

Auto Approved Payment Agreement

Tax Administration Jamaica (TAJ) now allows taxpayers to conduct business via e-Services.

One of its functionality includes requesting an Auto Approved Payment Agreement. This is an arrangement to pay outstanding liabilities once the following conditions are met:

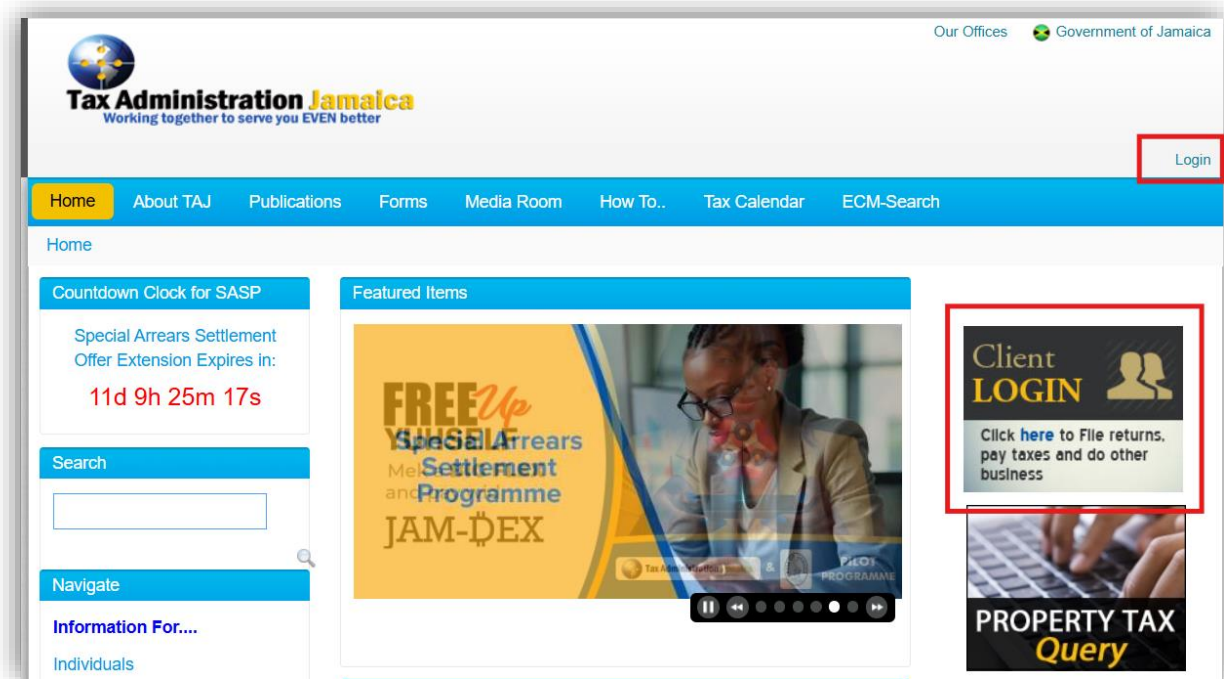
1. No failed Payment Agreements in the past 3 years.
2. Total Debt greater than \$100,000 but less than \$5,000,000.
3. The Payment Agreement cannot be created between January 1 and March 31 of the current year.
4. Debt not totally managed by Compliance Officer
5. No Payment Agreements active or completed for the current financial year.
6. The user has Master login access.

This is a step-by-step guide that will assist you in requesting your Auto Approved Payment Agreement online.

To obtain an eServices account:

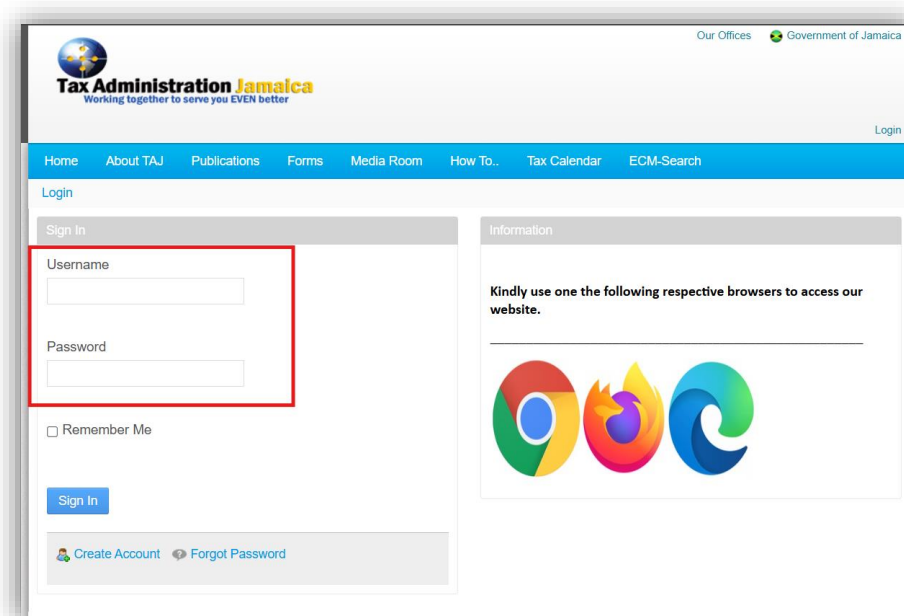
Visit our website at www.jamaicatax.gov.jm to register OR submit a completed 'Electronic Account Registration Form' (available at any of our 29 Tax Offices island-wide). For a step-to-step guide on how to register online, see [Apply for an eServices Account](#) on TAJ's website located under the [How To..](#) tab.

