

HOW TO APPLY FOR A TRN

Tax Administration Jamaica continues to change the way it does business through its value added services that are convenient, secure, and fast. To this end, the Revenue Administration Information System (RAIS) is now in the second phase of its implementation. This means that taxpayers will be able to do much more with our web service offerings, which will greatly improve the way taxpayers interact with us.

Customers who are not in possession of a TRN may submit an application online for one. While the application may be submitted online, it is important to note that the application is not complete until all relevant documents have been submitted to one of Tax Administration Jamaica (TAJ)'s offices (collectorate).

To apply for TRNonline, visit the TAJ Website www.jamaicatax.gov.jm and log in to the TAJ Web Portal, select the **“Apply for a TRN”** hyperlink from the e-Services home page. A default **“Instructions”** page giving basic information about the service, what will be needed, and what to expect at the end of the process is displayed, as shown below:

The screenshot displays the Tax Administration Jamaica website interface. At the top, there is a logo for Tax Administration Jamaica with the tagline "Working together to serve you EVEN better". To the right, it says "Our Offices" and "Government of Jamaica". Below the logo is a navigation menu with links for Home, About TAJ, Publications, Forms, Media Room, and eServices. The eServices link is highlighted in yellow. Below the navigation menu, there is a breadcrumb trail: "eServices » Taxpayer Registration". Underneath, there is a tab labeled "1. Instructions". The main content area is titled "Instructions" and is divided into three columns: "ABOUT THE SERVICE", "WHAT YOU NEED", and "AFTER YOU FINISH".

ABOUT THE SERVICE

This request is made available for you to submit your information prior to presenting your Application for Taxpayer Registration Number (TRN). A TRN is a unique nine-digit identification number assigned to each individual, business enterprise, organization (non-profit, partnership, charity, etc.).

A TRN is required when conducting business transactions with Tax Administration Jamaica and Other Jamaican Government Agencies. Some other non-government institutions may also request a TRN for individuals or organization with which they do business.

Identification/Supporting Document requirements will be outlined in the application process.

Once your Request has been submitted, TAJ will begin processing your request.

You will be required to present originals identification and supporting documents (if applicable) OR copies certified by the appropriate issuing authority OR Notarized Copies (applications being sent from outside Jamaica).

You may print or email your application when the application information is completed.

WHAT YOU NEED

The information required to register for a TRN includes the following:

- The Individual's/Organisation's Name and Address
- The Individual's/Organisation's Email Address
- The Individual's/Organisation's Phone Number
- Specific Information about the Individual/Organisation (eg, Mother's Name, Business Start Date, Registration Number, Branch Details, etc.)
- Applicable Identification and/or Supporting Documents (Identification/Supporting Document requirements will be outlined in the application process)

AFTER YOU FINISH

Once your request has been submitted, TAJ will begin processing.

Once the information provided is verified, your request will be processed. For information to be verified you will be required to visit your nearest Tax Office with a printed copy of the Application for Taxpayer Registration Number generated from this request. You will also be required to sign the form in the section designated for signature and present it along with the applicable Identification/Supporting Documents as per relevant TRN Requirements.

Applicants submitting applications from outside Jamaica will be required to mail their signed application form and notarized copies (by a Notary Public) of supporting documents to Tax Administration Jamaica.

At the bottom of the page, there are four buttons: "Cancel", "Save and Finish Later", "Save and Continue", and "Next".

Select the button “Next”. The following page is displayed:

The screenshot shows the Tax Administration Jamaica eServices interface. At the top, there is a logo for Tax Administration Jamaica with the tagline "Working together to serve you EVEN better". To the right, it says "Our Offices" and "Government of Jamaica". Below the logo is a navigation bar with links for Home, About TAJ, Publications, Forms, Media Room, and eServices. The eServices section is active, showing a breadcrumb trail: eServices » Taxpayer Registration. Below this, there are two tabs: "1. Instructions" and "2. Taxpayer Information", with the second tab selected. The main heading is "Taxpayer Information". There are two dropdown menus: "SELECT THE TYPE OF CUSTOMER" with "Customer Type" and "Required" next to it, and "SELECT TYPE" with "Business Type" and "Required" next to it. Below these is a "GENERATE APPLICATION" section with a "Generate Application" button. At the bottom, there are buttons for "Cancel", "Save and Finish Later", "Save and Continue", "Previous", and "Submit".

