



# GHANA REVENUE AUTHORITY



## DOMESTIC TAX REVENUE DIVISION

### MONTHLY NHIL & GET Fund LEVY RETURN

(PLEASE REFER TO THE COMPLETION NOTES OVERLEAF FOR GUIDANCE IN COMPLETING THIS RETURN)

CURRENT TAX OFFICE

LTO MTO STO

(Tick one)

Name of GRA Office

FOR THE PERIOD

MM/YYYY

NAME

TIN

#### CURRENCY (GHS)

If Return for the period is "NIL" tick HERE  then proceed to the **DECLARATION**

SUPPLY OF GOODS AND SERVICES: OUTPUTS DURING THIS MONTH	TAXABLE VALUE	RATE %	LEVY
NHIL	1	2	3
GETFund LEVY	4	5	6
<b>TOTAL NHIL &amp; GETFund LEVY PAYABLE</b>			7
Zero Rated	8		
Relief	9		
<b>TOTAL VALUE OF TAXABLE SUPPLIES - (SUM UP BOXES 1, 8 AND 9)</b>	10		
Exempt	11		
<b>Total Supplies (SUM BOXES 10 &amp; 11)</b>	12		

#### DECLARATION

I, \_\_\_\_\_ hereby declare that the information above is complete and accurate.  
*Name of Declarant*

Designation / Position

Contact No.

Signature

Date

#### For official use only

Vetted By:

Full Name

Rank / Staff No.

Signature

Date

Stamp

## MONTHLY NHIL & GET FUND LEVY RETURN COMPLETION NOTES

If you need further clarification or assistance in completing this form please contact your nearest Domestic Tax Revenue Division Office

***The return should be completely filled. (Note instructions for Box 0). All boxes should be completed.***

***Where a response is not applicable enter N/A for text or zero (0) for value or number boxes.***

CURRENT TAX OFFICE: The present GRA office assigned to a taxpayer where taxpayer transacts business
FOR THE PERIOD: This is the month and year for which NHIL & GET FUND LEVY had been charged and to be accounted for(e.g. the period of <b>NHIL &amp; GET FUND LEVY</b> Return for June 2013 should be completed as 06/2013)
NAME: This is the legally registered name of the company at the Registrar General Department. OR an Individual in terms of Sole Proprietors
TIN : This is the Eleven (11) character Taxpayer Identification Number
BOX 0. If for any reason there has been no trading during the period (i.e. month) the form must still be completed as a 'NIL' return by entering a tick in the BOX provided. Remember that <b>no</b> other BOX entries are required but the DECLARATION must still be completed and the form submitted by the due date
BOX 1. Enter the VAT & NHIL & GET FUND LEVY exclusive value of taxable goods AND SERVICES made during the month. Remember to exclude the values of zero rated supplies, supplies on which the VAT & NHIL&GET FUND LEVY has been remitted/relieved and supplies exempted from the VAT & NHI& GET FUND LEVY.
BOX 2. Enter the Rate of NATIONAL HEALTH INSURANCE LEVY applicable
BOX 3. Enter the amount of NATIONAL HEALTH INSURANCE LEVY charged
BOX 4. Enter the VAT & NHILGET FUND LEVY exclusive value of taxable goods AND SERVICES made during the month. Remember to exclude the values of zero rated supplies, supplies on which the VAT & NHIL & GET FUND LEVY has been remitted/relieved and supplies exempted from the VAT & NHI& GET FUND LEVY .
BOX 5. Enter the Rate of GET FUND LEVY applicable
BOX 6. Enter the amount of NATIONAL HEALTH INSURANCE LEVY charged.
BOX 7. Enter the SUM OF NHIL & GET FUND LEVY CHARGED
BOX 8 Enter the VAT & NHIL & GET FUND LEVY to be charged <b>exclusive</b> value of any Exports and the proceeds from the supply of goods as part of a transfer of a going concern made during the month
BOX 9 Enter the VAT & NHIL & GET FUND LEVY to be charged <b>exclusive</b> value of any supplies made during the month on which authority has been granted to REMIT/RELIEF (not charged) the VAT & NHIL amount which would normally have been chargeable.
BOX 10 Enter the VAT & NHIL & GET FUND LEVY to be charged exclusive value of total supplies made during the month, i.e. the sum of Boxes 1, 8 and 9.
BOX 11 Enter the VAT & NHIL & GET FUND levy to be charged <b>exclusive</b> value of any EXEMPT supplies made during the month
BOX 12 Enter the value of Total Supplies made during the month. Sum up amounts in Boxes 6 and 7

The DECLARATION must be signed as follows:

- Sole Proprietor- only by the Sole Proprietor
- Partnership –one of the Partners
- Company - A Director or Company Secretary