FIJI REVENUE AND CUSTOMS SERVICE

PERSONAL INCOME TAX RETURN for BUSINESS INDIVIDUALS

PIT 2018

FORM INSTRUCTIONS: PLEASE READ THE FOLLOWING INSTRUCTIONS BEFORE PROCEEDING

1. This form allows an individual to file a Personal Income Tax (PIT) return. The PIT return is a self-assessment return and may be submitted through the Taxpayer Online Service (TPOS) which you can access at: https://tpos.frcs.org.fj/taxpayerportal/logon#/Logon.
2. This form can be used as a guide for completing the 2018 PIT online return.
3. The return must be filed by an Individual whose PIT class is "B". PIT Class B includes the following:
   - an individual who earns employment and business income at the same time;
   - an individual who is a partner to a business;
   - an individual who earns farming income;
   - an individual who earns rental income;
   - an individual who earns dividend income from distribution of company profits;
   - an individual who earns interest income;
   - an individual who receives commission income either as employees (contract of service), self-employment (contract for service); and
   - An individual who is a beneficiary of a trust or estate.
4. Select your residency status from the available options. The residency status determines how the individual's income is taxed. The calculation of taxes is done automatically by the system depending on the residency of the individual.
5. You may use the footnotes provided in the return lines for calculation purposes.
6. When filing the online PIT return you will need to save documents on your computer desktop for ease of uploading in TPOS. The file format of the saved documents must either be in PDF, JPEG, JPG or PNG. Refer to the checklist at the end of this form for documents that you will need to attach with this return. There are some claims that requires you to provide evidence whilst others may be provided to support your return.
7. Complete the Declaration section by filling all details in the designated space. A Tax Agent must file the return through TPOS and provide a Tax Agent Declaration upon submission.
8. Once your return is submitted online, you will receive a filing confirmation notice.
9. If you have made a mistake in your return, you may apply to the CEO for an amendment to be made to your self-assessment. The amendment request must be submitted to the CEO within 2 years of the date the self-assessment return was filed.
10. Please consult with a Customer Service Officer if you need assistance in completion and filing of the Form.

TAXPAYER DETAILS

Taxpayer TIN: ☐☐☐☐☐☐☐☐☐☐ (State your TIN. The TIN must consist of either 9 or 10 digits)

Taxpayer Name: ____________ (State your Name)

RESIDENCY STATUS DETAILS

Select your Residency Status* ☐ Resident ☐ Non- Resident

INCOME TAX RETURN DETAILS

1 PAYE WITHHOLDINGS

EMPLOYER TIN	EMPLOYER NAME	NORMAL PAY	DIRECTOR REMUNERATION	BONUS AND OVERTIME PAYMENT	REDUNDANCY PAYMENT	LUMP SUM PAYMENT	REDUNDANCY PAYMENT EXEMPTIONS	LUMP SUM PAYMENT EXEMPTIONS	INCOME TAX PAID	SRT PAID	ECAL PAID
SUB TOTAL		$	$	$	$	$	$	$	$	$	$

(In the online form, the table above will pre-populate the details of an employee's income and taxes based on the Employer Monthly Schedules submitted by the employer for the 2018 period)

2 INTEREST INCOME

TIN OF FINANCIAL INSTITUTION	NAME OF FINANCIAL INSTITUTION	EXEMPTED (YES or NO)	GROSS AMOUNT (FJD)	TAX DEDUCTED (FJD)
SUB TOTAL			$	$

(Provide evidence for amounts entered in table above)

Total Taxable Amount (FJD)	$
Total RIWT Liability (FJD)	$

3 DIVIDEND INCOME

TIN OF PAYER	PAYER'S NAME	EXEMPTED (YES or NO)	GROSS AMOUNT (FJD)	TAX DEDUCTED (FJD)
SUB TOTAL			$	$

(Provide evidence for amounts entered in table above)

