

THE NHT AND THE SO2 FORM

Frequently Asked Questions

- Q1. What is the new *Employer's Annual Return (SO2 Form)*?
- A1. ***This is a single return which consolidates employer's annual payroll information for PAYE, EDTAX, NHT and NIS.***
- Q2. What is the benefit of the new *Employer's Annual Return (SO2 Form)* to the employer?
- A2. ***The employer now only has to complete a single return for ALL payroll information and will no longer have to visit several different agencies to submit annual payroll returns.***
- Q3. Which NHT form does the *Employer's Annual Return (SO2 Form)* replace?
- A3. ***The S02 replaces the C4 – Employer's Annual Return: Declaration and Certificate (NIS/NHT)***
- Q4. Who must submit *Employer's Annual Return (SO2 Form)*?
- A4. **All employers.**
- Q5. When should employers begin to use the *Employer's Annual Return (SO2 Form)*?
- A5. **January 01, 2012 in respect of the year 2011 and onwards**
- Q6. What is the due date for submitting completed *Employer's Annual Return (SO2 Forms)*?
- A6. **By March 31, 2012.**

Q7 What should an employer do if he has already submitted the 2011 Annual Return using the old form?

A7. Some persons who have ceased trading during the current year would have already submitted the 2011 Annual Return. In effect, such persons are not required to resubmit the data on the new form (SO2).

Q8. When I file my Annual Return (SO2 Form) at the National Housing Trust (NHT), should I also submit a copy of the same Annual Return (SO2 Form) to the Inland Revenue Department?

A8. Submit your Annual Return (SO2 Form) at one collection agency only. The collection agencies are:

- **The National Housing Trust (NHT)**
- **The Inland Revenue Department (IAD)**

Q 9. How many copies of the Annual Return (SO2 form) should be submitted?

A9. Two copies of the Annual Return (SO2 Form) ought to be submitted to the NHT. One will be stamped and returned to you as your proof of filing/ receipt.

Q10. Are there changes to the methodology used in calculating NHT's contributions?

A10. Answer: NHT's five percent (5%) contributions will continue to be calculated on the gross emoluments.

Q11. How do I complete the Annual Return (SO2 Form) when my employee's income is below the Income Tax threshold?

A11. Although this is an amalgamated form, the Income Tax threshold does not affect the computation of the NHT's contributions.

Q12. Can I use the Annual Return (SO2 form) for outstanding returns for the past 5 years?

A12. All outstanding Returns up to 2010, should be captured on the old Annual Return Form (C4).

Q13. Can NHT representatives assist me to complete my Annual Return (SO2 form)?

A13. Yes

Q14. How can I learn more about the Annual Return (SO2 Form)?

A14. (1) More information will be placed on the NHT'S website.

(2) Model Questions and answers will be prepared and dropped off at workplaces.

(3) There will be a series of sensitization sessions across the island.

(4) NHT 101 Annual Return Form C4 (on the [TAJ website](#)) will be upgraded to assist persons in completing the new Annual Return (SO2 form).

Q15. I have already prepared my 2011 Annual Return along with my NIS cards on the old form, will these be accepted or will I have to prepare it on the SO2 form?

A15. Effective January 2011, All Annual Returns must be submitted on the new SO2 form.

Q16. What assurance do I have that when I submit the Annual Return (SO2 Form) at the Tax Administration of Jamaica (TAJ) it will be sent to the NHT?

A16. All paper based Returns (SO2 Forms) collected at the Tax Administration of Jamaica (TAJ) office will be forwarded to the NHT within two days of receipt. Annual Returns (SO2 Forms) which are submitted electronically, will be uploaded to a common computer portal at TAJ with access to NIS, NHT, HEART.

Q17. If I visit the NHT to submit my Annual Return (SO2 Form) and there is a short payment for one of the other statutory bodies, can I pay this outstanding amount at the NHT?

A17. No. The NHT does not collect payment on behalf of any other statutory body.

Q18. I have a Construction Company with over 50 employees can I submit a paper-based Annual Return (SO2 Form)?

A18. Yes.

Q19. What is the penalty for late or non-submission of Annual Return (SO2 Forms)?

A19. All Annual Returns (SO2 Forms) (electronic or paper based) are due by March 31 of each year. If you file after this date and the matter gets into the court, a penalty will apply.

Q20. If there are exceptions on the Annual Return (SO2 Form), will my company be pursued by all statutory bodies?

A20. The NHT will pursue employers to address any exceptions.

Q21. Will the NHT “Help Line” be a medium through which we can seek assistance in completing the Annual Return (SO2 Form)?

A21. Both agencies will have “Help Lines” to assist the employers.

- TAJ- www.jamaicatax-online.gov.jm
- NHT- www.nht.gov.jm

Q22. Will Super Annuation, Pension and Capital Allowance be taxed by the NHT?

A22. No. The NHT continues to focus on payroll deductions.

Q23. When An Annual Return (SO2 Form) is rejected at the NHT, how long do I have to resubmit the completed form?

A 23. A rejected Annual Return (SO2) form will be treated as a non-submission or non filing and will therefore be subject to a demand from the court if the time line falls outside of March 31.

Q24. Will there be an agreement between the statutory bodies as to what constitutes an acceptable/complete SO2 Form?

A24. Yes.

Q25. In error, I have left off some critical data from the Annual Return (SO2 Form) (such as names of some employees, gross emoluments incorrectly calculated etc.) will I need to submit a new Annual Return (SO2 form)?

A25. If the error is identified before the information is confirmed on our system, then it will be returned to the employer for amendment.

However, if the information is confirmed on the system, then the employer will be required to submit a supplemental Annual Return (SO2 Form).

Q26. Will prior years be collected at the Tax Administration of Jamaica?

A26.No, the prior years Annual Returns are to be submitted directly to the NHT.

Q27. What are the various formats for submitting the Annual Return (SO2 Forms)?

A27. (A) **Paper Based**

(B) **Electronically (Online)**

(C) **CD**

Dated: November 15, 2011