



# FS4

## Final Settlement System (FSS) Payee Status Declaration

(The Department's Data Protection Policy and further instructions are at the back of this page)

### SECTION 1 To be completed by the Payee and given to the Payer

Fill in Parts A and E and ONLY ONE of Parts B, C or D

A General Information											
ID Card/IT Reg. No. <b>A1</b>											
Spouse ID Card/IT No. <b>A2</b>											
Date of Marriage (if applicable)		d	d	m	m	y	y	y	y		
Surname											
First Name											
Address	House /No.										
	Street										
	Locality										
Postcode											
Date of Birth <b>A3</b>		j	j	x	x	s	s	s	s		
Telephone No.											

B Main Source of Emolument Income	
(See notes overleaf and tick the correct box)	
"Single" rates of tax	<b>B1</b> <input type="checkbox"/>
"Married" rates of tax	<b>B2</b> <input type="checkbox"/>
"Parent" rates of tax	<b>B3</b> <input type="checkbox"/>
Overseas Employment rate of tax (15%)	<b>B4</b> <input type="checkbox"/>
Women returning to Employment or Total Income less than € 9,200	<b>B5</b> <input type="checkbox"/>
Highly Qualified Persons rate of tax (15%)	<b>B6</b> <input type="checkbox"/>
Main income of a Football or Waterpolo player (7.5%)	<b>B7</b> <input type="checkbox"/>

C Part-Time Employment (Qualifying)	
(Tick the correct box)	
Pensioner	<b>C1</b> <input type="checkbox"/>
Full-time student/apprentice	<b>C2</b> <input type="checkbox"/>
Employed full-time elsewhere	<b>C3</b> <input type="checkbox"/>
If employed full-time elsewhere, provide full-time employer's P.E. number	
Married, not employed full-time elsewhere having a spouse being a full-time employee or pensioner	<b>C4</b> <input type="checkbox"/>
<b>NIL Tax Rate</b>	Tick box C5 ONLY if your projected income from all sources for the year is expected to be below the taxable limits Note: You may lose your right to benefit from the reduced rate if you tick this box incorrectly. <b>C5</b> <input type="checkbox"/>
<b>Withhold Tax</b>	Tick box C6 if earning football or waterpolo income and opting for final Withholding Tax at 7.5% <b>C6</b> <input type="checkbox"/>
	Tick box C7 to instruct your employer to start deducting tax at 15% <b>C7</b> <input type="checkbox"/>
Effective Date	<b>C8</b> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

D Other Emolument Income	
(Tick either box D2 or D3)	
Deduct at the prescribed rate (20%)	<b>D1</b> <input type="checkbox"/>
Deduct at a higher rate (You may indicate rate or leave blank and payer will calculate)	<b>D2</b> <input type="checkbox"/>
Deduct at a lower rate	<b>D3</b> <input type="checkbox"/>
<input type="checkbox"/> if pensioner or full-time student, indicate rate	
<input type="checkbox"/> if not a pensioner or full-time student, tick this box to request CIR's permission	<b>D4</b> <input type="checkbox"/>

E Payee's Declaration	
I, the undersigned, certify that the information given on this form is true and correct.	Date <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Signature	<input type="text"/>

### SECTION 2 To be completed by the Payer

Fill in Parts A and E and ONLY ONE of Parts B, C or D

A General Information											
P.E. Number <b>A4</b>											
Business Name											
Business Address											
House /No.											
Street											
Locality											
Postcode											
Telephone No.											

B FSS Main Tax Deduction	
(Tick the correct box)	
Use "single" rates if payee ticked B1	<b>B8</b> <input type="checkbox"/>
Use "married" rates if payee ticked B2	<b>B9</b> <input type="checkbox"/>
Use "parent" rates if payee ticked B3	<b>B10</b> <input type="checkbox"/>
Withhold 15% tax if payee ticked B4	<b>B11</b> <input type="checkbox"/>
Do not withhold tax if payee ticked B5	<b>B12</b> <input type="checkbox"/>
Withhold 15% tax if payee ticked B6	<b>B13</b> <input type="checkbox"/>
Withhold 7.5% tax if payee ticked B7	<b>B14</b> <input type="checkbox"/>

C FSS Part-Time Tax Deduction	
Effective Date for application of Part time rate	
<b>C9</b>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Part time tax deduction rate	
(insert rate which is applicable)	
<b>C10</b>	<input type="checkbox"/> 0% tax rate
<b>C11</b>	<input type="checkbox"/> 7.5% tax rate
<b>C12</b>	<input type="checkbox"/> 15% tax rate

D FSS Other Emoluments Tax Deduction	
Tax deduction rate on other Emoluments	<b>D5</b> <input type="text"/> % (insert rate)

E Payer's Name and Signature	
Full name and position	
Signature	

**PAYER'S COPY**

This copy of the completed FS4 is to be retained by the payer

# How to complete an FS4

## Who is required to complete an FS4?

All payees (ie full-time, part-time and other employees) are required to complete a separate FS4 for each source of local emolument income. Pensioners have been granted an exemption from this requirement in respect of pension emoluments but are still required to complete an FS4 in respect of each source of employment based emoluments.

