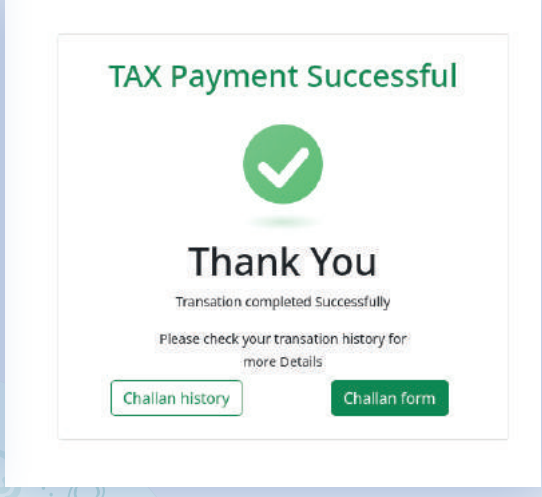
Payment

You can pay online using a Mastercard/Visa card/MFS (bKash, Nagad, etc.) or you can make payment Over The Counter (OTC).

Payment can be made using the Automated Challan System (ACS). The Ministry of Finance introduced the A-Challan payment method.

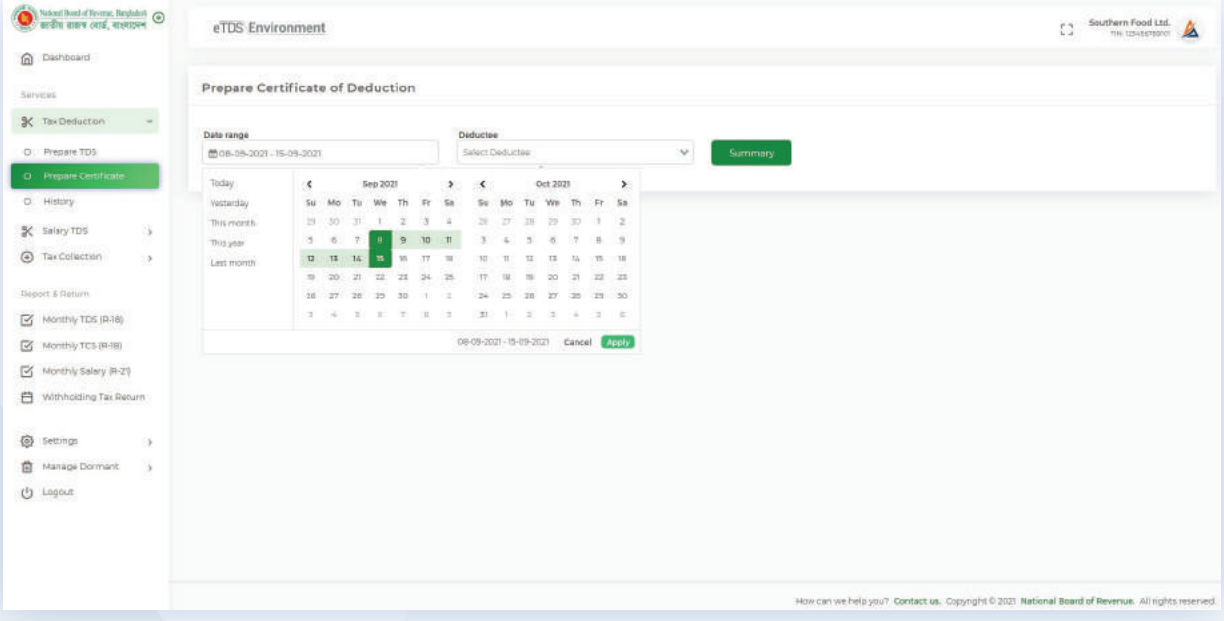
If you wish to pay over the counter, select OTC. You will be provided with a challan number that can be downloaded, as well as an email notification. You can pay directly to any bank using that challan number.





