

INSTALMENTS APPLICATION – Individuals / Sole Proprietorships

Notes to the applicant

1. The Department will use the information provided by you for tax purposes and may give some of the information to other parties authorized by law to receive it. Except where there is an exemption provided under the Personal Data (Privacy) Ordinance, you have the right to request access to and correction of your personal data. Such request should be addressed to the Assessor.
2. Payment of tax by instalments may be considered when taxpayers encounter financial difficulties in paying tax on time. Applicants should provide updated documentary evidence in support. If the space provided in this form is insufficient, provide particulars on a separate sheet and return it with this form.
3. You should inform the Department of any substantial change in your financial position after approval of your application.

To: Collector, Inland Revenue Department

File No: COL/ _____

[P.O. Box 28497, Gloucester Road Post Office, Hong Kong. Fax No.: 2519 6757]

Charge No: _____

Balance Payable: \$ _____

I hereby apply for payment of the above tax by _____ monthly instalments of \$ _____ each and provide the following information and documents in support of the application:

(A) **Bank Balance** (with a copy of the latest 3-month statements)

	<u>Name of Bank</u>	<u>Account No.</u>	<u>Balance (\$)</u>
(1)	_____	_____	_____
(2)	_____	_____	_____

(B) **Monthly Income** (for the latest 3 months)

Salaries Income (Basic)	\$ _____	from	Name of Employer :	_____
(Commission)	\$ _____			_____
Rental Income	\$ _____	from	Property Address :	_____
Trading Profit	\$ _____	from	Name of Business :	_____
Others	\$ _____			_____

(C) **Monthly Expenditure**

Rental Expenditure	\$ _____	for	Property Address :	_____
Mortgage Repayment	\$ _____			_____
Domestic Expenditure	\$ _____		No. of Dependant (s) :	_____
Personal Expenses	\$ _____			_____
Others	\$ _____			_____

(D) **Debts Repayment** (with a copy of the latest statement)

	<u>Name of Financial Institution / Creditor</u>	<u>Amount Outstanding (\$)</u>	<u>Monthly Repayment (\$)</u>	<u>Final Payment Date</u>
(1)	_____	_____	_____	_____
(2)	_____	_____	_____	_____
(3)	_____	_____	_____	_____

(E) **Other relevant information** (showing my current financial position)

Spouse is having Salaries / Profits / Property income? Yes

I understand that a **surcharge not exceeding 5%** will initially be imposed on the balance of total tax unpaid on the due date, and a **further surcharge not exceeding 10%** will be added to the amount remaining unpaid (including the surcharge already imposed) for 6 months from the due date. If the District Court has given judgment on the tax in arrears, the judgment debt will be subject to interest in accordance with section 50 of the District Court Ordinance.

Postal Address : _____	Signature : _____
_____	Name : _____
Daytime Contact Telephone No. : _____	Date : _____

Please amend my postal address/residential address

Please tick the box if appropriate