



INLAND REVENUE DIVISION
P O BOX G9
Phone 21493
www.ird.govt.sb

PAYE MONTHLY SUMMARY

FOR DEDUCTIONS MADE DURING THE MONTH OF20.....

TAX IDENTIFICATION NUMBER

THIS RETURN IS TO BE COMPLETED AND FORWARDED WITH THE TAX PAYABLE TO INLAND REVENUE DIVISION WITHIN 15 DAYS OF THE CLOSE OF THE RELEVANT MONTH. FOR EXAMPLE, YOUR FORM SHOWING ALL DEDUCTIONS MADE DURING THE MONTH OF JANUARY MUST BE FILED BY 15 FEBRUARY.

YOU MUST COMPLETE ALL PARTS OF THIS FORM.

EMPLOYER DETAILS

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

Payments to Resident Employees		
Number of Resident Employees		
Salary and Wages Paid	\$	
Value of Housing Benefit	\$	
Value of Vehicle Benefits	\$	
Value of Other Benefits	\$	
PAYE DEDUCTED FROM PAYMENTS TO EMPLOYEES		\$

TOTAL PAYE DEDUCTED		\$
TOTAL PAYMENT MADE		\$
TOTAL OUTSTANDING		\$

DECLARATION

I ofdeclare that
Name Address
This return is a true and accurate record of all employee payments and benefits made during the month.
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.