

How to file The SO2 Return



Select the "login" option on
The JamaicaTax.gov.jm
website



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Income Tax returns due today
March 15.

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Special Arrangements in Place for the March 15 Tax Day

Client
LOGIN



Click [here](#) to File returns,
pay taxes and do other
business

**PROCUREMENT
OPPORTUNITIES**

Login

Sign In

Username

Password

☐ Remember Me

Sign In



Create Account



Forgot Password

Information

READ HERE BEFORE YOU LOGIN

THE

IT'S HERE!!! The upgrade of the Information System (RAIS) is now more online while doing RAIS hub.

1. Enter your "username"
2. Enter your "Password"
3. Select the "Sign In" option
4. Where you are accessing the system for the first time you must **create an Account**. Your Account will consist of a **Username, Password, Email address and security questions**. Usernames and Passwords must be **alpha-numeric and of 8 – 12 characters (test1234)**.
5. The "**forget Password**" option allows users to reset their password.

THE UPGRADE IS COMPLETE!!

IT'S HERE!!! The upgrades to our Revenue Administration Information System (**RAiS**) are now complete and you can do **EVEN** more online while doing business with us, [click here](#) for details or see [RAiS hub](#).

• File & Pay the following Taxes:

- Consumption Tax (GCT, SCT, GART, TCT, GCTW)
- Corporate Income Tax
- Self Employed Taxes and Contribution
- Payroll Deductions (S01, S02)
- Asset Tax
- Minimum Business Tax

Manage My e-Services Account

You may file returns, make payments, view account balances, update tax account profile and gain access to additional e-Services for consumption taxes, income tax, asset tax, education tax and minimum business taxes.

File Returns, Pay Taxes or Access Accounts

Traffic Ticket

A Traffic Ticket is issued in writing by a Police Officer for a traffic offence. A fixed penalty is attached to each offence and may be paid to a Collector of Taxes.

Pay Traffic Tickets

1. Once the login process is completed, the user can access the “**upgrade Eservices platform**” from a number of options.
2. The options highlighted will take the user directly to the “**Eservices platform**”.

assessed and paid by persons transferring real properties (e.g. land) or shares and/or transferring property on death. In the case

My Accounts

[View Support ID](#) [Back To TAJ Tax Portal](#)

128-495-634

DORREL HORATIO SAVAGE
4A STANLEY TERRACE
KINGSTON 19
ST. ANDREW, JAMAICA

 Customer debt balance: \$5,983,911.81 There is 1 unread message

I WANT TO...

[View Profile](#)[Make Multiple Payments](#)[Make Payments For Other Taxpayers](#)[Register Branch](#)

JMT

Toggle L

Data: dorrel.savage

RunDate: 03-Mar-2016

Last Request: 804ms (734ms)

[Decode Info](#)**ACCOUNTS⁵** **REQUESTS** **MESSAGES¹** **LETTERS⁰** **NAMES & ADDRESSES** **REFUNDS** **FILE SUBMISSION** **OTHER SERVICES****Income Tax**

128495634-0000

3,763,911.81

DORREL HORATIO SAVAGE

MAYFAIR, 4A STANLEY TERRACE, KINGSTON 19, ST. A



needs attention

**NIS**

128495634-0001

120,000.00

DORREL SAVAGE LTD

DIRECT BANKING ROAD, 023 COMPLIANCE LANE, KING

**HEART**

128495634-0001

520,000.00

DORREL SAVAGE LTD

DIRECT BANKING ROAD, 023 COMPLIANCE LANE, KING

**PAYE**

128495634-0000

750,000.00

DORREL SAVAGE LTD

DIRECT BANKING ROAD, 023 COMPLIANCE LANE, KING



needs attention

**600,000.00**

DORREL SAVAGE LTD

DIRECT BANKING ROAD, 023 COMPLIANCE LANE, KING



needs attention

**230,000.00**

DORREL SAVAGE LTD

DIRECT BANKING ROAD, 023 COMPLIANCE LANE, KING

Select the appropriate "Account".
To file the "SO2" choose the
"Income Tax Account."

Filing your statutory taxes?

Please be advised:
S04 & S04A - Statutory returns are filed on the Income Tax account

INCOME TAX 126495634-9090

DORREL HORATIO SAVAGE
44 STANLEY TERRACE
KINGSTON 19
ST. ANDREW, JAMAICA

- Outstanding balance: \$3,763,911.81
- Return needs to be filed for 2015
- Return needs to be filed for 2014
- Return needs to be filed for 2013
- Return needs to be filed for 2012
- Return needs to be filed for 2010

I WANT TO...

