



GOVERNMENT OF THE REPUBLIC OF TRINIDAD AND TOBAGO

MINISTRY OF FINANCE
INLAND REVENUE DIVISION

EMPLOYEE'S DECLARATION OF EMOLUMENTS, DEDUCTIONS AND TAX CREDITS

Any person who fails to file a declaration or files a false declaration is liable on summary conviction to a fine of \$3,000.

(Please read Notes overleaf before completing this form) Use Block Letters ONLY

B.I.R. File Number I.D/DP/PP Number

Surname Other Name(s).....

Date of Birth DD/MM/YY ... Telephone Number (1).....(2)

Home Address:

Name of Spouse..... Spouse's B.I.R. No.
First Name Last Name

Date of Marriage DD/MM/YY.....Spouse's Place of Employment.....

Current Emolument Income

Income from Salary, Wages or Pension: (including taxable allowances and benefits in kind)

Table with 4 columns: Name and Address of Employer, PAYE No. of Employer, Rate of Pay (Wkly/Ftnly/Mntly \$), Annual Amount (\$). Multiple empty rows for data entry.

Total Emolument Income

CERTIFICATION FOR OFFICIAL USE ONLY
I HEREBY CERTIFY that the information given in this Declaration filed with
* Insert name of Employer or Board of Inland Revenue as appropriate*. IS TRUE AND CORRECT.
Signature (Employee)
Date

CLAIMS FOR DEDUCTIONS AND TAX CREDITS

1. Personal Allowance (\$84,000) applicable to:
- (a) Resident Individual \$ _____
 - (b) Non-Resident Individual \$ _____
- (in receipt of Pension Income accruing or derived from Trinidad and Tobago)* \$ _____

Resident Individuals Only

2. Tertiary Education Expenses (*See* Note 3)... .. \$ _____
- Name and Address of Institution
-

Note: Limited to \$72,000TT per household.
For expenses incurred where the institution is situated outside Trinidad and Tobago,
Excluding Public Regional Institutions.

3. First Time Acquisition of House (*See* Note 4) \$ _____
- (Limited to \$25,000)** Date Acquired/Completed DD/MM/YY.....
- For House acquired with effect from 1/1/11**

4. Contributions/Premiums paid (*See* Note 5)
- (a) Government Widows' and Orphans' Fund \$.....
 - (b) N.I.S (70% of Employees Contribution) \$.....
 - (c) Approved Provident, Superannuation Fund, Approved Fund or Scheme ... \$.....
 - (d) Approved Pension Fund Plan \$.....
 - (e) Approved Deferred Annuity Plan \$.....
- Name of Financial Institution
- Total [Lines 4 (a) to (e)] Limited to \$50,000 \$ _____

5. Alimony/Maintenance (*See* Note 6) \$ _____

Registered No. Deed/Court Order	Date Of Deed/ Court Order	Name and Address of Recipient	B.I.R. No. of Recipient	Amount Payable \$

6. **TOTAL DEDUCTIONS (Sum of Lines 1 to 5)** \$ _____
7. **TAX CREDIT** (*See* Note 7)
- a) Venture Capital \$ _____
 - b) CNG and Cylinder 25% up to a maximum cost of \$10,000. \$ _____
 - c) Solar Water Heating Equipment 25% up to a maximum cost of \$10,000. \$ _____
 - d) National Tax Free Savings Bonds 25% of face values \$ _____

WHERE CLAIMS ARE MADE ONLY IN RESPECT OF PERSONAL ALLOWANCE, NATIONAL INSURANCE CONTRIBUTIONS AND COMPANY'S GROUP PENSION PLANS, THIS FORM DOES NOT REQUIRE APPROVAL OF THE BOARD AND MUST BE LODGED DIRECTLY WITH YOUR EMPLOYER.

NOTES FOR YOUR GUIDANCE

1. In order to avoid excessive deductions from your emoluments, a Declaration which is for tax deduction purposes only **must be completed and lodged with:**
 - (a) Your employer/or employers on commencement of employment and annually thereafter or where there is a change in Deductions or Tax Credits;
 - (b) BIR where Approval is required.

