

HOW TO - SUBMIT STAMP DUTY & TRANSFER TAX DOCUMENTS ONLINE.

On September 5, 2016 Tax Administration Jamaica (TAJ) implemented the facility to initiate a Stamp Duty or Transfer Tax transaction on the TAJ e-Services Platform. For submission of Stamp Duty or Transfer Tax documents online the customer must have both an eServices account and a Stamp Duty account (for Express, Normal and Property requests) or a Transfer Tax Account for Estate Transactions. If the customer does not have access to e-Services they must submit a request to TAJ to create an eServices account. See “Apply for an eServices Account” “How To” guide on TAJ’s web site www.taxadministrationjamaica.gov.jm.

If the customer does not already have a Stamp Duty or Transfer Tax Account they can create the required account by using the “Register for New Account” link after logging on to eServices.

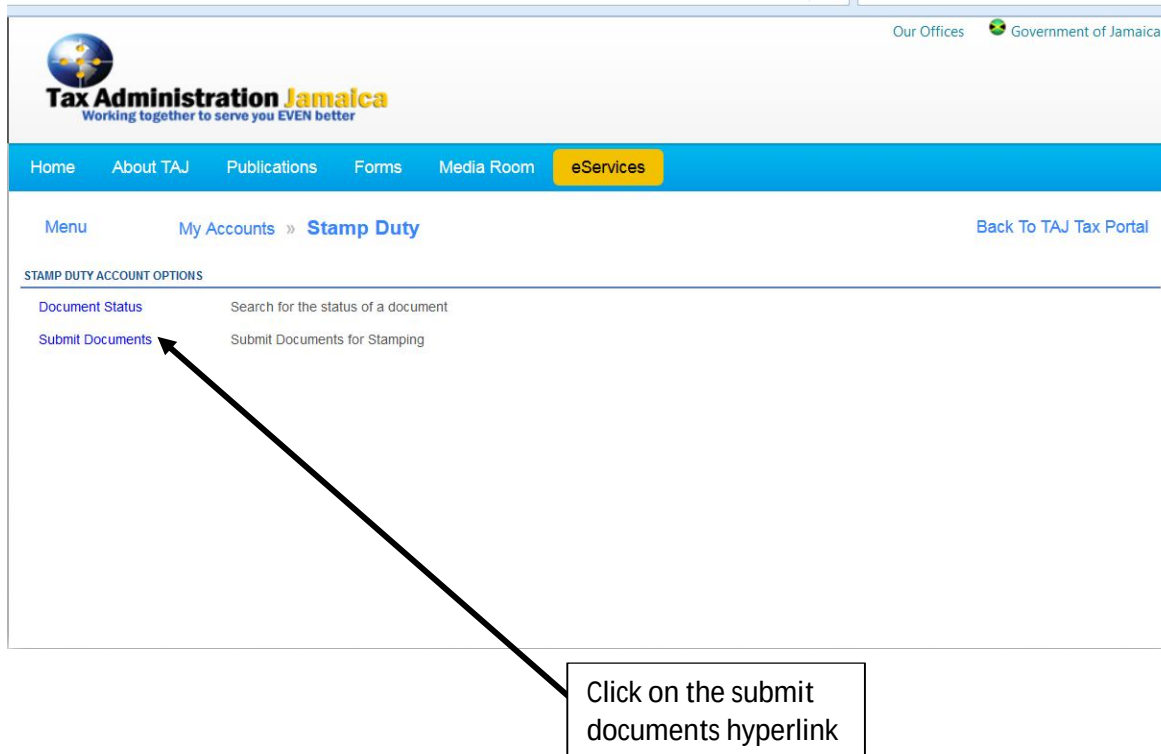
Once you have logged in successfully the required accounts are created you can select the appropriate account to start the transaction.

The screenshot displays the TAJ e-Services Platform interface. At the top, a navigation bar includes links for ACCOUNTS⁸, REQUESTS, MESSAGES¹, LETTERS²², NAMES & ADDRESSES, REFUNDS, FILE SUBMISSION, OTHER SERVICES, and CERTIFICATES. Below this, a grid of account cards is shown, each with a folder icon, title, ID number, balance, and address. Two arrows originate from a callout box at the bottom, pointing to the 'Stamp Duty' and 'Transfer Tax' accounts.

