



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 or VAT 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 or VAT 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**.

Please complete ALL parts of this form as required in BLOCK CAPITALS, 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

--	--	--	--	--	--	--	--	--	--

Note: If you do not have a PPS No. (Personal Public Service No.) or do not have a separate number from your spouse you must obtain this number from the Dept. of Social and Family Affairs (local Welfare Office) before registering for tax.

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 number as applicable:

Income Tax (IT)	<table border="1" style="width: 100%; height: 20px;"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>										
Corporation Tax (CT)	<table border="1" style="width: 100%; height: 20px;"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>										
Valued Added Tax (VAT)	<table border="1" style="width: 100%; height: 20px;"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>										

5. Business Address

Phone Area Code and No:	<input style="width: 100%;" type="text"/>
Mobile Phone Number:	<input style="width: 100%;" type="text"/>
Fax Number:	<input style="width: 100%;" type="text"/>

6. Private Address (if different)

Phone Area Code and No:	<input style="width: 100%;" type="text"/>
Mobile Phone Number:	<input style="width: 100%;" type="text"/>
Fax Number:	<input style="width: 100%;" type="text"/>

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)

Tax Deduction Card System
(Revenue Supplied)

Other Manual System

Computer System

Disk

10. If correspondence, on PAYE/PRSI is being dealt with by an agent, tick the box.

Name and Address of Agent

Phone Area Code and No:

Fax Number:

Tax Adviser Identification No:
(TAIN No)

Mobile Phone Number:

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.

Name (in BLOCK LETTERS)

Signature

Date

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 from your local revenue office or from Revenue's Form's and Leaflets service at **LoCall 1890 30 67 06** or at **www.revenue.ie**

IT48 Starting in Business - A Revenue Guide

IT50 PAYE/PRSI for Small Employers

Employers Guide to operating PAYE and PRSI for certain benefits

If you have further information queries or concerns contact your Revenue District Office or Employer PAYE Enquiries at **LoCall 1890 23 63 36**.

If you wish to receive an employer pack tick the box.

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 our website at **www.revenue.ie** or call the ROS Information Desk at **LoCall 1890 20 11 06**.