

TASK 5: PREPARING INCOME TAX PAYMENT

Objective

The students are able to:

- Know the applicable type and amount of tax
- Calculate the amount of tax according to the variation of income amount
- Know when the tax must be paid

Introduction

Tax is an obligatory charge paid by the people to the state and to be used for the interest of the government and public. Every employee with certain amount of income must pay tax.

Activities

No	Activities	Duration
1	Direct the VP and members of department to learn the types of tax and how they are applied in Indonesia. You can access reference regarding tax in the link below for further learning.	30'
2	The VP and members prepare a list of income of all employees. Recalculate the income tax and check whether the amount of tax has been in accordance with the applicable regulation.	10'
3	After calculating all Income Tax, the VP then makes a tax payment memo to the finance department and tax office, in this case is Tax Office a.c. 12000024 .	25

Output

Income tax payment memo

Internet Activity

<http://www.pajak.go.id/content/belajar-pajak>