

## **INSTRUCTIONS FOR COMPLETING CONTRIBUTION CERTIFICATE**

1. Enter your Employer's Registration No. in Box A.
2. The Employer's Business Name should be entered in Box B and should be the same as that given when the business was registered.
3. Indicate the address where correspondence should be sent.
4. Re. Box C, a Contribution Certificate must be completed for each month for which payment is being made.
5. Re. Box D, Earnings Type refers to any one of the following:

Regular employees, i.e., persons between 16 and 65 years of age, are represented by the code "R".

Employment Injury earnings, i.e., persons under 16 or those over 65 years of age, are represented by the code "E".

Government Permanent employees are represented by the code "P".

Government Temporary employees are represented by the code "T" and where levies alone are being paid the code is "M".

Government employees under 16 or over 65 years of age, are represented by the code "I".

Foreign Embassies, International Organizations.

Barbados' Missions use the code "V" for permanent employees and "N" for temporary.

Earnings for apprentices are represented by the code "A".

Earnings should be rounded to the nearest dollar, e.g. \$452.10 should be entered as \$452 and \$452.60 entered as \$453.

No. of employees, refers to the no. of persons for whom payment is being made.