

DECLARATION OF INCOME Employee

Tax Year 2018

PART 1 - TAXPAYER'S DETAILS

TAXPAYER'S IDENTIFICATION CODE (T.I.C.)

Telephone:— residence mobile

E-Mail: — Correspondence -

Taxisnet Service -

Taxpayer Classification: —

*ONLY AMEND if any the above details are incorrect:

A NAME **SURNAME**

B CORRESPONDENCE ADDRESS

A: STREET	NUMBER	APT. NO	B: P.O.BOX	C: COUNTRY*
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
TOWN or VILLAGE / DISTRICT	POST CODE		POST CODE	
<input type="text"/>	<input type="text"/>		<input type="text"/>	

Compulsory completion if part A or B is used..

C TELEPHONE NUMBERS

RESIDENCE	MOBILE
<input type="text"/>	<input type="text"/>

D CORRESPONDENCE E-MAIL Please note that this address does not applicable to the TAXISnet service for the submission of returns. The email for the TAXISnet service (<https://taxisnet.mof.gov.cy>) can be amended by yourselves via the TAXISnet service.

E TAXPAYER'S CLASSIFICATION

PART 2 - REPRESENTATIVE'S DETAILS

A REPRESENTATIVE'S Details

NAME / BUSINESS NAME T.I.C. TELEPHONE NUMBER

PART 3 – TAX RESIDENCE (please tick X in the appropriate box)

ARE YOU A TAX RESIDENT OF THE REPUBLIC OF CYPRUS

<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
<input type="checkbox"/>	183 days	<input type="checkbox"/>	60 days

IF YOU HAVE ANSWER YES SELECT ONE OF THE FOLLOWING:

YOU ARE TAX RESIDENT IN THE REPUBLIC FOR 2018 IF YOU STAYED

1. for a period or periods exceeding in aggregate 183 days?

2. at least 60 days but less than 184 days in total and if you complied with all of the following conditions during 2018 :

- (i) did you own or rent a permanent residence in the republic;
- (ii) were you not resident in any other country for more than 183 days;
- (iii) were you not tax resident in any other Country and
- (iv) did you own a business or were you employed or did you hold an office in the republic as at 31.12.2018.

**If you have selected Tax Resident, declare ALL WORLDWIDE INCOME in this declaration,
If you have not selected Tax Resident, declare only your income from sources in the Republic.**

PART 4 - INCOME

A1 SALARIED SERVICES (Income from "taxable type b retirement lump sum of civil servants", is included in this section).

- C 1 IN THE REPUBLIC
 O 2 OUTSIDE THE REPUBLIC
 D 3 IN THE REPUBLIC-RESIDENT OUTSIDE THE REPUBLIC PRIOR TO COMMENCEMENT OF EMPLOYMENT - sect. 8(21)
 E 4 OUTSIDE THE REPUBLIC OF CYPRUS – FOR A NON - RESIDENT EMPLOYER OR FOR A RESIDENT EMPLOYER WITH PERMANENT ESTABLISHMENT ABROAD FOR A PERIOD EXCEEDING 90 DAYS IN AGGREGATE IN THE CURRENT TAX YEAR
 5 UNEMPLOYED
 6 IN THE REPUBLIC-RESIDENT OUTSIDE THE REPUBLIC PRIOR TO COMMENCEMENT OF EMPLOYMENT - sect. 8(23)
 7 BENEFITS FROM EMPLOYEMENT
 8 AIF CARRIED INTEREST AND UCITS PERFORMANCE FEE (MIN €10000,00 TAX) – sect.20B and 20C - click here for note 6

EMPLOYER		3 CO DE	4 PERIOD (months)	5 GROSS EMOLUMENTS IN THE REPUBLIC	6 GROSS EMOLUMENTS OUTSIDE THE REPUBLIC	7 TAX WITHHELD	
1 T.I.C.	2 NAME / BUSINESS NAME					€	¢
1				00	00		
2				00	00		
3				00	00		
4				00	00		
5				00	00		
6				00	00		
7				00	00		
8				00	00		
TOTAL				00	00		

A2 If your income from employment is classified under code 3 or 6, in Part 4A(1) above, complete the following information:

- (a) The date you took up residence in the Republic
- (b) The date you commenced/ left your employment in the Republic
- (c) The aggregate number of days you resided outside the Republic prior to the commencement of your employment (up to 365)
- (d) The deduction per codes 3 or 6. This deduction must **NOT** be included in Part 5. €

