Taxation Division

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 FRCS 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.

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 (Add boxes 1 to 9 and enter the total in box 10)
Box 11 – Value of benefits subject to VAT. This item must be correctly declared in box 11

INSTRUCTIONS FOR COMPLETING A FRINGE BENEFIT TAX RETURN

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 C - CALCULATING FBT

Box 12 – 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 13 – FBT Payable

Multiply the value in box 12 by 20% and enter the result in box 13. 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.