



LEMBAGA HASIL DALAM NEGERI MALAYSIA

AMENDMENT TO:

**SPECIFICATION FOR
MONTHLY TAX DEDUCTION (MTD)
CALCULATIONS USING
COMPUTERISED CALCULATION
FOR
2019**

21 December 2018

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A. INTRODUCTION

According to the provision under Rule 3, Income Tax (Deduction from Remuneration) Rules 1994 (MTD Rules), the Schedule under Income Tax (Deduction from Remuneration)(Amendment) Rules 2014 is part of the MTD specification.

An employer who uses the computerised payroll system provided by the software provider or, developed or customised by the employer should in accordance with computerised calculation specifications to determine Monthly Tax Deduction (MTD). Inland Revenue Board of Malaysia (IRBM) should review and issue verification/approval letter to software providers/employers who comply with MTD specification.

This booklet is to provide guideline and MTD verification procedure for software provider or employers who developed or customized their payroll system.

B. PROCEDURE FOR VERIFICATION OF COMPUTERISED CALCULATION METHOD

1. Software providers/employers must comply with specification and provides accurate answer and calculation for all question of testing formula/specification of MTD calculation through email.
2. IRBM shall arrange appointment (if necessary) to verify software providers/employers' payroll system if all the answer provided is accurate.
3. IRBM shall issue verification/approval letter for MTD calculation to software providers/employers if all answer and calculation presented is comply with the specification.
4. Employers who use the computerised payroll system provided by software providers/employers *who complied with the MTD calculation specifications (2012/2013/2014/2015/2016/2017/2018)* need **NOT** obtain further verification from IRBM.
5. IRBM will upload the list of software providers/employers (update biweekly) who complied with the MTD calculation specifications in IRBM website.
6. Please forward application using company's letterhead to:

Pengarah
Lembaga Hasil Dalam Negeri Malaysia
Jabatan Pungutan Hasil
Aras 15, Wisma Hasil
Persiaran Rimba Permai Cyber 8, Peti
Surat 11833
63000 Cyberjaya
Selangor Darul Ehsan
[UP: Bahagian Pembangunan Sistem (BPP)]

or, email to:

- i. Anim Omar
email : anim@hasil.gov.my
Tel : 03-8313 8888 ext. 21523
- ii. Suriati Abdul Halim
email : suriati@hasil.gov.my
Tel. : 03-8313 8888 ext. 21518
- iii. Borhanuddin Bachok
email : borhanuddin@hasil.gov.my
Tel. : 03-8313 8888 ext. 21579
- iv. Siti Ratna Amin
email : sitiratna@hasil.gov.my
Tel. : 03-8313 8888 ext. 21523

C. AMENDMENT TO SPECIFICATION FOR MTD CALCULATIONS USING COMPUTERISED CALCULATION METHOD FOR YEAR 2019

Notice:

All software providers/employers who obtained verification for MTD 2012/2013/2014/2015/2016/2017/**2018** should apply the amendment to the specification for MTD Computerised Calculations pursuant to Budget 2019 to their payroll system without obtaining further verification for MTD 2019 from IRBM.

This amendment provides clarification in relation to Budget 2019. Amendments for computerised calculation method of Monthly Tax Deduction (MTD) 2019 are as follows:

1. Review of Income Tax Relief on Contribution to an Approved Provident Fund or Takaful or Life Insurance Premiums.

Current Position

Currently, an individual income taxpayer is eligible to claim income tax relief on contributions made to approved provident funds such as the Employees Provident Fund (EPF) and payment for life insurance premiums or takaful contributions up to RM6,000 per year of assessment.

Proposal

To further encourage savings for old age, it is proposed in the Budget 2019, the income tax relief on contributions to approved provident funds or takaful or payment for life insurance premiums be increased to RM7,000 and separated as follows:

- i) income tax relief on contributions to approved provident funds up to RM4,000; and
- ii) income tax relief on takaful contributions or payment for life insurance premiums up to RM3,000.

For public servants under the pension scheme, the income tax relief on takaful contributions or payment for life insurance premiums is given up to RM7,000.

Effective Date:

From year of assessment 2019

2. Individual Income Tax Relief on Net Annual Savings in The National Education Savings Scheme

Current Position

Individual income tax relief of up to RM6,000 on net annual savings in the National Education Savings Scheme (SSPN) is eligible to be claimed annually by tax payers effective from year of assessment 2012 until year of assessment 2020.

Proposal

To further encourage parents to save for the purpose of financing tertiary education of their children, it is proposed that the individual income tax relief on net annual savings in the SSPN be increased from RM6,000 to RM8,000.

Effective Date:

From the year of assessment 2019 to year of assessment 2020.

In line with the Budget 2019 as above, there is no amendment of MTD formula. However, there are some amendment of deduction item on Form TP1 and TP3 as proposed below:

1. Form TP1

i) Deletion of item C11:

	RM10,000		
C10 Skim Persaraan Swasta dan Anuiti tertunda (<i>Deferred annuity</i>)	TERHAD RM3,000	RM	RM
C11 <u>Hadiah pinjaman perumahan (mesti mematuhi syarat syarat kelayakan)</u>	TERHAD RM10,000	RM	RM
C12 Caruman Pertubuhan Keselamatan Sosial (Perkeso)	TERHAD RM250	RM	RM

ii) Amendment on TP1 form “Bahagian C” to reschedule the item and inputting the changes as propose below:

C6 <u>Tabungan bersih dalam Skim Simpanan Pendidikan Nasional (jumlah simpanan dalam tahun semasa tolak jumlah pengeluaran dalam tahun semasa)</u>	TERHAD RM8,000	RM	
C7 <u>Bayaran alimoni kepada bekas isteri</u>	TERHAD RM4,000	RM	RM
C8 <u>Insurans nyawa</u>			
C8a <u>Penjawat awam berpencen</u>	TERHAD RM7,000	RM	RM
C8b <u>Kategori selain penjawat awam berpencen</u>	RM3,000	RM	RM

2. Form TP3

i) Deletion of item D11:

D10 Skim Persaraan Swasta dan Anuiti tertunda (<i>Deferred annuity</i>)	TERHAD RM3,000	RM	
D11 <u>Hadiah pinjaman perumahan (mesti mematuhi syarat syarat kelayakan)</u>	TERHAD RM10,000	RM	
D12 Caruman Pertubuhan Keselamatan Sosial (Perkeso)	TERHAD RM250	RM	

ii) Amendment on TP3 form “Bahagian D” to reschedule the item and inputting the new changes as propose below:

D6 <u>Tabungan bersih dalam Skim Simpanan Pendidikan Nasional (jumlah simpanan dalam tahun semasa tolak jumlah pengeluaran dalam tahun semasa)</u>	TERHAD RM8,000	RM	
D7 <u>Bayaran alimoni kepada bekas isteri</u>	TERHAD RM4,000	RM	
D8 <u>Insurans Nyawa</u>			
D8a <u>Penjawat awam berpencen</u>	TERHAD RM7,000	RM	
D8b <u>Kategori selain penjawat awam berpencen</u>	TERHAD RM3,000	RM	

D. MONTHLY TAX DEDUCTION (MTD) FOR COMPUTERISED CALCULATION

The MTD calculation depends on the residence status of the employee. There are 2 types of residence status as follows:

a. NON-RESIDENT EMPLOYEE

MTD of an employee who is not resident or not known to be resident in Malaysia shall be calculated at the rate of 28 % of his remuneration.

Example: Employee is not resident in calendar year 2019.

Total monthly remuneration	: RM3,000.00
MTD calculation	: RM3,000.00 x 28%
Total MTD	: <u>RM840.00</u>

A non-resident employee is eligible to get tax exemption on allowances, benefits and perquisites as stated in page 15 and 16 in this document. The exempt income shall be excluded from the remuneration for MTD purposes.

Note:

With effect from August 2017, MTD for resident on foreign workers is applicable to employees with an employment contract of or more than 182 days i.e. covering holders of the Visit Pass (Temporary Employment) [VP(TE)] as well as expatriates.

b. RESIDENT EMPLOYEE

MTD of an employee who is resident or known to be resident in Malaysia is derived after deducting all allowable deductions under the Income Tax Act (ITA), 1967.

MTD formula are categorised into four (4) formulas. The employer may change the category of remuneration based on the approval from the IRBM. The formulas are:

- 1) Computerised calculation for Normal Remuneration
- 2) Computerised calculation for Additional Remuneration
- 3) Computerised calculation for Returning Expert Program (REP)
- 4) Computerised calculation for Knowledge Worker at Specified Region (Iskandar Malaysia)

1. COMPUTERISED CALCULATION FOR NORMAL REMUNERATION

“**Normal remuneration** means fixed monthly remuneration paid to the employee whether the amount paid is fixed or variable as specified in the contract of service in writing or otherwise;

- If the employee has no salary and only receives a commission, the commission paid is considered as remuneration.
- If the monthly salary is paid on a daily or hourly basis, the total monthly salary paid is considered as remuneration.
- If the monthly salary changes due to the change in currency values, the total monthly salary paid is also considered as remuneration.

The amount of Monthly Tax Deduction based on Computerised Calculation is determined in accordance with the following formula:

$$\text{Monthly Tax Deduction for the current month} = \frac{[(P - M) R + B] - (Z + X)}{n + 1}$$

$$\text{Net Monthly Tax Deduction} = \text{Monthly Tax Deduction for the current month} - \text{zakat for the current month}$$

$$\text{Where } P = [\sum(Y - K^*) + (Y_1 - K_1^*) + [(Y_2 - K_2^*) n] + (Y_t - K_t^*)^{**}] - [D + S + D_U + S_U + QC + (\sum LP + LP_1)]$$

P	Total chargeable income for a year;
$\sum(Y - K)$	Total accumulated net normal remuneration and net additional remuneration for the current year, paid to an employee prior to the current month, including net normal remuneration and net additional remuneration paid by previous employer, if any;
Y	Total accumulated gross normal remuneration and gross additional remuneration for the current year, paid to an employee prior to the current month, including gross normal remuneration and gross additional remuneration paid by previous employer, if any;
K	Total contribution to Employees Provident Fund or other approved scheme paid in respect of Y and life insurance premium paid in the current year, including life insurance premium claimed under previous employment , if any, subject to the total qualifying amount per year;
Y ₁	Gross normal remuneration for the current month;
K ₁	Contribution to Employees Provident Fund or other approved scheme paid in respect of Y ₁ and life insurance premium paid in the current month , subject to the total qualifying amount per year;
Y ₂	Estimated remuneration as Y ₁ for the subsequent months;
K ₂	Estimated balance of total contribution to Employees Provident Fund or other approved scheme and life insurance premium paid for the balance of qualifying months $[(\text{Total qualifying amount per year} - (K + K_1 + K_2)) / n]$ or K ₁ , whichever is lower;
Y _t - K _t	Net additional remuneration for the current month;
Y _t	Gross additional remuneration for the current month;
K _t	Contribution to Employees Provident Fund or other approved scheme paid in respect of Y _t , subject to the total qualifying amount per year;
* K + K ₁ + K ₂ + K _t not exceeding the total qualifying amount per year;	
** $\sum(Y_t - K_t)$ only applies to calculation of Monthly Tax Deduction for additional remuneration;	
N	Balance of month in a year;
n + 1	Balance of month in a year, including current month;
D	Deduction for individual;
S	Deduction for husband or wife;
D _U	Deduction for disabled person;
S _U	Deduction for disabled husband or wife;
Q	Deduction for qualifying children;
C	Number of qualifying children;

Value of D, S and C are determined as follows:

- (i) Category 1 = Single:
Value of D = Deduction for individual, S = 0 and C = 0;

- (ii) Category 2 = Married and husband or wife is not working:
 Value of D = Deduction for individual,
 Value of S = Deduction for husband or wife, and
 Value of C = Number of qualifying children;
- (iii) Category 3 = Married and husband or wife is working, divorced or widowed, or single with adopted child:
 Value of D = Deduction for individual,
 Value of S = 0, and
 Value of C = Number of qualifying children;

Σ LP	Accumulated allowable deductions in the current year, including from previous employment, if any;
LP ₁	Allowable deductions for the current month;
M	Amount of the first chargeable income for every range of chargeable income a year;
R	Percentage of tax rates;
B	Amount of tax on M after deduction of tax rebate for individual and husband or wife, if qualified;
Z	Accumulated <i>zakat</i> paid in the current year other than <i>zakat</i> for the current month;
X	Accumulated Monthly Tax Deduction paid for the previous month in the current year, including payment from previous employment, but shall not include additional Monthly Tax Deduction requested by the employee and payment of tax installment.

