

NOTES FOR EMPLOYERS COMPLETING CONTRIBUTION SCHEDULE CS6

GENERAL:

- (a) The information on this Schedule should only relate to employees between the ages 16 to 60 years.
- (b) This Schedule must be completed at the end of the month and sent to the National Insurance Office in your district together with cheque or cash in respect of the amount payable.
- (c) You are liable to pay contributions in respect of each person employed whose earnings are Five dollars (\$5.00) or more per week.
- (d) Every person in your employment must be registered with the National Insurance Scheme and must have a National Insurance Number. It is an offence under the National Insurance Act to have persons in your employment who are not registered.

HOW TO COMPLETE THIS SCHEDULE

At the end of each month, you must complete the schedule Form CS6 by inserting at: -

- Item 1 - The name of the Business or your name if you are a Private Employer.
- Item 2 - The address of the Business or your Address if you are a Private Employer.
- Item 3 - The National Insurance Registration Number of the business.
- Item 4 - The Period for which contributions are being paid.
- Item 5 - RESERVED FOR OFFICIAL USE.
- Item 6 - Particulars of each weekly employee on your payroll.
- Item 6.1 - Serially number the amount of employees on your payroll.
- Item 6.2 - The surname of each employee.
- Item 6.3 - The first name or Christian name of each employee.
- Item 6.4 - The National Insurance Number of each employee.
- Item 6.5 - The Employee's actual earnings for Week 1.
- Item 6.6 - The Employee's insurable earnings for Week 1.
- Item 6.7 - The Employee's actual earnings for Week 2.
- Item 6.8 - The Employee's insurable earnings for Week 2.
- Item 6.9 - The Employee's actual earnings for Week 3.
- Item 6.10 - The Employee's insurable earnings for Week 3.
- Item 6.11 - The Employee's actual earnings for Week 4.
- Item 6.12 - The Employee's insurable earnings for Week 4.
- Item 6.13 - The Employee's actual earnings for Week 5.
- Item 6.14 - The Employee's insurable earnings for Week 5.
- Item 6.15 - The Employee's total actual earnings for the period, i.e. the sum of items 6.5, 6.7, 6.9, 6.11 and 6.13
- Item 6.16 - The Employee's total insurable earnings for the period, i.e. the sum of items 6.6, 6.8, 6.10, 6.12 and 6.14.
- Item 6.17 - The Employer's portion of the deduction.
- Item 6.18 - The Employee's portion of the deduction.
- N.B.** You should refer to the "Handbook on Contribution Rates" when completing item 6.17 and 6.18
- Item 7 - The total amount of contribution payable for the period.

N.B. INSURABLE EARNINGS RELATE TO A RANGE WHICH AT PRESENT HAS A CEILING OF \$34,760.00 PER WEEK.