



INSTRUCTIONS FOR COMPLETING A FRINGE BENEFIT TAX RETURN

TAXATION DIVISION (INLAND REVENUE SERVICES)

FRINGE BENEFIT TAX (FBT) RETURN

The return form is to be filled and lodged with the Taxation Division by all employers on a quarterly basis as required by the Fringe Benefits Tax Decree 2011.

Who is liable to lodge a FBT return?

You must register for FBT before you complete the form. Fill in the application for registration form and lodge it at FRCA office listed at the end of these instructions

If you are registered for FBT you MUST lodge a return for each quarter.

When are FBT returns to be lodged and payments made?

- January to March – due date end of April
- April to June – due date end of July
- July to September – due date end of October
- October to December – due date end of January

SECTION A : EMPLOYER DETAILS

What details do I need to fill?

- Tax Identification Number;
- name;
- current postal address;
- branch number;
- email address;
- phone numbers;
- fax number;
- number of employees;
- number of employees receiving benefits;
- year; and
- relevant quarter.

There are 4 main steps in completing this return:

1. List all the value of benefits from line 1 to line 9
2. Work out the total value of benefits
3. Calculate the gross up value of the total benefits
4. Work out your FBT payable

SECTION B – VALUE OF BENEFIT

Enter the value of benefits (exclusive of VAT) provided to the employees during this period.

Box 1 – Debt Waiver

Box 2 – Household Personnel

Box 3 – Housing

Box 4 – Loan

Box 5 – Meal or Refreshment

Box 6 – Motor vehicle

Box 7 – Private expenditure

Box 8 – Property

Box 9 – Residual

Box 10 – Net value of benefits

SECTION C - CALCULATING FBT

Box 11 – Gross Value of Benefits

The Gross Up Formula is:

$$\frac{A}{(1-r)}$$

Where A is the value of the fringe benefit for calculation base

r is the rate of FBT which is 20%

Simply the formula equates to 1/0.8 which is equivalent to 1.25

Box 12 – FBT Payable

Multiply the value in box 11 by 20% and enter the result in box 12. This is the amount of FBT payable.

NOTE: Payment of FBT is due on the due date of filing the FBT return for the quarter.

SECTION D – DECLARATION

Write the name of the employer's representative, sign, designation and the date. If the return is prepared by a person other than the taxpayer, that person should write the capacity in which they are completing the return.

NOTE: The Tax Administration Decree 2009 provides severe penalties for persons who makes a false FBT return. It is a serious offence to make a false FBT return.

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

For Central & Eastern Division employers:

FRCA Suva – Nasese Complex office
FRCA Levuka office
FRCA Rotuma Office

For Western Division employers:

FRCA Lautoka office
FRCA Nadi Airport office
FRCA Rakiraki office
FRCA Sigatoka office

For Northern Division employers:

FRCA Labasa office
FRCA Savusavu office