

How to Generate a Payment Advice/Direct Funds Transfer Number (DFTN) Online

This “How to” guide will assist you in generating a payment advice or DFTN online which can then be used to make a payment inline at any of Tax Administration Jamaica’s (TAJ’s) tax offices or when doing a Direct Funds Transfer (DFT) to TAJ from a Financial Institution.

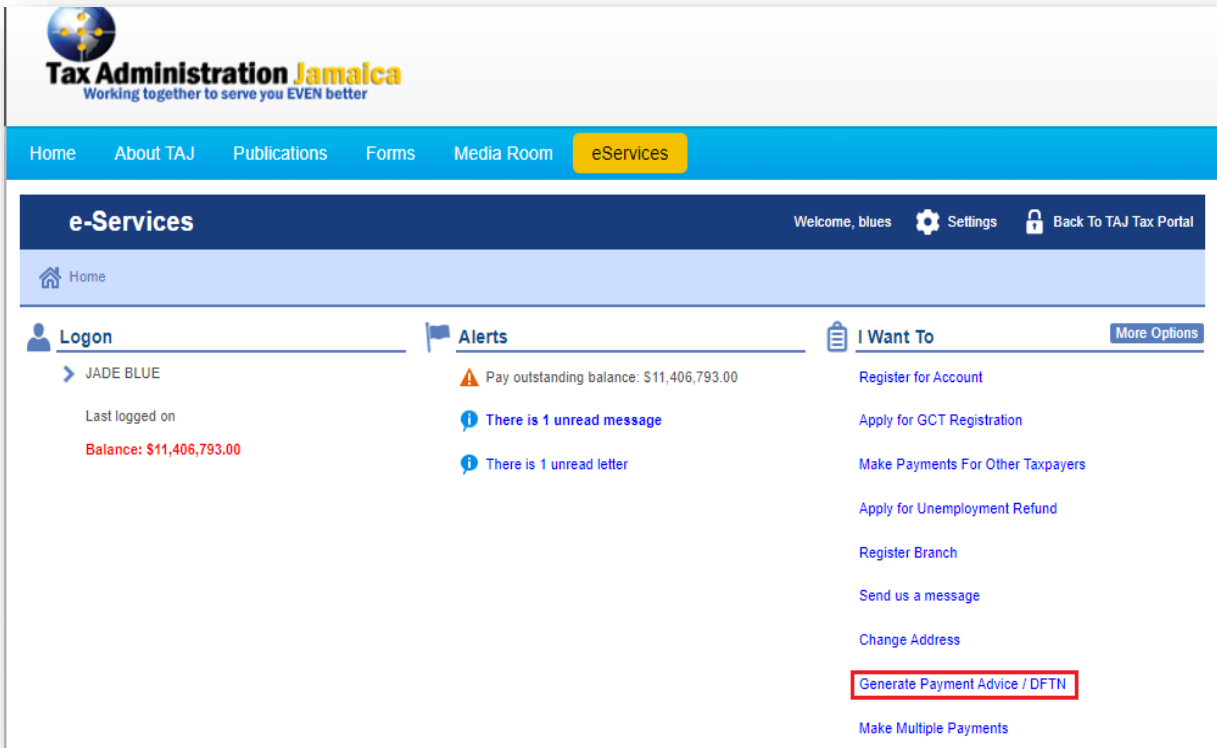
Once generated, please print and present to your tax office of choice along with your preferred method of payment or place the DFTN generated in the Payment Advice in the memo field when doing a Direct Funds Transfer.

The steps are listed under the following sections:

- (A) [Generating a Payment Advice/DFTN for your listed accounts](#)
- (B) [Generating Payment Advice/DFTN for multiple customers](#)
- (C) [Generating Payment Advice/DFTN for other accounts](#)

(A) Generating Payment Advice/DFTN for your listed accounts

1. Once logged in to your RAIS eService account, select the “**Generate Payment Advice/DFTN**” link under the “**I Want To**” tab to generate an advice from the Customer Springboard.



e-Services Welcome, blues  Settings  Back To TAJ Tax Portal

[Home](#)

Logon

JADE BLUE

Last logged on

Balance: \$11,406,793.00

Alerts

 Pay outstanding balance: \$11,406,793.00

 There is 1 unread message

 There is 1 unread letter

I Want To [More Options](#)

[Register for Account](#)

[Apply for GCT Registration](#)

[Make Payments For Other Taxpayers](#)

[Apply for Unemployment Refund](#)

[Register Branch](#)

[Send us a message](#)

[Change Address](#)

Generate Payment Advice / DFTN

[Make Multiple Payments](#)

Alternately, the advice can be generated from the Account Springboard by selecting one of the listed accounts and select **“Generate Payment Advice/DFTN”** link as displayed below.



