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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. A1																				
Spouse ID Card/IT No. A2																				
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 A3		d	d	m	m	y	y	y	y											
Telephone No.																				

B Main Source of Emolument Income

(See notes overleaf and tick the correct box)

"Single" rates of tax	B1	<input type="checkbox"/>
"Married" rates of tax	B2	<input type="checkbox"/>
Overseas Employment rate of tax (15%)	B3	<input type="checkbox"/>
Exempt income for women resuming employment	B4	<input type="checkbox"/>

C Part-Time Employment (Qualifying)

(Tick the correct box)

Pensioner	C1	<input type="checkbox"/>																		
Full-time student/apprentice	C2	<input type="checkbox"/>																		
Employed full-time elsewhere	C3	<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	C4	<input type="checkbox"/>																		

NIL Tax Rate	Tick box C5 ONLY if your projected income from all sources for the year is expected to be below the taxable limits	C5	<input type="checkbox"/>																	
	Note: You may lose your right to benefit from the reduced rate of 15% if you tick this box incorrectly.																			
15% Tax Rate	Tick box C6 to instruct your employer to start deducting tax at 15%	C6	<input type="checkbox"/>																	
	Note: ONLY tick box C6 if you have previously completed another FS4 for the same part-time work and indicated a "NIL" tax deduction rate.																			
	Effective Date	C7			d	d	m	m	y	y	y	y								

D Other Emolument Income

(Tick either box D2 or D3)

Deduct at the prescribed rate (20%)	D1	<input type="checkbox"/>
Deduct at a higher rate (You may indicate rate or leave blank and payor will calculate)	D2	<input type="checkbox"/>
Deduct at a lower rate	D3	<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	D4	<input type="checkbox"/>

E Payee's Declaration

I, the undersigned, certify that the information given on this form is true and correct.

Date

Signature

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 A4																				
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	B5	<input type="checkbox"/>
Use "Married" Rates if payee ticked B2	B6	<input type="checkbox"/>
Use overseas employment rate (15%) if payee ticked B3	B7	<input type="checkbox"/>
Do not withhold tax if payee ticked B4	B8	<input type="checkbox"/>

C FSS Part-Time Tax Deduction

Effective Date for application of Part time rate

C8

Part time tax deduction rate (insert rate which is applicable)

C9 Rata ta' taxxa 0%

C10 Rata ta' taxxa 15%

D FSS Other Emoluments Tax Deduction

Tax deduction rate on other Emoluments **D5** % (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

Note: This is a self copying form. Please write only on the white (ie top) copy.

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; 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.

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 satisfy the conditions for overseas employment and wish to have tax deducted at 15%.

Tick box B4 if you satisfy the conditions for tax exemption for women resuming employment.

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 15% reduced part-time tax deduction rate.

15% Tax Rate. You should tick box C6 ONLY IF you have previously filled in an FS4 with the same payer indicating that the 'NIL' part-time tax rate was to apply and you now wish to have these emoluments taxed at the part-time rate of 15%.

You must also insert the date of effect (i.e. for recommencement of the 15% part-time rate). This date may be retrospective (i.e. you may ask your payer to deduct tax with respect to previous part-time employment periods where tax was not deducted). It remains your responsibility to ensure that the whole amount of tax at 15% is duly deducted by 31 December.

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.