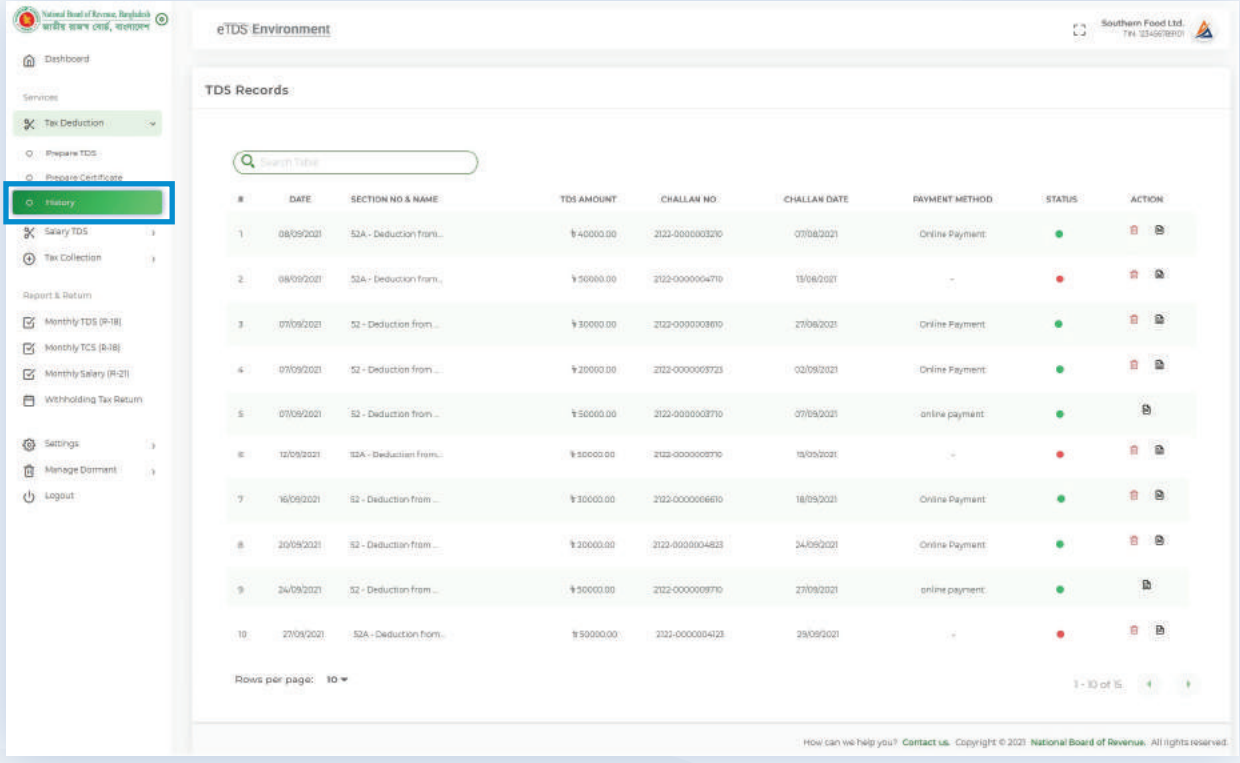
Prepare Certificate

You can generate a certificate of deduction and send it to the deductee via email.



History

All of your previous transactions will be available to you in this page.

