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**University of the Witwatersrand, Johannesburg**  
**Personal details advice for employees tax purposes: Individuals**

**Please note:**    \* Legislation requires that employers collect the information requested below.  
                      \* The information is required in order to calculate employees tax correctly.  
                      \* If you require help to complete the form, please phone (011 717-1592/6)  
                      \* **Salaries Office payments will be withheld until the completed form and requested attachment is received - on advice from our auditors, and as instructed by the Executive Director: Finance**

Full name

Title (Dr, Prof, Ms, Mr etc.)

Staff number/Student number

Claims payroll number (if applicable)

Date of birth

RSA Identity Number

or Passport Number (if not an RSA citizen)

Nationality

Postal Address

Residential Address

Tax reference number

Reason why I do not have a tax number:

\* I declare that is my sole source of income YES/NO (delete that which is inapplicable)

\* I undertake to notify the University's Salary Office promptly in writing should my personal details change from those indicated above.

Signature \_\_\_\_\_ Telephone number \_\_\_\_\_

Date \_\_\_\_\_ E-mail address \_\_\_\_\_

Requested attachment: Please attach a photocopy of the front page of your identity document or passport.

**Please assist us by completing the form and returning it promptly to:**

**Salaries Office**  
**Fax 011 717 1595**  
**or Room 8001, Senate House**

If you require help to complete the form please phone 011-717-1592/6