



**GOVERNMENT OF BERMUDA**  
**PAYROLL TAX RETURN -**  
**INSTRUCTIONS FOR COMPLETION OF RETURN**  
**ALL INFORMATION REPORTED MUST BE BASED ON QUARTERLY INFORMATION.**

1. **PLEASE KEEP A COPY OF THIS RETURN FOR YOUR RECORDS.** This return is for use by ALL taxpayers except Exempt companies and companies with annual remuneration >\$500k who must Efile at [www.etax.gov.bm](http://www.etax.gov.bm).
2. Please read the following points carefully. ALWAYS include your ACCOUNT NUMBER in the space provided. Give the name of the employer or self-employed person, name/address of business and NATURE OR TYPE OF BUSINESS in the space provided.
3. Returns are due quarterly, and must be paid within the first fifteen days of January, April, July and October. Annual remuneration is based on the Government's fiscal year which commences April 1. Cheques are made Payable to the Accountant General.
4. "Number of Persons" means actual number of different persons employed and/or paid during the quarter. Do not leave this line blank. A person is not an employee if he is employed by an employer for 16 hours or less in any one calendar month. This 16 hour provision does not apply to Deemed Employees/Self-Employed persons.
5. Businesses are required to report remuneration to a maximum of \$900,000 per annum per person. Taxpayers must report the lesser of remuneration earned and the maximum reportable remuneration during the Government's fiscal year April 1 - March 31.
6. All information reported on the return is subject to audit by the Office of the Tax Commissioner. Taxpayers are required to keep records which demonstrate compliance with the Tax Acts. Failure to be in compliance will result in fines and penalties.

**Part 1: Employer Portion**

7. **SECTION A - Gross remuneration of monthly and weekly employees:** This section requires information about gross remuneration paid or assessed and in the case of benefits, those paid or given to employees. Items to be totaled are items of pay before any deductions are made.
  - (1) Remuneration paid monthly is to be shown under the heading "monthly paid";
  - (2) Remuneration paid other than monthly paid is to be shown under the heading "weekly paid";
8. **SECTION A - Benefits:** Employer contributions to non-approved Retirement, Life, Hospital and/or Health Schemes are taxable. However, if these schemes are approved by the Minister of Finance, such contributions are exempt from taxation. It is the employer's responsibility to obtain the appropriate approval. Application forms for Retirement and Life Insurance Schemes can be obtained from [www.gov.bm](http://www.gov.bm). Hospital and/or Health Scheme application forms must be obtained from the service provider.
9. **SECTION B - Gross actual or assessed remuneration of Deemed Employees/Self-Employed persons in a partnership, limited company, limited liability company or association, who render services to the business AND BENEFIT DIRECTLY OR INDIRECTLY FROM THE PROFITS OR INCOME of such business are to be reported in this section.**

Assessed remuneration is based on the assumed value of remuneration withdrawn from the business by Deemed Employees/Self-Employed persons and is determined by the Office of the Tax Commissioner Staff Only. Assessed remuneration is determined in the absence of appropriate books and records. However, the taxpayer must become compliant with keeping appropriate books and records within 4 qtrs to avoid court action.

Assessed remuneration must be reevaluated each April 1. Adjustments are based at a minimum on the Consumer Price Index (CPI) as at December 31st of the preceding year. Please contact the office of the Tax Commissioner for the current CPI.

10. **SECTION C - Dividend declarations and payments made to Employees/Deemed-Employees & Self-Employed persons in sole-proprietorships & private companies (i.e. not trading on a stock exchange) must be reported each quarter a declaration or payment is made.**
11. **SECTION D - Remuneration of employees in Special Situations:** The remuneration, (not including profit sharing & bonus payments) of employees in Special Situations is not subject to the employer's portion of Payroll Tax. Remuneration paid to employees in Special Situations, include persons on jury duty, on duty with the Bermuda Regiment or Bermuda Volunteer Reserve, persons employed as farmers or horticulturists, employees with permanent disabilities, hotel and restaurant employees in November - March, Retail employees in January - March, Approved Construction Remuneration (ACR), Local Entertainers/Musicians & New Hires.
12. **SECTION E - A tally of total remuneration subject to tax - shown on line 50. This total is used to determine the applicable tax rate.**
13. An employer who establishes a business which is located in an Economic Empowerment Zone and is registered with the Bermuda Economic Development Corporation will not be subject to the employer's portion of Payroll Tax during the first nine quarters of setting up such a business. An employer who establishes a small business and registers with the Bermuda Economic Development Corporation will not be subject to the employer's portion of Payroll Tax during the first four quarters of setting up such a business.

