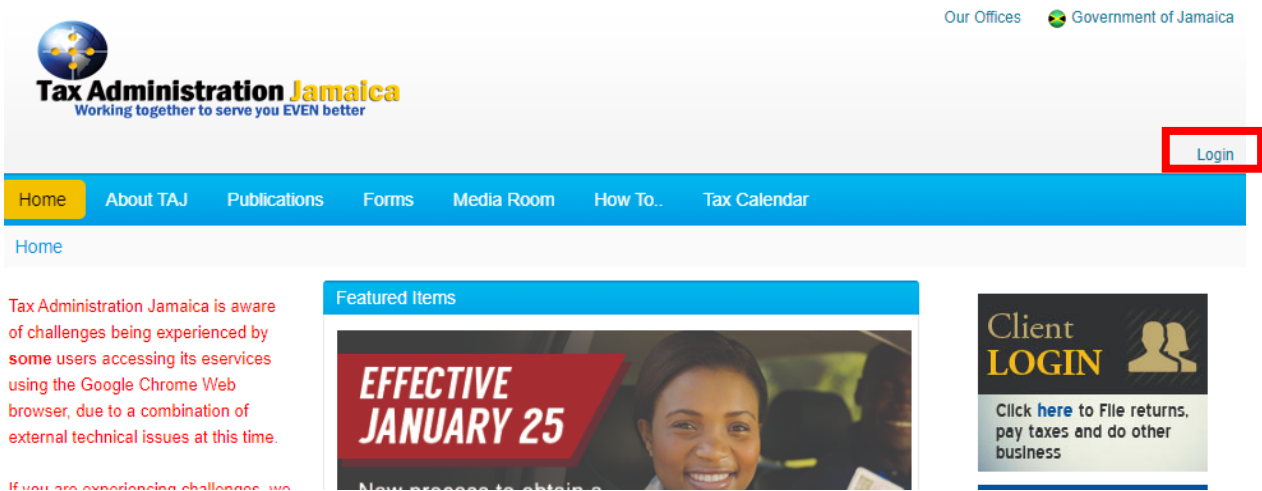


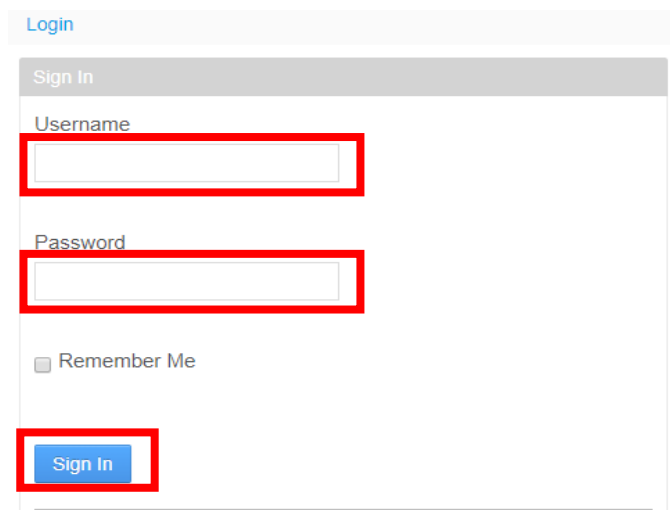
Filing a S01 Return

Tax Administration Jamaica has completed some enhancements related to Filing a S01 Return effective April 1, 2020.

Step 1: Click **“Login”** from the TAJ website



Step 2: Enter **Username** and **Password** then click **Sign In**



Step 3: Under “File and Pay the following Taxes” select **Payroll Deductions (S01, S02)** OR **File Returns, Pay Taxes or Access Accounts**

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eServices

• **File & Pay the following Taxes:**

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

OR

File Returns, Pay Taxes or Access Accounts

Manage my eServices Account

You may validate GCT Tax Withholding and Zero-Rated entities, Tax Compliance and Zero-Rating letters and Withholding Tax Certificates, WTSS Exemption Certificates, Trade and Business Licences and Transfer Tax Certificates using this option.