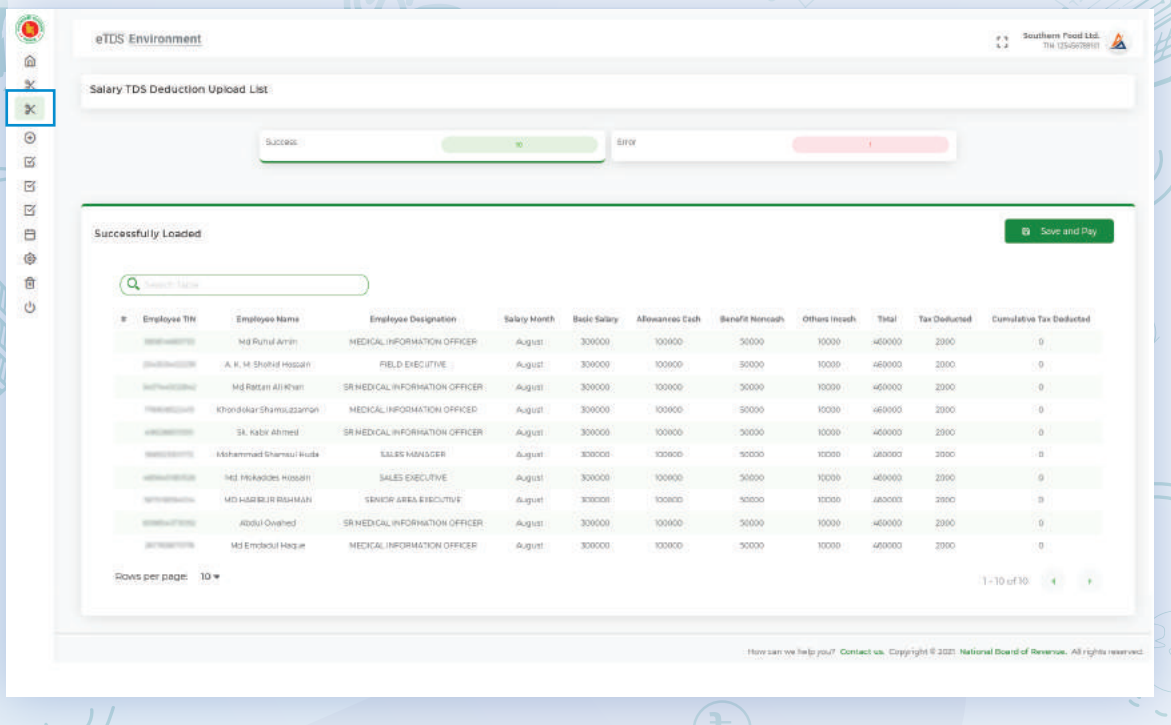


Salary TDS

This is the menu from which you can create Salary TDS for your employees. A sample Excel file is available for download. This Excel file includes a top row for your convenience.

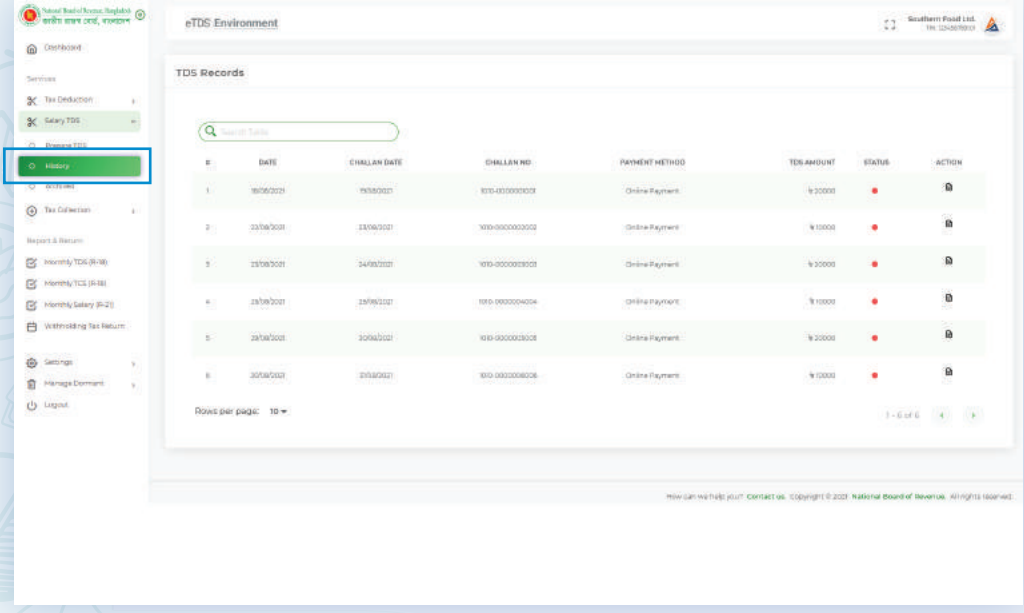
Fill in the employee salary data without deleting the top row, then save and upload the file. A success, duplicate, or error message will appear on the eTDS system.

Please remember that Salary TDS can only be prepared for employees who have been added to the system beforehand, and the eTDS system will display a success message.



Salary TDS History

This page will show you all of your previous transactions related to the Salary TDS



