



THE NATIONAL INSURANCE BOARD

DIRECT PAYMENT OF CONTRIBUTIONS
WITH
CERTAIN COMPUTER-PRINTED DOCUMENTS

Issued by the National Insurance Board

Nassau, New Providence

1974

**DIRECT PAYMENT OF CONTRIBUTIONS
WITH
CERTAIN COMPUTER-PRINTED DOCUMENTS**

1. An employer who operates a computerised payroll may, on making written application to the National Insurance Board, be authorised to pay contributions direct to a Local Office of the Board, on condition that he furnishes to the Local Office (or to such other office or Inspector of the Board as may be required) the machine-printed records and returns described in this Leaflet, and otherwise complies with the instructions set out in the Leaflet.
2. The written application to the Board should be made on form C. 25; the authority, if granted by the Board, will be given on form C. 26.

THE COMPUTER CONTRIBUTION FORM

3. The computer process used must be capable of printing out a "Computer Contribution Form" corresponding to pages 2 and 3 of a normal National Insurance contribution card, and showing thereon, for each month of the contribution year, the number of contributions in the appropriate wage group due in respect of the employee. A blank Computer Contribution Form is illustrated in the Appendix.
4. Where an employee is in the service of the employer throughout the month, the number of contributions to be shown on the Computer Contribution Form is four, or five, according to the number of Mondays in the month. When the process is in use, it should show entries as in the following examples:—

Example A: Employee whose wages throughout the month of May 1975 fall within Group 2:

		WAGE GROUP															
		1	2	3	4	5	6										
MAY	<table style="margin: auto; border-collapse: collapse;"> <tr> <td style="border: none; padding: 2px 5px;">1</td> <td style="border: none; padding: 2px 5px;">3</td> <td style="border: none; padding: 2px 5px;">5</td> <td style="border: none; padding: 2px 5px;">7</td> <td style="border: none; padding: 2px 5px;">9</td> </tr> <tr> <td style="border: 1px solid black; padding: 2px 5px;">1</td> <td style="border: 1px solid black; padding: 2px 5px;">3</td> <td style="border: 1px solid black; padding: 2px 5px;">5</td> <td style="border: 1px solid black; padding: 2px 5px;">7</td> <td style="border: 1px solid black; padding: 2px 5px;">9</td> </tr> </table>	1	3	5	7	9	1	3	5	7	9						
1	3	5	7	9													
1	3	5	7	9													
	Employer No.		4														

Example B: Employee who received an increase in wages at the end of the second week of December, 1974, moving from Group 5 to Group 6:

DECEMBER	<table style="margin: auto; border-collapse: collapse;"> <tr> <td style="border: none; padding: 2px 5px;">1</td> <td style="border: none; padding: 2px 5px;">3</td> <td style="border: none; padding: 2px 5px;">5</td> <td style="border: none; padding: 2px 5px;">7</td> <td style="border: none; padding: 2px 5px;">9</td> </tr> <tr> <td style="border: 1px solid black; padding: 2px 5px;">1</td> <td style="border: 1px solid black; padding: 2px 5px;">3</td> <td style="border: 1px solid black; padding: 2px 5px;">5</td> <td style="border: 1px solid black; padding: 2px 5px;">7</td> <td style="border: 1px solid black; padding: 2px 5px;">9</td> </tr> </table>	1	3	5	7	9	1	3	5	7	9						
1	3	5	7	9													
1	3	5	7	9													
	Employer No.					2	3										

5. When the Computer Contribution Form is printed out by the computer, it should also show the aggregate totals of the contributions which are recorded as above, in

the space provided for the purpose.

6. The over-all size of the Computer Contribution Form, 6½ inches by 13 inches (which is the same size as the normal contribution card) must be adhered to, and its general lay-out must conform to the specimen in the Appendix.

THE MONTHLY CONTRIBUTION RETURN

7. The computer process used must be capable of printing out, after the end of each month, a return showing the total amount (not number) of National Insurance contributions due by the employer in respect of all his employees for the four or five weeks beginning on Mondays during that month. This return may be in any convenient format, but it need not list the employees individually. (The total amount due by the employer includes both the employees' share of the contributions and his own share, and these might be shown separately).

