

TRN Made Easy

Individuals

What is TRN ? *TRN is a UNIQUE NINE DIGIT IDENTIFICATION NUMBER assigned to each individual taxpayer.*

Who needs a TRN ?

ALL TAXPAYERS need a TRN to conduct business with the Revenue Departments.

What transactions require a TRN?

- ◆ Filing Tax Returns
- ◆ Paying Contractors Levy
- ◆ Paying statutory deductions - Income Tax, Education Tax, NIS and NHT contributions
- ◆ Paying Income Tax & Company Tax on profits
- ◆ Paying GCT & SCT
- ◆ Paying Customs duties
- ◆ Paying Transfer Tax on death
- ◆ Paying Inter vivos Transfer Tax
- ◆ Obtaining a Tax Compliance Certificate (TCC)
- ◆ Paying Withholding Tax
- ◆ Obtaining a driver's licence
- ◆ Obtaining a licence for various business activities
- ◆ Obtaining a road licence
- ◆ Application for new registration and transfer of motor vehicles
- ◆ Application for titles of motor vehicles

What documents will I need to provide when making my application?

1. A completed "Application for TRN - Individual Form 1"
2. Suitable Identification either:
 - ◆ Driver's Licence; or
 - ◆ Passport; or
 - ◆ National Identification Card with a certified copy of your Birth Certificate (Marriage Certificate - if applicable).
3. NIS Stamp Card: and
4. Business Registration Certificate *(if operating with a Registered Trade Name).*

FREQUENTLY ASKED QUESTIONS

- Q. Will I be able to use my TRN card as an ID?**
A. No, the TRN card cannot be used as an ID.
- Q. I am an elderly person who is unable to leave home. May I ask someone to take my application form to your office?**
A. Yes, someone may take your signed application form to the nearest Tax Office with your ID.
- Q. I have not yet received my TRN card, but I need to do some urgent business at the Tax Office. Will this prevent me from doing my business?**
A. No, provided you have already applied, continue to use the number you have received from the TRN Office until you receive your card.
- Q. Can a baptismal certificate or a Birth Entry (pink slip) be used instead of the Birth Certificate?**
A. No, only a certified copy of the Birth Certificate can be used.
- Q. Do I need to pay to get my TRN?**
A. No, there is no fee involved in obtaining a TRN.
- Q. If someone is overseas, can I apply for a TRN for him or her?**
A. No, you will need to send an application to the person to be completed, signed and returned with a notarized copy of the person's ID. If the person has a Jamaican passport, the first four pages should be copied and notarized.
- Q. Do I have to collect my TRN at the same office where I applied for the number?**
A. No, you are required to state where you wish to collect your card when completing the application.
- Q. What should I do if my card is lost, stolen or destroyed?**
A. You are required to write a letter requesting a new card. Clearly state your full name and date of birth if you don't know your TRN. Submit the letter to the nearest Tax Office with an ID.
- Q. Can my Marriage Certificate from the Pastor be used to change my name on the TRN card?**
A. No, only a certified copy of the Marriage Certificate issued by the Registrar General can be used.

For further details visit or call: 1 - 888 TAX - HELP (829-4357) or 1-888-GO-JA-TAX (1-888-46-52-829), Taxpayer Registration Center, 12 Ocean Boulevard, Office Centre Building, Kingston, Tel:922-7429/3913 or 3052 Fax:922-1748 / Email: taxhelp@tasd.gov.jm / Website: www. Jamaicaatax.gov.jm