

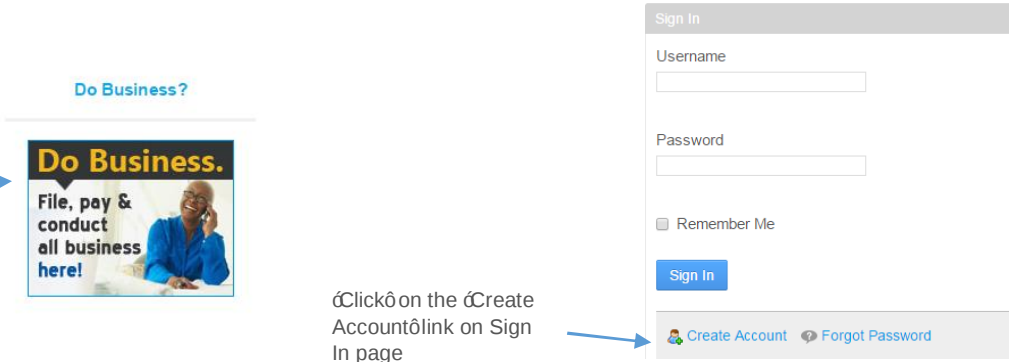
Procedure for Diplomats to Apply for GCT/SCT Refunds

Effective February 9th 2015, all refund claims for GCT/SCT paid by Diplomats and International Organizations will have to be submitted online using TAJ's new eService facility.

To access this service, the Taxpayer will be required to complete two main steps:

1. Visit TAJ's Enterprise Portal (www.jamaicatax.gov.jm) and create a new user name and password. This can be achieved by clicking the "Do Business" banner and follow the "Create Account" link.

Click on the "Do Business" link on the TAJ's Enterprise Portal

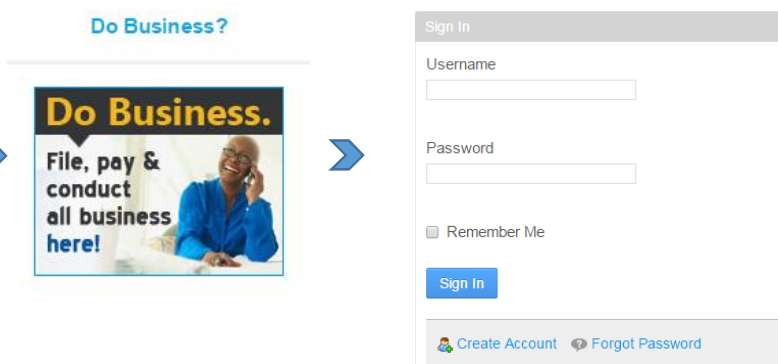


Click on the "Create Account" link on Sign In page

2. Register for TAJ eServices (includes online Refund Claims) by downloading and completing the Application for eServices Account Form. This can be retrieved from the TAJ's Enterprise Portal under the "Forms" Tab. Upon completion, submit the form with the required supporting documents to your nearest Tax Office or contact TAJ's Customer Care Centre at 1-888-829-4357 for online registration assistance.

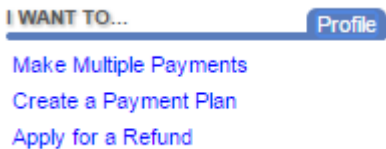
Once registered, you can proceed to apply for your refund by

1. Log into the Enterprise portal



2. Select "Manage Account"

3. Select "Apply for Refund"



4. Follow the prompts

Previous

Notes

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Save and Finish Later

Cancel

ABOUT THE SERVICE

WHAT YOU NEED

AFTER YOU FINISH

This refund request is for GCT or SCT paid that you are due a refund on.

1. Application for refund must be made within two years of the date on which the tax was paid.

2. The amount of the refund applied for must be the amount of the tax shown on the tax invoice from the supplier.

3. The application must not include imported items for which an exemption was given by customs or a waiver by the Minister of the Commissioner General.

1. The prescribed schedule of purchase must be completed and original tax invoices attached (uploaded) to this application for refund.

Once your request is submitted TAJ will begin processing. You can check the status of your request in the "Requests" tab of your account. Once processing is complete payment will be made as soon as funds are available.



Select applicable Refund Type

Previous

Refund Type

Next

Save and Finish Later

Cancel

1

2

3

4

5

6

Select A Refund Type:

- ☒ General Consumption Tax
- ☐ Special Consumption Tax



Enter Invoice details

Previous

Invoice Schedule

Next

Save and Finish Later

Cancel

1

2

3

4

5

6

GCT Schedule

Record1

Record1

Delete this Record

Copy row

Add a Record

Invoice Date

Required

Invoice No.

Required

Supplier's TRN-Branch

Confirm Supplier's TRN

Supplier

Description of Purchases

Purchase Price Before Tax

0.00

GCT Paid

0.00

Delete this Record

Copy row

Add a Record

VALID PERIODS

From

To



View Generated Schedule of Invoices

Previous **Invoice Schedule** Next Save and Finish Later Cancel

1 2 3 4 5 6

GCT Schedule Record1 Record2 Add a Record

GCT - SCHEDULE OF PURCHASES Filter

	Invoice Date	Invoice No.	Supplier's TRN-Branch	Supplier	GCT Paid
  	02-Feb-2015	123456	111111111-0001	Test	1,650.00
  	02-Feb-2015	789965	222222222-0000	Testing	3,300.00

Add a Record

VALID PERIODS

From	To
31-Jan-2015	25-Dec-2017



Upload All Supporting Invoices

Previous **Invoice Attachment** Next Save and Finish Later Cancel

1 2 3 4 5 6

To upload your invoice(s), please click on the add button below.

ATTACHMENTS Add

Type	Filename	Size	Description
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Select a file to attach

Type NRT Refund Claim Support Doc

Description

Choose File No file chosen

Save Cancel

Required



**Enter Bank details for Direct
Deposit of Refund amount**

[Previous](#) [Refund Info](#) [Next](#) [Save and Finish Later](#) [Cancel](#)

1 2 3 4 5 6

Refund Options

- ☒ Receive refund as direct deposit into Jamaican bank account
☐ Receive refund as paper cheque, this may delay receipt

Bank Account Type	Routing Number	Account Number	Confirm Account Number
Required	Required		



**Complete Certification Section
and submit Refund Claim**

[Previous](#) [Certification](#) [Next](#) [Submit](#) [Save and Finish Later](#) [Cancel](#)

1 2 3 4 5 6

CERTIFICATION

- ☒ I certify that the articles acquired/services performed which form the subject of this application for refund were exclusively for my use and no application for refund has been previously submitted.