Total Taxable Amount	$

4 FOREIGN INCOME

TYPE	SOURCE	EXEMPTED (YES or NO)	GROSS AMOUNT (FJD)	FOREIGN TAX CREDIT (FJD)
SUB TOTAL			$	$

(Provide evidence for amounts entered in table above)

OTHER INCOME DETAILS

	DESCRIPTION	AMOUNT (FJD)
5	Employee Share Scheme Benefit (FJD)	$
6	Employee Share Scheme Deduction (FJD)*	$
7	Pension Income (FJD)	$
8	Pension Income Exemption (FJD)*	$
9	Cash Benefit (FJD)	$
10	Other Income (FJD)	$
11	Other Income SRT/ECAL Exempted (FJD)	$

(Provide evidence for amounts entered in the fields that are in asterisks (*) above)

12 SHARE OF TRUST/ESTATE INCOME RECEIVED

TIN OF TRUST/ ESTATE	NAME OF TRUST/ESTATE	DOMESTIC INCOME	DOMESTIC SHARE OF TAX DISTRIBUTED	FOREIGN INCOME	FOREIGN TAX CREDIT
TOTAL		$	$	$	$

(The TIN field is not mandatory for Foreign Share of Trust/Estate Income Received. If entering a Foreign sourced income of this nature you will only complete the "Name of Trust/Estate", "Foreign Income" and "Foreign Tax Credit columns)

13 SHARE OF PARTNERSHIP INCOME/LOSS

TIN OF PARTNERSHIP	NAME OF PARTNERSHIP	DOMESTIC INCOME	DOMESTIC SHARE OF TAX DISTRIBUTED	FOREIGN INCOME	FOREIGN TAX CREDIT
TOTAL		$	$	$	$

(The TIN field is not mandatory for Foreign Share of Partnership Income/Loss. If entering a Foreign sourced income of this nature you will only complete the "Name of Partnership", "Foreign Income" and "Foreign Tax Credit columns)

OTHER INCOME DETAILS

	DESCRIPTION	AMOUNT (FJD)
14	Rental Income/Loss (Complete the Rental Income/Loss Schedule if you had derived Rental Income/ Loss for the period)	$
15	Net Farming Income	$
16	Net Income from Other Farming Activities	$
17	Net Income from Other Business	$
18	Purchased Annuities	$
19	Other Income	$
20	Foreign Business Income	$
21	Taxable Income not Included in Accounting Profit	$
22	**SUB TOTAL** (Sum of Lines 14 to 21)	$

(The Rental Income/Loss amount entered in Line 14 must be based from the Rental Income/Loss table in the next page.)

RENTAL INCOME/LOSS

1. Provide a breakdown of your rental income/loss for the tax year you are reporting.
2. State the period (i.e. From and To) for which your rental income/loss relates to.
3. Transfer the Net Income/Loss from Rent amount to Line 14 of the return.
4. List the addresses/locations of the rental properties declared in this schedule

PARTICULARS	PERIOD FROM	PERIOD TO	AMOUNT (FJD)
Gross Rents and Premium			**$**

LESS EXPENSES

DESCRIPTION	AMOUNT (FJD)
Rates	$
Rent Paid In Respect of Lease	$
Insurance On Property	$
Repairs and Maintenance	$
Interest	$
Depreciation	$
Other Expenses	$
Total Expenses (add sum of all expenses amounts)	$
Less Adjustment for Part of Property Occupied for Private Use	$
Net Income/(Loss) from Rent (This amount to be transferred to Line 14 of the return)	$

State the Address/Location of the above Property

1	

ADD - ITEMS NOT ALLOWED AS DEDUCTION

23	Accounting Depreciation	$
24	Capital Expenditure	$
25	Income Taxes	$
26	Fines and Penalties	$
27	Donations and Subscriptions	$
28	Legal Expenses	$
29	Losses on disposal of assets for accounting purposes	$
30	Preliminary Expenses	$
31	FNPF (50% of 10% of Employer Contribution)	$
32	Gain on disposal of fixed assets for tax purposes	$
33	Debt Forgiveness	$
34	Forfeited Deposit	$
35	Other items	$
36	Indemnity	$
37	**Sub Total**	**$**