Upon getting the value of P, the value of M, R and B are determined based on Table 1 where the value of B depends on the category of employee.

Table 1: Value of P, M, R and B

P (RM)	M (RM)	R (%)	B Category 1 & 3 (RM)	B Category 2 (RM)
5,001 - 20,000	5,000	1	- 400	- 800
20,001 - 35,000	20,000	3	-250	-650
35,001 - 50,000	35,000	8	600	600
50,001 - 70,000	50,000	14	1,800	1,800
70,001 - 100,000	70,000	21	4,600	4,600
100,001 – 250,000	100,000	24	10,900	10,900
250,001 - 400,000	250,000	24.5	46,900	46,900
400,001 – 600,000	400,000	25	83,650	83,650
600,001 – 1,000,000	600,000	26	133,650	133,650
Exceeding 1,000,000	1,000,000	28	237,650	237,650

2. COMPUTERISED CALCULATION FOR ADDITIONAL REMUNERATION

Additional remuneration means any additional payment to the normal remuneration for the current month paid to an employee whether in one lump sum, periodical, in arrears or non-fixed payment.

Such additional remuneration includes:

- bonus/incentive
- arrears of salary or any other arrears paid to an employee

- employee's share option scheme (if employee opts for MTD deduction)
- tax borne by employer
- gratuity
- compensation for loss of employment
- ex-gratia
- director's fee (not paid monthly)
- commissions (not paid monthly)
- allowances (not paid monthly)
- any other payment in addition to normal remuneration for current month

Therefore, MTD should calculate based on current year additional remuneration formula and reported together with current month's MTD in CP39 text file format. **The CP 39A text file format is irrelevant.**

Note :

With effect from the Year of Assessment 2016, where gross income from an employment is receivable in respect of any particular period, it shall, when received, be taxed in the year in which it is received [Subsection 25(1) of ITA 1967].

The amount of Monthly Tax Deduction for additional remuneration based on Computerised Calculation is determined in accordance with the following formula:

Step 1 – Determine the Monthly Tax Deduction on net normal remuneration for a year.

- [A] Determine the category of the employee.
- [B] Determine the chargeable income for a year, not including additional remuneration for the current month, in accordance with the formula specified in subparagraph c(i), where $P = [\sum(Y - K^*) + (Y_1 - K_1^*) + [(Y_2 - K_2^*)n] + (Y_t - K_t^{**})] - [D + S + D_U + S_U + QC + (\sum LP + LP_1)]$.
- [C] Determine the Monthly Tax Deduction for net normal remuneration for the current month in accordance with the formula specified in subparagraph c(i) = $\frac{[(P - M)R + B] - (Z + X)}{n + 1}$
- Upon the value of P being determined, the value of M, R and B are determined based on Table 1.
- [D] Determine the net Monthly Tax Deduction for the current month = Monthly Tax Deduction for the current month (Step [C]) — *zakat* for the current month, if any.
- [E] Determine the total Monthly Tax Deduction for a year = $X + [\text{Step [C]} \times (n + 1)]$
X is the accumulated Monthly Tax Deduction which has been paid;
n + 1 is the balance of month in a year, including the current month.

Step 2 – Determine the chargeable income for a year, including the additional remuneration for the current month.

- [A] Determine the category of the employee.
- [B] Determine the chargeable income for a year in accordance with the formula specified in (i), where $P = [\sum(Y - K^*) + (Y_1 - K_1^*) + [(Y_2 - K_2^*)n] + (Y_t - K_t^{**})] - [D + S + D_U + S_U + QC + (\sum LP + LP_1)]$.

Step 3 – Determine the total tax for a year.

$$\text{Total tax for a year} = (P - M) R + B$$

Value of P is determined based on Step 2[B];

Value of M, R and B are determined based on Table 1.

Step 4 –

Determine the Monthly Tax Deduction for additional remuneration for the current month.

$$\begin{aligned} \text{Monthly Tax Deduction for} &= \text{Total tax for a year (Step 3) — total Monthly} \\ \text{additional remuneration for the} &= \text{Tax Deduction for a year (Step 1[E]) + } \textit{zakat} \\ \text{current month} &= \text{which has been paid.} \end{aligned}$$

Step 5 – Determine the Monthly Tax Deduction for the current month which shall be paid.

$$\begin{aligned} \text{Monthly Tax Deduction for the} &= \text{Net Monthly Tax Deduction (Step 1[D]) +} \\ \text{current month which shall be paid} &= \text{Monthly Tax Deduction for additional} \\ &= \text{remuneration for the current month (Step 4)} \end{aligned}$$

3. COMPUTERISED CALCULATION FOR RETURNING EXPERT PROGRAM (REP)

An approved employee under REP shall be tax at rate of 15% from its chargeable income. If the chargeable income does not exceed RM35,000, employee is eligible for individual and spouse rebate for RM400, respectively.

Duration of the incentive is for five (5) consecutive full years of assessment.

For the Returning Expert Programme, the amount of Monthly Tax Deduction based on Computerised Calculation is determined in accordance with the following formula:

$$\begin{aligned} \text{Monthly Tax} &= \frac{[(PR - T) - (Z + X)]}{n + 1} \\ \text{Deduction for the} & \\ \text{current month} & \end{aligned}$$

$$\begin{aligned} \text{Net Monthly Tax} &= \text{Monthly Tax Deduction for the current month – } \textit{zakat} \text{ for the current month} \\ \text{Deduction} & \end{aligned}$$

$$\begin{aligned} \text{Where} & P = [\sum(Y - K^*) + (Y_1 - K_1^*) + [(Y_2 - K_2^*) n] + (Y_t - K_t^*)^{**}] - [D + S + D_U + S_U + \\ & QC + \sum LP + LP_1] \end{aligned}$$

P
 $\sum (Y - K)$ Total chargeable income for a year;
Total accumulated net normal remuneration and net additional remuneration for the current year, paid to an employee prior to the current month, including net normal remuneration and net additional remuneration paid by previous employer, if any;

Y Total accumulated gross normal remuneration and gross additional remuneration for the current year, paid to an employee prior to the current month, including gross normal remuneration and gross additional remuneration paid by previous employer, if any;

K Total contribution to Employees Provident Fund or other approved scheme paid in respect of Y ~~and life insurance premium paid in the current year, including life insurance premium claimed under previous employment~~, if any, subject to the total qualifying amount per year;

Y₁ Gross normal remuneration for the current month;

K_1	Contribution to Employees Provident Fund or other approved scheme paid in respect of Y_1 and life insurance premium paid in the current month subject to the total qualifying amount per year;
Y_2	Estimated remuneration as Y_1 for the subsequent months;
K_2	Estimated balance of total contribution to Employees Provident Fund or other approved scheme and life insurance premium paid for the balance of the qualifying months $[(\text{Total qualifying amount per year} - (K + K_1 + K_t)) / n]$ or K_1 , whichever is lower;
$Y_t - K_t$	Net additional remuneration for the current month;
Y_t	Gross additional remuneration for the current month;
K_t	Contribution to Employees Provident Fund or other approved scheme paid in respect of Y_t , subject to the total qualifying amount per year;

* $K + K_1 + K_2 + K_t$ not exceeding total qualifying amount per year;

** $\sum(Y_t - K_t)$ only applies to calculation of Monthly Tax Deduction for additional remuneration;

N	Balance of month in a year;
$n + 1$	Balance of month in a year, including current month;
D	Deduction for individual;
S	Deduction for husband or wife;
D_U	Deduction for disabled person;
S_U	Deduction for disabled husband or wife;
Q	Deduction for qualifying children;
C	Number of qualifying children;

Value of D , S and C are determined as follows:

- (i) Category 1 = Single:
Value of D = Deduction for individual, $S = 0$ and $C = 0$;
- (ii) Category 2 = Married and husband or wife is not working:
Value of D = Deduction for individual, S = Deduction for husband or wife and C = Number of qualifying children;
- (iii) Category 3 = Married and husband or wife is working, divorced or widowed, or single with adopted child:
Value of D = Deduction for individual, $S = 0$ and C = Number of qualifying children;

$\sum LP$	Accumulated allowable deductions in the current year, including from previous employment, if any;
LP_1	Allowable deductions for the current month;
R	Percentage of tax rates;
T	Individual or husband or wife rebate, if any;
Z	Accumulated <i>zakat</i> paid in the current year other than <i>zakat</i> for the current month;
X	Accumulated Monthly Tax Deduction paid for the previous month in the current year, including payment from previous employment, but shall not include additional Monthly Tax Deduction requested by the employee and payment of tax installment.

Upon getting the value of P , the value of T is determined based on Table 2 where the value of T depends on the category of employee.

Table 2 : Value of P, R and T

P (RM)	R (%)	T Category 1 & 3 (RM)	T Category 2 (RM)
35,000 and below	15	400	800
Exceeding 35,000	15	0	0

4. COMPUTERISED CALCULATION FOR KNOWLEDGE WORKER AT SPECIFIED REGION (ISKANDAR MALAYSIA)

A qualified knowledge worker is taxed at the rate of 15% on chargeable income from employment with a designated company engaged in qualifying activities. The qualifying activities are tourism, healthcare, education, creative, financial, logistic, biotechnology and green technology. Employment must commence between 24 October 2009 and 31 December 2020.

For the knowledge worker in a specified region, amount of Monthly Tax Deduction based on Computerised Calculation is determined in accordance with the following formula:

$$\text{Monthly Tax Deduction for current month} = \frac{[PR - (Z + X)]}{n + 1}$$

$$\text{Net Monthly Tax Deduction} = \text{Monthly Tax Deduction for the current month} - \text{zakat for the current month}$$

$$\text{Where } P = [\sum(Y - K^*) + (Y_1 - K_1^*) + [(Y_2 - K_2^*) n] + (Y_t - K_t^*)] - [D + S + D_U + S_U + QC + (\sum LP + LP_1)]$$

- P Total chargeable income for a year;
 $\sum(Y - K)$ Total accumulated net normal remuneration and net additional remuneration for the current year, paid to an employee prior to the current month, including net normal remuneration and net additional remuneration paid by previous employer, if any;
- Y Total accumulated gross normal remuneration and gross additional remuneration for the current year, paid to an employee prior to the current month, including gross normal remuneration and gross additional remuneration paid by previous employer, if any;
- K Total contribution to Employees Provident Fund or other approved scheme paid in respect of Y ~~and life insurance premium paid in the current year, including life insurance premium claimed under previous employment~~, if any, subject to the total qualifying amount per year;
- Y_1 Gross normal remuneration for the current month;
- K_1 Contribution to Employees Provident Fund or other approved scheme paid in respect of Y_1 ~~and life insurance premium paid in the current month~~ subject to the total qualifying amount per year;
- Y_2 Estimated remuneration as Y_1 for the subsequent months;
- K_2 Estimated balance of total contribution to Employees Provident Fund or other approved scheme ~~and life insurance premium paid~~ for the balance of qualifying months $[(\text{Total qualifying amount per year} - (K + K_1 + K_t)) / n]$ or K_1 , whichever is lower;
- $Y_t - K_t$ Net additional remuneration for the current month;

Y_t Gross additional remuneration for the current month;
 K_t Contribution to Employees Provident Fund or other approved scheme paid in respect of Y_t , subject to the total qualifying amount per year;

* $K + K_1 + K_2 + K_t$ not exceeding the total qualifying amount per year;

** $\sum(Y_t - K_t)$ only applies to calculation of Monthly Tax Deduction for additional remuneration;

N Balance of month in a year;
 $n + 1$ Balance of month in a year, including current month;
 D Deduction for individual;
 S Deduction for husband or wife;
 D_U Deduction for disabled person;
 S_U Deduction for disabled husband or wife;
 Q Deduction for qualifying children;
 C Number of qualifying children;

Value of D , S and C are determined as follows:

- (i) Category 1 = Single:
Value of D = Deduction for individual, $S = 0$ and $C = 0$;
- (ii) Category 2 = Married and husband or wife is not working:
Value of D = Deduction for individual, S = Deduction for husband or wife and C = Number of qualifying children;
- (iii) Category 3 = Married and husband or wife is working, divorced or widowed, or single with adopted child:
Value of D = Deduction for individual, $S = 0$ and C = Number of qualifying children;

$\sum LP$ Accumulated allowable deductions in the current year, including from previous employment, if any;
 LP_1 Allowable deductions for the current month;
 R Percentage of tax rates;
 Z Accumulated *zakat* paid in the current year other than *zakat* for the current month;
 X Accumulated Monthly Tax Deduction paid for the previous month in the current year, including payment from previous employment, but shall not include additional Monthly Tax Deduction requested by the employee and payment of tax installment.

