

ST.CHRISTOPHER AND NEVIS INLAND REVENUE DEPARTMENT



Access any of the following Services with just the click of a button



(REGISTER ONLINE)



(PAY YOUR TAXES ONLINE)



(File your Monthly and Annual Taxes online)



Building Our Nation Through Responsible Tax Administration

BAY ROAD, BASSETERRE, ST.KITTS TEL: 869,467.1210/1931 FAX: 869,465.7840 EMAL: MLANDREVENDE@SKNRD.COM WEDDTE: WWW.SKNRD.COM



# USER GUIDE

# E-Filing & E-Payment

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### Version History

Version	Date	Author	Description
1.0	15-Dec-2012	IRD	VAT online
2.0	15-Feb- 2013	IRD	Account Summary Screens Added
3.0	26-Aug-2013	IRD	New tax types made online
4.0	28-July-2014	IRD	Property Tax Online & Late Filing
5.0	16-Jun-2015	IRD	Corporate Income Tax Online

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### **1. Getting Started**

There are certain prerequisites for using the online tax return filing service.

- For this you need to go the IRD office with the following documents and provide the same as and when demanded:
  - 1. Photo ID Proof: You need to carry along at least one photo Id proof of yours e.g. driving license / passport.
  - 2. Taxpayer Number (TIN): You should be having a unique Taxpayer number as this number would be used by the IRD officer to guide you further with the process.
- Once you provide above mentioned documents to the IRD officer he would generate a unique userid and password for you based on your taxpayer number.
- You will also be given a welcome letter containing your:
  - Generated User Id.
  - Generated Password
  - Personal Details (as recorded in IRD Department's Records)
  - Required Website URLs and links (to guide you further with the online filing facility).

### 2. How Do I Login

To login do the following steps:

- 1. Go To https://www.sknird.com (Please use Google Chrome for best results)
- 2. Click the "e-Filing" link under the "e-services" section.

Nome Tax Library For	ms It Guides About Us FAQs Media Gallery Feedback	
Pay You	UR TAXES ONTIME ! Avoid interest charges . Avoid penalties	Reminders The Infand Barvanae Department within to advise the general public, that is commercial entries dearway of operating in the Relationship respective of size, an required by law to ontain a Business Locaric, Currant Business Locario, hubbin are remoded, that their Locarios should a the resolution of the size of the
-	SO THAT WE CAN HELP YOU !	2014 Rayner Start of Dense January Jahr 2014 Rayner Affer the dete, will accrue 1% Interest per marith,
E-SERVICES	SO THAT WE CAN HELP YOU !	TIPS

3. Clicking on the "e-Filing Login" link would open a new tab in your browser with the login page.

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- 4. Fill in the User Id and Password, as printed in the welcome letter given to you by the IRD officer.
- 5. Click the **OK** button once you have filled all the required details on the login screen to proceed.



### **3. First Time Users**

Now if you are logging into the site for the very first time – once you successfully login, you will be redirected to a **Change Password** screen. Now since your current password was given to you by the IRD officer – it is not completely safe. Hence, use this change password screen to set your own new password which henceforth will be known only by you.

Follow below steps to set a new password:

- 1. Type in your old (i.e. current) password.
- 2. Type in the new password which you want to set. Make sure that it is a strong password with : At least 1 uppercase character;

At least 1 Lowercase character; At least 1 number; Having in all - 8 or more characters in it.

3. Re-type the new password you typed in the above step. **For Previous Users:** 

User Name	
Old Password	
	Old Password
New Password	
	New Password to Set
Confirm Password	
	Retype New Password
OK	
Click to Save	

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#### For First Time Users:

		Decouverd	arm Are M	andatory.			
Jser Id		Password					
Old Password	/						
New Password							
and the second			New	Passwo	rd to Set		
Confirm Passwo	ərd					-	
			Rety	pe New	Password		
Your Email-Id							
Your Email-Id Confirm Your Ei	mail-Id		Тур	e and Re	e-Type Emai	l id to Set	
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Your Email-Id Confirm Your Ei Security Questio Answer 1:	mail-id on 1:		Тур	e and Re	e-Type Emai	l id to Set	
Your Email-Id Confirm Your Ei Security Questie Answer 1:	mail-Id on 1:		<b></b> Тур	e and Re	e-Type Emai	l id to Set rity questions a	answers to
Your Email-id Confirm Your Er Security Questie Answer 1: Security Questie	mail-Id on 1: on 2:		Тур	e and Re	e-Type Emai Select secu be used in f	l id to Set rity questions a forgot passwor	answers to d case
Your Email-id Confirm Your Ei Security Questie Answer 1: Security Questie Answer 2:	mail-Id on 1: on 2:			e and Re	e-Type Emai Select secu be used in f	l id to Set rity questions a orgot passwor	answers to d case
Your Email-id Confirm Your Ei Security Questie Answer 1: Security Questie Answer 2:	mail-Id on 1: on 2:			e and Re	e-Type Emai Select secu be used in f	l id to Set rity questions a forgot passwor	answers to d case

- 4. Click the **OK** button. Now your password is the new password you set in step2/3.
- 5. You will now be redirected to the **Login** screen with re-login with your user id and new password. Just type in your user id and your new password and press OK button to go to the online VAT filing page.

Login	
Password has been successfully. You ca password	r changed In Relogin by using new
User Id	
Password	

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### 4. List of taxes available online

- 1. Excise Tax
- 2. Coastal Levy
- 3. Tourism Dev. Levy
- 4. Unincorp. Bus. (Ret)
- 5. Unincorp. Bus. (Ser)
- 6. Unincorp. Business
- 7. Value Added Tax
- 8. Telecomm Licence (B)
- 9. Hotel & Restaurant Tax
- 10. Corporate Income Tax
- 11. Travel Tax
- 12. Insurance Prem. Tax
- 13. Insurance Regis. Fee
- 14. E-Fund Rentals
- 15. Telecomm Services
- 16. Telecomm Licence (A)
- 17. Withholding Tax
- 18. E-Fund Hotel & Res.
- 19. Withholding Tax-Nev
- 20. Property Tax

### **5. Tax Accounts Summary**

Once you have successfully logged in – you would be able to see the **Manage My Accounts** screen which would show a gist of all your related tax accounts. You can see your tax accounts with their next due dates for filing and current balance. If the tax account shows a negative current balance –it means that much amount is surplus from your end and if positive - you are due to pay that much amount to IRD department. Click on the *Manage Account* link of any desired tax account – whose details you want to view or want to e-file its tax return. The fields listed are the following:

TAX TYPES- This is the listing of the tax types the user has registered.

**NEXT TAX DUE DATE** – This is the listing of when the most current tax period is due. **CURRENT BALANCE** – This indicates the outstanding balances.

Note: \*Total tax liability is indicated on the last row.

#### Change Password | User Manual | Logout

#### Manage My Accounts

TAX TYPES	NEXT TAX DUE DATE	CURRENT BALANCE	CLICK LINK TO MANAGE ACCOUNT	
Hotel&Restaurant Tax	01-Sep-2014	\$ 0.00	Manage Account	
Corporate Income Tax	07-Aug-2013	\$ 0.00	Manage Accour	
Bus. & Occup Licence	31-Jan-2014	\$ 0.00	Manage Accour	
Property Tax		\$ 37.36	Manage Accour	Click this for
Liquor Licence	31-Jan-2014	\$ 0.00	Manage Accour	more details
Wheel Tax		\$ 0.00	Manage Account	
Withholding Tax	15-Sep-2014	\$ 3,929.85	Manage Account	-
E-Fund Hotel & Res.	15-Sep-2014	\$ -2,057.78	Manage Account	
Value Added Tax	15-Jul-2014	\$ -48,387.68	Manage Account	
Total Tax Liability		-\$ 46,478.25	Pay Now	

Note : All amounts owing are subject to a minimum 24 hour delay from current date. (+ve) E Please contact IRD Officer for more details regarding the Current Balance.

Click here to go to payment screen.

### 6. Specific Account Summary

#### 6.1. Specific Account Summary for Other Tax

When you click on any particular account type's *Manage Account* link, you will be redirected to a new screen – Account Summary.

There is a table which displays the **Tax Account No#, Tax Type** and **Tax Center**. Within this table the tax outstanding is viewed with more detail. The detail separates the outstanding Tax into different categories such: **Tax Balance** (i.e. Tax base), **Interest Balance** (interest is based on the interest rate on Tax Balance) and **Penalty Balance** (penalties charged).

E.g. below screen shows the account summary of the Coastal Levy account.

#### Coastal Levy ~ Account Summary

#### Grand Total Tax Liable : -\$ 391,767.59 (as at 25-Aug-2013)\*

Tax Account No. :		70342930	5		Tax Balance	e (	8	\$ 391,767.5	9		
Tax Type : Tax Center :		Nevis	.evy		Penalty Bal	ance : ance :	s	0.00			≻ Section 1
Please Note: All Transactio * This amount may not includ	ins are subjected to a interest and penaity	a minimum 24 h accruing loday	out delay i	irom submissi	on date.				5	Click   Payn	here to go to hent Screen.
E-Filing Trans	actions						Pa	y Now		~	
EFILING-ID DOCUMENTIND,	estaeuskment NJ.	E-FILING GATE	FILING PERIOD	DUE CATE	SUBMICSION STATUS	ASSESSMENT NO.	TAX ASSESSED	NTEREST Assessed	PENALTY	TOTAL TAX	Section 2
No. 10 - 10											

Back to Manage Tax Accounts

The first section displays the account summary with the total liable tax and the related details. The second section displays:

- Submit E-File link to submit your next due e-file for this tax account.
- All your transactions done till date for this account.

