


## REQUEST FOR DEREGISTRATION OF TAXPAYER REMINDER SERVICE

**Please Read Notes and Instructions Overleaf before Completing this Form**

<b>SECTION A - GENERAL INFORMATION</b>		
1. Individual/Organization Name	2. Taxpayer Registration Number  	
3. Home/Organization Address <i>(Apt. No., Street No. &amp; Name, Postal Zone &amp; Parish)</i>	4. Mailing Address <i>(If different from 3.)</i>	
5. Email Address		
6. Telephone Numbers  Home: _____ Mobile: _____ Work: _____		
<b>SECTION B - SERVICES TO BE DEREGISTERED</b>		
7. <input type="checkbox"/> Motor Vehicle Transaction(s) Advisory <i>(Certificate of Fitness, Registration Certificate, Title Pick-up)</i>	8. <input type="checkbox"/> General Consumption Tax (GCT)/ Special Consumption Tax (SCT) Advisory	
9. <input type="checkbox"/> Tax Compliance Certificate (TCC)	10. <input type="checkbox"/> Income Tax	
11. <input type="checkbox"/> PAYE (Income Tax)	12. <input type="checkbox"/> Stamp and Transfer Documents	
13. Reason for Deregistration:  <input type="checkbox"/> Migrating <input type="checkbox"/> Message Late <input type="checkbox"/> Other <i>(If other, please specify at Box 14 below)</i> <input type="checkbox"/> Annoying Text <input type="checkbox"/> Message Not Useful		
14. Comment:		
Name	Position <i>(If a company, a Director or the Company Secretary)</i>	
Signature		Date
<b>FOR OFFICIAL USE ONLY</b>		
Applicant's Identification (ID) Type  <input type="checkbox"/> Passport <input type="checkbox"/> Driver's Licence <input type="checkbox"/> National ID <input type="checkbox"/> Other <i>(If other, specify:)</i> _____	Applicant's ID Number  Remarks	ID Expiry Date
Processing Officer's Name	Processing Officer's Signature	Date

## NOTES AND INSTRUCTIONS

1. Please TYPE or PRINT. Use blue or black ink only. Complete all relevant boxes. Do not write in Official Use Section.
2. Tick ( ) appropriate box(es) at Section B.
3. In the case of a company, application should ONLY be signed by a Director or Company Secretary and the company's stamp affixed.

## PROCEDURES FOR DEREGISTRATION

### **Taxpayer Deregistering online:**

1. Accesses Jamaica Tax Portal Home Page by going to - [www.jamaicatax-online.gov.jm](http://www.jamaicatax-online.gov.jm)
2. Logs in by entering username and password
3. Selects deregister option under Tax Reminders which is at the bottom left of page
4. Enters TRN and select "Next"  
  
*In order to validate TRN - Individual: enters date of birth and mother's maiden name  
- Business: enters the business' start date  
(Taxpayer's general contact information and list of services registered for are displayed)*
5. *To deregister from a particular service,* selects the associated checkbox
6. *To deregister from the system,* selects the "Select All" checkbox
7. Selects a reason for deregistration from the Drop Box, which is mandatory
8. Enters comment, if "Other" was chosen for reason for deregistration
9. Selects "Save Changes"
10. *To cancel the deregistration process,* selects "Cancel"

### **Taxpayer Deregistering using Application form Overleaf:**

1. Obtains a Request for Deregistration of Taxpayer Reminder Service from the Jamaica Tax Online Website or the nearest Collectorate
2. Completes Sections A and B
3. Submits completed application to the nearest Collectorate, along with appropriate identification. If company's stamp is not affixed, a letter of authorization is needed