Accounts [View Accounts](#)

Branch Id	Account Type	Name	Balance
135186200-0000	GCT	JADE BLUE	\$0.00
135186200-0000	Stamp Duty	JADE BLUE	\$0.00
135186200-0001	 GCT	JADE BLUE	\$11,392,355.00
135186200-0001	Trade and Business Licence	JADE BLUE	\$14,438.00

4 Rows

GCT

Welcome, blues  Settings  Back To TAJ Tax Portal

Home > GCT

 **Account**

JADE BLUE
135-186-200

GCT
135186200-0001

Balance: \$11,392,355.00

 **Account Alerts**

 Pay outstanding balance: \$11,392,355.00

 **I Want To**

Apply for GCT deferment

Make a payment

Object to a Tax Assessment

Generate Payment Advice / DFTN

Manage payments and returns

Periods Submissions Correspondence Names and Addresses Logons

 **Periods** View Periods

Period	Balance	Due Date	Return Status	Message
30-Nov-2022	\$11,392,355.00		Estimated Assessment	 File Return

2. Ensure to read the instructions and descriptive text before selecting the “Next” button.

Home > Request

Introduction

About the Service

This service allows customers to generate a Payment advice for payments to be made using Direct Funds Transfer (DFTN) at your financial institution or at a Tax Office.
A Payment Advice is not required for payment on eService using Visa or MasterCard, Electronic Funds Transfer or via the National Commercial Bank (NCB) Bill Payment.

What You Need

The information required to generate the Payment Advice is stated below:

1. The Payment amount(s).
2. Account type(s) to which the payment will be made.
3. The Case Number to which the payment will be made.
4. Period(s) to which the payment will be made.
5. Applicable "Payment Type". (eg. Payment for Return, Payment for Other Liability, etc.)

After You Finish

Once your request is submitted, we will process immediately and your Payment Advice will be created and made available for view/print as a Letter via your eService "Payment Advice" Tab.

For payment by Direct Funds Transfer please include the DFTN from the Payment Advice as the very first characters in the Transfer Transaction Description/Memo instruction on your bank platform. TAJ will use the DFTN to issue your official receipt once the funds are deposited in our bank account. The Official Receipt can be generated using the "I want to Inquiries" link of your eService page.

For payment at a Tax Office please present the Payment Advice with your Cash, Credit/Debit Card or cheque to the cashier.

*Please note that it is extremely important that the DFT Number is entered first in the description section when completing the bank transfer to ensure that your payments are uploaded to your tax accounts on TAJ's online portal.

Next



Customers will be presented with a screen listing all accounts and balances. The “**Select Balance**” link (A) option can be used to automatically create a payment type/direction for all accounts/periods with a balance.

Alternatively, the “**0.00**” link under the “**Payment Amount**” tab (B) when selected, will display all period balances for that specific account.

3. Confirm to proceed to the next step if the “**Select Balance**” link is your preferred option.

Home Welcome, blues Settings Back To TAJ Tax Portal

Home > GCT > Request > Payment

Payment Advice

Customer Debt Balance 0.00 **Select Balance** A

Payment Total 0.00 Clear

My Accounts Documents With Balances⁰ My Documents

My Accounts Filter

TRN/Branch Id	Name	Account Type	Balance	Payment Amount
135186200-0001	JADE BLUE	General Consumption Tax	11,392,355.00	B 0.00
135186200-0001	JADE BLUE	Trade and Business Licence	14,438.00	0.00

2 Rows

Confirm Cancel

If the “**0.00**” link is selected, the screen below will be displayed. Here, each period for which the user has access is listed which will allow for the “**Payment Type**” and “**Payment Amount**” to be specified.

Only the below payment types are allowed when generating a payment advice online:

- **Payment for Other Liability** - A payment towards any outstanding liability on the period. If debt exists on multiple periods, the oldest period will be paid off first
- **Payment for Return** - A payment for the balance due on your tax return
- **Payment for Audit** - A payment towards the result of any audit performed

4. Select “**OK**” once the desired payment type/direction and payment amount are specified.

Accounts Filtered

Branch Id	Name	Account Type	Filing Period	Balance	Payment Type	Payment Amount			
135186200-0001	JADE BLUE	General Consumption Tax	30-Nov-2022	11,392,355.00	Payment for Other Liability	11,392,355.00	Balance	Clear	Help
135186200-0001	JADE BLUE	General Consumption Tax	31-Mar-2022	0.00		0.00	Balance	Clear	Help

2 Rows

Can be edited for part payment.

OK Cancel

The total amount specifies will be displayed in the “**Payment Total**” field.

- Select “**Confirm**” to move to the next step.