- A3 1. Do the above incomes include Retrospective Income? YES NO
2. If you have answered YES does the retrospective income relate to years 2012 -2016? YES NO

B1 PENSIONS (For widows and overseas pensions click here for note. 5)

- CODE 1 NORMAL RATES FROM THE REPUBLIC 2 REDUCED RATES OVERSEAS 3 EXEMPTED 4 SOCIAL INSURANCE
 5 OF A NON - RESIDENT FROM EMPLOYMENT IN THE REPUBLIC 6 WIDOWS 7 NORMAL RATES OVERSEAS

PAYER OF PENSION		3 CODE	4 PENSION AMOUNT	5 TAX WITHHELD	
1 T.I.C.	2 NAME			€	¢
1	19103174M	STATE OFFICERS' PENSION	1	00	
2	18000001M	SOCIAL INSURANCE PENSION	4	00	
3		WIDOWS PENSION (choose code 1 or 6)		00	
4				00	
5				00	
6					
7					
TOTAL				00	

- B2 1. Do the above incomes include Retrospective Income? YES NO
2. If you have answered yes does the retrospective relate to years 2012 -2016? YES NO

C RENTED PROPERTY (if the space in this section is insufficient you will need to submit your return via xml.). If you own a share in the property or it belongs to a partnership in which you are a partner, **enter the information relating to YOUR share only**. In the case of a partnership enter the T.I.C. of the partnership in column 6 and your proportion of the partnership rents. The department may request a copy of the **audited accounts of the partnership**. T.I.C. (column 6) is compulsory if defence has been withheld, i.e. if the lessee is a company, partnership or the state and special contribution has been deducted (column 14). **Amounts that you have paid are NOT entered here.**

C 1 OFFICE – 3% 2 SHOP – 3% 3 FLAT – 3% 4 HOUSE – 3% 5 STOREHOUSE – 4% 6 LAND – 0%
O 7 PARKING SPACE – 0% 8 FACTORY/HOTEL – 4%/7% 9 OTHER PROPERTY 0% 10 BUILDING ON WHICH 10% ALLOWANCE HAS BEEN CLAIMED – 3%
D
E

	1 PROPERTY REGISTRATION No.	2 CO- DE	3 DATE OF COMPLETION / ACQUISITION DD / MM / YYYY	4 HAND OVER DATE DD / MM / YYYY	5 COST OF ACQUISITION (excluding cost of land)		6 LESSEE'S T.I.C. OR I.D. CARD No.	7 LESSEE'S NAME	8 OWNERSHIP SHARE (100%, 50%, 30% etc.)
					1. COST €	2. AREA M ²			
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
	9 ANNUAL GROSS RENT FROM PROPERTY IN THE REPUBLIC	10 ANNUAL GROSS RENT FROM PROPERTY OUTSIDE THE REPUBLIC	11 CAPITAL ALLOWANCES	12 INTEREST PAYABLE FOR RENTED PROPERTY	13 TAX PAID OUTSIDE THE REPUBLIC €	14 DEFENCE CONTRIBUTION WITHHELD IN THE REPUBLIC BY THE LESSEE ONLY €			
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
TOTAL									

D1 BUILDINGS UNDER PRESERVATION ORDER (Your share of revenues / expenses only)

1 REGISTRATION No	2 RECOGNISED COST	3 RECOGNISED AREA M ²	4 LESSEE'S T.I.C. OR I.D. CARD No.	5 LESSEE'S NAME	6 OWNERSHIP SHARE (100%, 50%, 30% etc.)	7 YEAR OF COMMENCEMENT OF WORKS	8 DATE OF TOWN PLANNING CERTIFICATE DD / MM / YYYY
1							
2							
3							
4							
9 PRESERVATION ORDER No. (P.I.)	10 TOTAL RESTORATION EXPENSES to 2016	11 RESTORATION EXPENSES DURING 2018	12 GOVERNMENT GRANTS ALLOWED	13 TRANSFER OF COEFFICIENT	14 DEDUCTION FOR THE YEAR $\frac{11 * (2-12-13)}{10+11}$	15 RENTS	16 DEFENCE CONTRIBUTION WITHHELD IN THE REPUBLIC €
1							
2							
3							
4							
TOTALS							

