



INSTRUCTIONS FOR COMPLETING EMPLOYEE TAX CODE DECLARATION FORM

GENERAL INFORMATION

The Employee Tax Code Declaration form must be filled by ALL the employees and submitted to the employer.

The Employee Tax Code Declaration form should be completed by ALL existing and new employees.

After the employee completes the form, they should give it to their employer as soon as possible.

If the employee has more than one employer, Employee Tax Code Declaration Form indicates the respective Tax Code and the Form should be completed, and given to each employer.

COMPLETING THE FORM

Complete the form in black or blue pen. **PRINT CLEARLY.** A typewriter may also be used.

You must complete all items. If an item is not applicable write "N/A" in the box.

Section A: Employee details

In the boxes provided, the employee should write their full name, Postal address, Tax Identification Number (TIN) and phone contact. If the employee does not have a TIN, they must register for a TIN with FRCS immediately.

Section B: Tax Code and FNPf Number

Every employee is to fill this section. You are to **tick** either Code "P" or Code "S".

Code "P" for primary employment means you have only one employment or it is your primary employment.

Code "S" for secondary employment means that this is not your primary employment but your second employment or other employment.

You are also to fill in your FNPf Number.

You are not required to fill in the Employee Tax Declaration Code Form every year if your tax code remains the same.

Section C: Declarations

The employee should sign and date the form.

Note: The income tax law provides severe penalties for persons who make false declarations.

Section D: Acknowledgement of Receipt

The receiving officer is to put his/her name, sign and put the date immediately upon receiving the Employee Tax Code Declaration Form.

WHAT TO DO WITH COMPLETED FORM

Completed forms are to be **submitted to your employer.**