Account Title	ID	Balance	Address
Withholding Tax on Specified Services	002162008-0000	0.00	MINISTRY OF GOODS AND SERVICES AND ENTERTAINMENT 56 WEST AVENUE, BROADGATE P.A., ST. MARY, JAMAICA
Withholding Tax - Dividends	002162008-0000	0.00	MINISTRY OF GOODS AND SERVICES AND ENTERTAINMENT 56 WEST AVENUE, BROADGATE P.A., ST. MARY, JAMAICA
Withholding Tax Misc	002162008-0000	0.00	MINISTRY OF GOODS AND SERVICES AND ENTERTAINMENT 56 WEST AVENUE, BROADGATE P.A., ST. MARY, JAMAICA
Trade and Business License	002162008-0000	5,250.00	MINISTRY OF GOODS AND SERVICES AND ENTERTAINMENT 56 WEST AVENUE, BROADGATE P.A., ST. MARY, JAMAICA
Transfer Tax	002162008-0000	0.00	MINISTRY OF GOODS AND SERVICES AND ENTERTAINMENT 56 WEST AVENUE, BROADGATE P.A., ST. MARY, JAMAICA
GCT Withholding	002162008-0000	0.00	MINISTRY OF GOODS AND SERVICES AND ENTERTAINMENT 56 WEST AVENUE, BROADGATE P.A., ST. MARY, JAMAICA
Stamp Duty	002162008-0000	0.00	MINISTRY OF GOODS AND SERVICES AND ENTERTAINMENT 56 WEST AVENUE, BROADGATE P.A., ST. MARY, JAMAICA
Withholding Tax on Specified Services	002162008-0001	0.00	MINISTRY OF GOODS AND SERVICES 34 WEST AVENUE, BULL SAVANNAH P.A., ST. ELIZABETH

Click on the Stamp Duty or Transfer Tax Account

Click on the “Submit Documents” hyperlink to submit documents for Stamping.



Read the information about the service provided then select “Next” to continue with the document submission.


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1. Stamp Duty Web Request

Stamp Duty Web Request

ABOUT THE SERVICE	WHAT YOU NEED	AFTER YOU FINISH
This request when submitted will create a Stamp Duty Case in TAJ's Revenue Administration Information System (RAIS). For some request types (Express and Normal), the Stamp Duty amount will be displayed while adding information about the related documents if these documents have fixed Stamp Duty rates. Adjustments due to interest, penalties, exemptions, etc. will not be assessed until the original documents are submitted to a TAJ Stamp Office and the applicable registration/assessment is completed.	The information required to start a Stamp Duty case using this service includes the following: 1. The type or category of documents to be stamped (Express, Normal, Property). 2. The Document Types that you are submitting. 3. TAJ Office you intend to present your original documents for stamping. 4. Scanned copies of documents to be stamped.	This request will be submitted to TAJ and a Stamp Duty case created. You are then required to submit original document(s) and the case/document number at a TAJ Stamp Office location for assessment and processing to be completed. You can identify the document number related to this request by following the steps below: 1. Selecting the "Stamp Duty" account under which this request was made. 2. Selecting the "Document Status" link. 3. Identify the submission based on date submitted, status, request type, etc. You can also make a payment towards the Stamp Duty at any time after this eService request is submitted by: 1. Selecting the "Stamp Duty" account under which this request was made. 2. Selecting the "Document Status" link. 3. Selecting the "Document Number" link related to this request. 4. Selecting the "Make a Payment" link.

[Save and Finish Later](#)
[Save and Continue](#)
[Cancel](#)

[< Previous](#)
[Next >](#)

Throughout the online process of the online submission you will have the options to go through the entire online submission, "Save and Continue" the entered information, "Save and Finish Later" or "Cancel".

The "Save and Finish Later" allows you to save an incomplete online submission with the option of going back to it later to complete the process.

The "Save and Continue" option allows you to save the information entered as you go along with the online submission of your documents.

The "Cancel" discontinues the online submission of the documents.

[Save and Finish Later](#)
[Save and Continue](#)
[Cancel](#)

[< Previous](#)
[Next >](#)

Select the appropriate request type from the drop down list. Note that Estate Submissions can only be submitted via a Transfer Tax Account.

