



STATEMENT OF PENSION CONTRIBUTIONS AND REMITTANCE FORM

[1] Filing Period :		[2] Serial Nr. :	[2] CM
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[3] Employer's Registration Number										
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[4] Employer's Name	[4]
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[5] Employer's Address <small>(only if it is different from the last form)</small>	[5]	
		Telephone

[6] Contact Person's Name	[6]	Telephone
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[7] Put 'X' on the appropriate box if not filing for the first time for this filing period.		
<input type="checkbox"/> Addition	<input type="checkbox"/> Correction	<input type="checkbox"/> Payment only

[10] Number of Employees	[10]
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[11] Gross wages for the month	[11]
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[12] Contributions withheld from employees	[12]
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[13] Contributions paid by the employer	[13]
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[14] Total Contributions remitted [14] = [12] + [13].....	[14]
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[15] If Box "Payment only " is checked, Total Remitted.....	[15]
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I declare that facts reported in this Statement are true. First Name/Last Name/Signature and Stamp (_____)

dd/mm/yy __/__/__

Section of the Bank

Signature and Stamp _____	Account Number : 1000430110000214	Amount of Contribution paid _____ €
	Text:	
	Date ____/____/____	

Instructions for filling Statement of Pension Contributions and Remittance Form

(This statement must be filled out and submitted to one of the theorized bank on monthly bases.)

Box [1] Put month for which the data on the statement pertains, ex. 08/2002.

Box [2] Serial number of this statement is pre-printed; therefore don't write on box [2].

Box [3] Enter the withholder registration number, issued by Statistical Office of Kosovo, Tax Administration or NGO Liaison Office, i.e. **76464838 (8 digits)**; if the withholder is an individual the UNMIK Personal ID Number is to be entered in this box, i.e. **1445563478 (10 digits)**.

Box [4] Put the name of the employer, ex. Business Organization Ylli Peje

Box [5] Put the address of the employer, ex. Skenderbeu St., No. 22. Put the telephone number on the adjacent box.

Box [6] Put the name of the contact person, ex. Chief of Finance XY and also put the telephone number of this person on the adjacent box.

Put **X** on the appropriate box. **{[7],[8],[9]}** if not filing for the first time on that month this statement you can put **X** on one of the boxes: **Addition** – means additional filing within the same month. **Correction** – means you want to change the data that was reported before for the same calendar month. **Payment Only** – means you only want to make additional payment without changing any of the previous data that was reported for the same calendar month.

Box [10] Put the number of employees for the month, ex. 10.

Box [11] Put the gross wages for the month, ex. 2,500 € (based on wage of 250 € for each employee and total number of employee is 10)

Box [12] Put the contributions withheld from all the employees, ex. 125 € (250 € x 5% x 10 employees).

Box [13] Put the contributions paid by the employer on behalf of all the employees, ex. 125 € (250 € x 5% x 10 employees).

Box [14] Put the total contributions remitted, ex. 250 € (125 € employee contribution and 125 € employer contribution).

Box [15] If the "Payment only" box was checked, put the amount being remitted.

Statement should be signed and dated by the employer or person authorized by him/her. It should be submitted to an authorized bank by the **15th** day of the month following the month when wage payments were made and contributions withheld.

Section of the Bank should be left blank to be filled by the bank tellers.