



Eswatini Revenue Authority

DOMESTIC TAXES DEPARTMENT

STAMP

PAYE 03

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APPLICATION FOR TAX DIRECTIVE

Terminal Benefits

A. PARTICULARS OF EMPLOYER

Tax year	<input type="text"/>	TIN	<input type="text"/>
Employer name	<input type="text"/>		
Postal address	<input type="text"/>	Email address	<input type="text"/>
		Contact no.	<input type="text"/>

B. PARTICULARS OF EMPLOYEE

Full name	<input type="text"/>		
Graded tax Nr.	<input type="text"/>	<input type="text"/>	PIN <input type="text"/>
Employment commencement date	<input type="text"/>	Reason(s) for termination	<input type="text"/>

C. TYPES OF LUMP-SUM PAYMENTS

Leave	<input type="text"/>	Ex Gratia	<input type="text"/>
Notice pay	<input type="text"/>	Severance pay	<input type="text"/>
Bonus	<input type="text"/>	Long service	<input type="text"/>
Gratuity	<input type="text"/>	Any other payment	<input type="text"/>

D. DETERMINATION OF SEVERANCE ALLOWANCE (Years qualifying for severance allowance)

D1. Employment commencement date	<input type="text"/>	D4. Number of completed years	<input type="text"/>
D2. Employment termination date	<input type="text"/>	D5. Less 1 year	<input type="text"/>
D3. Total period employed	Years <input type="text"/>	D6. Severance allowance qualifying years	<input type="text"/>
	Months <input type="text"/>		

E. COMPUTATION OF SEVERANCE ALLOWANCE

Number of days employed per week

Days	E1
5	21.67
5½	23.83
6	26.00
Other	

Mark the number of days employed per week. The corresponding number in Column E1 will be used in the computation of daily wages. Number of days multiplied by 52 weeks divided by 12 months = average working days per month. See E3 below.

E2 Monthly salary	E	
E3 Daily wage	E	E2/E1 (corresponding)
E4 Qualifying days	E	10 x D6
E5 Severance allowance payable	E	E3 x E4

F. DECLARATION

I (full name) certify in my capacity as (designation) that the above information is correct to the best of my knowledge and belief.

Date

Signed