The screenshot shows the Tax Administration Jamaica eServices portal. The breadcrumb trail is: Menu > My Accounts > Stamp Duty > Document Submission. The current step is '2. Select Type'. A dropdown menu is open, showing options: Estate, Express, Normal, and Property. A yellow 'Required' label is next to the dropdown. Below the dropdown are buttons: 'Save and Finish Later', 'Save and Continue', and 'Previous/Next' navigation buttons. A callout box with an arrow points to the dropdown menu with the text: 'Select the appropriate request type'.

Enter the documents required and select the document type from the list. The Stamp Duty applied will be displayed. At least one document must be selected.

The screenshot shows the Tax Administration Jamaica eServices portal. The breadcrumb trail is: Menu > My Accounts > Stamp Duty > Document Submission. The current step is '3. Express Documents'. A table is displayed with columns: 'Number of Documents', 'Document Type', and 'Stamp Duty'. A red error message says: 'Select at least one document.' Below the table are buttons: 'Save and Finish Later', 'Save and Continue', 'Cancel', and 'Previous/Next' navigation buttons. A callout box with an arrow points to the 'Number of Documents' input field with the text: 'Enter the number of documents and select document type'.



Express Documents

1 - 4 of 4 Show Errors			
	Number of Documents	Document Type	Stamp Duty
 	1	Agreement - Hire Purchase	20.00
 	2	Bankers Licence	20,000.00
 	2	Article of Incorporation	1,000.00
 	1	Deed Poll	500.00
4 Rows			21,520.00

If you do not see the appropriate document type available for selection you may need to go to the previous step and change your request type.

[Save and Finish Later](#) [Save and Continue](#) [Cancel](#)

[< Previous](#) [Next >](#)

Select the Stamp Office location at which you want to present your original documents for the completion of the process.

  Search

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1. Stamp Duty Web Request 2. Select Type 3. Express Documents 4. Stamp Duty Tax Office

Stamp Duty Tax Office

STAMP DUTY TAX OFFICE

Select the TAJ Stamp Office Location you intend to visit to complete processing:

[Save and Finish Later](#) [Save and Continue](#) [Cancel](#)

Harbour Street

May Pen

Montego Bay

Required

[< Previous](#) [Next >](#)

You will then be required to attach scanned copies of document(s) and supporting document(s) that you wish to have stamped.

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1. Stamp Duty Web Request2. Select Type3. Express Documents4. Stamp Duty Tax Office5. Attachments

Attachments

ATTACHMENTS

To continue please attach a copy of the document(s) to which this Stamp Duty request relates.

 **Attach at least one document.**

ATTACHMENTS

Type	Filename	Size	Description
Save and Finish LaterSave and ContinueCancel PreviousNext			

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Attachments

ATTACHMENTS

To continue please attach a copy of the document

 **Attach at least one document.**

ATTACHMENTS

Type	Filename	Size	Description
Save and Finish LaterSave and Continue PreviousNext			

Select a file to attach

TypeDocument

Description

Browse... No file selected.

SaveCancel

 Required

Once you have uploaded scanned copy of the required document(s) you can review the summary of the information for this web request.

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1. Stamp Duty Web Request2. Select Type3. Express Documents4. Stamp Duty Tax Office5. Attachments6. Summary

Summary

SUMMARY

Please review the document submission information below before submitting your request.

Select the appropriate request type: Express

An Express Stamp Duty request can be made for specific document types. These documents are generally processed within an hour of the original documents being submitted for stamping at TAJ Stamp Office location and the applicable Stamp Duty paid.

Number of Documents	Document Type	Stamp Duty
1	Agreement - Hire Purchase	20.00
2	Bankers Licence	20,000.00
2	Article of Incorporation	1,000.00
1	Deed Poll	500.00
4 Rows		21,520.00

If you do not see the appropriate document type available for selection you may need to go to the previous step and change your request type.

STAMP DUTY TAX OFFICE

Select the TAJ Stamp Office Location you intend to visit to complete processing: May Pen

ATTACHMENTS

To continue please attach a copy of the document(s) to which this Stamp Duty request relates.

ATTACHMENTS

Type	Filename	Size	Description	
Document	Test Upload.docx	334	Stamp Documents	Remove

Save and Finish LaterSave and ContinueCancel

PreviousSubmit

Select OK to confirm that the information entered and attached is correct or Cancel if you do not want to process this online request.

