

NATIONAL INSURANCE AND SOCIAL SECURITY SCHEME – GUYANA
WEEKLY CONTRIBUTION SCHEDULE

(TO BE COMPLETED IN TRIPLICATE FOR ALL WEEKLY PAID EMPLOYEES)

NB Schedules must be returned to National Insurance Scheme not later than the 15th day of the month following that to which payment relates. Failure to submit schedules and remittances by the date will incur a surcharge in keeping with the Regulations.

1. NAME OF EMPLOYER/BUSINESS

2. ADDRESS OF BUSINESS

3. EMPLOYER'S REGISTRATION NUMBER

4. CONTRIBUTIONS FOR PERIOD

M	M	--	D	D	--	Y	Y	Y	Y

TO

M	M	--	D	D	--	Y	Y	Y	Y

FOR OFFICIAL USE ONLY		
STAMP		
SUMMARY		
EMPLOYEES AGE CLASS	NO	TOTAL INS. EARNINGS
16 - 59 YRS		
UNDER 16 YRS & 60 AND OVER		

PARTICULARS OF EMPLOYEES				PARTICULARS OF WEEKS WORKED AND EARNINGS										DEDUCTIONS			
6.1 NO.	6.2 SURNAME	6.3 FIRST NAME	6.4 NATIONAL INSURANCE NUMBER	WE		WE		WE		WE		WE		6.15 Total Actual Earnings	6.16 Total Insurable Earnings	6.17 EMPLOYER 8.4% 1.5%	6.18 EMPLOYEE 5.6%
				6.5 Actual Earnings	6.6 Insurable Earnings	6.7 Actual Earnings	6.8 Insurable Earnings	6.9 Actual Earnings	6.10 Insurable Earnings	6.11 Actual Earnings	6.12 Insurable Earnings	6.13 Actual Earnings	6.14 Insurable Earnings				
				\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
TOTAL				\$													

7. AMOUNT PAYABLE \$

- I hereby declare that the payments made are in conformity with the National Insurance and Social Security Regulations
8. The total remittance for the year to date is \$.....
9. The schedule of Employees consists of pages.
10. Signature of Employer:
- (Or Representative)
11. Employer's Stamp
12. Date:

FOR OFFICIAL USE	
CASHIER: Information verified as correct	
Receipt No:	Issued for \$.....
Signature.....	Date.....

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 \$59,262.00 PER WEEK.