OCCASIONAL CONTRIBUTION REPORTS

8. The computer process used must be capable of printing out, from time to time at the request of the Local Office or an Inspector of the Board, any or all of the following information in respect of any one or all of the employees:—
 - (a) the employer's registration number;
 - (b) the employee's name;
 - (c) the employee's National Insurance Number;
 - (d) the date the employee started work, or ceased work, and the beginning and end of any temporary interruption of his employment;
 - (e) the basic weekly or monthly wages paid to the employee (this is the figure, excluding overtime, severance pay or other additional payment, on which the rate of contribution is calculated — see The Employers' Guide paragraph 15).
 - (f) the amount of the employee's share of the contribution, deducted when each payment of wages is made;
 - (g) the total amount of contribution(s) due to be paid in respect of each payment of wages;
 - (h) the cumulative year-to-date total of contributions.

Such a report may be required in the course of verifying the correct payment of contributions, or in connection with a claim for benefit.

THE NOMINATED PERSON

9. The person, or the alternative person, who is named by the employer on form C. 25 and approved by the Board to oversee the special arrangements by which contributions are recorded and accounted for will be expected to ensure —
 - (a) that all normal action in relation to contribution cards, apart from the actual stamping of them, is carried out (that is, a contribution card is held for each employee, kept in safe custody, available for inspection, exchanged at the end of its year of currency or given to the employee who leaves during the year — for fuller details see The Employers' Guide);
 - (b) that all contributions for persons in the service of the employer are accurately processed and recorded by the computer;
 - (c) that a Computer Contribution Form is printed out for each person in the

- service of the employer at the end of the contribution year*, and sent to the Local Office at the same time as the corresponding contribution cards are exchanged for continuation cards;
- (d) that a Computer Contribution Form is printed out when an employee leaves the service of the employer during the contribution year*, and is sent to the Local Office (see paragraph 10);
 - (e) that when an employee leaves, copies of form C. 6 are prepared as in paragraph 10;
 - (f) that at the end of each month, the contributions which are due to be paid for that month are sent to the Local Office with a certificate on form C. 10 as in paragraph 11;
 - (g) that any occasional contribution report asked for as in paragraph 8 is rendered promptly,

and generally to act as liaison between the employer and the Board's staff, to facilitate the smooth running of the special arrangements.

WHEN AN EMPLOYEE LEAVES

10. When an employee's service ends, National Insurance contributions are due for each week up to and including the last week of employment, and also for any further period for which he is given paid leave, or is paid wages in lieu of notice. The action to be taken is as follows:—
- (1) Print out a Computer Contribution Form for the period of his employment during the current contribution year. (If there is a subsequent period of paid leave or wages in lieu of notice, which it is not possible to include in the Computer Contribution Form, contributions for that period should be paid in the normal way by affixing the appropriate National Insurance stamps to the normal contribution card.)
 - (2) Fill out form C. 6 in triplicate; retain one copy.
 - (3) On the normal contribution card, cross off the stamp spaces up to the current week (the final week of employment) and give the card, with a copy of the form C. 6, to the employee.
 - (4) Retain the Computer Contribution Form with the top copy of the form C. 6, until the end of the month, and send them with the form C. 10 to the Local Office as in paragraph 12.

* To avoid possible confusion in the Records Office of the Board, a Computer Contribution Form should not be printed out on any other occasion than these two mentioned.

REMITTANCE OF CONTRIBUTIONS

11. There should be remitted to the Local Office immediately after the end of the month, and in no case later than the 14th of the following month, the contributions due for the month to which they relate, e.g., contributions due for September

should be remitted immediately after the end of September and in no case later than 14th October.

12. The remittance should be accompanied by –
- (a) a certificate on form C. 10 – to be submitted in duplicate and with the second paragraph on the printed form deleted or omitted; and
 - (b) the top copy of form C. 6 and the Computer Contribution Form, for each employee who has left during the month.

A machine printed receipt will be given by the Local Office at the foot of the duplicate copy of the form C. 10 for the employer's records, the top copy of the form C. 10 being retained for use in the Local Office.

