



## NOTES AND INSTRUCTIONS

### Section A: Applicant's General Information

1. An applicant may be an individual/self-employed person or an organization (Box 1).
2. **Before completion**, each applicant must:
  - have a valid TRN (Box 2);
  - have an active email address (Box 5); and
  - be a registered taxpayer for GCT or any other tax type for which he/she is filing.
3. An individual applicant who has no authorized officer or signing agent will complete all of Section A, Box 14 of Section C and sign and date at Section C.

### Section B: Signing Agent(s)' (Responsible/Signing Officer) Detail

4. A Signing Agent is a Responsible or Signing Officer.
5. Where the Signing Agent is a person other than the Authorized Officer, Boxes 6 - 9 should be completed for the 1st Signing Agent; and, if applicable, Boxes 10 -13 should be completed for the 2nd Signing Agent.
6. Signing Agent(s) must have:
  - a valid TRN (Box 6 and/or Box 10) and
  - an active email address (Box 8 and/or Box 12).

### Section C: Authorized Officer's Details

7. An Authorized Officer is anyone designated by the Applicant to oversee the creation of the e-filing account and assign Signing Officers and Permitted Logins. In the case of an Organization, an Authorized Officer may be a Director, Company Secretary, Accountant, a representative from an Accounting Firm, etc. In the case of an Individual Applicant, anyone may be designated by that person as an Authorized Officer.
8. Each applicant must have a Tax Portal Login (Box 14). However, where an Authorized Officer is named, the Authorized Officer must have:
  - a Tax Portal Login (Box 14);
  - a valid TRN (Box 15); and
  - an active email address (Box 17).
9. If applicant does not have a Tax Portal Login, one can be created by going to the Tax Administration's Website at **[www.jamaicatax-online.gov.jm](http://www.jamaicatax-online.gov.jm)**
10. If applicant is an organization, a letter naming the Authorized Officer **MUST** accompany this stamped application form.

### General

11. Completed forms along with appropriate identification (Driver's Licence, Passport or National ID) should be returned to the Taxpayer Service Section, 1-3 King Street or the Taxpayer Service Section at any other Collectorate islandwide.
12. Should there be any change in any information given [including change in the status of the Signing Agent(s)], please advise the Taxpayer Service Section, 1-3 King Street or the Taxpayer Service Section at any other Collectorate islandwide **in writing**.
13. On receipt of completed form and appropriate identification, a confirmation email will be sent to the Applicant/Authorized Officer.
14. After the e-filing account has been created, the Authorized Officer may assign persons as "Permitted Logins". These assigned persons will, however, only be able to data enter, save or view a Return.

**NB: For further information, please call 1-888-TAX HELP or 1-888-829-4357 (local)  
1-888-GO-JA-TAX or 1-888-465-2829 (USA or local)**