



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

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

This report must be made to the FRCS no later than February 28<sup>th</sup> 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 FRCS 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 FRCS 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 FRCS 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 FRCS or bring it into any FRCS 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 FRCS 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 FRCS office, an FRCS officer will check it and advise if you have missed out any details. If you need help filling in the form ask the FRCS officer at the counter.