



**ANNUAL INCOME TAX FORM FOR THE PERIOD OF  
1 JANUARY 2008 TO 31 DECEMBER 2008**

**TLRS  
FORM No  
TLRS-IT 1  
(2008)**

Taxpayer Name: \_\_\_\_\_

TIN: \_ \_ \_ \_ \_

If you were not in business for the whole year, or if you had an approved substituted accounting period, specify the period that this form relates to: \_\_\_ / \_\_\_ / \_\_\_\_\_ to \_\_\_ / \_\_\_ / \_\_\_\_\_

**Q.1 ARE YOU AN INDIVIDUALLY-OWNED ENTERPRISE?**  
(PLEASE SEE Q.1 IN THE 2008 INCOME TAX FORM INSTRUCTIONS FOR MORE INFORMATION)

YES  No

**Q.2 ARE YOU AN INDIVIDUAL ENTERPRISE AND A RESIDENT OF TIMOR LESTE FOR TAX PURPOSES?** (PLEASE SEE Q.2 IN THE 2008 INCOME TAX FORM INSTRUCTIONS FOR MORE INFORMATION)

YES  No

Will you be completing an income tax form for the year commencing January 2009?

YES  No

IF 'NO' PLEASE PROVIDE A REASON:

Please specify dates of business closure/sale and all relevant details

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Description of main business activity:

CHANGE OF TAXPAYER DETAILS			
If your registration details have changed please provide the new details in the section below			
<b>Change of taxpayer name:</b> (You must provide documentary evidence to verify your change of name)			
<b>1. Individual Enterprises (Sole Traders)</b>	Family name:	First name:	Other names:
<b>2. Non-individual Enterprises (i.e. Companies, Pshps)</b>	Registered Enterprise Name:		
<b>Change of trading name:</b>			
<b>Change of main trading address:</b>			
House/Bldg No.			
Village:			
		Street Name:	
<b>Change of address for correspondence:</b>		Sub-district	District
House/Bldg No.			
Village:			

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## 2008 Income Tax Calculation

### INCOME AND EXPENSES

**Show all amounts in US Dollars only and do not show cents**

#### Section 1 - Income

	Line	USD	Cents
<b>Gross income:</b> (includes profits from sale/transfer of property)	<b>05</b>		. 0 0

**VERY IMPORTANT: Please read the 2008 Income Tax Form Instructions for specific information on reporting your gross income at line 5. Failure to complete this line accurately will result in an incorrect calculation of your income tax for the 2008 tax year.**

#### Section 2 - Expenses

**Note: For details on deductible expenses, please see the 2008 Income Tax Form Instructions for further information.**

Purchases - Inventory and trading stock	<b>10</b>		. 0 0
Tax deductible depreciation	<b>15</b>		. 0 0

#### Depreciation Schedule – please attach a separate schedule to this form if necessary.

Description of asset or pool	Value as at 01/01/2008	If asset purchased during 2008		If asset disposed of during 2008		Depr'n Rate	Calculated Depreciation	Closing written down value as at 31/12/2008
		Cost	Date of purchase	Disposal date	Proceeds from disposal			

Tax deductible amortisation of intangibles	<b>20</b>		. 0 0
Tax deductible bad debts (Please refer to line 25 in the 2008 Income Tax Form Instructions before you enter any amount here)	<b>25</b>		. 0 0
Tax deductible foreign currency exchange losses	<b>30</b>		. 0 0
Salary & wages	<b>35</b>		. 0 0
Contractor and sub-contractor expenses	<b>40</b>		. 0 0

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	<u>Line</u>	<u>USD</u>	<u>Cents</u>
Commission expenses	<b>45</b>		

Rent and/or lease expenses: (You must complete the contact details section below completely and accurately in order for your rent expense claim to be considered valid by the TLRS. Refer to line 50 in the 2008 Income Tax Form Instructions for further details.)	<b>50</b>		
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Landlord contact details: (Please attach separate sheet if required)

<b>Name:</b>	Family:	First and Other Names:
<b>Address:</b>	House/Bldg No:	Street Name:
	Village:	Sub-district: District:
	Tel No:	

Motor vehicle expenses	<b>55</b>		
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Repairs & maintenance	<b>60</b>		
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Research & development expenses	<b>65</b>		
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Scholarship, apprenticeship & training costs	<b>70</b>		
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Royalties	<b>75</b>		
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Losses from sale/transfer of property used for business/income producing purposes	<b>80</b>		
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Other tax deductible expenses	<b>110</b>		
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**Provide details for each expense included in the total at Line 110 that exceeds \$1000**

Expenditure Type		Expenditure Amount
	<b>115</b>	

	<b>120</b>	
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	<b>125</b>	
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	<b>130</b>	
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<b>Total expenses</b> (add lines 10 to 110)	<b>135</b>		
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	Line	USD	Cents
<b>2008 Net Income/Loss before deducting/adding carry forward losses</b> (subtract line 135 from line 5)	<b>140</b>		. 0 0
<b>Loss carried forward from 2007</b> – see the 2008 Income Tax Form Instructions Line 145 for further details. The TLRS Assessment unit must verify this amount in order to be considered valid.	<b>145</b>		. 0 0
<b>2008 Taxable Income/Loss</b> – see the 2008 Income Tax Form Instructions for details on how to calculate this figure.	<b>150</b>		. 0 0
<b>Total Losses to carry forward to 2009</b> – see the 2008 Income Tax Form Instructions for more information.	<b>155</b>		. 0 0

**Calculation of Income Tax Payable/Overpaid.**

(Transfer your calculations of tax owing from page 6 of the 2008 Income Tax Form Instructions to the fields below.)