E INTEREST RECEIVABLE

C 1 FROM LOANS AND 2 FROM 3 FROM BANK AND CO-OP 4 FROM NON- 5 FROM 6 FROM UCITS
 O OTHER SOURCES GOVERNMENT BONDS SOCIETY DEPOSITS / DEBENTURES GOVERNMENT BONDS SOURCES (3% Defence
 D (without SDC deduction at (3% Defence OF PUBLIC COMPANIES AND OTHER (with SDC deduction at OUTSIDE THE
 E source) Contribution) LOANS (with SDC deduction at source) source) REPUBLIC Contribution to
 30.7.2018)

1	T.I.C. / I.D. CARD No.	2	NAME OF DEBTOR OR BANK	3	Enter your share ONLY		
					4	5	6
				C O D E	GROSS INTEREST	TAX PAID OUTSIDE THE REPUBLIC	DEFENCE WITHHELD
						€ ¢	€ ¢
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
TOTAL							

	7	8	9	10	
				INTEREST RECEIPT DATE DD / MM / 2018	COUNTRY OF ORIGIN
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

F DIVIDENDS

CODE 1 FROM COMPANIES IN THE REPUBLIC 2 FROM COMPANIES OUTSIDE THE REPUBLIC 3 FROM QUALIFYING SHIPS (EXEMPTED BY MERCHANT SHIPPING LAW)

1	T.I.C. / I.D. CARD No.	2	COUN- TRY OF ORIGIN	3	BUSINESS NAME OF COMPANY	4	CO- DE	5	GROSS DIVIDEND	6	DEFENCE WITHHELD	7	TAX PAID OUTSIDE THE REPUBLIC	8	DIVIDEND RECEIPT DATE DD / MM / 2018
1															
2															
3															
4															
5															
6															
7															
8															
TOTAL TAXABLE DIVIDENDS (CODES 1 AND 2)															

G REDEMPTION OF LIFE INSURANCE POLICIES (Cancellation before the completion of 6 years from the commencement of the contract – click here for note 1)									
1	T.I.C.	2	INSURANCE COMPANY	3	DATE OF ISSUE DD / MM / YYYY	4	DATE OF CANCELLATION DD / MM / 2018	5	TOTAL AMOUNT OF ASSURANCE PREMIUMS ALLOWED AS A DEDUCTION
1									
2									
3									
4									
5									
TOTAL									

H ANY OTHER INCOME													
Trading profits/losses of self employed persons and trading profits / losses from partnerships are declared services PART 4. H. Salary, rents, interest and dividends from partnerships must be declared in the respective parts of the declaration. If you have income from trade or trading income from a partnership and you will continue to have such income regularly after 2018 you must submit a declaration for self employed persons and not employees 2018. Contact the Department to change the type of electronic form for your 2018 declaration.													
CODE <input type="checkbox"/> 1 IN THE REPUBLIC <input type="checkbox"/> 2 OUTSIDE THE REPUBLIC <input type="checkbox"/> 3 MINIMUM GUARANTEED INCOME ALLOWANCE <input type="checkbox"/> 4 MATERNITY ALLOWANCE <input type="checkbox"/> 5 OTHER NON TAXABLE AMOUNTS													
1	T.I.C. / I.D. CARD NUMBER	2	DETAILS	3	CO DE	4	INCOME PROFIT(2018)	5	AMOUNT OF LOSS (2018)	6	FOREIGN TAX PAID	7	GROSS INCOME
										€	¢		
1													
2													
3													
TOTAL TAXABLE INCOME (CODES 1 AND 2)													

I TOTAL INCOME – Summation of income declared in PART 4.A to PART 4.H (except PART 4G)	€
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PART 5 - DEDUCTIONS / ALLOWANCES

A MISCELLANEOUS DEDUCTIONS (For donations/subscriptions you should keep the certificates / receipts to be submitted upon request).	
1	2
DESCRIPTION	AMOUNT
1 TRADE UNION CONTRIBUTIONS	
2 PROFESSIONAL SUBSCRIPTIONS	
3 DONATIONS TO APPROVED CHARITABLE ORGANISATIONS	
4 REDUCTIONS OF SALARIES/WAGES OF BROADER PUBLIC SECTOR	
5 DONATIONS TO POLITICAL PARTIES	
6	
TOTAL	

B SHARES OF INNOVATIVE COMPANIES											
1	T.I.C.	2	YEAR OF INVESTMENT (2017-2019)	3	INITIAL AMOUNT OF INVESTMENT	4	AMOUNT CLAIMED UP TO 2017	5	AMOUNT TO BE CLAIMED IN 2018	6	TOTAL CLAIMED TO 2018
1											
2											
3											
4											
5											
6											
7											
TOTAL											

C DEDUCTIONS FOR LIFE INSURANCE PREMIUMS, CONTRIBUTIONS TO SOCIAL INSURANCE, PENSION, PROVIDENT FUNDS, ETC.