Step 4: Upon registering for a Payroll account, select **PAYE** under “Account Type”

[Accounts](#)
[Submissions](#)
[Correspondence](#)
[Names and Addresses](#)
[Logons](#)
[Certificates](#)
[Certificate Summary](#)

 **Accounts**

Filter

Branch Id	Account Type	Name
000123456-0000	Education Tax	SJLC HOUSING
000123456-0000	HEART	SJLC HOUSING
000123456-0000	NHT	SJLC HOUSING
000123456-0000	NIS	SJLC HOUSING
000123456-0000	PAYE	SJLC HOUSING

Step 5: Click on **File Return** that correspond with the period for which the Return will be filed

Periods	Submissions	Correspondence	Names and Addresses	Logons
 Periods				
Period	Balance	Due Date	Return Status	Message
30-Apr-2020	\$0.00		Overdue	 File Return
31-Mar-2020	\$0.00		Overdue	 File Return
29-Feb-2020	\$0.00		Overdue	 File Return
3 Rows				

Step 5a: Choose **Manual Entry** for less than five (5) employees then click **Next**.

S01 Filing Option

EMPLOYER'S MONTHLY RETURN FORM S01

How do you intend to provide your employee's data?

☒ **Manual Entry**
☐ Upload Excel File

(Upload is recommended for five (5) or more employees.)

i. Insert all relevant information relating to Employee Emoluments

1. S01 Filing Option 2. Emoluments

Emoluments

 **Employee(s) Information**

	Surname	First Name	M.I	TRN	(c) Employee NIS	(d) Gross Emoluments Received in Cash	(e) Gross Emoluments Received in Kind	(f) Super-annuation/ Pension, Expenses	(g) Weekly NIS and NHT Contributions	(h) NIS	(i) NHT	(j) Education Tax	(k) PAYE Income Tax (Refunds)
	Jane	Mary		184-155-700	K-859631	22,045.63	0.00	0.00	4	1,214.23	1,214.23	1,234.52	0.00

 **Total Taxes**

Total NIS	1,214.23
Total NHT	1,214.23
Total EdTax	1,234.52
Total Income Tax	0.00

Save Draft Cancel < Previous **Next >**

NB: The completion of the employee information will automatically populate the Total taxes

ii. Enter the **NIS** for the Employer and **Number of persons employed for the month**, based on Employee Information entered previously, then click **Next**.

1. S01 Filing Option 2. Emoluments 3. General Information

General Information

 **General Information**

Please Enter The Following (as applicable):

3. NIS Reference Number **Required**

10. Number of persons employed for the month **Required**

11. Number of NHT & NIS Contributors

12. Number of HEART Trainees

13. Gross Emoluments (monthly) as per NIS, NHT and HEART

Save Draft Cancel < Previous **Next >**

- iii. Details of Statutory Contributions will be displayed. Click **Save Draft** to save information entered before submitting **or** click **Next** to proceed.

Statutory Contributions

Please Enter The Following (as applicable) :



Section B - Details of Statutory Contributions and Deductions for Remittance Period

	CONTRIBUTION (a)	TRAINEE TAX CREDIT (b)	INTEREST (c)	AMOUNT PAYABLE (d) [(d) = [(a) - (b) + (c)]]	AMOUNT BEING PAID (e)
14. H.E.A.R.T.....	0.00	0.00	0.00	0.00	0.00
15. NIS (Employer's plus Employees contribution)	1,214.23		0.00	1,214.23	0.00
16. NHT (Employer's plus Employees contribution)	1,214.23		0.00	1,214.23	0.00
17. Income Tax (P.A.Y.E.)				0.00	0.00
18. Education Tax				1,234.52	0.00
19. Net Tax Payable				3,662.98	0.00

Save Draft

Cancel

OR

< Previous

Next >

- iv. Review details entered then click **Submit**

S01 Form - 4/30/2020



General Information

Please Enter The Following (as applicable) :

3. NIS Reference Number	8965412
10. Number of persons employed for the month	1
11. Number of NHT & NIS Contributors	0
12. Number of HEART Trainees	0
13. Gross Emoluments (monthly) as per NIS, NHT and HEART	0.00

Please Enter The Following (as applicable) :



Section B - Details of Statutory Contributions and Deductions for Remittance Period

	CONTRIBUTION (a)	TRAINEE TAX CREDIT (b)	INTEREST (c)	AMOUNT PAYABLE (d) [(d) = [(a) - (b) + (c)]]	AMOUNT BEING PAID (e)
14. H.E.A.R.T.....	0.00	0.00	0.00	0.00	0.00
15. NIS (Employer's plus Employees contribution)	1,214.23		0.00	1,214.23	0.00
16. NHT (Employer's plus Employees contribution)	1,214.23		0.00	1,214.23	0.00
17. Income Tax (P.A.Y.E.)				0.00	0.00
18. Education Tax				1,234.52	0.00
19. Net Tax Payable				3,662.98	0.00

Save Draft

Cancel

< Previous

Submit

- v. After reading the declaration, click **OK** to proceed with submission.



