

**INSTRUCTIONS TO COMPLETE THE ANNUAL STATEMENT OF EMPLOYER AND SCHEDULES - ADVANCE PERSONAL INCOME TAX (APIT)**

**YEAR OF ASSESSMENT 2020 / 2021**

The Annual Statement of Employer (APIT Annual Statement) entails **three Schedules** namely **Schedule 01, Schedule 02** and **Schedule 03** for the Year of Assessment 2020/2021. These schedules should be completed and submitted along with the Annual Statement of Employer, manually or electronically, through the Inland Revenue Department (IRD) web portal (**www.ird.gov.lk**).

You are required to take note of the followings, in submission of Annual Statement and schedules for APIT.

1. APIT Annual Statement can be submitted using either through **e-service or manually**, but it is **appreciated if you submit APIT Annual Statement and Schedules through e-service**.

You are required to pay attention to the following in submission of **Schedules** for APIT.

- a. If the aggregate number of employees liable for APIT is greater **than 20**;
    - i. It is compulsory that you submit your **Schedules through e-service/upload to the system** (You may please refer to the Guide).
    - ii. If e-service facility is not available to you, you can submit your schedules (a soft copy) by yourself making use of e-service facility available at "**Nanasala**", established in the IRD Head office, ground floor or at any IRD Regional office.
    - iii. If you are not familiar with the uploading procedure you may bring a soft copy of the relevant schedules to the IRD Head office and get the assistance of IRD officers stationed at the IRD "**Nanasala**", or at any **IRD Regional office**.
  - b. If the aggregate number of employees liable for APIT is **equal or less than 20**, you have an option to submit hard copies or soft copies of the Schedules.
2. Quick Guide for e-filing, new Schedule templates and updated Schedule verification tool are available at the IRD Web Portal. (Make sure to use correct schedule formats. Specified formats of **Schedule 01, Schedule 02** and **Schedule 03** are attached herewith).
  3. It is recommended to use e-service to file APIT Annual Statement and Schedules.
  4. **e-filing link is available from 15.04.2020**. To avoid unnecessary technological issues, you are advised to submit early, than waiting until last moment of the due date.
  5. You are strictly advised to submit **one single** APIT Annual Statement for all categories of employees and all branches of your organization.
  6. Please verify the monthly tax payments before filing the APIT Annual Statement and schedules while filing Statement via e-Service.
  7. Hard copies of APIT Annual Statement should be submitted to the **Central Data Management Unit (CDMU) of the IRD Head Office**. However, if you have any difficulty in submitting the Annual Statement to the Head Office, you may submit your Annual Statement to the nearest Regional Office of the IRD. **If you have submitted APIT Annual Statement through e-service, you are not required to submit a hard copy of the same.**

8. When you submit the hard copy of APIT Annual Statement, you may keep copies of **Annual Statement, Schedule 01, Schedule 02 and Schedule 03** for your future reference.
  
9. If you come across any difficulties relating to;
  - **System failure:**  
Please contact IRD call center by dialing 1944 and get assistance or keeping a voice record and get a ticket number.
  - **Uploading trouble:**  
Please contact Central Data Management Unit by dialing 011-2134162 or 011-2134118.
  - **Issues relating to schedule verification:**  
Please contact Central Data Management Unit by dialing 011-2134162 or 011-2134118.

## GUIDANCE TO FILL THE ANNUAL STATEMENT & SCHEDULES

### ❖ APIT ANNUAL STATEMENT

#### 1. PART I of APIT Annual Statement

##### Number of Employees

- Enter the number of employees whose tax have not been deducted under APIT scheme, as mentioned below.
  - Gross remuneration is less than LKR 3,000,000 per annum - in Cage “A1”
  - Consent is not given to deduct APIT under primary employment (Gross remuneration is more than LKR 3,000,000 per annum) - in Cage “A2”
  - Consent is not given to deduct APIT under secondary employment - in Cage “A3”
- Enter the number of employees whose tax have been deducted under Primary **Employment** and come under each range of gross remuneration during the year of assessment, in Cages “i” to “iv”. **(Information relates with the Schedule 01).**
- Enter the number of employees who are considered to be on Secondary Employment, in Cage “C”. **(Information relates with the Schedule 01).**
- Enter the number of employees, whose employment have been terminated during the year of assessment on both Primary and Secondary Employment, in Cage “E”. **(Information relates with the Schedule 02).**

##### Total Gross Remuneration

Enter the total of gross remuneration earned by **each category** of employees.

##### Tax Deductions

Enter the APIT deductions made under **each category** of employees.

