

Explanatory Guide for Completing the Annual Income Tax Withholding and Contributions Declaration Fields for 2024 and before (based on Legislation)

This example includes explanations only for the "Employee Details" section.

For instructions on the declaration submission procedure,
Please see the separate guide here .

Field numbering	Field name	Illustration
Q1	Does the employee have a Tax Identification Number? Mandatory	If you select "Yes" to enter, then after the TIN, the system will display the name and you must confirm that it is the correct *** in order to name of the employee. If you are submitting a return using xml, then it is mandatory to include the information in questions Q3 to Q10.
Q2	Tax ID Mandatory if Q1=Yes	In this field, the Tax Identification Number is entered. It consists of 9 characters: 8 numbers (N) and 1 alphabetic letter (A) and has the format NNNNNNNNA. The VAT number is issued only by the Tax Department. For individuals who are registered for VAT or were previously registered for VAT, the VAT number must be entered if it differs from the VAT number they had.

Field numbering	Field name	Illustration
Q3	Full name Required	The name and surname of the recipient (employee or retiree) is entered in this specific field.
Q4	Identification Element Mandatory if Q1=No	In this field, the description and number of the identification element are entered, e.g. T-123456. This field is only completed if question 1 is "NO". Allowed elements are: T - Cypriot Identity Number or A - Alien Card Number or F - Tax Registration Number of ANOTHER country.
Q5	Number of Social Insurance of the Republic of Cyprus Mandatory if Q1=No	The employee's Social Insurance Number (SIN) is entered in this field.
Q7	Residential Address - Street and Number Mandatory if Q1=No	In this specific field, the Street and Number of the employee's Home Address are entered.
Q8	City/Village Mandatory if Q1=No	In this specific field, the city/village of the employee's Residence Address is entered.

Field numbering	Field name	Illustration
Q9	Postal Code Required if Q1=No	The Postal Code of the employee's Home Address is entered in this specific field.
Q10	Email Address Required if Q1=No	The employee's email address is entered in this specific field.
Q11	Total Earnings Required =Q12+Q13+Q14+Q15+ Q15a+Q16+Q17+Q19+ Q21	In this specific field, all of the following are recorded: =Q12+Q13+Q14+Q15+Q15a+Q16+Q17+Q19+Q21
Q12	Earnings within the Republic	In this specific field, the portion of gross earnings earned in the Republic and taxed at standard rates is recorded.
Q13	Earnings within the Republic (with a special rate of 8%)	In this specific field, the part of the gross earnings earned in Cyprus and taxed at the special rate of 8% for participation in the creation of AIF capital gains and/or UCITS performance fee is recorded (articles 20b and 20c respectively).

Field numbering	Field name	Illustration
Q14	Earnings outside the Republic	This field records the remuneration you paid for the employee's employment outside the Republic.
Q15	Benefit from debit balance affiliated legal entities	In this specific field, the benefit from the debit balance of affiliated legal entities is recorded (articles 5(1) (g) and 5(2)(g)). This amount is not considered remuneration for YKA purposes. The GHS withholding is paid to the Taxation Department.
Q15a	Directors fees	This field records the portion of gross remuneration paid to the Officer (Director or Secretary) of the company in his capacity in this role. This amount is not considered remuneration for YKA purposes. Both the GHS withholding and the Employer's contribution to GHS are paid to the Tax Department.
Q15b	Country of tax residence of Advisor Mandatory if Q15a>0	In this specific field, the country of tax residence of the Tax Advisor or Secretary is entered.
Q15c	Tax ID of a Director who is not a tax resident of Cyprus Mandatory if Q15b is not Cyprus	In this specific element, the corresponding TIN of the Official in the country of tax residence Q15b is entered.

Field numbering	Field name	Illustration
Q16	Grants, Commissions, Benefits & Benefits in Kind with Contributions to the Social Security Fund Mandatory	In this specific field, the value of the Grants, Commissions, Benefits and Benefits in Kind that you paid or granted to the Employee, for which you also paid contributions to the Social Insurance Fund, is recorded. _____
Q17	Grants, Commissions, Benefits & Benefits in Kind without Contributions to the Social Security Fund. Mandatory	This field records the value of Grants, Commissions, Benefits and Benefits in Kind that you paid or granted to the Employee for which you did NOT pay contributions to the Social Insurance Fund. The amounts of the General Health Insurance Fund that: _____ - withheld by the employee are recorded in Q39 and/or Q40 accordingly. withheld by the official are recorded in - Q46 and the employer's contribution in Q56.
Q18	Total: Grants, Commissions, Benefits & In-Kind Benefits Mandatory =Q15a+Q16+Q17	In this specific field, all of the following are recorded: =Q15a+Q16+Q17
Q19	Pensions	Pensions paid by the employer themselves are recorded in this specific field.

