



EMPLOYMENT INCOME TAX RETURN FORM

General filing information

1. Tax Period (Month of)	20.....
2. Reporting Period	1 st to 15 th of each Month

Instructions: The employer should complete and submit to IRD Office the monthly return of employment income withheld within 15 days after the end of the period. Please read the fields before and while completing this form and attach all the required documents for expeditious processing of your return. There are penalties for not filing a tax return, filing late or for filing false return (sections 16, 17 and 21 of Revenue Act 72/2016).

Section A: Taxpayer's Details

A1. Employer's Full Name			
A2. Trade Name (if different to Taxpayer's Name)		A3. TIN	
A4. Business Address (District)		A5. Village	
A6. Mobile Phone Number		A7. Email Address	
A8. Size of taxpayer	Large taxpayer <input type="checkbox"/>	Medium taxpayer <input type="checkbox"/>	Small taxpayer <input type="checkbox"/>

Section B: Computation of Employment Income Tax withheld by the employer

Category of employees		Number
B1.	Number of Permanent employees (including short and long term contracts)	
B2.	Number of Occasional/Temporary employees	
B3.	Number of employees with second employer	
Computation of chargeable income and tax due		Amount
B4.	Total wages and salaries.	
B5.	Total allowances in cash paid, bonus and taxable payment.	
B6.	Total benefits in kind (free use of vehicle, employer provided accommodation, other amounts incurred by employer for the benefit of employees).	
B7.	Terminal benefits	
B8.	Employees' contribution to retirement fund.	
B9.	Taxable employment income (sum up the amounts in line B4+B5+B6+B7-B8)	
B10.	Total Employment Income Tax due (apply 5% to the amount in line B9)	
B11.	Stamp Tax (apply 1% to the amount in line B9)	
B12.	Amount of tax withheld payable (add amounts in lines B10+B11)	

Section C: Declaration by the Taxpayer or the Representative

I hereby declare that the information given on this form and accompanying accounts and documents are accurate, complete and contain a full and true statement of withholding tax retained to the best of my knowledge and belief. I've read and comprehend the provisions of sections 21 and 135 of the Revenue Act 72/2016.

Full Name		Title	
Signature and Stamp			Date

Section D: Official Use only (Tax Administration)

Note – All documents received together with the tax declaration form are to be kept in the taxpayer's physical file.

Tax Centre		GR Number (Revenue Receipt)								
Penal Tax (if applicable)		Late payment fee (if applicable)								
Total tax due (Penal tax + Late payment fee + principal tax in B12 above)										
Attachment remitted	Contract(s) <input type="checkbox"/>	Monthly Payroll Sheet <input type="checkbox"/>	Date							
Full Names of Returns Reception Officer			Signature and Stamp							