

INLAND REVENUE DEPARTMENT



Before submitting your tax returns please ensure that the proper documentation is attached as per the IRD Checklist.

Check LIST 2011

- ✓ **Income Statement**—Salary Slip showing total income and deductions (including taxes) for the year
- ✓ **Medical Expense**—Receipts should be retained and presented upon request. Health/Medical Insurance statement must be attached.
- ✓ **Higher Education**—Proof of full time attendance at University for your relative; also, include proof of maintenance i.e. payment of school fees, etc.
- ✓ **Approved Pension Plan/Individual Registered Retirement Savings Plan**—Certificate/Statement of contributions
- ✓ **Registered Home Ownership Savings Plan (RHOS)**—Letter from bank of contribution
- ✓ **Student Loan**—Interest Statement
- ✓ **Shares from Public Company**—Certificate of shares from public company and purchase amount (N.B. Shares must have been purchased during the income year).
- ✓ **Life Insurance**—Statement indicating proof of premiums paid for the year
- ✓ **Mortgage**—Mortgage Interest Statement / interest for home improvements / renovations; block & parcel number must be indicated; property must be situated in St. Lucia (N.B. Interest on monies borrowed for house repairs is not allowable)
- ✓ **House Insurance & House Tax**— Payment Receipts
- ✓ **Credit Union Shares**—Credit Union Share Statements
- ✓ **Deed of Separation**—Court Order or decree for alimony payments; proof of payment(s) must be attached
- ✓ **Donations**—Deed of Covenant for a period of not less than three years, along with receipts of payment(s) made.
- ✓ **Repairs & Maintenance to Owner Occupied Property**—all bills / receipts should be retained; however, a detailed description of work undertaken must be attached
- ✓ **Travel Allowance** —Traveling Allowance Declaration Form should be completed and stamped by the employer for every employee to

Please note that the Department **will not accept any copies** of documents.
Any further enquiries, please contact Customer Service at:

Telephone Numbers
468 4730 | 468 4766 | 468 4735

Website
www.irdstlucia.gov.lc

E-mail
ird_relations@candw.lc

DEADLINE FOR FILING RETURNS: MARCH 31, 2011