- [View Accounts](#)
- [Object to a Tax Assessment](#)

PERIODS REQUESTS ACTIVITY MESSAGES⁵ LETTERS⁴ NAMES & ADDRESSES

Attention Needed⁵ Last 3 Years **All Periods**

ALL

Period	Return Status			Balance	Messages
31-Dec-2016	Multiple Returns	Return List	Pay	0.00	
31-Dec-2015	Multiple Returns	Return List	Pay	0.00	
31-Dec-2014	Overdue	File Now	Pay	0.00	File Return
31-Dec-2013	Overdue	File Now	Pay	0.00	File Return
31-Dec-2012	Overdue	File Now	Pay	0.00	File Return
31-Dec-2011	Late-Processed	View Return	Pay	3,763,911.81	Make a Payment
31-Dec-2010	Overdue	File Now	Pay	0.00	File Return

7 Rows

Select the All period option
after accessing the
appropriate account for the
tax type you want to file.
This will display all the
account periods available on
this account.

Please be advised:
S04 & S04A - Statutory returns are filed on the Income Tax account

INCOME TAX 128495634-0000

DORREL HORATIO SAVAGE
4A STANLEY TERRACE
KINGSTON 19
ST. ANDREW, JAMAICA

- ! Outstanding balance: \$3,763,911.81
- ! Return needs to be filed for 2015
- ! Return needs to be filed for 2014
- ! Return needs to be filed for 2013
- ! Return needs to be filed for 2012
- ! Return needs to be filed for 2010

I WANT TO...

[View Accounts](#)
[Object to a Tax Assessment](#)

PERIODS REQUESTS ACTIVITY MESSAGES⁰ LETTERS⁰ NAMES & ADDRESSES

Attention Needed⁵ Last 3 Years All Periods

ALL

Period	Return Status			Balance	Messages
31-Dec-2016	Multiple Returns	Return List			
31-Dec-2015	Multiple Returns	Return List			
31-Dec-2014	Overdue	File Now	Pay	0.00	! File Return
31-Dec-2013	Overdue	File Now	Pay	0.00	! File Return
31-Dec-2012	Overdue	File Now	Pay	0.00	! File Return
31-Dec-2011	Late-Processed	View Return	Pay	3,763,911.81	! Make a Payment
31-Dec-2010	Overdue	File Now	Pay	0.00	! File Return

7 Rows

Selecting the “Return List” provides you with a list of return that can be filed for a particular “Period”. For the SO4 & SO4A, ITO2 & ITO7 etc. You might have to visit different “periods”.

- Return needs to be filed for October 2010
- Return needs to be filed for September 2010
- Return needs to be filed for August 2010
- Return needs to be filed for July 2010
- Return needs to be filed for June 2010
- Return needs to be filed for May 2010

Request

RETURN LIST Filter

Received Date	Due Date		Return	Status
01-Mar-2016	14-Jan-2016	View Request	Income Tax - Form S01	Pending
	31-Mar-2016	File Now	Income Tax - Form S02	Not Yet Due

2 Rows

Select the **"File Now"** option associated with the **"Income Tax – Form S02"**.

31-Jan-2016	Overdue	File Now	Pay	0.00	File Return
31-Dec-2015	Multiple Returns	Return List	Pay	750,000.00	Make a Payment
30-Nov-2015	Overdue	File Now	Pay	0.00	File Return
31-Oct-2015	Overdue	File Now	Pay	0.00	File Return
30-Sep-2015	Overdue	File Now	Pay	0.00	File Return
31-Aug-2015	Overdue	File Now	Pay	0.00	File Return
31-Jul-2015	Overdue	File Now	Pay	0.00	File Return
30-Jun-2015	Overdue	File Now	Pay	0.00	File Return
31-May-2015	Overdue	File Now	Pay	0.00	File Return
30-Apr-2015	Overdue	File Now	Pay	0.00	File Return
31-Mar-2015	Overdue	File Now	Pay	0.00	File Return
28-Feb-2015	Overdue	File Now	Pay	0.00	File Return
31-Jan-2015	Overdue	File Now	Pay	0.00	File Return



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[My Accounts](#) » [PAYE](#) » **Payroll Deductions (Yearly)**

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Import

1. **S02 Filing Option**

S02 Filing Option

**EMPLOYER'S ANNUAL RETURN
FORM S02**

Manual Entry

Upload ASCII File

Import

Cancel

Save and Finish Later

Save and Continue

Previous

Next

For five or more employees we recommend you upload a "text file"

JMT

Toggle L

Data: dorrel.savage

RunDate: 01-Mar-2016

Last Request: 5005ms (4982ms)

[Decode Info](#)



