
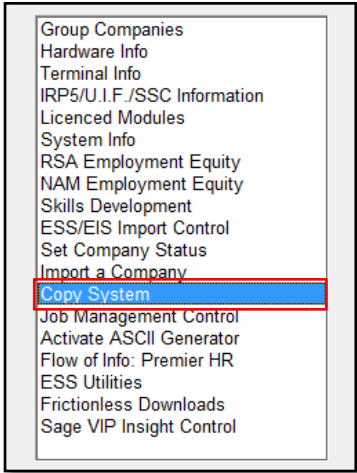


# Tax Year End Checklist 2019 Namibia

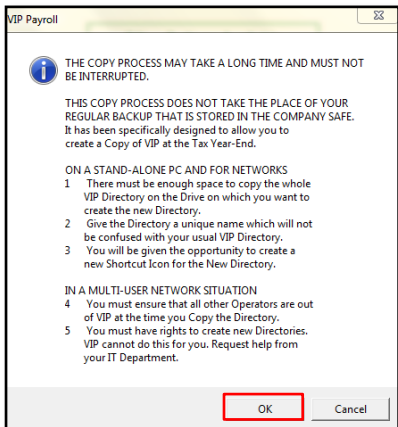
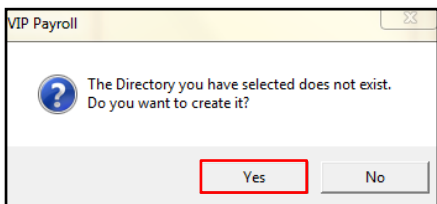
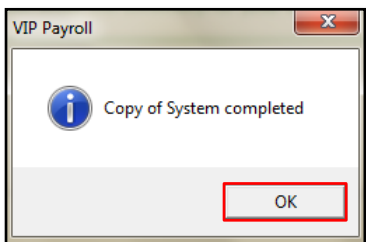


GENERAL INFORMATION	
<b>Tax-year:</b>	1 March to 28 February
<b>What must be submitted:</b>	<b>PAYE 5</b> Certificates and <b>Summary</b> (Last page of PAYE 5) E.As.6 Report (OID)
<b>Who must submit the documentation:</b>	All employers
<b>Submission date:</b>	31st of March of each year

STEP	ACTION	DONE
PREPARATION		
1.	<b>Copy System</b> If a separate Tax directory has not been created yet, you need to make a copy of the system. Always check that the icon opens VIP and that the companies can be accessed.	
2.	<b>How to Create a VIP Copy System:</b> <b>STEP 1</b> <ul style="list-style-type: none"> <li>Open VIP System (do not open any of the companies)</li> <li>Click on Options</li> <li>Click on Copy System</li> </ul>  <ul style="list-style-type: none"> <li>Click on Continue</li> </ul> 	

# Tax Year End Checklist 2019 Namibia

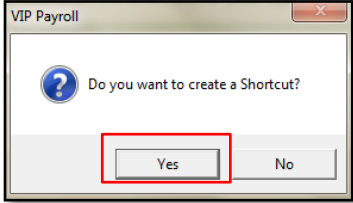


STEP	ACTION	DONE
	<p><b>STEP 2</b></p> <ul style="list-style-type: none"> <li>The following screen will be displayed.</li> <li>Please read through it carefully.</li> <li>Click on OK to continue.</li> </ul>  <p><b>STEP 3</b></p> <p>Enter the Drive letter together with the Directory name and click on continue. For example: <b>C:\TAX2019</b></p> <p>The system will indicate that the directory does not exist and will ask to create the directory for you. Click on Yes.</p>  <p><b>STEP 4</b></p> <p>When the copy process is completed the below message will be displayed. Click on OK to continue.</p> 	

