

INCOME TAX

PARTICULARS OF EMPLOYEE LEAVING (OR DECEASED)

- 1. Name of employee
- 2. Nature of employment
- 3. Date of leaving (or death)
- 4. Any number used to identify employee
- 5. (a) Total pay from 1st January to date ceased \$
- (b) Total value of benefits and perquisites \$
- (c) TAX DEDUCTED (if nil state such) \$
- (d) Pension fund deductions \$
- (e) NET PAY \$
- 6. (a) Private address of employee (if known)
-
- (b) Name and Address of personal representatives, (if employee deceased)
-
- 7. Name and Address of new employer (if known)
-

I certify that the particulars given at items 1 to 5 are correct.

Employer

Address

Date

For official use

INSTRUCTIONS TO EMPLOYER

- 1. Complete all items as far as possible taking care that carbon entries on Parts 2, 3, and 4 are legible.
- 2. Hand Part 1 to the employee or post to him when you make the last payment of emoluments.
- 3. Send Parts 2 & 3 to THE INLAND REVENUE DEPARTMENT IMMEDIATELY. Part 4 is for your records.
- 4. If employment commenced after 1st January show that date at 5(a).

INSTRUCTIONS TO EMPLOYEE

TAKE CARE OF THIS FORM

Show the amount of the emoluments and tax deducted on your next income tax return.

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