Home
Welcome, blues
Settings
Back To TAJ Tax Portal

Home > GCT > Request > Payment

Payment Advice

Customer Debt Balance 0.00 Select Balance

Payment Total 8,392,355.00 Clear

My Accounts Documents With Balances⁰ My Documents

My Accounts

TRN/Branch Id	Name	Account Type	Balance	Payment Amount
135186200-0001	JADE BLUE	General Consumption Tax	11,392,355.00	8,392,355.00
135186200-0001	JADE BLUE	Trade and Business Licence	14,438.00	0.00

2 Rows

Confirm Cancel

The “**Payment Information**” page displays the summary details of the payment instructions to be included on the Payment Advice.

Ensure to read the displayed message and select the checkbox.

- Select “**Submit**” in order to complete the submission of your request.

1. Payment Information

Payment Information

Payee TRN
135-186-200

Payment Amount
8,392,355.00

Accounts List

Document Number	Branch Id	Account Type	Filing Period	Payment Type	Amount
0	135186200-0001	General Consumption Tax	30-Nov-2022	Payment for Other Liability	8,392,355.00

Please read message and select checkbox below

☐
Required

The Payment Advice being requested will be available as a Letter via your eService "Correspondence" tab after this request is submitted. Do NOT use the confirmation number in place of the media number which can be found in the letter.

Cancel
Submit

The below screen displays the confirmation number for your request and is not to be confused with the Media Number which is used to process your payment.

Note that the Media Number can be accessed on the Payment Advice letter via the **"View"** link under the **"Payment Advice"** tab.

7. By selecting the **"OK"** button, you will be redirected to the Account page.

Confirmation
Welcome, blues
Settings
Back To TAJ Tax Portal

Home > GCT > Request > Payment > Payment Advice > Confirmation

Confirmation

Your request to generate a Payment Advice / DFTN has been submitted and your confirmation number is 1-398-574-464.

Please check the Payment Advice tab for the Payment Advice with corresponding confirmation Number.

OK

8. From the Account screen, select the **"Home"** tab to go to the eServices main page.

Home > GCT

Account

JADE BLUE
135-186-200

> GCT
135186200-0001

Balance: \$11,392,355.00

Account Alerts

⚠ Pay outstanding balance: \$11,392,355.00

I Want To

[Apply for GCT deferment](#)

[Make a payment](#)

[Object to a Tax Assessment](#)

[Generate Payment Advice / DFTN](#)

[Manage payments and returns](#)

Periods Submissions Correspondence Names and Addresses Logons

Periods [View Periods](#)

Period	Balance	Due Date	Return Status	Message
30-Nov-2022	\$11,392,355.00		Estimated Assessment	⚠ File Return
31-Mar-2022	\$0.00		Overdue	⚠ File Return

9. From the home/main page, select the “**Payment Advice**” tab then the “**View**” link.

Individuals and Businesses Accounts Submissions Correspondence Certificates Certificate Summary **Payment Advice**

List Of Payment Advice Letters

Payment Advice Online [Filter](#) [Export](#)

View	DLN	Name	Created date	Confirmation
----------------------	-----	------	--------------	--------------



The below Payment Advice will be displayed in a PDF file format which can be saved and/or printed.

Ensure to present this letter to the cashier with the Media Number clearly displayed which will be used to receipt your payment.

Where a DFTN is required to complete a Bank Transfer please add the DFTN in the memo field when making the transfer.