Import

1. **S02 Filing Option**

S02 Filing Option

Select a file to import:

Choose File No file chosen

Import

Cancel

Manual Entry

Upload ASCII File

Import

Cancel

Save and Finish Later

Save and Continue

Previous

Next

JMT

Toggle L

Data: dorrel.savage

RunDate: 01-Mar-2016

Last Request: 71ms (48ms)

[Decode Info](#)

My Accounts » PAYE » **Payroll Deductions (Yearly)**

[Back To TAJ Tax Portal](#)

JMT

Toggle L

Data: dorrel.savage

RunDate: 01-Mar-2016

Last Request: 78ms (66ms)

[Decode Info](#)

Import

1. S02 Filing Option

S02 Filing Option

Select a file to import:

Choose File

SO2 ANNUAL RETURN FOR 2014 -AMENDMENT.txt

Import

Cancel

Import the required
"text file"

Rectangular Snip

Manual Entry

Upload ASCII File

Import

Cancel

Save and Finish Later

Save and Continue

Previous

Next

Import

JMT

Toggle Lo

Data: dorrel.savage

RunDate: 01-Mar-2016

Last Request: 2291ms (2225ms)

[Decode Info](#)

1. S02 Filing Option 2. General Information

General Information

Please Enter The Following (as applicable):

Section A - General Information

3. NIS Reference Number

9. Number of persons Employed

10. Date of Closure

	0
	

"NIS Reference Number" and "Numbers of Employees" are compulsory fields.

"Date of Closure" refers to entities closed during the reporting year

Cancel

Save and Finish Later

Save and Continue

Previous

Next

	Surname	First Name	M.	TRN	Employee NIS	Entered NIS	Emoluments Received in Cash	Emoluments Received in Kind	annuation Pension, Expenses	weekly NIS & NHT Contribution	NIS	NHT	Education Tax	PAYE Income Tax (Refunds)
✖	SAVAGE	DORREL		123-456-789	X123456	☐	908,029.76	0.00	38,406.25	26	37,062.50	45,401.49	48,937.79	149,359.07
✖	SAVAGE	DORREL		123-456-789	X123456	☐	739,631.86	0.00	23,949.01	52	36,981.62	36,981.62	40,088.56	52,167.34
✖	SAVAGE	DORREL		123-456-789	X123456	☐	2,988,000.00	0.00	261,375.00	52	75,000.00	149,400.00	154,624.72	545,453.25
✖	SAVAGE	DORREL		123-456-789	X123456	☐	490,900.00	0.00	23,430.00	52	24,545.00	24,545.00	26,174.02	0.00
✖	SAVAGE	DORREL		123-456-789	X123456	☐	910,715.83	0.00	42,038.43	52	45,039.20	45,535.78	48,654.11	89,408.78
✖	SAVAGE	DORREL		123-456-789	X123456	☐	1,080,559.85	0.00	42,126.53	52	52,984.22	54,028.01	58,186.62	130,854.64
✖	SAVAGE	DORREL		123-456-789	X123456	☐	4,772,496.00	0.00	210,595.90	52	75,000.00	238,624.80	260,153.06	1,004,272.00
✖	SAVAGE	DORREL		123-456-789	X123456	☐	966,685.06	0.00	30,203.32	52	47,133.02	48,334.25	52,492.63	106,098.14
