

EISPR4

Employment Incentive Scheme (Payroll Tax Rebate)

Claim Form - General

State Revenue Office
Department of Treasury and Finance



Do not use this form if yours in an Employment Agent or Labour Hire Business.

Apply instead using the [Employment Agents, Labour Hire Businesses and Indirect Employers claim form](#).

Before completing this General form, please read the [EISPR4 Guideline](#). The concepts and definitions in the Guideline apply to this form.

*Please lodge this form for each new employee for whom EISPR4 is sought **within 14 days** of the date the employee begins their employment.*

To use this form, you must:

- be registered with the Commissioner for State Revenue to pay payroll tax; and
- register for EISPR4, and lodge your registration form on or before 21 July 2015; and
- attach a copy of each new employee's first payslip.

If you are claiming for more than one employee, please complete Part A once, and attach separate copies of Part B for each additional employee.

Personal Information Protection Statement

Personal information is collected by the Commissioner of State Revenue and used for the purpose of administering the [Employment Incentive Scheme \(Payroll Tax Rebate\) Act 2009](#). You are providing this information under the relevant provisions of that Act.

Your personal information may only be disclosed in accordance with the provisions of the [Employment Incentive Scheme \(Payroll Tax Rebate\) Act 2009](#) and the [Taxation Administration Act 1997](#). It will be managed in accordance with the [Personal Information Protection Act 2004](#). You may access your personal information on request to the Commissioner of State Revenue. A fee may be charged for this service.

PART A: Employer details and declaration

1. Your organisation

Employer's name	<input type="text"/>	
Trading name	<input type="text"/>	
ABN	<input type="text"/>	
Your payroll tax registration number	600 -	<input type="text"/>

2. Your postal address

Address line 1	<input type="text"/>	
Address line 2	<input type="text"/>	
Suburb/town	<input type="text"/>	
State	<input type="text"/>	Postcode <input type="text"/>

3. Your contact details

Name of contact person	<input type="text"/>	
Work telephone	<input type="text"/>	Include area code if outside Tasmania, or provide a mobile number.
Fax number	<input type="text"/>	Include area code if outside Tasmania.
Email address	<input type="text"/>	

4. Full-Time Equivalent (FTE) Employment level (full-time and part-time employees only)

Including the new employee(s) for whom EISPR4 is sought, what is your FTE (Full Time Equivalent) Employment Level?

(see the [EISPR4 Guideline](#) for a sample calculation)

PART B: Employee Details

If you are applying for more than one employee, please copy and attach a separate page for each additional employee.

5. Your new employee details

Employee's full name (including middle name/s)	<input type="text"/>
Position title	<input type="text"/>
Date of birth	<input type="text"/>
Date employment commenced	<input type="text"/>
Employee's previous place of employment	<input type="text"/>

6. Is this employee full-time or part-time?

Full-time

Part-time

For part-time employees, what are the contracted full-time equivalent hours they work?
(for example, 0.5)

7. Is the new employee a result of a business takeover/merger or employee restructure? (see [EISPR4 Guideline](#) eligibility criteria 3.1 and 4.1)

Yes

No

8. What are the employee's likely annual taxable wages?

These are the employee's wages you are required to declare on your payroll tax return; if these change, you can advise the Commissioner of State Revenue using the Annual Adjustment Process.

Annual taxable wages \$

9. Does this employee's position constitute a Net Increase to your FTE Base Employment Level?

Yes ► Go to question 12

No ► Go to the next question

10. Are you claiming the EISPR4 rebate for the previous employee that's been replaced by this new employee?

Yes ► Go to next question

No ► Based on this answer, you would not be eligible for EISPR4 for this employee because their position does not constitute a Net Increase to your FTE Base Employment Level. Please contact the State Revenue Office for more information.

11. Details about the previous employee

Employee's full name

Position

Resignation date

12. Attachment

Please attach a copy of each new eligible employee's first payslip. 
(later in the claim process, you will be asked to produce other payslips and information).

13. Declaration

By signing below, you are declaring that:

- the information provided in this form is true and accurate; and
- you have read and understand the eligibility criteria and conditions set out in the [EISPR4 Guideline](#) and consider that the wages paid to this employee are eligible for the rebate; and
- you understand that there may be court-imposed penalties for giving false or misleading information; and
- you understand you must advise the Commissioner of State Revenue if this position, or any other position within your business, is terminated.

Signature

Full name

Date

dd/mm/yyyy

Where to lodge your claim form

Email

taxhelp@treasury.tas.gov.au

Fax

(03) 6234 3357

Post

State Revenue Office
GPO Box 1374
HOBART TAS 7001

In person

Ground floor
Salamanca Building Parliament Square
4 Salamanca Place HOBART TAS 7000
weekdays, 9:00am to 5:00pm

More information from the State Revenue Office

Telephone

(03) 6166 4400 weekdays, 9:00am to 4:00pm
1800 001 388 Tas-based callers outside the '62' area

Email

taxhelp@treasury.tas.gov.au

Website

www.sro.tas.gov.au