TAX ADMINISTRATION JAMAICA

Payment Advice

Reference: L0628357824

Date: 02-Feb-2023

Payment Effective Date : 02-Feb-2023

Media Number : 14985285443

Direct Funds Transfer Number : DFT14985285443

Name : JADE BLUE

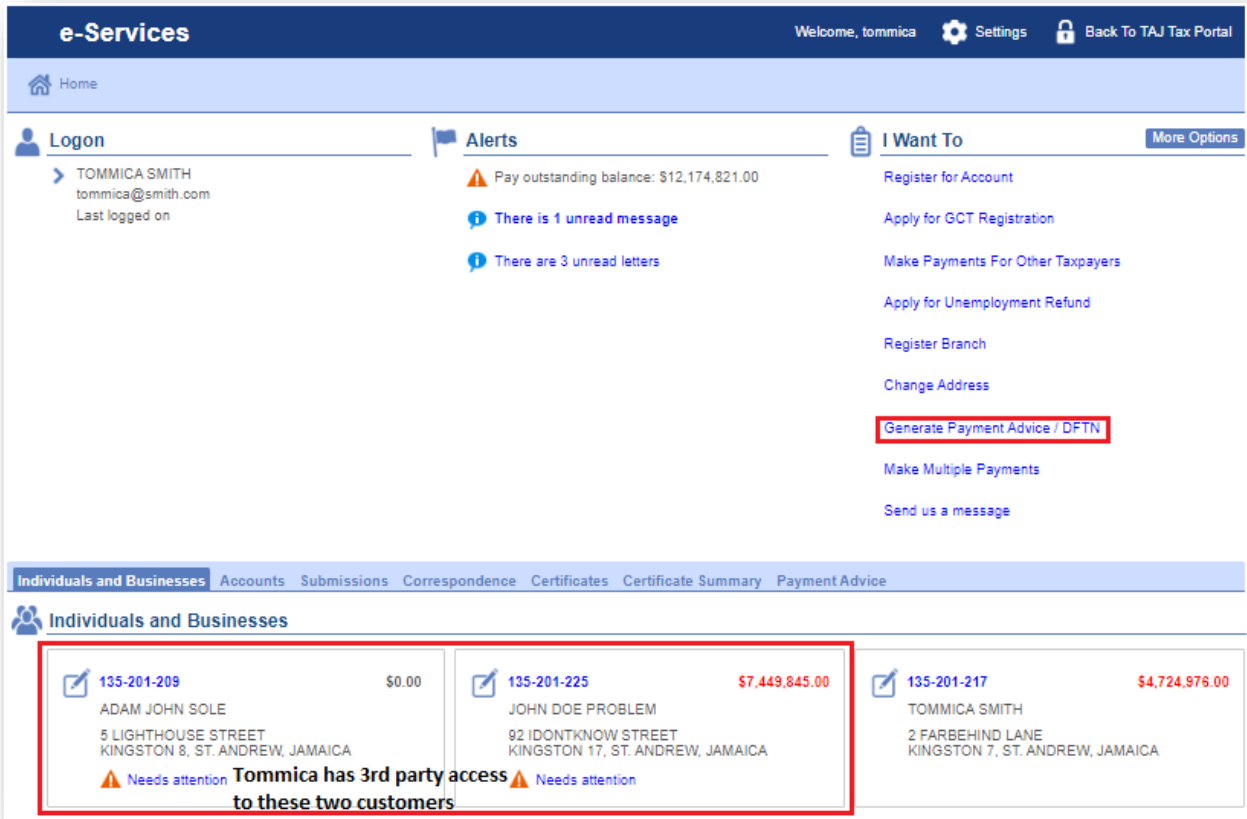
Tax Type	TRN-Branch	Direction Type	Period	Amount
General Consumption Tax	135186200-0001	Period Payment	30-Nov-2022	8,392,355.00
Total				8,392,355.00

(B) Generating Payment Advice/DFTN for Multiple Customers

A payment advice can be created for multiple customers whether individual or company, once the customer generating the payment advice has a **third party web logon access to other customers' accounts**. The payment advice can be accessed and viewed from the customer's logon who generated the advice however, it will not be accessed or viewed from the logon of any of the customers listed on the generated payment advice.

The steps are as follows:

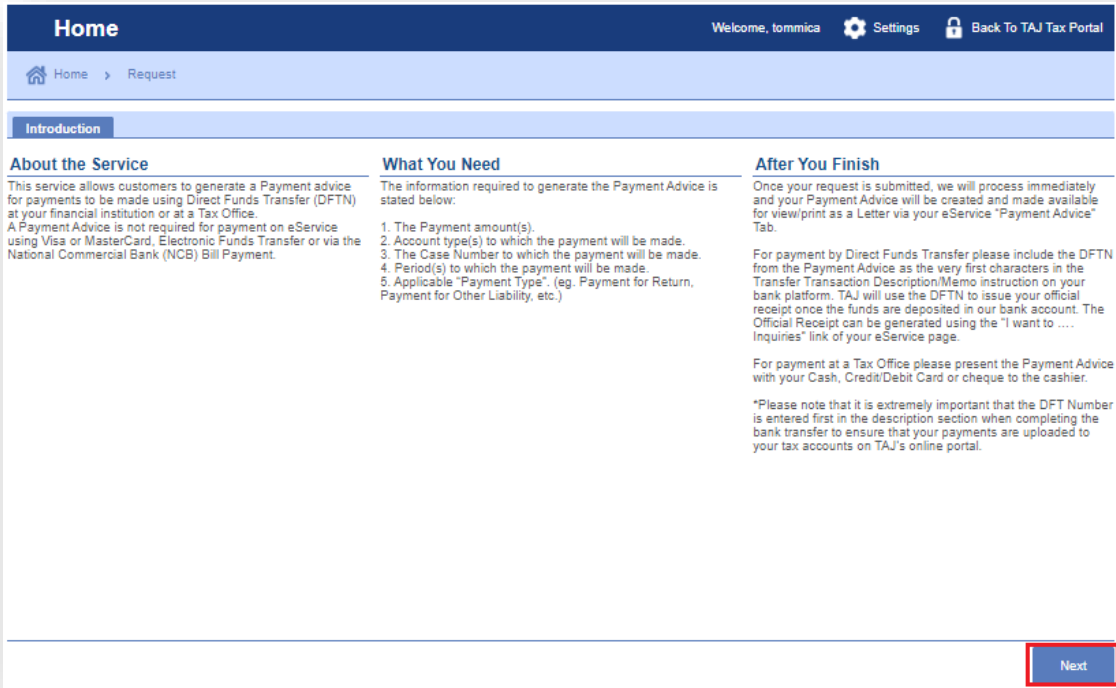
1. Log in to your RAIS eService account, select the **"Generate Payment Advice/DFTN"** link under the **"I Want To"** tab.