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1. Stamp Duty Web Request2. Select Type3. Express Documents4. Stamp Duty Tax Office5. Attachments6. Summary

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Number of Documents	Document Type	Stamp Duty
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2	Article of Incorporation	1,000.00
1	Deed Poll	500.00
4 Rows		21,520.00

If you do not see the appropriate document type available for selection you may need to go to the previous step and change your request type.

STAMP DUTY TAX OFFICE

Select the TAJ Stamp Office Location you intend to visit to complete processing: May Pen

ATTACHMENTS

To continue please attach a copy of the document(s) to which this Stamp Duty request relates.

ATTACHMENTS

Type	Filename	Size	Description	
Document	Test Upload.docx	334	Stamp Documents	Remove

Save and Finish LaterSave and ContinueCancel

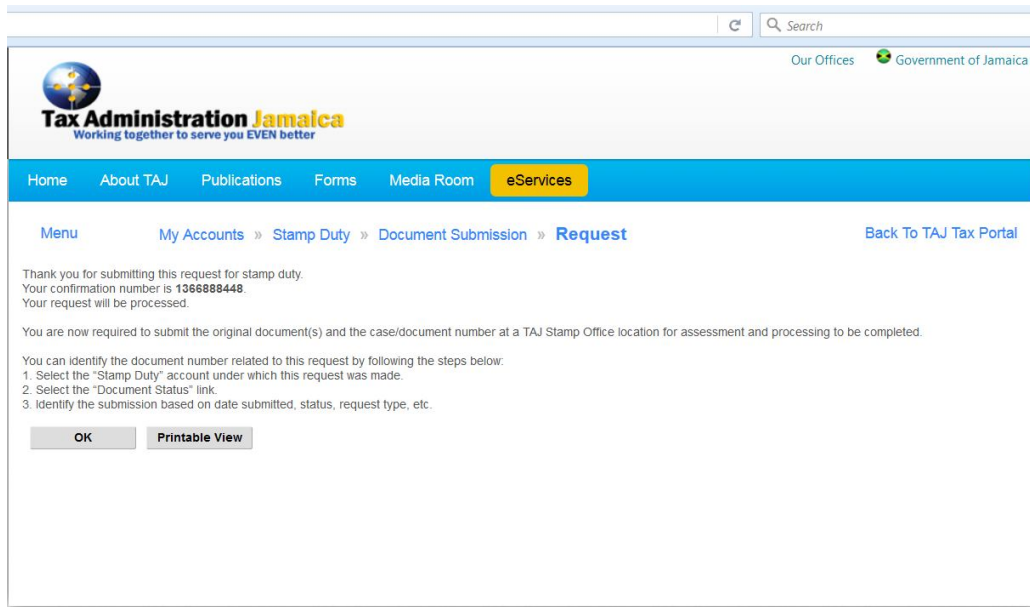
PreviousSubmit

'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?

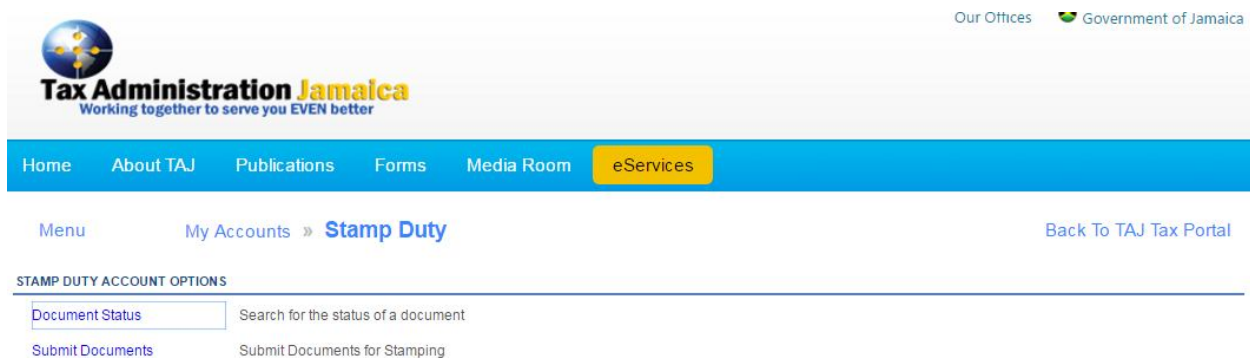
OKCancel

If OK is selected take note of the confirmation number. You can then use this number as reference to later view the request. Read instructions relating to the next step.



