



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

**NDDR Form  
No.  
NDDR-WR1  
(2018)**

**Lodgment due by  
31 March 2019**

**Payment if there has been a shortfall is due by 31 March 2019**

**Instructions on how to complete this form may be found on page 2**

<b>Total Gross Wages Paid</b>		
Total Gross Amount of Wages Paid during 2018 tax year	<b>05</b>	

<b>Wages Tax Reconciliation</b>		
Total amount of wage tax payments made to the NDDR in respect of the 2018 tax year.	<b>10</b>	
Total amount of wage tax deducted from your employees' wages in respect of the 2018 tax year.	<b>20</b>	
Difference (if line 20 exceeds line 10, this is a shortfall).	<b>30</b>	

If the amount that you have at line 10 is not the same as the amount at line 20, refer to instructions on page 2 about what to do.

<b>Employee Information</b>	
Total number of paid employees employed as at 31 December 2018.	

<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: ..... E-Mail: .....

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

**National Directorate of Domestic Revenue**

**Payment Slip** – Wage income tax shortfall payment for the year ended 31 December 2018

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

**Bank Account Number: 286442.10.001**

## 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 Tax 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 any branch of the BNU.

**Total Gross Wages Paid:** Enter the total amount of wages paid to all employees during the 2018 year.

### **Wages Tax Reconciliation:**

- **At line 10** enter the total amount of Wage Income Tax you paid to the NDDR during the 2018 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 1. If Line 20 is less than Line 10 you have an overpayment and should seek advice at a NDDR District Office.

**Employee Information:** Enter the number of employees you had employed as at 31 December 2018. This includes both those employees who were subject to wages 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 three (3) copies of the form with payment at a branch of the BNU.

If you do not have a payment to make you must deliver two (2) copies of the form at one of the National Directorate of Domestic Revenue (NDDR) District offices which are located as follows:

- **In Dili:** Ministerio das Finanças, Rua Aitarak Iaran
- **In Baucau:** Vilanova Street, and
- **In Maliana:** Holsa Street.

If you require further assistance with completing this tax form please telephone the NDDR (Dili) on 74002028 and 77009024. Alternatively you may wish to visit the NDDR between the hours of 8.30am and 5pm, Monday to Friday, public holidays excluded, at one of the District Offices listed above.