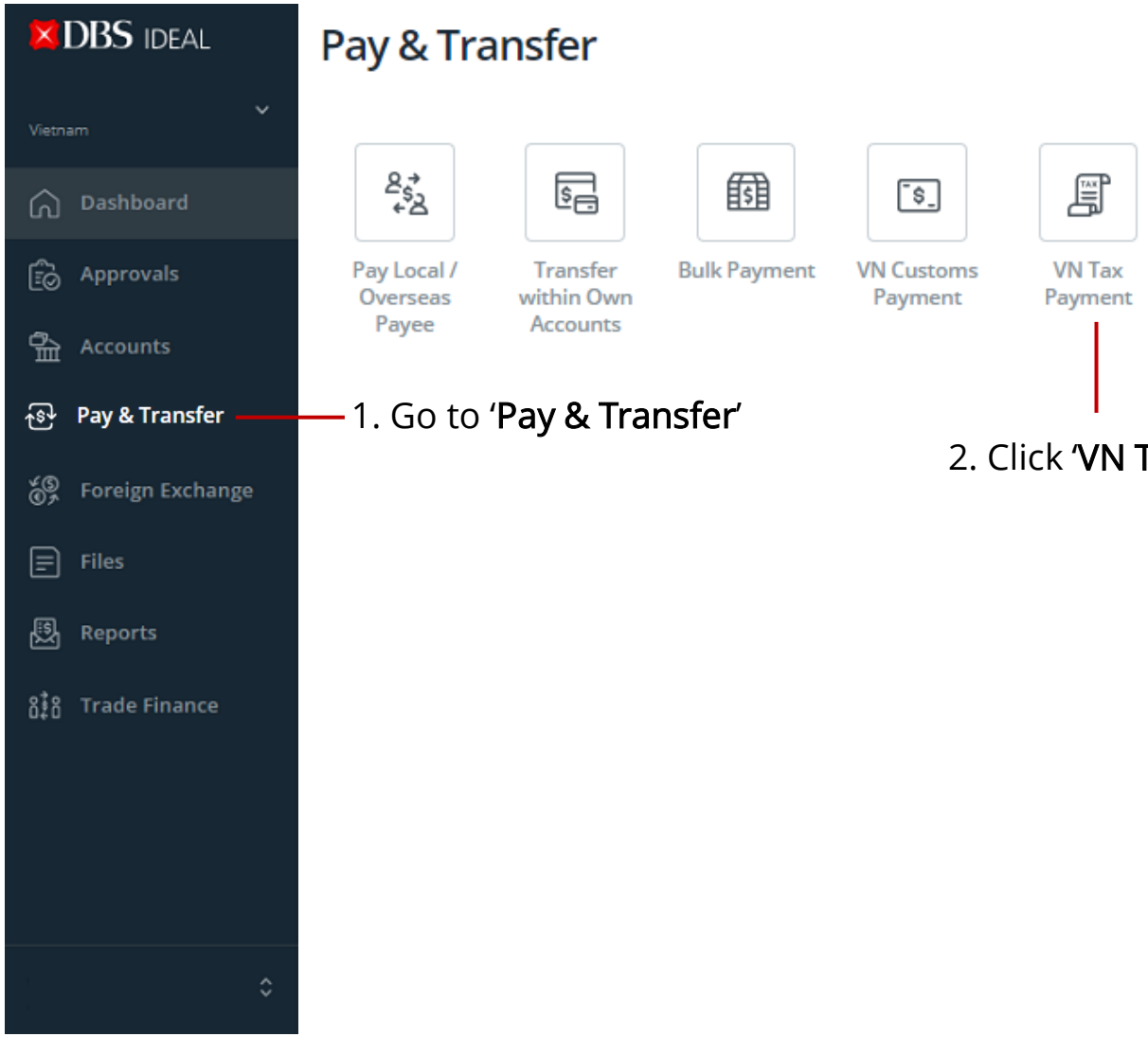
User Guide : eTax Payment on DBS IDEAL

Seamless Tax Payment

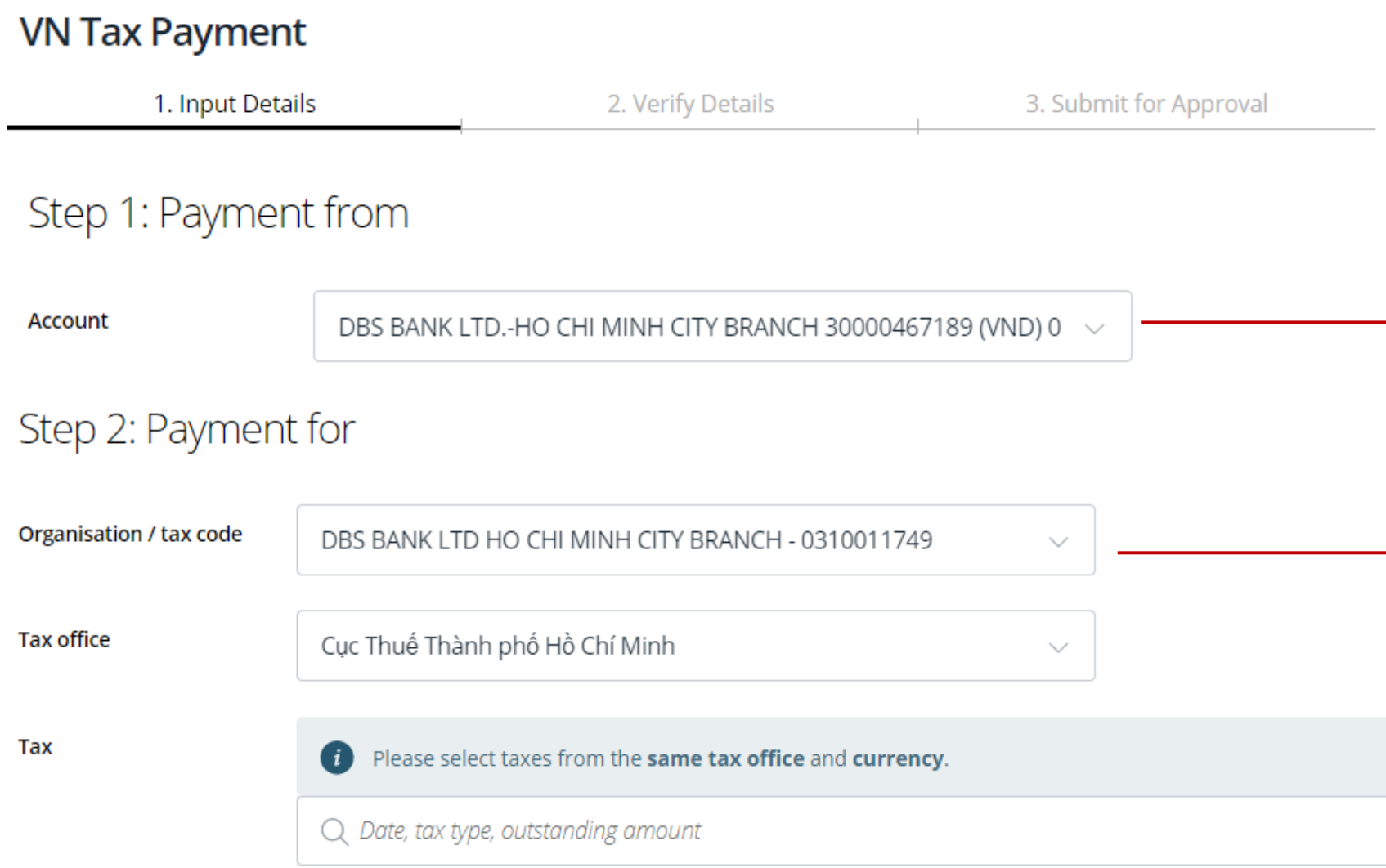
01 Pay Tax Online

(View outstanding taxes real-time. Pay any time and receive almost immediate confirmation from the bank)