Step 1: Go to www.jamaicatax.gov.jm and click “Login” in the top right corner or the Client Login picture on the right panel.

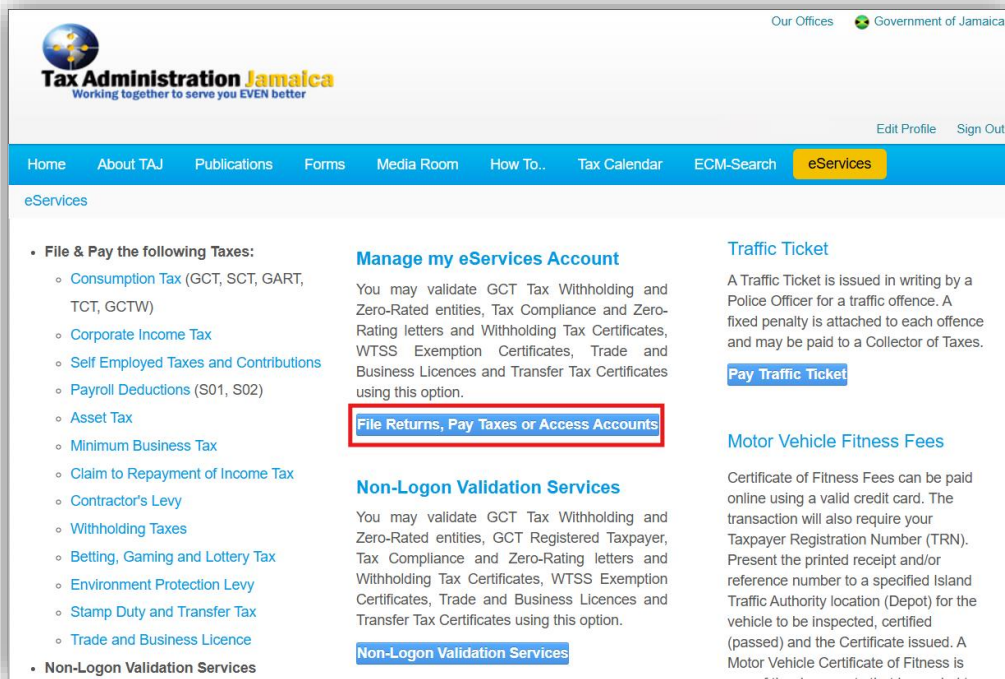


Step 2: Enter your Username and Password to Sign in

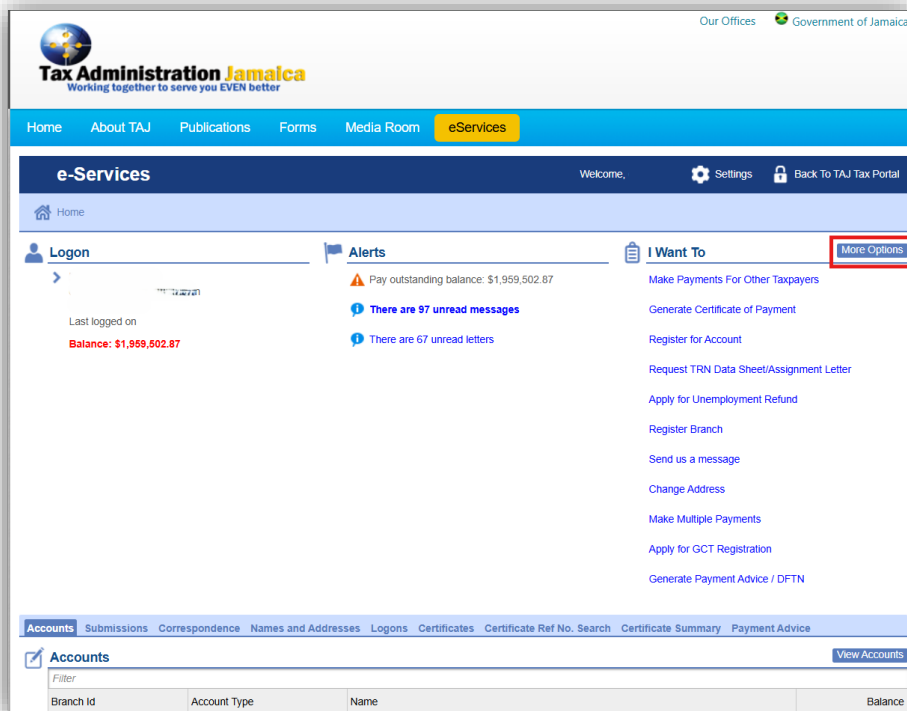
NB: if you have forgotten your password or need to create an account, click the respective links below and follow the steps thereafter.



