



Revenue Collection Division

INSTRUCTIONS FOR COMPLETING RETURN OF INCOME for PARTNERSHIPS

The return form allows a partnership to make an income tax return.

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

You must complete all items. If an item is not applicable write “N/A” in the box.

Year of return

In the box at the top of the first page of the return, write the period which the return covers. If the partnership’s tax year ends on 31 December, and, for example, this is the return for 2006, write “2006” in the box after 31 December.

Identification/Contact details

Complete all the boxes in this section if they are applicable.

If the partnership does not have a Tax Identification Number (TIN) the partnership can still complete the return and lodge it. However, the partnership should also complete the form “Application for Registration”.

In the appropriate boxes write the name of the partnership, the exact location of the partnership’s business premises, the postal address, and the phone number and email address of the principal partner.

Write the nature of the partnership’s business in the box provided. You must be specific, e.g. “retail of motor spare parts”, “sugar cane farming”, “medical practice”, “manufacture of wooden products”. If the partnership carries on more than one type of business only write down the main business.

Share of net income distributed

In this section write the name and TIN of each partner who received a share of current year income from the partnership. Complete the boxes for percentage of share of total income or loss distributed, and the amount of that share (in dollars and cents).

Note: the total income or loss must be fully distributed to partners.

TOTAL INCOME DERIVED DURING THE YEAR

Interest received

If the partnership received interest income, provide details at Item 1. Complete all the details:

- Name of financial institution
- Amount of tax deducted
- Amount of gross interest.

Dividends received

If the partnership received dividend income, provide details at Item 2. Attach the originals of any dividend certificates received.

Rental Income

If the partnership received income from the rental of real estate (eg house, flat, land, shop or other premises), complete all details:

- the period for which rent was received
- the gross amount of rent and lease premiums received
- expenses incurred in respect of the property while it was leased.
- address of property

Deduct any portion of the costs where the property is partly occupied by persons who are not arm's length tenants.

If the partnership has more than one rental property attach a schedule for each property giving the required details.

Net farming income

If the partnership has received income from farming activities, such as from sale of crops, write the net amount here.

Net income from other farming activities

If the partnership conducted farming activities, and have received income from farming activities other than the sale of crops (eg sale of manure or hire of farm vehicles), write the net amount here.

Net income from other business

If the partnership is in a business other than farming (eg retailing) write the net amount of business income here.

Other income

Put at this box the total of any other income the partnership has received which has not been included elsewhere.

Items not allowable as deductions

At Items 8 to 14, reduce the expenses in the accounts by amounts, which are not allowable for tax purposes.

Deductions/Concessions

At Items 15 to 32, increase the expenses in the partnership's accounts by amounts, which are allowable for tax purposes, but not elsewhere deducted in the accounts.

Recorded Income/(Loss) for current year

To the net profit from the profit and loss statement, add the non-allowable amounts and deduct the deductions/concessions, to arrive at the amount in Item 33.

Losses brought forward from prior years

From the recorded income figure, deduct any losses brought forward from prior years, up to the amount of the recorded income (Item 34)

Total income/(loss)

This is the trust's total income or loss for the year (Item 35).

Net profit actually distributed

At Item 36 write down the amount of net profit or loss distributed. The amounts at Items 35 and 36 should be the same.

INFORMATION REQUIRED

At Items 37 to 54 you must write down information about the partnership's business. In some cases, these figures will appear in the partnership's profit and loss statement, balance sheet or other business records. You must copy them from those records to the tax return.

Profit and loss information

At Items 37 to 49, write down the appropriate figures from the partnership's profit and loss account.

Balance sheet information

From the partnership's balance sheet write down the value of your total assets (Item 50) and total liabilities (Item 51).

Overseas income

If some or all of the partnership's **gross** income was derived from overseas sources (eg exports) write the value at Item 52.

Details of contract payments received

If the partnership received contractual payments provide the details at Item 53.

Details of cane payments received

If the partnership received cane payments record the details in Item 54.

Declaration

The partnership's principal partner should write his or her name, sign and date the return.

If the return is prepared by a tax agent, the agent should complete the "Declaration by Tax Agent" section.

All attachments to the return must be signed by the principal partner.

Note: The income tax law provides severe penalties for persons who make false returns

Note: Each partner in a partnership must lodge their own individual tax returns in addition to this partnership return.

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.

If **posting** the form send it (with a cheque for payment of any tax) 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

If bringing the form to FRCA office, a FRCA officer will check it and advise if you have missed out any details. If you need help filling in the form ask the FRCA officer at the counter.