

ST. CHRISTOPHER AND NEVIS



INLAND REVENUE DEPARTMENT

**UNINCORPORATED
BUSINESS TAX
(UBT)**

**Filing and Payment
Guide**

Use this guide to complete the tax return for the Unincorporated Business Tax and to make payments at the Inland Revenue Department.

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(A) What is the Unincorporated Business Tax (UBT)?

The Unincorporated Business Tax is a tax that is levied on the gross sales of goods and services at a rate of 4%. Every person or group operating a business in the Federation and is not registered as a company under the Companies Act¹, is expected to file and pay the UBT. The rate of 4% is charged on the balance after an allowance of \$37,500.00 for the sale of goods or \$6,000.00 for the provision of service is deducted.

(B) When to File an Unincorporated Business Tax Return

ALL taxpayers (persons carrying on a business or trade on a full- or part-time basis) are required to file the UBT Remittance Form (Tax Return) and pay any tax due. Taxpayers are required to file and pay once every quarter (every 3 months), by the due dates shown below.

Quarterly Filing Periods	Due Dates
December, January and February	March 15
March, April and May	June 15
June, July and August	September 15
September, October and November	December 15

When the 15th falls on a weekend or holiday, the Tax Return and payment become due on the next business day.

(C) How to File an Unincorporated Business Tax Return

- Complete all applicable lines on the UBT-01 Remittance Form.
- Submit the tax return and payment to the Inland Revenue Department on or before the due date.
- Taxpayers are invited to register for e-services to file and pay online at one's convenience.
- The deadline is 12 midnight on filing day for on-line submissions.
- If returns and payments are delivered by hand to the Inland Revenue Department the deadline is 3:00 p.m.

(D) Personal Particulars on the Remittance Form

Review the Remittance Form for accuracy.

Check:

- Taxpayer and Business Names
- Physical and/or mailing addresses
- Inform the Inland Revenue Department of any information that is incorrect or has changed. Where the address has changed, provide proof of new address. If there is a name change, provide proof.

(E) Tax Calculation and Declaration

Calculation of the Unincorporated Business Tax

When calculating the UBT, the 'Gross Income' must be reported on the Remittance Form. Gross income is the total income earned without the deduction of any expense. Income is generated from the sale of all goods and services rendered, regardless of profession or trade.

Provision of Goods

- If goods are sold, complete lines 10-12 and lines 30 and 40 as shown in the example below.

EXAMPLE: GOODS ONLY ARE SOLD

10	Gross Revenue from sale of goods	\$74,500.00
11	Exemption Amount for Goods (\$37,500.00)	\$37,500.00
12	Taxable Total from sale of Goods (line 10 - line 11)	\$37,000.00
20	Gross Revenue from Services delivered	
21	Exemption Amount for Services (\$6,000.00)	
22	Taxable Total from services (line 20 - line 21)	
30	Gross Taxable Revenue (line 12 + line 22)	\$37,000.00
40	Tax Payable at 4% (line 30 x .04)	\$1,480.00

The gross amount from the sale of goods should be declared on line 10

- The exemption \$12,500.00 per month or \$37,500.00 per quarter should be reported on line 11.
- Subtract line 11 from line 10 to get the taxable total on line 12.
- Fill in lines 20-22 with \$0.00.
- Copy taxable total from line 12 to line 30.
- Compute tax due by multiplying line 30 by 4% on line 40

Provision of Services

If services are provided, complete lines 20-22 and line 30 and 40 as shown in the example below.

EXAMPLE: SERVICES ONLY ARE SOLD

10	Gross Revenue from sale of goods	\$0.00
11	Exemption Amount for Goods (\$37,500.00)	\$0.00
12	Taxable Total from sale of Goods (line 10 - line 11)	\$0.00
20	Gross Revenue from Services delivered	\$12,000.00
21	Exemption Amount for Services (\$6,000.00)	\$6,000.00
22	Taxable Total from services (line 20 - line 21)	\$6,000.00
30	Gross Taxable Revenue (line 12 + line 22)	\$6,000.00
40	Tax Payable at 4% (line 30 x .04)	\$ 240.00

- Fill in lines 10-12 with \$0.00.
- The gross earnings from the services provided should be declared on line 20
- The exemption of \$2,000.00 per month or \$6,000.00 per quarter should be reported on line 21.
- Subtract line 21 from line 20 to get the taxable total on line 22.
- Copy taxable total from line 22 to line 30.
- Compute tax due by multiplying line 30 by 4% on line 40.

Provision of Both Goods and Services

If goods and services are provided, complete all the lines on the Remittance Form, as shown in the example below.

