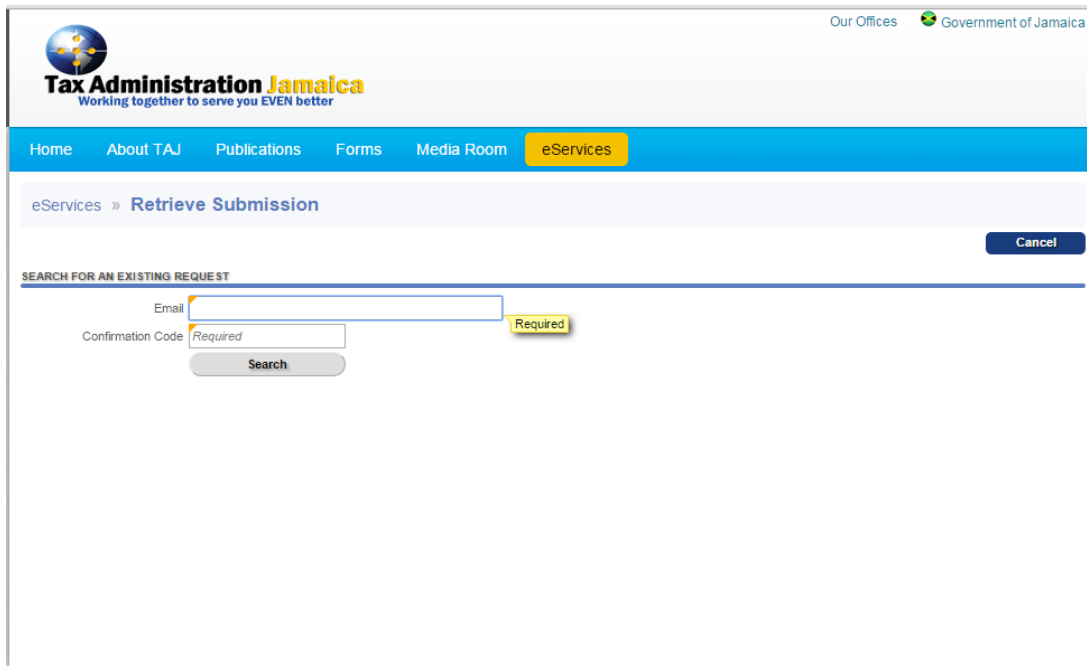


HOW TO SEARCH FOR A SAVED REQUEST

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.

Taxpayers making an online application for TRN can save the application prior to completion and return to complete it at a later time or date. In order to retrieve the saved application, the taxpayer can visit the TAJ Website www.jamaiacatax.gov.jm and log in to the TAJ Web Portal, then select the “**Search for a Saved Request**” hyperlink to display the following screen:



The screenshot shows the Tax Administration Jamaica website interface. At the top, there is a header with the TAJ logo and tagline "Working together to serve you EVEN better". To the right of the logo, it says "Our Offices" and "Government of Jamaica". Below the header is a navigation bar with links: Home, About TAJ, Publications, Forms, Media Room, and eServices (highlighted in yellow). Below the navigation bar, the breadcrumb trail reads "eServices » Retrieve Submission". On the right side of this section is a "Cancel" button. The main content area is titled "SEARCH FOR AN EXISTING REQUEST". It contains two input fields: "Email" and "Confirmation Code". The "Confirmation Code" field has a "Required" label next to it. Below these fields is a "Search" button.

Enter a valid email address and confirmation code and click “**Search**”.

Note: The email address being referred to is the one that was requested at the time when the application was being saved, and the confirmation code is one which would have been generated for the Taxpayer upon saving the request.

If the email and confirmation code combination entered is valid, the taxpayer will be brought back to the “**Instruction**” page of the Taxpayer Registration process, as shown in the following screen. The taxpayer will be required to return to the stop point by using the “**Next**” button.



Tax Administration Jamaica
 Working together to serve you EVEN better

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[Media Room](#)
[eServices](#)

eServices » Retrieve Submission » **Taxpayer Registration**

REQUEST INFORMATION
[Withdraw](#)
[Change](#)

Status : Not Submitted Saved : 31-Oct-2016 15:09:15

1. Instructions

Instructions

ABOUT THE SERVICE	WHAT YOU NEED	AFTER YOU FINISH
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.	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)	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.

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If the information entered is not valid, the following message will be returned: ***“Request not found using Email: <email provided> and Confirmation Code: <code provided>”.***