

**SALARY & WAGES (PAYE) REGISTRATION FORM**

(Use this when you start employing staff)

Taxpayer Identification Number (TIN)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Surname or Company Name	<input type="text"/>						
First Name	<input type="text"/>						
Postal Address	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Village	<input type="text"/>	
Trading Name	<input type="text"/>						
Telephone Number	<input type="text"/>				Fax Number	<input type="text"/>	
eMail Address	<input type="text"/>						
Number of Employee(s)	<input type="text"/>	Paid Weekly	<input type="radio"/>	Paid Fortnightly	<input type="radio"/>	Paid Monthly	<input type="radio"/>
When will you start employing	<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>		

**As an employer, you will need to**

- keep wage records
- make deductions from employees' wages
- complete and file Salary & Wage Tax and Source Deduction Payment Records
- pay the deductions to Inland Revenue by the 15th of each month

We would like to help you understand your employer responsibilities.

**Do you want a tax officer to come and explain your tax obligations?** Yes  No **Employees that earn under \$576 a fortnight**

Employers who pay their staff under the threshold are not obligated to deduct Salary and Wages Tax (PAYE), but are required to report that information to Inland Revenue on their monthly P4 form.

**Declaration**Name of authorized person Designation/Title *I solemnly declare that the information provided in this application are true; and I understand that any misleading or false information is an offence under the Tax Administration Act 2012*Signature Date 

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**Please send this form to:**

Inland Revenue Services, PO Box 1877, Apia. Fax to +685 20414

If you need assistance completing this form, phone us in Apia on +685 20411 or Salelologa +685 51574