Field numbering	Field name	Illustration
Q20	Taxation of Widow's Pension along with other income? Mandatory	If a widow's pension was paid by the employer, the taxation option given to you by the recipient in Form 59 of the year is entered here.
Q21	Widow's Pension	In this specific field, the amount of the widow's pension paid by the employer is entered.
Q22	Tax-Free Widow's Pension Deductions	In this specific field, deductions related to the widow's pension are recorded (e.g. Reduction of wider public sector earnings, extraordinary public sector contribution, etc.). The tax-free amount of the special rate (€19,500) is NOT included here.
Q23	Total gross income subject to tax Mandatory =Q11(when Q20=Yes) =Q11-Q21(when Q20=No)	In this field, the following is entered: When Q20 is Yes, then it is equal to Q11. When Q20 is No, then it is equal to Q11-Q21.
Q24	Last year's tip	In this specific field, the Tip given by the employer during the year and relating to the previous year is recorded.

Field numbering	Field name	Illustration
Q25	Taxable Income from Other Sources (as T.F.59)	All employees are required to submit Form 59 upon hiring and at the beginning of each year. This is where the Taxable Income from Other Sources is recorded which was declared (by the employee) on Form 59 and which the employer took into account to determine the withholding rate.
Q26	Employee Contribution - Social Insurance Fund	This field records the amount of contributions to the Social Insurance Fund that the employer withheld from his employee.
Q27	Employee Contribution - Pension & Provident Funds	This field records the amount of contributions to approved Provident Funds or approved Pension Funds that the employer has withheld from its employee. This must include the withholding for Pension Benefits Contribution (3%).
Q28	Employee Contribution - Health Fund & Medical Insurance	This field records the amount of contributions to health funds, which the employer withheld from his employee. Private medical insurance, declared in Form 59, which must be included in Q32, is NOT recorded here.
Q29	Employee Contribution - Union	In this specific field, the amount of contributions to Trade Unions that the employer withheld from his employee is recorded.

Field numbering	Field name	Illustration
Q30	Life Insurance Premiums (as limited by law)	In this specific field, the Life Insurance Premiums declared (by the employee) in PO Box 59 (as limited according to the legislation) are recorded.
Q31	Income that is not Taxable	In this specific field, any amount that has been included (by the employer) in income, which is not taxable, is entered.
Q32	Other Discounts such as the form T.F.59	All employees are required to submit T.F.59 upon their employment and at the beginning of each year. Any deductions declared by the employee are entered here as you have limited them. Also declare the amounts withheld for Extraordinary Contribution of Officials, Enrollees and Pensioners of the Public Sector, Extraordinary Contribution of Officials, Enrollees and Pensioners of the Private Sector and the Reduction of Salaries & Pensions of the Wider Public Sector.
Q33	GESY - Employee Contribution Attributed to Another Department Mandatory	In this specific field, the Employee Contribution for the National Health Insurance Scheme (GESY) attributed to another Department (e.g. YKA or directly to the OAY) is entered.

Field numbering	Field name	Illustration
Q34	Pension Benefits Contribution (3%)	This field records the contribution for retirement benefits paid by the employer to the Tax Department. This amount must be included in Q27.
Q35	Extraordinary Contribution of Officials, Employees and Pensioners where Withheld	This field records the Extraordinary Contribution of Public Sector Officials, Employees and Pensioners paid by the employer to the Tax Department. This amount must be included in Q32.
Q36	Extraordinary Contribution of Private Sector Employees where Withheld	This field records the Extraordinary Contribution for Private Sector Employees paid by the employer to the Tax Department. This amount must be included in Q32.
Q37	Extraordinary Contribution of Private Sector Employees - Employer Contribution	In this specific field, the employer's contribution for the Extraordinary Contribution for Private Sector Employees paid by the employer to the Tax Department is recorded.
Q38	Reduction in Broader Public Sector Salaries & Pensions	This field records the Reduction of Salaries & Pensions of the Broader Public Sector paid by the employer to the Tax Department. This amount must be included in Q32.

