



# ASSESSOR OF INCOME TAX

## EMPLOYER'S ANNUAL RETURN

The Treasury  
Yn Tashtey

**Income Tax Division**  
Government Office, Douglas  
Isle of Man, British Isles  
IM1 3TX

Telephone (01624) 685400  
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Website [www.gov.im/incometax](http://www.gov.im/incometax)

Tax Reference No :

Date:

1. Number of deduction cards (T14s) enclosed with this return

2. Total of I.T.I.P. deductions as per T14s

(a) £  p   
:

Total of Employees' and Employer's National Insurance Contributions as per T14s

(b) £  p   
:

Total amount remitted during the year to the Assessor of Income Tax (a) + (b)

(c) £  p   
:

3. As an employer have you paid into any pension schemes for any of your employees? Yes / No  
If Yes, how much have you paid?

£  p   
:

4. Please total all gross salaries, wages, pensions, fees, etc., paid during the period

£  p   
:

5. Number of forms T9 enclosed with this return

6. Payroll Contact Name \_\_\_\_\_ Payroll Contact Telephone No. \_\_\_\_\_

**All deduction cards (T14) and forms T9 which have been received or prepared by me during the above year are forwarded herewith. All the particulars required to be entered on the T14 and T9 and all the particulars required in this notice to be returned are in every respect full and truly stated according to the best of my knowledge and belief.**

**Signature of Employer** \_\_\_\_\_ **Date** \_\_\_\_\_

**Privacy Notice:** To find out more about how we collect and use personal information, contact our office or visit our website at: [www.gov.im/treasuryprivacynotice](http://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.

### **FOR OFFICIAL USE ONLY**

Numbered (initials) _____	No of items _____
<b>I.T.I.P.</b>	<b>N.I.</b>
£ _____ : _____	Amount Posted £ _____ : _____
£ _____ : _____	Payments £ _____ : _____
£ _____ : _____	Discrepancy £ _____ : _____

Reconciled \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Initials \_\_\_\_\_

## INFORMATION ABOUT YOUR EMPLOYER'S ANNUAL RETURN

### OBLIGATION

This properly completed return form and forms T14 and T9 must be submitted no later than 30 days after the end of the tax year to which the return relates or 30 days after the last employee ceases, whichever is the earlier. Failure to submit the properly completed return form and forms T14 and T9 by the due date will result in a penalty of £250 and £50 per day thereafter for which the return remains outstanding.

Continued failure to submit the properly completed return will render an employer liable to prosecution.

### DEDUCTION CARD (FORM T14)

This form must be completed for each employee employed during the period. You must ensure that all the required information is entered on each T14, especially important is the employee's tax reference number.

Should an employee's tax reference number not be known, you should contact the Assessor of Income Tax, Government Office, Douglas, IM1 3TX ( telephone 685400) and supply the employee's full name and address and, in the case of a married woman who is not independently assessed, the husband's full name.

Form T14 is available in the 'Employers' section on the 'Forms' page of the Division's website at [www.gov.im/treasury/incometax/sections/forms.xml](http://www.gov.im/treasury/incometax/sections/forms.xml) or can be requested from the Division (telephone 685400).

### RETURN OF EXPENSES PAYMENTS AND BENEFITS (FORM T9)

You should complete two copies for each employee to whom expenses payments have been made or for whom benefits in kind have been provided. The top copy should be enclosed with this return. The second copy should be handed to the employee to assist them in completing their personal return form or, if they leave your employment during the year, the copy should be given to them when they leave.

### N.I. CONTRIBUTION TABLE LETTER(S)

Ensure that the identifying letter of each contribution table used and the corresponding totals have been correctly inserted. If no contributions have been payable during the year in that employment, the letter X should be inserted.

### ONLINE SUBMISSION:

You can complete and submit your employer's annual return form and forms T14 and T9 online using Online Tax Services. To access Online Tax Services go to [www.gov.im/online services](http://www.gov.im/online services)

### QUERIES:

Contact the Income Tax Division, Government Office, Douglas.

If you write - make sure you quote your tax reference number shown at the top overleaf.

If you telephone - please telephone the Income Tax Division, General Enquiries on (01624) 685400.