

**SAINT LUCIA  
INLAND REVENUE DEPARTMENT**

## EMPLOYEE RETENTION NON-REFUNDABLE TAX CREDIT APPLICATION FORM

IN ORDER FOR THE DEPARTMENT TO ASSIST YOU AS BEST AND AS QUICKLY AS POSSIBLE, ALL FIELDS **MUST** BE FILLED.  
THE FORM **MUST** BE SUBMITTED TOGETHER WITH THE INCOME TAX RETURN APPLICABLE TO THIS CLAIM.

**SECTION A**

Tax Identification Number (TIN):  
Taxpayer name:

Income Year:

**SECTION B**

Affected by COVID-19 Validation	2019	2020	Percentage change	Gross revenue conditionality met
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Gross revenue / Sales turnover

Employee Retention Validation and Claim	Number	% of Mar 2020	Eligible for relief	Relief allowed - %	Total expensed Remuneration	Relief claimed - \$
Employees as at 31 March 2020						
Employees as at 30 April 2020						
Employees as at 31 May 2020						
Employees as at 30 June 2020						
Employees as at 31 July 2020						
Employees as at 31 August 2020						
Employees as at 30 September 2020						

<sup>1</sup> Where an entity's financial year end is between April to September 2020, the Gross revenue / sales turnover should be reported based on the income year of claim from April to the month of the financial year end and from the start of the financial year end to September 2020.

<sup>2</sup> Entities will be allowed until 31 December 2021 to claim the relief under the Employee Retention Relief Program.

<sup>3</sup> Entities must be in compliance with the tax laws administered by the Inland Revenue Department.

<sup>4</sup> The following documents must accompany this claim:  
(a) A listing of all employees who were retained as at 31 March 2020  
(b) A letter from the National Insurance Corporation confirming the number of employees for whom contributions were made in March 2020 and for each month that a claim for employee relief will be made over the period April to September 2020.

I hereby declare that the information given in this form and all documents attached are true and correct.