NASSCORP

24th Street & Tubman Boulevard., Sinkor
www.nasscorp.org.lr, 0770102020 / 0880102020

INSTRUCTIONS FOR SUBMISSION OF PAYROLL

RECORDS TO NASSCORP

1. Click the https://www.nasscorp.org.lr/downloadable-forms/ to obtain Excel Spreadsheet Format & Instruction for Submission of Payrolls to NASSCORP via e-mail.

2. Fill in Sheet 1 (Employer) and Sheet 2 (Employees) as follow:

3. Please use **FONT SIZE 12**

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 = both NPS and EIS, 2 = **ONLY** EIS)

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

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4. Submit payrolls to NASSCORP via e-mail at **crecords@nasscorp.org.lr;** please call **0770696644 / 0888819888** if you have any inquires.

5. Make Payment at NASSCORP or at bank representing **10%** of the **Total Monthly Gross** for each Employee.