

## CONSOLIDATED MONTHLY TAXES FORM

(FOR TAX PERIODS COMMENCING 1<sup>ST</sup> JULY 2008 AND LATER)

<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
Prizes and Lotteries				45		10%	50	
Royalties				55		10%	60	
Rent-land and buildings				65		10%	70	
Construction and building activities				75		2%	80	
Construction consulting services				85		4%	90	
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		10%	120	
<b>TOTAL WITHHOLDING TAX</b> (Add amounts shown at Lines 50, 60, 70, 80, 90, 100, 110 & 120)							130	\$

<b>SERVICES TAX (DO NOT SHOW CENTS)</b>			
<b>Service Type</b>	<b>Ln No</b>	<b>Total Sales</b>	
Hotel services	<b>15</b>		
Restaurant and bar services	<b>20</b>		
Telecommunications services	<b>30</b>		
Total Sales (Add lines 15+20+30)	<b>35</b>		
<b>SERVICES TAX PAYABLE (Multiply Line 35 x 5%)</b>		<b>40</b>	<b>\$</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 of the following 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 0.5% of Total Turnover for the quarter or month.	Total Turnover	10	\$
	Total Turnover Multiply by 0.5%	20	\$

<b>PAYMENT ADVICE</b>		
<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 (0.5%) 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 NDDR 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 three copies of the form and present all copies and tax payments to a Branch of the Banco Nacional Ultramarino (BNU), as agent of the Banking and Payments Authority.

The BNU will stamp the forms and retain one copy for the National Directorate of Domestic Revenue (NDDR). 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 NDDR for details.

**Taxpayer Identification Details** – This section will normally have been completed by NDDR 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. “*Total sales*” is the amount of your total receipts (i.e. before deduction of any expenses) from each designated service that is subject to services tax. Show in US\$. If, however, your total receipts 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 total sales will remain below \$500 you can deregister from the services tax by contacting the NDDR. “*Services tax payable*” is calculated by multiplying the “total receipts” amount by 5% 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 0.5% of your monthly or quarterly total income. The frequency of the installment, monthly or quarterly, is based on the amount of total 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 thereafter 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 0.5% of your total quarterly turnover.
- Place your Total Turnover for the Quarter at Line 10 of the Installment Section of this Form.
- Place your installment amount (i.e. Total Quarterly Turnover multiplied by 0.5%) 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 thereafter with the last due on the December Monthly Tax Form 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 0.5% of your total monthly turnover.
- Place your Total Turnover for the Month at Line 10 of the Installment Section of this Form.
- Place your installment amount (i.e. Total Monthly Turnover multiplied by 0.5%) 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 tax sections on the 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 amount 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:

- *Guide for Wage Income Tax*
- *Guide for Services Tax Guide*
- *Guide for Final Withholding Tax on Rent from Land and Buildings*
- *Guide for Final Withholding Tax on Construction Activities and Services*
- *Guide for Income Tax Installments*

The NDDR has also produced a number of brochures to assist taxpayers in understanding and calculating their tax obligations. These brochures are available at the NDDR District offices and include information on:

- *Wage Income Tax*
- *Services Tax*
- *Income Tax*
- *Instalment Tax*
- *Withholding Tax*
- *Withholding Tax for Building and Construction Activities and Consulting Services*
- *Non-Government Organisations – General Information*
- *Registering for a Tax Identification Number (TIN)*

In addition, full copies of rulings, guides and other information may be downloaded from the MOF Website located at: [www.mof.gov.tl/taxation](http://www.mof.gov.tl/taxation)

More information may be obtained from the NDDR Dili District Office that is located in Rua Pres. Nicolao Lobato, (opposite the Ensul Building). Enquiries can also be made by telephoning + (670) 331 0059.

If you are outside Dili you can also obtain more information from the:

- NDDR Baucau District Office located in Vilanova Street, Kota Baru, Baucau.
- NDDR Maliana District Office located in Holsa Street, Maliana.