The screenshot shows the RAIS e-Service portal interface. At the top, there's a navigation bar with 'e-Services', 'Welcome, tommica', 'Settings', and 'Back To TAJ Tax Portal'. Below this is a 'Home' link. The main content area is divided into three sections: 'Logon', 'Alerts', and 'I Want To'. The 'I Want To' section is expanded, showing a list of actions: 'Register for Account', 'Apply for GCT Registration', 'Make Payments For Other Taxpayers', 'Apply for Unemployment Refund', 'Register Branch', 'Change Address', 'Generate Payment Advice / DFTN' (highlighted with a red box), 'Make Multiple Payments', and 'Send us a message'. Below this is a tabbed interface with 'Individuals and Businesses' selected. Under this tab, there's a list of customers. A red box highlights two customers: '135-201-209 ADAM JOHN SOLE' and '135-201-225 JOHN DOE PROBLEM'. A note 'Tommica has 3rd party access to these two customers' is placed between them. A third customer, '135-201-217 TOMMICA SMITH', is also listed.

Customer ID	Customer Name	Address	Balance	Status
135-201-209	ADAM JOHN SOLE	5 LIGHTHOUSE STREET KINGSTON 8, ST. ANDREW, JAMAICA	\$0.00	Needs attention
135-201-225	JOHN DOE PROBLEM	92 IDONTKNOW STREET KINGSTON 17, ST. ANDREW, JAMAICA	\$7,449,845.00	Needs attention
135-201-217	TOMMICA SMITH	2 FARBEHIND LANE KINGSTON 7, ST. ANDREW, JAMAICA	\$4,724,976.00	

2. Selecting the “**Next**” button from the Introduction page.



Home Welcome, tommica Settings Back To TAJ Tax Portal

Home > Request

Introduction

About the Service
This service allows customers to generate a Payment advice for payments to be made using Direct Funds Transfer (DFTN) at your financial institution or at a Tax Office.
A Payment Advice is not required for payment on eService using Visa or MasterCard, Electronic Funds Transfer or via the National Commercial Bank (NCB) Bill Payment.

What You Need
The information required to generate the Payment Advice is stated below:
1. The Payment amount(s).
2. Account type(s) to which the payment will be made.
3. The Case Number to which the payment will be made.
4. Period(s) to which the payment will be made.
5. Applicable "Payment Type". (eg. Payment for Return, Payment for Other Liability, etc.)

After You Finish
Once your request is submitted, we will process immediately and your Payment Advice will be created and made available for view/print as a Letter via your eService "Payment Advice" Tab.

For payment by Direct Funds Transfer please include the DFTN from the Payment Advice as the very first characters in the Transfer Transaction Description/Memo instruction on your bank platform. TAJ will use the DFTN to issue your official receipt once the funds are deposited in our bank account. The Official Receipt can be generated using the "I want to Inquiries" link of your eService page.

For payment at a Tax Office please present the Payment Advice with your Cash, Credit/Debit Card or cheque to the cashier.

*Please note that it is extremely important that the DFT Number is entered first in the description section when completing the bank transfer to ensure that your payments are uploaded to your tax accounts on TAJ's online portal.

Next

From the “**My Accounts**” tab, all accounts that the customer has access to as well as their own accounts are listed.

3. Select the “**0.00**” links for selected accounts as displayed below, to proceed in generating the payment advice.

Home Welcome, tommica [Settings](#) [Back To TAJ Tax Portal](#)

[Home](#) > [Request](#) > [Payment](#)

Payment Advice

Customer Debt Balance [Select Balance](#)

Payment Total [Clear](#)

My Accounts Documents With Balances⁰ My Documents Other Accounts

My Accounts [Filter](#)

