



# Bureau of Revenue and Taxation

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 URL: www.palau.gov.pw/brt

## TAX - 500

TAXPAYER NAME & MAILING ADDRESS
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### PALAU GOODS & SERVICES MONTHLY TAX RETURN

(PLEASE TYPE OR PRINT CLEARLY)

TIN:	Year:	Month:
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Column 1	Column 2
Amount <i>(excluding PGST)</i>	PGST

**BUSINESS OUTPUTS** *(e.g. Supplies sold or provided)*

- A Supplies on which 10% PGST collected
- B Supplies on which Zero Rate (0%) PGST collected
- C Supplies not subject to PGST *(Exempt Supplies)*
- D Total Business Outputs** *A + B + C (column 1)*


**BUSINESS INPUTS** *(e.g. Supplies purchased or received)*

- E Domestic Supplies on which 10% PGST paid
- F Domestic Supplies on which Zero Rate (0%) PGST paid
- G Imported **Goods** on which on which 10% PGST paid
- H Supplies not subject to PGST *(Exempt Supplies)*
- I Total Business Inputs** *E + F + G + H (column 1)*


**IMPORTED SERVICES** *(subject to reverse charge rules)*

- J Imported **Services** subject to 10% reverse charge
- K Imported **Services** eligible for input tax credit


**BUSINESS CAPITAL ASSETS**

- L Total sales of business capital assets included in Box D
- M Total purchases of business capital assets included in Box I


**CALCULATE NET PGST PAYABLE/CREDITABLE**

- N PGST collected plus PGST reversed charged on Imported Services *A + J (column 2)*
- O PGST Input Tax Credit claimable *E + G + K (column 2)*
- P Net PGST payable/creditable** *N - O (column 2)*

**DECLARATION:** I HEREBY DECLARE THAT ALL OF THE INFORMATION PROVIDED IN THIS RETURN INCLUDING ANY SUBMITTED ATTACHMENTS ARE TRUE AND CORRECT.

PRINT NAME	SIGNATURE	DATE
STATUS <i>(CHECK APPROPRIATE BOX)</i> : <input type="checkbox"/> Taxpayer <input type="checkbox"/> Duly Authorized Person		

**FOR OFFICIAL USE ONLY**

Date Filed	Received & Verified By	Transmittal #



## Instructions:

*This tax form, named as Tax Five Hundred, written as Tax 500, and titled as PALAU GOODS AND SERVICES MONTHLY TAX RETURN, will be used by PGST registered Taxpayers to file and indicate the amount of Palau Goods and Services Tax paid, collected and owed to the Bureau of Revenue and Taxation. Do not leave any line blank, input a zero if there is no amount to input.*

### **Step 1 Business Information**

1. Indicate in the provided box titled [BUSINESS NAME & MAILING ADDRESS], the exact name and mailing address that was provided to the Bureau during registration.
2. TIN: Indicate the 6 digit Tax Identification Number (TIN) that was provided by the Bureau to the Taxpayer following registration.
3. YEAR: Indicate the appropriate year this tax return will cover.
4. MONTH: Indicate the appropriate month this tax return will cover.

### **Step 2 BUSINESS OUTPUTS (e.g. Goods Sold, Capital Assets Sold and Services Provided)**

- A. In column 1, enter the total taxable supplies (sales of goods and services provided, including sales of capital assets) that were subject to PGST at 10%. Include the amount *exclusive* of PGST. This amount includes any deemed taxable supplies and any adjustments to taxable sales made during the period.

In Column 2, enter the total amount of PGST paid collected/paid during the period on the amount entered in column 1, this amount includes any PGST paid on deemed taxable supplies and any adjustments to PGST collected on taxable sales.

- B. Enter the value of sales of Zero-Rated (0%) goods and services you supplied during the PGST period.
- C. Enter the value of goods and services you supplied that were not subject to PGST. These will be exempt supplies. Exempt supplies are financial services, such as providing loans, deposits, insurance etc.
- D. Add the amounts in line A, B and C (of column 1) and enter the total in Line D. This is the total supply of all goods and services made during the period, including any deemed taxable supplies and adjustments.

### **Step 2 BUSINESS INPUTS (e.g., Supplies Purchased or Received)**

- E. In Column 1 enter the total business inputs (e.g., Goods Purchased, Capital Assets Purchased and Services Received) that that were subject to PGST at 10%. Include the amount *exclusive* of PGST. This amount includes any adjustments your purchases made during the period.  
In Column 2, enter the total amount of PGST paid on purchases during the period, this amount includes any PGST paid on deemed taxable supplies and any adjustments to PGST collected on taxable sales.

- F. Enter the value of sales of Zero-Rated (0%) goods and services you purchased during the PGST period to the extent they were purchased to make taxable supplies.