The page defaults to the “*Taxpayer Information*” page.

Select the Customer Type dropdown arrow to choose the type of entity. The selections are:

- Estate/ Trust
- Government
- Individual
- Organization

If “*Individual*” is selected, click “**Generate Application**”, then “**Next**” to continue.

Select the tab “**Next**” to move to the **Applicant Details** page

The screenshot shows the 'Applicant Details' form on the Tax Administration Jamaica eServices portal. The page includes a navigation bar with 'Home', 'About TAJ', 'Publications', 'Forms', 'Media Room', and 'eServices'. The breadcrumb trail is 'eServices > Taxpayer Registration'. The progress indicator shows three steps: '1 Instructions', '2 Taxpayer Information', and '3 Applicant Details' (the current step).


The form is divided into two main sections: 'CURRENT NAME' and 'BIRTH DETAILS'. The 'CURRENT NAME' section includes fields for Last Name, Suffix, First Name, and Middle Name. The 'BIRTH DETAILS' section includes fields for Last Name, First Name, Middle Name, Date of Birth, Country of Birth (set to JAMAICA), Parish of Birth, and Place of Birth. There is also a 'Reason for Name Change' text area. Below these sections are checkboxes for 'Overseas Applicant' and 'Incapacitated Applicant'. At the bottom, there are buttons for 'Cancel', 'Save and Finish Later', 'Save and Continue', 'Previous', and 'Next'.


Enter valid information in the fields provided.

Note: Mandatory fields are indicated by the word "Required" and a yellow triangle in the top left corner of the field.

Note: If your current name is different from your birth name, you will be required to state the reason for the name change.

Select the "Next" button to continue entering information on **Contact Details** page displayed below. Please ensure that a preferred form of contact is selected.

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Home About TAJ Publications Forms Media Room **eServices**

eServices » Taxpayer Registration

1. Instructions 2. Taxpayer Information 3. Applicant Details 4. Contact Details

Contact Details

ADDRESS

Country: JAMAICA (dropdown) Mark: Apt. Name, #, District, Lot #, etc. (text box)

Street Number: JAMAICA (text box) Street: Required (text box)

Parish: Required (dropdown) PO Location: Required (dropdown) PO Box: (text box)

C/O: (text box)

MAILING ADDRESS

Same as above:

Country: JAMAICA (dropdown) Mark: Apt. Name, #, District, Lot #, etc. (text box)

Street Number: (text box) Street: Required (text box)

Parish: Required (dropdown) PO Location: Required (dropdown) PO Box: (text box)

C/O: (text box)

PHONE NUMBERS

TYPE	COUNTRY CODE	AREA CODE	PHONE NUMBER	EXTENSION
Required (dropdown)	JAMAICA (dropdown)	1	(text box)	(text box)

EMAIL

Email: Required (text box)

Email (Confirm): (text box)

Taxpayer Preferred Form of Contact


Via SMS: Via Email:


Cancel Save and Finish Later Save and Continue Previous Next

Click **“Next”** to go to the **Relationships** page, as shown below.

You will be required to enter details about your mother where those details are known. Where those details are not known, select the checkbox labeled Mother’s information is not known.

If your marital status is set to **“Married”**, you will be required to enter details about your spouse.

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1. Instructions 2. Taxpayer Information 3. Applicant Details 4. Contact Details 5. Relationships

Relationships

MOTHER'S DETAILS


TRN (if available)


Maiden Name Required Format: 999-999-999 Current Last Name

First Name Middle Name

Mother's information is not known

Click "Next" to go to the **Employment Details** page shown below.

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1. Instructions 2. Taxpayer Information 3. Applicant Details 4. Contact Details 5. Relationships 6. Employment Details

Employment Details

DETAILS

Are you Employed? Yes No Occupation Required

Do you carry on a trade, business or profession in Jamaica? Yes No If applicant has no occupation type unemployed, student or applicable description of employment status.

EMPLOYER DETAILS

Employer TRN (if available) Branch Employer Name Address not provided

ADDRESS

Enter employment details, and select "Next" to move to the **Signator** page shown below.

