Lagos State Board Of Internal Revenue

Form F3

TAX DEDUCTION CARD 20 ……

(a) NAME	(b) INITIALS	© REFERENCE
Chief Mr/* Mrs * Miss * delete as necessary		

(d) EMPLOYER	(e) EMPLOYER'S REF

(f)	(g)

1 MONTH	2 Total **Gross** Pay In Month	3 Total Gross Pay to Date	4 Total Free Pay to Date	5 Total Taxable Pay to Date	6 Total Tax due to date on Taxable Pay	7 Total Tax Due to Date at 1k in the N of Gross Pay	8 Tax Deducted in the Month.(The Higher of col 6. or 7)	9 Tax Refunded in Month
	N=	N=	N=	N=	N=	N=	N=	N=
1. JAN								
2. FEB								
3. MARCH								
4. APRIL								
5. MAY								
6. JUNE								
7. JULY								
8. AUG								
9. SEPT								
10. OCT.								
11.NOV								
12. DEC								
Totals								

10. (a) If employee engaged during Year deduct pay and Tax in respect of previous Employment	11 Checked Signature ……………………….. Name ………………………….. Date ……………………………	12 If a net Refund Mark Entry in this Column B" and use red ink

(b)Remainder being Pay and Tax of this Employment
13. Contribution to Approved Pension Funds (Should be included in entries in Col 2)   N=
14.Contribution to National Provident Fund (should be excluded from entries in Col 2.)   N=

INSTRUCTION TO EMPLOYER

1. If there is any doubt as to the identity of this employee please return this card without delay to the Tax Office
2. The Department and Branch, Division, or Section at which the Tax Deduction Card is completed should be entered in space (d)
3. Any special instruction will be shown by the Tax Office in Space (f).
4. This Card must be written up once a month to cover all payments made to the employee during that month
5. In column (2) enter all the salary,etc.(see paragraph 1 of Employer's Guide) paid during the month, after the deduction of the employer's contribution to the National Provident Fund.
6. Column (3) in April repeats the column (2) figure but after that shows the total of all the entries to date in column (2)
7. Colum (4) will show the amount of free pay to date, on a cumulative basis, to be allowed each month. These figures will be inserted in the Tax Office.
8. Column (5) is for the remainder when the figure in column (4) is subtracted from the figure in column (3) and is the figure to be looked up in Tax Tables for the month concerned as the taxable pay to date.
9. Column (6) is for the figure in the Tax Tables against the column (5) figures; if that figure is not shown take the next similar figure.
10. Column (7) will be Tax at 1k in the N= of the figure at column 3.
11. Column (8) will be Tax deducted in Column (6) or (7).
12. If the current month's figure in Columns (6 and 7) is less than for the previous month, a refund will be due to the employee and the difference should be entered in Column(9) Column(8) being left blank. In other cases column (9) is left blank.
13. If the employee leaves your employment, mark the card "Left ………………………. (date)"
and reain it until the end of the financial year. You must also prepare a leaving (Change of employment) certificate in duplicate, send part 1 to the Tax Office and give Part 11 to the employee. If the employee dies send both copies to the tax office.
14. If you engage a new employee, prepare an Emergency Card F1 and act on the instructions thereon.
15. Never hand this card to the employee to whom it refers.
16. At the end of the month the Tax deducted must be paid to the Revenue.
17. At the end of the financial year this card must be sent to the Tax Office accompanied by a reconciliation with the monthly remittances. Remember that for employees who have come to you from a previous employment you will have to fill at the bottom columns 10 (a) and 10 (b) overleaf to arrive at your net deduction (or refund) for reconciliation purposes.