



INTERNAL REVENUE COMMISSION



TAXPAYER GUIDE

DIVIDEND WITHHOLDING TAX FORMS


The Internal Revenue Commission has recently modified the process and stationery for submitting Dividend Withholding Tax (DWT). The new process is a result of an on-going effort on the part of the IRC to improve service delivery, reduce compliance costs for taxpayers and standardise forms.

NEW MONTHLY REMITTANCE FORM

A new Monthly Remittance form for the Dividend Withholding Tax has been created. This form is called a D1 - "Dividend Withholding Tax Remittance Advice Form", and this replaces any other monthly forms issued in prior years. You may download a copy of the D1 form from the IRC website at http://www.irc.gov.pg/tax_forms.html, request a copy by Email at SIGTAS@irc.gov.pg, or pick up a copy in person from the IRC office of your choosing. The form may be completed by hand, or completed electronically.

The traditional, multiple carbon copy forms are no longer in use and replaced by a much simpler form in order to make it easier for taxpayers to comply with their obligations.

The new D1 form looks like this:

FORM D1		PLACE SIGTAS BAR CODE HERE
Dividend Withholding Tax	FAPUA NEW GUINEA INTERNAL REVENUE COMMISSION PNGIRC - Your Partner in Nation Building <small>INCOME TAX ACT 1999 AS AMENDED</small>	Taxpayer Identification Number (TIN):
DIVIDEND WITHHOLDING TAX REMITTANCE ADVICE FORM		
NAME AND ADDRESS OF TAXPAYER / WITHHOLDING AGENT		
NAME OF WITHHOLDING AGENT:		
CONTACT / REPRESENTATIVE:		
PHONE No:		
E-MAIL ADDRESS:		
MAILING ADDRESS	SECTION No:	LOT No:
	STREET / SUBURB / DISTRICT:	
	P.O. BOX:	
	COUNTRY:	PROVINCE:
	CITY / POST OFFICE:	
	CARE OF (C/O):	
DIVIDEND WITHHOLDING TAX DEDUCTIONS		
TAX PERIOD (MONTH):		YEAR:
TOTAL DIVIDENDS PAID	D.W.T. DEDUCTED	TOTAL ENCLOSED
K	K	K
<small>NOTE: DO NOT INCLUDE AMOUNTS THAT ARE NOT SUBJECT TO WITHHOLDING TAX DEDUCTIONS</small>		
I declare that the information that I have provided is true and correct in every detail and discloses a full and complete statement of the facts. I understand that the law imposes heavy penalties for false and misleading statements.		
SIGNED: _____		DATE: _____
INFORMATION FOR PAYING AUTHORITY MAKING DWT DEDUCTIONS		
<small>a) Dividend Withholding Tax is payable no later than 21 days after the end of the month in which the dividend was paid. b) Penalty for late payment - 20 per centum per annum. c) A completed "Dividend Withholding Tax Deduction Remittance and Reconciliation Statement Form" must be forwarded to the "Commissioner General Internal Revenue" P.O. Box 777, Port Moresby together with the Remittance and this form.</small>		
<small>HOURS FOR PAYMENT: 8:30 A.M. TO 3:30 P.M. MONDAY TO FRIDAY INCLUSIVE. CHEQUES SHOULD BE MADE PAYABLE TO COMMISSIONER GENERAL INTERNAL REVENUE AND MARKED NOT NEGOTIABLE.</small>		

- The Dividend Withholding Tax Remittances section lists each month of the year. Show here the amounts that you have remitted (paid) to the IRC for each month. These are the amounts that appeared at the bottom of the D1 forms that you submitted throughout the year. Total (1) is the sum of the twelve months.
- Total (2) shows the total tax deductions from the schedule of the payments made for the year. To get this total, you must first complete the table on page 2 detailing dividend payments and withholdings for the year.

Page 2:

- The “Details of Dividend Withholding Tax Deducted” schedule requires the TIN, Name and Address, Gross Amount and Tax Deducted totals for the dividends paid for the entire year. Only one line per person/business is required and this represents the total amounts paid to the person/business. Do not list each payment made to the person/business, just the totals for each recipient for the year.
- Please note that where *Total (2)* from the schedule of the deductions does not match *Total (1)* then your forms do not reconcile for the year and you should review your information and correct any errors. If your Reconciliation Statement does not match then a detailed explanation is required.

Page 3:

- Page 3 of the form looks like this:

INFORMATION FOR COMPANIES MAKING DWT DEDUCTIONS			
<small>This form must be completed by any company that has paid dividends to its shareholders. The completed form must be forwarded to the "Commissioner General, Internal Revenue", P.O. Box 777, Port Moresby" together with the remittance for the withholding tax payable, no later than 21 days after the end of the month in which the dividend was paid.</small>			
<small>Section 189E(1) requires companies to maintain two separate accounts respectively entitled the - "Undistributed Dividend Income Account", and "Refundable Dividend (Withholding) Tax Account". Please provide details from these accounts as requested below</small>			
DIVIDENDS RECEIVED			
DATE	FROM	AMOUNT	D.W.T. DUE
Add: Balance of refundable D.W.T. credit from last advice (if any):			*
TOTAL 3.			→ K
Deduct Total 3. from Total 1.:			→ K
<small>Balance: Credit - DWT credit to be carried forward; or Debit - DWT due and payable (remittance attached)</small>			
DECLARATION			
I declare that the information that I have provided is true and correct in every detail and discloses a full and complete statement of the facts. I understand that the law imposes heavy penalties for false and misleading statements.			
SIGNED:		DATE:	

- The Dividends Received schedule provides the details of any dividends that your organisation has *received* during the year. The table requires the TIN, Name of the payer, the TIN of the payer, the Gross Amount of the dividend and Dividend Withholding Tax Deducted by the payer. This table needs to include the totals for the dividends paid for the entire year. Only one line per person/business is required and this represents the total amounts paid by that person/business. Do not list each payment made by the person/business; just the totals for each payer for the year.

SUBMISSION OF SCHEDULE ELECTRONICALLY

The IRC has now made available the opportunity to submit an electronic file of the schedule data. That enables taxpayers to submit their schedule to the IRC in an excel template. The excel template is available from the IRC and can be submitted via e-mail or on other physical media such as CD, DVD or USB Flash Drive.

Templates for the electronic completion of the schedule extract may be requested by e-mailing SIGTAS@IRC.gov.pg

A sample extract from the template looks like this:

	A	B	C	D
	TAXPAYER IDENTIFICATION NUMBER (TIN)	NAME AND ADDRESS OF PERSON/BUSINESS	GROSS AMOUNT	TAX AMOUNT DEDUCTED
1				
2				
3				
4				
5				
6				

The electronic submission can be delivered

- By e-mail to payments@irc.gov.pg (preferred)
- On physical media and either posted or delivered to your local IRC office.

IRC CONTACT DETAILS

For further information on the new process contact:

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