



Instructions for Completion of
Annual Wage and Tax Withholding Statement

Section 1: Employer Information

- Line 1 - Tax Identification Number Enter your Taxpayer Identification Number (TIN) here. If you do not have a Taxpayer Identification number, please contact the Taxpayer Identification Number Unit at the Head quarters Office of the Afghanistan Revenue Department, Ministry of Finance
- Line 2 - Name of Business Enter the name under which your business trades
- Line 3 - Employer's Address Enter the physical address of the business. Do not enter a post office box number

Section 2: Employee Information

- Line 4 - Employee's Name Enter the full name of the employee
- Line 5 - Tax Identification Number Enter the employee's Taxpayer Identification Number (TIN)
- Line 6 - Employee's Address Enter the physical address of the employee. Do not enter a post office box number
- Line 7 - Telephone Number Enter the employee's contact telephone number
- Line 8 - Email Address Enter the employee's contact email address

Section 3: Wage and Tax Information

- Line 9 - Annual Tax Period Enter the year for which the tax was withheld (e.g.; 1384)
- Line 10 - Date of employment within year Enter the dates that the employee worked for you
- Line 11 - Total wages for year Enter the total wages you paid to the employee during the year
- Line 12 - Total taxes withheld for year Enter the total taxes you withheld from the employee during the year

Once you have completed the form, remove the two bottom copies (yellow and blue) and give the top two copies (white and green) to the employee. This wage and tax statement should be delivered to the employee no later than the last day of Hamal following the tax year. You will need to file the yellow copies for all employees, along with a transmittal form, to the Ministry of Finance no later than the fifteenth day of Saor following the tax year

Tax Forms and Information

Tax forms and guides are available at the Ministry of Finance. Afghanistan Revenue Department, Taxpayer Assistance Team or at www.mof.gov.af/tax



For more information visit the Afghanistan Revenue Department, Taxpayer Assistance Team or call 0799 209 884 or 0799 406 050.

1385
Ministry of Finance
Afghanistan Revenue
Department



Islamic Republic of
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