

8. Number of Employees

9. What payroll and PAYE/PRSI record system will you use? (Tick **the relevant box**)

(a) Computer System If you are using a computerised payroll package you should register for the Revenue Online Service (ROS) at www.revenue.ie to receive the electronic copies of Tax Credit Certificates and to file your P35 End of Year Return on-line.

(b) Manual System Wages books are available from Office Suppliers/Stationery Bookstores.

10. If correspondence relating to PAYE/PRSI is being dealt with by an agent, tick the box and give the following details.

Name and Address of Agent

Phone Area Code and No:

Fax Area Code and No:

Tax Adviser Identification No:
(TAIN)

Mobile Phone Number:

Client's Reference:

Declaration: This must be made before you can be registered for tax

I declare that the particulars supplied by me in this application are true in every respect.

Forename
(in BLOCK LETTERS)

Surname
(in BLOCK LETTERS)

Signature

Date

Capacity (individual, secretary, director, trustee, partner, etc.)

Additional Information

The following leaflets will provide additional information on the taxation aspects of running a business. They are available at www.revenue.ie, from Revenue's Form's and Leaflets service at **LoCall 1890 306 706 (available 24 hours a day)** or from your local Revenue office.

IT48 Starting in Business - A Revenue Guide
IT49 VAT for Small Businesses

Employer's Guide to PAYE
Code of Practice for Determining Employment or Self-Employment Status of Individuals
Employers Guide to operating PAYE and PRSI for certain benefits

If you have further information queries or concerns contact your local Revenue office or Employer Helpline at **LoCall 1890 25 45 65**.

If you want information on payment options, including Direct Debit, contact the Collector-General at **LoCall 1890 20 30 70**.

Revenue On-Line Service (ROS) Save time - File On-Line

Once registered, you can access your tax details and file returns on-line using Revenue On-Line Service (ROS). ROS is available 24 hours a day, 365 days a year. It is easy, instant and secure. For further details on ROS, visit Revenue's website at www.revenue.ie or call the ROS Helpdesk at **LoCall 1890 20 11 06**.