Step 3: Once you have successfully logged in, click on “File Returns, Pay Taxes or Access Account” under *Manage my eServices Account*.



Step 4: Click on the “More Options” in the top right corner beside the I Want To section.



Step 5: Scroll down, and under the Payment Agreement and Customer Information Statement heading, select “Request Auto-Approved Payment Agreement”.

The screenshot displays the 'I Want To' portal interface. At the top, there is a navigation bar with 'I Want To', 'Welcome,', 'Settings', and 'Back To TAJ Tax Portal'. Below this is a breadcrumb trail 'Home > I Want To' and a 'Filter' input field. The main content area is divided into several sections:

- I Want To**: A list of services including 'Make Payments For Other Taxpayers', 'Generate Certificate of Payment', 'Register for Account', 'Request TRN Data Sheet/Assignment Letter', 'Apply for Unemployment Refund', 'Register Branch', 'Send us a message', 'Change Address', 'Make Multiple Payments', 'Apply for GCT Registration', and 'Generate Payment Advice / DFTN'.
- Inquiries**: A list of services including 'Generate Payment Receipt' and 'Generate Statement of Accounts'.
- Payment Agreement and Customer Information Statement**: A list of services including 'Request Auto-Approved Payment Agreement' (highlighted with a red box) and 'Submit Customer Information Statement'.

The 'Request Auto-Approved Payment Agreement' option is described as 'Requesting an Auto-Approved Payment Agreement to pay off existing liabilities'.

Step 6: Select “Next” once you have read the instructions page to proceed with the request.



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1. Instructions

Instructions

About the Service

An Auto Approved Payment Agreement is an arrangement to pay outstanding liabilities which is automatically approved once the conditions listed below are met. It is important to note that an Auto-Approved Payment Agreement is legally binding and any failure to comply with the Agreement will result in TAJ applying the necessary compliance action to recover all outstanding amounts.

The conditions under which the Auto-Approved Agreement Option is available are:

1. No failed Payment Agreements in the past 3 years.
2. Total Debt greater than \$100,000 but less than \$5,000,000.
3. The Payment Agreement cannot be created between January 1 and March 31 of the current year.
4. Debt not totally managed by Compliance Officer
5. No Payment Agreements active or completed for the current financial year.
6. The user has Master login access.

How the Process Works

Step 1 – The user will submit the Payment Agreement request. This request consists of the total debt and the payment duration.

Step 2 – The user will receive a confirmation request based on the information provided in step 1. Once the agreed confirmation has been submitted by the user, the Payment Agreement will be created with the schedule. This includes tax and forecasted (projected) interest.

Please note any incomplete submissions will be removed after (5) five business days.

[Save Draft](#)
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Step 7: Check the box that you have read the statement, and then select Next.



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1. Instructions

2. Request a Payment Plan

Request a Payment Plan

Advantages to an Auto-Approved Agreement

1. Exemption from completing a Customer Information Statement (CIS)
2. Eligibility for a Tax Compliance Certificate (TCC)
3. Collection activities will cease on debt within the plan, once you remain compliant

The Auto Approved Agreement

Please be advised that a down payment of at least 50% of your liability is required. Additionally the applicant must commit to paying the monthly obligation for three (3) consecutive months.

☒
I have read the above statement and I want an Auto-Approved Payment Agreement

Requesting an Auto-Approved Payment Agreement

Requesting an Auto-Approved Payment Plan is a multi-step process:

Step 1. Submit the initial request.
Step 2. Navigate to the Submissions tab on the Accounts page and select the link under Submitted. Under view details select the Edit submission link.
Step 3. Approve the Payment Agreement details and submit the request.
Step 4. Proceed to make a deposit and await the processed confirmation.

Once all steps have been completed successfully, the applicant will receive a notification.

Save Draft

Cancel

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Step 8: Enter your deposit amount, Payment type (ACH or Credit Card), and the date of your first installment. Submit once you are finished.

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2. Request a Payment Plan
3. Auto-Approved Agreement

Auto-Approved Agreement

Auto-Approved Payment Agreement

You have been qualified for an Auto-Approved Payment Agreement. As a successful applicant you have the option to modify the selections below and create a Payment Agreement to order to pay your current liability.

Your Payment Agreement has the following terms and conditions;

1. Plan duration is set to three (3) months.
2. Agreement to pay at least 50% deposit on the current liability
3. Agreement to pay any interest and penalties that accrue during plan lifespan.

