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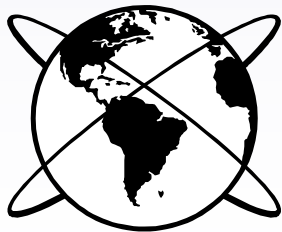
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Ministry of Finance

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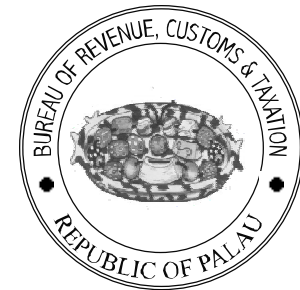
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TAX-100



Division of Revenue & Taxation



Quick tips on tax help and forms.

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Wages and Salary

- “Wages” and “Salaries” means any compensation paid to an employee for rendition of personal services. This includes commissions, fees, bonuses, emoluments, compensation and all other kind of compensation attributable to personal services performed by an individual.

Rate

- Currently the tax rate is 6% upon the first \$8,000 of wages and salaries received per annum.
- Any amount in excess or over the first \$8,000 per annum is taxed at the rate of 12%.
- For multiple employment, higher tax rate (12%) should be applied. Any over-payments of wages and salary tax will be refunded at the end of each year.

Example: Mary earns \$15,000 per year. At the end of the year she should have paid taxes in the amount of \$1,320.00, e.g. ($\$8,000 \times .06 = \480 and $\$7,000 \times .12 = \840 so the total is \$1,320).

TIPS COMPLETING FORM TAX - 100

- A.1 **Business Name and Address:** Please enter the business name and correct address.
- B.1 **TIN:** Write Tax Identification Number.
Make sure to insert the correct TIN for each business activity.

- B.2 **Pay Day:** Write the month, day and the year you paid your Employees (disbursement date).

- B.3 **Due Date:** File on or before the 30th day immediately after making disbursement of wages and salaries to an employee. For Instance, if you paid your employees on 7/10/00, the due date would be 8/9/00.

- C. **Employer’s Payroll Type:** Mark box on the right side of appropriate payroll type. For instance, if you pay your employees on Biweekly basis, please mark.
- D.1 **CIT Code (Citizen Code):** Write correct code. Correct citizen code can be obtained from the Social Security Office.
- D.2 **Employee’s Name:** Write each employee’s name, starting with last name first, initial and then first name.
- D.3 **SS Number (Social Security Number):** Write correct SS number for each employees.
- D.4 **Gross Wages/Salary:** Enter total gross wages paid to each employees before deduction.
- D.5 **Tax Withheld:** Write amount of tax withheld from each employee’s wages and salary earned this pay period.
- E.1 **Total:** Write total of wages/salaries paid.
- E.2 **Total:** Write total amount of tax withheld.
- F.1 **Days Lapsed:** If return is filed and paid after the due date, please insert number of days lapsed here.
- F.2 **Penalty:** If payment is filed and paid after the due date, please complete this line.
- F.3 **Interest:** If payment is filed and paid after the due date, please complete this line.
- G.1 **Total Due and Payable:** Add line E.2, F.2, F.3 and write sum in this line.

NOTE: If additional sheet is needed, you may make your own sheet so long the information requested are all there.

Filing

- Effective January 2002 taxpayers are now required to file by business activity.
- Every **taxpayer** is urged to file and pay taxes on time to avoid additional charges that may be imposed under the tax laws. **Even if you have to file zero return.**

- Filing return on time without making appropriate payment may not avoid imposition of any late charges.
- For instance, if you file return on time but make payments 10 days after the due date, you will be assessed penalty and interest for the 10 days elapsed between the due date and the time of payment.
- When filing by activity make sure to insert the correct TIN (Tax Identification Number).

When to file a Return

- Taxpayer/Employer shall make, file return and make tax payment within 30 days from the date of making such disbursement.

Additional Charges

- Pursuant to 40 PNC 1701, return and or payment received after the due date will be assessed 10% penalty on the amount of tax due for each 30 days or fraction thereof elapsing between the due date and the date of return and or payment.
- In addition to the penalty, an interest charge of 3% will be assessed on the tax due for each 30 days or fraction thereof until the full amount has been paid.

Declaration (Who shall sign?)

- **Sole-proprietor:** An individual taxpayer must sign.
- **Corporation:** President, Vice-president, any of the Officers.
- **Partnership:** Anyone of the partner may sign.
- **Association/Organization:** Anyone of the officers.
- Print, sign and date the return.
- Indicate status.