2. **PART II of APIT Annual Statement**

**(a). Exempt / Exclude Remuneration**

Enter the aggregate of remuneration paid to Employees during each month of the year of assessment which is exempted / Excluded by the Inland Revenue Act No. 24 of 2017 in column "A". **(Information relates with the Schedule 01).**

**(b). Total Gross Remuneration Liable for APIT & Tax Deductions**

Enter the **aggregate of remuneration paid** to Employees, whose tax have been deducted under APIT, in Column "B". Enter the **aggregate of such tax deductions** made in each month in Column "C". **(Information relates with the Schedule 01)**

**(c). Payments Made**

**PLEASE SPECIALLY NOTE** to enter the amount of tax remitted (excluding penalty & interest) to the Inland Revenue Department in each month in Column "D". Please enter cents value clearly.

**(d). Total Terminal Benefits & Tax Deductions**

Enter the Total Terminal Benefits paid to Employees in each month during the year of assessment in Column "E". Enter the aggregate of such tax deductions on Terminal Benefits made in each month in Column "F". **(Information relates with the Schedule 02)**

**(e). Payments Made**

Enter the amount of tax deducted from terminal benefits and remitted to the Inland Revenue Department during each month in Column "G". Please enter cents value clearly.

**(f). Declaration**

Where the statement or part of the statement is prepared by some other person, including by an approved accountant, other than a full time employee of the taxpayer, it is mandatory that part (A) and part (B) of the declaration to be completed.

**Part (A)**

Details of other person including an approved accountant to be included in part (A).

**Part (B)**

A taxpayer or the taxpayer's duly authorized agent, have to sign the return using part (B) of the Declaration.

❖ **APIT SCHEDULES**

1. **Schedule 01 -Remuneration other than Once-and-for-all Payments**

This is the document for employees' information, whose tax deducted under APIT scheme from their gross remuneration under Primary or Secondary employment.

Enter the particulars and figures related to each Employee, **\*including non-residents**, (other than Once-and-for-all payments) extracted from APIT Pay Sheet in respective cages in **"Schedule 01"**.

**2. Schedule 02 -Terminal Benefits & Once-and-for-all Payments**

This is the document for employees' information, with regard to Once-and-for-all payments.

Enter the particulars and figures relating to all employees who have been terminated or ceased their employment during the year of assessment. But, do not enter the particulars of employees whose tax liability on Once-and-for-all payments have not been finalized within 90 days from the date of termination.

Please note that only particulars related to Once-and-for-all payments ("Terminal Benefits") should be entered in the "Schedule 02".

**3. Schedule 03 – List of employees on non-submission of consent.**

This is the document for employees' information on non-submission consent.

Enter the particulars and figures related to all employees, who has not been submitted the consent to deduct APIT or who has been submitted the consent not to deduct APIT, during the year of assessment. (Please refer to A2 and A3 of Annual Statement PART I)  
However, do not enter the details of employees whose gross remuneration have not been liable to deduct APIT.

Please note that, any employee who has already registered with IRD and obtained a TIN number, enter that TIN No. in Colum "N" of the Schedule 03.

❖ Pay your attention to match the figures among the Part I, Part II, Schedule 01, Schedule 02 and Schedule 03 as set out in below table.

	Part I	Part II	Schedule 1	Schedule 2	Schedule 3
Total Gross Remuneration	Cage A2				Cage 'H' - Total Gross Remuneration under Primary Employment
Total Gross Remuneration	Cage A3				Cage 'H' - 'Total Gross Remuneration under Secondary Employment
Total Gross Remuneration	Cage 'B' + Cage 'C'	Total Cage of column 'B'			
Tax Deductions	Cage 'B' + Cage 'C'	Total Cage of column 'C'			
Total Gross Remuneration	Cage 'E'	Total Cage of column 'E'			
Tax Deductions	Cage 'E'	Total Cage of column 'F'			
Total Gross Remuneration	Cage 'B' + Cage 'C'		Total of column 'H'		
Tax Deductions	Cage 'B'		Total of column 'J'		
Tax Deductions	Cage 'C'		Total of column 'K'		
Total Gross Remuneration	Cage 'E'			Total of column 'I'	
Tax Deductions	Cage 'E'			Total of column 'M'	
Number of Employees	Cage A2				Total No. of Employees under Primary Employment
Number of Employees	Cage A3				Total No. of Employees under Secondary Employment
Number of Employees	Cage 'B' + Cage 'C'		Total No. of Employees		
Number of Employees	Cage 'E'			Total No. of Employees	
Exempt/ Excluded Remuneration		Total Cage of column 'A'	Total of column 'I'		