EXAMPLE: BOTH GOODS AND SERVICES ARE SOLD

10	Gross Revenue from sale of goods	85,000.00
11	Exemption Amount for Goods (\$37,500.00)	37,500.00
12	Taxable Total from sale of Goods (line 10 - line 11)	47,500.00
20	Gross Revenue from Services delivered	33,000.00
21	Exemption Amount for Services (\$6,000.00)	6,000.00
22	Taxable Total from services (line 20 - line 21)	27,000.00
30	Gross Taxable Revenue (line 12 + line 22)	74,500.00
40	Tax Payable at 4% (line 30 * 4%)	2,980.00

- The gross earnings from the sale of goods should be declared on line 10
- The exemption \$12,500.00 per month or \$37,500.00 per quarter should be reported on line 11.
- Subtract line 11 from line 10 to get the taxable total on line 12.
- The gross earnings from the services provided should be declared on line 20
- The exemption of \$2,000.00 per month or \$6,000.00 per quarter should be reported on line 21.
- Subtract line 22 from line 21 to get the taxable total on line 22.
- Add lines 12 and 22 to get gross taxable revenue on line 30
- Compute tax due by multiplying line 30 by 4% on line 40.

CALCULATION WITH TAX RELIEF DUE TO COVID-19

The Example shows how to complete the updated form for the COVID-19 Tax Relief.

- The Covid-19 Tax adjustment is outlined on line 41.
- Subtract line 41 from line 40 to get Tax Due on line 50.

EXAMPLE: BOTH GOODS AND SERVICES ARE SOLD

10	Gross Revenue from sale of goods	85,000.00
11	Exemption Amount for Goods (\$37,500.00)	37,500.00
12	Taxable Total from sale of Goods (line 10 - line 11)	47,500.00
20	Gross Revenue from Services delivered	33,000.00
21	Exemption Amount for Services (\$6,000.00)	6,000.00
22	Taxable Total from services (line 20 - line 21)	27,000.00
30	Gross Taxable Revenue (line 12 + line 22)	74,500.00
40	Tax Payable at 4% (line 30 * 4%)	2,980.00
41	Tax Payable at 2% (line 30 * 2%) Covid-19 Adjustment	1,490.00
50	Total Tax Due (Line 40 Less Line 41)	1,490.00

EXAMPLE: GOODS ONLY ARE SOLD

10	Gross Revenue from sale of goods	85,000.00
11	Exemption Amount for Goods (\$37,500.00)	37,500.00
12	Taxable Total from sale of Goods (line 10 - line 11)	47,500.00
20	Gross Revenue from Services delivered	
21	Exemption Amount for Services (\$6,000.00)	
22	Taxable Total from services (line 20 - line 21)	-
30	Gross Taxable Revenue (line 12 + line 22)	47,500.00
40	Tax Payable at 4% (line 30 * 4%)	1,900.00
41	Tax Payable at 2% (line 30 * 2%) Covid-19 Adjustment	950.00
50	Total Tax Due (Line 40 Less Line 41)	950.00

EXAMPLE: SERVICES ONLY ARE SOLD

10	Gross Revenue from sale of goods	
11	Exemption Amount for Goods (\$37,500.00)	
12	Taxable Total from sale of Goods (line 10 - line 11)	-
20	Gross Revenue from Services delivered	33,000.00
21	Exemption Amount for Services (\$6,000.00)	6,000.00
22	Taxable Total from services (line 20 - line 21)	27,000.00
30	Gross Taxable Revenue (line 12 + line 22)	27,000.00
40	Tax Payable at 4% (line 30 * 4%)	1,080.00
41	Tax Payable at 2% (line 30 * 2%) Covid-19 Adjustment	540.00
50	Total Tax Due (Line 40 Less Line 41)	540.00

Taxpayer Declaration

Sign and Date the Form. (please note that the Remittance Form is not complete until it is signed and dated by the one filing the Tax Return.) Please see example below:

	ST CHRISTOPHER AND NEVIS - Inland Revenue Department	Document No. :
UBT-01 UNINCORPORATED BUSINESS TAX		

I certify that the information on this return is correct, complete, and fully discloses my liability for the related tax. Signature: _____ Date: _____ Title: _____	For Official use Payment Date:		
	Amount	DUE	PAID
	Tax		
	Penalty		
	Interest		
	Total		
Signature of Revenue Officer			

(F) Tips and Reminders

- Keep your contact information up-to-date.
- File and pay your taxes on time to avoid interest and penalties.
- Sign up for e-services which gives more flexibility in filing and paying.
- Request a tax form if you do not receive one in the mail.
- Remember to sign and date your form.
- Check the Departments website and Facebook pages for updates.

(G) Contacting Inland Revenue for Assistance

E-MAIL: You can e-mail us at inlandrevenue@sknird.com

E-SERVICES: The Department strongly recommends utilizing our E-Services at https://www.sknird.com/NewUserRegistration_Design.aspx/

FACEBOOK: Access our Facebook page at [St. Kitts and Nevis Inland Revenue Department](https://www.facebook.com/IRDSKN/) for all customer interactions and information on your tax responsibilities. Send us a message via our Facebook page: <https://www.facebook.com/IRDSKN/>

PHONE: You can also reach us between 8:00 a.m. - 4:00 p.m. at the following telephone numbers for any enquires with regards to filing and paying online using our E-Services Portal: our phone numbers are: 662-8607; 662-8675; 662-8943; 662-8827; 662-8579.