2. The Declaration should be completed and forwarded for approval to the Board of Inland Revenue Division Port-of-Spain #2-4 Ajax Street, Government Campus Plaza, South Regional Office, Cipero Street, San Fernando or Tobago Regional Office Victor E. Bruce Financial Complex, Wilson Road, Scarborough, Tobago **Only in the following circumstances:**

2.1 If you are in receipt of emolument income (salary, wages, pensions, bonus, commission, etc.) **from two or more sources at the same time**, for example, a pensioner who is also receiving income from employment. You should obtain from your employers, evidence of emoluments which should be attached to the Declaration Form; and/or in addition a **recent payslip (No older than 3 months)** showing year-to-date, Salary, NIS and PAYE must be provided.

2.2 If you are claiming deductions in respect of Tertiary Education Expenses, First Time Acquisition of House, Premiums for Approved Deferred Annuity plans, Alimony/Maintenance, or Tax Credit(s),

A "Certificate of Approval for PAYE Tax Deductions" will be issued to Employers indicating the Personal Allowances, Deductions and Credits Approved for the year of income.

The TDI.A will continue to be issued where employees have two or more sources of emolument income.

Requirement for claims where applicable:

3. **Tertiary Education Expenses** –:

3.1 A detailed statement of expenses incurred together with a **letter of acceptance from the institution;**

3.2 Evidence of remittance of funds (receipts, bankdrafts or encashed cheques).

3.2 Expenses are limited to \$72,000TT per household;

3.3 Only amounts paid to an Institution situated outside of Trinidad and Tobago (except a Public Regional Institution) will be allowed.

NOTE: Expenses allowed must be paid in the current year.

4. **First Time Acquisition of House** –

4.1 House must be acquired by way of purchase or construction to be used as your residence on or after January 1, 2011.

4.2 Claim is limited to \$25,000 and will be granted for 5 years from the year of acquisition.

Please submit:

(a) Statement from the Financial Institution OR Affidavit **confirming first time acquisition**

(b) Completion Certificate if property was constructed.

(c) Deed of Conveyance

(d) Where there is a joint ownership a letter from co- owner stating amount being claimed for that year and a copy of their ID

5. **Contributions/Premiums** –

5.1 (a) You may claim Contributions to Government Widows' and Orphans' Pension Fund, approved Provident and Superannuation Funds, approved Funds or scheme, approved Pension Fund Plan and premiums paid under an Approved Deferred Annuity plan including deduction in respect of Approved Tax Incentives savings plan operated by Financial Institutions.

5.2(b) You are allowed 70 per cent of your National Insurance contributions as a deduction. However if you contribute to the Widows' and Orphans' Fund you will be allowed 100 per cent of your contribution to Widows' and Orphans' Fund attributed to National Insurance and 70 per cent of any excess.

5.3 (c) (i.) For Approval Pension/ Annuity Plans Provide a statement of premiums paid in the previous year projected payments for current year.

(ii.) Copy of **BIR Approval**

6. **Alimony/Maintenance** –

(a) Please submit a **copy of the Registered Deed/Court Order**

(b) **Evidence of payment** in the previous year.

7. **Tax Credits** -

7.1 Venture Capital Tax Credit

(i) The credit is allowed in the year of income to the original purchaser of shares in the Venture Capital Company;

(ii) It is computed on cost of shares x marginal rate of tax;

(iii) Unclaimed credit in an income year can be used to offset tax assessed in succeeding years;

(iv) Please submit the original and copy of Tax Credit Certificate.

7.2 CNG Kit and Cylinder Tax Credit

(i) Tax Credit is allowed in the year of purchase;

(ii) The credit is 25% of the cost up to a maximum of \$10,000;

(iii) Provide receipt of purchase and installation cost of the CNG Kit and Cylinder and certified copy of ownership of vehicle.

7.3 Solar Water Heating Equipment Tax Credit

(i) Tax Credit is allowed for Solar Water Heating Equipment purchased in the year of income for household use;

(ii) The credit is 25% of the cost up to a maximum of \$10,000;

(iii) Provide the evidence of payment.

7.4 National Tax Free Savings Bond Tax Credit

(i) The credit is allowed in the year of income to the original purchaser of bonds issued under the National Tax Free Savings Bonds Regulations;

(ii) The credit is 25% of face value limited to \$5,000 where the maturity period is five, seven or ten years;

(iv) Unclaimed credit in an income year can be used to offset tax assessed in succeeding years;

(v) Provide evidence of payment.