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eServices » Taxpayer Registration

1. Instructions 2. Taxpayer Information 3. Applicant Details 4. Contact Details 5. Relationships 6. Employment Details 7. Signator

Signator

SIGNATOR INFORMATION

Will this application be signed by the applicant? Yes No

Cancel Save and Finish Later Save and Continue Previous Next

If you “No” to the question, “Will this application be signed by the applicant?” you will be required to complete the fields on the following page.

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1. Instructions 2. Taxpayer Information 3. Applicant Details 4. Contact Details 5. Relationships 6. Employment Details 7. Signator

Signator

SIGNATOR INFORMATION

Will this application be signed by the applicant? Yes No

Signator TRN Relationship

Last Name

First Name

Identification Type Identification Number


Specify ID Type Issue Date


Country of Issue Expiry Date

This section is to be completed if the application is for a minor (applicant under 18 years old), incapacitated adult (adult unable to sign or make a mark) or being made on behalf of the applicant with the support of a Power of Attorney or court order.

Cancel Save and Finish Later Save and Continue Previous Next

Click “Next” to go to the **Supporting Documents** page.

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eServices » Taxpayer Registration

1. Introduction 2. Taxpayer Information 3. Applicant Details 4. Contact Details 5. Relationships 6. Employment Details 7. Signator 8. Supporting Documents

Supporting Documents

IDENTIFICATION / SUPPORTING DOCUMENTS

The following Supporting Documents are required for registration:

- Passport or Driver's License or
- National ID/Voter's ID, Work ID, School ID, professionally produced certified passport size photograph or any other photographic ID MUST be used with Birth Certificate (and Marriage Certificate or Oed Poll if applicable)

Select and/or add information in relation to the Identification/Supporting Document(s) that will be submitted with the application.

	NUMBER	ISSUE DATE	EXPIRATION DATE
<input type="checkbox"/> Jamaican Passport	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> NIS Number	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Jamaican Voter's ID	<input type="text"/>	<input type="text"/>	<input type="text"/>

Select "Add record" below and enter information in relation to each of the identification/supporting document that will be submitted if the item is not already selected above. Enter information for items such as birth certificate, drivers' license, non-Jamaican passport, etc. by adding a record.

Documents								Add a Record
Country	Type	Reference #	Add Reference	Issue Date	Expiration	No Expiration		
Add a Record								

ATTACHMENTS [Add](#)

Type	Filename	Size	Description

Submit supporting documents by adding an attachment above. Once all document records are added, click next and review all information before submitting.

If copies of Identification/Supporting documents are not being attached to this submission, check the box below.

Supporting Documents will be provided through another means, either mail or brought to the tax office in person.

Select the relevant identification check box(es) and enter the required information.

Select the **"Add a Record"** hyperlink to attach your supporting documents. If you wish to provide your supporting documents through other means, select the checkbox indicating such.

Select the button **"Next"** to continue to move to the **Individual Summary** page displayed below.



eServices » Taxpayer Registration

Individual Summary

SUMMARY

Please review the information below and verify that it is correct. Make any changes if necessary. Please bear in mind that any missing or incorrect information will delay the processing of this request.

Please confirm the declaration at the bottom of this form before submitting the web request

CURRENT NAME

Last Name *Required*
Suffix
First Name
Middle Name

BIRTH DETAILS

Last Name *Required*
First Name
Middle Name
Date Of Birth *Required*
Country Of Birth *Required*
District of Birth
Place of Birth

Reason for Name Change
Details for Name Change

DETAILS

Sex *Required*
Marital Status *Required*
Nationality *Required*
 Overseas Applicant
 Incapacitated Applicant

ADDRESS

Country JAMAICA
Street Number
Parish *Required*
C/O
Mark *Apt. Name, #, District, Lot#, etc.*
Street *Required*
PO Location *Required*
PO Box

MAILING ADDRESS

Same as above
Country JAMAICA
Street Number
Mark *Apt. Name, #, District, Lot#, etc.*
Street *Required*

DECLARATION

WARNING: Any false statement made herein will render you liable to prosecution.

Required I declare that the information given in this form is to the best of my knowledge and belief true and correct.

Cancel Save and Finish Later Save and Continue Previous Submit

Review the information submitted and check the box to declare that the information being submitted is true and correct.

Select the button “**Submit**”.

