



# EMPLOYER (PAYE/PRSI) TAX REGISTRATION FORM

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This form can only be used by Persons or Companies requiring to register as an Employer for PAYE/PRSI purposes only and who are already registered for Income Tax (either as an employee or self-employed) or Corporation Tax.

'Persons', i.e. Individuals, Partnerships, Trusts, Unincorporated Bodies requiring to register for Income Tax, VAT or as a Principal Contractor for Relevant Contracts Tax (RCT) should complete **Form TR1** (which also includes the option to register for PAYE/PRSI (as an employer)).

**Companies** (including foreign companies) requiring to register for Corporation Tax, VAT or as a Principal Contractor for Relevant Contracts Tax should complete **Form TR2** (which also includes the option to register for PAYE/PRSI as an employer). **PAYE employees** taking up employment for the first time should complete **Form 12A**.

**Complete ALL parts of this form as required in BLOCK LETTERS, sign the declaration and return it to your Revenue District Office. Without accurate information the registration will be delayed and/or you may experience delays in receipt of Returns and other forms.**

## 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

Phone Area Code and No:

Mobile Phone Number:

Fax Number:

E-Mail:

6. Private Address (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](http://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

*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](http://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

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](http://www.revenue.ie) or call the ROS Helpdesk at **LoCall 1890 20 11 06**.