# Tax Year End Checklist 2019

## Namibia



	<p><b>STEP 5</b></p> <p>The system will ask whether you want to create a Shortcut. Click on Yes.</p>  <p>Enter a name for the Shortcut.  <b>Example:</b> TAX2019  The System will automatically create a shortcut for you on your Desktop.</p>	
3.	<p><b>Latest Release</b></p> <p>Ensure VIP is on the latest release: <b>5.1a</b></p>	
5.	<p><b>Basic Company Information Screen</b></p> <p>Verify the information on the Basic Company Information Screen:</p> <ul style="list-style-type: none"> <li>• Registered/trading name of the company (company name that must print on the tax certificates)</li> <li>• Physical address of the company</li> <li>• Tax registration number (PAYE reference number)</li> <li>• Social Security Information</li> <li>• VET levy Information</li> </ul> <p><b>Steps:</b>  From the VIP Main Menu → Company → Basic Company Information</p>	
6.	<p><b>Company Reconciliation Report: Before Changes</b></p> <p>Print the Company Reconciliation Report</p> <p>Use this to determine what items the client got on the payroll and verify the 12 Month Totals.</p>	
7.	<p><b>Earning Definition Screen</b></p> <p>Verify the taxability of the earnings (When Taxable column)  Taxable or Never taxable</p>	
8.	<p><b>Deduction Definition Screen</b></p> <p>Verify Tax Deductible column and CC taxable</p>	
9.	<p><b>Perks Screen</b></p> <p>Validate the calculation of the benefits on the Perks Tax values – ensure that input is done if needed.</p>	
10.	<p><b>Terminations</b></p> <p>Make sure there are no Year-to-date amounts on the screens of Employees with termination dates earlier than the beginning of the tax year.</p>	
11.	<p><b>Registration Numbers</b></p> <p>Verify Registration Numbers for Retirement Annuities, Pension Funds and Provident Funds on the Deduction Definition screen.</p>	
12.	<p><b>Listing - .L or E&amp;D List</b></p> <p>Do a listing (.L or E&amp;D List) of the PAYE, Additional Tax, Medical Aid and Pension Fund lines – there should not be any negative YTD+ amounts on these lines.</p>	

# Tax Year End Checklist 2019

## Namibia

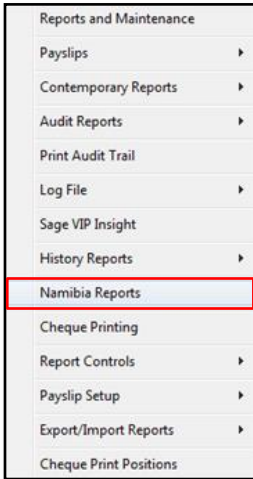


	Do a listing of the CC PAYE line to confirm that there are no amounts on this line YTD+.	
13.	<p><b>Employee Information</b></p> <p>Verify the following on the Employee Information Screens (IS):</p> <p><i>7.1. Personal Details</i></p> <ul style="list-style-type: none"> <li>• Surname (no punctuation allowed)</li> <li>• First Two Names (no punctuation allowed)</li> <li>• Initials (no punctuation/spaces allowed)</li> <li>• Identity Number/Passport number and Passport Country</li> <li>• Date of Birth</li> <li>• Job Title</li> <li>• Marital Status</li> </ul> <p><i>7.2. Address Details</i></p> <ul style="list-style-type: none"> <li>• Residential Address</li> <li>• Postal Address and Work Address (remove all punctuation marks and correct all fictitious information)</li> </ul> <p><i>7.3. Statutory Details</i></p> <ul style="list-style-type: none"> <li>• Confirm the correctness of the Tax Status</li> <li>• Confirm the Tax Start Date</li> <li>• Tax Number</li> </ul>	
14.	<p><b>Manual Certificate</b></p> <p>Ensure that all employees, who were issued with a Manual Tax Certificate, are flagged on the IS Screen (Statutory Detail).</p>	
15.	<p><b>Company Reconciliation Report: After Changes</b></p> <p>Print the Company Reconciliation report and compare the figures to the one printed at the beginning.</p> <p>If there are differences determine the reason and the appropriate action to be taken.</p> <p><b>Example:</b></p> <p>You may have changed a periodic taxable line to monthly taxable. The difference in the tax amount must be paid over to the Revenue Authority and recovered from the employee with the next payroll run as a deduction such as a loan or an advance.</p>	
16.	<p><b>Tax Year End Reconciliation of Tax</b></p> <ul style="list-style-type: none"> <li>• Determine the Total Tax on the Electronic Tax certificates</li> <li>• Determine the Total Tax on the Manual Tax Certificates</li> <li>• Determine the Total Tax paid to the Receiver of Revenue from your receipts</li> </ul>	
17.	<p><b>Determine differences</b></p> <ul style="list-style-type: none"> <li>• Before reconciling, confirm that the 12 month report is correct (Compare TOT Y+ with Company Totals on 12 month report)</li> <li>• Print the 12 month report for Tax and Additional Tax. (Remember to include terminations in Premier)</li> <li>• Alternatively print the HS report from the reports and maintenance menu real number 698</li> <li>• Compare each month's totals to the Tax paid as shown on your tax receipts from the Receiver of Revenue.</li> <li>• Compare each individual's Tax (on the E&amp;D list) to the 12 month report</li> <li>• Print the Tax Reconciliation report for the employees that do not reconcile</li> </ul>	