<b>Income subject to income tax:</b> (Transfer the amount at Line 150 to this line.)	<b>160</b>		. 0 0
<b>Tax on income subject to income tax:</b> (For details on how to calculate this figure, please see Line 165 in the 2008 Income Tax Form Instructions)	<b>165</b>		. 0 0

**Calculation of Allowable Income Tax Credits**

(Note: For more information on lines 170 through 205, please refer to the 2008 Income Tax Form Instructions.)

Foreign tax credits	<b>170</b>		. 0 0
Income tax instalments paid	<b>175</b>		. 0 0
Withholding Tax withheld from royalty and interest income received	<b>180</b>		. 0 0
Withholding Tax withheld from rental income received from land and/or buildings	<b>185</b>		. 0 0
Withholding Tax withheld from building and construction income	<b>190</b>		. 0 0
Withholding Tax withheld from construction consulting services income	<b>195</b>		. 0 0
Withholding Tax withheld from air and sea transportation services income	<b>200</b>		. 0 0
Withholding Tax withheld from mining and mining support services income	<b>205</b>		. 0 0
<b>Total credits:</b> (Add amts at line 170 through 205)	<b>215</b>		. 0 0

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	Line					USD					Cents
<b>Tax owing/overpaid:</b> (Subtract amt at line 215 from amt at line 165)	220	R								.	0 0

If you have overpaid your 2008 income tax (that is, the amount at line 220 is negative) circle the 'R' appearing to the left of the field at line 220 above.

**TAXPAYER'S DECLARATION:**

**IMPORTANT: First check that all income has been disclosed and that the income tax form is true and correct in every detail.**

I, (FULL NAME)

**DECLARE THAT THE PARTICULARS SHOWN IN THIS FORM AND ACCOMPANYING DOCUMENTS ARE TRUE AND CORRECT IN EVERY DETAIL AND DISCLOSE A FULL AND COMPLETE STATEMENT OF TOTAL INCOME DERIVED FOR TAX PURPOSES DURING THE YEAR ENDED 31 DECEMBER 2008 (OR APPROVED SUBSTITUTED ACCOUNTING PERIOD).**

Signature:

Date: 

		DD			MM					YYYY

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Democratic Republic of Timor Leste

**Payment Advice – 2008 Annual Income Tax Form**

**Enterprise Name:**

**Business Hours Telephone No.:**

**TIN:**

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**Income tax owing** 225

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**A/C 286539.10.001**

This should be the same as the amount calculated at line 220 above.

**Total paid** 230

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**Note: Penalties will apply to payments made after the due date: 31 March 2009**

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**Employer's Annual Wage Income Tax Withholding  
Information Form**

**TLRS Form  
No.  
TLRS-WR1**

**Lodgment due by  
31 March 2009**

**Payment if there has been a shortfall is due by 31 March 2009**

**Instructions on how to complete this form may be found on page 7**

<b>Total Gross Wages Paid</b>		
Total Gross Amount of Wages Paid during 2008 tax year	<b>05</b>	

<b>Wages Tax Reconciliation</b>		
Total amount of wage tax payments made to the TLRS in respect of the 2008 tax year.	10	
Total amount of wage tax deducted from your employees wages in respect of the 2008 tax year.	20	
Difference (if line 20 exceeds line 10, this is a shortfall).	30	

If the amount that you have at line 10 is not the same as the amount at line 20, refer to instructions on page 7 about what to do.

<b>Employee Information</b>	
Total number of paid employees employed as at 31 December 2008.	

<b>TAXPAYER NAME:</b> .....	<b>TIN:</b>	
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**EMPLOYERS DECLARATION:**

I, (full name) ..... declare that the information that I have provided on this form is true, complete and correct.

Signature: .....

Telephone Number: ..... Date: \_\_\_ \_\_\_ / \_\_\_ \_\_\_ / \_\_\_ \_\_\_ \_\_\_ \_\_\_

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**Payment Slip** – Wage income tax shortfall payment for the year ended 31 December 2008

Amount Paid \$ \_\_\_\_\_

**Bank Account Number: 286442.10.001**

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## GENERAL INSTRUCTIONS FOR COMPLETING YOUR ANNUAL WAGES INFORMATION FORM

This form must be completed if you paid wages to any of your employees for all or part of the year. The form must, generally, be completed at the end of the financial year and after any deductions for the last payment period have been paid. This form, together with any payment, is due on 31<sup>st</sup> March following the end of the previous year. If this day falls on a weekend or a public holiday, the form and payment are due on the next business day.

If you have a shortfall payment to make you must make this payment at the same time that you make your annual income tax payment.

**Total Gross Wages Paid:** Enter the total amount of wages paid to all employees during the 2008 year.

### **Wages Tax Reconciliation:**

- **At line 10** enter the total amount of Wage Income Tax you paid to the TLRS during the 2008 year.
- **At line 20** enter the total amount of Wage Income Tax you deducted from employees' wages during the year.
- **At line 30** enter the difference between **Line 10** and **Line 20**.

If Line 20 is greater than Line 10 you have a shortfall and must pay the amount using the payment slip on page 7. If Line 20 is less than Line 10 you have an overpayment and should seek advice at a TLRS District Office.

**Employee Information:** Enter the number of employees you had employed as at 31 December 2008. This includes both those employees who were subject to wage tax and those who were not.

**Taxpayer Name:** Enter the Registered Taxpayer name and TIN number here.

**Employers Declaration:** Enter your name, signature and the date.

**Payment Slip:** If you have a payment to make, complete this section and present the form with payment at a branch of the BNU.