



MARSHALL ISLANDS SOCIAL SECURITY ADMINISTRATION

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**FORM:
MI-SS-3**

EMPLOYER'S QUARTERLY TAX RETURN

See back of this page for instructions

EMPLOYER _____

EIN:

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ADDRESS _____

Last Payroll Ending: _____

Quarter Ending: _____

1 Last Name <small>(Please type or print)</small>	2 First Name	3 SS No.	4 Gross Wages	Total wages subject to		Combined	
				5 SS Tax <small>(not over \$10,000)</small>	6 HF Tax <small>(not over \$5,000)</small>	7 SS Tax <small>5 x 16%</small>	8 HF Tax <small>6 x 7%</small>
1							
2							
3							
4							
5							
6							
7							
8							
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11							
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18							
19							
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21							
22							
23							
24							
25							

9 Total

10 Adjustments (Previous Quarter Overpayment / Underpayment)

11 Penalty Charge (If return is filed and paid after the deadline)

12 Interest (If payment is made after deadline)

13 Total by type of Tax

14 Total Due

15 Total Number of employees listed _____

DEADLINES
 Mar. 31 — due by Apr. 10
 Jun. 30 — due by July 10
 Sept. 30 — due by Oct. 10
 Dec. 31 — due by Jan. 10

16 Declaration
Under the penalties of perjury, I declare that this return is, to the best of my knowledge and belief, true and correct

	X		
Print Name	Signature	Title	Date

FOR OFFICIAL USE ONLY					
DATE PAID (POSTMARKED)	DATE PROCESSED	AMT PAID	RECEIPT NO.	VERIFIED BY	POSTED BY

FORM: MI-SS-3
EMPLOYER'S QUARTERLY TAX RETURN INSTRUCTIONS

THE FOLLOWING MUST BE COMPLETED:

“EMPLOYER” – PRINT THE EMPLOYER’S NAME

“ADDRESS” – PRINT EMPLOYER’S ADDRESS

“EIN” – PRINT EMPLOYER’S EIN OR ID NUMBER ISSUED FROM MISSA

“LAST PAYROLL ENDING” – ENTER LAST PAYROLL ENDING DATE/LAST PPE FOR THE QUARTER BEING REPORTED

“QUARTER ENDING” – ENTER QUARTER ENDING DATE FOR QUARTER BEING REPORTED

ITEM 1. – PRINT EMPLOYEE’S SURNAME OR LAST NAME

ITEM 2. – PRINT EMPLOYEE’S FIRST NAME AND MAIDEN NAME OR NICK NAME, IF ANY

ITEM 3. – INSERT IN VALID SS NO. ISSUED TO EMPLOYEE BY MISSA

ITEM 4. – ENTER GROSS WAGES OF THE EMPLOYEE FOR THE QUARTER

ITEM 5. – If the total amount in column 4 for “gross wages” is greater or equal \$10,000 per quarter, enter the \$10,000 amount in column 5 of the “total wages subject to tax” to determine the SS tax base. Also, any amount less than \$10,000 per quarter is also recorded in column 5.

ITEM 6. – If the total amount in column 4 is greater or equal \$5,000 per quarter, \$5,000 is added in column 6 of the “total wages subject to tax” for the HF tax base. Any amount less than \$5,000 is recorded in column 6 as well.

ITEM 7. – To determine the SS tax due for the quarter, the amount in column 5 is multiplied by 16% of column 7.

ITEM 8. – To determine the HF tax due for the quarter, the amount in column 6 is multiplied by 7% of column 8.

ITEM 9. – Enter the totals for item numbers 4, 5, 6, 7, and 8.

ITEM 10. – Add unpaid debit advices or deduct credit advices, if any.

ITEM 11. – MISSA charges a fixed late fee of \$10.00 (\$5 to SS & \$5 to HF) for late filing on any return containing no more than 10 employees (EE). MISSA will start charging \$1.00 per EE if the return exceeds 11 EEs and above. For serious delinquent employers, a civil penalty of 100% of the taxes due is normally added by MISSA.

ITEM 12. – To determine the interest charges for paying after the deadlines, MISSA charges interest at 12% per annum (interest = tax + late fees x 12% x # of days late/365)

ITEM 13. – Enter the totals for items 9, 10, 11, and 12 of columns 7 and 8

ITEM 14. – Add the total for columns 7 and 8 here

ITEM 15. – Enter the total number of employee(s) here

ITEM 16. – Return must be printed and signed by authorized representative of the employer (or self-employed employee in the case of self-employment)

MARSHALL ISLANDS SOCIAL SECURITY ADMINISTRATION
MI-SS-3B, EMPLOYEES' QUARTERLY TIME SHEET SUMMARY

EMPLOYEE'S NAME				PAY PERIOD ENDING (PPE)							QUARTER ENDING:	EARNING INFORMATION		
	LAST	FIRST	Social Security Number (SSN)	PPE1 HOUR(S) WORKED	PPE2 HOUR(S) WORKED	PPE3 HOUR(S) WORKED	PPE4 HOUR(S) WORKED	PPE5 HOUR(S) WORKED	PPE6 HOUR(S) WORKED	PPE7 HOUR(S) WORKED	TOTAL HOUR(S) WORKED	HOURLY RATE	GROSS EARNINGS	
1														
2														
3														
4														
5														
6														
7														
8														
9														
10														
11														
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25														

Prepared by: _____

TOTAL _____