

Part 1: Taxpayer Identification – page 1 of the F01 return

1. Identification

Ensure that the tax account number, the tax period, the assessment period date and the complete name and address of your company are correct. The document number at the top right of the page can only be issued by the IRD's tax administration software and is specific to your return for a particular period. Therefore, an F01 form must be requested from our taxpayer services department for each year before it can be filed.

Be sure to validate Part 1 of your return, so we can properly identify the enterprise and keep up-to-date information to enable us to process the return more quickly.

Part 2: Income Declaration – F01 Return

Line 1

On line 1, enter the amount of the chargeable income that applies after schedule (A) has been completed.

An enterprise may not always have chargeable income to report on line 1. Instead, it may have incurred a loss. If the amount is a loss, transfer it to line 10 and remember to show it in brackets on line 1 and line 10.

Line 2

Enter on line 2 gross receipts or sales from all business operations. This should be gross revenue reported in the financial statements for the assessment period.

Line 3

Enter the direct costs attributable to the production of the goods sold in the company. This amount includes the cost of the materials used in creating the goods along with the direct labor costs used to produce the good. It excludes indirect expenses such as distribution costs and sales force costs.

Line 4

Enter on line 4 the amount of Inventory at the end of the assessment period. This amount is all the items that a business has on hand to sell, as well as all of the goods that the company will use to manufacture income-producing goods. If the company is a manufacturer, the raw materials that the business has on hand to manufacture its products, as well as the partially completed goods that it will eventually sell are to be included in inventory.

Line 5

Enter the amount of any losses to be utilized in the current year after completing schedule (D). **Do not display this amount with brackets.**

Line 6

Enter the balance sheet item that represents the value of all assets that can reasonably be expected to be converted into cash within one year. Current assets include cash and cash equivalents, accounts receivable, inventory, marketable securities, prepaid expenses, and other liquid assets that can be readily converted to cash.

Line 7

Enter the balance sheet item that represents total assets (current assets plus non-current assets).

Line 8

Enter the company's debts or obligations that are due within one year or within a normal operating cycle.

Line 9

Enter the aggregate of all debts for which the company is liable. Total liabilities are the balance sheet item calculated by summing all short-term and long-term liabilities.

Line 10

On line 10, enter the net chargeable income or loss for income tax purposes. This amount is the result of line 1 minus line 5.

If the amount is a loss, remember to show it in brackets.

Line 15

On line 15, enter the applicable tax rate on net chargeable income applicable to your company according to section 32 of the Income Tax Act Cap 212.

Line 20

On line 20, enter the tax to pay on net chargeable income. To calculate this amount multiply line 10 times line 15. If the enterprise has incurred a loss instead of a net income and the amount on line 10 is negative, enter zero on line 20.

Line 25

On line 25, enter the relief that your company is credited under any double taxation agreements other than the CARICOM DOUBLE TAXATION TREATY, only if the tax amount on net chargeable income is positive (line 20).

Line 30

This represents any overpayments you made in previous years that would be credited to the current year's tax liability.

Line 35 and Line 40

On line 35, report all advance tax payments you made for the assessment period. On line 40, report the instalment payments you made for the assessment period. Keep in mind that if there is a discrepancy between the amount reported on the return and the amount in the instalment or advance tax account, we will use the amount in your instalment and advance tax account for the taxation year being assessed when we process the return.

Line 45

On line 45, enter the outstanding tax to pay. To determine this amount, subtract lines 25, 30, 35 and 40 from line 20.

If the amount on line 45 is negative, it means that you are entitled to a credit. This overpayment will be first applied against other tax liabilities (such as an expected debit from a reassessment) or it will be transferred to the next taxation year.

Line 55

If the filing of the tax return declaration is done after the due date, then you should pay the late filing fee. In such a case, enter the amount on this line.

Line 60

On line 60, enter the amount of tax payable. This is line 45 plus line 55.

Line 65

On line 65, enter the amount of tax paid on filing. Prepare the cheque made payable to the Commissioner of Inland Revenue, and attach it to the return.

Line 70

This would represent any balance owing or credit to be carried forward for the next year after subtracting line 65 from line 60.

SCHEDULE (A) and (A2)

Schedule (A2) applies to Insurance companies only. All other companies are to use schedule (A).

Line 100

Complete line 100 **only if you are an insurance company**. Using **Appendix 1**, transfer the amount in line 510 to line 100 on Schedule A2, otherwise transfer the amount in line 560 to line 100 on Schedule A2.

Line 125

Complete line 125 **only if you are an insurance company**. Using **Appendix 1** calculate the deductions your company is entitled to as an insurance company. Transfer the amount in line 580 to Schedule A2 line 125 if you are only a Life Insurance Company. Otherwise transfer the amount in line 600 to line 125 Schedule A2.

Line 150

Complete line 150 **only if you are an insurance company**. This amount will be line 100 minus 125 which would represent the net income of an insurance company for tax purposes.

Line 200

On line 200, enter the net income before taxation as per financial statements. If the enterprise has incurred a loss instead of a net profit remember to show this amount in brackets.

Line 220

This line represents all expenses in the financial statements that are not allowed for tax purposes according to the Income Tax Act Cap 212.

Line 330

This line represents all types of income exempted from tax and other allowances granted by the Income Tax Act Cap 212.