(You may provide evidence for amounts entered in return lines 23 to 36 above)

LESS – ALLOWABLE DEDUCTIONS AND CONCESSIONS

38	Net Exempt Income (Being Gross Income Less Expenses Incurred)	$
39	Depreciation Allowable	$
40	Cash Donations To Approved Organizations/Charities	$
41	Hotels Aid Investment Allowance	$
42	Accelerated Depreciation Allowance	$
43	Film Making & Audio-Visual Production - Exempt Income	$
44	F1 - Contribution To Audio Visual Production (150% Of Expenditure)	$
45	F2 - Contribution To Audio Visual Production (125% Of Expenditure)	$
46	Tourist Vessels	$
47	Export Promotion Incentive	$
48	Fuel Concession	$
49	Employment Taxation Scheme 150%	$
50	Employment Taxation Scheme 200%	$
51	Employment Taxation Scheme 300%	$
52	Export Profit	$
53	Investment Allowances(Medical Services Or Others)	$
54	Losses On Disposal Of Assets For Tax Purposes	$
55	Vanua Levu Incentive - 40% Deduction On Capital Expenditure	$
56	Small & Micro Enterprises -(Max. $500,000 Gross)	$
57	Other Incentives - Charitable Donations Section 24	$
58	Tax Free Region Exemption	$
59	Scientific Research Expenditure	$
60	Bad Debts	$
61	Total Business Loss	$
62	150% Sponsoring 2019 ADB Annual Meeting	$
63	125% Renovation & Redevelopment (Modernization)	$
64	25% Extension Or Redevelopment (Modernization)	$
65	250% For R&D In ICT & Renewable Energy Industries	$
66	55% Tax Deduction For Investments In Electric Buses	$
67	150% Staff Training Cost – Accredited Training Providers	$
68	150% Deduction – Paternity & Family Care Leave	$
69	Other Items (Attach Details)	$
70	**Sub Total**	**$**

(You must provide evidence for amounts entered in return lines 38 to 69 above)

TAXABLE INCOME FROM BUSINESS AND ADJUSTMENT

71	Current Year's Taxable Income From Business – Domestic (Lines 14+15+16+17+18+19+21+37 - Line 70)	$
72	Current Year's Taxable Income From Business – Foreign (Line 20)	$
73	Current Year's Taxable Income From Business (Line 71 + Line 72)	$
74	Domestic Loss Brought Forward*	$
75	Foreign Loss Brought Forward*	$
76	Loss To Be Carried Forward	$

(Provide evidence for amounts entered in the fields that are in asterisks (*) above)

COST OF GOODS SOLD

77	Opening Stock	$
78	Purchases	$
79	Less Closing Stock	$
80	**Cost of Goods Sold**	**$**

GROSS TRADING INCOME

81	Total Sales for the period	$
82	Gross Trading Income	$
83	Interest Income	$
84	Dividend Income	$
85	Other Income	$
86	**Total Gross Income**	**$**

(Provide evidence for amounts entered in interest income return line)

NET INCOME AND OTHER INFORMATION

87	Total Expenses	$
88	Interest Expenses	$
89	Net Income	$
90	Drawings	$
91	Total Assets	$
92	Total Liabilities	$
93	Gross Salaries And Wages Paid For The Year	$

94 DETAILS OF CONTRACTUAL PAYMENTS RECEIVED

TIN OF CONTRACTOR	NAME OF CONTRACTOR	GROSS PAYMENTS (FJD)	TAX DEDUCTED (FJD)
TOTAL		**$**	**$**

(Provide evidence for all contractual payments received. Continue on separate sheet if necessary)

