



Employee Taxes & Pensions Yearend Checklist

Before you close your financial books for the year, you must make sure that you filed all returns and paid all taxes due during the year. This could save you significant penalties.

We've prepared this checklist to help you check your compliance and reduce the risk of incurring undue penalties.

» New hires during the year

Employer's Obligation	YES	NO
Did your company recruit new employees this year?		
Have you completed and filed the "New Engaged Form"?		
Do all your employees have a Tax Identification Number (TIN)?		
Do they have Social Security Numbers?		
Do they have Ghana Card Numbers?		

Do you have employees who do not have TIN or Social Security numbers? How did you handle payments to them? Note that you may have exposure to taxes, pension contributions, and penalties. Ensure you take steps to resolve this before you close your books.

» Leavers/ Terminations

Employer's Obligation	YES	NO
Did any employee leave during the year?		
Have you completed and filed the "Disengagement Form" for the year with GRA?		

If you have not filed the disengagement form, do so before you close the books.

» **Employee tax relief claims during the year**

Have the employees renewed their tax relief cards (if any)?	YES	NO
Do you have copies of tax relief cards for employees claiming a tax relief?		
Did you apply the correct tax relief amounts in calculating the payroll?		

These reliefs granted by GRA are renewable every year, hence, employees can only access these reliefs if they have filed or `renewed the relief cards.

» **Have you filed the following monthly returns throughout the year?**

Have you filed these returns for each of the 12 months of the year?	YES	NO
· PAYE returns?		
· Tier 1 returns		
· Tier 2 returns		
· Tier 3 returns		
Have you paid the amounts due for each of the 12 months?		
Did you object to any penalties raised by the authorities during the year?		
Have you resolved the objections and paid any penalties agreed?		

If you answered “No” to any of the above, ensure you file the return and make payments as soon as possible to avoid any penalties.

» **Employee-related annual tax returns.**

Have you filed the following?	YES	NO
Annual PAYE Deduction Return Schedule (DT 0108)		
Employee’s Annual Tax Deduction Schedule (DT 0108a)		
Annual Employees’ Information Schedule (DT 0108b)		

The deadline for filing these returns is 31st April.

By Jessica Blagooee