#### **DETAILS ABOUT THE E-FILING TRANSACTIONS TABLE:**

- 1. **E-File No.:** Click on the blue-colored link displaying the **e-file number** of that transaction to view all its details.
- 2. Document No.: shows the document number for that transaction.
- 3. **Establishment No.**: displays the establishment number related to that Taxpayer for that tax period. Clicking on this number would open up a new popup displaying the establishment number, name and address for that establishment.
- 4. E-filing Date: shows the date when that transaction was done.
- 5. Filing Period: shows the filing period for that transaction.
- 6. **Due Date**: shows the due date for that filing period.
- 7. **Submission Status**: shows the current status of that transaction. After successful submission of e-filing by Taxpayer, status would became "Submitted".
- 8. Assessment No.: shows the assessment number for that transaction, if any. It displayed after assessment done by IRD officer. Therefore, this might be blank at the time of e-file submission by Taxpayer.
- 9. Tax Assessed, Interest Assessed, Penalty Assessed : shows -
  - \$0.00 for *Submission Status other than completed* i.e. the assessment for that transaction is not yet done.
  - \$0.00 for *Submission Status as completed* i.e. the assessment for that transaction is done and the assessed amount is \$0.00.

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- \$(Amount) for *Submission Status as completed* i.e. the assessment for that transaction is done and the assessed amount is \$(Amount).
- 10. Total Tax Liable: shows sum of all the tax + interest + penalty-assessed amounts.

#### **HOW TO USE THIS SCREEN:**

- 1. Click on the blue-colour link displaying the e-file number for that transaction to view/modify that transaction's submitted details.
- 2. Click on <u>Submit e-file</u> link to proceed with filing your tax return for that account. This link will only be displayed if you haven't filed the return for current filing period. If you have already filed it you will be able to see it as a transaction in the e-filing transactions table and can click the e-file no link to edit/view your submitted details. Please note that <u>Submit e-file</u> link is visible to Taxpayer till next 7 days after passing the due date for late filing.
- 3. Use the <u>Back to Manage Tax Accounts</u> link on the lower right corner to go back to previous screen showing your entire tax accounts summary.

Charage Passandd         Value Added Tax ~ Account Summary         Grand Total Tax Liable : \$ 56,141.04 (as at 30-Jan-2013)*         Tax Account No.:       00865445         Tax Type :       Value Added Tax         Tax Center :       \$ 1,224.54         Tax Center :       \$ 1,224.54         Prease Note: All Transactions are subjected to a minimum 24 hour delay from submission date.         *This amount may not include interest and penaty accounts today.         E-Filing Transactions         Click here to submit new e-file.         Click here to submit new e-file.         Eack to Manage Tax Accounts Pay Hour	Value Added Tax	Account	Weko	ne B <b>alancia de Calendaria de Calendaria</b>
Value Added Tax ~ Account Summary         Grand Total Tax Liable : \$ 56,141.04 (as at 30-Jan-2013)*         Tax Account No.:       00865445         Tax Type :       Value Added Tax         Tax Type :       Value Added Tax         Tax Center :       \$ 1,224.54         Tax Center :       \$ 1,224.54         Prease Non: All Transactions are subjected to a minimum 24 hour delay from submission date.         *This amount may not include interest and penalty accounts today.         Click here to submit new not include interest and penalty accounts today.         Click here to submit new e-file.         Eack to Manage Tax Accounts Pay Now				Change Password   Log
Value Added Tax ~ Account Summary         Grand Total Tax Liable : \$ 56,141.04 (as at 30-Jan-2013)*         Tax Account No.:         O0865445         Tax Salance : \$ 49,686.52         Tax Type : Value Added Tax         Tax Center : \$ LKitts         Please Note: All Transactions are subjected to a minimum 24 hour delay from submission date.         ***********************************				
Grand Total Tax Liable : \$ 56,141.04 (as at 30-Jan-2013)*           Tax Account No.::         00865445         Tax Balance :         \$ 49,686.52           Tax Type :         Value Added Tax         Interest Balance :         \$ 1,224.54           Tax Center :         St.Kitts         Penalty Balance :         \$ 5,229.98           Please Note: All Transactions are subjected to a minimum 24 hour delay from submission date.         * 5,229.98         *           * This amount may not include interest and penalty accruing today.         *         *         *         *           Constant for         * <td< th=""><th>Value Added Tax</th><th>~ Account Summary</th><th></th><th></th></td<>	Value Added Tax	~ Account Summary		
Tax Account No.:       00865445       Tax Balance :       \$ 49,686.52         Tax Type :       Value Added Tax       Interest Balance :       \$ 1,224.54         Tax Center :       St.Kitts       Penalty Balance :       \$ 5,229.98         Please Note: All Transactions are subjected to a minimum 24 hour delay from submission date.       *         *This amount may not include interest and penalty accruing today.         E-Filing Transactions         Concenter to       Extend       Taxe         Statement may not include interest and penalty accruing today.         E-Filing Transactions       Extend       Taxe         Click here to       S 1.2216 60       S -6,066.42       S -54,967         Statement may not include interest and penalty accruing today.       Extend       Extend       Extend         Extend Extend       Interest Submit new e-file.       420       S -1216 60       S -6,066.42       S -54,967         Ck here to       Extend Extend       Park Accounts       Park Accounts       Park Accounts       Park Accounts	Grand Total Tax Liable : \$	56,141.04 (as at 30-Jan-2013)*		
Tax Type :       Value Added Tax       Interest Balance :       \$ 1,224.54         Tax Center :       St.Kitts       Penalty Balance :       \$ 5,229.98         Please Note: All Transactions are subjected to a minimum 24 hour delay from submission date.       *         This amount may not include interest and penalty accruing today.       EFFILING Transactions         Effiling Transactions       Edited and and and and and and and and and an	Tax Account No. :	00865445	Tax Balance :	\$ 49,686.52
Tax Center:       St.Kitts       Penalty Balance : \$5,229.98         Please Note: All Transactions are subjected to a minimum 24 hour delay from submission date.         This amount may not include interest and penalty accruing today.         E-Filing Transactions         Encoded File       Note: States and penalty accruing today.         Encoded File       States and penalty accruing today.         Encode File       States accruing today.         Encode File	Тах Туре :	Value Added Tax	Interest Balance :	\$ 1,224.54
Please Note: All Transactions are subjected to a minimum 24 hour delay from submission date: This amount may not include interest and penalty accruing today. E-Filing Transactions	Tax Center :	St.Kitts	Penalty Balance :	\$ 5,229.98
Entropy of a fill     Date of the fill       57000     54000     54000     54000     54000     54000     54000     10000       57000     54000     10000     10000     10000     10000     10000     10000       57000     54000     10000     10000     10000     10000     10000     10000       57000     54000     10000     10000     10000     10000     10000       57000     54000     10000     10000     10000     10000       57000     54000     10000     10000     10000       57000     540000     10000     10000     10000       57000     540000     100000     100000     100000       57000     540000     100000     100000     100000       540000     100000     100000     100000     100000	This amount may not include interes	ons		annuar anna te strat des
Sk here to Back to Manage Tax Accounts	Сицисно россинантио Бистиц 6 #114 <u>5700</u>	Click ho new e-f	ere to submit	NE SACE RELAKED FESNALLY FORAL DAY ASSESSED ASSESSED LANDLE S-12216.60 S-5,086.42, \$-54,947.22
ck here to Pay Now				
ck here to Pay How				Back to Manage Tax Accounts
	ck here to			Pay New

4. Once you click and proceed to e-file your tax return - an informational message as shown below will show. Simply click the continue button to proceed.

Tax Payer No. 1	ex Account No.	Tax Period		Resessment Period Dat	E	]
Thire				Te		1
Thired						
This ad						
ART 1- TAY DEC	file has already been a	approved/completed. Hence you	u can not make any	/ further changes in thi	5.	
Contr	111P					
VIET MERSE RETU						
IS FORM, TOGETHER					1000000000000	ELD OF THE
JATH.		~~~		0		
LURE TO SUBICT THIS RETURN		Click here and p	proceed.	2		

#### 6.2. Specific Account Summary for Property Tax

When you click on any Property Tax account type's **Manage Account** link, you will be redirected to a new screen –**List of Properties Owned**. This page contains a Grid in which we have **Property Number**, **Property TIN**, **Valuation Area**, **Lot Number**, **Property Gross Value**, **Current balance** and **Property Details**.

#### List of Properties Owned

PROPERTY NO	TIN	VALUATION AREA	LOT NO	PROPERTY GROSS VALUE	CURRENT BALANCE	PROPERTY DETAILS
<u>5234</u>	39091	FORTLANDS		\$ 10,116,870.00	\$ 0.00	Click Here
<u>5264</u>	37262	FORTLANDS		\$ 1,245,375.00	\$ 37.36	Click Here
				Total Tax Liability	\$ 37.36	

Note : All amounts owing are subject to a minimum 24 hour delay from current date. (+ve) Balance- Tax Payer Must Pay Please contact IRD Officer for more details regarding the Current Balance.

Back to Manage Tax Accounts

By clicking on Click Here link; you will get the property details like Property Type, Property Use, Property Size and property value.

#### List of Properties Owned

PROPERTY NO	TIN	VALUATION AREA	LOT NO	PROPERTY GROSS VALUE	CURRENT BALANCE	PROPERTY DETAILS
<u>5234</u>	39091	FORTLANDS		\$ 10,116,870.00	\$ 30,350.61	Click Here
<u>5264</u>	37262	FORTLANDS		\$ 1,245,375.00	\$ 3,736.13	<u>Click Here</u>
				Total Tax Liability	\$ 34,086.74	

Note : All amounts owing are subject to a minimum 24 hour delay from current date. (+ve) Balance- Tax Payer Must Pay Please contact IRD Officer for more details regarding the Current Balance.

#### Back to Manage Tax Accounts

Туг	жe	General Use	Size		Property	Value		
LAN	4D	COMMERCIAL	4 ACRE		\$ 1,393,9	20.00		
BUILI	DING	COMMERCIAL	31831 SQUARE FE	ET	\$ 8,722,9	50.00		
LIS			Total	Value	\$ 10,116,	870.00		
PRO			Close			4.	г	PROPERTY
NO	TIN	VALUATION AREA	LOT NO	GRO	SS VALUE	BALANCE		DETAILS
<u>5234</u>	39091	FORTLANDS		\$ 10,1	16,870.00		51	Click Here
<u>5264</u>	37262	FORTLANDS		\$ 1,2	45,375.00	\$ 3,736.13	3	Click Here

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By Clicking on Property No on List of Properties page, for example 5234 here; you will get the transaction details page which contain a table which displays the **Tax Account No#, Tax Type** and **Tax Centre**. Within this table the tax outstanding is viewed with more detail. The detail separates the outstanding Tax into different categories such: **Tax Balance** (i.e. Tax base), **Interest Balance** (interest is based on the interest rate on Tax Balance) and **Penalty Balance** (penalties charged).

