

Employers Certificate of Salary or Wages Paid

Revenue Collection Division

THIS IS TO CERTIFY THAT:

1 Mr/Mrs/Miss has been in my employment

(a) Before 31st December last, during the period to

(b) After 31st December last, during the period to

2 His/her total allowances as in Section D of PAYE Employee Declaration were: \$

3 His/her emoluments and tax deducted were as follows:

	Period before 31 st December	Period after 31 st December
(i) Gross Salary/Wages	\$ <input type="text"/>	\$ <input type="text"/>
(ii) Value of rations and/or quarters	\$ <input type="text"/>	\$ <input type="text"/>
(iii) Other allowances (Please specify) <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
(iv) FNPf deducted	\$ <input type="text"/>	\$ <input type="text"/>
(v) PAYE tax deducted	\$ <input type="text"/>	\$ <input type="text"/>
4 If employee paying employer rent for quarters, advise rent paid	\$ <input type="text"/>	\$ <input type="text"/>

5 This certificate includes all the emoluments paid until cessation of employment and the date to which they have been paid (including holiday pay).

Name of Employer

Period Employed / / to / /

Signature of Employer Date

Address of the Employer	<input type="text"/>	Phone No.:	<input type="text"/>	(Home)
	<input type="text"/>	Phone No.:	<input type="text"/>	(Business)
	<input type="text"/>	Mobile.:	<input type="text"/>	
	<input type="text"/>	Email:	<input style="width: 100%;" type="text"/>	

- EMPLOYER**
- (a) A PAYE Employee Certificate is to be prepared for the above employee, the original and the duplicate are to be issued to him and the triplicate to be retained and sent to the Revenue Collection Division with the Annual Summary.
 - (b) Please write "Employer's Certificate issued" in the space "Other Comments" on the PAYE Employee Certificate slip held for sending to the Revenue Collection Division.
 - (c) On no account should a further Employer's Certificate be issued without the written authority of the Chief Executive Officer.

THIS CERTIFICATE IS TO BE SENT BY THE EMPLOYER DIRECT TO THE REVENUE COLLECTION DIVISION AND IN NO CIRCUMSTANCES SHOULD IT BE ISSUED TO THE EMPLOYEE.

THIS IS ONLY REQUIRED IF THE ANNUAL SUMMARY OF EMOLUMENTS PAID HAS NOT BEEN SUBMITTED.

IT IS A SERIOUS OFFENCE TO MAKE A FALSE STATEMENT TO THE COMMISSIONER