

APPLICATION FOR EMPLOYER NUMBER

REPUBLIC OF PALAU SOCIAL SECURITY ADMINISTRATION

1. Name of Business: _____ EIN # _____
2. Please enter the names and social security number (if any) of all owners/officers:
1. _____ SSN _____
2. _____ SSN _____
3. _____ SSN _____
4. _____ SSN _____
3. Business Address: _____ Location: _____ Zip Code: _____
- Phone: _____ Fax: _____ Email: _____
4. Date Business Began: _____ 5. Gross Receipts over \$10,000: Yes _____ No _____
6. Number of Employees: Regular _____ Part-time _____ 7. Type of Business: Profit _____ Non-Profit _____
8. Type of Business (Check One):
- | | | |
|-----------------------|---------------------------|--------------------------------|
| <u>Government</u> | <u>Private</u> | |
| Semi-government _____ | Sole Proprietorship _____ | Corporation: w/emp _____ |
| National _____ | Partnership: w/emp _____ | : w/o emp _____ |
| State _____ | : w/o emp _____ | Cooperative/Credit Union _____ |
| Foreign Embassy _____ | Joint Venture _____ | Other: Specify _____ |
| | Association _____ | |
9. Nature of Business: SIC Code: _____ (Other Use) _____ (SIC Description of Business Activity)
10. Location of Main Office: Foreign _____ Domestic _____
- FIAC No. _____ Serial Corporation No. _____
- Serial Corporation No. _____
- Signature: _____ Title: _____ Date: _____

CHECKLIST FOR NEW EIN/SUB

1. Employer briefed of their obligations. Initial _____
2. Penalty charges (\$250.00 or greater). Initial _____
3. New Policy (correction charges). Initial _____
4. Did you call employer before the end of the month? Yes____ No____
5. Did they start? Yes____ No____
If yes, when? _____
6. If they started did you create a folder? Yes____ No____
7. If they started, did you make a copy of the application form? Yes____ No____

Employer's Name (Print)

Employer's Signature (Date)

Requirements for Employer Identification Number (EIN)

Business established in Palau must apply for an Employer Identification Number (EIN)

****ALL APPLICANTS ARE REQUIRE TO TURN IN VALID I.D.
(DRIVER'S LICENSE, PASSPORT, ETC...)**

Requirements for Palauan Citizen

Sole Proprietorship (With or Without Employees)

- Must complete an EIN Application
- Must have a valid Palau Social Security Number

Partnership

- Must complete an EIN Application
- Must have a valid Palau Social Security Number
- Must present a Partnership agreement that has been registered at the Attorney General's Office

Corporation

- Must complete an EIN Application
- Must have a valid Palau Social Security Number
- Must present Corporate Charter, By-Laws, and Articles of Incorporation

Requirements for Foreign Citizen

Sole Proprietorship (With or Without Employees)

- Must complete an EIN Application
- Must have a valid Palau Social Security Number
- Must present an Investor Permit and Foreign Investment Approval Certificate (FIAC)

Partnership

- Must complete an EIN Application
- Must have a valid Palau Social Security Number
- Must present an Investor Permit, Partnership Agreement registered at Attorney General's Office and Foreign Investment Approval Certificate (FIAC)

Corporation

- Must complete an EIN Application
- Must have a valid Palau Social Security Number
- Must present an Investor Permit, Foreign Investment Approval Certificate (FIAC), Corporate Charter, By-Laws and Articles of Incorporation

Requirements for Non-Profit Organization

- Must complete an EIN Application
- Must have a valid Palau Social Security Number
- Must present Non-Profit Corporate Charter, By-Laws, and Articles of Incorporation

Professions exempted by Foreign Investment Board (FIB) Requirements

- Doctors
- Lawyers
- Contracted under Government
- Architectural, Accounting, & Engineering

Processing Time

If your EIN application is complete and all documents have been provided to the Social Security Office your EIN card will be available after 48 hours.

Fees

EIN card; \$15, SUB-EIN card; \$10, Business Name Change; \$10, Duplicate card; \$5