The applicant will be prompted to enter and confirm an email address, as shown below.

I declare that to the best of my knowledge and belief this is a true and correct statement of the information and particulars given on this form


Are you sure you want to submit this request?


Email Required

Confirm Email

OK Cancel

A confirmation number is generated and displayed as shown below.

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Home About TAJ Publications Forms Media Room **eServices**

eServices » Taxpayer Registration » **Request**

Thank you for submitting this request for TRN Registration.
Your confirmation number is 1193611264.
Your request will be processed and you will be notified when this request is approved or denied.

OK Printable View

Select **“OK”** to return to the e-Services page, or **“Printable View”** to print the Confirmation message.

*Note: Ensure that the confirmation number is recorded before selecting the **“OK”** button*

If “**Estate/ Trust**”, “**Government**”, or “**Organization**” is selected, use the Business Type dropdown box to make a selection as shown in the table below.

Entity Types	Business Type
Estate / Trust	Estate
	Trust
Government	Charity
	Executive Agency
	Local Company (Jamaican)
	Ministry/ Department
	Non-Profit Organization
	School
	Statutory Body
Organization	Benevolent/ Friendly Society
	Charity
	Consulate/ Embassy
	Co-operative/ Credit Union
	High Commission
	Industrial and Provident Society
	International Organization
	Local Company (Jamaican)
	Non-Profit Organization
	Overseas Company (Not Regtd)
	Overseas Company (Registered)
	Partnership
	Pension/ Superannuation Scheme
	School
Strata Plan	

Click “Generate Application” to display the **Business Details** page.

The screenshot shows the Tax Administration Jamaica eServices interface. At the top, there is a navigation bar with links for Home, About TAJ, Publications, Forms, Media Room, and eServices. The eServices menu is highlighted. Below the navigation bar, the breadcrumb trail reads "eServices » Taxpayer Registration". A progress indicator shows three steps: 1. Instructions, 2. Taxpayer Information, and 3. Business Details (which is the current step). The main heading is "Business Details".

SELECT GOVERNMENT TYPE

Business Type: (Required)

BUSINESS DETAILS

Business Name: (Required)

Registration Number: (Required)

Date of Registration:

Business Start Date: (Required)

Date Accounting Year Begins: Day: 1, Month: (Required)

NIS (Employer) Number:

1st Employee Start:

NATURE OF BUSINESS

Specify Nature of Business: (Required)

Specify Nature of Business:

PREVIOUS OWNER INFORMATION

Was this business acquired? Yes No

AUDITOR / ACCOUNTING INFORMATION

Auditor: Audit Firm TRN Branch Name of Auditing Firm

Accountant: Accounting Firm TRN Branch Name of Accounting Firm


Buttons: Cancel, Save and Finish Later, Save and Continue, Previous, Next


Enter valid information in the fields provided.

Note: Mandatory fields are indicated by the word “Required” and a yellow triangle in the top left corner of the field.

Note: If your current name is different from your birth name, you will be required to state the reason for the name change.

Select the “**Next**” button to continue entering information on **Contact Details** page displayed below. Please ensure that a preferred form of contact is selected.

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eServices » Taxpayer Registration

1. Instructions 2. Taxpayer Information 3. Business Details 4. **Contact Details**

Contact Details

ADDRESS

Country: Mark:

Street Number: Street:

Parish: PO Location: PO Box:

C/O:

MAILING ADDRESS

Same as above:

Country: Mark:

Street Number: Street:

Parish: PO Location: PO Box:

C/O:

PHONE NUMBERS

TYPE	COUNTRY CODE	AREA CODE	PHONE NUMBER	EXTENSION
<input type="text" value="Required"/>	<input type="text" value="JAMAICA"/>	<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>

EMAIL

Email:

Email (Confirm):

Taxpayer Preferred Form of Contact

Via SMS: Via Email:

Select the “Next” button, and “Add a Record” hyperlink to continue entering information on the **Branch Details** page as shown in the next two screens.



eServices » Taxpayer Registration

- 1. Instructions
- 2. Taxpayer Information
- 3. Business Details
- 4. Contact Details
- 5. Branch Details

