



EISPR4 Employment Incentive Scheme (Payroll Tax Rebate)

Registration Form

State Revenue Office
Department of Treasury and Finance

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

Who should use this form?

- a) Employers registered for payroll tax in Tasmania who anticipate recruiting additional employees between 30 June 2014 and 30 June 2015, and who maintain that employment to at least 30 June 2016;
- b) Payroll tax registrants who are **members of a group** may submit either:
 - one form for the entire group; or
 - a separate form for each member of the group.

Where a new payroll tax registrant becomes a member of a group after 30 June 2014, a separate form should be submitted for that member of the group as an individual claimant for the rebate.

Current payroll tax taxpayers must forward their Registration Form to the State Revenue Office no later than 21 July 2015.

After 21 July 2015, **new payroll tax registrants** must forward their Registration Form to the State Revenue Office no later than 21 days after being registered for payroll tax.

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.

1. Your organisation

Employer's name

Trading name

ABN

Payroll tax registration number

2. Your postal address

Address line 1

Address line 2

Suburb/town

State

Postcode

3. Your contact details (if these details change, please advise the SRO as soon as possible)

Contact person

Work telephone

Include area code if outside Tasmania. Can be a mobile.

Fax number

Include area code if outside Tasmania.

Email address

4. Are you a member of a group?

Yes

► Please answer questions 5 to 8 and complete the declaration

No

► Skip question 5, answer questions 6 to 8, and complete the declaration

5. Are you submitting this form for the entire group or as an individual member of the group?

Entire Group

Individual Group Member

6. Your FTE Base Employment Level at 29 June 2014

Please read the [EISPR4 Guideline](#) to calculate your FTE Base Employment Level.

FTE Base Employment Level at 29 June 2014) *

Please complete the attached schedule to calculate FTE Base Employment Level.



* If you are a new registrant for payroll tax after 30 June 2014, your FTE Base Employment Level should also be determined at 29 June 2014.

7. What frequency do you pay payroll tax? (EISPR4 will be paid at the same frequency)

i.e. monthly, quarterly, half-yearly or annually

8. Where should your payroll tax rebate be deposited?

Name of financial institution

BSB

 -

Account name

Account number

9. Declaration

By signing below, you are declaring that:

- you have read and understand the eligibility criteria and conditions set out in the [EISPR4 Guideline](#);
- the information you have provided in this form is true and accurate; and
- you understand that there may be court-imposed penalties for giving false or misleading information.

Signature

Full name

Position

Street address line 1

Street address line 2

Suburb/town

State

Postcode

Date

 / /

Where to lodge your registration form

Email
taxhelp@treasury.tas.gov.au

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

Fax
(03) 6234 3357

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

FTE Base Employment Schedule

Name of employee	Type of employee <small>eg Full-time or Part-time</small>	Contracted weekly hours

Total contracted weekly hours worked	
Divide by average contracted weekly hours worked (in full-time jobs)	
FTE BASE EMPLOYMENT	

*Alternatively, email the above information in an Excel document,
with a scanned copy of your registration form, to taxhelp@treasury.tas.gov.au