✖	SAVAGE	DORREL		123-456-789	X123456	☐	410,444.42	0.00	5,833.34	31	20,522.18	20,522.24	22,675.15	0.00
✖	SAVAGE	DORREL		123-456-789	X123456	☐	5,080,541.46	0.00	378,506.60	52	75,000.00	254,027.04	268,210.83	1,039,305.72
✖	SAVAGE	DORREL		123-456-789	X123456	☐	708,000.00	0.00	33,742.50	52	35,400.00	35,400.00	37,752.06	37,311.38
✖	SAVAGE	DORREL		123-456-789	X123456	☐	176,297.72	0.00	6,595.09	18	8,814.88	8,814.89	9,504.49	0.00
✖	SAVAGE	DORREL		123-456-789	X123456	☐	608,013.83	0.00	28,494.43	52	30,400.66	30,400.73	32,448.30	14,251.77
✖	SAVAGE	DORREL		123-456-789	X123456	☐	726,108.55	0.00	0.00	22	29,613.10	36,305.44	40,899.88	135,549.50
✖	SAVAGE	DORREL		123-456-789	X123456	☐	1,006,214.04	0.00	42,214.60	52	49,413.62	50,310.71	54,009.35	112,692.49
✖	SAVAGE	DORREL		123-456-789	X123456	☐	1,879,623.09	0.00	145,584.40	52	75,000.00	93,981.15	97,550.97	297,306.67
✖	SAVAGE	DORREL		123-456-789	X123456	☐	2,115,396.36	0.00	79,091.25	52	75,000.00	105,769.81	114,931.31	372,873.28
✖	SAVAGE	DORREL		123-456-789	X123456	☐	724,249.96	0.00	33,955.19	52	36,212.50	36,212.48	38,650.88	41,219.13
✖	SAVAGE	DORREL		123-456-789	X123456	☐	949,079.26	0.00	32,469.69	52	46,847.40	47,453.96	51,358.19	101,165.80
✖	SAVAGE	DORREL		123-456-789	X123456	☐	1,754,208.18	0.00	155,921.74	52	73,737.92	87,710.44	89,781.48	263,526.37
✖	SAVAGE	DORREL		123-456-789	X123456	☐	905,732.44	0.00	28,885.23	52	44,739.40	45,286.59	49,132.45	91,488.71
✖	SAVAGE	DORREL		123-456-789	X123456	☐	938,192.25	0.00	30,294.01	52	45,841.50	46,909.63	50,886.20	99,113.71
✖	SAVAGE	DORREL		123-456-789	X123456	☐	925,949.79	0.00	30,227.07	52	45,406.83	46,297.49	50,198.59	96,124.16
✖	SAVAGE	DORREL		123-456-789	X123456	☐	1,062,137.15	0.00	50,460.70	52	53,106.88	53,106.89	56,644.54	119,452.75
✖	SAVAGE	DORREL		123-456-789	X123456	☐	895,756.56	0.00	28,753.59	52	44,081.80	44,787.83	48,585.30	89,109.85
✖	SAVAGE	DORREL		123-456-789	X123456	☐	696,136.46	0.00	0.00	26	31,609.72	34,806.83	39,119.07	106,668.90
✖	SAVAGE	DORREL		123-456-789	X123456	☐	619,541.62	0.00	45,540.00	52	30,977.10	30,977.10	32,114.55	12,800.27
✖	SAVAGE	DORREL		123-456-789	X123456	☐	724,750.00	0.00	33,978.18	52	36,237.46	36,237.55	38,677.53	41,335.27
✖	SAVAGE	DORREL		123-456-789	X123456	☐	810,922.60	0.00	37,316.63	52	40,546.16	40,546.11	43,316.63	61,505.22
✖	SAVAGE	DORREL		123-456-789	X123456	☐	658,521.90	0.00	23,223.72	52	32,926.08	32,926.09	35,582.99	32,578.12
✖	SAVAGE	DORREL		123-456-789	X123456	☐	799,204.04	0.00	27,306.88	52	39,256.34	39,960.22	43,255.43	65,936.58

