



Tax Administration Jamaica
Working together to serve you **EVEN** better



Tax Administration Jamaica has made available to all companies/entities, the opportunity to file returns electronically. This will decrease the amount of data entry required by the Tax Administration.

Who can use eFiling ?



Benefits To The Taxpayer:

- ▶ Registered GCT taxpayers, self-employed individuals and companies.

www.jamaicatax.gov.jm

- ▶ Provides the convenient option to file returns anytime and anywhere, 24 hours per day and 7 days per week using a web browser. (Internet connection must be available).
- ▶ Daily transactions are recorded up to 6:00 p.m. All transactions after 6:00 p.m. will be recognised the next business day.
- ▶ Eliminates the need to visit a Tax Office to submit GCT/SCT Returns.
- ▶ Saves time (no more waiting in line).
- ▶ Reduces paperwork.
- ▶ Allows view of account summary.
- ▶ Allows for faster processing of refunds.

Registration:

- Step 1:** You must first register to use the system by completing an **Application for Electronic Filing Account Registration Form** (online or at any Tax Office)
- Step 2:** Submit the completed Form to the Taxpayer Service Section of any Tax Office.
- Step 3:** Confirmation that an account has been established will be emailed to you.

Each Taxpayer is required to be registered to obtain a username. Each username on the Enterprise Portal now requires a unique email address.

Single Logon:

Once registered for eServices, a single log on to TAJ's new Enterprise Portal will grant access to registered Tax Account to be managed online.

How to File Your Returns:

- Step 1** Log onto Jamaica Tax Portal website
www.jamaica.gov.jm
- Step 2** Enter "password & login" and click "login tab"
- Step 3** Follow the *Electronic Filing User Guide* handbook

Frequently Asked Question About eFiling

- Q.** Will eFiled returns receive the same treatment as paper based returns?
A. Yes, we use the same criteria to processed both paper and e-filed returns.
- Q.** Will eFiled returns be processed faster than the paper-based returns?
A. In most cases, we will be able to process an electronic return faster .

Legal Scrutiny

The passage of the eTransactions Act has cleared the way for the acceptance of electronic signatures, which forms a critical part of the implementation of eFiling, and by extension facilitates a form of "Electronic filing of returns." Transactions carried out via our online payment facility are considered official documents under law, and meet the legal requirements of the E-transactions Act.

Security Policy:

Tax Administration Jamaica has gone to great lengths to ensure that the system safeguards the taxpayers' information. The site is being protected by state-of-the-art software, and is being constantly monitored by highly qualified technicians.

For further details call: 1-888-TAX-HELP (829-4657) | Email: taxhelp@taj.gov.jm
Website: www.jamaicatax.gov.jm | Facebook: www.facebook.com/jamaicatax
Twitter: @jamaicatax or
Visit any tax office nearest you