#### Property No. 5234 ~ Account Summary

Grand Total Tax Liable : \$ 0.00 (as at 01-Jul-2014)\*

Tax Account No. :	03909122	Tax Balance :	\$ 0.00
Тах Туре :	Property Tax	Interest Balance :	\$ 0.00
Tax Center :	St. Kitts	Penalty Balance :	\$ 0.00

Note: "All Transactions are subjected to a minimum 24 hour delay from submission date. This amount may not include interest and penalty accruing today. (+ve) Balance- Tax Payer Must Pay. Please contact IRD Officer for more details regarding the Current Balance.

#### Transactions

DOCUMENT NO. TAX PERIOD ASSESS NO DUE DATE TAX PENALTY INTEREST TOTAL DUE TOTAL PAID BALANCE 174010401 2014 83228201 23-Jul-2014 \$ 30,350,61 \$ 0.00 \$ 0.00 \$ 30,350.61 \$ 30,350.61 \$ 0.00 131681801 2013 80005201 30-Jun-2013 \$ 22,712.30 \$ 0.00 \$ 0.00 \$ 22.712.30 \$ 22,712.30 \$ 0.00 42325401 \$ 22,712.30 92249801 2012 30-Jun-2012 \$ 22,712.30 \$ 0.00 \$ 0.00 \$ 22,712.30 \$ 0.00 674800 2011 328515 30-Jun-2011 \$ 22,712.30 \$ 0.00 \$ 0.00 \$ 22,712:30 \$ 22,712.30 \$-0.00 571095 2010 284888 30-Jun-2010 \$ 22,712,30 \$ 0.00 \$ 0.00 \$ 22,712.30 \$ 22,712.30 \$ 0.00 481891 238460 30-Jun-2009 \$ 22,712.30 \$ 0.00 \$ 0.00 \$ 22,712,30 \$ 22,712.30 \$ 0.00 30-Jun-2008 \$ 0.00 \$ 0.00 351366 2008 170197 \$ 22,712.30 \$ 22,712.30 \$ 22,712.30 \$ 0.00 235933 2007 92439 30-Jun-2007 \$ 22,712.30 \$ 0.00 \$ 0.00 \$ 22,712:30 \$ 22,712.30 \$ 0.00

#### 6.3. Specific Account Summary for Corporate Income Tax

When you click on any Corporate Income Tax account type's **Manage Account** link, you will be redirected to a new screen – **E-Filing Transactions**. This page contains a Grid in which we have **E-Filing-Id, Document No., Establishment No., E-filing Date, Tax Period, Due Date, Submission-Status, Assessment No., Tax Assessed, Interest Assessed, Penalty Assessed and Total Tax Payable.** 

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## Back

Pay Now

Cornerate Income	Tax a Account	t Summon						
Grand Total Tax Liable : -	348,666.70 (as at	09-Jun-2015)*						
Tax Account No. :	00811104			Tax Balance :	5	-\$ 3	51,913.67	
Tax Type :	Corporate In	ncome Tax		Interest Balan	ce :	\$ 3,	246.97	
Tax Center :	St. Kitts			Penalty Balan	ce :	\$ 0.0	00	
-Filing Transactio	ND. GATE	TAX PERCO DUE DATE	SUDMISSION STATUS	ASSESSMENT NO.	TAX ASSESSED	Late Filing INTEREST ASSESSED	Pay, Now PENALTY ASSESSED	TOTAL TAX
Submit E-File 198880201		2014 17-Apr-2015	Avaiting Filing				antan takan se	
						Back	to Manago Tax A	ccounts

By clicking on Click Submit E-File; you will get the Taxpayer background information like:

TIN, Registered Name of Corporation, Trade Name of Corporation, Mailing Address, Telephone Number, Fax Number, Email Address etc.

	Inditiou	ESTABLISHMENT	E-FILING						INTEREST	PENALTY	TOTAL TAX
D	DOCUMENT NO.	NO.	DATE	TAX PERIOD	DUE DATE	SUBMISSION-STATUS	ASSESSMENT NO.	TAX ASSESSED	ASSESSED	ASSESSED	PAYABLE
	198868201			2014	17-Apr-2015	Awaiting Filing					

ORPORATE INCOME TAX			Welc	ome	Back to Accou	unt Summaryl Logout
		faxpayer Background In	formation			
Tax Identification Number (TIN)	8111					
Registered Name of Corporation						
Trade Name of Corporation						
	Street	P.O. BOX 44				
Mailing Address	City	BASSETERRE	Pa	rish	ST. GEORGE (SK)	
	Country	ST. KITTS	Po	stal Code		
Telephone Number	8694652631					Ĩ
Fax Number						
Email Address						
Business Activity	1) FREIGHT	TRANSPORT BY ROAD 2)	ACTIVITIES OF H	EAD OFFIC	ES	6
Accounting Period	Fiscal Year	Start 01-JAN	F	iscal Year B	End 31-DEC	
Tax Period	2014					

This will show the Taxpayer background information.

You can only change that information which is under white background tax box like Mailing Address, Telephone Number, Fax Number and Email Address. You cannot update the information which is under grey background tax box like TIN, Registered Name of Corporation, Trade Name of Corporation, Business Activity, Accounting Period and Tax Period.

By click on Save, Document will be saved and we can edit before final submission.

Tax Identification Number (TIN)				
Registered Name of Corporation				
Trade Name of Corporation				
	Street	P.O. BOX 44		
Mailing Address	City	BASSETERRE	Parish ST. GEORGE (SK)	
	Country	ST. KITTS	Postal Code	
Telephone Number	8694652631			
Fax Number				
Email Address				
Business Activity				
Accounting Period	Fiscal Year	Start 01-JAN	Fiscal Year End 31-DEC	
Tax Period				
Your document has be	en saved. You c	an edit before final submiss	Save Back Contin	
Close	en saved. You c	an euit before final submiss	euen	

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Click on Continue, Will show the Schedule for Tax Computation.

In next screen you have to choose option Yes/No for the question mention in the schedule for tax computation.

If you choose "Yes" option then you must upload schedule related to that question.

If you choose "Yes" option but do not upload schedule or fill schedule file then you may be eligible to pay penalty.

	Welcome
	Back to Account Summary Logou
Schedules for Tax Computation	
Is the Corporation making any claim for bad debts?	O Yes O No
Did the Corporation make any contribution to Social Security on behalf of its employees during the year?	Ves No
Are there any expenses incurred to earn exempt income?	Ves O No
Did the Corporation claim any capital allowance?	Ves No
Did the company dispose of any assets for which capital allowance was previously claimed?	Ves O No
Has the Corporation claimed any losses?	© Yes ◎ No
Are you a branch office or subsidiary of an incorporated company?	Ves O No
Did you make any payment to a non-resident during the year?	◎ Yes ◎ No
Did the Corporation have any inventory on hand at the beginning or end of the reporting period?	C Yes C No
Upload Schedules (Choose file then Upload)	
Choose File No file chosen Upload	Download Schedule Template
Please ensure that the schedules are completed and uploaded if you se	elected "Yes"
	Save Back Continue

Click on Download Schedule Template, will show template file.

Save the file.

		Back to Account	Summary] Logout
	Schedules for Tax Computation		
Is the Corporation making any claim for bad debts?		O Yes O No	
Did the Corporation make any contribution to Social Security on	wheil at its section as during the used	l'and out	
Are there any expenses incurred to earn exempt income?	C Save As	• 4+ Search Desi	iteo F
Did the Corporation claim any capital allowance?	Organize • New folder		E . 0
Did the company dispose of any assets for which capital allowa	Examples A AND IN IN		
Has the Corporation claimed any losses?	E Desktop	ler	
Are you a branch office or subsidiary of an incorporated compare	Downloads     Recent Place     Arrow Momegroup		
Did you make any payment to a non-resident during the year?	E System Fold	ler	
Did the Corporation have any inventory on hand at the beginnin	Documents Narender M System Fold	takhija Jer	1
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Choose File No file cho	Homeoroup A Network		
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Fill file according to the option in which you have chosen "Yes". Save the file in system.

2 3 4 6 6 6 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7	DEDUCTIBLE PORTION OF BAD DEBT EXPENSE	SCHEDULE 1
9 90		
1 Determination of Limit		
Total Trade accounts receivable	at the end of the taxation period	(see note 1)
Maximum deduction for bad del     Maximum deduction for bad del	bts expense	(see note 2)
2 Bad Debts per Financial Stateme	ints	
Provision for bad debts per the	financial statements	
Specific trade debts determined     Amount related to general allo     O	to be uncellectible during the taxation year 1	(see note 3)
3 Deductible Portion of Bad Debt E	xpense	
5 The lesser of Maximum deduct	ion for bad debt expense or specific trade debts	
8		
0 1 Note 1 - This amount should of 2 any reduction for allowances for 3 receivables such as loans receivables such as loans receivables of trade debts receivable at the 6	nly include trade accounts receivables outstanding at the r doubtful accounts. This amount should not include any ivables or any amounts due from shareholders or any oth end of the tax year must be retained for a minimum of 6	end of year before non-trade related er related party. A list years.
Schedule of Bad Debts	laration of Salaries 🧹 Exempt Income 🦽 Capital Alsward	Restandulo Balancing Allowance & Char

Page **17** of **42** 

Determination of Maximum Available Non-Capital Loss			
Assessable Income after Allowance (enter Nil if a net loss)		Г	
Threshold		t	50%
Maximum available non-capital loss to be applied in taxation year		L	
Year of Assessment Losses B/E Losses for Losses Expire Year Utilized Losse	d Losses C/F		
2015/2014 2014/2013			
2013/2012			
2010/2009			
Note 1 - Loss brought forward must agree to prior years return			
Note 2 - Losses expired include losses for the 5th preceding taxation year must t	e expired and can no	be used to offset of	urrent years taxes
Schedule of Bad Debts 🧹 Declaration of Salaries 🧹 Exempt Income 🦽 Tradit Abovence Sta	Balancing Allo	wance & Charge	oss Schedule / Relaty
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Click on **Upload** to upload the file and then Continue.