E. TERMS AND CONDITIONS

Monthly Tax Deduction for additional remuneration based on computerised calculation shall be subject to the followings:

1. Calculations is limited to two decimal points only and omit the subsequent figures.

Example : 123.4567 = **123.45**

2. The amount of Monthly Tax Deduction to be rounded up to the nearest five cents as follows:

- i) one, two, three and four cents to be rounded up to five cents; and
1, 2, 3, 4 – rounding to the 5 cents

Example: 287.02 ≈ **287.05**

- ii) six, seven, eight and nine cents to be rounded up to ten cents; and
6, 7, 8, 9 – rounding to the 10 cents

Example: 152.06 ≈ **152.10**

3. If the amount of Monthly Tax Deduction or Monthly Tax Deduction before deduction for *zakat* is less than ten ringgit, the employer is not required to make the Monthly Tax Deduction; and

4. If the amount of Monthly Tax Deduction after deduction for *zakat* is less than ten ringgit, the employer is required to make the Monthly Tax Deduction.

		MTD Calculation (RM)	MTD Amount Deduction (RM)
a.	MTD for current month	< 10	0
		≥ 10	Deduct as per MTD calculation
b.	Net MTD (after zakat/fi deduction for the current month)	< 10	Deduct as per MTD calculation
		≥ 10	Deduct as per MTD calculation
c.	MTD for additional	< 10	0
		≥ 10	Deduct as per MTD calculation

5. Zakat shall be treated as follows:

- i) Employees receive only remuneration (without additional remuneration).

	MTD for current month (RM)	Zakat for current month (RM)	Net MTD (RM)	Zakat carried forward to the following month (value of Z) (RM)
	(a)	(b)	(a – b = c)	(d)
a.	8.00 ≈ 0.00	5.00	- 5.00 ≈ 0.00	5.00
b.	15.00	20.00	- 5.00 ≈ 0.00	20.00
c.	15.00	8.00	7.00	8.00
d.	120.00	100.00	20.00	100.00

- ii) Employees receive additional remuneration during the month. Please refer to MTD for additional remuneration formula.

	MTD for current month (RM)	Zakat for current month (RM)	Net MTD (RM)	Zakat carried forward to the following month (value of Z) (RM)	MTD for additional remuneration (RM) Step 4	MTD for current month (RM) Step 5
	(a)	(b)	Step 1(c) (a – b = c)	(d)	(e)	(c + e = f)
a.	8.00 ≈ 0.00	5.00	-5.00 ≈ 0.00	5.00	9.00 ≈ 0.00	0.00
b.	8.00 ≈ 0.00	5.00	-5.00 ≈ 0.00	5.00	25.00	20.00
c.	15.00	20.00	- 5.00 ≈ 0.00	20.00	32.55	27.55
d.	15.00	8.00	7.00	8.00	127.30	134.30
e.	120.00	100.00	20.00	100.00	392.25	412.25

6. MTD for computerised calculation method must be paid for the actual amount (including the decimal point amount).
7. In the situation where employees do not receive any normal remuneration in the current month but only additional remuneration, then value of Y1 is equal to 0.
8. If additional remuneration paid before the monthly remuneration, value of Y1 shall refer to the monthly remuneration which will be paid for that month.
9. MTD is to be deducted from the employee's taxable remuneration only. All the tax exemption on allowances, benefit-in-kind and perquisites shall be excluded from the remuneration for MTD purposes. Any amount exceed the restricted amount shall be taxable. Please refer to Form E Explanatory Notes for references.

All the tax exemption on allowances, perquisites, gifts and benefits shall reported in the Form EA, **Part F – TOTAL TAX EXEMPT ALLOWANCES / PERQUISITES / GIFTS / BENEFITS.**

List of tax exempt allowances / perquisites / gifts / benefits which are required to declare:

	SUBJECT	EXEMPTION LIMIT (PER YEAR)
i.	Petrol card, petrol allowance, travelling allowance or toll payment or any of its combination for official duties. If the amount received exceeds RM6,000 a year, the employee can make a further deduction in respect of the amount spent for official duties. Records pertaining to the claim for official duties and the exempted amount must be kept for a period of 7 years for audit purpose.	RM6,000.00
ii.	Child care allowance in respect of children up to 12 years of age.	RM2,400.00
iii.	Gift of fixed line telephone, mobile phone, pager or <i>Personal Digital Assistant</i> (PDA) registered in the name of the employee or employer including cost of registration and installation.	Limited to only 1 unit for each category of assets

iv.	Monthly bills for subscription of broadband, fixed line telephone, mobile phone, pager and PDA registered in the name of the employee or employer including cost of registration and installation.	Limited to only 1 unit for each category of assets
v.	Perquisite (whether in money or otherwise) provided to the employee pursuant to his employment in respect of:- (i) past achievement award; (ii) service excellence award, innovation award or productivity award; and (iii) long service award (provided that the employee has exercised an employment for more than 10 years with the same employer).	RM2,000.00
vi.	Parking rate and parking allowance. This includes parking rate paid by the employer directly to the parking operator.	Restricted to the actual amount expended
vii.	Meal allowance received on a regular basis and given at the same rate to all employees. Meal allowance provided for purposes such as overtime or outstation / overseas trips and other similar purposes in exercising an employment are only exempted if given based on the rate fixed in the internal circular or written instruction of the employer.	
viii.	<p>Subsidised interest for housing, education or car loan is fully exempted from tax if the total amount of loan taken in aggregate does not exceed RM300,000.</p> <p>If the total amount of loan exceeds RM300,000, the amount of subsidized interest to be exempted from tax is limited in accordance with the following formula:</p> $A \times \frac{B}{C}$ <p>Where;</p> <p>A = is the difference between the amount of interest to be borne by the employee and the amount of interest payable by the employee in the basis period for a year of assessment;</p> <p>B = is the aggregate of the balance of the principal amount of housing, education or car loan taken by the employee in the basis period for a year of assessment or RM300,000, whichever is lower;</p> <p>C = is the total aggregate of the principal amount of housing, education or car loan taken by the employee.</p>	

Example	:	Normal remuneration	:	RM5,000 per month
		Car allowance	:	RM 800 per month
		Meal allowance	:	RM 300 per month (Exempted)
		Childcare allowance	:	RM 300 per month (Exempted – limit to RM2,400 per year)
		Total	:	RM6,400 per month

To determine MTD amount, taxable income as follow:

Normal remuneration	: RM5,000 per month
Car allowance	: RM 800 per month
Total taxable remuneration	: RM5,800 per month

10. Employee who newly joined the company during the year shall submit Form TP3 (Exhibit 1) to his new employer to notify information relating to his employment with previous employer in the current year.

The amounts related to the previous employment in the previous employer in the current year are used only for the purpose of MTD calculation. These amounts shall not appear in the pay slip and EA Form.

The information amount from the TP3 Form shall be treated in the formula as variable (Y-K*), X, Z and ΣLP .

11. Employee who has benefits-in-kind (BIK) and value of living accommodation (VOLA) as part of his monthly remuneration shall deduct MTD as per normal remuneration. Therefore, **with effect from the Year of Assessment 2015, Form TP2 is no longer applicable.**
12. Amount of BIK/VOLA shall be treated as part of Y₁ in the MTD calculation during the current year only. It shall not carry forward to the following year.

Amount of BIK/VOLA are used only for the purpose of MTD calculation. These amounts shall not appear in the pay slip and EA Form as gross salary/remuneration.

There are 2 methods in providing fields to key into the system:

- i) Employer input monthly amount and system treated as Y₁ in the MTD formula.
- ii) Employer input the total amount of each BIK/VOLA and system calculate the monthly amount that system treated as Y₁ in the MTD formula. The method of calculation to obtain a monthly amount is as follow:

$$\text{Monthly amount} = \frac{\text{Value of BIK/VOLA for a year}}{12/\text{Remaining working month in a year including current month}}$$

Example :

Value of car in a year	: RM25,000
Month/year of deduction agreed by the employer	: April 2012
Remaining working month in a year including current month	: 9 months
Monthly amount	: $\frac{\text{RM25,000}}{9}$
	: RM2,777.77 \approx RM2,777.00

* The value of BIK/VOLA for a year is the actual benefit received by the employee.

Please refer to Public Ruling for detail explanation of BIK and VOLA respectively.

Benefits In Kind	Value of benefits in kind received by employee from employer. Refer to Public Ruling No. 3/2013 and Public Ruling No. 3/2017.
Value Of Living Accommodation	Value of living accommodation benefit received by employee from employer. Refer to Public Ruling No. 3/2005 (Original and Addendum) and Public Ruling No. 3/2017.

13. EPF for the purpose of MTD calculation are as follows:

- i) If allowances categorized as the remuneration subject to EPF but not subject to tax, all amount of EPF shall be treated as K_1 .

Salary : RM2,400.00
 Child care allowance : RM300.00
 (receives every month – remuneration category)

EPF deducted from the salary : RM297.00
 K_1 (as per EPF deduction) : RM297.00

- ii) If allowances categorized as the additional remuneration subject to EPF but not subject to tax, difference of total EPF with the EPF remuneration shall be treated as K_t .

Salary : RM2,400.00
 Meal allowance : RM450.00
 (one off payment – additional remuneration category)

EPF deducted from the salary : RM315.00
 K_1 (EPF for remuneration) : RM264.00
 K_t (difference from total and normal) : RM315 – RM264
 : RM51.00

- iii) If there is an additional remuneration

Salary : RM2,400.00
 Bonus : RM3,600.00
 EPF deducted from the salary : RM660.00
 K_1 (EPF for remuneration) : RM264.00
 K_t (difference from total and normal) : RM660 – RM264
 : RM396.00

14. All allowable deductions are limited up to the maximum amount under the Income Tax Act 1967. The amount of allowable deduction shall not appear in the pay slip and EA Form.

