

**IMPORTANT:
WHEN COMPLETING THIS DOCUMENT PLEASE USE BLACK OR DARK
BLUE INK, NOT PENCIL.**

TO EMPLOYER

A Deduction Card must be held for each employee. If an employee leaves during a tax year the Deduction Card must be completed and a copy given to the employee; the original is to be retained and submitted with the employer's annual return to the Income Tax Division of the Treasury within 30 days from the end of the tax year or 30 days from ceasing to be an employer whichever is earlier.

Forms are available on the website at **www.gov.im/treasury/incometax** or by contacting the Income Tax Division on 01624 685400.

Please note that personal details on this form will be shared between the Income Tax and Social Security Divisions for the purposes of maintaining your Income Tax, National Insurance and Social Security records.

*To find out more about how we collect and use personal information, contact our office or visit our website **www.gov.im/treasuryprivacynotice**. We will send you a paper copy if you telephone us or write to us using the contact details provided on this form.*