



Tax Identification Number

SALARY & WAGES (PAYE) REGISTRATION FORM

Use this when you start employing staff

Surname or Company Name

First Name

PO Box Number Village

Trading Name

Telephone Number Fax Number

eMail address

Number of Employee (s) Paid Weekly Paid Fortnightly Paid Monthly

When will you start employing? / /

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 declare that the above information given on this form is true and correct.

Signature Date / /

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