## An FS4's is required be lodged:

- within seven days of commencement of any new employment; or
- whenever any material details of a current FS4 change.

## What happens if I don't complete an FS4?

If you do not complete an FS4 your payer will be required to deduct tax from your emoluments at the top marginal tax rate.

## How to complete this form

As a payee you are responsible for completing Section 1 (i.e. the left hand side) of the FS4. You must complete Parts A and E of the form and ONLY ONE of parts B, C or D.

## What to do after completing Section 1

Once you have completed Section 1 of the FS4 you need to return it to your payer so that he can complete Section 2 of the form. When both halves of the form have been completed your payer will:

- send the top copy of the form to the Inland Revenue Department;
- retain the second copy for audit purposes; and
- return the third copy to you, to retain with your other tax records.

## Notes to assist you in completing Section 1

### PART B - Main Source Emoluments

You should complete Section 1 Part B if this FS4 is in relation to employment which provides you with your *main source of emolument income*.

Tick box B1 if:

- a) you are single, widow/er, separated and you do not qualify for the "parent computation" or as a "single parent"; or
- b) you are married with a working spouse whose income is such that it is more advantageous to you if the "single" rates of tax are applied to the chargeable income of each of you and you do not qualify for the "parent computation".

Tick box B2 if:

- a) you are married with a non-working spouse; or
- b) you qualify as a "single parent" and the "married" rates are applicable to your chargeable income; or
- c) you are married with a working spouse whose income is such that it is more advantageous to you if the "married" rates of tax are applied to both incomes added together.

Tick box B3 if you qualify for the "parent computation".

Tick box B4 if you satisfy the conditions for overseas employment and wish to have tax deducted at 15%.

Tick box B5 if you satisfy the conditions stipulated in the "Tax Credit Women Returning to Employment Rules" and you are opting for a full year's tax credit, or you are a married woman who is over forty years of age, your annual projected annual income is less than €9,200, and you start in employment (not as a director) after having been absent from any gainful occupation for at least five years.

Box B5 also applies to individuals who shall be subject to the 'single' tax rates where the total income is less than €9,200.

Tick box B6 if you satisfy the conditions stipulated in the Highly Qualified Persons Rules.

Tick box B7 if your Main income derives from playing professional football or waterpolo and you are opting for the fixed tax rate of 7.5% instead of the standard rates.

### PART C - Part-Time Employment

You should complete Part C Section 1, if this FS4 is in relation to an employment which qualifies under the special part-time tax provisions. To qualify under the part-time employment provisions you have to satisfy the following conditions:

- you (or your spouse) must be a pensioner or a full-time student/apprentice or you (or your spouse) are employed full-time elsewhere;
- your part-time employment is not with the same payor with whom are employed on a full-time basis (i.e. you may not have a full-time employment with an employer and a part-time employment with another employer when both employers form part of the same group of companies because companies forming part of the same group are considered as the same employer).

If you are completing Part C you should tick only one out of boxes C1, C2, C3 or C4. If you tick box C3 (employed full-time elsewhere) you are also required to provide the P.E. number of your full-time employer.

*Nil Tax Rate.* You should tick box C5 ONLY IF:

- your projected total income *from all sources* is expected to be below the taxable limit; AND
- you wish to have emoluments from this part-time employment paid free of tax deductions (i.e. Nil rate).

You should note that if you incorrectly tick this box you may lose your right to benefit from the reduced part-time tax deduction rate.

You must also insert the date of effect (i.e. for recommencement of the part-time rate). This date may be retrospective (i.e. you may ask your payer to deduct tax and respect to previous part-time employment periods where tax was not deducted). It remains your responsibility to ensure that the whole amount of tax is duly deducted on time.

### PART D - Other Emoluments

You should complete Section 1 Part D if this FS4 is in relation to emoluments which are neither your main source of emolument income nor qualify under the special part-time tax provisions. Other Emoluments will usually be subject to tax deductions at the prescribed rate of 20%.

*Box D1.* If you wish to have tax deducted at the 20% rate you should tick box D1.

*Box D2.* If you wish to have tax deducted at a higher rate you should tick box D2 and indicate rate.

*Box D3.* If you wish to have tax deducted at a lower rate than 20%, and you are a pensioner or a student, you should tick box D3.

*Box D4.* If you wish to have tax deducted at a lower rate than 20%, but you are not a pensioner or a student, you should tick box D4 to request CIR's permission.

Please note:

- anyone may elect to have tax deductions from Other Emoluments at higher than the prescribed rate; but
- strict conditions govern the reduction of such deduction rate to less than the prescribed rate.

The Inland Revenue Department uses the information provided to process the form FS4 in accordance with the Income Tax Acts and subsidiary legislation. We may check information provided by you, or information about you provided by a third party, with other information held by us. We will not disclose information about you to anyone outside the Inland Revenue Department unless permitted by law. The Inland Revenue Department treats your personal information in accordance with the Data Protection Act 2001 (Cap 440) to protect your privacy. Any queries may be addressed to The Data Controller, Inland Revenue Department, Floriana FRN 0170.