eTax Payment



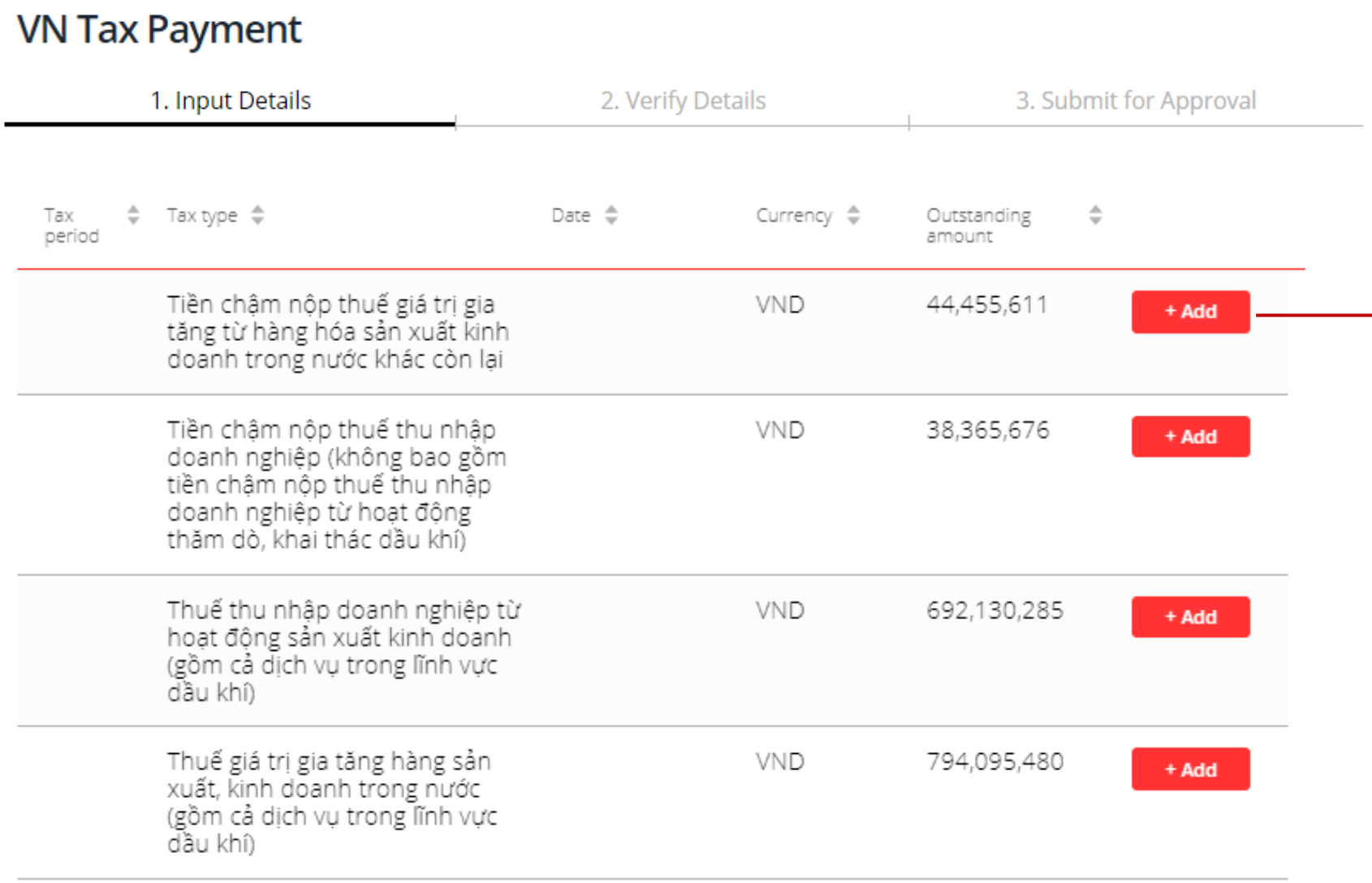
eTax : Select Bank Account & Tax Code



3. Select the bank account to pay from

4. Declared taxes will be retrieved from the General Department of Taxation ("Tax Department") based on registered tax code.

