

Registering as an employer for tax (ITIS)

If you are not trading and you are just an employer please skip this question.

Do you already have a business licence?

Yes No

If you do not have a business licence then you cannot legally start trading in Jersey. Please go to the Population Office located at Philip Le Feuvre House, La Motte Street. You will not need to complete this form.

[Click here to complete the sole trader and partnership application form](#)

If yes, please enter your undertaking reference

Individual / Partnership / Company details

Tax reference

Social Security No. (Individuals only)

Last Name / Partnership / Company name

First names (if applicable)

Business name / trading name (if different)

Has trading name been approved by JFSC?

Yes No

Payroll information

Start date of employee(s)

Number of employees

Payroll address (if different from your normal tax correspondence address)

Payroll contact name

Payroll contact
telephone number

Payroll contact Email

How will you be sending employees ITIS information?

Combined return using the taxes office web service (you can register for this on the taxes office website) You can also use this service to send in social security quarterly returns and manpower returns to the population office.

Compatible payroll software

When we have processed this form you will be advised of your business reference. You can then register for online employer returns at gov.je. Make a note of this link: <https://empret.jsytax.je/empweb>

Employer's signature