

## CONSOLIDATED MONTHLY TAXES FORM

(FOR TAX PERIODS POST/AFTER DECEMBER 2002)

<b>Month</b>		<b>TIN</b>	
<b>Taxpayer Name</b>			

*Please Remember to Complete all Applicable Areas*

WAGE INCOME TAX (DO NOT SHOW CENTS)		
	Ln No	
Total gross wages paid during the month	<b>5</b>	\$
<b>Total Wages Income Tax</b> withheld during the month	<b>10</b>	\$

WITHHOLDING TAX (DO NOT SHOW CENTS)								
Note: If there is insufficient room to provide other party details on this form, please provide these details on a separate sheet of paper and attach the sheet to this form.								
Payment Type	P or R	Name & Address of other party to the payment	TIN of other party	Ln No	Gross Payments A	Rate B	Ln No	Withholding Tax Calc. A x B
Dividends, Interest, Prizes and Lotteries				45		15%	50	
Royalties				55		15%	60	
Rent-land and buildings				65		10%	70	
Construction and building activities				75		2%	80	
Construction consulting services				85		4%	90	
Petroleum, geothermal drilling and drilling support services, mining and mining support services				95		4.5%	100	
Transportation – air and sea				105		2.64%	110	
Non-residents without permanent establishment (all payment types)				115		20%	120	
<b>TOTAL WITHHOLDING TAX</b> (Add amounts shown at Lines 50, 60, 70, 80, 90, 100, 110 & 120)							<b>130</b>	\$

<b>SERVICES TAX (DO NOT SHOW CENTS)</b>			
<b>Service Type</b>	<b>Ln No</b>	<b>Gross Sales</b>	
Hotel services	<b>15</b>		
Restaurant and bar services	<b>20</b>		
Transport rental services	<b>25</b>		
Telecommunications services	<b>30</b>		
Total Sales (Add lines 15+20+25+30)	<b>35</b>		
<b>SERVICES TAX PAYABLE</b> (Multiply Line 35 x 12%)		<b>40</b>	\$

<b>ANNUAL INCOME TAX INSTALMENT PAYMENTS FOR 20__</b>			
To be used by all taxpayers. For Quarterly Installment Payers Installments are due on the 15 <sup>th</sup> of April, July & October of the tax year and 15 <sup>th</sup> January next year. For monthly Installment Payers Installments are due on the 15 <sup>th</sup> day of each month beginning in February of the tax year. The Installment amount is calculated as 1% of Gross Turnover for the quarter or month.	Gross Turnover	10	\$
	Gross Turnover Multiply by 1%	20	\$

**PAYMENT ADVICE**

<b>TIN:</b>	<b>MONTH:</b>	<b>YEAR: 20__</b>
<b>WAGES TAX:</b> (This is usually the amount at label 10)		A/c 286442.10.001
		\$
<b>WITHHOLDING TAX:</b> (This is usually the amount at label 130)		A/c 286830.10.001
		\$
<b>SERVICES TAX:</b> (This is usually the amount at label 40)		A/c 286636.10.001
		\$
<b>INCOME TAX INSTALMENT (1% OF MONTHLY OR QUARTERLY TURNOVER/SALES)</b>		A/c 286539.10.001
		\$
<b>TOTAL PAID</b>		\$

**DECLARATION:**

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Telephone No: \_\_\_\_\_

**CHANGE OF TAXPAYER DETAILS:** Only complete if your details have changed and you have not already informed the ETRS about the changes

<b>A</b>	<b>CHANGE OF TAXPAYER NAME</b> (If you have changed your legal name, you must attach documentary evidence of the name change.)
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**1. Sole Trader:**

Family Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Other Names: \_\_\_\_\_

**2. Other Enterprises**

New Enterprise Name \_\_\_\_\_

<b>B</b>	<b>Change of main trading name</b>
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New Main Trade Name: \_\_\_\_\_

<b>C</b>	<b>Change of address for correspondence</b>
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Street No: \_\_\_\_\_ Street Name \_\_\_\_\_