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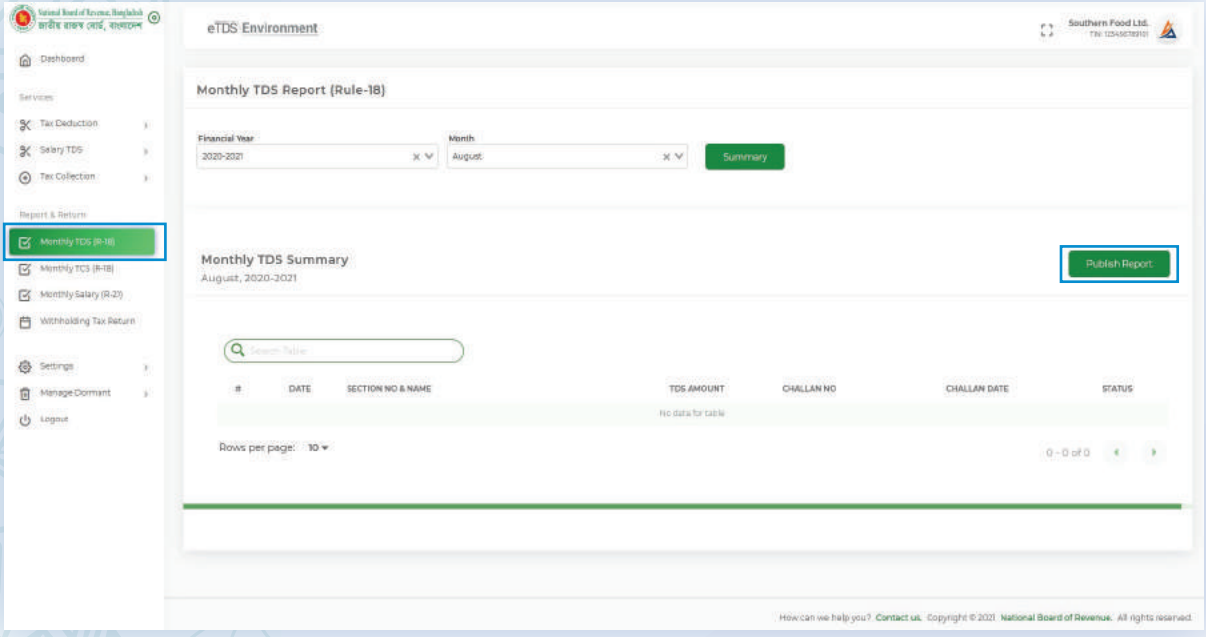
Report & Return

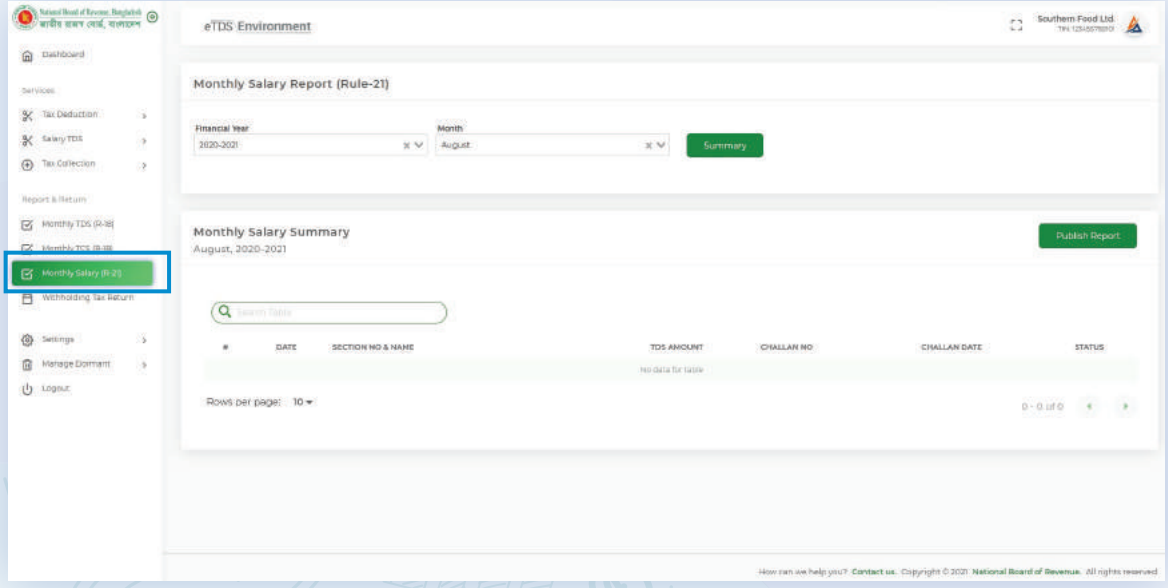
Monthly TDS (R-18)

This menu exhibits the TDS monthly report for Rule-18. Select the financial year and the month to overview the monthly report. After publishing, you can download and email the report. By clicking submit, you can send the report directly to the circle office.



