



Tax Identification Number

**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 Monthly  Paid F/Nightly

When will you start employing?  /  /

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

- keep wage records
- make deductions from employees' wages
- complete and file employer monthly schedules
- pay the deductions to Inland Revenue by the 14th 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 \$231 per week**

Employers who pay their staff under the threshold are not obligated to deduct 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