# Tax Year End Checklist 2019

## Namibia



	<ul style="list-style-type: none"> <li>For each employee who does not reconcile, an explanation of the reason and tax implication must be provided. The client must sign off this report.</li> </ul>	
18.	<p><b>Financial Detail Report</b></p> <p>Print the Financial Detail report to keep for a 5 year period.</p> <p>This report can be printed to PDF and saved to the "Namibia Tax Year End" folder.</p> <p><b>Steps:</b></p> <p>From the VIP Main Menu → Reports → Reports and Maintenance → Print the report called Financial Detail</p>	
19.	<p><b>12 Month Report</b></p> <p>Print the 12 Month report to keep for 5 year period. If you are using VIP Premier, you must remember to include terminations. This report can be printed to PDF and saved to the "Namibia Tax Year End" folder.</p> <p><b>Steps:</b></p> <p>From the VIP Main Menu → Reports → Reports and Maintenance → Print the report called 12 Months</p>	
20.	<p><b>How to print the Annual Tax Year End reports:</b></p> <ol style="list-style-type: none"> <li>Confirm that you are on the latest release 5.1a</li> <li>Confirm that you have done the Report Setup:</li> </ol> <p>Click on Reports → Namibia Reports</p>  <p>The screenshot shows a vertical menu titled 'Reports and Maintenance'. The menu items are: Payslips, Contemporary Reports, Audit Reports, Print Audit Trail, Log File, Sage VIP Insight, History Reports, <b>Namibia Reports</b> (highlighted with a red box), Cheque Printing, Report Controls, Payslip Setup, Export/Import Reports, and Cheque Print Positions.</p>	

# Tax Year End Checklist 2019 Namibia



- After the report setup has been completed, click on the report that you will print and click on "Continue" – These selections will only have to be setup once. Thereafter it will save the selections you have specified

**Always check the certificate numbers after printing. Check that the certificate start number corresponds with what you entered.**

STEP	ACTION	DONE
<b>LIVE DIRECTORY CHECKS</b>		
1.	<b>Start of Period</b> In the Live/Current directory: If VIP has not been rolled into the new tax year, then do a start of period into the new tax year.	
3.	<b>Apply Changes</b> Apply all necessary changes made to the Tax Year End directory to the current VIP directory.	
4.	<b>Earning and Deductions</b> Remove Earning and Deduction lines that are not in use anymore.	
5.	<b>ASCII's</b> Check ASCII's relating to statutory items, e.g. Low Interest Loans. Check all customised, ODBC and BIM reports.	
6.	<b>Directive Number</b> Enter new Directive Numbers.	
7.	<b>Provisions</b> Revise all Provision methods, e.g. Bonus, Leave, etc.	