- i) Compulsory deductions

There are six (6) type of compulsory deductions that affect in the formula as follows:

$$[D + S + D_U + S_U + QC + (\sum LP + LP_1)]$$

	Reliefs	Amount limited to (RM)
a.	<p>Individual</p> <p>Relief of RM9,000 for an individual in respect of himself and his dependent relatives is granted automatically.</p>	9,000.00
b.	<p>Husband / Wife</p> <p>i. A husband relief of RM4,000 is given in respect of a husband who has no source of income / no total income or the husband has elected for joint assessment.</p> <p style="color: green;">With effect from Year of Assessment 2017, husband relief is NOT allowed if the husband (not a husband who is a disabled person) has gross income exceeding RM4,000 derived from sources outside Malaysia.</p> <p>ii. A wife relief of RM4,000 is given in respect of a wife who has no source of income / no total income or the wife has elected for joint assessment.</p> <p style="color: green;">With effect from Year of Assessment 2017, wife relief is NOT allowed if the wife (not a wife who is a disabled person) has gross income exceeding RM4,000 derived from sources outside Malaysia.</p>	4,000.00
c.	<p>Child</p> <p>“Child” means an unmarried dependent legitimate child or stepchild or adopted child, under the age of 18 years or if above 18 years old, the child must be:</p> <p>i. receiving full-time instruction at any university, college or other higher education institution (similar to a university or college); or</p> <p>ii. serving under articles or indentures with a view to qualifying in a trade or profession.</p> <p>A relief of RM2,000 per child is allowed if the child is unmarried and below the age 18 years in the current year.</p> <p>A relief of RM2,000 per child is allowed if the child is unmarried, 18 years of age and above, and is receiving full-time education; OR</p> <p>Where a child falls within these conditions, the employee is treated as having the respective number of children:</p>	2,000.00

	Reliefs	Amount limited to (RM)										
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%; text-align: center;"><u>In circumstances where</u></th> <th style="width: 30%; text-align: center;"><u>Relief to be given as if the employee has this number of children</u></th> </tr> </thead> <tbody> <tr> <td>Child over the age of 18 years and receiving full-time instruction at diploma level onwards in an institution of higher education in Malaysia.</td> <td style="text-align: center;">4</td> </tr> <tr> <td>Child over the age of 18 years and receiving full-time instruction at degree level onwards in an institution of higher education outside Malaysia.</td> <td style="text-align: center;">4</td> </tr> <tr> <td>Disabled child as certified by the Department of Social Welfare.</td> <td style="text-align: center;">3</td> </tr> <tr> <td>Disabled child receiving further instruction at diploma level onwards in an institution of higher education in Malaysia or at degree level onwards in an institution of higher education outside Malaysia.</td> <td style="text-align: center;">7</td> </tr> </tbody> </table> <p><i>*Relief for:</i></p> <p><i>*1 child below the age of 18 or a child who is studying = RM2,000</i></p> <p><i>*Child - 18 years and above and studying (diploma or higher) = RM8,000 (considered with 4 children)</i></p> <p><i>*Disabled child = RM6,000 (considered with 3 children)</i></p> <p><i>*Disabled child - 18 years and above and studying (diploma or higher) = RM14,000 (considered with 7 children)</i></p>	<u>In circumstances where</u>	<u>Relief to be given as if the employee has this number of children</u>	Child over the age of 18 years and receiving full-time instruction at diploma level onwards in an institution of higher education in Malaysia.	4	Child over the age of 18 years and receiving full-time instruction at degree level onwards in an institution of higher education outside Malaysia.	4	Disabled child as certified by the Department of Social Welfare.	3	Disabled child receiving further instruction at diploma level onwards in an institution of higher education in Malaysia or at degree level onwards in an institution of higher education outside Malaysia.	7	
<u>In circumstances where</u>	<u>Relief to be given as if the employee has this number of children</u>											
Child over the age of 18 years and receiving full-time instruction at diploma level onwards in an institution of higher education in Malaysia.	4											
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Disabled child as certified by the Department of Social Welfare.	3											
Disabled child receiving further instruction at diploma level onwards in an institution of higher education in Malaysia or at degree level onwards in an institution of higher education outside Malaysia.	7											
d.	<p>Contribution to Employees Provident Fund (EPF) or Other Approved Scheme and Life Insurance</p> <p>Total relief for the payment of life insurance premiums and contributions to the Employees Provident Fund (EPF) or other approved schemes is restricted to RM6,000 per year.</p> <p>As proposed in the Budget 2019, the income tax relief on contributions to approved provident funds or takaful or payment for life insurance premiums be increased to RM7,000 and separated as follows:</p> <ol style="list-style-type: none"> i. the relief on contributions to approved provident funds up to RM4,000; and ii. the relief on takaful contributions or payment for life insurance premiums up to RM3,000. <p>For public servants under the pension scheme, the income tax relief on takaful contributions or payment for life insurance premiums is given up to RM7,000.</p> <p>Effective Date: From year of assessment 2019</p>	4,000.00										

e.	Disabled Individual An individual will be allowed an additional personal relief of RM6,000 if he is a disabled person.	6,000.00
f.	Disabled Husband / Wife An additional relief of RM3,500 is given in respect of a disabled husband / wife.	3,500.00

ii) Optional deductions

Employee can claim deductions and rebates in the relevant month subject to approval by employer by submitting Form TP1 (Exhibit 2) to the employer.

In the formula, all optional deductions shall be treated as $\sum LP$ for the cumulative deductions and LP_1 for the current month deductions. System must show cumulative and current month deduction amount for the purpose of audit.

$$[D + S + D_U + S_U + QC + (\sum LP + LP_1)]$$

List of deductions must be provided in the system as follows:

	Reliefs	Amount limited to (RM)
a.	<p>Medical Treatment, Special Needs or Carer Expenses for Parents</p> <p>Medical treatment, special needs and carer expenses incurred on parents is limited to RM5,000 in a basis year.</p> <p>Medical expenses which qualify for deductions includes:</p> <ul style="list-style-type: none"> i. medical care and treatment provided by a nursing home; and ii. dental treatment limited to tooth extraction, filling, scaling and cleaning but excluding cosmetic dental treatment. <p>The claim must be supported by a certified medical practitioner registered with the Malaysian Medical Council that the medical conditions of the parents require medical treatment or special needs or carer.</p> <p>The parents shall be resident in Malaysia. The medical treatment and care services are provided in Malaysia.</p> <p>In the case of carer, shall be proved by a written certification, receipt or copy of carer's work permit. "Carer" shall not include that individual, husband, wife or the child of that individual.</p>	5,000.00

	Reliefs	Amount limited to (RM)
	<p>New personal deduction of RM1,500 for each parent is given to a resident taxpayer subject to the following conditions:</p> <ul style="list-style-type: none"> a) Such taxpayer does not claim expenses on medical treatment and care of parents; b) Parents are residents and aged 60 years and above; c) Parents have an annual income not exceeding RM24,000 per annum each; and d) Parents are the legitimate natural parents and foster parents in accordance with the respective law subject to a maximum of 2 persons. <p>This relief can be shared with other siblings provided that the total relief claimed shall not exceed RM1,500 for each parent.</p>	<p>or</p> <p>1,500.00 (Father)</p> <p>1,500.00 (Mother)</p>
b.	<p>Basic Supporting Equipment</p> <p>The purchase of any supporting equipment for use by a disabled individual, husband, wife, child or parent, may be claimed up to a maximum of RM6,000.00 in a basis year. Basic supporting equipment includes haemodialysis machine, wheel chair, artificial leg and hearing aid but exclude optical lenses and spectacles.</p>	6,000.00
c.	<p>Higher Education Fees (Self)</p> <p>Payment of annual fee limited to RM7,000.00 is allowed as a relief for any course of study in an institution or professional body in Malaysia recognized by the Government of Malaysia or approved by the Minister of Finance for the purpose of enhancing any skill or qualification:</p> <ul style="list-style-type: none"> i. up to tertiary level (other than Masters and Doctorate level) for the purpose of acquiring law, accounting, Islamic financing, technical, vocational, industrial, scientific or technological skills or qualifications; or ii. any course of study at Masters or Doctorate level – for acquiring any skill or qualification. 	7,000.00
d.	<p>Medical Expenses on Serious Diseases</p> <p>Medical expenses on serious diseases include the treatment of acquired immune deficiency syndrome (AIDS), Parkinson's disease, cancer, renal failure, leukemia and other similar diseases.</p> <p>'Other similar diseases' such as heart attack, pulmonary hypertension, chronic liver disease, fulminant viral hepatitis, head trauma with neurological deficit, brain tumor or vascular malformation, major burns, major organ transplant or major amputation of limbs.</p> <p>Amount expended on own self, husband/wife or child is deductible up to a maximum of RM6,000.00.</p>	6,000.00

	Reliefs	Amount limited to (RM)						
e.	<p>Complete Medical Examination</p> <p>Amount expended on own self, husband/wife or child for complete medical examination is deductible up to a maximum of RM500 but total relief allowable for both items, (d.) and (e.) is limited to a maximum of RM6,000 a year.</p> <p>Example :</p> <p>Claim for deduction in (d.) is RM5,900.00. Therefore, the balance of deduction that can be claimed in (e.) is only RM100.00.</p>	500.00						
f.	<p>Net Deposit in <i>Skim Simpanan Pendidikan Nasional (SSPN)</i></p> <p>Amount deposited in SSPN by an individual for his children's education is deductible up to a maximum of RM6,000.00 per year was given from year of assessment 2012 to year of assessment 2020. The relief is limited to the net amount deposited in that basis year only.</p> <p>As proposed in the Budget 2019, this relief will be increased from RM6,000 to RM8,000.</p> <p>Effective Date: From the year of assessment 2019 to year of assessment 2020.</p> <p>Example: For year 2019</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Deposit in a current year</td> <td style="text-align: right;">RM 2,000.00</td> </tr> <tr> <td>Less: Withdrawal in a current year</td> <td style="text-align: right;">(-) <u>RM1,500.00</u></td> </tr> <tr> <td>Allowable deduction to be claimed</td> <td style="text-align: right;"><u>RM 500.00</u></td> </tr> </table>	Deposit in a current year	RM 2,000.00	Less: Withdrawal in a current year	(-) <u>RM1,500.00</u>	Allowable deduction to be claimed	<u>RM 500.00</u>	8,000.00
Deposit in a current year	RM 2,000.00							
Less: Withdrawal in a current year	(-) <u>RM1,500.00</u>							
Allowable deduction to be claimed	<u>RM 500.00</u>							
g.	<p>Payment of Alimony to Former Wife</p> <p>Payment to a former wife is entitled for relief provided that the total relief for wife and alimony payments to the former wife do not exceed RM4,000 per year.</p> <p>Voluntary alimony payment to a former wife under a mutual agreement but without any formal agreement does not qualify as a relief.</p> <p>Note: Payment of alimony to former wife is not allowed in the case where the employee claimed deduction for wife.</p>	4,000.00						

	Reliefs	Amount limited to (RM)
h.	<p>Life Insurance</p> <p>Total relief for the payment of life insurance premiums and contributions to the EPF or any other approved schemes is restricted to RM6,000 per year.</p> <p>As proposed in the Budget 2019, the income tax relief on contributions to approved provident funds or takaful or payment for life insurance premiums be increased to RM7,000 and separated as follows:</p> <ul style="list-style-type: none"> i. the relief on contributions to approved provident funds up to RM4,000; and ii. the relief on takaful contributions or payment for life insurance premiums up to RM3,000. <p>For public servants under the pension scheme, the income tax relief on takaful contributions or payment for life insurance premiums is given up to RM7,000.</p> <p>Effective Date: From year of assessment 2019</p>	7,000.00
i.	<p>Contribution to a Private Retirement Scheme and Payment of Deferred Annuity</p> <p>Deduction on contribution to Private Retirement Scheme approved by the Securities Commission under The Capital Markets and Services Act 2007 or payment of deferred annuity premium or both limited to RM3,000 per year (for 10 years from year assessment 2012 until year assessment 2021).</p>	3,000.00
j.	<p>Education and Medical Insurance</p> <p>A deduction not exceeding RM3,000.00 per year for insurance premiums in respect of education or medical benefits for an individual, husband, wife or child.</p>	3,000.00
k.	<p>Interest on Housing Loan</p> <p>A deduction not exceeding RM10,000 for each basis year is given on housing loan interest for house purchased from developer or third party subject to the following conditions:</p> <ul style="list-style-type: none"> i. the tax payer is a Malaysian citizen and a resident; ii. limited to one residential house; iii. has not derived any income; and iv. sale and purchase agreement is executed between 10 March 2009 and 31 December 2010. <p>The tax deduction is given for 3 consecutive years from the first year the housing loan interest is paid</p>	10,000.00

