



Physical Address Lesotho Revenue Authority Tel: +266 22313796
 Finance House P.O. Box 1085 Fax: +266 22312091
 High Court Road Maseru 100 Website: www.lra.org
 Lesotho, Southern Africa

Serving You, Serving the Nation
 Re Sebeletsa Uena, Re Sebeletsa Sechaba

THIS FORM IS TO BE FILLED BY EMPLOYERS

EMPLOYEES' TAX / PAY AS YOU EARN (PAYE) RETURN

Please read the notes on the reverse as you complete this Form. You are also required to fill in a Final Deduction System Monthly Reconciliation Form and attach it to this Form.

TIN

											-	
--	--	--	--	--	--	--	--	--	--	--	---	--

Employer's Registered Name

Physical Address

Postal Address

Town/District

RETURN PERIOD

MONTH

YEAR

NUMBER OF EMPLOYEES AT:

Beginning of the Month

End of the Month

See Note 2

REMUNERATION

(Salaries, Wages, Allowances & Other Employment based Payments)

AMOUNT

(in Maloti)

A. Total Salaries & Wages *(from which PAYE was deducted)*

B. Total Salaries & Wages *(from which there was no PAYE deducted)*

C. Total Salaries & Wages (A+B)

D. Total Allowances Paid

E. Terminal Benefits *(See Note 3)*

F. Total Bonus/13th Cheque/Commission Paid

G. Overtime/Leave/Supplementary/Strike Payments/etc.

H. Indirect/Other Payments

I. Gross Remuneration (C+D+E+F+G+H)

See Note 4

EXEMPTIONS AND DEDUCTIONS

J. Exemptions

K. Pension Contributions *(Employer and Self-provided)*

L. Other Deductions from Employment Income

M. Total Deductions (J+K+L)

TAX CALCULATIONS

N. Total Taxable Income (I-M)

O. Total Tax Payable (PAYE)

DECLARATION

I declare that the information in this return is true and correct in every respect. I understand that false declarations can result into prosecution and imposition of penalties.

Name in Full

Signature

Contact Number

NOTES

1. Example of PAYE Computation

PAYE is calculated in terms of sections 3 and 4 of the Income Tax (Amendment of Monetary Amounts) Regulation, 2020 as follows:

NARRATION	PER MONTH:	PER ANNUM:	REMARKS
First	M5, 350.00	M64, 200.00	Taxed @ 20%
Excess	M.....	M.....	Taxed @ 30%
Total Tax Charged	M.....	M.....	Add the two tax bands together
Less Tax Credit	(M840.00)	(M10, 080.00)	(Less Tax Credit)
Tax due (PAYE)	M.....	M.....	PAYE Due

For detailed computations, you can access Tax Tables or Tax Calculator at www.lra.org.ls.

2. Remuneration

Employment income includes (but not limited to) basic salary, wages, bonus, 13th cheque, commission, overtime, leave, supplementary and strike payments, allowances, indirect payments and any other employment related income.

3. Terminal Benefits

These refer to gross amount of gratuity payment, severance payment and/or superannuation fund payments.

4. Exemptions and Deductions**a) Exemptions:**

This may include exempt terminal benefits as per the tax directive from Lesotho Revenue Authority.

b) Pension Contribution (Sections 95 and 96 of Income Tax Act 1993):

A resident employee is entitled to a deduction for a contribution made to an employer and/or to self-provided superannuation fund during the year of assessment. The superannuation fund must first be approved by the LRA for tax purposes. This contribution by the employee should not exceed 20% of the employee's employment income. **Note that the employer's contribution is not considered for purposes of calculating the employee's PAYE.**

c) Employment Income Expenses:

Expenses incurred by an employee in the production of employment income should be deducted from employee's gross employment income. It should be noted however that expenses that are eligible for deductions relate to expenses outlined under regulations 6 to 12 of Income Tax Regulations 1994 and only to the extent as provided for under such Regulations.

5. Penalty for Late Remittances/Filing

Failure to remit within statutory period renders the employer liable to be charged with penalties, and this is 22% per annum compounded monthly or any part of the month as per Legal Notice No. 65 of 2015.

6. Failure to Deduct PAYE

The employer who fails to deduct PAYE is personally liable to pay to the LRA the amount of tax which has not been so deducted. The employer is entitled to recover this amount from the payee (employee) per section 165(1) of the Income Tax Act 1993.

7. Payment of PAYE

PAYE deducted must be remitted to the LRA within fifteen (15) days from the end of the month in which tax was deducted or immediately after deduction as per section 166(1) of the Income Tax Act 1993 together with Regulation 25(a) of the Income Tax Regulations 1994.