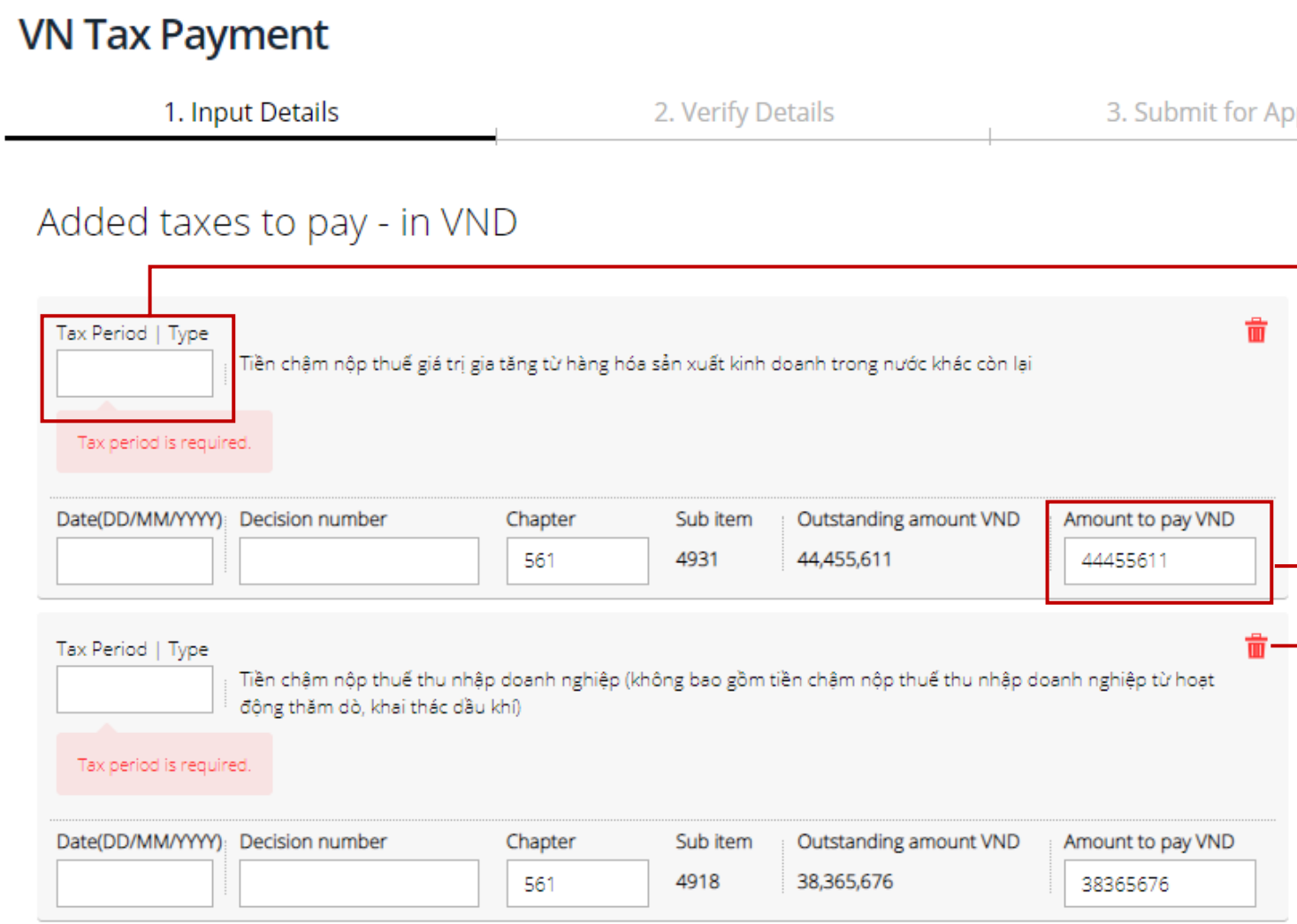
eTax : Select Taxes to Pay



5. Click '**Add**' to pay. You can add more than 1 tax

- The outstanding amount is the tax that you have **declared** with the Tax Department
- It takes **1-2 working days** for the Tax Department to update their system after you have submitted the tax declaration
- If you have not declared your tax, the amount shown might be the previous tax

eTax : Select Taxes to Pay



6. Input tax period shown on your tax letter from the Tax Department

7. Input the amount you want to pay. You can pay **partial** or **more** than the outstanding amount

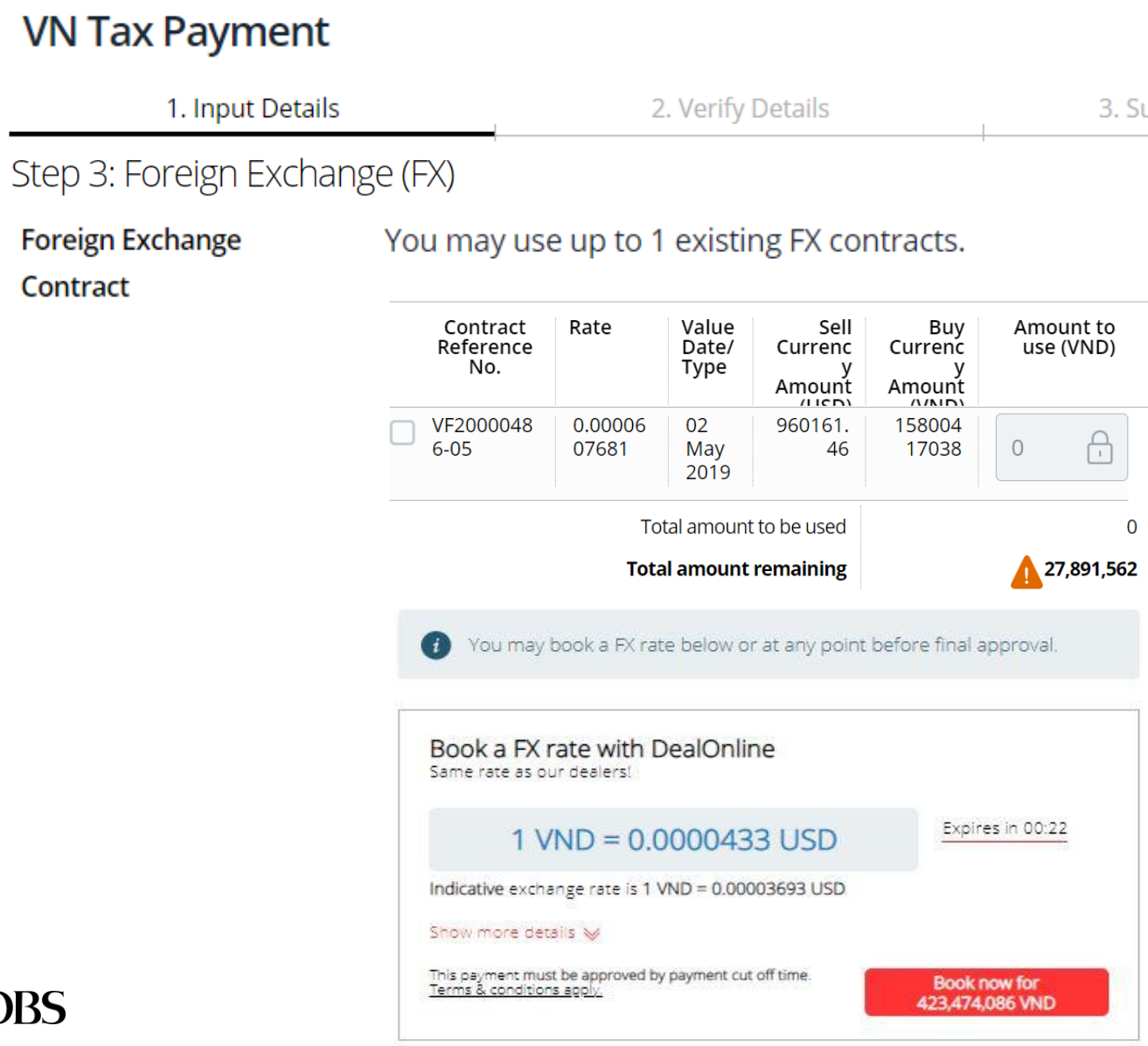
Click 🗑 to remove the tax if you decide not to pay

To pay a new tax with a different **chapter** of the **same sub item**, please add the tax and input the tax period, chapter and amount.

