



**MINISTRY OF FINANCE
INLAND REVENUE DIVISION**

NOTICE TO ALL EMPLOYERS

**AVAILABILITY OF
T.D.4 SUPPLEMENTARY FORM**

The Board of Inland Revenue wishes to advise that the 2011 T.D.4 Supplementary Forms (Certificates) are now available to employers to prepare for their employees as required under the PAYE Regulations.

These can be collected at the following locations:

THE TAXPAYER SERVICES SECTION

CORNER QUEEN AND EDWARD STREETS, PORT OF SPAIN

*** SOUTH REGIONAL OFFICE**

#52 CIPERO STREET, SAN FERNANDO

*** ARIMA REGIONAL OFFICE**

#6 PRINCE STREET, ARIMA

*** INLAND REVENUE DIVISION**

SANGSTER'S HILL, SCARBOROUGH, TOBAGO

and at the

*** SANGRE GRANDE * POINT FORTIN**

*** CHAGUANAS**

DISTRICT REVENUE OFFICES

**Request should be made in writing, on the Company's Letter head,
stating the:**

- * Name and Address of the Organization,
P.A.Y.E. Account Number and Board of Inland Revenue [BIR]
File Number and**
- * The Number of Employees for the period.**

TD4 Summary Forms will be mailed to employers. These are to be completed and submitted together with the third copy of the TD4 Supplementary Form at any Inland Revenue Regional Office. If one is not received, a request can be made in writing to the above-mentioned Offices.

Taxpayer Relations Section
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