NOTES

1. An employer is entitled to recover the employee's share of the National Insurance contribution only by deduction from wages as they are paid, and only from wages which are wholly or partly in respect of the week for which the contribution is due. Where such deductions have been made during any month they are to be regarded as held in trust for the Board until such time as the employer remits the total contributions to the Local Office in accordance with the instructions in this Leaflet.
2. The special arrangements described in this Leaflet for the payment of National Insurance contributions are just as liable to inspection and supervision by Inspectors of the Board as is the standard system of stamping cards. The National Insurance Act provides penalties for any person who by false representation seeks to avoid payment of contributions which are due. Apart from that, the Board reserves the right at any time to withdraw the privilege of direct payment of contributions to the Local Office if it is abused by or on behalf of an employer. In that event the employer would be required to comply with the Regulations, and pay all contributions by stamping cards.

COMPUTER CONTRIBUTION FORM

National Insurance
Leaflet No. 7A

(Dimensions: 13 inches by 6 1/2 inches)

APPENDIX

THE BAHAMAS NATIONAL INSURANCE BOARD							-	RECORDED CONTRIBUTIONS							National Insurance Number: <u>1974 - 1975</u>						
Name of Employed Person: _____																					
WAGE GROUPS								WAGE GROUPS													
JULY	1	2	3	4	5	6	This part is not to be used	JANUARY	1	2	3	4	5	6	This part is not to be used						
<input type="text"/> Employer No.								<input type="text"/> Employer No.													
AUGUST								FEBRUARY													
<input type="text"/> Employer No.								<input type="text"/> Employer No.													
SEPTEMBER								MARCH													
<input type="text"/> Employer No.								<input type="text"/> Employer No.													
NOVEMBER								MAY													
<input type="text"/> Employer No.								<input type="text"/> Employer No.													
DECEMBER								JUNE													
<input type="text"/> Employer No.								<input type="text"/> Employer No.													
FOR OFFICIAL USE ONLY										TOTAL RECORDED CONTRIBUTIONS						1	2	3	4	5	6
Form C.1 (comp.)																					

THE NATIONAL INSURANCE BOARD

Application by Employer to Pay Contributions otherwise
than by Affixed Stamps and to Use Computerised Recording
of Contributions

Date19.....

Employer's
Registration No.

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I/We of

hereby make application to:

- (a) pay contributions monthly direct to
..... Local Office
of The National Insurance Board; and
- (b) furnish to the Board such computer-printed
returns and reports as the Board may require,

on the terms and conditions laid down in National Insurance Leaflet No. 7A, receipt of a copy of which is hereby acknowledged.

I/We also nominate
ofand failing him/her
of as the person responsible for ensuring that the contributions
are duly recorded and that the required returns and reports are correctly rendered in
respect of each insured person in my/our employment for whom contributions are paid
otherwise than by affixed stamps.

I/We further undertake to indemnify The National Insurance Board against
any loss that may be incurred by the Board as a result of the neglect or failure of my/our
said nominees to properly record contributions for insured persons strictly in accordance
with the total contributions paid to the said Board from time to time.

Signed

EMPLOYER

THE NATIONAL INSURANCE BOARD

Authority for Employer to Pay Contributions
Otherwise than by Affixed Stamps and to Use
Computerised Recording of Contributions

Date 19

Employer's
Registration No.

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The National Insurance Board hereby authorises
of to:

- (a) pay contributions monthly direct to the
..... Local Office
of The National Insurance Board; and
- (b) furnish to the Board such computer-printed returns
and reports as the Board may require,

on the terms and conditions laid down in National Insurance Leaflet No. 7A.

The Board has noted and approved the nomination by the employer of
..... of and failing Him/her o f
..... as the person responsible for ensuring that the required
returns and reports are correctly rendered.

Failure by the employer to observe strictly the terms and conditions for payment
laid down in Leaflet No. 7A may render the employer or his agent liable to penalties
under the National Insurance Act. The National Insurance Board reserves the right at
any time to withdraw the privilege of payment of contributions direct to the Local
Office in conjunction with computerised recording of contributions, and to require the
employer to pay contributions by means of affixed stamps.

Signed

DIRECTOR
NATIONAL INSURANCE BOARD.