Field numbering	Field name	Illustration
Q39	GESY which withheld from Employees on income subject to standard rates Mandatory	This field records the GHS withheld from employees' income, at the standard rates. This amount is paid to the Tax Department.
Q40	GESY which withheld from Employees for income subject to special rate 8% Mandatory	This field records the GHS withheld from employees on their income, at the special rate of 8% (Q13). This amount is paid to the Tax Department.
Q41	Total GESY that withheld from Employees Mandatory =Q39+Q40	Here the total amounts withheld from Employees for GHS and paid to the Tax Department are calculated.
Q42	GESY which withheld from pension (at normal rates) Mandatory	This field records the GHS withheld from pensions taxed at normal rates (Q19), which were paid by the employer. This amount is paid to the Taxation Department.
Q43	GESY withheld from widow's pension Mandatory	This field records the GHS withheld from pensions taxed at special rates (Q21), which were paid by the employer. This amount is paid to the Taxation Department.

Field numbering	Field name	Illustration
Q44	Total GESY that withheld from pension Mandatory =Q42+Q43	In this specific field, the total amount withheld (by employers) from the Pensions for GHS paid to the Tax Department is recorded.
Q45	Is the employee an Officer? Mandatory	<u>Interpretation of official: The term</u> official refers to public officials (e.g. President, Ministers, Commissioners, Municipal Councilors, Members of School Boards, Accountant General, members of public committees, etc.) and officials defined by any Law (e.g. Companies Registrar Law Cap. 113, directors and secretaries of companies, and other laws with corresponding definitions).
Q46	GESY which withheld from Officials Mandatory if Q45=Yes	In this specific field, the GHS withheld by Officials is recorded. The income paid (by the employer) to the Official, who is insured in the YKA, is not considered the income of an Official but of an Employee and is not included here. This amount is paid to the Tax Department.
Q47	Total GESY - Employee Contribution attributed to the TF Mandatory =Q41+Q44+Q46	This field records the total amount withheld for GHS paid to the Tax Department.

Field numbering	Field name	Illustration
Q48	Total Discounts Required (MANDATORY) $=Q26+Q27+Q28+Q29+Q30+Q31+Q32+Q33+Q34+Q35+Q36+Q37+Q38+Q41+Q44+Q46$	This field records all discounts.
Q49	Taxable Income Mandatory $=Q23-Q48$	In this specific field, taxable income is entered.
Q50	Tax withheld at standard rates Mandatory	In this specific field, the Tax withheld (by the employer) is entered, at standard rates.
Q51	Tax withheld at a special rate of 8% Mandatory	In this specific field, the Tax withheld (by the employer) is entered, at the special rate of 8% (Q13).
Q52	Tax withheld from pension Mandatory	This field records the tax withheld (by the employer) for pensions at a standard rate (Q19).
Q53	Tax withheld from widow's pension Mandatory	In this specific field, the Tax withheld (by the employer) for widow's pensions at a special rate (Q21) is entered.

Field numbering	Field name	Illustration
Q54	Total- Tax where withheld Required =Q50+Q51+Q52+Q53	This field records the total tax withheld by the employer.
Q55	Tax withheld from previous year's Tip	This field records the tax withheld by the employer for tips from the previous year.
Q56	GE.SY. Employer's Contribution payable to the Taxation Department	This field records the GHS that you are required to pay as an employer on the salaries of the Officials you employ. Remuneration for official purposes includes any benefits or other amounts paid to an Official. It does not include the Benefit from a debit balance of associated legal entities Q15. The income you pay to the Official who is insured in the YKA is not taken into account. This amount is paid to the Department.
Q57	Salary Payment Method – Monthly (12 or 13) or Weekly (52 or 53)	This field records how salaries are paid. The Easter salary (14th/54th week) is included in the month in which it is paid.

Field numbering	Field name	Illustration
Q58	Date of Hiring during the year	If the employee was hired during the year, then that date is recorded. If there is more than one date, then the first day is recorded.
Q59	Retirement Date during the year	If the employee's departure occurred during the year, then that date is recorded. If there is more than one date, then the last day is recorded.