Line 340

This line represents the reconciliation of net profit in the financial statements to chargeable income after applying adjustments according to tax laws. If the amount is negative be sure to put it in brackets. This amount must now be transferred to line (1) on the F01.

SCHEDULE B

Schedule B refers to information that is required under item 2 of the Income tax (Amendment) rules and section 49A of the Income Tax Act Cap 212 which **must** be submitted with the return. This information refers to amounts expended/payments made to shareholders and directors, shareholders and directors’ relatives, all interest and rent, and payments made to persons or companies not resident in Antigua and Barbuda during the assessment period. The return will be deemed incomplete if this information is not provided and signed by or on behalf of the taxpayer.

Certification of the F01 return

Complete the section by giving the required information in the appropriate spaces. Be sure that the person who signs and dates the return is an authorised officer of the corporation or someone who was given written permission to sign.

Attachments

The following section describes the various schedules and documents you have to attach to your return and appendices to complete.

- **SCHEDULE A OR,**
- **SCHEDULE A2 IF YOU ARE AN INSURANCE COMPANY** and Appendix 1
- **SCHEDULE B**
- **SCHEDULE C1 and C2** if necessary
- **Schedule D** if necessary

Financial Statements

Each corporation should include audited financial statements for the assessment period with the F01 return. This includes:

- Balance Sheet Information;
- Income Statement Information;
- Cash Flow Statement;
- Applicable notes to the financial statements and the auditor’s report.

When preparing the first return for a new corporation, make sure to attach all of the following documents:

- Opening Balance Sheet Information;
- copies of all relevant agreement or the full details on shares;

- The closing balance sheet of the corporation if the new corporation acquired the assets or business, or assumed the liabilities of a former proprietorship, partnership, or corporation.

If the corporation has been inactive during the taxation year and has received a return to fill in, send in the return with a letter stating the reason for and duration of inactivity period.

Appendices

Appendix 1: Work Sheet for Insurance Company

If your enterprise is life and/or non-life insurance company, you have to use Appendix 1, to complete Schedule A2 before you complete the F01.

Line 500

On line 500, enter the amount of income from interest and investment income for the taxation year. Any form of investment income of the company as a whole should be allocated to the Antigua branch using the following formula:
Premium written of the Antigua branch divided by total (consolidated) premiums written of the company.

Line 505

On line 505, enter the amount of all other income from investment not included on line 500.

Line 510

On line 510, enter the amount of the total income from investment. To calculate this amount, add the amount of line 500 to the amount of line 505.

Line 515

On line 515, enter the amount of the gross premiums received or receivable in Antigua and Barbuda.

Line 520

On line 520, enter the amount of any premiums paid or re-insurances.

Line 525

On line 525, enter the amount of any premiums returned to the insured.

Line 530

On line 530, enter the amount of all deductions from the gross premiums. To calculate this amount, add the amount on line 520 to the amount on line 525.

Line 535

On line 535, enter the amount of the net premiums written. To determine this amount, subtract the amount on line 530 from the amount on line 515.

Line 540

On line 540, enter the amount of the reserve for unexpired risks at the percentage adopted by the company in relation to its operations as a whole for such as risks at the end of the year preceding the year of assessment.

Line 545

On line 545, enter the amount of the reserve for unexpired risks outstanding at the beginning of the year preceding the year of assessment.

Line 550

On line 550, enter the amount of commissions received on re-insurance ceded.

Line 555

On line 555, enter the income from other various sources. To determine this amount, subtract the amount on line 540 from the amount on line 545 and then add to the balance the amount on line 550.

Line 560

On line 560, enter the total income of your insurance company during the taxation year. To calculate this amount, add the amount on lines 510 and 535 to the amount on line 555.

Transfer the result on line 560 to line 100 in your return.

General deductions from Income for any insurance company.

Line 570

On line 570, enter the amount of the expenses related to your corporation in Antigua and Barbuda and a fair proportion of the expenses of the head office of the company. Attach schedule of allocations.

The allocation of head office expenses should be calculated using the following formula:

Premium written of the Antigua branch divided by total (consolidated) premiums written of the company.

Line 575

Enter on line 575 the amount of all commissions paid on premiums written.

Line 580

On line 580, enter the total general deductions allowed for your insurance company during the taxation year. To calculate this amount, add the amount on line 570 to the amount on line 575.

If you are ONLY a LIFE insurance company, transfer the amount on line 580 to line 125 in Schedule A2.

Specific deductions from Income

Line 585

Report the gross claims paid for Non-Life business on this line. Do not fill in this line if you are exclusively a life insurance company.

Line 590

Enter on line 590 the amount of the recoveries from reinsurances for Non-Life business. Do not fill this line if you are exclusively a life insurance company.

Line 595

Enter the net amount of paid claims for Non-Life business. To determine this amount, subtract line 590 from line 585. Do not fill this line if you are exclusively a life insurance company.

Line 600

On line 600, enter the total deductions allowed for an insurance company. To determine this, add the amount on line 580 to line 595. Transfer the result on line 600 to line 125 in Schedule A2.

Do you need more information?

This guide explains the process in completing the F01 return form. Should you need more help after you read this guide please contact:

Inland Revenue Department
Woods Centre,
Friars Hill Road,
St. John's, Antigua
Tel: 468-9473
Fax: 462-3175
E-mail: revenue@antigua.gov.ag