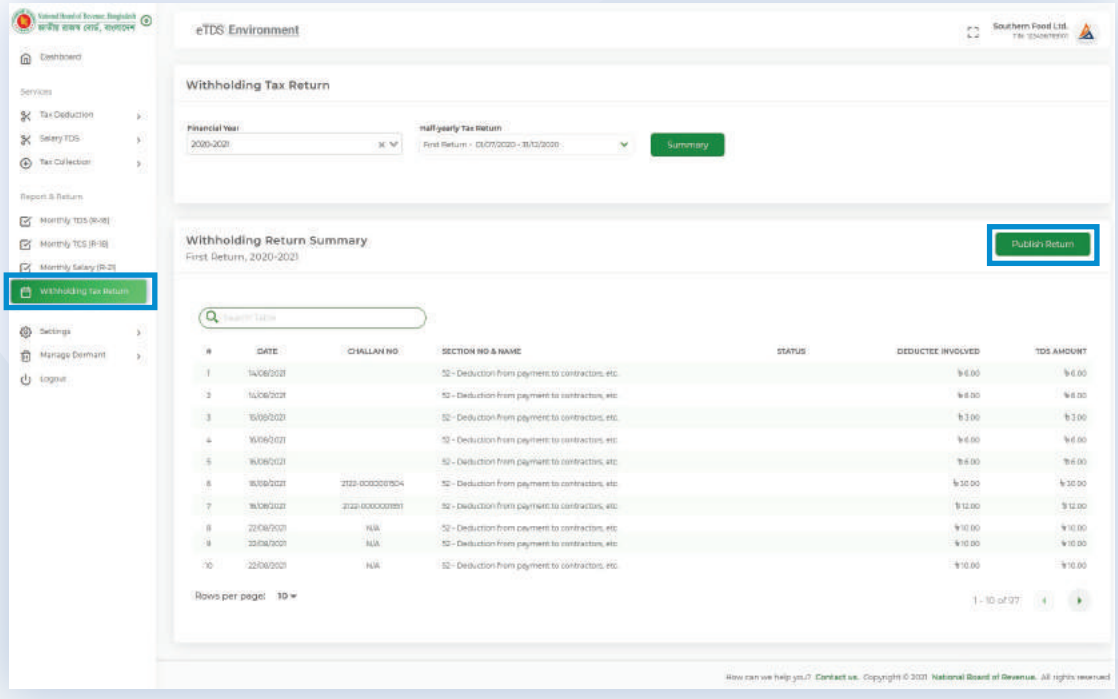
Monthly Salary (R-21)

The TDS monthly report for Rule-21 is displayed in this menu. To view the monthly report, select the financial year and month. You can download and email the report after it has been published. You can send the report directly to the circle office by clicking the submit button.



Withholding Tax Return

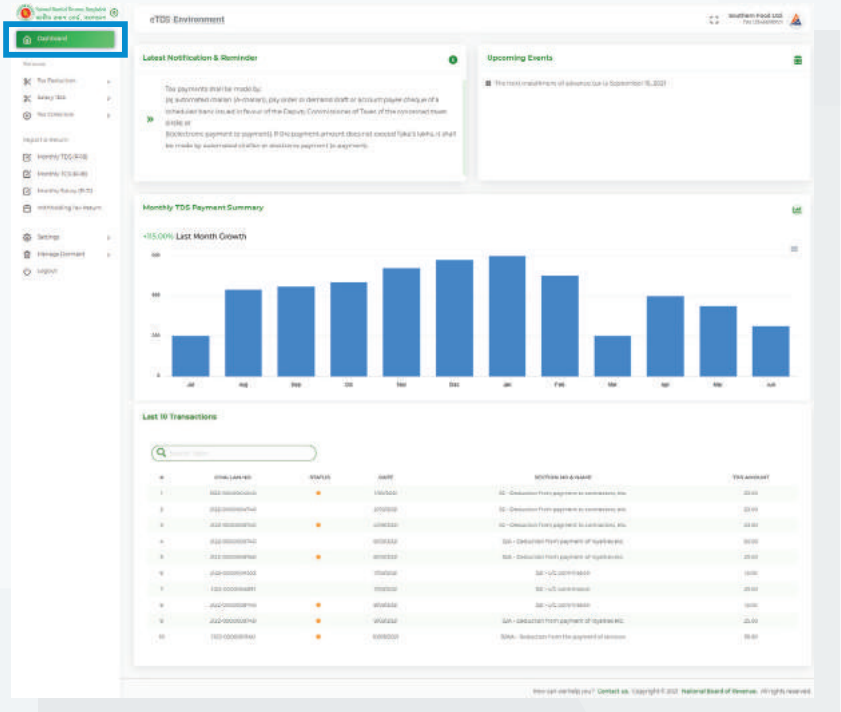
Every company is required to submit two half-yearly withholding tax returns. To get a summary of that return, select the financial year and the first/second return. After publishing, you can download and email the withholding tax return. By clicking submit, you can send the withholding tax return directly to the circle office.



Dashboard

When you log in to the eTDS system, you will see four different types of information in the dashboard:

- The latest notifications and reminders
- Information about the upcoming events
- Monthly payment summary
- The history of last 10 transactions



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