'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 return?

- vi. **Confirmation number** is generated upon successful completion.

Confirmation Welcome, mjane  Settings  Back To TA

 Home >  PAYE >  Payroll Deductions (Monthly) > Confirmation

 **Confirmation**

The Return has been successfully submitted and your account will be updated overnight.
Your return confirmation number is 1-441-030-912.

Additionally, you can generate a printable version by clicking the "Printable View" link below or the "Ok" link to return to the Account Period Listing.

OOPS? If you want to make a change, it is not too late. While a return is still pending, you can return to your account, modify or withdraw the return, and make a new one.

Customer Care Center
Toll Free: 1-888-TAX-HELP(829-4357)
Email: taxhelp@taj.gov.jm

*Tax Administration Jamaica - Working together to serve you **EVEN** better.*

Step 5b: Choose **Upload Excel File** for five (5) or more employees and then click **Import**.

1. S01 Filing Option

S01 Filing Option

EMPLOYER'S MONTHLY RETURN
FORM S01

How do you intend to provide your employee's data?

(Upload is recommended for five (5) or more employees.)

Next >

i. The Excel file should be in the below format:

Surname	Firstname	Middle Initials	Employee TRN	Employee NIS	Gross Emoluments Received in Cash <i>Salaries, Wages, Fees, Bonuses, Overtime pay, Commissions, etc...</i>	Gross Emoluments Received in Kind	Superannuation / Pension, Agreed Expenses, Employees Share Ownership Plan	Number of weekly NIS and NHT Contributions for the month	NIS <i>(Employee's Rate + Employer's Rate) x (Total Gross Emoluments)</i>	NHT <i>(Employee's Rate + Employer's Rate) x (Total Gross Emoluments)</i>	Education Tax <i>(Employee's Rate + Employer's Rate) x (Total Gross Emoluments after Deductions and NIS)</i>	PAYE Income Tax / (Refunds) <i>(Rate) x (Total Gross Emoluments after Deductions, NIS and Nil-Rate (NR)).</i>

ii. Choose the completed Excel file to be uploaded and then click **Import**

Select a file to import:

Choose File

No file chosen

Import

Cancel

iii. After successfully uploading the file, click **Next**

1. S01 Filing Option

S01 Filing Option

EMPLOYER'S MONTHLY RETURN
FORM S01

How do you intend to provide your employee's data?

Manual Entry

Upload Excel File

(Upload is recommended for five (5) or more employees.)

Import

File Upload Successful

Please continue to the next step

Save Draft

Cancel

Next

iv. Details of Excel upload will be populated for review, click **next** to proceed

Employee(s) Information

	Surname	First Name	M.I.	TRN	(c) Employ	(d) Gross Emoluments Received in Cash	(e) Gross Emoluments Received in Kind	(f) Super-annuation/ Pension, Expenses	(g) Weekly NIS and NHT Contributions	(h) NIS	(i) NHT	(j) Education Tax	(k) PAYE Income Tax (Refunds)
	Tosh	Mario	L	108-952-502	B-951840	128,110.65	0.00	0.00	4	5,579.32	6,405.54	7,206.08	3,011.25
	Walker	Alvin	J	111-497-600	B-750004	154,770.31	0.00	3,077.54	4	5,766.46	7,738.52	8,556.70	8,695.89
	Brown1	John	P	116-800-008	B-872456	92,114.10	0.00	0.00	4	4,605.71	4,605.71	5,164.24	0.00
	Brown2	James	D	115-400-640	B-874409	114,406.62	0.00	0.00	4	5,365.29	5,720.33	6,424.25	0.00
	Brown3	Mickhal	O	100-025-104	B-873257	97,768.49	0.00	0.00	4	4,750.84	4,888.43	5,485.19	0.00
	Henry	Louis	S	101-149-800	K-530389	111,737.18	0.00	2,808.51	4	5,230.23	3,587.76	3,926.16	0.00
	Stanley	Donovan	R	102-970-004	B-590299	108,058.70	0.00	3,138.46	4	5,157.67	5,402.93	5,884.73	0.00
	Lewis	Othneila		111-025-728	L-664851	62,673.64	0.00	0.00	4	3,133.68	3,133.68	3,513.71	0.00
	Brent	Fantasia		101-356-097	B-805734	206,562.58	0.00	2,769.23	4	5,769.23	10,328.13	11,552.45	21,304.82

