



# A Practical Insight into Employer Tax-Reporting Responsibilities

**SBL/HRDF Claimable**

There have been a number of important changes to employment taxation in recent times and many of these are ongoing. This one-day workshop aims to strengthen your understanding of IRBs' regulations and also how you can better comply with the company's tax obligations when filing employees' earnings so as to avoid unnecessary penalties.

We will discuss and highlight critical compliances which companies tend to overlook and the documentation necessary to avoid errors in year-end reporting. Acquire the knowledge needed to help you identify potential cost-savings on employee related payments.

## Course Content

### Module 1: Year-End Basics

- Employers responsibilities and obligations for 2019
- Timetable for submission of year-end returns and 2019 tax filing program
- Penalties for inaccurate or late submission
- Importance of reconciliation of year to date payroll reports with audited accounts
- Special Voluntary Declaration Program which will end on 30th June 2019
- Taxation of cross-border employees

### Module 2: Year-End Returns and other Income Tax Reporting (Overview)

- How to complete Borang EA and CP8D and many valuable tips on year-end procedures

- Tax filing program and avoiding common mistakes made in filing returns
- Tax Treatment of Benefits in Kind
- Other monetary and non-monetary benefits provided/paid by Employers
- Double deduction for employing ex-convicts and senior citizens
- Deduction for paying PTPTN loans for employees

### **Module 3: Computation of Benefits in Kind with Case Studies**

- Accommodation
- Air Passage
- Per Diem
- Car-Related Items

### **Module 4: Employee's Perspective**

- Personal Income Tax Structure
- Tax Deductions and Tax Reliefs Available

<b>When &amp; Where</b>	<b>Who Should Attend</b>	<b>Training Investment</b>
<p><b>18 February 2018</b> (Monday) 9.00 am to 5.00 pm</p> <p><b>Eastin Hotel, Petaling Jaya</b></p>	<p>HR managers, Executives, Finance Managers, Payroll Managers and corporate consultants who are involved in HR and Payroll matters and anyone who needs the knowledge</p>	<p>RM 800 per participant (include Lunch, Tea Breaks, Course Materials &amp; Certificate of Completion)</p>

### **Trainer's Profile**

#### **Yong Mei Sim**

Ms. Yong Mei Sim is the former Senior Assistant Director of Inland Revenue Penang and a Field Audit Manager for corporate sector.

She holds a Master Degree in Taxation from the Golden Gate University in San Francisco, USA and an Honours Degree in Social Science (Majoring in Economics) from USM, Penang.

#### Testimonials

*"In short, the overall training programme is outstanding & excellent. It really helps me a lot in carry out my tasks related to tax comp/tax file. I hope I can participate in similar training again."* Mr. Lai, HR Executive

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### Contact Us

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