

For further information, please contact us at our:

(1) *Head Office in Castries*

Telephone Number: 1-758-468-4700

Fax Number: 1-758-453-6072

(2) *Tax Service Center in Vieux-Fort*

Telephone Number: 1-758-454-6014

Fax Number: 1-758-454-9218

(3) *Soufriere Sub-Office*

Telephone Number: 1-758-459-7360

Our e-mail address is ird@candw.lc



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**Inland Revenue Department
SAINT LUCIA**

*Your
Responsibility
as a
Taxpayer*



MISSION STATEMENT

The Inland Revenue Department stands committed in its impartial treatment of its customers. We aim to provide an efficient, professional and courteous service, while administering the relevant tax laws on behalf of the Government and people of Saint Lucia.

Now that you have registered with us, there are few matters which we would like to bring to your attention. These matters relate to your responsibilities as a taxpayer and our responsibilities to you.

Your Responsibility

- To inform the Inland Revenue Department regarding your liability to tax;
- To declare actual income received from all sources;
- To furnish all information requested;
- To obtain a Return Form no later than the end of January every year;
- To complete and submit the Return Form no later than March 31 or any extended deadline;
- To inform the Inland Revenue Department regarding any change of address within one month of the change;
- To pay taxes on the legally established dates.

Tax Payment Dates

15th of the Month

The following are due and payable:

- PAYE
- Withholding Tax
- 10% Contract Tax
- Travel Tax
- Insurance Premium Tax
- Hotel Accommodation Tax

25th of March, June, September

Installments are due for

- Companies
- Self-employed persons
- Professionals

March 31st

- Filing of Income Tax Returns

January 31st

Deadline for payment of:

- Petroleum Licence
- Bank Licence

Deadline for submission of
Employer's Annual Return (TD5);

PAYE and 10% Contract Tax;

Offences under the Income Tax Act

You have committed an offence, if you:

- A. Fail to submit a complete tax return within a stipulated period;
- B. Submit an incorrect Annual Return Form;
- C. Fail to declare your actual income;
- D. Give incorrect information on matters affecting your tax liability;
- E. Fail to furnish information required by the Inland Revenue Department.

Inland Revenue's Responsibilities

You are entitled to expect the Inland Revenue

- To be fair - By settling your tax affairs impartially;
By expecting you to pay only what is due under the law;
By treating everyone with equal fairness;
- To help you - To get your tax affairs right;
To understand your rights and obligations;
By providing clear leaflets and forms;
By giving your information and assistance at our enquiry offices;
By being courteous at all times;

When do You send in Your Return Form?

The Return Form must be submitted no later than March 31, if you are employed, or three months after the end of your financial year of the business and/or company.

CHANGE OF ADDRESS:

If there is a change in your address you are required to inform the Inland Revenue Department within one month from the date of change.

EXTENSION OF TIME:

Extension of time can be considered if a written application is made, stating:-

- (a) The extended date requested;
- (b) The reasons for your request for extension of time;

Application for extension of time must be made at least one month before the due date for the submission of the Tax Return Form.

Appeal Against Assessment

If you disagree with the amount of tax assessed, you can appeal in writing thirty days from the date of issue of the Notice of Assessment.

You may be required to pay an amount not exceeding fifty percent (50%) of the tax payable, even though an appeal has been made. Payment of tax, by way of instalments can be arranged with the Collections Section of the Inland Revenue Department at the following addresses:

What Constitutes Taxable Income

• BUSINESS:

Business, Profession or Vocation



Example:

- (a) Rendering of Services e.g. security
- (b) Contracts/Sub-contracts
- (c) Sale of goods e.g. Speculators
- (d) Profession e.g. Auto-mechanics, seamstresses, caterers

• EMPLOYMENT:

- (a) Wages
- (b) Salary/Leave Pay
- (c) Commission
- (d) Bonus
- (e) Gratuity
- (f) Allowance or Perks (whether in cash or otherwise)
- (g) Directors Fees
- (h) Pension, annuity or other periodical payments (e.g. Payments by way of alimony or maintenance)

• RENTAL AND ROYALTIES

• INTEREST OR DISCOUNTS



How to obtain your Annual Return Form (TD FORM IT-1)?

If you have never received or never completed your Return Form, please contact the nearest office of the Inland Revenue Department and bring in the following documents:

- (a) Statement of annual remuneration or TD5 from your employer;
- (b) Certificate of Business Registration and Statement of account for the particular year, if you are carrying on a business;

You could also write to the nearest office of the Inland Revenue Department and furnish the following information:-

- (c) Your full name, social security number and postal address;
- (d) Full name and address of your employer;
- (e) Salary Statement for the year concerned the Tax Deductions and NIS contributions by the employer;

(f) Details of your Business:

- 1. Name and Address of Business.
- 2. A copy of the Certificate of Business Registration and Statement of Accounts for the particular year.
- 3. Type of Business.
(Sole Proprietorship or Partnership)
- 4. Date of commencement of business.
- 5. Nature of business.

If an Income Tax Account has already been established and you have not receive your Return Form by January 31, please contact the nearest office of the Inland Revenue Department.