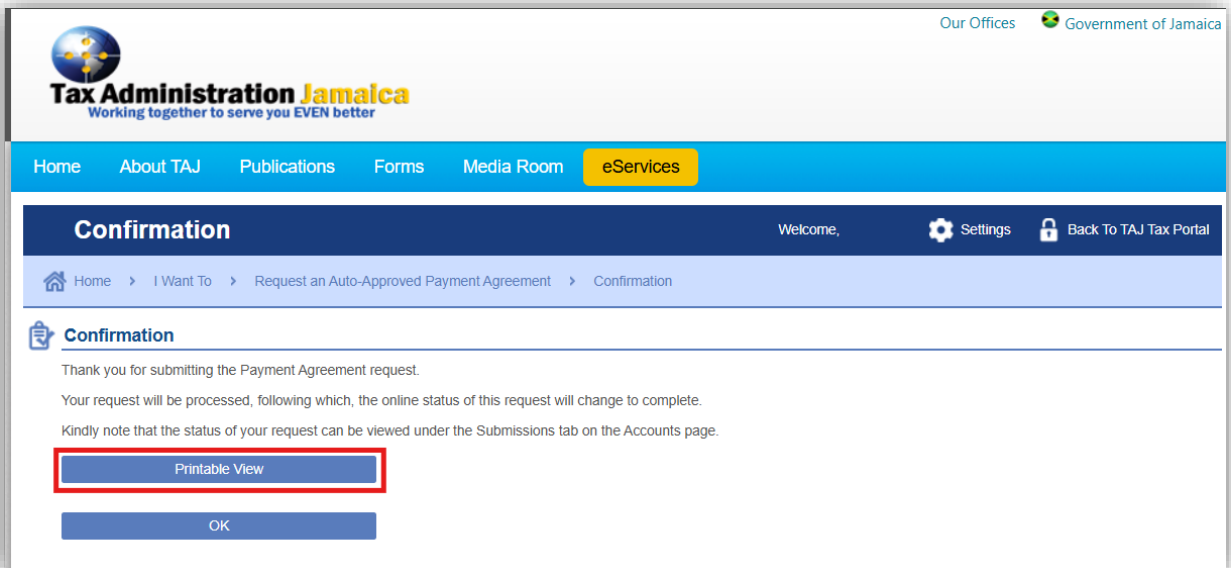
Please be advised that the Agreement will continue to accrue penalty and interest where applicable, which will be included in the total balance on the Payment Agreement.

Total Liability:	650,098.04	This total liability is indicative of the debt that is collectible. This maybe be different from the overall balance due for you, the customer.
Deposit Amount	350,000.00	Must be at least 50% of total liability and therefore greater than or equal to: 325,049.02
Payment Type	Credit Card ▼	
Deposit Date	04-Jun-2025	Payment due today.
Installments	3	These Agreements are three (3) months in duration.
First Installment	01-Jul-2025 	The date your first installment is due and the date of every subsequent installment

Save Draft
Cancel

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Submit

- i. Once you have submitted, you will be brought to a confirmation screen. If you select “Printable View” you will see the below message.



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Confirmation Welcome,  Settings  Back To TAJ Tax Portal

Home > I Want To > Request an Auto-Approved Payment Agreement > Confirmation

 **Confirmation**

Thank you for submitting the Payment Agreement request.

Your request will be processed, following which, the online status of this request will change to complete.

Kindly note that the status of your request can be viewed under the Submissions tab on the Accounts page.

Printable View

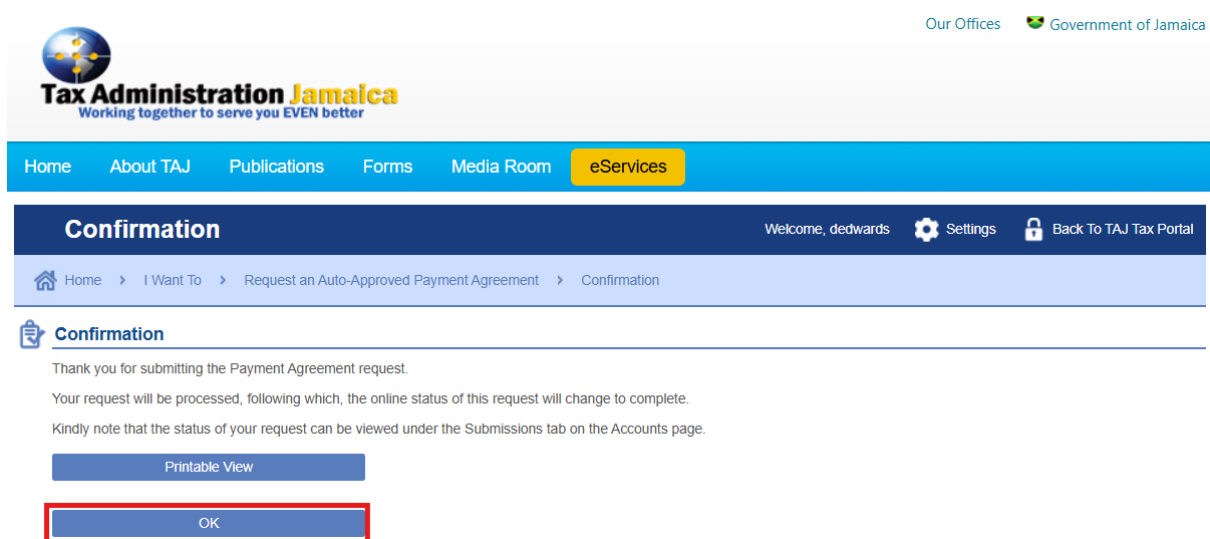
OK

Thank you for submitting the Payment Agreement request.

