



GOVERNMENT OF ANTIGUA AND BARBUDA

1. **When do corporations pay income tax?**

Corporations should pay income tax in monthly instalments based on the amount of taxes assessed the previous year.

The balance of tax the corporation owes for a taxation year is due within three (3) months of the end of that taxation year.

Interest and Penalties apply to late payment. To be on time, you have to make instalment payments on or before the due date either by mailing a cheque payable to the Commissioner of Inland Revenue or by paying directly to the cashier in the Inland Revenue Department.

If you do not have a personalized remittance form, go to the Taxpayer Services Unit at the Inland Revenue Department or call 268-468-9536 or 268-468-9473 (switchboard).

Keep in mind that we consider the payment to have been made on the day we received it, and not on the day you mailed it.

Instalment payments are due on the last day of every complete month of a corporation's taxation year. The first payment is due one month minus a day from the starting date of the corporation's taxation year. The rest of the payments are due on the same day of each month that follows.

The balance of tax payable is due three (3) months after the end of the taxation year.

2. **Penalties**

If you file your return late, a penalty of \$500.00 or 5% of the tax due (whichever is greater) applies.

If you need an extension for filing a return because of extraordinary circumstances, send us a letter explaining why it was impossible for you to file the return or make the payment on time.

A corporation can also be charged penalties for late or incomplete payments. The penalty is 20% of the unpaid tax, plus 1% for each complete month that the balance remains outstanding.

3. What happens once you have filed your return?

After we receive your return, we give it to a Data Entry Clerk for capturing and further processing.

When we assess the return, we mail the corporation a Notice of Assessment and, if necessary, with an explanation of any changes made to the return.

As soon as you receive the Notice of Assessment, compare it to your copy of the corporation's return. Contact the Inland Revenue Department if you need us to clarify or explain any part of the assessment.

If you would like us to release details about F01 return to an independent representative, such as an accountant, send us a signed letter of authorisation specifying the taxation year and the person or people authorised to receive the information. To cancel a previously given authorisation, notify us in writing immediately. You have to submit a separate authorisation each time you give or cancel a third party authorisation. In the letter it can ask that this authorisation not only apply to prior taxation years, but also to the year after the one for which the letter is dated.

4. When can we reassess your return?

Within a six-year period, we can reassess your return or make additional assessments of tax, interest, or penalties.

Reassessment period:

We can usually reassess a return for a taxation year within 6 (six) years of the expiration of the taxation year. . See section 57, of the Income Tax Act.

5. What should you do if you disagree?

You can make a formal objection within thirty (30) days if you disagree with the amount of tax, interest, or penalties we have assessed or re-assessed; stating the basis for the objection. See section 56, sub-sections 1, 2, 3 and 4 and also section 59 of the Income Tax Act. If making objections under any other sections please state the relevant section of the Income Tax Act.

Contact Us: Inland Revenue Department
Woods Centre, Friars Hill Road
St. John's, Antigua
Taxpayer Services: 468-9473; 468-9476
Email: revenue@antigua.gov.ag
Facsimile: 268-462-3175

Note: This publication contains general information and is provided for convenience and guidance in applying the tax laws of Antigua and Barbuda. It does not replace the tax laws.