Village: \_\_\_\_\_ Sub District: \_\_\_\_\_ District: \_\_\_\_\_

<b>D</b>	<b>Change of contact details</b>
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Contact name: \_\_\_\_\_

Contact numbers: Telephone No: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Fax No: \_\_\_\_\_ Email Address: \_\_\_\_\_

**GENERAL INSTRUCTIONS FOR COMPLETING MONTHLY TAXES FORM**

**THE MONTHLY TAXES FORM IS DESIGNED SO THAT TAXPAYERS ONLY NEED COMPLETE ONE TAX FORM EACH MONTH RATHER THAN A SEPARATE TAX FORM FOR EACH TAX THAT IS PAYABLE ON A MONTHLY BASIS. WHILE THE FORM CONTAINS A LOT OF INFORMATION, YOU ONLY NEED TO COMPLETE THE SECTIONS THAT RELATE TO THE TAX PAYMENTS YOU ARE LIABLE TO MAKE.**

You should complete two copies of the form, present both to the Banco Nacional Ultramarino (BNU), as agent of the Central Payments Office, or if you live outside Dili:

- Baucau - present the forms and the payment to the ETPA District Finance Officer.
- Maliana – present the forms and the payment to the Maliana Microfinance Office.

The BNU, District Finance Officer or the Microfinance Office will stamp the forms and retain one copy for the East Timor Revenue Service (ETRS). The second copy will be returned to you for your records.

Alternatively, tax may be paid electronically but those wishing to use this method will need to contact the ETRS for details.

**Taxpayer Identification Details** – This section will normally have been completed by ETRS before you receive the form. If the details shown are incorrect, or have not been completed, please complete the Change of Taxpayer Details section (page 3) with details of any additions or changes. Your “*taxpayer name*” should be the legal name that appears on all your official documents or papers. If you are in business, it may be different from the name by which your suppliers or customers know you. Your “*address*” should be the physical address at which you wish to receive all notices and correspondence.

**Wage Income Tax** – Include in this section details of wages paid to your employees and of the tax you have withheld from their pay. “*Total gross wages paid during the month*” is the sum of all wages paid to **all** of your employees, whether tax was deducted or not, during the month. “*Total wage income tax withheld during the month*” is the sum of all tax deducted from the wages of all of your employees during the month. Show both amounts in \$US.

**Services Tax** – Include in this section details of your income, if any, from providing any of the services listed. “*Gross sales*” is the amount of your gross sales (i.e. before deduction of any expenses) from each designated service that is liable to services tax. Show in \$US. If, however, your total gross sales from all designated services in any month is less than US \$500, enter “NIL” as no services tax is payable for that month. If you expect your monthly gross sales will remain below US \$500 you can deregister from the services tax by contacting the ETRS. “*Services tax payable*” is calculated by multiplying the “total gross sales” amount by 12% (0.12) to arrive at the amount of tax payable. Show in \$US.

**Withholding Taxes** – Include in this section details of all payments in respect of which you are paying withholding tax. Residents and non-residents with permanent establishments should complete details against the relevant payment types. Other non-residents should however include details for all payment types in the last line of the table. For each payment type listed, you will need to show:

- “*Payer/recipient of payment*” should be completed as either “**P**” or “**R**” indicating whether you are the payer or recipient of the payment subject to withholding tax. Although most withholding taxes are required to be paid by the payer, in some cases the legal liability for withholding is imposed on the recipient who is required to “self withhold”.
- “*Name and address of other party to the payment*” indicates the legal name and address of the other party(s) involved. It will be the name and address of the recipient if you are the payer, and vice versa. Where there is more than one “other party”, details of those parties should be completed on a separate sheet, which should be attached to your monthly taxes form.
- “*TIN of other party*” is the tax identification number of the other party, if known.
- “*Total gross payments*” is the sum of all payments of each payment type for the month from which tax is required to be withheld.
- “*Rate*” refers to the percentage amount to be withheld from the payment.
- “*Withholding tax*” is the amount of tax withheld from the payment(s). It is the total gross payment amount in column A multiplied by the rate listed in column B.

