



**IMPROVING THE LIFE OF SOLOMON ISLANDERS**  
Inland Revenue Division Solomon Islands

Inland Revenue  
PO Box G9  
Honiara  
Ph: 22556  
www.ird.govt.sb

## EMPLOYER'S ANNUAL SUMMARY

Year .....

**TAX IDENTIFICATION NUMBER**

THIS RETURN IS TO BE COMPLETED AND FORWARDED TO INLAND REVENUE WITH 2 COPIES OF THEIR TAX CERTIFICATE FOR EACH EMPLOYEE BY THE 31 JANUARY ON THE FOLLOWING YEAR  
PLEASE KEEP A COPY FOR YOUR OWN RECORDS.

### EMPLOYER DETAILS

<b>Name</b> (E.g. Company Name or Individual Name if sole trader)	
<b>Business Trading Name</b> (if different to above)	
<b>Postal Address</b>	
<b>Telephone Number</b>	
<b>Place of Business</b> (street location of business)	

1	Total Tax Deducted during the year as per Tax Certificates	\$
2	Total Tax Paid to IRD for last year including tax paid this year for last year	\$
3	Tax Deducted but not paid to IRD. PLEASE PAY NOW	\$
4	Reason for variance	\$
5	Number of Tax Certificates Attached	
6	Total Gross Earnings of Employees as per tax Certificates Attached	\$
7	Total Gross Earnings of Employees where no tax has been deducted	\$

### DECLARATION

I \_\_\_\_\_ of .....declare that  
Name Address  
This return is a true and accurate record of all employee payments and benefits made throughout the year..

Signed..... Date .....

Capacity of signing officer .....  
(eg public officer of company, partner, owner etc)

If you need more information contact us at our Customer Service Centre in Honiara or one of our branches in Gizo and Auki. You can also telephone or write to us.