

Ministry of Finance  
General Commission for Taxes

(for official use only)

Monthly Wage Withholding Tax Declaration

[1] Tax Period  (YYYY/MM)

[2] Employer's Taxpayer Identification Number

[3] Name of Employer

[4] Address of Employer

[5] Mark a cross in one of the boxes when applicable:

[5a]  Original Declaration

[5b]  Amended Declaration

[6] Employees' Total income for the month in Dinar:

[7] Tax withheld for the month in Dinar:

Data on number of employees for this month:

Total number of employees for the month [8]	Number of employees from whom Tax was withheld [9]	Number of employees from whom Tax was not withheld [10]
<input type="text"/>	<input type="text"/>	<input type="text"/>

I declare that facts reported in this declaration are true.

Designated Person's Name and Signature

Year/Month/Day

Telephone: \_\_\_\_\_

\_\_\_\_/\_\_\_\_/\_\_\_\_

(for official use only)

Official Stamp

Date of Reception

Year/Month/Day

\_\_\_\_/\_\_\_\_/\_\_\_\_

## Instructions on how to fill out the Monthly Wage Withholding Tax Declaration

The Wage Withholding Tax Declaration has three parts:

### Part 1. Identification Data Part

**Box [1]:** Enter the month in two digits and the year in four digits, i.e. for the month of January 2005, enter “2005.01”.

**Box [2]:** Enter the Taxpayer Identification Number provided by the General Commission for Taxes.

**Box [3]:** Enter the name of the employer.

**Box [4]:** Enter the address of the employer.

**Box [5]:** This box has two options. You should cross one of the boxes in accordance with the following situations: **a) Original Declaration** is to be crossed when you want to file an original return for the first time for a tax period and **b) Amended Declaration** is to be crossed when you want to amend the original declaration.

### Part 2. Activity Data Part

**Box [6]:** Enter the total income for the month of all your employees. This includes:

- Gross salaries, wages, allowances, bonuses, and other benefits that you have paid to your employees or have given in kind to your employees,
- Income of unmarried children who are under the age of 18 years added to their father’s income,
- The wife’s income to be added to husband’s income in the case of a valid request for aggregation of income.

**Box [7]:** Enter the amount of tax withheld from salaries paid to your employees for the month.

**Box [8]:** Enter the total number of all individuals you have employed during the month. The total number of employees indicated in this box should be equal to the sum of boxes [9] and [10].

**Box [9]:** Enter the total number of employees from whom Tax was withheld during the month.

**Box [10]:** Enter the total number of employees from whom Tax was not withheld during the month. Such a case happens when the amount of monthly legal allowances and other deductions exceeds the total of employment income received by the employee for the month. Another example is when spouses have made a valid request for the aggregation of their incomes, in that case, tax has to be withheld from the husband’s salary only and no tax has to be withheld from wife’s salary.

Enter the name and signature of the designated person and also the date in which declaration is prepared. **Do not forget:** This Declaration is signed under penalty of perjury.

### Part 3.

Leave the third part blank to be completed by an official of the General Commission for Taxes.