



EMPLOYER (PAYE/PRSI) TAX REGISTRATION FORM

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This form can only be used by PAYE Employees who require registration as an Employer, or Foreign Companies that are already registered for Corporation Tax and now require registration as an Employer.

Self-Employed persons should register as an Employer through their ROS account.

PAYE Employees who require registration for Income Tax should apply through Revenue's **myAccount**. Partnerships, Receivers, Liquidators, Trusts, Unincorporated Bodies and Non-Resident Individuals should apply using the TR1/TR1(FT) form which is available to download from **www.revenue.ie**.

Agents acting on behalf of **Companies** which require registration for Corporation Tax, VAT, Employer's PAYE/PRSI and/or RCT should apply through Revenue On-line Service (ROS) at **www.revenue.ie**. Irish Companies without an Agent and Foreign Companies should apply using the TR2/TR2(FT) form which is available to download from **www.revenue.ie**.

PAYE Employees taking up employment for the first time should register their job using the Jobs & Pensions service. To use this service the employee must first be registered for **myAccount** on **www.revenue.ie**.

Complete ALL parts of this form in BLOCK LETTERS, sign the declaration and return it to your Revenue District Office, details of which are available on **www.revenue.ie/contact**.

Without accurate information the registration will be delayed and/or you may experience delays in receipt of Returns and other information.

General Details

1. State the full name of 'person' or company to be registered

2. In the case of an individual state your PPS Number

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3. (a) What is your main business or activity,
or

(b) If registration is required for domestic reasons,
e.g. hiring a childminder/carer/housekeeper
or sub-teacher, indicate the reason here.

4. If already registered for other taxes, state reference number as applicable:

Income Tax (IT)

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Corporation Tax (CT)

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Valued Added Tax (VAT)

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5. Business Address and Eircode

Phone Area Code and No.:

Mobile Phone Number:

Fax Number:

E-Mail:

6. Private Address and Eircode (if different)

Phone Area Code and No.:

Mobile Phone Number:

Fax Area Code and No.:

E-Mail:

7. Date of commencement of first employee

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 On-line 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, Address and Eircode of Agent

Phone Area Code and No.:

Fax Area Code and No.:

Tax Adviser Identification No.:
(TAIN)

Mobile Phone Number:

Client's Reference:

11. If you want to have your tax affairs dealt with in Irish, tick the box

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

BLOCK LETTERS

Surname

BLOCK LETTERS

Signature

Date

DD/MM/YYYY

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.

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

Further queries should be submitted through **MyEnquiries** on www.revenue.ie or alternatively, to your local Revenue office or the 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**.