9 Rows

Total Taxes

Total NIS	45,358.43
Total NHT	51,811.03
Total EdTax	57,713.51
Total Income Tax	33,011.96

Save Draft Cancel

< Previous **Next >**

v. Enter the **Number of persons employed for the month** based on the amount populated via the Excel upload then click **Next**

General Information

General Information

Please Enter The Following (as applicable) :

3. NIS Reference Number
10. Number of persons employed for the month
11. Number of NHT & NIS Contributors
12. Number of HEART Trainees
13. Gross Emoluments (monthly) as per NIS, NHT and HEART

Number of person employed must be the same as Schedule A

Save Draft Cancel

< Previous **Next >**

vi. Review the Statutory Contributions, then click **Next**

Payroll Deductions (Monthly)
Welcome, mjane Settings Back To TAJ Tax Portal

[Home](#) > [PAYE](#) > [Payroll Deductions \(Monthly\)](#)

1. S01 Filing Option
2. Emoluments
3. General Information
4. Statutory Contributions

Statutory Contributions

Please Enter The Following (as applicable):

Section B - Details of Statutory Contributions and Deductions for Remittance Period

	CONTRIBUTION (a)	TRAINEE TAX CREDIT (b)	INTEREST (c)	AMOUNT PAYABLE (d) [(d) = [(a) - (b) + (c)]]	AMOUNT BEING PAID (e)
14. H.E.A.R.T.	0.00	0.00	0.00	0.00	0.00
15. NIS (Employer's plus Employees contribution)	45,358.43		0.00	45,358.43	0.00
16. NHT (Employer's plus Employees contribution)	51,811.03		0.00	51,811.03	0.00
17. Income Tax (P.A.Y.E.)				33,011.96	0.00
18. Education Tax				57,713.51	0.00
19. Net Tax Payable				187,894.93	0.00

[Save Draft](#)
[Cancel](#)

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

vii. **Submit** the S01 form after reviewing

S01 Form - 3/31/2020

General Information

Please Enter The Following (as applicable):

3. NIS Reference Number

10. Number of persons employed for the month

9

11. Number of NHT & NIS Contributors

0

12. Number of HEART Trainees

0

13. Gross Emoluments (monthly) as per NIS, NHT and HEART

0.00

Please Enter The Following (as applicable):

Section B - Details of Statutory Contributions and Deductions for Remittance Period

	CONTRIBUTION (a)	TRAINEE TAX CREDIT (b)	INTEREST (c)	AMOUNT PAYABLE (d) [(d) = [(a) - (b) + (c)]]	AMOUNT BEING PAID (e)
14. H.E.A.R.T.	0.00	0.00	0.00	0.00	0.00
15. NIS (Employer's plus Employees contribution)	45,358.43		0.00	45,358.43	0.00
16. NHT (Employer's plus Employees contribution)	51,811.03		0.00	51,811.03	0.00
17. Income Tax (P.A.Y.E.)				33,011.96	0.00
18. Education Tax				57,713.51	0.00
19. Net Tax Payable				187,894.93	0.00

[Save Draft](#)
[Cancel](#)

[< Previous](#)
[Submit](#)

viii. Read declaration then click **OK** to proceed with submission



'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 return?

OK

Cancel

ix. **Confirmation number** is generated upon successful completion.

Confirmation

Welcome, mjane  Settings  Back To TA

 Home >  PAYE >  Payroll Deductions (Monthly) > Confirmation

 **Confirmation**

The Return has been successfully submitted and your account will be updated overnight.
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