


REQUEST FOR DEREGISTRATION OF TAXPAYER REMINDER SERVICE

Please Read Notes and Instructions Overleaf before Completing this Form

SECTION A - GENERAL INFORMATION		
1. Individual/Organization Name	2. Taxpayer Registration Number 	
3. Home/Organization Address <i>(Apt. No., Street No. & Name, Postal Zone & Parish)</i>	4. Mailing Address <i>(If different from 3.)</i>	
5. Email Address		
6. Telephone Numbers Home: _____ Mobile: _____ Work: _____		
SECTION B - SERVICES TO BE DEREGISTERED		
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
FOR OFFICIAL USE ONLY		
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
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