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Corporate Income Tax	Welcome	Back to Account Summary Log
Schedules for Tax Computatio	n	Dente Do Presson in Statistical (1985)
h Ba Camanian milina anu sinin factori dabb?		
is the Corporation making any claim for bad debts ?		res No
Did the Corporation make any contribution to Social Security on behalf of its employees during the year?	01	res 🔍 No
Are there any expenses incurred to earn exempt income?	0 Y	res 🔍 No
Did the Corporation claim any capital allowance?	© 1	res 🔍 No
Did the company dispose of any assets for which capital allowance was previously claimed?	01	res O No
Has the Corporation claimed any losses?		res 🔍 No
Are you a branch office or subsidiary of an incorporated company?	( ) <b>)</b>	res O No
Did you make any payment to a non-resident during the year?	( )	res 🔍 No
Did the Corporation have any inventory on hand at the beginning or end of the reporting period?	01	res 💌 No
Ipload Schedules (Choose file then Upload)		
Choose File CIT Return x Payer.xls Upload		Download Schedule Templat
Please ensure that the schedules are completed and uploaded if y	ou selected "Yes"	

In next screen you have to fill data related to your financial calculation, and select the Yes/No option.

CORPOR	ATE INCOME TAX	Welcome	Back to Account Summarvi Loo
	Taxpayer Financial Information		
ID LINE NO	LARE	LINE AMOUNT	ercta
10	Total Current Assets		0.00
20	Total Fixed Assets		0.00
21	Total Assets (Lines 10 + 20)		0.00
30	Total Current Liabilities		0.00
40	Total Non-Current Liabilities		0.00
41	Total Liabilities (Lines 30 + 40)		0.00
50	Total Share Capital		0.00
60	Total Reserves		0.00
70	Sales / Revenue		0.00
80	Cost of Sales / Cost of Goods Sold		0.00
81	Operating Profit / Loss (Lines 70 - 80)		0.00
90	Total Expenses		0.00
91	Total Comprehensive ProfitLoss (Lines 81 - 90)		0.00
Did the Corpo	ration claim any Contractor, Sub-contractor or Commission Expenses?	O Yes	O NO
Does the com	pany have any Prior Period Adjustments?	© Yes	© No
Has the Corpo	ration received any income which has been granted a special exemption from taxation?	• Yes	O No
Did the Corpo	ration claim any impairment, provision or reserves during the period?	© Yes	© No
Are your finan	cial statements prepared in a currency other than ECD?	O Yes	O No
Select Curren	ty	United Stat	es Dollar 🔹
Enter your cur	rency if it is not listed is selection dropdown	-Select Of	hers-
Conversion R	ate		2.7]
In what country	y are your Books and Record located?		

- Select the currency in **Select Currency** option and Conversion rate as per currency selected.
- You have to select Currency in which you have prepared your financial documents and the amount which you are filling in screens.
- As in Highlight screen, if the Currency is USD and then conversion rate is 2.7 is being used.

- If you want to use currency which is not displayed in drop down box then you have use "**Others**" option in Select Currency.
- Click on **Continue**.

Fill the Amount in Compute your Taxes screen and click continue.

	Compute your taxes						
IRD LINE NO	LABEL	LINE AMOUNT (EC\$)					
50	Net Income/ Loss per Financial Statements	0					
	ADD						
51	Income tax provision	0.00					
52	Amortization (depreciation)	0.00					
53	Bad debts written off (5% of trade receivables)	0.00					
54	Employment costs in excess of \$75,000	0.00					
55	Related party Expenses in excess of 5% (of Sales or Gross Revenues)	0.00					
56	Balancing Charges	0.00					
57	Salaries not reported to Social Security (schedule 2)	0.00					
58	Expenses incurred to earn exempt income	0.00					
59	Other deductions not allowed under Sec 11 of the Income Tax Act	0.00					
60	Total Line 51 to 59	0.00					
65	Total Line 50 and 60	0.00					
	LESS						
70	Interest Income on Government Bonds	0.00					
71	Interest Income on Treasury Bills	0.00					
72	Dividends received	0.00					
73	Double taxation Relief	0.00					
74	Gain from Sale of Assets	0.00					
75	Any other non-taxable income received	0.00					
80	Total Line 70 to 75	0.00					
100	Assessable Income	0.00					
101	LESS: Capital Allowances	0.00					
110	Assessable Income after Allowances (Line 100 - line 101)	0.00					
111	Less: Loss from Prior Year(s) (Schedule F)	0.00					
120	Chargeable Income (Line 110 - Line 111)	0.00					
130	Tax at 33% (Line 120 x Tax Rate)	0.00					
140	Adjustment (and or Reduction of Income Tax Rate from Normal)	0.00					
141	Tax after Adjustment	0.00					
150	Tax Payable (Line 130 + Line 140)	0.00					

Next step is to upload your financial documents

Here you can upload multiple supporting documents related to corporate income tax and any other useful documents. Click on **Choose file** and then Click on **upload**.

Note: To upload multiple documents first you have to choose 1st file and then upload it. Then again click on choose file and upload 2nd documents and so on....

		Back to Account Summary) Logoc
Submit Financia	I Documents	
pload Multiple Documents (Choose file then Upload)		
[ Upload File Format supported ".xis, ".xisx, ".doc, ".docx, ".txt, ".pdf ]	Choose File I o file chosen	Upload

#### Click Continue.

CORPORATE INCOM	ie Tax		Welcon	ne (	
				Back	k to Account Summaryl Log
	S	ubmit Financial D	ocuments		
pload Multiple Documents (	Choose file then Upload)				
[ Upload File Format so	apported ".xis, ".xisx, ".doc, ".docx, ".	txt, ".pdf]	Choose File No file ch	iosen	Upload
Iploaded Documents	Document Size	Upload Date		View	Remove
Book1.xlsx	11178	11-06-2015 1	2:00:17	View	Remove
case2.docx	1256771	11-06-2015 1	2:04:19	Mew	Remove

You will see the summery of what you have filled in earlier steps, you can change the information if you want before final submission.

COPPORATE		Welcome	
CORFORATE I			Back to Account Summaryl Logout
	Summary		
	Efile No: 140600 Status: INCOMPLETE		
Step 1 Statement of Taxes	a due and Supporting Schedules		
Is the Corporation making	ng any claim for bad debts?		Yes
Did the Corporation ma	ke any contribution to Social Security on behalf of its employees during the year?		
Are there any expenses	incurred to earn exempt income?		
Did the Corporation cla	im any capital allowance?		
Did the company dispos	se of any assets for which capital allowance was previously claimed?		
Has the Corporation cla	imed any losses?		Yes
Are you a branch office	or subsidiary of an incorporated company?		
Did you make any payn	nent to a non-resident during the year?		
Did the Corporation has	ve any inventory on hand at the beginning or end of the reporting period?		
Step 2 Financial Informati	on		
10	Total Current Assets		0.00
20	Total Fixed Assets		0.00
21	Total Assets (Lines 10 + 20)		0.00
30	Total Current Liabilities		0.00
40	Total Non-Current Liabilities		0.00
41	Total Liabilities (Lines 30 + 40)		0.00
50	Total Share Capital		0.00
60	Total Reserves		0.00
70	Sales / Revenue		0.00
80	Cost of Sales / Cost of Goods Sold		0.00
81	Operating Profit / Loss (Lines 70 - 80)		0.00
90	Total Expenses		0.00
91	Total Comprehensive ProfitLoss (Lines 81 - 90)		0.00
Did the Corporation cla	m any Contractor, Sub-contractor or Commission Expenses?		
Does the company have	e any Prior Period Adjustments?		
Has the Corporation rec	eived any income which has been granted a special exemption from taxation?		Yes
Did the Corporation cla	im any impairment, provision or reserves during the period?		

Select the "Yes" option and write your name and designation and Press Submit.

