



PUBLIC NOTICE

SALARY & WAGE EARNERS' RETURNS OF INCOME

The Authority wishes to advise Salary & Wage Earners that Form S tax packages have been posted to the last mailing address provided to the Authority. Taxpayers are requested to ensure that the following requirements are met before submitting returns of income:

1. New taxpayers are required to be registered first - the original birth certificate (and a copy for our records) and a photo ID must be submitted with the application for registration.
2. Returns must indicate the taxpayer's Tax Identification Number and the year of return.
3. The first page of the return must be completed – it is the taxpayer's responsibility to provide the mailing/residential address, bank account number and other personal details.
4. The employee certificate must be securely attached. For copies or alterations, the employer's letter of explanation must be provided.
5. Except for new employees, where a taxpayer was partly employed during the year an explanation for the part year employment must be provided.
6. For personal claims, the following will apply:
 - First claim – marriage/child and other dependents allowance – attach marriage /birth certificate.
 - All claims for dependent children over the age of 18 attending school - letter of confirmation from the school/ institution or letter of acceptance

- All claims for other tax deductions – confirmation from the relevant institution of amount paid
7. Declaration is completed – this must be dated and signed by the taxpayer or in the case of minors, elderly dependents etc. by his/her representative.

INCOMPLETE RETURNS WILL BE SET ASIDE AND DEALT WITH LATER.

For further information or clarification, please e-mail general/technical enquiries to our Taxpayer Education & Publicity Unit (tepu@frca.org.fj) or technical services team (tipu@frca.org.fj) ; or visit our customer service centers, or contact Taxation Senior Executives, Lilly Bingwor, 324 3501; Makereta Ledua, 324 3590; Epli Naua, 324 3505 or Paula Savai, 324 3509.

Arieta Dimuri

Acting Chief Executive Officer