	Reliefs	Amount limited to (RM)
k.	<p>Contibution to SOCSO</p> <p>A relief not exceeding RM250.00 per year is allowed in respect of contribution to the Social Security Organisation (SOCSO),</p>	250.00
l.	<p>Lifestyle</p> <p>The purchase of reading materials including printed newspapers, computer, smartphones and tablets, internet subscriptions, sports equipment as well as gymnasium membership fees. The relief is restricted to RM2,500.00 per year.</p>	2,500.00
m.	<p>Purchase of Breastfeeding Equipment for own use for a child aged 2 years and below</p> <p>The relief can be made in complete set or separate parts. The deduction is applicable to working women with child aged up to 2 years and can be claimed once every 2 years.</p>	1,000.00
o.	<p>Child Care fees to a registered child care centre / kindergarten for a child aged 6 years and below.</p> <p>This relief is restricted to RM 1,000 per year. Individual who enroll their children below 6 years of age, in child care centres registered with the Director General of Social Welfare under the Child Care Centre Act 1984 or kindergartens registered under the Education Act 1996.</p> <p>This relief can be claimed by either parent of the children.</p>	1,000.00

15. Rebate on Zakat

There are two type of zakat as follows:

- a. Zakat that deducted from the remuneration (payslip). Amount of zakat should appear in the payslip and EA Form.
- b. Zakat claimed through TP1 form
 - Amount of zakat should not appear in the payslip and EA Form due to employee himself paid directly to Pusat Zakat.
 - It is treated as zakat for current month in the month claimed by the employee.

16. The TP1 and Form TP3 forms can be submitted online by the employee to the employer. Software provider/employer is strongly recommended to provide platform for online form submission. This also promotes the usage of online platforms and facilitate employers to process the submitted forms twice per year.

Logic of submission is as follow:

- i) Unique ID and password to login by each employee.
- ii) Employee's declaration section
 - a. Date of employee's declaration : date of submission via online
 - b. Employee signature : employee's name
- iii) Approval by employer
 - a. Date of approval by the employer : date of the employer process the application from the employees in the payroll system as to generate the MTD amount.
 - b. Name : person in charged for payroll processing
 - c. Designation : designation of the person in charged
 - d. Employer address : employer address

System must provide list of employees that claimed these TP Form. The list can be print and save. Employee also can print and save these TP Form.

17. System must be able to generate detail of amount MTD/CP38 deducted from the employee by using PCBII Form (Exhibit 3).
18. System must able to generate CP39 (Exhibit 4).
19. System must provide the text file data format (Exhibit 5) for the purpose of MTD submission to the IRBM.

Employer is recommended to submit CP39 text file format data via internet banking or e-Data PCB. Employer can register to use the e-Data PCB at <http://eapps.hasil.gov.my/>.

LEMBAGA HASIL DALAM NEGERI MALAYSIA
BORANG MAKLUMAT BERKAITAN PENGGAJIAN DENGAN MAJIKAN-MAJIKAN TERDAHULU
DALAM TAHUN SEMASA BAGI TUJUAN POTONGAN CUKAI BULANAN (PCB)

(KAEDAH-KAEDAH CUKAI PENDAPATAN (POTONGAN DARIPADA SARAAAN) 1994)
BORANG DITETAPKAN DI BAWAH SEKSYEN 152, AKTA CUKAI PENDAPATAN 1967 (ACP)

BAHAGIAN A : MAKLUMAT MAJIKAN

A1 Nama Majikan Terdahulu 1 :

A2 No. Majikan : E

A3 Nama Majikan Terdahulu 2 :

A4 No. Majikan : E

*(Sila gunakan lampiran tambahan bagi majikan ketiga dan seterusnya)

BAHAGIAN B : MAKLUMAT INDIVIDU

B1 Nama :

B2 No. Pengenalan :

B3 No. Pasport :

B4 No. Cukai Pendapatan :

BAHAGIAN C : MAKLUMAT SARAAAN, KWSP, ZAKAT DAN PCB (sila nyatakan jumlah keseluruhan daripada majikan-majikan terdahulu)

	AMAUN TERKUMPUL
C1 Jumlah saraan kasar bulanan dan saraan tambahan termasuk elaun/perkuisit/ pemberian/manfaat yang dikenakan cukai	RM <input type="text"/>
C2 Jumlah elaun/perkuisit/pemberian/manfaat yang dikecualikan cukai	
i Elaun perjalanan, kad petrol atau elaun petrol dan fi tol atas urusan rasmi	RM <input type="text"/>
ii Elaun penjagaan anak	RM <input type="text"/>
iii Produk yang dikeluarkan oleh perniagaan majikan yang diberi secara percuma atau diberi pada harga diskaun	RM <input type="text"/>
iv Perkuisit dalam bentuk tunai/barangan berkaitan dengan pencapaian perkhidmatan lalu, anugerah khidmat cemerlang, anugerah inovasi atau anugerah produktiviti atau perkhidmatan lama dengan syarat pekerja tersebut telah berkhidmat lebih daripada 10 tahun.	RM <input type="text"/>
v Lain - lain elaun/perkuisit/pemberian/manfaat yang dikecualikan cukai. Sila rujuk nota penerangan Borang BE.	RM <input type="text"/>
C3 Jumlah caruman KWSP atau Kumpulan Wang Lain Yang Diluluskan ke atas semua saraan (saraan bulanan dan saraan tambahan)	RM <input type="text"/>
C4 Jumlah Zakat	RM <input type="text"/>
C5 Jumlah PCB (tidak termasuk CP38)	RM <input type="text"/>

BAHAGIAN D : MAKLUMAT POTONGAN (sila nyatakan jumlah keseluruhan daripada majikan-majikan terdahulu)

	HAD TAHUNAN	POTONGAN TERKUMPUL
D1 Perbelanjaan rawatan perubatan, keperluan khas dan penjaga untuk ibu bapa (keadaan kesihatan disahkan oleh pengamal perubatan); atau	TERHAD RM5,000	RM <input type="text"/>
D1a Pelepasan bapa	} Tertakluk kepada kriteria seksyen 46(1)(o), ACP	RM <input type="text"/>
D1b Pelepasan ibu		RM <input type="text"/>
D2 Peralatan sokongan asas untuk kegunaan sendiri, suami/isteri, anak atau ibu bapa yang kurang upaya	TERHAD RM6,000	RM <input type="text"/>
D3 Yuran pendidikan (sendiri): (i) peringkat selain Sarjana dan Doktor Falsafah – bidang undang-undang, perakaunan, kewangan Islam, teknikal, vokasional, industri, saintifik atau teknologi maklumat; atau (ii) peringkat Sarjana dan Doktor Falsafah – sebarang bidang atau kursus pengajian	TERHAD RM7,000	RM <input type="text"/>
D4 Perbelanjaan perubatan bagi penyakit yang sukar diubati atas diri sendiri, suami/isteri atau anak	RM <input type="text"/>	} TERHAD RM6,000
D5 Pemeriksaan perubatan penuh atas diri sendiri, suami/isteri atau anak	TERHAD RM500	
D6 Tabungan bersih dalam Skim Simpanan Pendidikan Nasional (jumlah simpanan dalam tahun semasa tolak jumlah pengeluaran dalam tahun semasa)	TERHAD RM8,000	RM <input type="text"/>
D7 Bayaran alimoni kepada bekas isteri	TERHAD RM4,000	RM <input type="text"/>
D8 Insurans Nyawa		
D8a Penjawat awam berpencen	TERHAD RM7,000	RM <input type="text"/>
D8b Kategori selain penjawat awam berpencen	TERHAD RM3,000	RM <input type="text"/>
D9 Insurans Pendidikan dan perubatan	TERHAD RM3,000	RM <input type="text"/>
D10 Skim Persaraan Swasta dan Anuiti tertunda (<i>Deferred annuity</i>)	TERHAD RM3,000	RM <input type="text"/>
D11 Caruman Pertubuhan Keselamatan Sosial (Perkeso)	TERHAD RM250	RM <input type="text"/>
D12 Pembelian bahan bacaan, komputer, telefon pintar, tablet, alat sukan, yuran keahlian gimnasium dan langganan internet.	TERHAD RM2,500	RM <input type="text"/>
D13 Pembelian peralatan penyusuan ibu (potongan dibenarkan sekali setiap 2 tahun untuk pembayar cukai wanita sahaja)	TERHAD RM1,000	RM <input type="text"/>
D14 Yuran pusat asuhan dan pra-sekolah berdaftar	TERHAD RM1,000	RM <input type="text"/>

BAHAGIAN E : AKUAN PEKERJA

Saya mengakui bahawa semua maklumat yang dinyatakan dalam borang ini adalah benar, betul dan lengkap. Sekiranya maklumat yang diberikan tidak benar, tindakan mahkamah boleh diambil ke atas saya di bawah perenggan 113(1)(b) Akta Cukai Pendapatan 1967.

Tarikh

	-		-	
Hari		Bulan		Tahun

Tandatangan

NOTA

- Borang ini hendaklah diisi oleh pekerja dan satu salinan diserahkan kepada majikan tanpa resit atau dokumen sokongan untuk tujuan pelarasan pengiraan PCB.
- Majikan hendaklah meminta pekerja mengemukakan borang ini sekiranya pekerja pernah bekerja dengan majikan-majikan lain dalam tahun semasa.
- Majikan hanya perlu menyimpan borang ini untuk tempoh 7 tahun. Borang ini perlu dikemukakan sekiranya diminta oleh LHDNM.

LEMBAGA HASIL DALAM NEGERI MALAYSIA
BORANG TUNTUTAN POTONGAN DAN REBAT INDIVIDU
BAGI TUJUAN POTONGAN CUKAI BULANAN (PCB)

(KAEDAH-KAEDAH CUKAI PENDAPATAN (POTONGAN DARIPADA SARAAN) 1994)
 BORANG DITETAPKAN DI BAWAH SEKSYEN 152, AKTA CUKAI PENDAPATAN 1967 (ACP)

Bulan Potongan Tahun Potongan **BAHAGIAN A : MAKLUMAT MAJIKAN**

A1 Nama Majikan :

A2 No. Majikan :

 E
BAHAGIAN B : MAKLUMAT INDIVIDU

B1 Nama :

B2 No. Pengenalan :

B3 No. Pasport :

B4 No. Cukai Pendapatan :

B5 No. Pekerja/No. Gaji :

BAHAGIAN C : MAKLUMAT POTONGAN

	HAD TAHUNAN	POTONGAN	
		TERKUMPUL	BULAN SEMASA
C1 Perbelanjaan rawatan perubatan, keperluan khas dan penjaga untuk ibu bapa (keadaan kesihatan disahkan oleh pengamal perubatan); atau	TERHAD RM5,000	RM <input type="text"/>	RM <input type="text"/>
C1a Pelepasan bapa	} Tertakluk kepada kriteria seksyen 46(1)(o), ACP	RM <input type="text"/>	RM <input type="text"/>
C1b Pelepasan ibu		RM <input type="text"/>	RM <input type="text"/>
C2 Peralatan sokongan asas untuk kegunaan sendiri, suami/isteri, anak atau ibu bapa yang kurang upaya	TERHAD RM6,000	RM <input type="text"/>	RM <input type="text"/>
C3 Yuran pendidikan (sendiri):	TERHAD RM7,000	RM <input type="text"/>	RM <input type="text"/>
(i) peringkat selain Sarjana dan Doktor Falsafah – bidang undang-undang, perakaunan, kewangan Islam, teknikal, vokasional, industri, saintifik atau teknologi maklumat; atau			
(ii) peringkat Sarjana dan Doktor Falsafah – sebarang bidang atau kursus pengajian			
C4 Perbelanjaan perubatan bagi penyakit RM <input type="text"/> yang sukar diubati atas diri sendiri, suami /isteri atau anak	} TERHAD RM6,000		
C5 Pemeriksaan perubatan penuh atas diri sendiri, suami/isteri atau anak		diri TERHAD RM500 <input type="text"/>	RM <input type="text"/>