100       Assessable income       0.00         101       LEBS: Capital Allowances       0.00         101       LEBS: Capital Allowances       0.00         111       Less: Loss from Prior Year(s) (Schedule F)       0.00         120       Chargeable Income (Line 110 - Line 101)       0.00         120       Chargeable Income (Line 110 - Line 111)       0.00         120       Tax at 33% (Line 120 - Tax Rate)       0.00         141       Tax after Adjustment       0.00         150       Tax After Adjustment       0.00         1201       Less: Double Traxition Relief       0.000         2021       Credit from Previous Assessments       0.000         203       Instaliments and Prepayments       0.000         203       Instaliments and Prepayments       0.000         203       Instaliments and Prepayments       0.000         204       Total Credits and Instaliments. (Line 201 + Line 202 + Line 203)       0.000         203       Instaliments and Prepayments       0.052 kB       11-06-2015 12.05.4.0       Mark         2041-L40000-CloseLxisk       10.022 kB       11-06-2015 12.05.4.0       Mark         2041-L40000-CloseLxisk       10.022 kB       11-06-2015 12.05.4.0       Mark								
101       LESS: capital Allowances       0.00         110       Assessable Income Bater Allowances (Line 100 - line 101)       0.00         111       Less: Loss form Prov Year(s) (Schedule F)       0.00         120       Chargeable Income (Line 110 - Line 111)       0.00         130       Tax at 33% (Line 120 × Tax Rabe)       0.00         141       Tax at at 33% (Line 120 × Tax Rabe)       0.00         141       Tax at at 3% (Line 120 × Tax Rabe)       0.00         141       Tax at at Adjustment       0.00         0201       Less: Double Taxaton Relief       0.00         0202       Credit Tem Previous Assessments       0.000         0203       Instammenta and Presayments       0.000         0204       Less: Double Taxaton Relief       0.000         0203       Instammenta and Presayments       0.000         0204       Total Credits and Installments, (Line 201 + Line 202 + Line 203)       0.000         300       NetTax To Pay (Line 150 - 210)       0.000         0111-2014-140000-Clit Ask       10.02 KB       11-06-2015 12.05.4.0       Mark         111-2014-140000-Clit Ask       10.02 KB       11-06-2015 12.05.4.0       Mark         111-2014-140000-Clit Ask       Indupled If the required fields and schedules are not comple	100	Assessable Income					0.00	
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111       Less: Loss from Prior Year(s) (Schedule F)       0.00         120       Chargeable Income (Line 110 - Line 111)       0.00         130       Tax at 33% (Line 120 × Tax Raw)       0.00         140       Adjustment (and or Reduction of Income Tax Rate from Normal)       0.00         141       Tax at 33% (Line 130 + Line 140)       0.00         201       Less: Double Taxation Relief       0.00         202       Credit from Previous Assessments       0.00         203       Instaliments and Prepayments       0.00         203       Netaliments and Prepayments       0.00         204       Total Credits and Instaliments. (Line 201 + Line 202 + Line 203)       0.00         300       Net Tax. To Pay (Line 150 - 210)       0.00         204       Total Credits and Instaliments.       10.92 KB       11-06-2015 12.05 A0       Marx         8111-2014-140000-Colf Return Schedules Filled Tax. Payer.xis       0.35 KB       11-06-2015 12.05 A0       Marx         8111-2014-140000-Colf Return Schedules Filled Tax. Payer.xis       0.35 KB       11-06-2015 12.05 A0       Marx         8111-2014-140000-Colf Return Schedules Filled Tax. Payer.xis       0.35 KB       11-06-2015 12.05 A0       Marx         8111-2014-140000-Colf Return Schedules Filled Tax. Payer.xis       0.35 KB       11-0	110	Assessable Income after Allowances (Line 100 - I	ne 101)				0.00	
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130       Tax at 33% (Line 120 x Tax Rate)       0.00         140       Adjustment (and or Reduction of Income Tax Rate from Normal)       0.00         140       Adjustment (and or Reduction of Income Tax Rate from Normal)       0.00         150       Tax Are Adjustment       0.00         201       Less: Double Taxaton Relief       0.00         202       Credit tom Previous Assessments       0.00         203       Installments and Prepayments       0.00         204       Total Credits and Installments. (Line 201 + Line 202 + Line 203)       0.00         200       Net Tax To Pay (Line 150 - 210)       0.00         ploaded Documents       Winey       10.92 KB       111-00-2015 12.05 40       Misry         8111-2014-140000-Cirl Return Schedules Filled Tax Payer.xis       635.5 KB       11-06-2015 12.05 40       Misry         8111-2014-140000-case2.docx       1227.32 KB       11-06-2015 12.05 40       Misry         otel       Ease note that your filling is Incomplete if the required fields and schedules are not completed and attached. A complete filling includes the ampleted schedules are not complete ding includes the financial tatements.         worplete filling many attract penalties of 10 % of taxes owing and \$100 per month or part thereof during which the failure to file continues. (Tax amplete film gincludes that Cap 20.2, as emended and the Tax Administration and Procedures 42.003 in and re	120	Chargeable Income (Line 110 - Line 111)					0.00	
140       Adjustment (and or Reduction of Income Tax Rate from Normal)       0.00         141       Tax after Adjustment       0.00         141       Tax after Adjustment       0.00         150       Tax Payable (Line 130 + Line 140)       0.00         201       Less: Double Taxation Relief       0.00         202       Credit from Previous Assessments       0.00         203       Installments and Prepayments       0.00         300       Net Tax To Pay (Line 150 - 210)       0.00         provided Documents       Very Base       11-06-2015 12.05.40       Maxer         8111-2014-140000-Book1 xisx       10.92 KB       11-06-2015 12.05.40       Maxer         8111-2014-140000-Case2 docx       1227.32 KB       11-06-2015 12.05.40       Maxer         8111-2014-140000-case2 docx       1227.32 KB       11-06-2015 12.05.40       Maxer         starter filing is Incomplete if the required fields and schedules are not completed and attached. A complete filing includes the impleted screen "Compute your taxes" and uploading the related schedules as well as the Financial Statements with Notes to the Financial tatements.         tease note that your filing is Incomplete if the required fields and schedules as well as the Financial Statements with Notes to the Financial tatements.         tease indte thilds and schedules as well as the Financial Statements with Notes to the Financial tatements.<	130	Tax at 33% (Line 120 x Tax Rate)		0.00				
141       Tax sher Adjustment       0.00         150       Tax Payable (Line 130 + Line 140)       0.00         201       Less: Coubite Taxaton Reief       0.00         202       Credit from Previous Assessments       0.00         203       Instaliments and Prepayments       0.00         203       NetTax To Pay (Line 150 - 210)       0.00         300       NetTax To Pay (Line 150 - 210)       0.00         presided Bocoments       0.00 Closed to the taxaton Reief       0.00         300       NetTax To Pay (Line 150 - 210)       0.00         presided Bocoments       0.00 Closed to the taxaton Reief       0.00         8111-2014-140000-Closed to taxaton Reief       0.00 Closed to taxaton Reief       0.00 Closed to taxaton Reief         8111-2014-140000-Closed to taxaton Reief       10.92 KB       11-06-2015 12.05.40       Mean         8111-2014-140000-Closed to taxaton Reief       0.00 Closed to taxaton Reief       Mean         8111-2014-140000-Closed to taxaton       0.00 Closed to taxaton       Mean         8111-2014-140000-Closed to taxaton       Mean       0.00 Closed to taxaton         8111-2014-140000-Closed to taxaton       Mean       0.00 Closed to taxaton         8111-2014-140000-Closed to taxaton       Mean       0.00 Closed to taxaton <tr< td=""><td>140</td><td>Adjustment (and or Reduction of Income Tax Rate</td><td></td><td></td><td>0.00</td></tr<>	140	Adjustment (and or Reduction of Income Tax Rate			0.00			
150       Tax Payable (Line 130 + Line 140)       0.00         201       Less: Double Taxabon Relief       0.00         202       Credit Band Previous Assessments       0.00         203       Installments and Prepayments       0.00         200       Net Tax To Pay (Line 150 - 210)       0.00         200       Net Tax To Pay (Line 150 - 210)       0.00         201       Total Credits and Installments. (Line 201 + Line 202 + Line 203)       0.00         300       Net Tax To Pay (Line 150 - 210)       0.00         211-2014-140600-Cit Return Schedules Filled Tax Payer.xis       0.05 XFB       11-06-2015 12.05:40       View         8111-2014-140600-Cit Return Schedules Filled Tax Payer.xis       0.05 XFB       11-06-2015 12.05:40       View         8111-2014-140600-Cit Return Schedules Filled Tax Payer.xis       0.05 XFB       11-06-2015 12.05:40       View         8111-2014-140600-Cit Return Schedules Filled Tax Payer.xis       0.05 XFB       11-06-2015 12.05:40       View         8111-2014-140600-Cit Return Schedules Filled Tax Payer.xis       0.05 XFB       11-06-2015 12.05:40       View         8111-2014-140600-Cit Return Schedules and schedules are not completed and attached. A complete filling includes the ampleted screen "Compute your taxes" and uploading the related schedules as well as the Financial Statements with Notes to the Financial tatements.	141	Tax after Adjustment	Tax after Adjustment					
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Did you complete and sign your tax return ? Name Test Title Charted Accountant Back Save Submit Print	hereby certify that to the of the requirements of the submit this return. I am als return is not accurate or co	best of my knowledge this tax return is com Income Tax Act Cap 20.22, as amended and to aware of the provisions in the Acts which implete.	plete and accurate. I the Tax Administra could impose penal	I further ackno tion and Proce ties on the Corj	owledge that I have dures Act No 12 of 2 poration and myself	sufficient kn 2003 in orde in the event	owledge r to t that the	
Name Test Title Charted Accountant	Did you complete and sig	an your tax return ?	⊛ Yes ⊂ No					
Back Save Submit Print		Name Test			Title Charted Account	ntant		

Page **22** of **42** 

#### Press **Ok** and then Click on **Close**.

Note: After submitting e-filing, you can't do any modification in this e-filing.

	10.92 KB	11-06-2015 12:05:40	
8111-2014-140600-CIT Return Schedules Filled Tax Payer.xls	635.5 KB	11-06-2015 12:05:40	<u>View</u>
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Declaration			
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Did you complete and sign your tax return ?	• Yes O No		
- · ·		Charted Accountant	
Name Lest		Title	
Name	Back	Save Submit	Print
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I hereby certify that to the best of my knowledge this tax return is complete and accurate. I further acknowledge that I have sufficient knowledge of the requirements of the Income Tax Act Cap 20.22, as amended and the Tax Administration and Procedures Act No 12 of 2003 in order to submit this return. I am also aware of the provisions in the Acts which could impose penalties on the Corporation and myself in the event that the return is not accurate or complete.

Did you complete and sign your tax return ?	● Yes ○ No
Name Test	Title Charted Accountant
	Back Save Submit Print

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After Submitted, you can print e-filing details by clicking print button.