Your request will be processed, following which, the online status of this request will change to complete.

Kindly note that the status of your request can be viewed under the Submissions tab on the Accounts page.

- ii. If you select “OK” you will be taken to the home screen.



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Confirmation Welcome, dedwards  Settings  Back To TAJ Tax Portal

Home > I Want To > Request an Auto-Approved Payment Agreement > Confirmation

 **Confirmation**

Thank you for submitting the Payment Agreement request.

Your request will be processed, following which, the online status of this request will change to complete.

Kindly note that the status of your request can be viewed under the Submissions tab on the Accounts page.

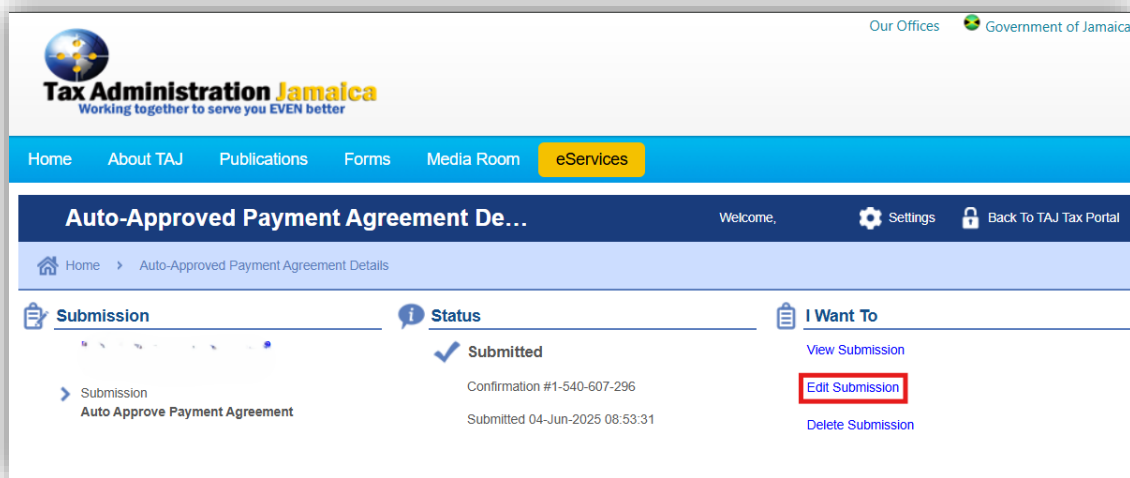
Printable View

OK

Step 9: To approve the Auto- Approved Payment Agreement, click the “Submissions” tab, then under Submitted click “Auto-Approved Payment Agreement Details”.