14. SECTIONS F-J – Employer Portion Payroll Tax Schedule Effective 1st April, 2018

RATES SCHEDULE

Section	Rate	Applicable to
	0.00%	The Government, Parish Councils, Government Boards, the Bermuda College, approved schools, registered charities, religious and approved cultural organizations, the Bermuda Festival Ltd, an employer in an Economic Empowerment Zone and a BEDC approved New Start-up Business. The employer remuneration for these taxpayers will <b>NOT</b> be included in Part 1 but <b>MUST</b> be reported in section O line 10.
F	1.75%	Employers and self-employed persons with an annual payroll less than \$200,000, educational, sporting, or scientific institutions, associations or societies, farmers, fishermen and horticulturists.
G	3.50%	The Bermuda Hospitals Board and the Corporations of Hamilton and St. George's.
H	6.00%	Taxpayers operating a restaurant or hotel with an annual payroll of \$200,000 or greater.
I	7.00%	Taxpayers with an annual payroll between \$200,000 and \$500,000 (or \$50,000 -125,000/qtr)
J	9.00%	Taxpayers with an annual payroll greater than \$500,000 and up to \$1,000,000 (or >\$125,000 - 250,000/qtr).
K	10.25%	Taxpayers with an annual payroll greater than \$1,000,000 and All Exempt Undertakings.

Part 2: Employee Portion

15. **SECTION K** - Total Remuneration subject to Tax will be the same remuneration that was reported in the employer's portion of the Payroll Tax Return on line 50.  
Remuneration not taxable to the employee will include the value of group benefits limited to items such as canteen and staff events. Net remuneration subject to tax should be the same total that is reported on line 75 in section L.
16. **SECTION L** - Gross remuneration of monthly, weekly and Self-employed/Deemed employees: This section requires information about gross remuneration paid or assessed and in the case of benefits, those paid on behalf of or given directly to employees. Gross remuneration will include all remuneration in Section 7(1) of the Payroll Tax Act 1995 which can be directly attributable to an employee such as employer contributions to unapproved schemes, housing and travel allowances, etc.
17. **Section L** - The information reported in this section will be based on the Annual Rate of pay for each employee and self-employed /Deemed Employee. eg. Employee who earns \$60,000 annually but is paid \$15,000 quarterly they will be reported in Band 2 as 1 person reporting quarterly gross earnings of \$15,000.
18. **Section L** - The information reported under Employee Portion of Payroll Tax Payable will be based on the progressive tax calculation. eg. an employee earns \$15,000.00 per quarter will be reported on line 70 in Band 2 only, calculated  $12,000 \times 4.00\% = \$480 + 3,000 \times 6.50\% = 195$  total of \$675.00.
19. **Section M** - Businesses are required to report gross remuneration to a maximum of \$900,000 per annum per person. The number of persons providing services in a business who exceed the cap of \$900,000.00 must be declared every quarter whether or not taxable remuneration is being reported for those persons.
20. **Tax recoverable from employees: Effective April 1st 2018.**

Bands	Annual Remuneration	Tax Rate
Band 1	Less than or equal to \$48,000	4.00%
Band 2	\$48,001 to \$96,000	6.50%
Band 3	\$96,001 to \$235,000	7.75%
Band 4	\$235,001 and above	8.75%

21. For information on the Payroll Tax please visit [www.gov.bm](http://www.gov.bm) and search for Payroll Tax. Once you have selected Payroll Tax you will see resources on the right side of the page which provides specific pay period calculators to assist with the calculation of the Employee Portion. Ensure you are selecting the correct fiscal year for the calculator. **Employee Portion calculators may be requested by OTC to prove any discrepancies.**
22. Employers commit a **criminal** offence when they deduct an amount from an employee and **fail to remit** this amount to the Tax Commissioner by the statutory deadline.
23. **SECTION O** - THIS SECTION IS FOR STATISTICAL PURPOSES AND MUST BE COMPLETED BY ALL TAXPAYERS. Taxpayers not liable for the Employers portion of Payroll Tax must provide the gross remuneration that would have been subject to Employers portion of Payroll Tax on line 10.
24. Penalties are charged at 5% of tax payable for each month or part of a month that a return is late, to a maximum of 30%.
25. The Office of Tax Commissioner must be notified in writing within 30 days regarding business closure or change in circumstances in order to avoid penal action.
26. These instructions are solely a guide for assisting the taxpayer in preparing the tax return and are not a comprehensive statement of the legislative requirements. These requirements are contained in the Payroll Tax Act 1995, the Payroll Tax Rates Act 1995, the Taxes Management Act 1976, the Miscellaneous Taxes Act 1976, The Miscellaneous Taxes (Rates) Acts 1980, and their respective amendments and regulations.
27. Further assistance may be obtained at the Office of the Tax Commissioner, F. B. Perry building, 40 Church Street, Hamilton HM 12, by telephoning the Office at **297-7750, 297-7751, 297-7807** by visiting our website at: [www.gov.bm](http://www.gov.bm) or emailing us at: [taxenquiry@gov.bm](mailto:taxenquiry@gov.bm). To file your taxes online visit [www.etax.gov.bm](http://www.etax.gov.bm).