C6	Tabungan bersih dalam Skim Simpanan Pendidikan Nasional (jumlah simpanan dalam tahun semasa tolak jumlah pengeluaran dalam tahun semasa)	TERHAD RM8,000	RM	<input type="text"/>	<input type="text"/>
C7	Bayaran alimoni kepada bekas isteri	TERHAD RM4,000	RM	<input type="text"/>	RM <input type="text"/>
C8	Insurans nyawa	TERHAD RM7,000	RM	<input type="text"/>	RM <input type="text"/>
	C8a Penjawat awam berpencen				
	C8b Kategori selain penjawat awam berpencen	RM3,000	RM	<input type="text"/>	RM <input type="text"/>
C9	Insuran pendidikan dan perubatan	TERHAD RM3,000	RM	<input type="text"/>	RM <input type="text"/>
C10	Skim Persaraan Swasta dan Anuiti tertunda (<i>Deferred annuity</i>)	TERHAD RM3,000	RM	<input type="text"/>	RM <input type="text"/>
C11	Caruman Pertubuhan Keselamatan Sosial (Perkeso)	TERHAD RM250	RM	<input type="text"/>	RM <input type="text"/>
C12	Pembelian bahan bacaan, komputer, telefon pintar, tablet, alat sukan, yuran keahlian gimnasium dan langganan internet.	TERHAD RM2,500	RM	<input type="text"/>	RM <input type="text"/>
C13	Pembelian peralatan penyusuan ibu (potongan dibenarkan sekali setiap 2 tahun untuk pembayar cukai wanita sahaja)	TERHAD RM1,000	RM	<input type="text"/>	RM <input type="text"/>
C14	Yuran pusat asuhan dan pra-sekolah berdaftar	TERHAD RM1,000	RM	<input type="text"/>	RM <input type="text"/>

BAHAGIAN D : REBAT

D1 Zakat selain yang dibayar melalui potongan daripada gaji bulanan RM

BAHAGIAN E : AKUAN PEKERJA

Saya mengakui bahawa semua maklumat yang dinyatakan dalam borang ini adalah benar, betul dan lengkap. Sekiranya maklumat yang diberikan tidak benar, tindakan mahkamah boleh diambil ke atas saya di bawah perenggan 113(1)(b) Akta Cukai Pendapatan 1967.

Tarikh - -
 Hari Bulan Tahun

 Tandatangan

BAHAGIAN F : PERSETUJUAN MAJIKAN

Permohonan tuntutan pekerja di atas adalah dipersetujui bagi bulan potongan tahun potongan

Tarikh - -
 Hari Bulan Tahun

Nama :
 Jawatan :
 Alamat majikan :

NOTA

- Majikan dikehendaki untuk memproses permohonan ini dan membenarkan pekerja untuk membuat tuntutan potongan yang dibenarkan dan rebat di bawah Akta tidak kurang daripada dua kali dalam tahun semasa.
- Borang ini hendaklah diisi oleh pekerja dan satu salinan diserahkan kepada majikan tanpa resit atau dokumen sokongan untuk tujuan pelarasan pengiraan PCB.
- Pekerja dibenarkan untuk membuat tuntutan potongan yang telah dibelanjakan sehingga had yang dibenarkan dalam tahun yang sama.
- Majikan tidak perlu menyemak amaun tuntutan potongan dengan resit atau dokumen sokongan.
- Majikan hanya perlu menyimpan borang tuntutan ini untuk tempoh 7 tahun daripada tahun tuntutan dibuat. Borang tuntutan ini perlu dikemukakan sekiranya diminta oleh LHDNM.
- Semua resit atau dokumen yang berkaitan dengan tuntutan potongan dan rebat hendaklah disimpan oleh pekerja bersama dengan salinan borang ini untuk tempoh 7 tahun daripada tahun tuntutan dibuat.

PENYATA BAYARAN CUKAI OLEH MAJIKAN

PCB 2(II)-Pin. 2012

Kepada:
 Ketua Pegawai Eksekutif/Ketua Pengarah Hasil Dalam Negeri
 Lembaga Hasil Dalam Negeri Malaysia
 Cawangan _____

Tarikh: _____

Tuan,

Potongan Cukai Yang Dibuat Dalam Tahun _____
 Nama Pekerja _____
 No. Kad Pengenalan/No. Passpot _____
 No. Cukai Pendapatan Pekerja _____
 No. Pekerja _____
 No. Majikan (E) _____

Dengan hormatnya saya merujuk kepada perkara di atas.

2. Potongan-potongan yang telah dibuat bagi pekerja di atas dalam tahun semasa adalah seperti berikut:

Bulan	Amaun (RM)		No. Resit/No. Slip Bank/No. Transaksi		Tarikh Resit/Tarikh Transaksi	
	PCB	CP38	PCB	CP38	PCB	CP38
Januari						
Februari						
Mac						
April						
Mei						
Jun						
Julai						
Ogos						
September						
Oktober						
November						
Disember						
Jumlah						

3. Potongan-potongan yang telah dibuat bagi pendapatan pekerja untuk tahun terdahulu dalam tahun semasa adalah seperti berikut:

Jenis Pendapatan	Bulan	Tahun	Amaun PCB (RM)	No. Resit/ No. Slip Bank/ No. Transaksi	Tarikh Resit/ Tarikh Transaksi

Sekian. Terima kasih.

Nama pegawai _____
 Jawatan _____
 No. Telefon _____
 Nama Dan Alamat Majikan _____

Borang ini boleh difotokopi

KETUA PENGARAH HASIL DALAM NEGERI
LEMBAGA HASIL DALAM NEGERI
Pusat Bayaran Kuala Lumpur
Kaunter Bayaran Dan Tingkat 1, Blok 8A
Kompleks Bangunan Kerajaan, Jalan Duta
50600 KUALA LUMPUR



CUKAI PENDAPATAN MALAYSIA
PENYATA POTONGAN CUKAI OLEH MAJIKAN
[SEKSYEN 107 AKTA CUKAI PENDAPATAN, 1967
KAEDAH CUKAI PENDAPATAN (POTONGAN DARIPADA SARAAAN), 1994]

UNTUK KEGUNAAN PEJABAT

No. Kelompok

No. Resit

POTONGAN BAGI BULAN TAHUN

BUTIR-BUTIR MAJIKAN		BUTIR-BUTIR PEMBAYARAN		PEGAWAI YANG MENYEDIAKAN MAKLUMAT	
No. Majikan E <input type="text"/> No. Pendaftaran Perniagaan <input type="text"/> Nama Syarikat/ Perniagaan Alamat Syarikat/ Perniagaan	Jumlah Potongan Bilangan Pekerja	PCB CP38		Tandatangan Nama Penuh No. Pengenalan Jawatan No. Telefon	
		Butir-butir / Cek / Bank / Deraf / Kiriman Wang / Wang Pos	Amaun		
	Nombor				
	Cawangan				
		Tarikh			

A BORANG CP 39

- Borang ini mesti diisi dengan lengkap dan betul.
- Majikan digalakkan menghantar maklumat potongan melalui e-PCB/e-Data PCB/disket/cakera padat/pemacu flash mengikut format yang ditentukan oleh LHDN bagi menggantikan Borang CP39.
- No. Cukai Pendapatan:
 - Isikan nombor cukai pendapatan dalam ruangan yang telah disediakan.
Contoh: SG 2506203-00(0) boleh diisi sebagai SG 02506203000
 - Bagi pekerja yang layak dikenakan PCB tetapi tiada nombor cukai pendapatan, pendaftaran boleh dibuat melalui :
 - majikan atau pekerja boleh mendaftar secara atas talian melalui e-Daftar di www.hasil.gov.my, atau
 - Borang CP22 atau borang *in lieu of CP39* dikemukakan ke cawangan LHDNM yang berdekatan.
- Nama pekerja :
Isikan nama penuh pekerja seperti di kad pengenalan/pasport (**Jangan senaraikan pekerja yang tidak layak dikenakan potongan bagi bulan berkenaan**).
- Nombor Pengenalan : Isikan kedua-dua nombor kad pengenalan baru dan lama (sekiranya ada).
Contoh: **720403065235** atau **A2172122**
- Jumlah Potongan Cukai: PCB - Isikan amaun cukai mengikut Potongan Cukai Bulanan.
CP38 - Isikan amaun potongan cukai mengikut arahan Borang CP38 (jika ada).

B PEMBAYARAN

- Bayaran dan Borang CP39 yang telah lengkap diisi mestilah sampai ke Pusat Bayaran LHDN selewat-lewatnya **pada hari kelima belas bulan berikutnya**.
Contoh: **PCB/CP38 bagi bulan Januari 2015, tarikh akhirnya ialah pada 15 Februari 2015.**
- Sediakan borang CP39 beserta cek/bank draft/kiriman wang/wang pos (instrumen bayaran) yang berasingan untuk bulan atau tahun berlainan.
- Pastikan jumlah potongan PCB/CP38 adalah betul dan sama dengan nilai instrumen bayaran.
- Instrumen bayaran hendaklah dibayar kepada Ketua Pengarah Hasil Dalam Negeri. Catatkan no. majikan E, Nama Syarikat/Perniagaan dan alamat majikan di belakang instrumen bayaran.
- Bayaran untuk Cukai Syarikat, Skim Ansurans (CP500), Penyelesaian Cukai (Pemberhentian Kerja) dan Cukai Keuntungan Harta Tanah tidak boleh dibayar bersama dengan bayaran yang menggunakan borang ini.
- Untuk bayaran bagi Negeri Sabah, sila alamatkan ke :7. Untuk bayaran bagi Negeri Sarawak, sila alamatkan ke :
Cawangan Pungutan Kota Kinabalu **Cawangan Pungutan Kuching,**
Wisma Hasil **Aras 1, Wisma Hasil,**
Jalan Tunku Abdul Rahman **No. 1, Jalan Padungan,**
88600 Kota Kinabalu, Sabah **93100 Kuching, Sarawak**
- Sila hubungi talian **1-800-88-LHDN (5436)** untuk sebarang pertanyaan lanjut.

C PERINGATAN

- Jika jumlah instrumen bayaran tidak sama dengan jumlah potongan, bayaran akan ditolak.
- Sekiranya maklumat tidak lengkap dan tidak betul, majikan akan dikenakan kompaun.

