



Republic of Palau
SOCIAL SECURITY ADMINISTRATION

1 Civic Center Road, Medalaai
P. O. Box 679, Koror, Palau PW 96940
Tel: (680)488-2457/1823 or Fax: (680)488-1470
E-mail: administration@ropssa.pw Website: www.ropssa.pw

PUBLIC SERVICE ANNOUNCEMENT

EMPLOYER IDENTIFICATION NUMBER (EIN) RENEWAL FOR CALENDAR YEAR 2025

The Social Security Administration would like to inform and remind all business owners and operators in the Republic of Palau that the **annual renewal** of the Employer Identification Number (EIN) is required **by December 31** each year.

EIN Renewal Period:

In alignment with the Bureau of Revenue and Taxation's announcement regarding the **National Business License Renewal** for 2025, the Social Security Administration will open the EIN renewal period for calendar year 2025 from **Monday, November 11, 2024 to December 31, 2024**.

Important Renewal Dates:

1. Availability of EIN Renewal Forms

When you visit our office between **November 11, 2024, and December 31, 2024**, we will print and provide you an **Employer Detail** form. Please review and update your business information, as this form serves as your official EIN renewal each year.

2. Requirement for Current Social Security Reporting

Employers with **unfiled** Social Security Quarterly Reports must complete all pending reports and make necessary payments before a renewed EIN can be issued.

3. Outstanding SS Liabilities

Employers with any outstanding Social Security liabilities from current or past businesses must settle these amounts before their EIN can be renewed. If you have unresolved SS tax liabilities, please contact the Social Security Administration to schedule an appointment for discussing settlement options.

4. No Fees for EIN Renewal

The EIN renewal process is **free of charge**.

All businesses or owners are required to renew their EIN each year to continue business operations and to obtain Social Security Numbers for any employees.

Please visit our office to complete the necessary steps for your EIN renewal. If you have any questions, please contact us at **488-2457/1823**.

Thank you for your cooperation and partnership in ensuring continued compliance.



Clinton O. Ngemaes
Social Security Administration



Date