CORPORATE INC	OME TAX	Welcor	Back to Acco	unt Summaryl Log
	Summary			
	Efile No: 140600 Status:	SUBMITTED		
ep 1 Statement of Taxes du	e and Supporting Schedules			Mar
old the Corporation making a	my claim for bad debts?	ng the year?		163
Are there any expenses inc	urred to earn exempt income?			
Did the Corporation claim a	ny capital allowance?			
Did the company dispose o	f any assets for which capital allowance was previously claimed?			
las the Corporation claime	d any losses?			Yes
bid you make any payment	to a non-resident during the year?			
oid the Corporation have a	ny inventory on hand at the beginning or end of the reporting period	od?		
ep 2 Financial Information				
10	Total Current Assets			0.00
21	Total Assets (Lines 10 + 20)			0.00
30	Total Current Liabilities			0.00
40	Total Non-Current Liabilities			0.00
41	Total Liabilities (Lines 30 = 40)			0.00
50	Total Share Capital			0.00
60	Total Reserves Sales / Revenue			0.00
80	Cost of Sales / Cost of Goods Sold			0.00
81	Operating Profit / Loss (Lines 70 - 80)			0.00
90	Total Expenses			0.00
91	Total Comprehensive Profit/Loss (Lines 81 - 90)			0.00
loes the company have an las the Corporation receive bid the Corporation claim a	y Prior Period Adjustments? Id any income which has been granted a special exemption from iny impairment, provision or reserves during the period?	taxation?		Yes
141	Tax after Adjustment	nar)		0.00
150	Tax Payable (Line 130 + Line 140)			0.00
201	Less: Double Taxation Relief			0.00
202	Credit from Previous Assessments			0.00
203	Installments and Prepayments			0.00
210	Total Credits and Installments. (Line 201 + Line 202 + Line 2	:03)		0.00
300	Net Tax To Pay (Line 150 - 210)			0.00
ploaded Documents		Document Size	Upload Date	View
8111-2014-140600-Book1	xisx	10.92 KB	11-06-2015 12:05:40	Miew
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8111-2014-140600-case2	docx	1227.32 KB	11-06-2015 12:05:40	Minux
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lease note that your fil ompleted screen "Com tatements. scomplete filing may a idministration and Pro	ing is Incomplete if the required fields and schedules are pute your taxes" and uploading the related schedules a ttract penalties of 10 % of taxes owing and \$100 per mo cedures (Amendment) Act, 2014)	e not completed and s well as the Financia onth or part thereof d	attached. A complete filing inc I Statements with Notes to the uring which the failure to file	cludes the e Financial continues. (Tax
eclaration		d accurate. I further a	cknowledge that I have suffici	
eclaration hereby certify that to t f the requirements of t ubmit this return. I am eturn is not accurate o	he best of my knowledge this tax return is complete and he income Tax Act Cap 20.22, as amended and the Tax. also aware of the provisions in the Acts which could imp complete.	Administration and P pose penalties on the	rocedures Act No 12 of 2003 i Corporation and myself in the	ient knowledge n order to r event that the
Declaration hereby certify that to to of the requirements of t ubmit this return. I am eturn is not accurate of Did you complete and	he best of my knowledge this tax return is complete and he income Tax Act Cap 20.22, as amended and the Tax, also aware of the provisions in the Acts which could imp r complete. sign your tax return ?	Administration and P pose penalties on the es ONO	rocedures Act No 12 of 2003 i Corporation and myself in the	ent knowledge n order to r event that the

Page **24** of **42** 

Click on **Back to Account Summery** to see Account Summery.

CORPORATE		Welcome '	States and s
CONTRACTO			Back to Account Summaryl ogou
	Summary		
	Little No: 140600 Status: SUOMITTED	)): 	
Step 1 Statement of Tax	na due and Supporting Schedules		
is the Corporation mail	king any claim for bad debts?		Yes
Did the Corporation m	take any contribution to Social Security on behalf of its employees during the year?		
Are there any expense	es incurred to earn exempt income?		
Did the Corporation cl	aim any capital allowance?		
Did the company disp	ose of any assets for which capital allowance was previously claimed?		
Has the Corporation of	laimed any losses?		Yes
Are you a branch offic	e or subsidiary of an incorporated company?		
Did you make any pay	ment to a non-resident during the year?		
Contraction permitted			
Step 2 Financial Informa	Rom Setur Connect Assets		0.00
20	Total Flued Assets		0.00
20	Total Assets (Lines 10 + 20)		0.00
30	Total Current Liabilities		0.00
40	Total Non-Current Liabilities		0.00
41	Total Liabilities (Lines 30 + 40)		0.00
50	Total Share Capital		0.00
60	Total Reserves		0.00
70	Sales / Revenue		0.00
80	Cost of Sales / Cost of Goods Sold		0.00
61	Operating Profit / Loss (Lines 70 - 80)		0.00
90	Total Expenses		0.00
91	Total Comprehensive ProfitLoss (Lines 81 - 90)		0.00
Did the Corporation ci	aim any Contractor, Sub-contractor or Commission Expenses?		
Does the company ha	ve any Prior Period Adjustments?		
Has the Corporation n	eceived any income which has been granted a special exemption from taxation?		Yes
Did the Corporation of	aim any impairment, provision or reserves during the period?		

You can see the e-filing details under **E-Filing Transaction** and you can see the Submission Status "**Submitted**".

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nland Revenue D	0epartment e-File v4.0	)		HELUNE	Change Pas	ssword   User	Manual   Logout
orporate Income	• Tax ~ Account Sumr \$ 348,666.70 (as at 10-Jun-2)	<b>nary</b> 015)*					
Tax Account No. :	00811104	1	ax Balance :		-\$ 35	1,913.67	
Tax Type :	Corporate Income Tax	x I	nterest Balanc	e:	\$ 3,2	46.97	
**			Donalty Balanca		\$ 0.00		
Tax Center : te : All amounts owing are subject t	St. Kitts to a minimum 24 hour delay from current date	e. (+ve) Balance- Taxpayer Must P	Penalty Balanc	:e:	\$ 0.0	0	
Tax Center : te : All amounts owing are subject i Please contact an IRD Officer f Filing Transaction	St. Kitts to a minimum 24 hour delay from current date for more details regarding the Current Balanc	e. (+ve) Balance- Taxpayer Must P e.	Penalty Balanc	e:	\$ 0.0	0 Pay Now	
Tax Center : te: All amounts owing are subject t Please contact an IRD Officer f Filing Transaction E-Filing Transaction E-Filing DOCIMENT NO.	St. Kitts to a minimum 24 hour delay from current date for more details regarding the Current Balance ONS STABUSHMENT NO. EFILING DATE TAX PERSOO	e. (+ve) Balance- Taxpayer Must P e.	Penalty Balanc	TAX ASSESSED	\$ 0.0	D Pay Now PERALTY ASSESSED	TOTAL TAX PAYABLE
Tax Center : ote: All amounts owing are subject t Please contact an IRD Officer 1 <b>E-Filing Transaction</b> E-Filing bootiment wa	St. Kitts to a minimum 24 hour delay from current date for more details regarding the Current Balance ONS STABLISHMENT NO. EGUING DATE TAX PERCON 2014	e. (+ve) Balance- Taxpayer Must P e. DARE DATE SURMISSION STATUS 17-Apr-2015 Awaiting Filing	Penalty Balanc	TAX ASSESSED	\$ 0.0 Late Filing INTEREST ASSESSED	D Poy Now Penalty Assessed	TOTAL TAX PAYNEE

### 7. Start Filling Online Return Form

Once you click on <u>Submit e-file</u> link or any e-file no. in the e-filing transactions table on the previous screen – you will be redirected to a new screen as shown below. Once this screen is completely loaded – you can start with your online tax return filing process. You can see you're logged in user name and user id at the top-right corner here. Online System is giving facility to Taxpayers to fill "Nil Return" or "Normal Return".

**<u>E-Filing</u>** "NIL Return": Taxpayer can file a Nil return by simply clicking on the "Save" button and then clicking on "Submit" button to submit NIL return.

#### **E-Filing "Normal Return":**

#### Follow the below steps:

1. Once you click on the e-file no on the previous screen, all your required details will be displayed in the designated sections of the header portion as displayed below.

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#### VALUE ADDED TAX (VAT)

		TAXPAYER	S RECEIPT		
VAT-01 VALUE ADDED E-file Ito.: Document Ito 533704	IAX (VAT)	Doc No.	a Bitar sparse 1	Dee Date 1112/11	
Tax Payer In: 1136 ST. KTTS	Tax Account lio: 60113545 Address of Taxpayer	Tax Period: December 2010	Assess 12/11/10 Dther Fetched I	Details	

Welcome: 1004

2. Now you can fill in all the correct amounts in the related fields in the details sections as shown in below screenshot.

			Details sec
RE TO SLIEMET	THIS RETURN ON TIME WILL RESULT IN APPLICABLE INTEREST AND PENALTIES BEING CHA	RGED.	
> LENE HO	LAIRE	1000 A	HOUNT
100	Standard rated supplies (Sales) -VAT Inclusive	100	
105	Accommodation, Tour and/or Restaurant (Sales) - VAT Inclusive	1	
110	Zieris (actient magnifiem (Eislien)		
美非际	Exempt supplies (Sales)		
100	Total supplies (add lines 100 + 105 +110 + 115)		
125	VAT payable on Standard Rated Supplies (Line 100 $\times$ 17/117)		-
130	VAT on Accommodation, Tour B/or Restaurant Supplies(Line 105 x 10/110)		
135	VAT adjustments		
190	Total output tax (odd lives 125 + 135 + 135)	ľ	
200	value of all imports and statome charges		
205	Value of all local purchases		-1
240	-Total imports and local purchases		
0.15	VAT paid on imports		l.

#### <u>Keep In Mind:</u>

Make sure every time you fill in an amount under the Line Amount; you press the [TAB] key. This will allow formatting of the fields, correctly.

3. Once you have completed filling in all the required amounts under the line amount – press the **Save/Submit** button. You will get a confirmation pop-up asking if you are sure about submitting the above filled-data to IRD. Press **OK** button, if you are satisfied with what you have filled else press **Cancel** button to do any changes.

*Save Button* will only save your filled in details but won't submit it to IRD Dept. You may come back anytime to make changes to your filled in details until you have finally submitted it using the *Submit Button*. After clicking *Submit button* –

a) If status is "Submitted" no more changes are allowed.

b) If status is **"Incomplete"**, Taxpayer has to remove all red messages by filling the correct information till the status becomes **"Submitted"**.