No. Majikan E

--	--	--	--	--	--	--	--	--	--	--	--

Muka Surat

--	--

BIL.	NO. CUKAI PENDAPATAN	NAMA PENUH PEKERJA (SEPERTI DI KAD PENGENALAN ATAU PASPORT)	NO. K/P LAMA	NO. K/P BARU	NO. PEKERJA	BAGI PEKERJA ASING		JUMLAH POTONGAN CUKAI	
						NO. PASPORT	KOD NEGARA	PCB (RM)	CP38 (RM)
							JUMLAH		
							JUMLAH BESAR		

SPECIFICATION FORMAT FOR MTD TEXT FILE DATA

File name of text file data : xxxxxxxxxxxmm_yyyy.txt

xxxxxxxxxx : Employer number
 mm : month of deduction
 yyyy : year of deduction

Header:

No	Field Name	Start	End	Length	Type	Notes
1	Record Type	1	1	1	Alphabet	H - 'Header'
2	Employer No. (HQ)	2	11	10	Num	Right justify with zeroes
3	Employer No.	12	21	10	Num	Right justify with zeroes
4	Year of Deduction	22	25	4	Num	YYYY
5	Month of Deduction	26	27	2	Num	MM (01-12)
6	Total MTD Amount	28	37	10	Num	Right justify with zeroes and with 2 decimal point
7	Total MTD Records	38	42	5	Num	Right justify with zeroes
8	Total CP38 Amount	43	52	10	Num	Right justify with zeroes and with 2 decimal point
9	Total CP38 Records	53	57	5	Num	Right justify with zeroes

Transaction Record Length = 57

Transaction record (Details):

No	Field Name	Start	End	Length	Type	Notes
1	Record Type	1	1	1	Alphabet	D - 'Detail'
2	IncomeTax No.	2	11	10	Num	Right justify with zeroes
3	Wife code	12	12	1	Num	0-9
4	Employee's Name	13	72	60	Alphabet	Left justify with spaces
5	Old IC No.	73	84	12	Alphanumeric	A valid Old IC No. or just leave it blank if not applicable
6	New IC No.	85	96	12	Num	A valid New IC No. (without '-') or just leave it blank if not applicable
7	Passport No.	97	108	12	Alphanumeric	Left justify or just leave it blank if not applicable
8	Country Code	109	110	2	Alphabet	Refer to Country Code list
9	MTD Amount	111	118	8	Num	Right justify with zeroes and with 2 decimal point
10	CP38 Amount	119	126	8	Num	Right justify with zeroes and with 2 decimal point
11	Employee No. or Salary No.	127	136	10	Alphanumeric	Left justify

Transaction Record Length = 136

The Example of Data as required (IRB Diskette Specification)

1	2	3	4	5	6	7	8	9											
H	0291212306	0291212306	2002	05	0000835000	00006	0000150050	00002											
D	0053136708	0	ABDUL HANIFAH MOHD ARIF				A4457334	530706015461				00090000	00000000	AB012283					
D	0674134910	0	DULIP KUMAR S/O HARJEET				2887349					00080000	00000000						
D	1007134501	0	TAN MENG SOON					780906035559				00045000	00000000						
D	1054435508	1	SABARIAH BT. ABDULLAH				6753211	700725015720				00120000	00000000	KW01321					
D	0777135509	0	ABE TAMURA							J1294567	JP	00300000	00050050						
D	0383132508	0	TATSURO KOJIYAMA							J2089982	JP	00200000	00100000						
10	11	12	13			14	15	16	17	18	19	20							

1. Record Type: H for Header
2. Employer's No. (Headquarter)
Please complete with 10 digits without the letter E
Example 1 : E 908915-10 have to be filled as 0090891510
Example 2 : E 6918546-05 have to be filled as 0690891510
Example 3 : E 90002135-00 have to be filled as 9000213500
3. Employer's No.
Same as No. 2 above
4. Year of Deduction
Please complete the year of deduction with 4 digits
Example : Year 2005 have to be filled as 2005
5. Month of Deduction
Example : Month of August have to be filled as 08
6. Total MTD Amount
Please complete the deduction amount without RM and decimal point
Example : RM8350.00 have to be filled as 0000835000
7. Total MTD Records
The total must be tally with employees whom subject to MTD
Example : 6 employees have to be filled as 00006
8. Total CP38 Amount
Please complete the deduction amount without the word RM and decimal point
Example : RM1500.50 have to be filled as 0000150050
9. Total CP38 Records
The total must be tally with employees whom subject to MTD
Example : 2 employees have to be filled as 00002
10. Record Type: D for Details
11. and 12. Income Tax No. and Wife code
 - A. Please complete the Income Tax No. with 11 digit without SG/OG
Example 1 : SG 531367-08 (0) have to be filled as 00531367080
Example 2 : OG10544355-08 (1) have to be filled as 10544355081
 - B. 1. For Male / Single Woman - the last digit is 0
2. For Married Woman - the last digit is between 1 until 9
 - C. If the income tax no. is not known, please fill as 00000000000
13. Employee's Name
Please complete the employee's full name as IC / Passport
14. and 15. Old / New Identity Card No.
Please complete the IC no. for local employee (if applicable)
Example 1 : Old IC No. A 4457334 have to be filled as A4457334
Example 2 : New IC No. 530706-01-5641 have to be filled as 530706015641
16. Passport No.
Please complete the Passport No. for foreigner employee (if applicable)
Example : J 1294567 have to be filled as J1294567
17. Country Code
Please complete the Country Code for foreigner employee only. The code is for which country that has issued the passport.
18. and 19. MTD Amount and CP38 Amount
Please complete the deduction amount without the word RM and decimal point
Example 1 : RM900.00 have to be filled as 00090000
Example 2 : RM500.50 have to be filled as 00050050
20. Employee's No
Complete Employee's No. or Salary No.
Example : AB012283 have to be filled as AB012283

EXAMPLE OF CALCULATION**MTD Calculation for January 2019**

Employee (Married) and wife working
3 children entitle for deduction

Monthly normal remuneration for January	= RM5,500.00	
EPF	= RM605.00	
Additional deduction	= Nil	
MTD paid	= Nil	
Additional remuneration – Bonus Received in month of April	= RM8,250.00	EPF = RM908.00

[A] Determine category of employee

Category 3 / KA3

[B] Determine chargeable income for a year [P]

Firstly determine value K_2

$$\begin{aligned}
 K_2 &= \text{Estimated balance of total contribution to EPF or other Approved Scheme for the balance of the} \\
 &\text{qualifying month} \\
 &= [\text{RM4,000.00 (limited)} - (K + K_1 + K_i)] / n \text{ or } K_1, \text{ whichever is lower} \\
 &= [\text{RM4,000.00} - (\text{RM0.00} + \text{RM605.00} + \text{RM0.00})] / 11 \\
 &= \text{RM 308.63}
 \end{aligned}$$

$$\begin{aligned}
 * \text{Total EPF} &= K + K_1 + K_i + (K_2 \times n) \leq \text{RM 4,000.00 (limit)} \\
 &= \text{RM0.00} + \text{RM605.00} + \text{RM0.00} + (\text{RM308.63} \times 11) \leq \text{RM 4,000.00 (limit)} \\
 &= \text{RM605.00} + \text{RM3,394.93} \leq \text{RM 4,000.00 (limit)} \\
 &= \text{RM3,999.93} \leq \text{RM 4,000.00 (limit)}
 \end{aligned}$$

where; $n = 11$

$$\begin{aligned}
 P &= [\sum (Y - K^*) + (Y_1 - K_1^*) + [(Y_2 - K_2^*) \times n] + (Y_t - K_t^*)] - [D + S + 1000C + (\sum LP + LP_1)] \\
 &\text{Where } (Y_t - K_t) = 0 \\
 &= [\sum (\text{RM0.00} - \text{RM0.00}) + (\text{RM5,500.00} - \text{RM605.00}^*) + [(\text{RM5,500.00} - \text{RM308.63}^*) \times 11] + (\text{RM0.00} \\
 &\quad + \text{RM0.00}^*)] - [\text{RM9,000.00} + \text{RM0.00} + \text{RM2,000.00}(3) + (\text{RM0.00} + \text{RM0.00})] \\
 &= [[\text{RM4,895.00}] + [(\text{RM5,191.37} \times 11)] - [\text{RM9,000.00} + \text{RM6,000.00}]] \\
 &= \text{RM 4,895.00} + \text{RM57,105.07} - \text{RM15,000.00} \\
 &= \text{RM47,000.07}
 \end{aligned}$$

[C] Determine monthly MTD for net normal remuneration. Once value of P in Step [B] is determined, value of M, R and B are determined based on Table 1 above.

$$\begin{aligned}
 \text{MTD for current month} &= \frac{[(P - M) \times R + B]}{n + 1} - \frac{(Z + X)}{n + 1} \\
 &= \frac{[\text{RM47,000.07} - \text{RM35,000.00}] \times 8\% + \text{RM600.00} - (\text{RM0.00} + \text{RM0.00})}{11 + 1} \\
 &= \text{RM130.00}
 \end{aligned}$$

MTD Calculation for February 2019

Employee (Married) and wife working
3 children entitle for deduction

Monthly normal remuneration for February	= RM 5,500.00
EPF	= RM605.00
Additional deduction	= Nil
MTD paid	= January – RM130

[A] Determine category of employee

Category 3 / KA3

[B] Determine chargeable income for a year [P]

Firstly determine value K_2

$$\begin{aligned} K_2 &= \text{Estimated balance of total contribution to EPF or other Approved Scheme and life insurance premium} \\ &\text{for the qualifying monthly balance} \\ &= [\text{RM4,000.00 (limited)} - (K + K_1 + K_t) / n] \text{ or } K_1, \text{ whichever is lower} \\ &= [\text{RM4,000.00} - (\text{RM605.00} + \text{RM605.00} + \text{RM0.00}) / 10] \\ &= \text{RM 279.00} \end{aligned}$$

$$\begin{aligned} \text{*Total EPF} &= K + K_1 + K_t + (K_2 \times n) \leq \text{RM 6,000.00 (limit)} \\ &= \text{RM605.00} + \text{RM605.00} + \text{RM0.00} + (\text{RM279.00} \times 10) \leq \text{RM 4,000.00 (limit)} \\ &= \text{RM605.00} + \text{RM605.00} + \text{RM2,790.00} \leq \text{RM 4,000.00 (limit)} \\ &= \text{RM4,000.00} \leq \text{RM 4,000.00 (limit)} \end{aligned}$$

where; $n = 10$

$$\begin{aligned} P &= [(Y - K^*) + (Y_1 - K_1^*) + (Y_2 - K_2^*) \times n] + (Y_t - K_t^*)^{**} - [D + S + 1000C + (\sum LP + LP_1)] \\ &\text{Where } (Y_t - K_t) = 0 \\ &= [(\text{RM5,500.00} - \text{RM605.00}^*) + (\text{RM5,500.00} - \text{RM605.00}^*) + [(\text{RM5,500.00} - \text{RM279.00}^*) \times 10] + (\text{RM0.00} + \\ &\text{RM0.00})^{**}] - [\text{RM9,000.00} + \text{RM0.00} + \text{RM2,000.00}(3) + (\text{RM0.00} + \text{RM0.00})] \\ &= [\text{RM4,895.00}] + \text{RM4,895.00} + [(\text{RM5,221.00} \times 10)] - [\text{RM9,000.00} + \text{RM6,000.00}] \\ &= \text{RM 4,895.00} + \text{RM4,895.00} + \text{RM52,210.00} - \text{RM15,000.00} \\ &= \text{RM47,000.00} \end{aligned}$$

[C] Determine monthly MTD for net normal remuneration. Once value of P in Step [B] is determined, value of M, R and B are determined based on Schedule 1 above.

$$\begin{aligned} \text{MTD for current month} &= \frac{[(P - M) \times R + B]}{n + 1} - (Z + X) \\ &= \frac{(\text{RM47,000.00} - \text{RM35,000.00}) \times 8\% + \text{RM600.00} - (\text{RM0.00} + \text{RM130.00})}{10 + 1} \\ &= \text{RM130} \end{aligned}$$

MTD Calculation for Mac 2019

Employee (Married) and wife working
3 children entitle for deduction

Monthly normal remuneration for Mac	= RM 5,500.00
EPF	= RM605.00
Additional remuneration	= Nil
Additional deduction i) Purchase of books	= RM100.00
ii) Medical expenses for parent	= RM200.00
	<u>RM300.00</u>
MTD paid	= January until February – RM260.00

[A] Determine category of employee

Category 3 / KA3

[B] Determine chargeable income for a year [P]