(For Life insurance and restrictions on the deduction click here for note 3)

CODE |1| APPROVED FUNDS |2| SOCIAL INSURANCE FUND |3| LIFE INSURANCE POLICIES |4| MEDICAL FUND |5| WIDOWS PENSION FUND

1	T.I.C.	2 NAME OF FUND / INSURANCE COMPANY	3 C O D E	4 DATE OF INSURANCE POLICY DD/MM/YYYY	5 INSURANCE ON LIFE OF		6 SUM ASSURED	7 AMOUNT PAID
					OWN	SPOUSE		
1	18000001M	SOCIAL INSURANCE FUND	2					
2		PROVIDENT AND PENSION FUND	1					
3		MEDICAL FUND AND PRIVATE MEDICAL INSURANCE	4					
4		WIDOWS PENSION FUND	5					
5			3					
6			3					
7			3					
8			3					
9			3					
10								
11								
12	TOTAL							

Notes

- When an insurance policy is redeemed add 30% or 20% of the total premiums paid, depending on whether the date of redemption is within three or six years respectively, from the date of the insurance policy.
- From the gross income of rented **buildings** deduct 20%. This deduction is not applicable to the gross rentals of land or parking lots.
- The deduction for each life insurance policy cannot exceed 7% of the insured amount. The total deduction for medical funds and medical insurance must not exceed 1,5% of gross income that is not exempted for the purpose of calculation of taxable income. The maximum deduction for Contributions to Provident and Social Insurance Funds and the annual premiums paid for life insurance policies is 1/6th of net income.
- Tax Rates for 2018

Income	Rate	Tax for band €	Cumulative tax €
0 – 19 500	NIL	NIL	NIL
19 501 – 28 000	20 %	1 700	1 700
28 001 – 36 300	25 %	2 075	3 775
36 301 – 60 000	30 %	7 110	10 885
60 001 – and above	35 %		

- Pensions from outside the republic are taxed either with a special rate of 5% for each euro exceeding €3420 and the income is not added to other income, or with normal rates. The selection of the rate is made for each tax year. Widow's pensions are taxes taxed with a special rate of 20 % for each euro exceeding €19500 and the income is not added to other income (code 6) or you may choose to include all of it to be taxed at normal rates (code 1). If your **only** income is from widow's pension, then you must reduce it with the deduction for reductions of salaries/wages of the broader public sector. For each tax year and for each type of pension you may choose a different rate (see circular 2015/12). Pensions that are taxed at normal rates must **NOT** be included in the tax computation field **PENSIONS TO BE TAXED AT REDUCED RATES**.
- AIF carried interest and UCITS performance fee is taxable at 8% with a minimum amount of tax due of €10000. This is an annual choice.
- If the income declared in the temporary assessment is less than 75% of the final taxable income, then an additional tax of 10% on the difference of the tax finally established and the amount of the temporary tax paid or due is imposed.

INCOME TAX COMPUTATION (Compulsory completion irrespective of level of income and tax)