D LINE NO	LABEL	LINE AMOUNT
100	Standard rated supplies (Sales) -VAT Indusive	100
105	Accommodation, Tour and/or Restaurant (Sales) - VAT Inclusive	200
110	Zero rated supplies (Sales)	100
115	Exempt supplies (Sales)	300.00
120	Total supplies (add lines 100 + 105 +110 + 115)	700
125	VAT payable on Standard Rated Supplies (Line 100 x 17/117)	14.53
130	VAT on Accommodation, Tour &/or Restaurant Supplies(Line 105 x 10/110)	18.18
135	VAT adjustments	100
140	Total output tax (add lines 125 + 130 + 135)	132.71
200	Value of all imports and customs charges	5555
205	Value of all local purchases The page at https://www.sknird.com says:	X
210	Total imports and local purchases Are you sure you want to submit this document	13
215	VAT paid on imports	
220	VAT paid on local purchases	Cancel
225	VAT adjustments	5
230	Total input tax (lines 215 + 220 + 225)	44449
300	Tax payable for this period (if L140 $>$ L230 enter difference)	0
305	Credit for this period (if L230 > L140 enter difference)	44316.29
310	Credit brought forward from previous period	888
315	Total credits (add lines 305 + 310 )	45204.29
320	Tax Due (where line 300 greater than line 315; enter difference)	0
325	Credit to carry forward (where line 315 exceeds line 300)	45204.29
400	Penalty for late filing (\$100 per month or part thereof)	4000
405	Penalty for late payment (10% of line 320)	0
410	Interest due (1.25% per month late in paying or part thereof)	85555
		PULLED AND AND AND AND AND AND AND AND AND AN
415	Total penalties and interest (add lines 400 + 405 + 410)	89555

- If you press OK (on Confirmation box): the data gets submitted with the IRD Department and you get a pop-up indicating your generated **E-File number**. Please save this number for future references.
- If you press Cancel (on Confirmation box): the data you filled last-remains there and you can go back to do any modification. Once you are done with filling the correct data, press Submit button.

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4. Once you click the **Save/Submit button** – a new e-file no is generated and the system will check if the amounts entered by you and those which are auto calculated are same or not. In case, the amounts entered are incorrect – an error message informing about the same and the correct value to be entered – is displayed corresponding to the incorrect line amount.

205	Value of all Local Purchases	1.00	
210	Total Imports and Local Purchases (add lines 200 + 205)	1.00	Wrong amount entered. Please enter correct amount 2.00
215	VAT Deductible on Imports	1.00	
220	VAT Deductible on Local Purchases	1.00	
225	VAT Adjustments	1.00	
228	VAT Deductible on Import Services (Reverse Charge)	1.00	
230	Total Input Tax (lines 215 + 220 + 225 + 228)	1.00	Wrong amount entered. Please enter correct amount 4.00
300	Tax Payable for this period (if L150 > L230 enter difference)	1.00	
305	Credit for this period (if L230 > L150 enter difference)	1.00	Wrong amount entered. Please enter correct amount 2.59
310	Credit brought forward from previous period	1.00	
315	Total Credits (add lines 305 + 310 )	1.00	Wrong amount entered. Please enter correct amount 3.59
320	Tax Due (where line 300 greater than line 315; enter difference)	1.00	Wrong amount entered. Please enter correct amount 0.00
325	Credit to carry forward (where line 315 exceeds line 300)	1.00	Wrong amount entered. Please enter correct amount 2.59
400	Penalty for late filing (\$100 per month or part thereof)	1.00	
405	Penalty for late payment (10% of line 320)	1.00	
410	Interest Due (1.25% per month late in paying or part thereof)	1.00	
415	Te Your modified TaxPayer-Information for E-Fil	e: 145600 has been saved	successfuly.
420	Ok		

<u>Note:</u> This assessment process doesn't allow you to "submit" any incorrect/not matching line details. If there is even a single not matching line amount – system will only "save" your details even on "*submit*" button click. Hence ensure that all the line amounts, entered by you - are correct (as displayed in the red colour error message displayed corresponding to each wrong entry) to be able to submit the details.

- 5. Press **OK** button to proceed.
- 6. You can also see your generated E-file no at the top of the form like this:

			Back to Account Summary
			TAXPAYER'S RECEIPT
VAT-01 VAI	LUE ADDED TAX (VAT	)	
E-file No. :	Submission Stat	us : INCOMPLETE	
Document No.: 17	75321001		Due Date: 15-AUG-2014
Tax Payer No.:	Tax Account No.:	Tax Period:	Assessment Period Date:
8064	00806445	July 2014	01-JUL-2014 To 31-JUL-2014
ST. KITTS			
	Address of		
	Taxpayer		

- 7. Please note that **Save, Submit and Clear Button** will be disable after successful submission.
- 8. Once you have submitted the data, you can also take a printout of this form. Click **Print** button for this.
- 9. In case, you want to clear everything filled in (before submitting the data) and re-start just click the **Clear** button. This will clear all the data on this form.

<u>Note:</u> To confirm that your details have been correctly submitted – go back to Account Summary screen and check the Submission-Status column of the E-filing Transactions section corresponding to your filed e-file no. Status would say – SUBMITTED if it has been filed successfully. In case it says INCOMPLTE -it means there were some incorrect amounts filled by you and you didn't correct them as per the red-colour error message displayed along with that entry. Go back and rectify those erroneous entries until status is SUBMITTED.

E-Filing Transactions									Pay Now	
EAUNGAD	DOCUMENT NO.	ESTABLISHMENT	EFLING DATE FLING PERIOD DI	UEDATE	SUBMISSION-STATUS	ASSESSMENTIO.	TAX ASSESSED	NERESI	PENALTY	FORAL TAX
<u>3090</u>	624801	RL.	1510+213 Nov2010 154	Dec.2010	Sitnited		\$10	\$100	\$0.00	\$000

### 8. How Can I Make Any Changes To My Saved Data

#### Keep In Mind:

You can make amendments only if your data is in "Incomplete" status. Once it is submitted, no changes can be made.

In case, you missed out something the first time you filled in your data and want to correct that - just follow the below steps:

- 1. Go to Specific Account Summary screen of your desired tax account wherein all your e-filing transaction history is displayed.
- 2. Since you have already filed it you will be able to see it as a transaction in the e-filing transactions table.
- 3. Click on the blue-coloured link displaying the e-file number for that transaction to view/modify that transaction's submitted details.
- 4. Once you do that, you will be redirected to the next screen displaying information like below. Just click *Continue button*.

		THAT AT LA VILL		
VAT-01 VALUE AD	DED TAX (VAT)			
E-file No. :				
Document No. :	(NOTE: IF yo	u don't have document no. then please fill ta	x payer no.) Due Date:	
Так Payer No.:	Tax Account No.:	Tax Period:	Assessment Period Date:	
			Tn	
ART 1- TAX DEC	Continue			
IOTE: Please retu		$\sim$		
IOTE: Please retu His form, together W KNITH.	ITH A REMIT	Click here and p	ATMENT WITHIN FIFTEEN DAYS AFTER TH	e dhù cf the
KOTE: Please retu This form, together W Aonith. Failure to submit the	ITH A REMIT	Click here and p	proceed.	e end of the

- 5. All your previously saved details are auto-filled on the form and you may now make any desired changes to it.
- 6. Repeat the same steps as mentioned in above section of filling in the data for the first time. Ensure that you press the **[TAB]** key every time you make a modification.

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7. Click the **Save/Submit** button to save/finally submit the data with the IRD Department. You will get a pop up informing that your e-file details have been modified and saved successfully.

200	Value of all imports and customs d	arces 5555
205	Value of all local purchases	The page at https://www.sknird.com says:
210	Total imports and local purchases	Your modified TaxPayer-Information for: 2300 has been
215	VAT paid on imports	saved successiony.
220	VAT paid on local purchases	ок
225	VAT adjustments	

### 9. Late filing

Late e-filing is allowed by online system after passing the due date, by simply clicking on the Late Filing link.

Inland Revenue D	Change Password   User Manual   Loo		
Value Added Tax	~ Account Summary		
Grand Total Tax Liable : -:	\$ 48,387.68 (as at 23-Jul-2014)*	Tax Balance :	-\$ 48,387.68
Tax Type :	Value Added Tax	Interest Balance :	\$ 0.00
Tax Center :	St. Kitts	Penalty Balance :	\$ 0.00
Vote : All amounts owing are subje Please contact IRD Officer fo	ect to a minimum 24 hour delay from current date or more details regarding the Current Balance.	e. (+ve) Balance- Tax Payer Must Pay	Click here For Late Filing
E-FILING-ID DOCUMENT NO.	STABLISHMENT E-FILING FILING DUE DATE NO. DATE PERIOD Jul-2014 15-Aug-201	SUBMISSION-STATUS ASSESSMENT NO. TAX	ASSESSED INTEREST PENALTY TOTAL TA ASSESSED ASSESSED LIABLE

After clicking on "Late Filing" link late filing page will get open, in that screen user needs to select the late filing tax period, after selection of a tax period user will able to see the documents of that particular tax period with the "Submit E-File" link. With the help of Submit E-File link user can fill his/her late Filing through online system.

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inland Reven	ue Department	e-File v4.0		<u>Change P</u>	assword   <u>User Manua</u> l   <u>L</u>
Late Filing					
Late Filing Tax pe	riod: Jul-2014	T			
Late Filing De	tails				
E-FILING-ID	DOCUMENT NO.	NO.	FILING PERIOD	DUE DATE	SUBMISSION-STATUS

After successful submission of document that will display on E-Filing Transaction page, as indicated in below screen shot.

#### Value Added Tax ~ Account Summary

Grand Total Tax Liable : \$ 0.00 (as at 23-Jul-2014)\*

Tax Account No. :	00806445	Tax Balance :	\$ 0.00
Тах Туре :	Value Added Tax	Interest Balance :	\$ 0.00
Tax Center :	St. Kitts	Penalty Balance :	\$ 0.00

Note : All amounts owing are subject to a minimum 24 hour delay from current date. (+ve) Balance- Tax Payer Must Pay. Please contact IRD Officer for more details regarding the Current Balance.