eTax : Select Taxes to Pay - Tax Information Required

Tax period	To input if Tax Department does not return **Format**: DD/MM/YYYY, 00/MM/YYYY, 00/Qx/YYYY, 00/Cx/YYYY, 00/Kx/YYYY, 00/CN/YYYY or 00/QT/YYYY This is shown on the bank statement	Mandatory
Type	From Tax Department	Display
Date (Decision date)	This is shown on the bank statement	Optional
Decision number	This is shown on the bank statement	Optional
Chapter	From Tax Department. Field is editable	Display
Sub item	From Tax Department	Display
Outstanding amount	From Tax Department	Display
Amount to pay	Can be partial or more than the outstanding amount	Mandatory

eTax : Book Foreign Exchange Contract

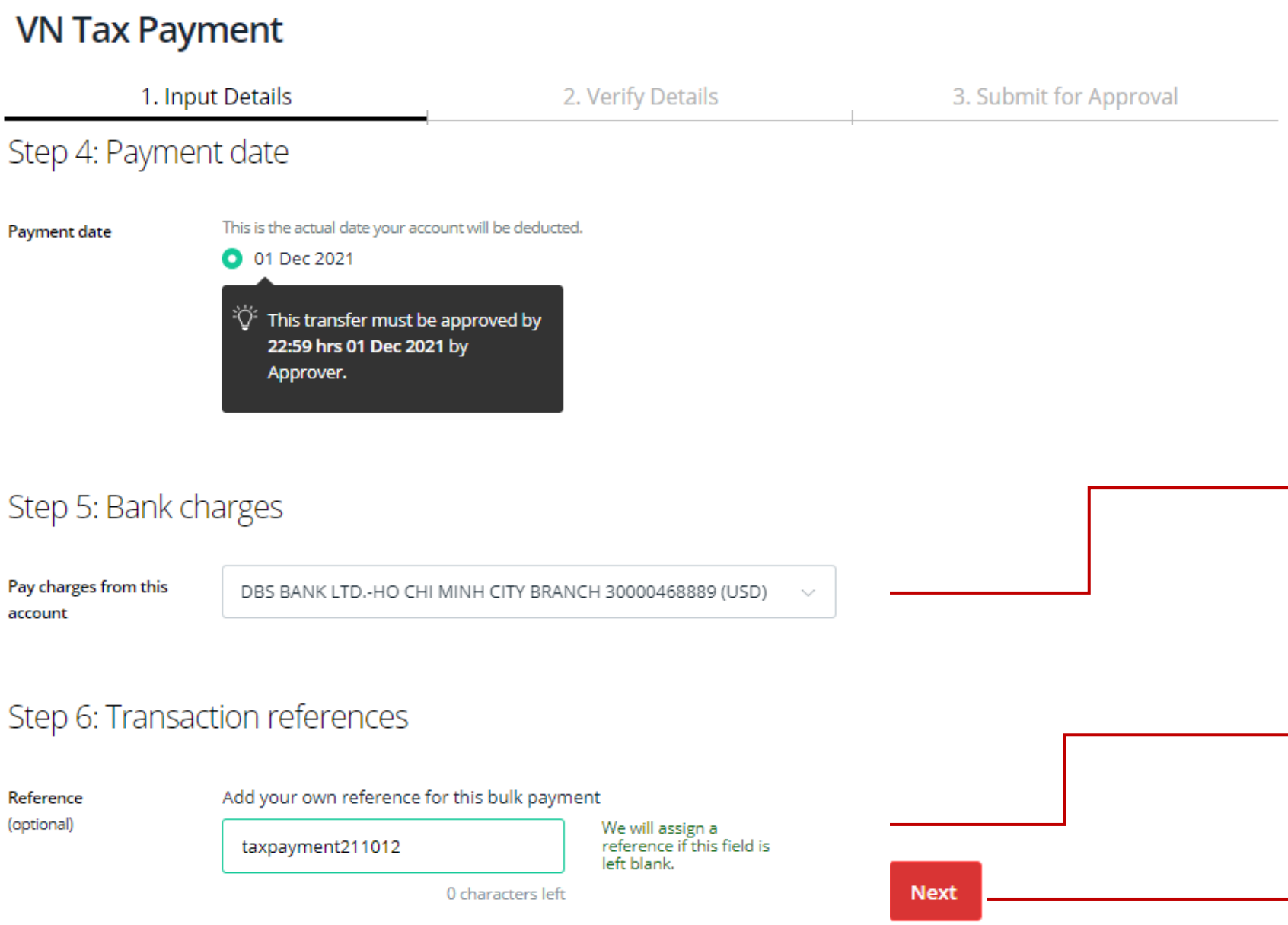


8. Use a current foreign exchange (FX) contract **or**

Book a new FX if you do not have an existing contract*

*** Cutoff Time:** 2pm, Monday to Friday excluding public holiday.

eTax : Select Bank Charge



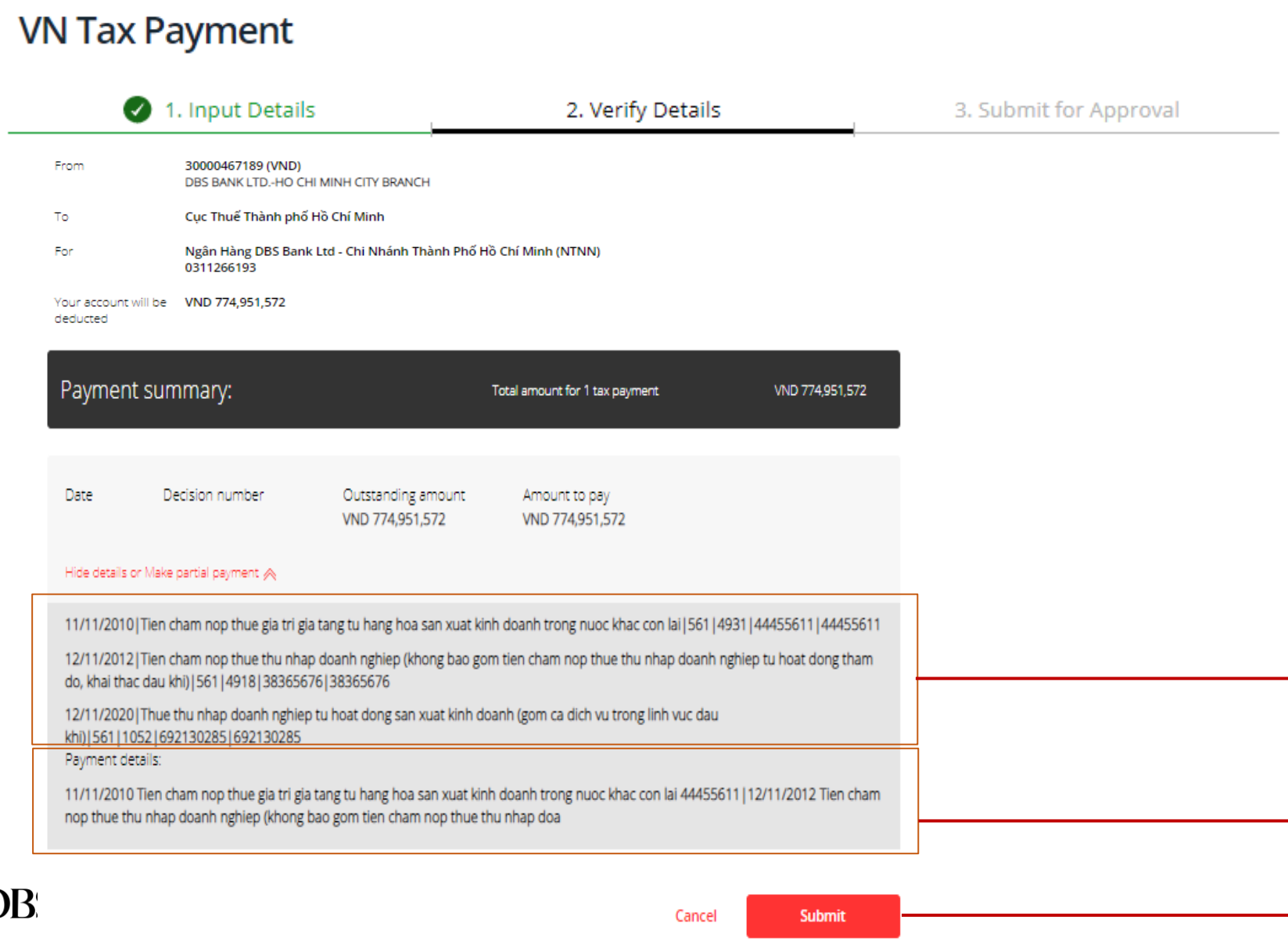
9. Select another bank account to pay bank charge