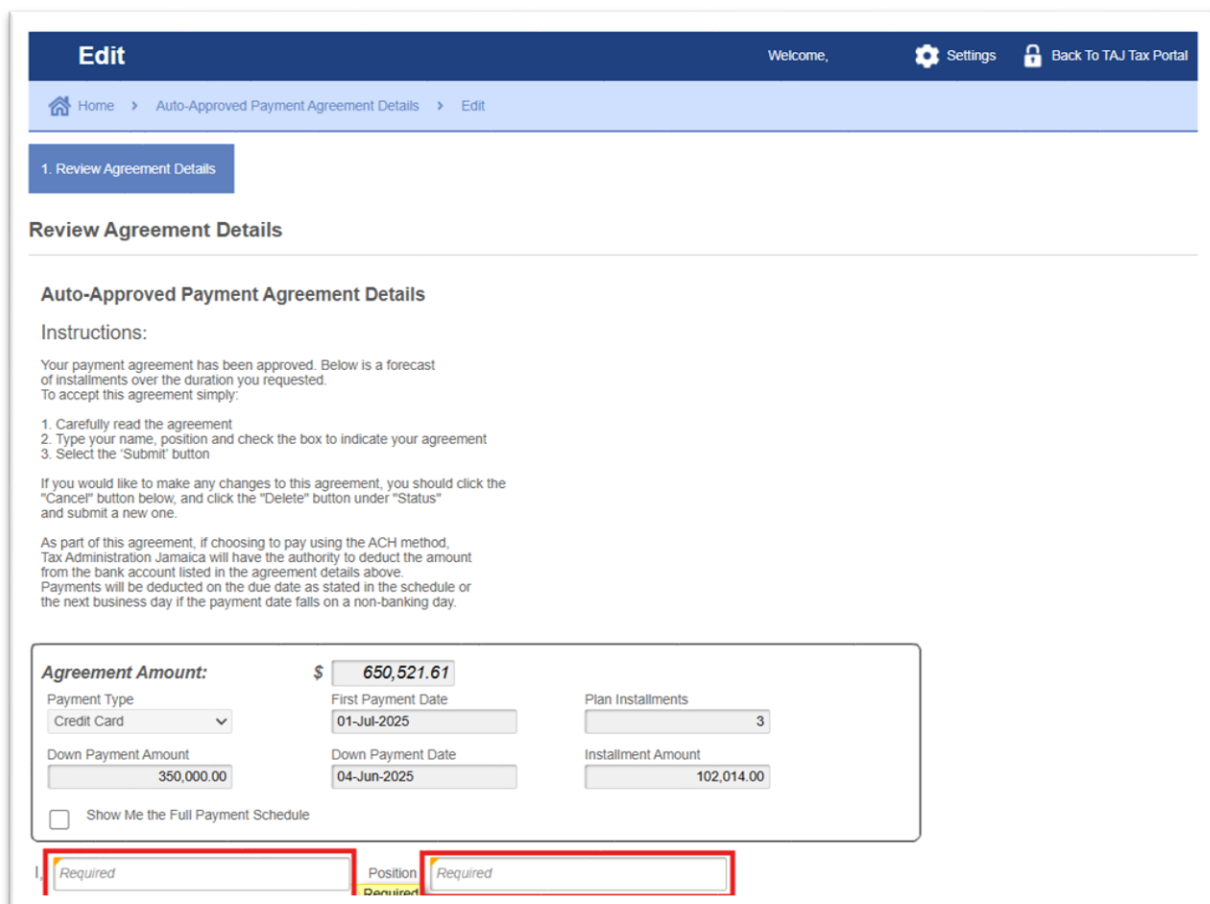
The screenshot displays the Tax Administration Jamaica e-Service portal. The header includes the logo and navigation links: Home, About TAJ, Publications, Forms, Media Room, and eServices. The e-Service section shows a user's login status, balance, and alerts. The 'Submissions' tab is highlighted, showing three categories: Draft Submissions (0 not submitted), Submitted (Auto-Approved Payment Agreement Details), and Processed (Request an Auto-Approved Payment Agreement, Complete a Customer Information Statement, NHT - Associated Web Request). The 'Submitted' category is further highlighted, and the 'Auto-Approved Payment Agreement Details' link is visible.

Step 10: Select “Edit Submission” under the I Want To section.



The screenshot shows the 'Auto-Approved Payment Agreement Details' page. The top navigation bar includes 'Home', 'About TAJ', 'Publications', 'Forms', 'Media Room', and 'eServices'. The main header displays the Tax Administration Jamaica logo and the title 'Auto-Approved Payment Agreement De...'. Below the header, there's a breadcrumb trail: 'Home > Auto-Approved Payment Agreement Details'. The page is divided into three sections: 'Submission', 'Status', and 'I Want To'. The 'Submission' section shows a submission for 'Auto Approve Payment Agreement'. The 'Status' section shows 'Submitted' with a confirmation number '1-540-607-296' and a submission date '04-Jun-2025 08:53:31'. The 'I Want To' section contains three links: 'View Submission', 'Edit Submission' (highlighted with a red box), and 'Delete Submission'.

Step 11: Carefully review the Agreement details, then enter your name and position.



The screenshot shows the 'Edit' page for the 'Auto-Approved Payment Agreement Details'. The top navigation bar includes 'Home', 'About TAJ', 'Publications', 'Forms', 'Media Room', and 'eServices'. The main header displays the Tax Administration Jamaica logo and the title 'Auto-Approved Payment Agreement De...'. Below the header, there's a breadcrumb trail: 'Home > Auto-Approved Payment Agreement Details > Edit'. The page is divided into two sections: 'Review Agreement Details' and 'Edit Submission'. The 'Review Agreement Details' section contains instructions and a form to review the agreement details. The 'Edit Submission' section contains a form to edit the submission. The 'Edit Submission' form has two fields: 'Name' and 'Position', both of which are required and highlighted with red boxes.

- i. If you would like to see your full payment schedule, check the box and it will appear below.

Agreement Amount: \$ **650,521.61**

Payment Type
Credit Card

First Payment Date
01-Jul-2025

Plan Installments
3

Down Payment Amount
350,000.00

Down Payment Date
04-Jun-2025

Installment Amount
102,014.00

☒ Show Me the Full Payment Schedule

I, Position

Required

agree to pay the monies owed in concordance with the schedule detailed in this payment agreement plus any additional interest or penalties where applicable.