Emoluments

Select the **"Accept All NIS Numbers"** this will verify the validity of your TRN & NIS numbers.

Schedule A - Employee Emoluments, Deductions & PAYE Taxes & Contributions

Accept All NIS Numbers														Filter
	Surname	First Name	M.	(b) TRN	(c) Employee NIS	Accept Entered NIS	(d) Gross Emoluments Received in Cash	(e) Gross Emoluments Received in Kind	(f) Super- annuation/ Pension, Expenses	(g) Weekly NIS & NHT Contribution	(h) NIS	(i) NHT	(j) Education Tax	(k) PAYE Income Tax (Refunds)
		DORREL		123-456-789	X123456		908,029.76	0.00	38,406.25	26	37,062.50	45,401.49	48,937.79	149,359.07
	SAVAGE	DORREL		123-456-789	X123456		739,631.86	0.00	23,949.01	52	36,981.62	36,981.62	40,088.56	52,167.34
	SAVAGE	DORREL		123-456-789	X123456		2,988,000.00	0.00	261,375.00	52	75,000.00	149,400.00	154,624.72	545,453.25
	SAVAGE	DORREL		123-456-789	X123456		490,900.00	0.00	23,430.00	52	24,545.00	24,545.00	26,174.02	0.00
	SAVAGE	DORREL		123-456-789	X123456		910,715.83	0.00	42,038.43	52	45,039.20	45,535.78	48,654.11	89,408.78
	SAVAGE	DORREL		123-456-789	X123456		1,080,559.85	0.00	42,126.53	52	52,984.22	54,028.01	58,186.62	130,854.64
	SAVAGE	DORREL		123-456-789	X123456		4,772,496.00	0.00	210,595.90	52	75,000.00	238,624.80	260,153.06	1,004,272.00
	SAVAGE	DORREL		123-456-789	X123456		966,685.06	0.00	30,203.32	52	47,133.02	48,334.25	52,492.63	106,098.14
	SAVAGE	DORREL		123-456-789	X123456		410,444.42	0.00	5,833.34	31	20,522.18	20,522.24	22,675.15	0.00
	SAVAGE	DORREL		123-456-789	X123456		5,080,541.46	0.00	378,506.60	52	75,000.00	254,027.04	268,210.83	1,039,305.72
	SAVAGE	DORREL		123-456-789	X123456		708,000.00	0.00	33,742.50	52	35,400.00	35,400.00	37,752.06	37,311.38
	SAVAGE	DORREL		123-456-789	X123456		176,297.72	0.00	6,595.09	18	8,814.88	8,814.89	9,504.49	0.00
	SAVAGE	DORREL		123-456-789	X123456		608,013.83	0.00	28,494.43	52	30,400.66	30,400.73	32,448.30	14,251.77
	SAVAGE	DORREL		123-456-789	X123456		726,108.55	0.00	0.00	22	29,613.10	36,305.44	40,899.88	135,549.50
	SAVAGE	DORREL		123-456-789	X123456		1,006,214.04	0.00	42,214.60	52	49,413.62	50,310.71	54,009.35	112,692.49
	SAVAGE	DORREL		123-456-789	X123456		1,879,623.09	0.00	145,584.40	52	75,000.00	93,981.15	97,550.97	297,306.67
	SAVAGE	DORREL		123-456-789	X123456		2,115,396.36	0.00	79,091.25	52	75,000.00	105,769.81	114,931.31	372,873.28
	SAVAGE	DORREL		123-456-789	X123456		724,249.96	0.00	33,955.19	52	36,212.50	36,212.48	38,650.88	41,219.13
	SAVAGE	DORREL		123-456-789	X123456		949,079.26	0.00	32,469.69	52	46,847.40	47,453.96	51,358.19	101,165.80
	SAVAGE	DORREL		123-456-789	X123456		1,754,208.18	0.00	155,921.74	52	73,737.92	87,710.44	89,781.48	263,526.37
	SAVAGE	DORREL		123-456-789	X123456		905,732.44	0.00	28,885.23	52	44,739.40	45,286.59	49,132.45	91,488.71

RunDate: 11-Feb-2016

Last Request: 320ms (266ms)

[Decode Info](#)[1. S02 Filing Option](#) [2. General Information](#) [3. Emoluments](#) [4. Benefits](#) [5. Deductions](#) **6. Section B**

Section B

Please Enter The Following (as applicable) :

Section B - Summary Of Taxes And Contributions Due, Remitted And Payable

	Total Due/Payable for Return/Calendar Year	Total already Paid for Return/Calendar Year	Balance Payable (Refundable)
12. N.I.S. (Total column (h) of Schedule A)	2,974,185.28	0.00	2,974,185.28
13. N.H.T. (Total column (i) of Schedule A)	4,306,558.21	0.00	4,306,558.21
14. Education Tax (Total column (j) of Schedule A)	4,607,931.91	0.00	4,607,931.91
15. Income Tax (Total column (k) of Schedule A)	12,467,031.37	0.00	12,467,031.37
16. TOTALS (Add Lines 12, 13, 14 and 15)	24,355,706.77	0.00	24,355,706.77

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

Information from your
"text file" will populate
your summary of Taxes
and Deduction section.
Please declare the
"Total Already Paid"

1. S02 Filing Option

2. General Information

3. Emoluments

4. Benefits

5. Deductions

6. Section B

7. S02 Form - 12/31/2015

S02 Form - 12/31/2015

Section A - General Information

3. NIS Reference Number

8911711

9. Number of persons Employed

65

10. Date of Closure

Section B - Summary Of Taxes And Contributions Due, Remitted And Payable

	Total Due/Payable for Return/Calendar Year	Total already Paid for Return/Calendar Year	Balance Payable (Refundable)
12. N.I.S. (Total column (h) of Schedule A)	2,974,185.28	0.00	2,974,185.28
13. N.H.T. (Total column (i) of Schedule A)	4,306,558.21	0.00	4,306,558.21
14. Education Tax (Total column (j) of Schedule A)	4,607,931.91	0.00	4,607,931.91
15. Income Tax (Total column (k) of Schedule A)	12,467,031.37	0.00	12,467,031.37
16. TOTALS (Add Lines 12, 13, 14 and 15)	24,355,706.77	0.00	24,355,706.77

Cancel

Save and Finish Later

Save and Continue

Previous

[Submit](#)

“Submit” the return. You can **“Save and Finish later”** or **“Save and Continue”** at any point during the filing process