Standard FX rate will be applied to fee if bank charge account's currency is not the same with payment currency

10. Input the reference. Your approver will see this reference. It will be displayed on your bank statement

11. Click '**Next**'

eTax : Preview Taxes to Pay

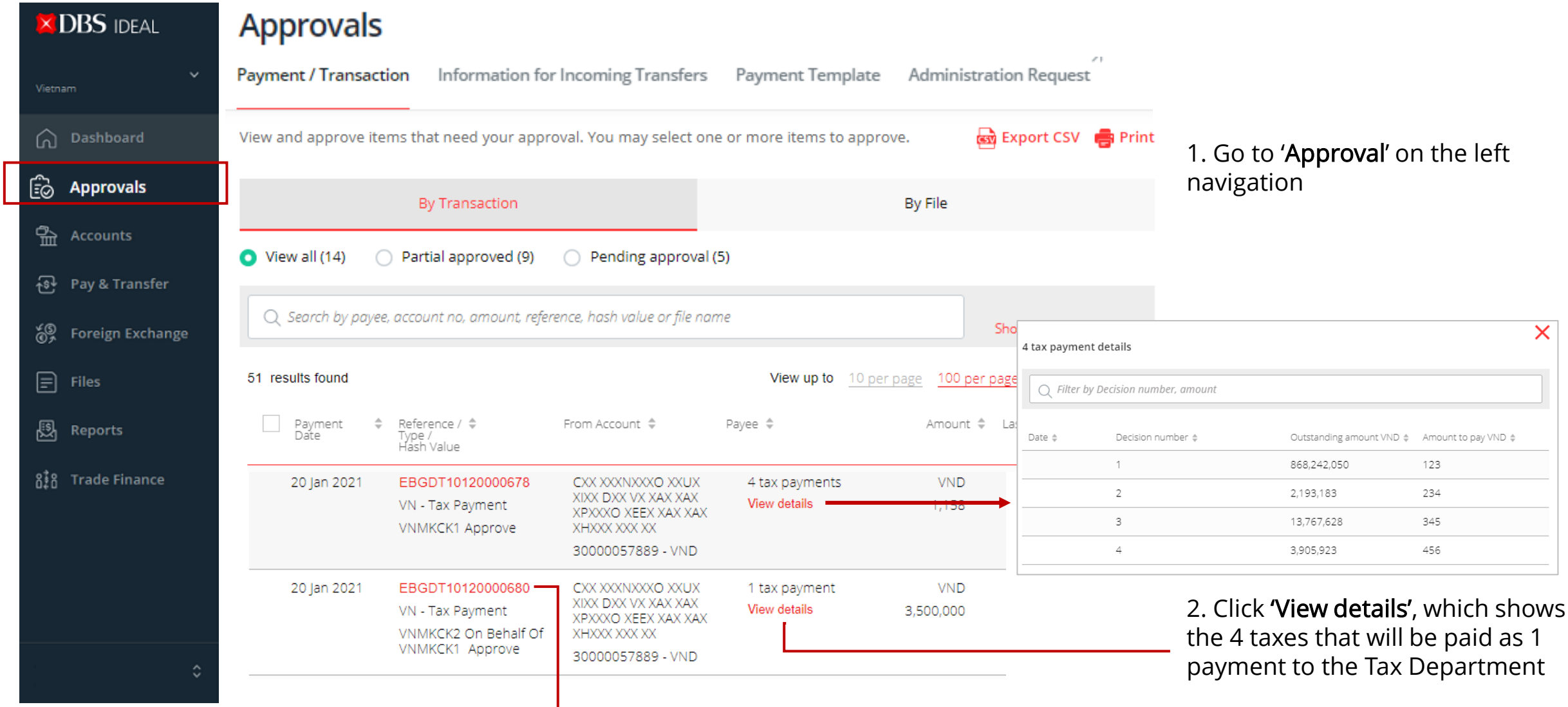


Your taxes will be grouped into 1 (or more) payments to be sent to the Tax Department. Maximum of 5 taxes per payment

'Payment Details' will be shown on your bank statement

12. Click '**Submit**'

eTax : Approve Taxes to Pay



1. Go to '**Approval**' on the left navigation

2. Click **'View details'**, which shows the 4 taxes that will be paid as 1 payment to the Tax Department

3. Click on Reference to approve

Seamless Tax Payment

02 Pay Tax using a File

(Pay taxes by uploading a file)

