



# GHANA REVENUE AUTHORITY

DOMESTIC TAX REVENUE DIVISION

## GIFT TAX RETURN

CURRENT TAX OFFICE

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(Tick One)

Name Of GRA Office

FOR THE PERIOD

(mm / yyyy)

### PARTICULARS OF RECIPIENT OF THE TAXABLE GIFT

*(Please refer to the completion notes overleaf for guidance in completing this form)*

NAME

NEW  
TIN

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OLD  
TIN

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OCCUPATION

RELATIONSHIP TO DONOR

POSTAL ADDRESS

TELEPHONE

### PARTICULARS OF DONOR

NAME

NEW TIN

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POSTAL ADDRESS

RESIDENTIAL  
ADDRESS

TELEPHONE

**DETAILS OF THE TAXABLE GIFTS**

TYPE	DATE GIFT WAS RECEIVED	DESCRIPTION	LOCATION	VALUE OF GIFT
<b>TOTAL VALUE OF TAXABLE GIFT</b>				

**Computation of Gift Tax**

	RATE	GH¢	GH¢
1. TOTAL VALUE OF TAXABLE GIFT			
2.LESS: EXEMPT VALUE			
3. GIFT TAX RATE			
4. VALUE OF TAXABLE GIFT (Box 1 minus Box 2)			
5.GIFT TAX PAYABLE (Box 3 multiplied by Box 4)			

**DECLARATION**

I hereby declare that the particulars given in this return are true and correct.

Name

Signature

Date

## GIFT TAX RETURN COMPLETION NOTES

*Please read the following notes carefully before completing the returns*

(If you need further clarification or assistance in completing this form please contact your nearest Domestic Tax Revenue Division Office)

***The Return should be completely filled. All boxes / columns should be completed, where a response is not applicable enter n/a for text or zero (0) for value or number.***

This return is a summary of Taxes payable on gifts received within a given year.

By virtue of the provisions of Chapter III, Section 106 of the Internal Revenue Act, (Act 592), Taxable Gift means any of the following assets situated in Ghana

- a) Buildings of permanent or temporary nature;
- b) Land;
- c) Shares, bonds and other securities;
- d) Money including foreign currency;
- e) Business and Business Assets
- f) Any means of transportation ( land , sea or air)
- g) Goods or Chattels not included in (f);
- h) Part of ' or any right or interest in , to, or over any of the assets referred to in paragraphs (a),(b),(c), (d),(e),(f) and (g)

Fields to be completed are:

**1.0 FOR THE PERIOD:** This is the month and year for which Gift(s) were made and taxes became due (e.g the period of Gift Tax Return for June 2013 should be completed as 06/2013)

**2.0 NAME:** This is the name of the person who received the gift

**3.0 NEW TIN:** This is the new eleven (11) character Taxpayer Identification Number.

**4.0 OLD TIN:** This is the old ten (10) character Taxpayer Identification Number

**5.0 POSTAL ADDRESS** The current postal address of the recipient of the gift

**6.0 LOCATION ADDRESS:** The current residential address of the recipient of the gift

**7.0 OCCUPATION:** This refers to the current occupation of the recipient of the gift

**8.0 TELEPHONE:** The current telephone number of the recipient of the gift.

**9.0 PARTICULARS OF DONOR:** This section is for providing information on the person who donated the gift and is made up of the following;

- (i) Name, (ii) TIN, (iii) Postal Address, (iv) Location Address, (v) Telephone Number(s)

**10.0 DETAILS OF THE TAXABLE GIFT:** This section deals with particulars of the gift in question and comprises

- (i) **Type of Gift** i.e. The various kinds of gifts received in a year.

For each type of gift, provide

- (a) **Date of receipt** of the gift
- (b) **Description** of the gift e.g. a three storey Building
- (c) **Location** of the gift e. g. 34 Oye Street, Mamprobi
- (d) **Value** of the gift

- (ii) **Total Value of Taxable Gifts:** This is the sum of the values of all gifts received during the year.

**11.0 COMPUTATION OF GIFT TAX:** This is where the Gift Tax is calculated and is as follows:

- (i) **Total Value of Taxable gift** as in 10 (ii) above
- (ii) Deduct **Exempt Value**
- (iii) **Gift Tax Rate (%)**
- (iv) **Net value of Taxable Gift:** (i) minus (ii)
- (v) **Gift Tax Payable:** (iii) multiplied by (iv)

**12.0 DECLARATION:** This is to be done by the recipient or a responsible representative and should include: (i) Name, (ii) Signature and (iii) Date