Prepare a fresh form for another employee

Prepare a fresh form for the same employee but for another year

INLAND REVENUE DEPARTMENT

EMPLOYER'S RETURN OF REMUNERATION AND PENSIONS

FOR THE YEAR ENDED 31 MARCH
(Insert the appropriate year in the box)

This box will be filled automatically after item(10) is entered.

☐ Additional - reporting additional income in respect of the same employee

☐ Replacement - correcting the form (sheet no. _____) submitted on _____ (DD/MM/YYYY)

("✓" one of the above boxes where applicable and fill in date & sheet no.)

Read Notes and Instructions for Form IR56B on our web site www.ird.gov.hk for details on how to complete this form.

1. Employer's File No. (as shown at the top left hand corner of the address box on Form BIR56A) .....

Name of Employer
(The business name is required) _____ Sheet No. *(See Note 2)*

2. Name of Employee or Pensioner *(See Note 1(a))*

Mr/Mrs/Ms/Miss # # (Delete whichever is inapplicable)	Surname	
	Given Name	
	Full Name in Chinese	

3. (*a*) H.K. Identity Card Number *(See Note 2(c))* ..... **(This field must be completed)** ➔ ( )

(*b*) Passport Number and place of issue (if Employee has no H.K. Identity Card) _____

4. Sex (M=Male, F=Female) ..... **(This box must be completed)** ➔

5. Marital Status (1=Single/Widowed/Divorced/Living Apart, 2=Married).....

6. (*a*) If married, full name of spouse _____

(*b*) Spouse's H.K. Identity Card Number/Passport Number and place of issue (if known) _____

7. Residential Address _____

8. Postal Address (if different from item 7 above) _____

9. Capacity in which employed _____

10. Period of employment for the year ..... Day Month Year to Day Month Year

11. Particulars of Income accruing during the period of employment per item 10 above *(See Note 3)*:-

	Particulars	Period (DD/MM/YYYY)			Amount (HK$) (EXCLUDE CENTS)	
(*a*)	Salary/Wages		to			0 0
(*b*)	Leave Pay		to			0 0
(*c*)	Director's Fee		to			0 0
(*d*)	Commission/Fees *(See Note 4)*		to			0 0
(*e*)	Bonus *(See Note 5)*		to			0 0
(*f*)	Back Pay, Payment in Lieu of Notice, Terminal Awards or Gratuities *(See Note 6)*		to			0 0
(*g*)	Certain Payments from Retirement Schemes *(See Note 7)*		to			0 0
(*h*)	Salaries Tax paid by Employer		to			0 0
(*i*)	Education Benefits *(See Note 8)*		to			0 0
(*j*)	Gain realized under Share Option Scheme *(See Note 9)*		to			0 0
(*k*)	Any other Rewards, Allowances or Perquisites *(See Note 10)* Nature _____		to			0 0
(*l*)	Pensions *(See Note 11)*		to			0 0
				Total		0 0

12. Particulars of Place of Residence provided *(See Note 12)* (0=Not provided, 1=Provided) ..... **(This box must be completed)** ➔

Address	Nature (*e.g.* House, Flat, Serviced Apartment, No. of Rooms in Hotel, etc.)	Period Provided		Rent Paid to Landlord by Employer (HK$)	Rent Paid to Landlord by Employee (HK$)	Rent Refunded to Employee by Employer (HK$)	Rent Paid to Employer by Employee (HK$)
		From	To				

13. Whether the employee was wholly or partly paid either in Hong Kong or elsewhere by a non-Hong Kong entity (0=No, 1=Yes)
If yes, please state: **(This box must be completed)** ➔
Name of the non-Hong Kong entity _____
Address _____
Amount (if known) (This amount must also be included in item 11 *(See Note 13)*) _____

14. Remarks *(See Note 12(b))* _____

Space for Employer's official chop

Signature (See Note 1(e)) _____
Name _____
Designation _____
Date _____

Please provide a copy of the completed Form IR56B to your employee

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