TRN/Branch Id	Name	Account Type	Balance	Payment Amount
135201209-0000	ADAM JOHN SOLE	Education Tax	0.00	0.00
135201209-0000	ADAM JOHN SOLE	Individual Income Tax	0.00	0.00
135201209-0000	ADAM JOHN SOLE	National Insurance Scheme	0.00	0.00
135201209-0001	CARRY MI BASKET	Trade and Business Licence	6,562.00	0.00
135201217-0000	TOMMICA SMITH	Education Tax	405,000.00	0.00
135201217-0000	TOMMICA SMITH	Individual Income Tax	4,724,976.00	0.00
135201217-0000	TOMMICA SMITH	National Housing Trust	0.00	0.00
135201217-0000	TOMMICA SMITH	National Insurance Scheme	13,000.00	0.00
135201225-0000	JOHN DOE PROBLEM	Contractor's Levy	0.00	0.00
135201225-0000	JOHN DOE PROBLEM	Individual Income Tax	0.00	0.00
135201225-0001	KICK OUT DELIVERY	General Consumption Tax	7,449,845.00	0.00
135201225-0001	KICK OUT DELIVERY	Pay As You Earn	0.00	0.00

12 Rows

- Enter an amount and select a payment type from the drop down menu by clicking in the **Payment Type** field.

Home Welcome, tommica [Settings](#) [Back To TAJ Tax Portal](#)

[Home](#) > [Request](#) > [Payment](#)

Accounts Filtered [Filter](#)

Branch Id	Name	Account Type	Filing Period	Balance	Payment Type	Payment Amount			
135201209-0001	CARRY MI BASKET	Trade and Business Licenc	31-Mar-2023	6,562.00	Payment for Audit Payment for Other Liability Payment for Return	1,000.00	Balance	Clear	Help

OK Cancel

5. Select “OK”.

Accounts Filtered

Branch Id	Name	Account Type	Filing Period	Balance	Payment Type	Payment Amount			
135201209-0001	CARRY MI BASKET	Trade and Business Licenc	31-Mar-2023	6,562.00	Payment for Return	1,000.00	Balance	Clear	Help

OK
Cancel

6. Verify amount in the “Payment Total” field.

Home > Request > Payment

Payment Advice

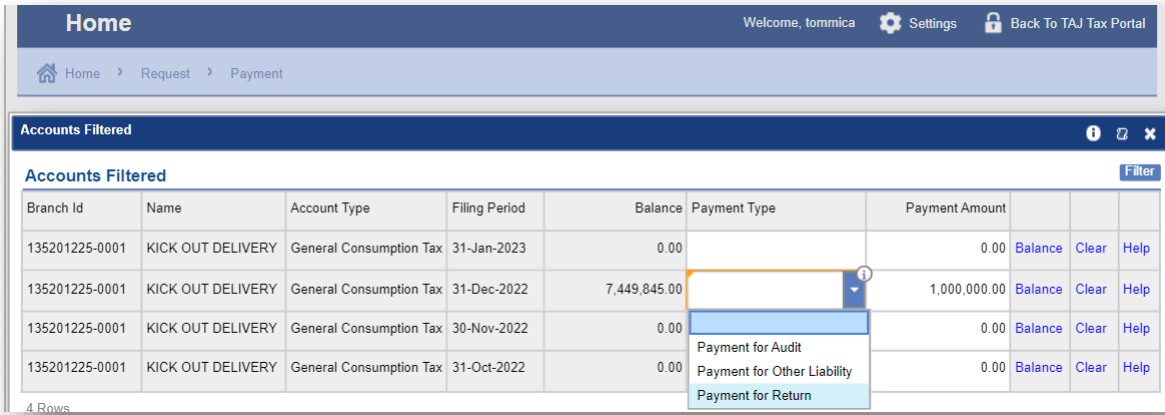
Customer Debt Balance 0.00 [Select Balance](#)
Payment Total 1,000.00 [Clear](#)

My Accounts Documents With Balances⁰ My Documents Other Accounts

My Accounts

TRN/Branch Id	Name	Account Type	Balance	Payment Amount
135201209-0000	ADAM JOHN SOLE	Education Tax	0.00	0.00
135201209-0000	ADAM JOHN SOLE	Individual Income Tax	0.00	0.00
135201209-0000	ADAM JOHN SOLE	National Insurance Scheme	0.00	0.00
135201209-0001	CARRY MI BASKET	Trade and Business Licence	6,562.00	1,000.00