#### E-Filing Transactions

E-FILING-ID	DOCUMENT NO.	ESTABLISHMENT NO.	E-FILING DATE	FILING PERIOD	DUE DATE	SUBMISSION-STATUS	ASSESSMENT NO.	TAX ASSESSED	INTEREST ASSESSED	PENALTY A\$\$E\$\$ED	TOTAL TAX
<u>131300</u>	143888801		23-Jul-2014	Jul-2013	15-Aug-2013	Submitted		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
131200	148549601		23-Jul-2014	Sep-2013	15-Oct-2013	Submitted		\$ 0.00	\$.0.00	\$ 0.00	\$ 0.00
131100	154200201		23-Jul-2014	Nov-2013	16-Dec-2013	Submitted		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
131000	158344801		23-Jul-2014	Jan-2014	17-Feb-2014	Incomplete		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
130900	180006401		23-Jul-2014	Feb-2014	17-Mar-2014	Submitted		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
130800	181214601		22-Jul-2014	Feb-2014	17-Mar-2014	Submitted		\$ 0.00	\$ 0.00	\$ 0:00	\$ 0.00
130700	164550801		22-Jul-2014	Mar-2014	15-Apr-2014	Submitted		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
130600	170842401		22-Jul-2014	Apr-2014	15-May-2014	Submitted		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
129900	171688401		18-Jul-2014	May-2014	16-Jun-2014	Submitted		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

Back to Manage Tax Accounts

Pay Now

Late Filing

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### 10. Payment

IRD has the facility to pay taxes online or in-person as follows;

#### 10.1. In-Person Submission

- 1. Take a print out of your submitted details using the Print button on VAT e-filing screen and take it with you to the IRD office.
- 2. You may have a document no. with you and a e-file number now- in this case, check with the designated officer if your document no has been approved.
- 3. You may not have any document no. but your Taxpayer no and a e-file number now in this case, go to the IRD office –first get your document no generated by the designated officer by providing your Taxpayer no/e-file no. Also get it approved to proceed ahead.
- 4. Once you have a document no which is approved-just go to the IRD office's cashier and make your payment here based on your document no.
- 5. The cashier would provide you with a receipt of the payment you made. Take that receipt and go to the assessment department to get the rest of the procedure completed.

#### **10.2.** Online Payment

Taxpayer may now also use the online payment facility to pay your due taxes. For this follow the below enlisted steps:

1. You may use the various Pay Now links available at Manage My Accounts screen: Manage My Accounts

TAX TYPES	NEXT TAX DUE DATE	CURRENT BALANCE	CLICK LINK TO MANAGE ACCOUNT
Bus. & Occup Licence	31-Jan-2013	\$ -2.000.00	Manage Account
Corporate Income Tax	07-Aug-2013	\$ -0.34	Manage Account
E-Fund Hotel & Res.	16-Dec-2013	\$ -6,322,64	Manage Account
Hotel&Restaurant Tax	16-Dec-2013	\$ 0.00	Manage Account
Liquor Licence	31-Jan-2013	\$ -990.00	Manage Account
Válüe Added Tax	16-Dec-2013	\$ 0,00	Manage Account
Wheel Tax		\$326.17	Manage Account
Withholding Tax	16-Dec-2013	\$ 3,749.60	Manage Account
Total Tax Liability	Î.	-\$ 5,237.11	Pay Now

Note : All amounts owing are subject to a minimum 24 hour delay from current data. Please contact IRD Officer for more details regarding the Current Balance. OR

Any specific Account Summary screen: (example- Value Added Tax account summary screen here)

#### Value Added Tax ~ Account Summary

Grand Total Tax Liable : \$ 0.00 (as at 14-Nov-2013)\*

Tax Account No. :	00806445	Tax Balance :	\$ 0.00
Tax Type :	Value Added Tax	Interest Balance :	\$ 0.00
Tax Center :	St. Kitts	Penalty Balance :	\$ 0.00

Please Note: All Transactions are subjected to a minimum 24 hour delay from submission date.

\* This amount may not include interest and penalty accruing today.

FRINGE	DOCUMENT NO	ESTABLISHMENT	EFLING	FLNG	DUEDATE	SURMESSIVE-STATUS	ASSESSMENTING	TAX ASSESSED	INTEREST	PENALTY	TOTAL TAX
		NO. DATE	DATE	PERIOD			ASSESS	ASSESSED	D ASSESSED	LIABLE	
Submit E-File	150273601			Dd-2013	15-Nov-2013	Awaiting Filling					

#### OR

On the home page of sknird.com -click "e-Payment Login" link as shown below;



2. In case you have chosen to use the pay now link from the e-filing pages: Clicking those links would redirect to the information collection screen or if you have clicked the e-payment link from the home page – in that case also you would be taken to the same screen as below:

Payment	
Tax Type For e-Payment :	-Select Tax Type-
Document Number :	
Tax Payer Identification Number (TIN) :	
Tax Payer Name :	
Dollar Amount :	
	Submit

3. Select the desired tax account from the **Tax Type For e-Payment** dropdown, for which you want to pay. **e.g**. you select Value Added Tax for VAT e-filing payment.

#### e-Payment

Tax Type For e-Payment :	Select Tax Type Select Tax Type Corporate Income Tax
Document Number :	Value Added Tax
Tax Payer Identification Number (TIN) :	11
Tax Payer Name :	[]
Dollar Amount :	
	Submit

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4. Now enter the document number for which this e-payment is to-be made – in the **Document Number** field. Then Press [TAB] Key. Once you enter the correct document no. – the **Tax-Payer Identification Number (TIN)** and **Taxpayer Name** fields get auto-populated as shown below:

Payment	
Tax Type For e-Payment :	Value Added Tax
Document Number :	99999999
Tax Payer Identification Number (TIN) :	112233445566
Tax Payer Name :	XXXX YYYY ZZZZ
Dollar Amount :	Maximum of \$100,000.00
	Submit

5. Enter the amount to be paid in the Dollar Amount field. Enter only the amount and press [TAB] key and the amount would be correctly displayed in dollar format up to 2 decimal places.

### e-Payment

Tax Type For e-Payment :	Value Added Tax		
Document Number :	inter v		
Tax Payer Identification Number (TIN) :	C16.		
Tax Payer Name :			
Dollar Amount :	\$300.36 Maximum of \$100,000.00		
	Submit		

- 6. Click **Submit** button to submit this information and proceed ahead.
- 7. You will get a confirmation pop up to ensure that all the details filled are correct and you are sure about proceeding ahead with its payment. Click **Confirm** button to continue or **Cancel** to go back and rectify any incorrect entry.

e-Payment Are you sure you want to proceed to the payment gateway with entered details? Click Confirm to proceed. Contim	
Tocument Number : 150272601	
Tax Payor Identification Number (THI) : 0008-	
Tax Payer Name : CCEAN (ERRACE WINLITD	
Collar Armunt : 5300.36 Masimum of \$100.000.00	
Sidem	

8. In the next screen – the Amount and the Invoice no (document no.) fields would be already filled from the information you had entered in the previous screen. Enter the rest of the requested information. The email address entered here would be used by the bank to send the status-email of this payment – so ensure that it's your current email address.

# Please do not click on "Login" and "Register" button shown in the web pay portal as shown below screenshot.

Attention Taxpayers: If you are unable to see any content of web pay portal on the page, it indicates that Flash Player is not installed for your browser. So install the required Flash Player version from this link and log-on again: <u>http://helpx.adobe.com/flash-player/kb/find-version-flash-player.html</u>

GOVERNMENT OF	ST. CHRISTOPHER (ST. KITTS) & UE DEPARTMENT	NEVIS Keywards	e
Attention Tax Payers: If you are unable to see any content of Born the feet and log-on again. <u>Strainfalm which constants play</u>	etges pote on the page, it indicates that Flash Pla withdistriction field played 201	yer is not installed for your browser. So install	the required Plauh Player service
	Cards	Line	nii Literanii
Cardholder Information	falgager tellumation		
Card Number (Amany (* ) 2004.)*	January Humburner, Namber 111111	=	
Annale C Builder (Deliver)			
COV (CO) Constitution (Section on			
		The followed of the reason of	A service service services
		The fifth market * any maximal their sa	Antersteinen anters

- 9. Click **Submit** button to pay this payment.
- 10. The next screen displays the details of the payment and the status of it.(**e.g.**-this one shows an unsuccessful payment). You may click the **Return to Home Page** button at the bottom of the screen to return back to the home page of www.sknird.com

Transaction - Declined Authorization Number - 51	
Card Number - *******************0895 Reference Number - 1601868758	
Invoice Number - 150273601 Card Thus MASTERCARD	
Amount - 300.36	
There has been some issue with this transaction.	
Please contact the site administrator for related he	ip.
Return To Home Plane	

11. Once you receive a response message – you may also check the inbox of the email-id you had specified earlier, to ensure you have received a mail confirming the payment and its status.



### **11. Got an Error**

If you get any error while using online system - e-filing or e-payment, please take the screenshot of error and email it to IRD department for fixing and subsequently call IRD helpdesk for assistance. IRD department Contact information is given below or visit "Contact Us" page in sknird.com.

### 12. Post an Enquiry

If you require additional information or wish to make an inquiry, contact the Inland Revenue Department at: e-Services Enquiry in E-Services section of the website.

E-SERVICES	
e-Services Enqu	
e-Services Regi	
e-Services Auth	Click here For Enquiry
e-Services User Manual	
▶ e-Filing Login	
▶ e-Payment Login	
<u>.</u>	Page <b>41</b> of <b>4</b>

### 13. Contact Us

If you wish to contact Inland Revenue Department, please visit "Contact Us" Page of IRD Website. Given below the contact information for your quick reference;

#### **Inland Revenue Department**

Bay Road, Basseterre, **St. Kitts** Main Tel. (869) 465-8485 Tel: (869) 467-1210 Fax: (869) 465-7640 Email: <u>inlandrevenue@sknird.com</u>

#### **Inland Revenue Department**

Main Street, Charlestown, **Nevis** Tel: (869) 469-5521 Ext. 2221 or 469-5856 Fax: (869) 469-0667 Email: <u>ird@niagov.com</u>

#### **Inland Revenue Department**

E.C Daniel Building, Cayon Street, Basseterre **St.Kitts** Tel: (869) 465-8485 Fax: (869) 465-7640 Email: <u>inlandrevenue@sknird.com</u>

#### From USA Call

Tel. 1 (305) 508-4691

**From UK Call** Tel. 01144-122-379-0668

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