

**Income Tax Office** 

HM Government of Gibraltar

# **Information Leaflet**

#### Useful email addresses

#### Individuals, employees and employers If you have any query about your tax affairs and are an selfemployed@gibraltar.gov.gi unincorporated business, a sole trader or a partnership. If you have any query relating to social insurance sicontributions@gibraltar.gov.gi contributions or are applying for an A1 and/or S1 certificate. For Trusts and Foundations enquiries. taxtrusts@gibraltar.gov.gi taxqi@gibraltar.gov.gi If you have any query about your tax affairs and are a Qualifying Individual, Category 2 or HEPSS Individual. For the submission of Form P8 returns by employers and paye.p8@gibraltar.gov.gi for any corresponding queries you may have on these. If you are filing your personal tax return IT1. paye.returns@gibraltar.gov.gi If you have any query on your individual PAYE paye.assessments@gibraltar.gov.gi assessment. If you are an employer and would like to register an paye.registration@gibraltar.gov.gi employee for PAYE purposes or you are an employee seeking to register. If you are an employer and are terminating the paye.p7a@gibraltar.gov.gi employment of a PAYE employee or you are an employee terminating your employment. If you are an individual and have any general query paye.enquiries@gibraltar.gov.gi relating to your PAYE tax affairs. If you have been an employee and have now ceased paye.leavinggib@gibraltar.gov.gi employment and are leaving Gibraltar. If you are an employer and have a query in relation to paye.detachedworkers@gibraltar.gov.gi detached workers you may have contracted.



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Companies	
If you are filing a company tax return for a chargeable accounting period (Form CT1).	corporate.returns@gibraltar.gov.gi
If you are filing a company tax return for a non-chargeable accounting period (Form CT1).	corporate.returns@gibraltar.gov.gi
If you are filing a dividend return on behalf of a company or have any query on the completion of that return (Form CT2).	corporate.returns@gibraltar.gov.gi
If you are applying for a Certificate of Compliance or a Certificate of Ordinarily Residence for a company.	corporate.certificates@gibraltar.gov.gi
If you a have a query about a payment on account that you have or may have to make, including the set-off of any available credit balances and the misallocation of payments.	<u>corporate.enquiries@gibraltar.gov.gi</u>
If you have any query on a surcharge or penalty you have received.	corporate.enquiries@gibraltar.gov.gi
If you have any query in relation to detached workers you may have contracted.	corporate.enquiries@gibraltar.gov.gi

### By telephone

If needed and in order to assist us in helping you with your query, please contact the relevant section on the contact numbers provided below. Please note that given that we service a high number of customers daily our lines may be busy. We therefore recommend that you use our dedicated email facilities in order to expedite your query.

PAYE (individuals, employees and employers)	+350 200 74924
Payments/refunds	+350 200 74923
Company tax	+ 350 200 74889
Self-Employed Unincorporated businesses, sole traders or partnerships.	+ 350 200 74874
Qualifying Individual, Category 2 or HEPSS Individual.	+ 350 200 40457
Trusts and Foundations.	
Social insurance contributions including applications for A1 and/or S1 certificates	+350 200 52737

#### eServices

https://portal.egov.gi/All-Services



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### HM Government of Gibraltar

By mail	
Please forward any mail to our postal address at:	Income Tax Office
	St. Jago's Stone Block
	331 Main Street
	GX11 1AA
	Gibraltar

### How do I make a payment?

Using our on-line payment service: <u>https://tax.egov.gi/</u>. If you have any queries please contact us by email: <u>tax.accountsenquiries@gibraltar.gov.gi</u>.

### How do I receive my refund?

We will credit your refund directly to your bank account. If you haven't yet provided us with your bank details, please do so. You can download the necessary form from our webpage: <a href="https://www.gibraltar.gov.gi/income-tax-office/report-changes">https://www.gibraltar.gov.gi/income-tax-office/report-changes</a> and also obtain hard copies from our St. Jago's entrance lobby.