



Revenue Collection Division

**INSTRUCTIONS FOR COMPLETING  
REMITTANCE ADVICE SLIP  
FOR ALL TAX TYPES**

**GENERAL INFORMATION**

This Remittance Advice is used by any person when making a payment for all tax types. The form advises the FRCA as to which taxes are being remitted and the related periods.

Tax payable for PAYE/VAT/HTT & WHT are due at the end of the month following the month in which the tax has been deducted. GTT payment is due within 28 days from the date of drawing the Tickets.

**COMPLETING THE FORM**

Complete the form in black or blue pen. **PRINT CLEARLY.** A typewriter may also be used.

**Tax Identification Number (TIN)**

Write the Tax Identification Number (TIN) in the box provided.

**Name of Taxpayer**

Write the name of the person paying the tax in the box provided.

**Postal Address**

Write the address of the person making the payment, as original receipts will be sent to this address. For any change of address, taxpayer has to formally advise this office of the change, in writing.

**Tax Payment Type**

The form allows for payment of more than one tax types and for more than one period. Write branch number if making PAYE & 15% Contractors payment. Tick the appropriate box if you are making Provisional Tax, Withholding Tax & Advance Tax payments.

If you are making VAT or HTT payment, you must attach the return with the payment.

If you are making an Income Tax payment, state the year.

If you are making a GTT payments write the period for week ending.

Use the space specified as “Others” if making any payment not specified in the list provided and this must be correctly identified to avoid misallocation of payments.

**Month/Year**

In the spaces provided write the month and year in which the payment is in respect of. For example, if the tax is due on 30<sup>th</sup> March 2008 write “March” and “2008” in the boxes.

**Amount**

Write here the amount of tax being paid for each tax type and period.

**Total Tax Remitted**

Write here the total of all tax types and the amount should match the total amount shown on the cheque.

**What to do with the completed form**

You may either post the form to FRCA or bring it to any of the FRCA offices listed below.

**Cashier Hours**

Monday – Thursday 8.30am to 4.00pm.  
Friday 8.30am to 3.30 pm

If **posting** the form send it (with a cheque for payment ) to:

For Central & Eastern Division businesses:

Commissioner of Inland Revenue  
Private Mail Bag  
Suva

For Western Division businesses:

Commissioner of Inland Revenue  
Private Mail Bag  
Lautoka

For Northern Division businesses:

Commissioner of Inland Revenue  
Private Mail Bag  
Labasa

If **bringing** the form to FRCA office, take it to the office nearest to you at the following addresses:

For Central & Eastern Division businesses:

Revenue & Customs Services Complex  
Corner of Ratu Sukuna Road & Queen Elizabeth Drive  
Nasese

For Western Division businesses:

Revenue House  
19 Tavewa Avenue  
Lautoka

For Northern Division businesses:

First Floor Rupan Building  
Corner of Nanuku & Jaduram Street  
Labasa