Firstly determine value K_2

$$\begin{aligned} K_2 &= \text{Estimated balance of total contribution to EPF or other Approved Scheme and life insurance} \\ &\text{premium for the qualifying monthly balance} \\ &= [\text{RM4,000.00 (limited)} - (K + K_1 + K_t)] / n \text{ or } K_1, \text{ whichever is lower} \\ &= [\text{RM4,000.00} - (\text{RM605.00} \times 2) + \text{RM605.00} + \text{RM0}] / 9 \\ &= \text{RM 242.77} \end{aligned}$$

$$\begin{aligned} \text{*Total EPF} &= K + K_1 + K_t + (K_2 \times n) \leq \text{RM 6,000.00 (limit)} \\ &= (\text{RM605.00} \times 2) + \text{RM605} + \text{RM0} + (\text{RM242.77} \times 9) \leq \text{RM 4,000.00 (limit)} \\ &= \text{RM1,210.00} + \text{RM605.00} + \text{RM2,184.93} \leq \text{RM 4,000.00 (limit)} \\ &= \text{RM3,999.93} \leq \text{RM 4,000.00 (limit)} \\ &\text{where; } n = 9 \end{aligned}$$

$$\begin{aligned} P &= [\sum (Y - K^*) + (Y_1 - K_1^*) + [(Y_2 - K_2^*) \times n] + (Y_t - K_t^*)] - [D + S + 1000C + (\sum LP + LP_1)] \\ &\text{Where } (Y_t - K_t) = 0 \\ &= [(\text{RM11,000.00} - \text{RM1,210.00}) + (\text{RM5,500.00} - \text{RM605.00}^*) + [(\text{RM5,500.00} - \text{RM242.77}^*) \times 9] + (\text{RM0.00} \\ &\quad + \text{RM0.00})^*] - [\text{RM9,000.00} + \text{RM0.00} + \text{RM2,000.00}(3) + (\text{RM0.00} + \text{RM300.00})] \\ &= [\text{RM9,790.00} + \text{RM4,895.00} + [(\text{RM5,257.23} \times 9)]] - [\text{RM9,000.00} + \text{RM6,000.00} + \text{RM300.00}] \\ &= \text{RM62,000.07} - \text{RM15,300.00} \\ &= \text{RM46,700.07} \end{aligned}$$

[C] Determine monthly MTD for net normal remuneration. Once value of P in Step [B] is determined, value of M, R and B are determined based on Schedule 1 above.

$$\begin{aligned} \text{MTD for current month} &= \frac{[(P - M) \times R + B]}{n + 1} = \frac{(Z + X)}{n + 1} \\ &= \frac{[\text{RM46,700.07} - \text{RM35,000.00}] \times 8\% + \text{RM600.00} - (\text{RM0.00} + \text{RM260.00})}{9 + 1} \\ &= \text{RM127.60} \end{aligned}$$

MTD Calculation for April 2019 (receive additional remuneration – using Additional Remuneration Formula)

Employee (Married) and wife working
3 children entitle for deduction

Monthly normal remuneration for April	= RM5,500.00	
EPF	= RM605.00	
Additional remuneration	= Nil	
Additional deduction i) Purchase of books	= RM100.00	
ii) Medical expenses for parent	= RM200.00	
	<u>RM300.00</u>	
MTD paid	= January until March – RM387.60	
Additional Remuneration – Bonus	= RM8,250.00	EPF = RM908.00

Step 1 – Determine the Monthly Tax Deduction on net normal remuneration for a year.

[A] Determine the category of employee.

Category 3 / KA3

[B] Determine the chargeable income for a year, not including additional remuneration for the current month, in accordance with the formula specified in subparagraph c(i), where $P = [\sum(Y - K^*) + (Y_1 - K_1^*) + [(Y_2 - K_2^*) n] + (Y_t - K_t^{})] - [D + S + D_u + S_u + QC + (\sum LP + LP_1)]$.**

Firstly determine value K_2

$$\begin{aligned}
 K_2 &= \text{Estimated balance of total contribution to EPF or other Approved Scheme and life insurance premium for the balance of the qualifying month} \\
 &= [[RM4,000.00 \text{ (limited)} - (K + K_1 + K_t)] / n] \text{ or } K_1, \text{ whichever is lower} \\
 &= [[RM4,000.00 - (RM605.00 \times 3) + RM605.00 + RM0.00] / 8] \\
 &= RM 197.50
 \end{aligned}$$

$$\begin{aligned}
 \text{*Total EPF} &= K + K_1 + K_t + (K_2 \times n) \leq RM 6,000.00 \text{ (limit)} \\
 &= (RM605.00 \times 3) + RM605.00 + RM0.00 + (RM197.50 \times 8) \leq RM 4,000.00 \text{ (limit)} \\
 &= RM1,815.00 + RM605.00 + RM1,580.00 \leq RM 4,000.00 \text{ (limit)} \\
 &= RM4,000.00 \leq RM 4,000.00 \text{ (limit)}
 \end{aligned}$$

where; $n = 8$

$$P = [\sum(Y - K^*) + (Y_1 - K_1^*) + [(Y_2 - K_2^*) \times n] + (Y_t - K_t^{**})] - [D + S + 1000C + (\sum LP + LP_1)]$$

Where; $(Y_t - K_t) = 0$

$$\begin{aligned}
 &= (RM16,500.00 - RM1,815.00) + (RM5,500.00 - RM605.00) + [(RM5,500.00 - RM197.50) \times 8] + (RM0.00 + RM0.00) \\
 &= [RM14,685.00 + RM4,895.00 + RM42,420.00] - [RM9,000.00 + RM6,000.00 + RM300.00 + RM300.00] \\
 &= RM62,000.00 - RM15,600.00 \\
 &= RM46,400.00
 \end{aligned}$$

[C] Determine the Monthly Tax Deduction for net normal remuneration for the current month in accordance with the formula specified in subparagraph c(i) = $\frac{[(P - M) R + B] - (Z + X)}{n + 1}$

$$\begin{aligned} \text{MTD for current month} &= \frac{[(P - M) \times R + B] - (Z + X)}{n + 1} \\ &= \frac{[\text{RM}46,400.00 - \text{RM}35,000.00] \times 8\% + \text{RM}600.00 - (\text{RM}0.00 + \text{RM}387.60)}{8 + 1} \\ &= \text{RM}124.93 \end{aligned}$$

[D] Determine the net Monthly Tax Deduction for the current month = Monthly Tax Deduction for the current month (Step [C]) — zakat for the current month, if any.

$$\begin{aligned} \text{Net MTD} &= \text{MTD for current month} - \text{zakat for current month} \\ &= \text{RM}124.93 - \text{RM}0.00 \\ &= \text{RM}124.93 \end{aligned}$$

[E] Determine the total Monthly Tax Deduction for a year = $X + [\text{Step [C]} \times (n + 1)]$

X is the accumulated Monthly Tax Deduction which has been paid;
n + 1 is the balance of month in a year, including the current month.

$$\begin{aligned} \text{Total MTD for a year} &= X + [\text{Step [C]} \times (n + 1)] \\ &= \text{RM}387.60 + [(\text{RM}124.93 \times (8 + 1))] \\ &= \text{RM}387.60 + \text{RM}1,124.37 \\ &= \text{RM}1,511.97 \end{aligned}$$

Step 2 – Determine the chargeable income for a year, including the additional remuneration for the current month.

[A] Determine the category of employee.

Category 3 / KA3

[B] Determine the chargeable income for a year in accordance with the formula specified in subparagraph 4(1), where $P = [(Y - K) \times 12] + [\sum(Y_{t1} - K_{t1})] + (Y_t - K_t) - (D + S + QC)$

Firstly determine value K_2

$$\begin{aligned} K_2 &= \text{Estimated balance of total contribution to EPF or other Approved Scheme and life insurance premium for the qualifying monthly balance} \\ &= [[\text{RM}4,000.00 \text{ (limited)} - (K + K_1 + K_t)] / n] \text{ or } K_1, \text{ whichever is lower} \\ &= [[\text{RM}4,000.00 - (\text{RM}605.00 \times 3) + \text{RM}605.00 + \text{RM}908.00] / 8] \\ &= \text{RM}84.00 \end{aligned}$$

$$\begin{aligned}
 \text{*Total EPF} &= K + K_1 + K_t + (K_2 \times n) \leq \text{RM } 6,000.00 \text{ (limit)} \\
 &= (\text{RM}605.00 \times 3) + \text{RM}605.00 + \text{RM}908.00 + (\text{RM}84.00 \times 8) \leq \text{RM } 4,000.00 \text{ (limit)} \\
 &= \text{RM}1,815.00 + \text{RM}605.00 + \text{RM}908.00 + \text{RM}672.00 \leq \text{RM } 4,000.00 \text{ (limit)} \\
 &= \text{RM}4,000.00 \leq \text{RM } 4,000.00 \text{ (limit)}
 \end{aligned}$$

$$\begin{aligned}
 P &= [\sum (Y - K^*) + (Y_1 - K_1^*) + [(Y_2 - K_2^*) \times n] + (Y_t - K_t^*)] - [D + S + 1000C + (\sum LP + LP_1)] \\
 &= [(\text{RM}16,500.00 - \text{RM}1,815.00^*) + (\text{RM}5,500.00 - \text{RM}605.00^*) + [(\text{RM}5,500.00 - \text{RM}84.00^*) \times 8] + \\
 &\quad (\text{RM}8,250.00 - \text{RM}908.00)] - [\text{RM}9,000.00 + \text{RM}0.00 + \text{RM}2,000.00(3) + (\text{RM}300.00 + \text{RM}300.00)] \\
 &= [\text{RM}14,685.00 + \text{RM}4,895.00 + \text{RM}43,328.00 + \text{RM}7,342.00] - [\text{RM}9,000.00 + \text{RM}0.00 + \text{RM}6,000.00 \\
 &\quad + \text{RM}600.00] \\
 &= \text{RM } 70,250.00 - \text{RM}15,600.00 \\
 &= \text{RM}54,650.00
 \end{aligned}$$

Step 3 – Determine the total tax for a year.

$$\text{Total tax for a year} = (P - M) R + B$$

Value of P is determined based on Step 2[B];
Value of M, R and B are determined based on Table 1.

$$\begin{aligned}
 \text{Total tax for a year} &= (P - M) \times R + B \\
 &= (\text{RM}54,650.00 - \text{RM}50,000.00) \times 14\% + \text{RM}1,800.00 \\
 &= \text{RM}2,451.00
 \end{aligned}$$

Table 1 : Value of P, M, R and B

P (RM)	M (RM)	R (%)	B Category 1 & 3 (RM)	B Category 2 (RM)
5,001 - 20,000	5,000	1	- 400	- 800
20,001 - 35,000	20,000	3	-250	-650
35,001 - 50,000	35,000	8	600	600
50,001 - 70,000	50,000	14	1,800	1,800
70,001 - 100,000	70,000	21	4,600	4,600
100,001 - 250,000	100,000	24	10,900	10,900
250,001 - 400,000	250,000	24.5	46,900	46,900
400,001 - 600,000	400,000	25	83,650	83,650
600,001 - 1,000,000	600,000	26	133,650	133,650
Exceeding 1,000,000	1,000,000	28	237,650	237,650

Step 4 – Determine the Monthly Tax Deduction for additional remuneration for the current month.

$$\begin{aligned}
 \text{Monthly Tax Deduction for} &= \text{Total tax for a year (Step 3) — total Monthly Tax Deduction for a year (Step} \\
 \text{additional remuneration for} &= 1[E]) + \text{zakat which has been paid.} \\
 \text{the current month} &
 \end{aligned}$$

$$\begin{aligned}
 &= \text{RM}2,451.00 - [\text{RM}1,511.97 + \text{RM}0.00] \\
 &= \text{RM}939.03
 \end{aligned}$$

Step 5 – Determine the Monthly Tax Deduction for the current month which shall be paid.

Monthly Tax Deduction for the current month which shall be paid	= Net Monthly Tax Deduction (Step 1[D]) + Monthly Tax Deduction for additional remuneration for the current month (Step 4) = RM124.93 + RM939.03 = RM 1,063.96 ≈ RM 1,064.00
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NOTE:

MTD Calculation for month of May until December is as per example above. Total remuneration, MTD paid and the deductions/rebates will be accumulated and brought forward from month to month until month of December in a current year.