eTax Payment File

eTax File Template

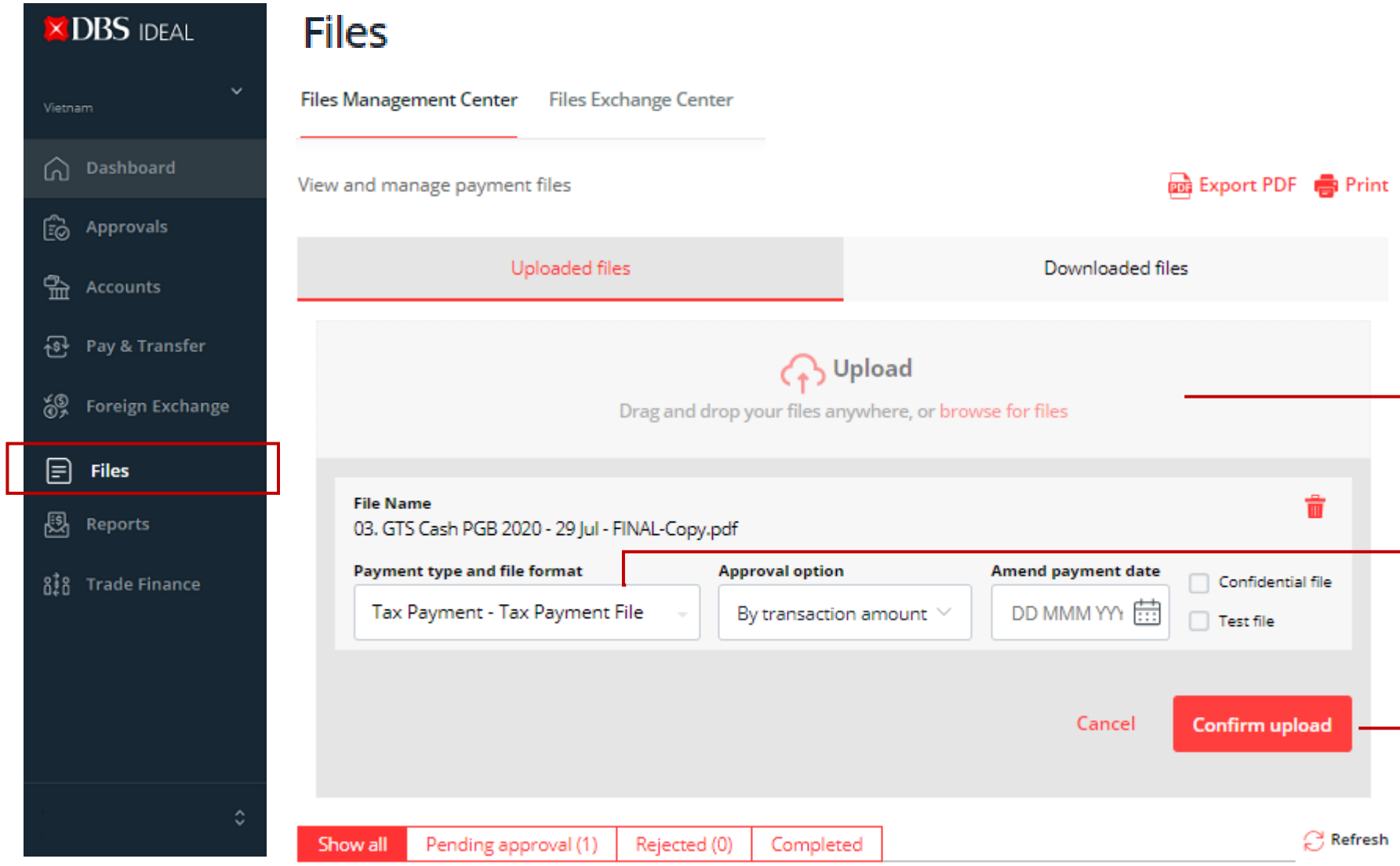
HEADER	DDMMYYYY	ORG ID	COMPANY NAME														
Record Type	Originating Account Number	Originating Account Currency	Customer Reference	Payment Date (DDMMY	Account Number for Bank Fee	Account Currency for Bank	Tax Code	Tax Office Code	Decision Number	Decision Date	Tax Period	Chapter	Sub Item	Currency	Payment Amount	FX Contract Reference	Amount to be Utilized
PAYMENT																	
PAYMENT																	
PAYMENT																	
PAYMENT																	
PAYMENT																	
TRAILER	0	0															

You can upload an eTax file to pay taxes

Your taxes will be grouped into 1 (or more) payments to be sent to the Tax Department. Maximum of 5 taxes per payment

File Format	csv
Number of Taxes	500
File Name Length	50 characters (maximum)
Note	1. Use the same bank account in the file 2. Can only pay for tax type that has been declared with the tax department

eTax : Upload File to Pay



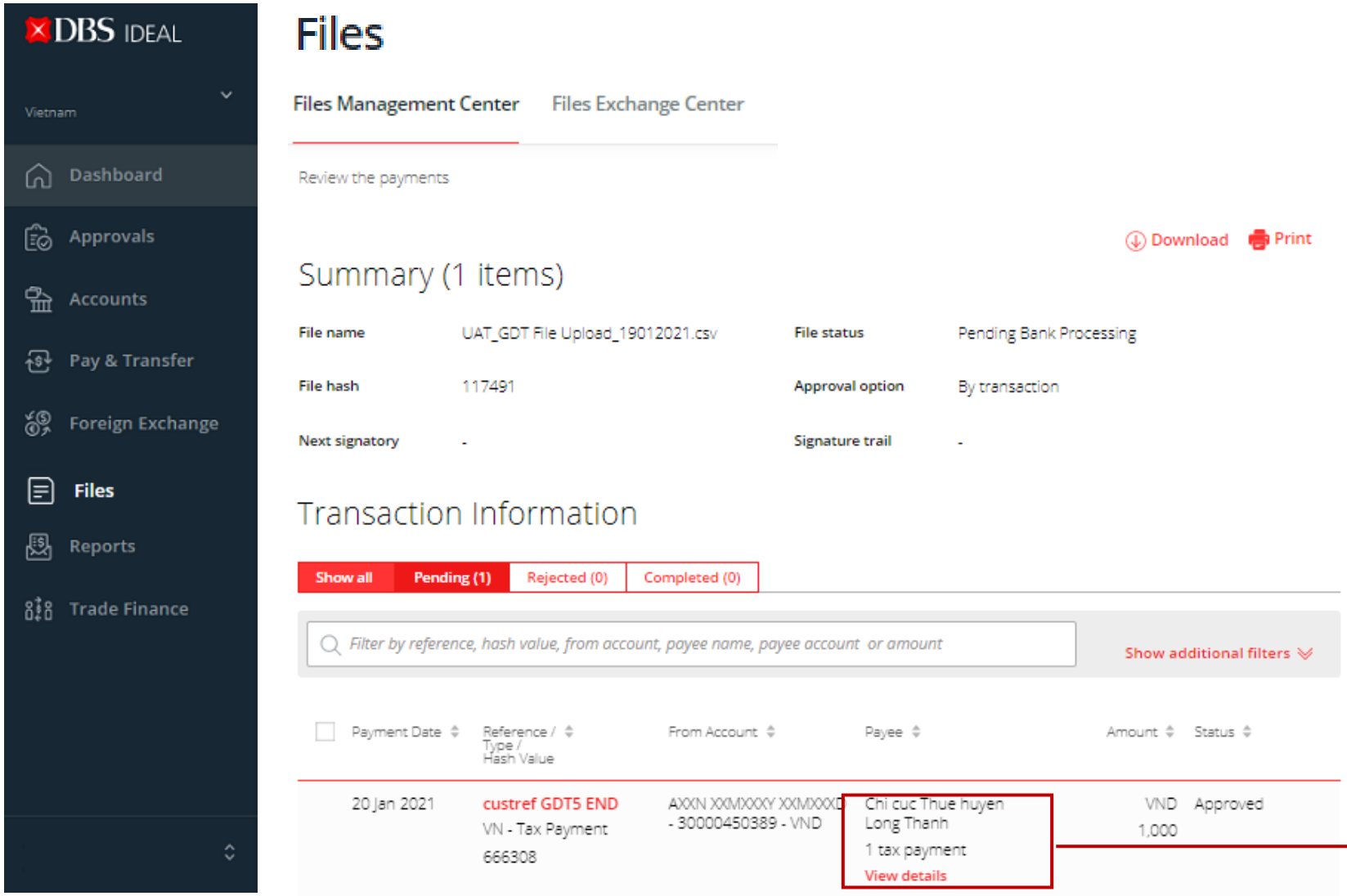
1. Go to '**Files**' on the left navigation