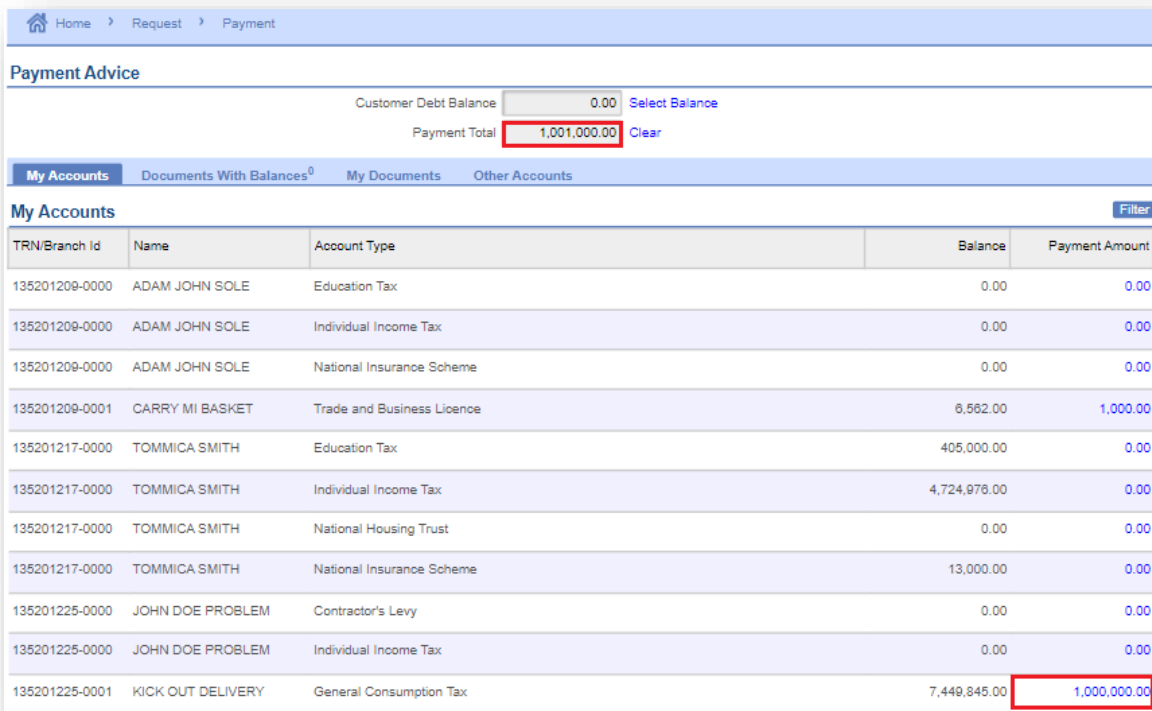
7. Repeat step 3 (Section B) for the other highlighted customer.
8. Enter amount, payment type and select “OK”.



Branch Id	Name	Account Type	Filing Period	Balance	Payment Type	Payment Amount			
135201225-0001	KICK OUT DELIVERY	General Consumption Tax	31-Jan-2023	0.00		0.00	Balance	Clear	Help
135201225-0001	KICK OUT DELIVERY	General Consumption Tax	31-Dec-2022	7,449,845.00		1,000,000.00	Balance	Clear	Help
135201225-0001	KICK OUT DELIVERY	General Consumption Tax	30-Nov-2022	0.00		0.00	Balance	Clear	Help
135201225-0001	KICK OUT DELIVERY	General Consumption Tax	31-Oct-2022	0.00		0.00	Balance	Clear	Help

4 Rows

9. Verify that the amount for the other account was added to the Payment Total and select “Confirm” at the bottom of the page.



Payment Advice

Customer Debt Balance: 0.00 [Select Balance](#)

Payment Total: 1,001,000.00 [Clear](#)

My Accounts

TRN/Branch Id	Name	Account Type	Balance	Payment Amount
135201209-0000	ADAM JOHN SOLE	Education Tax	0.00	0.00
135201209-0000	ADAM JOHN SOLE	Individual Income Tax	0.00	0.00
135201209-0000	ADAM JOHN SOLE	National Insurance Scheme	0.00	0.00
135201209-0001	CARRY MI BASKET	Trade and Business Licence	6,562.00	1,000.00
135201217-0000	TOMMICA SMITH	Education Tax	405,000.00	0.00
135201217-0000	TOMMICA SMITH	Individual Income Tax	4,724,976.00	0.00
135201217-0000	TOMMICA SMITH	National Housing Trust	0.00	0.00
135201217-0000	TOMMICA SMITH	National Insurance Scheme	13,000.00	0.00
135201225-0000	JOHN DOE PROBLEM	Contractor's Levy	0.00	0.00
135201225-0000	JOHN DOE PROBLEM	Individual Income Tax	0.00	0.00
135201225-0001	KICK OUT DELIVERY	General Consumption Tax	7,449,845.00	1,000,000.00

10. Select the message checkbox and **Submit**.

1. Payment Information

Payment Information

Payee TRN
135-201-217

Payment Amount
1,001,000.00

Accounts List

Document Number	Branch Id	Payment For	Filing Period	Payment Type	Amount
0	135201209-0001	Trade and Business Licence	31-Mar-2023	Payment for Return	1,000.00
0	135201225-0001	General Consumption Tax	31-Dec-2022	Payment for Return	1,000,000.00

2 Rows

Please read message and select checkbox below

☐
Required

The Payment Advice being requested will be available as a Letter via your Payment Advice tab after this request is submitted. Do NOT use the confirmation number in place of the media number which can be found in the letter.

