



PAYE FINAL WITHHOLDING TAX

INFORMATION FOR EMPLOYEES

The law introducing PAYE Final Withholding Tax (PAYE FINAL) is contained in the Income Tax Amendment Act 2013. Reference: Decree 16 and 37, 2013, effective 1st January 2013.

Your responsibility as an employee

You must submit a completed "Employee Tax Code Declaration" form IRS 458A to your employer. If you fail to submit this declaration to your employer, you will be taxed at the higher rate of 20 percent on your wages and salaries.

Your tax code declaration includes the following:

1. Employee Tax Identification Number (TIN)

It is essential that you include your TIN to ensure that the tax deducted from your salary or wages is credited to your name.

If you already have a TIN but you have misplaced it, contact FRCA.

If you do not have a TIN, you need to apply to FRCA by completing TIN registration form IRS 001 and attach post 2000 Birth Certificate and photo ID.

More information is contained in the FRCA website: http://www.frca.org.fj/wp-content/uploads/2014/01/POSTER_JOINT_ID_FINAL.pdf

2. Tax Code Declaration

Use Code P (Primary Code) for your main employer. If you have more than one employer at the same time, use Code S (Secondary code) for the other employer(s).

3. Your personal details, including name, address and contacts.

Failure to correctly declare will result in you being overtaxed.

What does it mean for you as an employee?

If your only income is from salary and wages then the PAYE Final deducted by your employer from your employment income will be your final tax. You are not required to file an annual return for 2013 onwards.

Your employer has the responsibility to administer the new PAYE FINAL process, deduct the correct amount of tax from your salary and wages and remit to FRCA.

From 2013 onward, the allowances that you claimed in earlier year returns, for example, the marital and dependent child allowance are no longer claimable. To compensate for the allowances being removed, the income tax rates were reduced from 2012 onwards.

If you need help with any of your employee responsibilities or you have questions about anything in this brochure, please contact FRCA as follows:

- The Designated PAYE Final Tax Team on 3243581/3243584/3243580/3243525/3243578/3243562/3243690/3243507; or
- Taxpayer Education and Publicity Unit on 3243505/3243509/3243565/3243523/9384993

You may also email your query to tepu@frca.org.fj or payefinal@frca.org.fj

frca.org.fj or you can visit our website (www.frca.org.fj) or any of the following FRCA offices:

- Suva – FRCA Complex, corner of Queen Elizabeth Drive and Ratu Sukuna Road, Nasese.
- Levuka-Main Street, Levuka Town.
- Lautoka-19 Tavewa Avenue, Lautoka City.
- Nadi-Nadi International Airport.
- Sigatoka-FDB Building, Main Street, Sigatoka Town.
- Rakiraki-1st Floor, FDB Building, Vaileka Street, Rakiraki Town.
- Labasa-1st Floor Ratu Raobe Building, Corner of Nanuku & Jaduram Street, Labasa Town.
- Savusavu-Main Street, Savusavu Town.