



**INSTRUCTIONS FOR COMPLETION OF
DIVIDEND WITHHOLDING TAX (DWT)
ANNUAL SUMMARY**

This form allows a company to make a report to the FRCA about the company's obligations under the Dividend Withholding Tax (DWT) system.

This report must be made to the FRCA no later than February 28th following the year to which the report relates.

Reporting period details

Write the period which the report is for in the box at the top of the first page. Note that companies must report dividends paid for the calendar year, even if they use a different accounting period for lodging their income tax returns.

Identification details

Write the company's name and Tax Identification Number (TIN) in the spaces provided.

Section A: Schedule of dividend payments made

Complete the table by providing, for each month and in total, the amount of:

- dividends subject to withholding tax paid to shareholders
- withholding tax deducted from those dividends.

Example: A company pays an interim dividend of \$50,000 in June and a final dividend in December of \$5,000. Each dividend has 5% tax deducted. It would write the appropriate amounts in the "June" and "December" lines, and total them.

Section B: Reconciliation of DWT paid for the year

Item 1: Write here the amount of DWT tax you have deducted from dividends paid for the year.

Item 2: Write here the amount of DWT tax deducted from dividends paid for the year, which has been sent to the FRCA for the period of this report.

Item 3: Deduct Item 2 from Item 1 and write any difference in this box.

Underpayments and Overpayments

If the amount in Item 3 shows that you have not sent in all the DWT tax you have deducted for the year, you should pay the difference immediately. In such cases, you need to advise the FRCA which months of the year the short payment relates to. A penalty will be applied to short-paid amounts.

If the amount in Item 3 shows that you have overpaid your DWT tax, this amount will be credited to your next year's DWT tax, or offset against any other tax liabilities outstanding. The FRCA will advise you of what happens to your overpayment. In some cases it may be refunded.

Declaration

The company's authorised person should write his or her name, sign and date the report

All attachments to the return must be signed by the authorised person.

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

What to do with completed form

You may either post the form to the FRCA or bring it into any FRCA office.

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 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, an 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.