



**FORM INSTRUCTIONS: PLEASE READ THE FOLLOWING INSTRUCTIONS BEFORE PROCEEDING**

1. Use this form to request for approval to file a Personal Income Tax (PIT) return. For quicker processing of your application, use the Taxpayer Online Service (TPOS) which you can access at: <https://tpos.fracs.org.fj/taxpayerportal/logon#/Logon>.
2. This service may be used by an individual (salary and wage earner) who:
  - is required to file a PIT return; or
  - may want to claim an allowable deduction; or
  - may be required to voluntarily declare their employment income
3. State the return year in which filing is requested. The year stated can be a past or current year but cannot be a future year.
4. Select the reason for your request from the available options.
5. If you've selected "Other" as the reason for your request, you must provide a description.
6. Complete the table by listing all employment for the period you have requested.
7. Complete the Declaration section by filling all details in the designated space. If a third party is submitting the request, then the representative must also provide his/her TIN and designation e.g. Accountant, Tax Agent.
8. Our tax advice will be based on the facts provided therefore you must submit all supporting documents.
9. We will advise you once the application is processed.
10. If approved, you will be able to file a PIT return for the tax year requested. The due date for annual returns is 31st March of the following year e.g. the return for the tax year 2020 is due on 31/03/2021.
11. You can request for a review of our tax advice if the application is declined.
12. Please consult with a Customer Service Officer if you need help to complete the Form.

**TAXPAYER DETAILS**

**Taxpayer Identification Number (TIN)\***

*State your TIN. Note that the TIN should consist of either 9 or 10 digits.*

**Taxpayer Name\***

*State your name*

**FILING REQUEST DETAILS**

**State the Year of Return that you request to file\***

*State the Year of Return you request to file*

**Select the Reason for your Request\***

Migrating outside Fiji

An Employee of an International Organization

Others

Expatriate departing Fiji

Obtain credit for contribution to COVID-19 fund

*Specify reason if 'Other' is selected*

## EMPLOYMENT DETAILS

Employer (TIN)\*

State your Employer TIN

Employment Type\*

Employer Name\*

State the Name of your Employer

First Date of Employment

Last Date of Employment

Would you continue to earn income from sources in Fiji other than from employment and or Interest Income derived from financial institutions?\*

Yes

No

## DECLARATION OF TAXPAYER OR REPRESENTATIVE

I declare that the information in this application is true and correct in every detail

Taxpayer/Representative TIN

Full Name:

Designation:

Signature:

Lodgement Date:

**IT IS A SERIOUS OFFENCE TO GIVE FALSE INFORMATION TO THE CHIEF EXECUTIVE OFFICER**

## FOR OFFICE USE ONLY

Officer's Name:

Officer's Signature:

Date of Receipt:

Reference Number:

## CHECKLIST

Completed Taxpayer Request for Filing Personal Income Tax Return form.

**Migrating Outside of Fiji**

- Withholding Tax Certificate\*
- Evidence of Departure from Fiji\*

**Expatriate departing Fiji**

- Withholding Tax Certificate\*
- Evidence of Departure from Fiji\*

**Employee of an International Organization**

- Withholding Tax Certificate\*
- General Attachments

**To claim interest derived from Financial Institutions**

- Withholding Tax Certificate\*

**Other**

- Withholding Tax Certificate\*
- General Attachments\*

Valid TIN of Applicant or Representative submitting the form

Valid Photo ID of Applicant or third party submitting the form