

GOOD RECORD KEEPING

5 REASONS WHY KEEPING RECORDS CAN BENEFIT YOU

1. WELL-KEPT RECORDS MAY SHORTEN THE LENGTH OF TIME A TAX AUDIT TAKES TO BE COMPLETED.
2. PROPER BOOKS AND RECORDS MAY HELP YOU GET LOANS FROM BANKS, LENDING AGENCIES AND OTHER CREDITORS.
3. YOUR RECORDS WILL KEEP YOU BETTER INFORMED ABOUT THE FINANCIAL POSITION OF YOUR BUSINESS.
4. WELL- KEPT RECORDS CAN MEAN TAX SAVINGS, AS IT CAN BE USED AS A REMINDER OF DEDUCTIBLE EXPENSES AND CREDITS.
5. GOOD RECORDS CAN VERIFY ALL YOUR BUSINESS EXPENSES FOR TAX AUDIT PURPOSES.

For further details call: 1-888-TAX-HELP (829-4357)

Email: tasdpr@cwjamaica.com
Website: www.jamaicatax.gov.jm



TAX ADMINISTRATION DATES TO REMEMBER

INCOME TAX

Self-employed individuals, partners, companies, other bodies and employed persons with other sources of income are reminded that:

- Annual Income Tax Returns and Final Payments are due on **March 15**.
- Annual Estimated Returns are due on **March 15**.
- Annual Estimated Income Tax should be paid quarterly by **March 15, June 15, September 15** and **December 15**.

EMPLOYERS

- Employer's annual Returns are due on **January 14**.
- P.A.Y.E. tax deducted is due **14 days** after the end of each month.

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Monthly returns must be filed by the **last day of the month** following the period for which the returns are being made.

PROPERTY TAX

Payments are due on **April 1**.

EDUCATION TAX

- Employers and self-employed individuals are reminded to make their monthly payments by the **14th day of each month**.
- Employer's Annual Returns are due on **January 14**.