



འོང་འབབ་དང་ཅ་དམ་ལས་ཁུངས།
དངུལ་ཅིན་ལྷན་ཁག།

DEPARTMENT OF REVENUE & CUSTOMS
MINISTRY OF FINANCE
THIMPHU



DRC/TAX-M&E/NOT/01/ 2223

December 21, 2012

NOTIFICATION

Sub: Electronic Filing of PIT Returns for IY 2012

The Department would like to inform all Personal Income Tax payers that Electronic Filing of Personal Income Tax Returns for the Income Year 2012 can be availed with effect from **1st January, 2013** till **28th February, 2013**.

To file electronically, download Form PIT-2 from **www.mof.gov.bt**. Send the duly filled return Form PIT -2 along with the relevant supporting documents as attachment to the email address given against the RRCO where you are registered as PIT payer.

RRCO	Email Address	Focal Person	Contact No.
Thimphu	returns.rrcoth@gmail.com	Meenu Rai	02-337437
Paro	returns.rrcopr@gmail.com	Kinley Tshering	08-272831/272832 (Ext. 2023)
Phuentsholing	returns.rrcopg@gmail.com	Kencho Choden /Deki	05-254643
Samtse	returns.rrcosm@gmail.com	Pema Wangdi	05-365317/365318
Gelephu	returns.rrcogp@gmail.com	Kinzang Dorji	06-251074/251078 (Ext. 124)
S/Jongkhar	returns.rrcosj@gmail.com	Pema Yangchen	07-251368
Mongar	returns.rrcomg@gmail.com	Kuenzang Dema	04-641532
Bumthang	returns.rrcobm@gmail.com	Sonam Dema	03-631427/631536(Ext.-103)

Taxpayer Number (TPN) is mandatory to avail electronic filing of PIT Returns. Taxpayers without Taxpayer Number (TPN) can obtain your TPN online. Download the **Form PIT-1** from **www.mof.gov.bt**. Submit the duly filled form as attachment to one of the email addresses depending upon your choice of RRCO for registration. The RRCO concerned will issue the TPN within **two working days**. After obtaining the TPN, start filing electronically.

Place of Registration	email address	Focal Person	Contact No.
Thimphu	reg.rrcoth@gmail.com	Tashi Dema	02-337438
Phuentsholing	reg.rrcopg@gmail.com	Yeshey Lhamu	05-254643
Paro	reg.rrcopr@gmail.com	Kinley Tshering	08-272831/272832 (Ext. 2023)
Samtse	reg.rrcosm@gmail.com	Tenzin Dorji	05-365317/365318
Gelephu	reg.rrcogp@gmail.com	Kinzang Dorji	06-251074/251078
S/Jongkhar	reg.rrcosj@gmail.com	Sherab Phuntsho	07-251368
Mongar	reg.rrcomg@gmail.com	Kuenzang Dema	04-641532
Bumthang	reg.rrcobm@gmail.com	Jamyang Tsheltrim	03-631427/631536 (Ext. 105)



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དངུལ་རྩིས་ལྷན་ཁག།

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All concerned individuals wishing to avail the above facilities are requested to read the following instructions carefully.

1. In the event, if www.mof.gov.bt is down, visit www.drc.gov.bt for the same services;
2. If you don't remember your TPN, use the **TPN Search Engine** provided on the MoF Website;
3. Direct Deposit facility is available with all the branches of Bank of Bhutan Limited. For detailed instructions on online/offline payment of tax, read the instructions on direct deposit carefully;
4. PIT Returns filed to **wrong email addresses** will be the responsibility of the individuals. The Department **will NOT treat it as returns filed**;
5. PIT returns filed electronically after **28th February, 2013 will be treated void**;
6. **Avoid sending tax returns to multiple email addresses.** Always take note of the instructions given in the email sent to you from the RRCOs;
7. For detailed instructions on **On-line Registration and Filing**, carefully read the instructions provided in the respective forms as well as on the website to avoid any inconveniences in future.

DIRECTOR
DEPARTMENT OF REVENUE & CUSTOMS

Copy to:

- Regional Director, RRCO Thimphu, Paro, Phuentsholing, Samtse, Gelephu, S/Jongkhar, Mongar and Bumthang.
- Communication Specialist, PIS Division for announcement in both print and broadcast media.