Branch Details

<input checked="" type="radio"/> Branch <input type="radio"/> Record1			
Record1			
<input type="button" value="Delete this Record"/> <input type="button" value="Copy row"/> <input type="button" value="Add a Record"/>			
BRANCH DETAILS			
Is the business name the same as applicant? <input checked="" type="radio"/> Yes <input type="radio"/> No Required			
Business Name	Trade Name		
Registration Number Type: Other Registration Number			
Registration Number			
Registration Date			
Business Start	1st Employee Start		
NIS (Employer) Number			
Date Accounting Year Begins Day 1	Month		
SPECIFY NATURE OF BUSINESS			
Nature of Business 1:			
Nature of Business 2:			
PREVIOUS OWNER INFORMATION			
Was this business acquired? <input type="radio"/> Yes <input type="radio"/> No			
AUDITOR / ACCOUNTING INFORMATION			
<input type="checkbox"/> Auditor	Auditor TRN	Branch	Name of Auditing Firm
<input type="checkbox"/> Accountant	Accounting Firm TRN	Branch	Name of Accounting Firm
LOCATION ADDRESS			

LOCATION ADDRESS			
Country	JAMAICA	Mark	Required
Street Number		Street Name	Required
Parish		PO Location	Required
C/O		PO Box	
MAILING ADDRESS			
Same as above	<input type="checkbox"/>		
Country	JAMAICA	Mark	Required
Street Number		Street Name	Required
Parish		PO Location	Required
C/O		PO Box	
CONTACT INFORMATION			
Contact Name		Email	
Phone Number	Phone Type	Country	Area Code
		JAMAICA	1 876
		Phone Number	Extension
<input type="button" value="Delete this Record"/> <input type="button" value="Copy row"/> <input type="button" value="Add a Record"/>			
<input type="button" value="Cancel"/> <input type="button" value="Save and Finish Later"/> <input type="button" value="Save and Continue"/>		<input type="button" value="Previous"/> <input type="button" value="Next"/>	


Complete the fields on the page with valid information, and select the “Next” button to move to **Responsible Officers** page.


Enter the **Number of Responsible Officers** that the business has, and select the “Add a Record” hyperlink to enter Responsible Officer’s details for each of the Responsible Officers.

Note: The number of records for Responsible Officers details must match the Number of Responsible Officers entered.

The screenshot displays the Tax Administration Jamaica eServices portal. The header includes the logo and the slogan "Working together to serve you EVEN better". The navigation menu contains links for Home, About TAJ, Publications, Forms, Media Room, and eServices. The current page is titled "Taxpayer Registration" and shows a progress bar with six steps: 1. Instructions, 2. Taxpayer Information, 3. Business Details, 4. Contact Details, 5. Branch Details, and 6. Responsible Officers. The "Responsible Officers" section is active, showing a "Number of Responsible Officers" field set to "1" with a "Required" label. Below this is a table with one record, "Record1", which has "Delete this Record" and "Add a Record" buttons. The form fields for "Record1" include Title, TRN, Last Name, First Name, Photo ID Type, Start Date, Suffix, Middle Name, and ID Number. There are also radio buttons for "Principal Officer" and "Application Signator". A list of instructions is provided on the right side of the form. At the bottom, there are buttons for "Cancel", "Save and Finish Later", "Save and Continue", "Previous", and "Next".

Enter the required information, and click “Next” to go to **Supporting Documents** page, shown below.

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Home About TAJ Publications Forms Media Room **eServices**

eServices » Taxpayer Registration

1. Instructions 2. Taxpayer Information 3. Business Details 4. Contact Details 5. Branch Details 6. Responsible Officers 7. Supporting Documents

Supporting Documents

SUPPORTING DOCUMENTS

The following Supporting Documents are required for registrations:
- Copy of page(s) of legislation/enabling instrument that established the entity
- ID for Signatory Officer

Documents		Record1			
Record1				Delete this Record Copy row Add a Record	
Type	Required	Reference #		Addl Reference	
Country	JAMAICA	Required Issue Date		Expiration	<input checked="" type="checkbox"/> No Expiration
				Delete this Record Copy row Add a Record	

ATTACHMENTS Add

Type	Filename	Size	Description
Submit supporting documents by adding an attachment above. Once all document records are added, click next and review all information before submitting.			
If copies of Identification/Supporting documents are not being attached to this submission, check the box below:			
<input type="checkbox"/> Supporting Documents will be provided through another means, either mail or brought to the tax office in person.			