**Annual Income Tax Installments** – Include in this section the amount of any Annual Income Tax Instalment you are paying. The Annual Income Tax Return Form Guide includes details of who is required to make instalment payments, how often those payments are required to be paid and how to calculate the instalment amounts payable.

#### **Installments - General**

Taxpayers have a liability to ‘pre-pay’ tax on income that is not subject to final withholding or foreign taxes. The ‘prepayment’ is made by way of income tax installments. The installment amount is calculated as 1% of your monthly or quarterly gross income. The frequency of the installment, monthly or quarterly, is based on the amount of gross turnover in the previous tax year. All installment payments are made on the monthly consolidated tax form.

Most people who are required to pay instalments are only required to pay them quarterly. So this section would only need to be completed in those months where a payment is being made. **For example**, for any income tax year Quarterly Income Tax Year Installments are due by 15<sup>th</sup> April, 15<sup>th</sup> July & 15<sup>th</sup> October of the income tax year and the fourth and last on 15<sup>th</sup> January of the following year. For those taxpayers who are required to pay

installments monthly the first installment is due on 15<sup>th</sup> February of income tax year and on the 15<sup>th</sup> of each month after with the last due on 15<sup>th</sup> of January of the following year.

**For Quarterly Installment Payers for an Income Tax Year**

- Your first Installment for the March quarter is paid on the March Monthly Tax Form that is due and payable by 15<sup>th</sup> April of the year. The second, third and fourth installments are paid on the June, September and December Monthly Tax Form which are due on the 15<sup>th</sup> of the following months.
- For an income tax year your quarterly installment is calculated as 1% of your total quarterly turnover.
- Place your Gross Turnover for the Quarter at Line 10 of the Installment Section of this Form.
- Place your installment amount (i.e. Gross Quarterly Turnover multiplied by 1%) at Line 20 of the Installment Section of this Form.

**For Monthly Installment Payers for an Income Tax Year**

- Your first monthly Installment for January is paid on your January Monthly Tax Form that is due and payable by 15<sup>th</sup> February and each subsequent installment on the 15<sup>th</sup> of each month after with the last due on the December Monthly Tax that is due on 15<sup>th</sup> of January of the following year.
- For an income tax year your monthly installments are calculated as 1% of your total monthly turnover.
- Place your Gross Turnover for the Month at Line 10 of the Installment Section of this Form.
- Place your installment amount (i.e. Gross Monthly Turnover multiplied by 1%) at Line 20 of the Installment Section of this Form.

**Payment Advice** – This section should be completed with details of the tax payments you are making, after you have completed the applicable taxes sections on this monthly taxes form. Payment must be made in \$US. You can make the payment in cash or by bank certified cheque. Tax payments in respect of a month are generally required to be paid by the 15<sup>th</sup> day of the following month. If the 15<sup>th</sup> is a Saturday, Sunday, or public holiday, the payment is due on the next business day. If you are only paying part of the total simply enter on the Payment Advice the amounts of each tax you are paying. Remember penalties for late payment will be incurred in respect of any amounts of tax not paid by the due date.

**Declaration** – Make sure that the information you have provided on this form, particularly on pages 1 & 2, is correct before you sign and date the declaration.

**FURTHER INFORMATION**

You can find out more information from the following sources:

- *ETRS Forms and Guide for Wage Income Tax*
- *ETRS Services Tax Guide*
- *ETRS Guide on Final Withholding Tax on Rent from Land and Buildings*
- *ETRS Guide on Final Withholding Tax on Construction Activities and Services*
- *ETRS Income Tax Return Form Guide* – particularly the section on instalment payments

If you require further assistance in relation to this form, please telephone the ETRS (Dili) on 331 0059. If you are a Large Business client you should phone 331 0056. Alternatively you may wish to visit the ETRS between the hours of 9am and 5pm, Monday to Friday, public holidays excepted. In Dili the ETRS is located in the Justice Building on the corner of Don Fernando & Jacinto de Candido streets (west of the Lyceum). The ETRS is in the west half of the building. In Baucau the ETRS office is located in Vilanova Street, & in Maliana the ETRS Office is located in Holsa Street.