2018

NAME AND SURNAME			
INCOME			
TOTAL INCOME (Transfer Total of PART 4.I)			
ADD : REDEMPTION OF LIFE INSURANCE POLICIES (PART 4.G and note 1)			
TOTAL TAXABLE INCOME		€	
DEDUCTIONS			
WIDOW'S PENSION TO BE TAXED AT REDUCED RATES (note 5)			
OVERSEAS PENSION TO BE TAXED AT REDUCED RATES (note 5)			
AIF CARRIED INTEREST AND UCITS PERFORMANCE FEE (MIN €10000,00 TAX) – SECT.20B AND 20C (note 6)			
LOSSES OF CURRENT YEAR (Transfer Total PART 4.H col.5)			
LOSSES FROM PREVIOUS YEARS (enter the loss from your self-assessment of 2017)			
DIVIDENDS (Transfer Total PART 4.F col.5)			
INTEREST RECEIVED (Transfer Total PART 4.E col.4)			
VARIOUS DEDUCTIONS (Total PART 5.A – POLITICAL DONATIONS ARE RESTRICTED TO €50000)			
CAPITAL ALLOWANCES OF RENTED PROPERTIES (Transfer Total PART 4.C col.11)			
RENTED PROPERTY EXPENSES 20% ON GROSS RENTS (note 2)			
INTEREST OF RENTED PROPERTIES (Transfer Total PART 4.C col.12)			
PRESERVED BUILDINGS (Transfer PART 4.D col. 14 plus PART 4.D col. 15)			
OTHER (Deduction for salary with code 3, 4, 6 – PART 4.A2(d), pension which exempt with code 3)			
TOTAL DEDUCTIONS			
NET INCOME / LOSS			
DEDUCTION FOR MEDICAL FUND AND MEDICAL INSURANCE (to be restricted to 1,5%) (note. 3)			
LIFE INSURANCE (to be restricted to 7% of insured amount of each policy) (note. 3)			
PROVIDENT, WIDOWS AND PENSION FUNDS AND SOCIAL INSURANCE			
LESS TOTAL DEDUCTIONS (The amount in the second column must be restricted to 1/6 of net income) (note. 3)			
EXPENDITURE ON INVESTMENT IN SHARES OF INNOVATIVE COMPANIES (Transfer Total PART 5.B restricted to 50% of taxable income after all deductions including medical etc., life and provident etc.)			
TAXABLE INCOME / LOSS		€	
TAX			
TAX ON TAXABLE INCOME (note 4)		€	¢
ADD : 20% TAX FOR WIDOWS PENSION EXCEEDING €19500 (note 5)	@ 20%		
ADD : 5% TAX FOR PENSIONS OUTSIDE THE REPUBLIC (note 5)	@ 5%		
ADD : 8% INCOME FROM EMPLOYMENT WITH SPECAL RATE (note 6)	@ 8%		
TOTAL AMOUNT OF TAX		€	¢
LESS : TEMPORARY TAX			
ADD: 10% ADDITIONAL TAX (note 7)			
LESS : TAX DEDUCTED AT SOURCE (Transfer Totals PART 4.A1 col.7 and PART 4.B1 col.5 for income in the Republic)			
LESS : OVERSEAS TAX			
TAX DUE / REFUND (The due tax must be paid by the payment deadline stipulated - see tax department website)			
PAYMENTS CAN BE MADE: FROM THE WEBSITE WWW.JCCSMART.COM WHEN PAYMENTS ARE UP TO THE PAYMENT DEADLINE AND AT THE DEPARTMENTS COLLECTION OFFICES FOR LATE PAYMENTS			

SPECIAL CONTRIBUTION FOR DEFENCE (SCD) CALCULATION

(Refundable SCD from interest can occur when total gross income, Part 4.I, is up to €12000 and there is no SCD due from other sources.)

SCD Incomes and withheld amounts are automatically apportioned 1/2 to each semester and you may transfer them to the specific semester to which they actually refer.)

SOURCE OF INCOME	A Semester		B Semester	
	Income	@%	Income	@%
GROSS RENTAL INCOME REDUCED BY 25% (code 0604)		3		3
INTEREST (code 0612)		30		30
INTEREST CODE 3 AND 4 when total income (part 4I) is less up to €12000		3		3
INTEREST from UCITS and government bonds		3		3
DIVIDENDS (Code 0613)		17		17
TOTALS				
DEDUCTIONS:				
SCD DEDUCTED AT SOURCE				
OVERSEAS TAX				
SCD SELF ASSESSMENT PAID PER SEMESTER				
SCD DUE				
SCD REFUNDABLE from interest (Refunds are given only when «SCD DUE» is nil.)				
If you have submitted form T.D.38 declare the years of exemption and clear the amounts in the SCD CALCULATION.				
from <input style="width: 50px;" type="text"/> to <input style="width: 50px;" type="text"/>				
PAYMENTS CAN ONLY BE MADE AT THE DEPARTMENTS COLLECTION OFFICES USING FORM TD601 (there is a tool on the webpage) DECLARING EACH SOURCE OF INCOME SEPARATELY.				

IBAN/ SWIFT CODE FOR THE PURPOSE OF REFUNDS

IN THE CASE OF A REFUND PLEASE REMIT THE REFUNDABLE TAX TO THE BANK ACCOUNT NUMBER

IBAN	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>	AND
SWIFT CODE	<input style="width: 30px; height: 20px;" type="text"/> <input style="width: 30px; height: 20px;" type="text"/> <input style="width: 30px; height: 20px;" type="text"/> <input style="width: 30px; height: 20px;" type="text"/> <input style="width: 30px; height: 20px;" type="text"/> <input style="width: 30px; height: 20px;" type="text"/> <input style="width: 30px; height: 20px;" type="text"/> <input style="width: 30px; height: 20px;" type="text"/>	

The refund of taxes will not be possible where the IBAN/SWIFT CODE (from an EU country) are not declared. Amend only if there has been a change .

