

INSTRUCTIONS FOR SUBMISSION OF PAYROLL RECORDS TO NASSCORP

- 1) Go to website at www.nasscorp.org.lr to obtain spreadsheet Format for Submission of Payrolls to NASSCORP via e-mail or flash disk.
- 2) Fill in Sheet 1 (Employer) and Sheet 2 (Employees) as follow:

Sheet 1: EmployerID = **(Employer new 7 digits number)**

EmployerName = (Employer Name in Full as Registered with
NASSCORP)

CurrencyTypeID = (1= Liberian Dollar, 2 = United States Dollar)

PayrollDate = (Payroll Date)

Sheet 2: EmployeeNo. = **(Employees new 9 digits SS Number)**

FirstName = (Employee First Name)

MiddleName = (Employee Middle Name)* If Any

LastName = (Employee Last Name)

GrossPay = (Employee Gross Pay)

PayrollDate = (Payroll Date)

PayPeriod = (1 = Weekly, 2 = Bi-Weekly, 3 = Monthly)

PayrollType = (1 = NPS/EIS, 2 = EIS (Only))

**IMPORTANT: Employees First, Middle and Last Name must match exactly
as registered with NASSCORP by the Employee on Form 2.**

- 3) Submit to NASSCORP via e-mail to crecords@nasscorp.org.lr
- 4) Make Payment at NASSCORP or at bank representing 10% of the Total Monthly Gross for each Employee.