



BUSINESS NAME & MAILING ADDRESS

BUSINESS GROSS REVENUE QUARTERLY TAX RETURN
(Please type or print)

ID	PERIOD: TO	DUE DATE
GROSS REVENUE.....		1
ALLOWABLE DEDUCTIONS:		
CITIZEN WAGES: (100% ACTUAL AMOUNT DECLARED & PAID)		2
PCC VOCATIONAL CERTIFICATE: (200% ACTUAL AMOUNT)		3
TOTAL DEDUCTIONS: (Box 2 + Box 3).....		4
TOTAL AMOUNT SUBJECT TO TAX: (BOX 1 – BOX 4).....		5
TAX DUE: (Box 5 × 4%)		6
NUMBER OF DAYS LAPSED		7
PENALTY: (TAX DUE × 10% × # OF DAYS LAPSED DIVIDED BY 30).....		8
INTEREST: (TAX DUE × 3% × # OF DAYS LAPSED DIVIDED BY 30).....		9
TOTAL DUE AND PAYABLE		10

DECLARATION

I HEREBY DECLARE UNDER THE PENALTY OF PERJURY, THAT ALL OF THE ABOVE INFORMATION IS TRUE AND CORRECT. I UNDERSTAND THAT PENALTY FOR SUBMITTING FRAUDULENT INFORMATION ON THIS FORM IS IMPRISONMENT OF UP TO 3 YEARS AND FINE OF UP TO \$10,000 IN ADDITION TO ASSESSMENT OF CIVIL PENALTY OF UP TO 50% OF TAX OWED.

		/ /
Print Name	Signature	Date
Status: <input type="checkbox"/> Director <input type="checkbox"/> Partner <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Duly Authorized Person (Check appropriate box)		

TAX OFFICE USE ONLY						
Date Filed	Date Paid	Amount Paid	Rept. No.	Rec'd / Verified by:	Entered by:	Trans. #

INSTRUCTIONS

1. **BUSINESS NAME & MAILING ADDRESS:** Enter Registered Name and Mailing Address as shown on Business License.
 2. **ID:** Enter Business Identification number assigned for the company.
 - Example: 01234500
 3. **PERIOD:** Enter the beginning of the quarter; **TO:** Enter the end of the quarter
 - Period: Jan 1 to Mar 31
 4. **DUE DATES:** Enter the Due Date of the tax return. Due date is 30 days after the end of a quarter.
 - Jan 1 – Mar 31, is due April 30
 - Apr 1 – Jun 30, is due July 30
 - Jul 1 – Sep 30, is due October 30
 - Oct 1 – Dec 31, is due January 30 of the following year.
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Box 1. **GROSS REVENUE:** Enter the gross revenue. All gross/cash receipts.

ALLOWABLE DEDUCTIONS:

Box 2. **CITIZEN:** Deduct the total amount of gross wages/salaries for the whole quarter (period) provided withholding tax was paid.

Box 3. **PCC VOCATIONAL CERTIFICATE:** Deduct 200% of the gross wages/salaries (provide certificate copy; Wages deductions under this provision shall not be included in citizen's wages declaration in Box 2).

Box 4. **TOTAL DEDUCTIONS:** Add the Allowable Deductions and enter the amount. (Box 2 + Box 3)

Box 5. **TAXABLE REVENUE:** Gross Revenue – Total Deductions (Box 1 - Box 4).

Box 6. **TAX DUE:** Taxable Revenue \times 4% (Box 5 \times 4%)

Box 7. **NUMBER OF DAYS LAPSED:** Enter the number of days past the due date.

- Example: If due date for 1st quarter is April 30 but tax return is paid May 5, the Number of Days Lapsed is 5. Enter '5' in Box 7

Box 8. **PENALTY:** Enter the amount of the Penalty. (See formula in front page)

Box 9. **INTEREST:** Enter the amount of the Interest. (See formula in front page)

Box 10. **TOTAL DUE AND PAYABLE:** Enter the sum of Boxes 6, 8, and 9.

1. **PRINT NAME:** Print Name of person preparing the tax return or as appropriate as checked under status.
2. **SIGNATURE:** Signature of the person preparing the tax return.
3. **DATE:** Enter date when the tax return was prepared.