PART 6 - DECLARATION

I being fully aware of the consequences under the provisions of The Assessment and Collection of Taxes Law, No. 4 of 1978, as amended, declare that all the items contained in this Tax Return, including all the Certificates and documents that support this income, are true and correct and that I have declared all my income / the income of the taxpayer I represent for the tax year.

PART 7 – INSTRUCTIONS, OBLIGATIONS, OFFENCES AND PENALTIES

INSTRUCTIONS

- This return includes only incomes that are taxable under the provisions of article 5 of the Income Tax Law N.118(I)/2002, as amended, and article 3 of the Defence Contribution Law N117(I)/2002, as amended. Incomes that do not fall within these laws MUST NOT be included. Examples of revenues that are not considered income for the aforementioned laws are benefit paid by the Social Insurance Department, capital profits on disposals of assets/shares that are not trading in nature etc.
- All amounts in this return must be in EURO, income must be declared to the nearest euro and the precise amount of taxes and contributions should be declared. Taxes paid by Temporary and Self-Assessment are declared ONLY in Part "Calculation of Tax" of this declaration.
- A completion Guide is available on the Department's webpage <http://www.mof.gov.cy/tax>

OBLIGATIONS

By virtue of Laws administered by the Department:

1. In the case when your gross income, before any allowances and deductions, does not exceed €19500
you are obliged to
 - a) complete this Declaration for the year 2018 with the true and correct information regarding your income and to submit it :
 - **electronically** via the TAXISnet service on website <http://taxisnet.mof.gov.cy> **not later than 31st July 2019.**
 - if audited accounts are obligatory (The total of Business Turnover, Gross Rental Income, Dividends and Interest exceeds €70000) the return for the year can ONLY be submitted electronically by your auditor and the last submission date for electronic submission is 31st March, 2020.
 - Please note that deadlines altered by laws after the issue date of this form may be applicable.
 - and
 - b) **compute and pay the amounts of taxes and contributions due** for income tax and special contribution for defence that you owe for the year. Amounts owed whose last payment date has not passed can be paid via webpage www.jccsmart.com. Amounts owed can be paid at the local district collection offices, whether or not the last payment date has passed.
2. If you have gross income up to €12000 and you are applying to reclaim special contribution for defence deducted at source from interest with a rate exceeding 3% you are obliged to complete the Income Tax Declaration for the year 2018 with the true and correct information regarding your income and to submit it electronically via the TAXISnet service from webpage <http://taxisnet.mof.gov.cy>,
3. The commissioner of the department has the right to request the submission of certificates, representations and other evidence in order to determine your income, you should therefore keep the necessary evidence relating to the determination of your income, your deductions and allowances for a period of at least six (6) years. If an objection is outstanding for any year all the above must be kept until the final settlement of the objection or any recourse

OFFENCES AND PENALTIES

The Assessment and Collection of Taxes Law No.4 of 1978, as amended, provides for fines, interest and monetary penalties and additionally, in cases of conviction, to imprisonment for:

1. refusal, failure or neglect to comply with the submission of this Tax Return by the date set by the Law,
2. delay in the submission of the Return or the object of tax,
3. delay in the payment of tax,
4. submission of an inaccurate Return regarding income you acquired, or regarding deductions claimed or assistance to any person in order to submit a false return relating to any information,
5. if you do not perform your obligation to keep books and records and issue invoices and receipts (article 30(1)) and
6. if you do not keep books and records and do not prepare audited accounts where the annual gross turnover from any trade, gross rents and goodwill exceeds €70000

PART 8 – TAX AND PERSONAL DATA PROTECTION

The Cyprus Tax Department keeps records that include personal and tax data of individuals registered in the Tax Register for the purposes of compliance with the provisions of the legislation applied by the Cyprus Tax Department.

The Data held in the Databases are subject to privacy and confidentiality and are protected as provided for in the General Data Protection Regulation - European Regulation 2016/679 (GDPR), which entered into force on 25 May 2018.

Bearing in mind the above, the Department can use the information entered on this return in order to:-

- check its correctness,
- prevent or detect an offence,
- safeguard the income of the State.

For the abovementioned purposes, the Cyprus Tax Department has the power to collect information from other Government Departments / Organizations / Services, Authorities of other Member States and other sources.