I understand that failure to pay the installments on the dates specified in the schedule or failure to file and pay all future tax returns as they become due and payable will result in the revocation of this agreement and enforcement action taken to recover all outstanding balances.

It is further understood that this agreement may be subject to review to consider changes in my financial circumstances or any other circumstances which may affect the payment schedule.

It is understood that the payment schedule is forecasted on the prevailing interest rate and may be subject to change.

Payment Agreement Schedule

Installment	Due	Starting Bal	Installment	Interest	Penalty	Ending Bal
0	04-Jun-2025	650,521.61	350,000.00	0.00	0.00	300,521.61
1	01-Jul-2025	300,521.61	102,014.00	2,310.24	0.00	200,817.85
2	04-Aug-2025	200,817.85	102,014.00	2,013.44	0.00	100,817.29
3	01-Sep-2025	100,817.29	102,011.48	1,194.19	0.00	0.00

1 Drive

Step 12: Once you agree with the payment agreement, then check the box and enter your TRN, then submit.

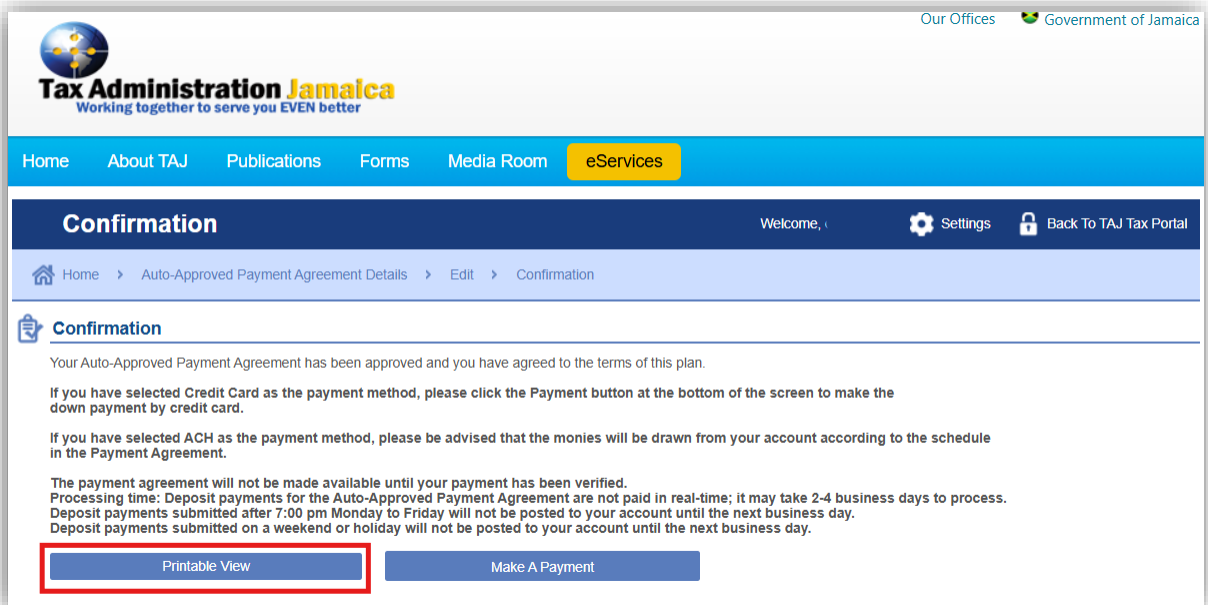
☒ By checking this box, I am indicating my consent to the above agreement in full.

Enter TRN

Required
Format: 999-999-999

Save Draft Cancel Submit

- i. Once you have submitted, you will be brought to a confirmation screen. If you select “Printable View” you will see the below message.



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Confirmation Welcome,  Settings  Back To TAJ Tax Portal

 Home > Auto-Approved Payment Agreement Details > Edit > Confirmation

 **Confirmation**

Your Auto-Approved Payment Agreement has been approved and you have agreed to the terms of this plan.

If you have selected Credit Card as the payment method, please click the Payment button at the bottom of the screen to make the down payment by credit card.

If you have selected ACH as the payment method, please be advised that the monies will be drawn from your account according to the schedule in the Payment Agreement.

The payment agreement will not be made available until your payment has been verified.
Processing time: Deposit payments for the Auto-Approved Payment Agreement are not paid in real-time; it may take 2-4 business days to process.
Deposit payments submitted after 7:00 pm Monday to Friday will not be posted to your account until the next business day.
Deposit payments submitted on a weekend or holiday will not be posted to your account until the next business day.