2. 'Drag and drop' the tax payment file from your computer or click '**Browse for files**'

3. Select '**Tax Payment**' under 'Payment types and file format'

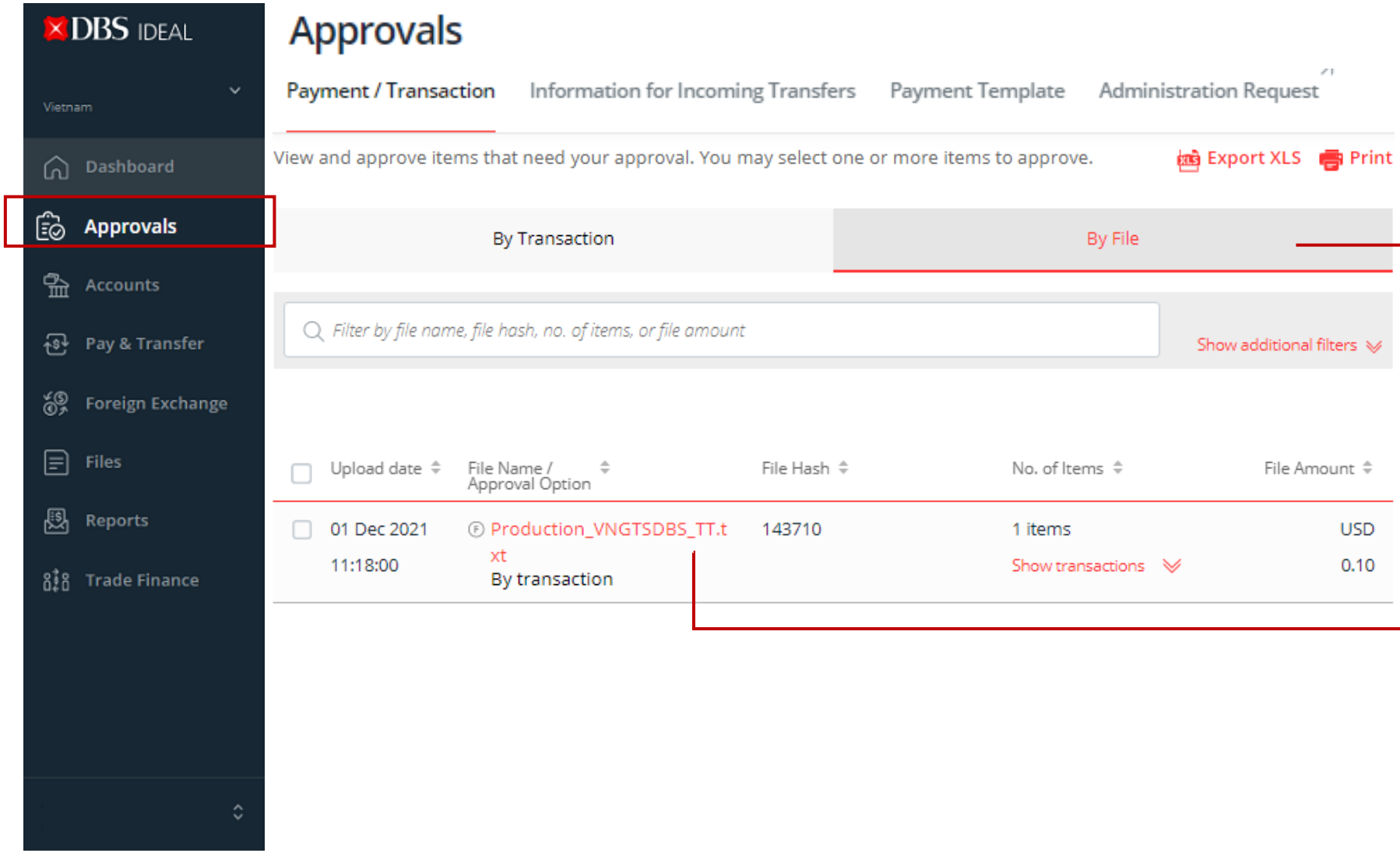
4. Click '**Confirm upload**'

eTax : View Taxes



Your taxes will be grouped into 1 (or more) payments to be sent to the Tax Department. Maximum of 5 taxes per payment