**Note:** You can only claim the business inputs to the extent that they are used to make taxable supplies (supplies taxed at 10% and zero-rated supplies) For example, if 30% of your taxable supplies are financial services (exempt supplies) you can only claim input credits in respect of 70% of your inputs.

- G. In column 1, enter the value of goods imported, exclusive of PGST paid, to the extent they were used to make taxable supplies.

In column 2, enter the PGST exclusive value paid on the value of imported goods entered in column 1. In column 2 enter the PGST paid on input of these goods.

- H. Enter the value of all goods and services purchased that were not subject to PGST. This includes goods and services purchased from non PGST registered suppliers and services purchased overseas that are not subject to PGST.

- I. Enter your total business inputs which is the sum of the amounts in Column 1 of lines E, F, G, and H.

### **Step 3 IMPORTED SERVICES (subject to reverse charge rules)**

**Note:** If you do not supply financial services, skip to Step 4.

If you supply financial services, you will be subject to a special reverse charge on imported services. You must prepare a recipient-created invoice of the imported service and pay PGST on the imported service. You are entitled for those purchases to the extent they are used to make taxable supplies. Imported services are - in broad terms, a supply of imported services is a supply of services made by an unregistered person outside Palau to a registered person in Palau.

- J. In Column 1, enter the value of imported services.

In Column 2, enter an amount equal to 10% of the value of imported services entered in Column 1.

- K. In column 1, enter the value of imported services used to make taxable supplies included in Line J, Column 1.

In Column 2, enter an amount equal to 10% of the value of imported services for taxable supplies entered Column 1.

### **Step 4 BUSINESS CAPITAL ASSETS**

- L. Enter the total value of business capital assets sold during the PGST period. This amount is exclusive of PGST.

- M. Enter the total value of business capital assets purchased during the PGST period.

### **Step 6 CALCULATE NET PGST PAYABLE/CREDITABLE**

- N. Enter the total amount of PGST you collected including PGST reverse charged on Imported Services. This is the sum of the amounts in Column 2 of lines A and J.

- O. Enter the total amount of your claimable PGST Input Tax Credit. This is the sum of amounts in Column 2, lines E, G and K.
- P. Enter your total Net PGST, which is either a liability or a credit amount. This equates to the subtraction of the amount in Line N from the amount in Line O.

**Note:** If the amount in **Line P** is a negative number (i.e., Line N is less than line O), then this is the amount of PGST credit that may be carried forward to the following PGST period. In this case, the amount of PGST you collected is less than the amount of PGST you paid during the PGST Period.

If the amount in **Line P** is a positive number (i.e., Line N is more than Line O). This is the amount of PGST that you must pay to the Director for this PGST period. In this case, the amount of PGST you collected is more than the amount of PGST you paid during the PGST Period.

### **Step 7 Declaration**

The authorized person completing the form must enter their name, the date and attest through signature that all the information reported on the form is true and correct. Also indicate in the Status section by selecting if you are the registered Taxpayer or a Person duly authorized to file returns on behalf of the taxpayer. Additional verification documents may be required of a Duly Authorized Person.

The Return (page 1 and 2) must be filed with the Director on or before the thirtieth day of the month following the PGST period. Payment must be made at the time of filing. Penalties and interest may be payable if a PGST return is filed late, payment is not made on time, or the return is found to be incorrect.

### **PAGE 2 Summary by Business License Number**

Please proceed to complete and submit Page 2 of the PGST Tax Return Form.

For each business license held by the Registered PGST person, provide the following requested information:

Business ID: In Column 1, enter each Business ID under the respective TIN being filed.

Business ID Trading Name: In Column 2, enter the Business Name associated with each Business ID inputted in Column 1.

Business Outputs: In Column 3, allocate the “Total Business Outputs” entered in Line D to each business.

Business Inputs: In Column 4, allocate the “Total Business Inputs” entered in Line I to each business.

Note: Allocate the total in Line D and Line I between all business licenses held during the PGST period. The allocation should be based on actual Output/ Inputs by business license. In cases where Business inputs may be used across business licenses (e.g., shared overhead expenses) these may be allocated on a reasonable basis.

## Example

Assume Page 1 of Joe Albert's PGST return shows – Line D - \$45,000 Line I - \$36,500

<b>Summary by Business License Number</b>			
<b>Business ID</b>	<b>Business ID Trading Name</b>	<b>Line D</b>	<b>Line I</b>
		Business Outputs	Business Inputs
12345601	Joe's Motors	\$12,450	\$9,360
12345602	Joe's Shopping Center	\$23,980	\$21,976
12345603	Joe's Catering Service	\$8,570	\$5,164
		<b>Total</b>	<b>\$45,000</b>
			<b>\$36,500</b>

**For more information about PGST and the ongoing Palau Tax Reform, please contact the Tax Reform Office at 488-2702 or the BRT Office at 488-2465/2580/3303 or by visiting the official Tax Reform website: <https://www.palau.gov.pw/taxreform/>.**