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 TRN*online, 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:

Select the button "**Next**". The following page is displayed:

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

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.

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.

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

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

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.

Click "**Next**" to go to the **Supporting Documents** page.

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.

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.

A confirmation number is generated and displayed as shown below.

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.

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.

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.

Tax Administration Jamaica
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eServices » **Taxpayer Registration**

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

Branch Details

● Branch   ● Record1

Record1   ✖ Delete this Record   📋 Copy row   ➕ Add a Record

BRANCH DETAILS

Is the business name the same as applicant?   ○ Yes [Required]   ○ No

Business Name _____   Trade Name _____

Registration Number Type   Other Registration Number

Registration Number _____

Registration Date _____ 📅

Business Start [Required] 📅   1st Employee Start _____ 📅

NIS (Employer) Number _____

Date Accounting Year Begins   Day [1]   Month [Required ▼]

SPECIFY NATURE OF BUSINESS

Nature of Business 1: [Required]

Nature of Business 2: _____

PREVIOUS OWNER INFORMATION

Was this business acquired?   ○ Yes   ○ No

AUDITOR / ACCOUNTING INFORMATION

☐ Auditor   Auditor TRN _____   Branch _____   Name of Auditing Firm _____

☐ Accountant   Accounting Firm TRN _____   Branch _____   Name of Accounting Firm _____

LOCATION ADDRESS

LOCATION ADDRESS

Country JAMAICA   Mark [Required]

Street Number _____   Street Name [Required]

Parish [Required] [Required ▼]   PO Location [Required ▼]   PO Box _____

C/O _____

MAILING ADDRESS

Same as above ☐

Country JAMAICA   Mark [Required]

Street Number _____   Street Name [Required]

Parish [Required ▼]   PO Location [Required ▼]   PO Box _____

C/O _____

CONTACT INFORMATION

Contact Name _____   Email _____

	Phone Type	Country	Area Code	Phone Number	Extension
Phone Number	[▼]	JAMAICA [▼]	1 876	_____	_____

✖ Delete this Record   📋 Copy row   ➕ Add a Record

[Cancel] [Save and Finish Later] [Save and Continue]   [Previous] [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.

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

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.

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

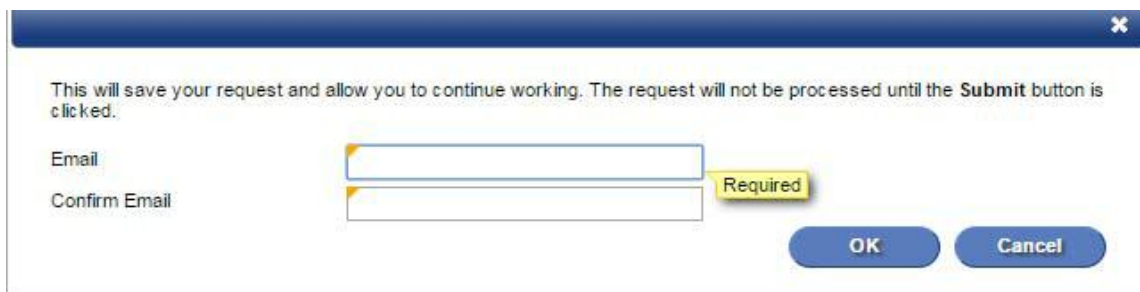A confirmation number is generated and displayed as shown below.

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

Thebutton "**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.

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.

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