

Employee Declaration Form for Tax Purposes

The **employee declaration form** sample for tax purposes is designed to collect essential information from employees for accurate tax filing. It serves as a standardized document ensuring compliance with tax regulations and helps employers in calculating correct tax deductions. Using this form simplifies the process of reporting income and benefits for both employees and payroll departments.

Employee Information

Full Name

Employee ID / Number

Date of Birth

Residential Address

Tax File Number (TFN)

Declaration Details

Citizenship/Residency Status

Claiming Tax-Free Threshold?

Other Income to be Reported (if any)

Benefits & Allowances

Are you receiving any of the following?

If other, please specify

☐ I declare that the information provided above is true and correct.

Employee Signature

Date

Submit Declaration

Note: This is a sample form for reference purposes only. Please consult your company's HR or payroll department for the

official form tailored to your legal and organizational requirements.