The screenshot shows the Tax Administration Jamaica eServices portal. The header includes the logo and tagline "Tax Administration Jamaica Working together to serve you EVEN better", along with links for "Our Offices" and "Government of Jamaica". The navigation bar has links for Home, About TAJ, Publications, Forms, Media Room, and eServices. The breadcrumb trail is: Menu > My Accounts > Stamp Duty > Document Submission > Request. The main content area displays a confirmation message: "Thank you for submitting this request for stamp duty. Your confirmation number is 1366888448. Your request will be processed." It also states: "You are now required to submit the original document(s) and the case/document number at a TAJ Stamp Office location for assessment and processing to be completed." Below this, it provides instructions on how to identify the document number and lists three steps: 1. Select the "Stamp Duty" account under which this request was made. 2. Select the "Document Status" link. 3. Identify the submission based on date submitted, status, request type, etc. At the bottom of the main content area are two buttons: "OK" and "Printable View".

Selecting OK will then make available the Search Document Status option. This can be used to view the status of the new request or other previously submitted requests.



The screenshot shows the Tax Administration Jamaica eServices portal. The header includes the logo and tagline "Tax Administration Jamaica Working together to serve you EVEN better", along with links for "Our Offices" and "Government of Jamaica". The navigation bar has links for Home, About TAJ, Publications, Forms, Media Room, and eServices. The breadcrumb trail is: Menu > My Accounts > Stamp Duty. The main content area displays the "STAMP DUTY ACCOUNT OPTIONS" section. It contains two links: "Document Status" and "Submit Documents". The "Document Status" link is highlighted with a blue border and has a tooltip that says "Search for the status of a document". The "Submit Documents" link has a tooltip that says "Submit Documents for Stamping".

A Document ID (Case ID) will become available in relation to the request submitted within a few seconds of submission. The user will also be able to make payments towards the request submitted. The status of other Stamp Duty or Transfer Tax requests received or to which some processing was done by TAJ on or after September 5, 2016 can also be viewed using this option.



DOCUMENT STATUS

Search

DOCUMENT STATUS

Last Updated:

From 02-Sep-2016

To 01-Dec-2016

Status

If your document number begins with an 'T' or 'E' click here to search the status.

DOCUMENT STATUS SEARCH

Filter

Document Number	Document Type	Status	Last Updated
241420	Stamp Duty - Normal	In Progress	2016-06-30 05:11:32.120
241421	Stamp Duty - Normal	Pending Payment	2016-07-04 02:46:49.343
241423	Stamp Duty - Normal	Completed	2016-07-01 12:56:27.600
241432	Stamp Duty - Normal	In Progress	2016-07-15 04:17:50.633
241434	Stamp Duty - Normal	In Progress	2016-07-16 04:27:27.940
251143	Stamp Duty - Normal	Cancelled	2016-07-08 11:57:35.090
271188	Stamp Duty - Normal	Pending Payment	2016-12-01 10:10:06.137
272143	Stamp Duty - Normal	Pending Payment	2016-06-30 04:17:09.637
272169	Stamp Duty - Normal	New	2016-07-16 01:50:21.060
276237	Stamp Duty - Normal	In Progress	2016-07-16 04:36:41.017
286120	Stamp Duty - Normal	In Progress	2016-07-15 03:02:19.997
296179	Stamp Duty - Normal	Cancelled	2016-07-16 01:49:42.620
333503	Stamp Duty - Normal	In Progress	2016-11-25 01:39:24.387
333504	Stamp Duty - Normal	In Progress	2016-07-08 12:05:13.807

14 Rows

Select Document Number
Hyperlink if you wish to see
duty payable or to make a
payment for that request.



DOCUMENT INFORMATION

See Document details below:

Document Id	272143
Duty	3,863.75
Penalty	40.00
Interest	3,843.75
Total	7,747.50
Make A Payment	

NB. After submitting documents online the customer will then be required to present original documents at a Stamp Office location for completion of the assessment and stamping process. Customer should use the **Document Number** as indicated on eServices as reference when submitting the original documents at the Stamp Office.