QUARTERLY STATEMENT OF CONTRIBUTIONS WITHHELD AND PAID FORM


[3] Employer’s Registration Number : 

[4] Employer’s Name 

[5] Employer’s Address . (only if different from last form) 

[6] Contact Person’s Name 

[7] Put ‘X’ if not filing for the first time for this filing period: Correction

[8] Gross wages for the quarter .......................................................... 

[9] Contributions withheld from Employees during the quarter.......... 

[10] Contributions paid by the Employer on behalf of the Employees....


[12] Information on monthly payments and all “Contribution Statement and Remittance” forms submitted during the quarter:

<table>
<thead>
<tr>
<th>Filing Period (MM/YYYY)</th>
<th>Serial Number on the monthly Statement Form</th>
<th>Name of the Bank</th>
<th>Amount</th>
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Total amount of contributions actually paid in this quarter:

The total amount actually paid and indicated in the above table must be equal to the total contributions amount reported in the item [11]

I declare that facts reported in this Statement are true. 
First Name/Last Name/Signature and Stamp (__________________________)

dd/mm/yy 
__/__/___

Form No. CQ-E-3; Revised 20.02.2008
Instructions for Quartly Statement of Contributions Withheld and Paid Form


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.

Box [7] Put “X” on the box if not filing for the first time for this quarter.

Box [8] Put the gross wages for the quarter, ex. 7500 € (based on wage of 250 € for each employee and total number of employee in 10 for 3 months).

Box [9] Put the contributions withheld from all employees for the quarter, ex. 375 € (250 € x 5% x 10 employees x 3 month).

Box [10] Put the contributions paid by the employer on behalf of all the employees for the quarter, ex. 375 € (250 € x 5% x 10 employees x 3 month).

Box [11] Put the total amount of contributions remitted for the quarter, ex. 750 € (375 € employee contribution and 375 employer contribution).

Box [12] List the monthly pension contribution statements filed for the quarter.

Column 1 – Put the filing of the monthly statement, ex. 09/2002

Column 2 – Put the serial number of the monthly statement, ex. CM 100987

Column 3 – Put the name of the bank where the statement was filed.

Column 4 – Put the amount that was paid to the bank, ex. 125 €

Total – Add up the individual payments and put the sum on this box.

This statement should be signed and dated by the employer or person authorized by him/her. It should be submitted to the Regional Tax Administration office by the 15th of the month following the end of the quarter.