

## INSTRUCTIONS FOR COMPLETING FORM C.10 (SE or V)

1. FORM C.10 (SE or V) SHOULD BE COMPLETED IN DUPLICATE, TYPED OR WRITTEN IN INK IN BLOCK LETTERS. A COPY OF THE FORM IS STAMPED "PAID" AND RETURNED FOR YOUR RECORDS. DO NOT WRITE IN THE AREA MARKED "FOR OFFICIAL USE ONLY".
2. REMITTANCES FOR CONTRIBUTIONS DUE SHOULD BE SENT ALONG WITH THE FORM C.10 (SE or V) AND CHEQUES MADE PAYABLE TO THE NATIONAL INSURANCE BOARD.
3. THE NAME, REGISTRATION NUMBER, TELEPHONE NUMBER, NATIONAL INSURANCE NUMBER, ADDRESS, CELLULAR NUMBER, FAX NUMBER, ISLAND AND EMAIL ADDRESS, MUST BE CLEARLY PRINTED.
4. FORM C.10 (SE or V) MAY ACCOMMODATE SEVERAL CONTRIBUTION MONTHS.
5. SHOULD YOU NEED TO PAY ARREARS, OR MAKE ADJUSTMENTS TO PRIOR MONTH'S CONTRIBUTIONS, YOU MAY DO SO BY ENTERING AMOUNT ON FORM C.10 (SE or V).
6. FOR EACH CONTRIBUTION WEEK THAT A PERSON IS SELF-EMPLOYED, HE/SHE SHALL PAY CONTRIBUTIONS AT THE RATE OF 8.8% UP TO A CEILING OF \$2,687 MONTHLY, BASED ON HIS/HER INCOME IN THE PREVIOUS CALENDAR YEAR. WHERE A PERSON WAS NOT SELF-EMPLOYED FOR A FULL YEAR, CONTRIBUTIONS SHALL BE PAID AT THE RATE CORRESPONDING TO THE RATE HE/SHE LAST PAID AS AN EMPLOYED PERSON. IF HE/SHE WAS NOT PREVIOUSLY EMPLOYED, HE/SHE SHALL PAY CONTRIBUTIONS BASED ON AN ESTIMATE OF HIS/HER INCOME FROM HIS/HER SELF-EMPLOYMENT.
7. SELF-EMPLOYED PERSONS WHO ARE IN RECEIPT OF NIB'S RETIREMENT BENEFIT WILL PAY CONTRIBUTIONS AT A RATE OF 2%, AND SHOULD INDICATE THEIR STATUS IN THE *RETIREMENT INDICATOR* COLUMN.
8. SELF-EMPLOYED PERSONS ARE CONSIDERED MONTHLY PAID.
9. ARREARS OF CONTRIBUTIONS:
  - a. CONTRIBUTIONS ARE DUE AT THE END OF THE MONTH. IF CONTRIBUTIONS ARE NOT RECEIVED BY THE 15TH OF THE FOLLOWING MONTH, PAYMENTS RECEIVED ARE CONSIDERED IN ARREARS AND ARE SUBJECT TO INTEREST FROM THE FIRST OF THE MONTH. . (eg. CONTRIBUTIONS FOR THE MONTH OF JANUARY ARE PAYABLE BY THE 15<sup>TH</sup> OF FEBRUARY. IF UNPAID, INTEREST IS CHARGED FROM 1<sup>ST</sup> OF MARCH.)
  - b. IN ORDER TO AVOID PAYMENT OF INTEREST ON ARREARS, CONTRIBUTIONS MUST BE PAID WHEN DUE.
  - c. INTEREST IS ADDED TO ALL CONTRIBUTIONS THAT ARE PAID LATE AND IS CALCULATED AT THE PRIME RATE.
  - d. THE BOARD EXPECTS PROMPT PAYMENT OF CONTRIBUTIONS ON DUE DATES. THIS WILL ELIMINATE THE NEED TO RECOVER ARREARS BY LEGAL PROCEEDINGS.
10. ALL SELF-EMPLOYED PERSONS WILL BE CONTRIBUTION TYPE "A" AND ALL ARE ELIGIBLE TO CLAIM FOR INDUSTRIAL BENEFITS.
11. IF A SELF-EMPLOYED HAS TO ADJUST ANY CONTRIBUTION PAID FOR PREVIOUS MONTH, THE SELF-EMPLOYED MUST COMPLETE THE C.10 (SE or V) FORM OUTLINING THE ADJUSTMENTS.

### CONTRIBUTION FOR SELF-EMPLOYED or VOLUNTARILY INSURED PERSONS (EFFECTIVE JULY 2014)

ACTUAL INCOME (\$)		INSURABLE INCOME (\$)		CONTRIBUTIONS PAID AS PERCENTAGE OF INSURABLE INCOME BY	
WEEKLY	CORRESPONDING MONTHLY INCOME	WEEKLY	CORRESPONDING MONTHLY INCOME	SELF-EMPLOYED	VOLUNTARILY INSURED PERSONS
Up to 620	Up to 2,687	Up to 620	Up to 2,687	8.8%	5%
Above 620	Above 2,687	620	2,687	8.8%	5%