Select the **“Add a Record”** hyperlink to attach your supporting documents. If you wish to provide your supporting documents through other means, select the checkbox indicating such.

Select the button **“Next”** to continue to move to the **Business Summary** page displayed in the screen below.

Business Summary

SUMMARY

Please review the information below and verify that it is correct. Make any changes if necessary. Please bear in mind that any missing or incorrect information will delay the processing of this request.

Please confirm the declaration at the bottom of this form before submitting the web request

SELECT GOVERNMENT TYPE

Business Type:

BUSINESS DETAILS

Business Name: **Required**
Registration Number:
Date of Registration:
Business Start Date: **Required** Date Accounting Year Begins: Day: Month:
NIS (Employer) Number: 1st Employee Start:

NATURE OF BUSINESS

Specify Nature of Business:
Specify Nature of Business:

PREVIOUS OWNER INFORMATION

Was this business acquired? Yes No
Previous Owner's TRN: **Required** Previous Owner's Name: **Required**
Business Name: Date Acquired:

AUDITOR / ACCOUNTING INFORMATION

Auditor: Audit Firm TRN: Branch: Name of Auditing Firm:
Accountant: Accounting Firm TRN: Branch: Name of Accounting Firm:

DECLARATION

WARNING: Any false statement made herein will render you liable to prosecution.

I declare that the information given in this form is to the best of my knowledge and belief true and correct.

Cancel

Save and Finish Later

Save and Continue

Previous

Submit

Review the information submitted and check the box to declare that the information being submitted is true and correct.

Select the button “**Submit**”

The applicant will be prompted to enter and confirm an email address, as shown below

I declare that to the best of my knowledge and belief this is a true and correct statement of the information and particulars given on this form.


Are you sure you want to submit this request?


Email Required

Confirm Email

OK Cancel

A confirmation number is generated and displayed as shown below.

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eServices » Taxpayer Registration » **Request**

Thank you for submitting this request for TRN Registration.
Your confirmation number is 1193611264.
Your request will be processed and you will be notified when this request is approved or denied.

OK Printable View

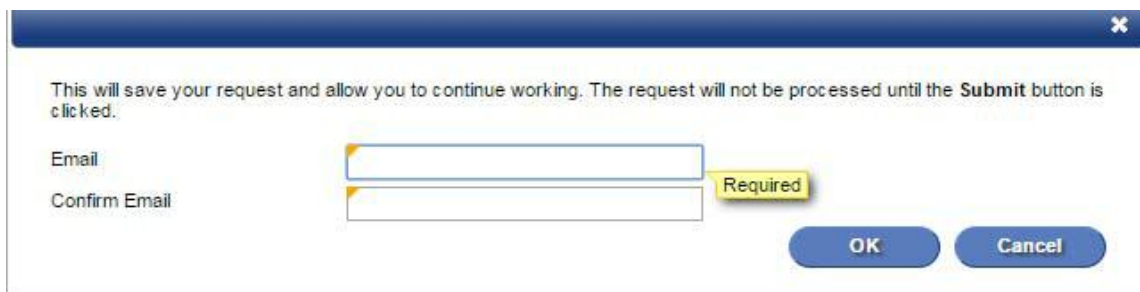
Select “**OK**” to return to the e-Services page, or “**Printable View**” to print the Confirmation message.

*Note: Ensure that the confirmation number is recorded before selecting the “**OK**” button*

General Information

The button “**Previous**” is used to return to a previous page. Select button as often as needed to return to the desired page.

The button “**Save and Continue**” is used to save the application and continue working at a later time. The following prompt will be displayed once this option is selected.



This will save your request and allow you to continue working. The request will not be processed until the **Submit** button is clicked.

Email Required

Confirm Email

OK Cancel

The button “**Save and Finish Later**” is used to save the application and continue working at a later time. The following prompt will be displayed once this option is selected.



Save Request and Finish Later?

Are you sure you want to save this request so you can come back to it later?
It will not be processed until the **Submit** button is clicked.

Email Required

Confirm Email

OK Cancel

The button “**Cancel**” is used to leave a current page or abort the current process being worked on. The following prompt will be displayed once this option is selected.

Leave this screen?



Any changes you have made will not be saved.

Yes

No