eTax : Approve Taxes to Pay



1. Go to '**Approval**' on the left navigation. Click '**By File**'.

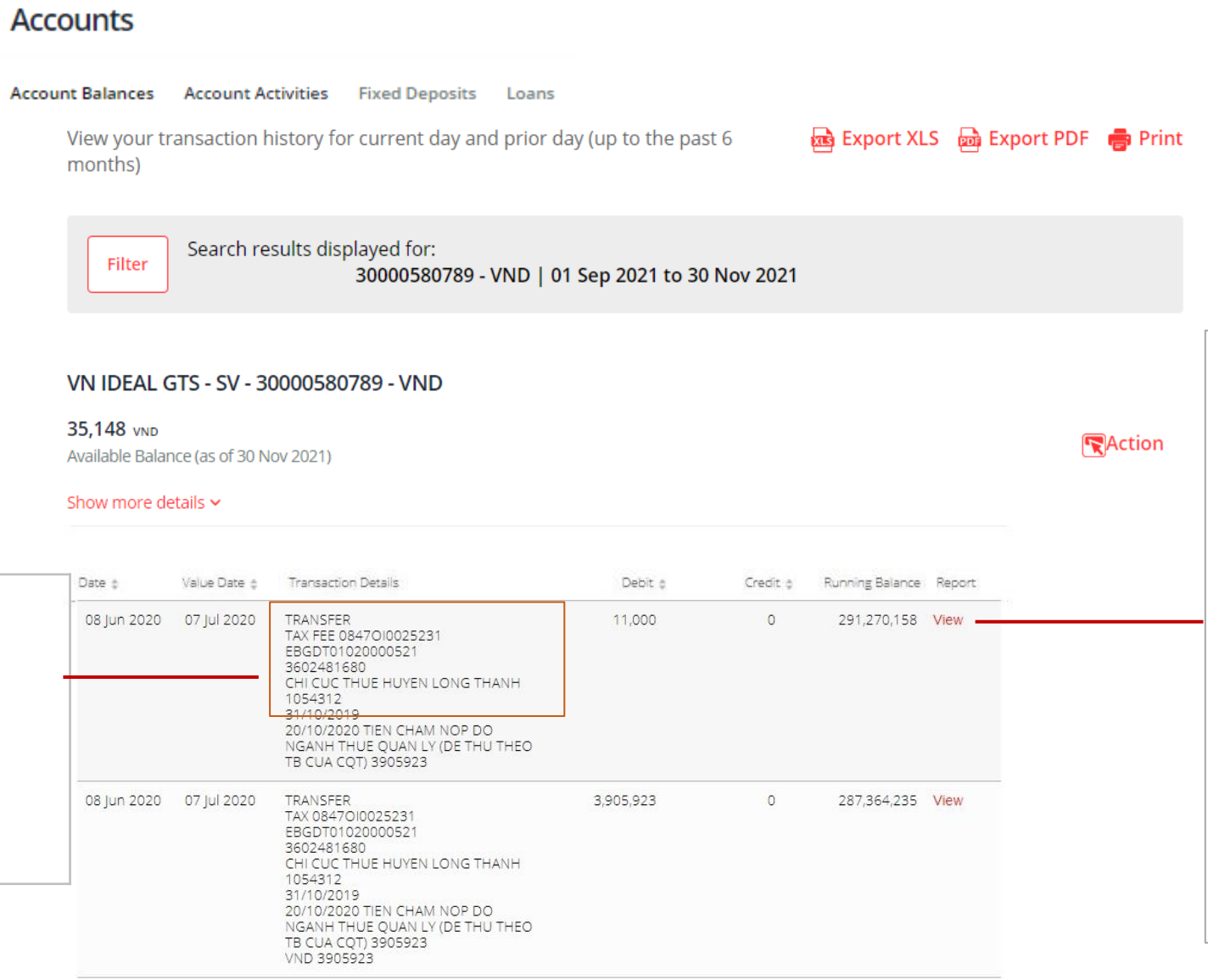
2. Click on file name to view the tax details and approve.

Seamless Tax Payment

03 View Tax transaction & Tax eAdvice Online

(View online statement and download tax advice for reconciliation)

eTax : Online Statement & eAdvice

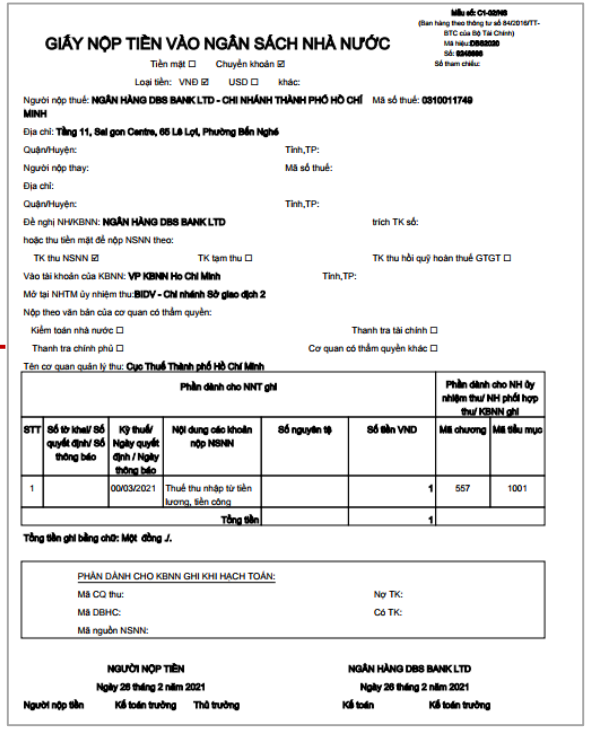


1. Go to '**Accounts**' on the left navigation. Select '**Account Activities**'

Online Statement

TAX <bank ref>
<your reference>
<tax code>
<tax office> <tax office code>
<decision number> <decision date>
<payment detail - tax period, chapter, sub item, payment amount>

eAdvice


GIẤY NỘP TIỀN VÀO NGÂN SÁCH NHÀ NƯỚC

Tiền mặt ☐ Chuyển khoản ☑

Loại tiền: VND ☑ USD ☐ khác:

Người nộp thuế: NGÂN HÀNG DBS BANK LTD - CHI NHÁNH THÀNH PHỐ HỒ CHÍ MINH Mã số thuế: 0310011749

Địa chỉ: Tầng 11, Sai gon Centre, 65 Lê Lợi, Phường Bến Nghé

Quận/Huyện: Tỉnh,TP:

Người nộp thay: Mã số thuế:

Địa chỉ:

Quận/Huyện: Tỉnh,TP:

Đề nghị NH/KBNN: NGÂN HÀNG DBS BANK LTD trích TK số:

hoặc thu tiền mặt để nộp NSNN theo:

TK thu NSNN ☑ TK tạm thu ☐ TK thu hồi quỹ hoàn thuế GTGT ☐

Vào tài khoản của KBNN: VP KBNN Ho Chi Minh Tỉnh,TP:

Mở tại NHTM ủy nhiệm thu: BIDV - Chi nhánh Sở giao dịch 2

Nộp theo văn bản của cơ quan có thẩm quyền:

Kiểm toán nhà nước ☐ Thanh tra tài chính ☐

Thanh tra chính phủ ☐ Cơ quan có thẩm quyền khác ☐

Tên cơ quan quản lý thu: Cục Thuế Thành phố Hồ Chí Minh

Phần dành cho NNT ghi						Phần dành cho NH ủy nhiệm thu/ NH phối hợp thu/ KBNN ghi	
STT	Số tờ khai/ Số quyết định/ Số thông báo	Kỳ thuế/ Ngày quyết định / Ngày thông báo	Nội dung các khoản nộp NSNN	Số nguyên tệ	Số tiền VND	Mã chương	Mã tiểu mục
1		00/03/2021	Thuế thu nhập từ tiền lương, tiền công		1	557	1001
			Tổng tiền		1		

Tổng tiền ghi bằng chữ: Một đồng ./.

PHẦN DÀNH CHO KBNN GHI KHI HẠCH TOÁN:

Mã CQ thu: Nợ TK:

Mã DBHC: Có TK:

Mã nguồn NSNN:

NGƯỜI NỘP TIỀN — Ngày 28 tháng 2 năm 2021 — Người nộp tiền

NGÂN HÀNG DBS BANK LTD — Ngày 28 tháng 2 năm 2021 — Kế toán trưởng — Thủ trưởng — Kế toán — Kế toán trưởng