

INCOME TAX ACT 2007/LAO KI HE TUKUHAU VĀHENGĀ ' 2007

Form 3/Foomu 3

EMPLOYEE DECLARATION/FAKAMATALA 'A E TOKOTAHA NGĀUE'

Income Tax Regulations 2008/Ngaahi Tu'utu'uni ki he Tukupau Vāhenga' 2008 (Regulation 16/Tu'utu'uni 16)

NOTES: This form should be completed in duplicate. The employer must send the original to Revenue Services Department and keep a copy with their records for 5 years

FAKATOKANGA'I: Kuopau ke fakafonu ha tatau 'o e foomu ko eni'. Kuopau ke 'oatu 'e he ngāue'anga' 'a e tatau mo'oni' ki he Potungāue Tānaki Pa'anga' nea ke' nau tauhi leva 'i he'enau lekooti 'a e tatau' 'i he ta'u 'e 5

Section A/Konga A

Do not complete this form if you already have a current employee declaration with another employer except if you have changed jobs./'Oua 'e fakafonu 'a e foomu ko eni' 'okapau kuo' ke 'osi fakafonu ha fakamatala ki ha toe ngāue'anga tukukehe kapau kuo liliu ho'o ngāue'.

To be completed by the employee.

(Ke fakafonu 'e he tokotaha ngāue')

Surname/family name <i>Fakaiku/hingoa fakafāmili</i>	
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Christian/given name <i>Hingoa 'Uluaki</i>	
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Date of birth <i>'Aho jā'ele'i</i>	
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Address in Tonga <i>Tu'asila 'i Tonga</i>	
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On what basis are you paid <i>Anga jējē ho'o vahe'</i>	Daily <i>Lau'aho</i> <input type="checkbox"/> Weekly <i>Fakauike</i> <input type="checkbox"/> Fortnightly <i>Fakauike ua</i> <input type="checkbox"/> Half-monthly <i>Fakamāhina ua</i> <input type="checkbox"/> Monthly <i>Fakamāhina</i> <input type="checkbox"/>
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What is your Tax Identification Number (TIN)? <i>Fika Tukupau 'o e Taha Tukupau (FTTT)</i>	
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Have you made a separate application for a TIN? <i>Kuo' ke fakafonu ha kole mavahe ki ha FTTT?</i>	Yes/'Io <input type="checkbox"/> No/'Ikai <input type="checkbox"/> If No, - Complete Form 3 – Individual Application for TIN of the Schedule to the Revenue Services Regulations 2003/ Kapau 'oku 'ikai, fakafonu – e Foomu 3 – Kole Taautaha ki FTTT 'o e Tēpile ki he Ngaahi Lao ki he Potungāue Tānaki Pa'anga' 2003
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Status of employment <i>Tu'unga Ngāue</i>	Fulltime (<i>Ngāue Taimi Kakato</i>) <input type="checkbox"/> Part-time (<i>Ngāue Konga-taimi</i>) <input type="checkbox"/> Casual (<i>Ngāue Fakataimi</i>) <input type="checkbox"/> Labour hire (<i>Ngāue Leipa</i>) <input type="checkbox"/>
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Are you a Tongan resident for tax purposes? <i>Ki he ngaahi 'uhinga fakatukupau' ko e tokotaha nofo-fonua Tonga koe?</i>	Yes/'Io <input type="checkbox"/> No/'Ikai <input type="checkbox"/>
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Do you have another job(s)? <i>'Oku toe 'i ai ha'o ngaahi ngāue kehe?</i> If Yes, please tell us their name(s) <i>Kapau 'oku 'i ai, kātaki 'o tala mai honau hingoa'</i> NOTE: <i>If you wish to apply for a reduction in the rate of tax deducted, you will need to write to the Chief Commissioner./ FAKATOKANGA'I: Kapau 'oku' ke fiema'u ke' ke kole ke holoki ho'o tu'unga tukupau 'oku to'o', kuopau ke' ke tohi ki he Komisiona Pule'.</i>	Yes/'Io <input type="checkbox"/> No/'Ikai <input type="checkbox"/>
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Declaration by payee/Fakamo'oni 'a e tokotaha 'oku 'oatu ki ai e totongi'

'Oku ou fakamo'oni ko e fakamatala kuo' u 'oatu' 'oku mo'oni mo tonu.

Signature/Fakamo'oni Hingoa.....Date/'Aho...../...../.....

Section B/KONGA B

To be completed by the employer
Ke fakafonu 'e he tokotaha ha'ana 'a e ngāue'anga'

What is your Tax Identification Number (TIN)?
(If you do not have a TIN, you should complete either Form 3 or 4 Application for a TIN - Individual or Non-Individual of the Schedule to the Revenue Services Regulations 2003 and forward to Revenue Services with this form together with the relevant identification)
Koehā ho Fika Tukupau 'o e Taha Tukupau (FTTT) ? (Kapau 'oku 'ikai ha' o FTTT, fakafonu 'a e Foomu Kole FTTT 3 pē 4 – Tokotaha taautaha pē Tokotaha 'ikai taautaha 'o e Tu'utu'uni ki he Lao Tānaki Pa'anga' 2003' pea 'oatu ki he Potungāue Tānaki Pa'anga' fakataha mo e foomu ko eni' mo e ngaahi fakamo'oni 'oku taau ke 'oatu')

What is your registered business name or trading name (or your individual name if not in business)?
Koehā e hingoa lesisita pē hingoa fefakatau'aki (pē hingoa taautaha' 'okapau 'oku 'ikai ko ha pisinisi)

Contact person
Tokotaha ke fetu'utaki ki ai '

Contact phone
Telefoni ke fetu'utaki ki ai '

Date you started paying this employee
(approximate date if unsure) 'Aho na'a' ke kamata totongi ai 'a e tokotaha ngāue ko eni' ('aho ofi ki ai kapau 'oku' ke ta'epau'ia)
 Date you stopped paying this employee (if applicable)
'Aho na'e 'osi ai hono totongi 'o e tokotaha ngāue' ni ('okapau 'oku kaunga ki ai)

Day/'Aho Month/Māhina Year/Ta'u

Day/'Aho Month/Māhina Year/Ta'u

Declaration by employer/Fakamo'oni 'a e Tokotaha ha'ana 'a e ngāue'anga

I declare that the information I have given is true and correct. *'Oku ou fakamo'oni ko e fakamatala kuo' u 'oatu' 'oku mo'oni pea tonu*

Signature/Fakamo'oni HingoaDate 'Aho.../.../...

**SEND: Please deliver or send original to:
 Revenue Services Department PO BOX 7
 Nuku'alofa TONGA
 Kātaki 'o tiliva pē lī 'a e tatau mo'oni' ki he:
 Potungāue Tānaki Pa'anga, Puha 7
 Nuku'alofa, TONGA**