95 DETAILS OF CANE PAYMENTS RECEIVED

TIN OF CONTRACTOR	NAME OF CONTRACTOR	FARM NO.	SECTOR NO.	GROSS PAYMENTS (FJD)	TAX DEDUCTED (FJD)
TOTAL				**$**	**$**

(Provide evidence for all cane payments received. Continue on separate sheet if necessary)

96 SUMMARY – CHARGEABLE INCOME SUBTOTALS

DESCRIPTION	INCOME TAX (FJD)	SRT (FJD)	ECAL (FJD)	RIWT (FJD)	DIVIDEND (FJD)
Employment	$	$	$	$	$
Dividend	$	$	$	$	$
Interest	$	$	$	$	$
Foreign Income	$	$	$	$	$
Other	$	$	$	$	$
Trust//Estate/ Partnership	$	$	$	$	$
Business	$	$	$	$	$
Sub Total	$	$	$	$	$

97 TAX LIABILITIES

DESCRIPTION	INCOME TAX (FJD)	SRT (FJD)	ECAL (FJD)	RIWT (FJD)	DIVIDEND (FJD)
Tax Liability	$	$	$	$	$

98 TAX CREDITS

DESCRIPTION	INCOME TAX (FJD)	SRT (FJD)	ECAL (FJD)
Withholding from PAYE	$	$	$
Withholding from PT	$	$	$
Withholding from RIWT	$	$	$
Withholding from Other	$	$	$
Sub Total	$	$	$

99 FOREIGN TAX CREDIT

DESCRIPTION	INCOME TAX (FJD)
Foreign Tax Rate (%)	$
Allowable Foreign Tax Credit	$

100 TOTAL TAX LIABILITY

DESCRIPTION	INCOME TAX (FJD)	SRT (FJD)	ECAL (FJD)
Total Liability	$	$	$

DECLARATION OF TAXPAYER or TAX AGENT

☐ **I declare that the information in this Income Tax Return is true and correct in every detail.**

Taxpayer/Tax Agent TIN : ☐☐☐☐☐☐☐☐☐☐

Full Name: ____________________

Designation: ____________________ **Signature:** ____________________ **Date:** ____________________

IT IS A SERIOUS OFFENCE TO GIVE FALSE INFORMATION TO THE CHIEF EXECUTIVE OFFICER

FOR OFFICE USE ONLY

Officer's Name: ____________________ Officer's Signature: ____________________

Date of Receipt: ____________________ Reference Number: ____________________

CHECKLIST

- ☐ Completed Personal Income Tax Return for Business Individuals
- ☐ Financial Statements (mandatory)
- ☐ Evidence of Additional Employment Income (mandatory if declared)
- ☐ Evidence of Lump Sum Payment Exemption (mandatory if declared)
- ☐ Evidence of Redundancy Payment (mandatory if declared)
- ☐ Evidence of Redundancy Payment Exemption (mandatory if declared)
- ☐ Evidence of Interest Income (mandatory if declared)
- ☐ Evidence of Dividend Income (mandatory if declared)
- ☐ Evidence of Foreign Income (mandatory if declared)
- ☐ Evidence of Employee Share Scheme Exemption (mandatory if declared)
- ☐ Evidence of Pension Income Exemption (mandatory if declared)
- ☐ Items Not Allowed as Deductions (non-mandatory)
- ☐ Allowable Deductions and Concessions (mandatory if claimed)
- ☐ Domestic Loss Brought Forward (mandatory if claimed)
- ☐ Foreign Loss Brought Forward (mandatory if claimed)
- ☐ Interest Income as part of Total Gross Income (non-mandatory if declared)
- ☐ Contractual Payments (mandatory if declared)
- ☐ Cane Payments Received (mandatory if declared)
- ☐ Valid TIN of Applicant or Representative submitting the completed form
- ☐ Valid Photo ID of Applicant or Representative submitting the completed form
- ☐ Tax Agent Declaration (if return was prepared and filed by a Tax Agent)