

# Client Information

## Forms to be filled in by new residents



### HOUSING

To download the relevant registration forms, please go to:

<http://www.gov.gg/HCAapplicationforms#3>

#### Employee coming in under a Housing Licence to occupy Local Market Accommodation

**FORM** – H.C.5e Application for housing Licence on Grounds of Employment

<http://www.gov.gg/CHttpHandler.ashx?id=5329&p=0>

Estate Agent or Employer may provide this form or the Housing Department may have included it with the letter granting Permission in Principle for a licence to be issued but it will need to be filled in once a suitable property has been selected. Receipt of this form by Housing will generate the official Housing Licence letter.

#### Employee/Householder who will be occupying Open Market Accommodation (Part A)

**FORM** – Occupant of Part A Open Market Private Dwelling - RW A

<http://www.gov.gg/CHttpHandler.ashx?id=74383&p=0>

Declaration of Lawful Residence which also serves as a Right to Work Document which will be required if the holder is employed.

#### Spouse or dependent child planning to work in Guernsey

**FORM** – Member of the Household – Application for declaration of Lawful Residence (RW)

<http://www.gov.gg/CHttpHandler.ashx?id=74607&p=0>

Not usually necessary unless spouse or child are intending to work, in which case it will be requested by an employer; may occasionally be requested for other official administrative purposes.

### SOCIAL SECURITY

To download the relevant registration forms, please go to:

<http://www.gov.gg/regwithssd>

#### Employee

**FORM** - Application for a Registration or Contribution Card (Form CF1)

<http://www.gov.gg/CHttpHandler.ashx?id=2701&p=0>

Some employers will provide this form for you; others will expect you to sort this out for yourself.

#### Spouse

**FORM** - Application for a Registration or Contribution Card (Form CF1)

<http://www.gov.gg/CHttpHandler.ashx?id=2701&p=0>

**FORM** - Application to pay income-related contributions (Form CF130)

<http://www.gov.gg/CHttpHandler.ashx?id=5248&p=0>

Whether the spouse intends to work or not, the second form still needs to be filled in. This allows Social Security to assess any unearned income they may be receiving (from investments or other sources) and decide either to charge contributions or not depending on the individual circumstances.

For children under-18 years of age

**FORM - Family Allowance Application Form (Form FAM12)**

<http://www.gov.gg/CHttpHandler.ashx?id=2706&p=0>

This will generate a Social Security number and card which will be needed if any medical treatment is required on the island.

For children at university

**FORM - Application for a Registration or Contribution Card (Form CF1)**

<http://www.gov.gg/CHttpHandler.ashx?id=2701&p=0>

This will generate a Social Security number and card which will be needed if any medical treatment is required on the island and if they decide to work in Guernsey during the holidays.

## TAX

The tax office's website can be found at <http://www.gov.gg/tax>

For general information about Income Tax for Employees in Guernsey, the following document can be downloaded from the Income Tax Website:

<http://www.gov.gg/CHttpHandler.ashx?id=1696&p=0>

To download the relevant registration forms, please go to <http://www.gov.gg/forms>

**FORM - 1262 New Arrivals Form (English)**

<http://www.gov.gg/CHttpHandler.ashx?id=1721&p=0>

This is only necessary for the employee themselves. *If the spouse will NOT be working, please ensure that this is mentioned on the employee's form in order to ensure that the employee benefits from the full tax allowances – the tax office advise that you should simply write on the form "All allowances to go to husband". However if the spouse and/or children decide to take up employment in Guernsey at a later date, they must each fill in a tax registration form.*