

## **ITIP EMPLOYERS REGISTRATION FORM - COMPANIES**

NAME \_\_\_\_\_

TRADING NAME \_\_\_\_\_

REGISTERED OFFICE \_\_\_\_\_

CORRESPONDENCE ADDRESS  
*(if different from above)* \_\_\_\_\_

TAX REFERENCE NUMBER \_\_\_\_\_

Post Code

Telephone		Mobile		Email	
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NATURE OF BUSINESS \_\_\_\_\_

### COMPANY OFFICIALS

*Please provide the full name and address of the company secretary and of all company directors. If there is insufficient please attach a separate sheet to the form.*

#### Company Secretary Details

Name \_\_\_\_\_

Address \_\_\_\_\_

Post Code

#### Company Director Details

Name \_\_\_\_\_

Address \_\_\_\_\_

Post Code

Name \_\_\_\_\_

Address \_\_\_\_\_

Post Code

HAVE YOU ENGAGED EMPLOYEES? *(see note 1 overleaf)*

If **YES**, please confirm date of engagement \_\_\_\_\_

A Form T20 or T21 should be enclosed with this application for each employee engaged.

Number of T20 and T21 Forms  
enclosed \_\_\_\_\_

If **NO**, please confirm the likely date of engagement \_\_\_\_\_

Please confirm if you have a computerised payroll :

Bureau User	<input type="checkbox"/>	Bureau (provides service to user)	<input type="checkbox"/>
Software Written in House	<input type="checkbox"/>	Purchased Software	<input type="checkbox"/>

IF YOU HAVE ENGAGED AN AGENT TO DEAL WITH YOUR EMPLOYER TAX AFFAIRS, PLEASE CONFIRM THE FOLLOWING: (see note 2 below)

AGENT NAME \_\_\_\_\_

AGENT ADDRESS \_\_\_\_\_

				Post Code	
Telephone		Mobile		Email	

**DECLARATION** (To be completed by a company director or company secretary)

Personal details on this form will be used by officers working in the Income Tax Division of The Treasury for the purposes of maintaining your Income Tax and National Insurance records. This information may also be shared with third parties such as those stated within the privacy notice below.

**I confirm that the information given is, to the best of my knowledge and belief, true and correct.**

Signed ..... Date .....  
Company secretary or director

Print Name .....

**Privacy Notice:** To find out more about how we collect and use personal information, contact our office or visit our website at: [www.gov.im/treasuryprivacynotice](http://www.gov.im/treasuryprivacynotice). We will send you a paper copy if you telephone us or write to us using the contact details provided on this form.

**IMPORTANT INFORMATION**

1. An employer is obliged to notify the Income Tax Division of the intention to become an employer within 14 days of making their first payment to an employee. Failure to notify within the specified time may result in a penalty of £250 being charged.
2. An employer is obliged to submit a T20 or T21 form in respect of each employee engaged within 14 days of their engagement. This form should be fully and accurately completed. Failure to submit a completed form within the specified time may result in a penalty of £250 being charged.
3. Full details of your obligations as an employer with regard to record keeping, return submission, making of payments and general compliance can be found in the employer's guide, which can be found at [www.gov.im/incometax](http://www.gov.im/incometax).

**For Official Use Only**

Client Pick Up and T20/T21 Linked

Package Issued:  Letter  Remittance Card

File Created