[Printable View](#) [Make A Payment](#)

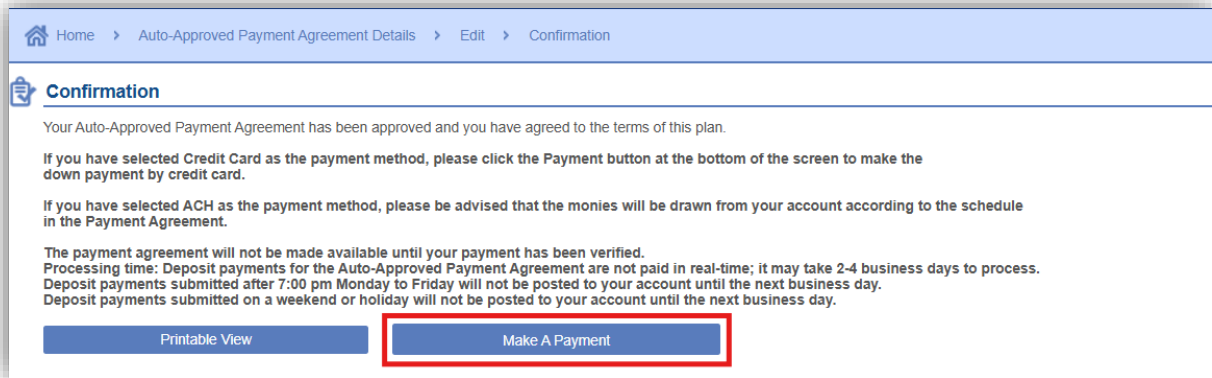
Your Auto-Approved Payment Agreement has been approved and you have agreed to the terms of this plan.

If you have selected Credit Card as the payment method, please click the Payment button at the bottom of the screen to make the down payment by credit card.

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Deposit payments submitted on a weekend or holiday will not be posted to your account until the next business day.

- ii. If you had selected Credit Card as your payment method, then click “Make a Payment” to make the down payment with your credit card.



The screenshot shows the 'Confirmation' page of the 'Auto-Approved Payment Agreement' system. The breadcrumb trail at the top reads: Home > Auto-Approved Payment Agreement Details > Edit > Confirmation. The page title is 'Confirmation'. The main content area contains the following text:

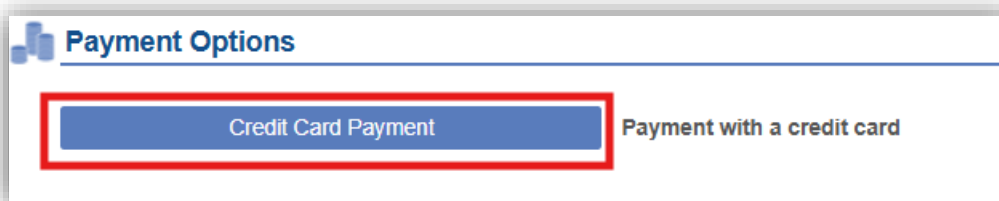
Your Auto-Approved Payment Agreement has been approved and you have agreed to the terms of this plan.

If you have selected Credit Card as the payment method, please click the Payment button at the bottom of the screen to make the down payment by credit card.

If you have selected ACH as the payment method, please be advised that the monies will be drawn from your account according to the schedule in the Payment Agreement.

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Deposit payments submitted after 7:00 pm Monday to Friday will not be posted to your account until the next business day.
Deposit payments submitted on a weekend or holiday will not be posted to your account until the next business day.

At the bottom of the page, there are two buttons: 'Printable View' and 'Make A Payment'. The 'Make A Payment' button is highlighted with a red rectangular box.



The screenshot shows the 'Payment Options' page of the 'Auto-Approved Payment Agreement' system. The page title is 'Payment Options'. Below the title, there is a blue button labeled 'Credit Card Payment'. This button is highlighted with a red rectangular box. To the right of the button, the text 'Payment with a credit card' is displayed.

- iii. You can read the instructions then follow the steps thereafter.

1. Instructions

Instructions

About the Service	What You Need	After You Finish
The online Credit Card Payment service allows customers to make a payment to Tax Accounts or for selected fees/licences online by using a Credit Card or other card types with Credit Card features. The type of tax account or fee/licence that is selected for payment will determine the information that needs to be entered.	The information required to make a payment using this service includes the following: 1. The Payee's TRN-Branch 2. The Payee's Tax Account, Licence or Fee Type 3. The Account Filing Period for the payment (where applicable) 4. The Payment amount 5. The Payer's TRN 6. The Payer's name 7. The Payer's email address 8. The Payer's Phone number 9. The Payer's Credit Card information 10. The Fee/Licence Specific information (where applicable) Where the payment is being made to a Tax Account one of the following selection will also need to be made: 1. Account Payment 2. Payment for Audit 3. Payment for Payment Plan 4. Payment for Other Liability 5. Payment for Return	Once your payment has been submitted TAJ will begin processing your request. Providing that the applicable payment authorization is received from your financial institution you will receive two (2) emails. One will contain a Payment Advice outlining details of the transaction and the other will contain information on how you can access your receipt(s). The receipt(s) will also be available for printing via the payment confirmation page or via the "Submissions" tab on eServices for customers who made the payment using their RAIS eServices access. Once processing is complete, adjustments to the applicable account(s) will be made accordingly.

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-END-