Cancel
Submit

11. By selecting the “**OK**” button, you will be redirected to the Account page.

Confirmation

Welcome, tommica
Settings
Back To TAJ Tax Portal

Home > Request > Payment > Payment Advice > Confirmation

Confirmation

Your request to generate a Payment Advice / DFTN has been submitted and your **confirmation number is 0-778-767-744**.

Please check the Payment Advice tab for the Payment Advice with corresponding confirmation Number.

OK

12. From the home/main page, select the “**Payment Advice**” tab then the “**View**” link.

Individuals and Businesses	Accounts	Submissions	Correspondence	Certificates	Certificate Summary	Payment Advice
----------------------------	----------	-------------	----------------	--------------	---------------------	-----------------------

List Of Payment Advice Letters

Payment Advice Online [Filter](#) [Export](#)

View	DLN	Name	Created date	Confirmation
View	L1305757376	Multiple	10/02/2023 12:11:09 PM	778767744

The below Payment Advice will be displayed in a PDF file format which can be saved and/or printed.

Ensure to present this letter to the cashier with the Media Number clearly displayed which will be used to receipt your payment.

Where a DFTN is required to complete a Bank Transfer please add the DFTN in the memo field when making the transfer.



TAX ADMINISTRATION JAMAICA

Payment Advice

Reference: L1305757376

Date: 10-Feb-2023

Payment Effective Date : 10-Feb-2023

Media Number : **3306309441** Direct Funds Transfer Number : **DFT3306309441**

Name : KICK OUT DELIVERY

Tax Type	TRN-Branch	Direction Type	Period	Amount
General Consumption Tax	135201225-0001	Return Payment	31-Dec-2022	1,000,000.00
Total				1,000,000.00

Name : CARRY MI BASKET

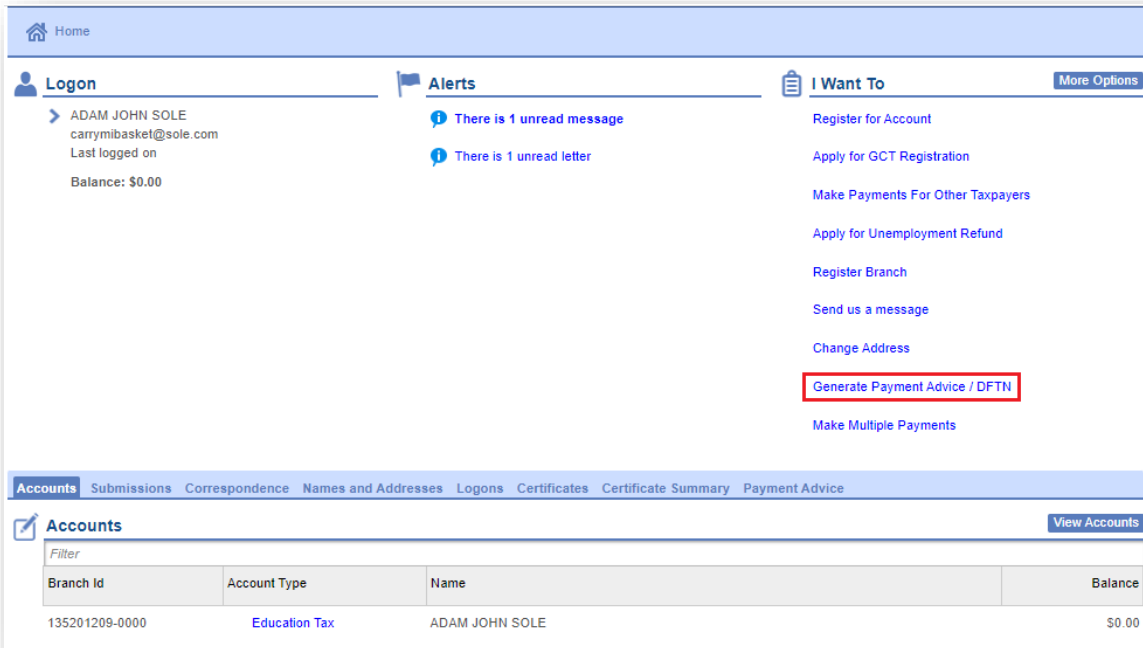
Tax Type	TRN-Branch	Direction Type	Period	Amount
Trade and Business Licence	135201209-0001	Return Payment	31-Mar-2023	1,000.00
Total				1,000.00

(C) Generating Payment Advice/DFTN for Other Accounts

Customers may use their eServices logon to generate payment advice on the behalf of other customer(s) (accounts that they do not have eService access to). Generating the payment advice however requires that accurate customer(s) and account(s) details be known prior to attempting generation of advice. Details required are the customer(s)' TRN and name, payment information (account, etc.) and filing period.

Below are those steps:

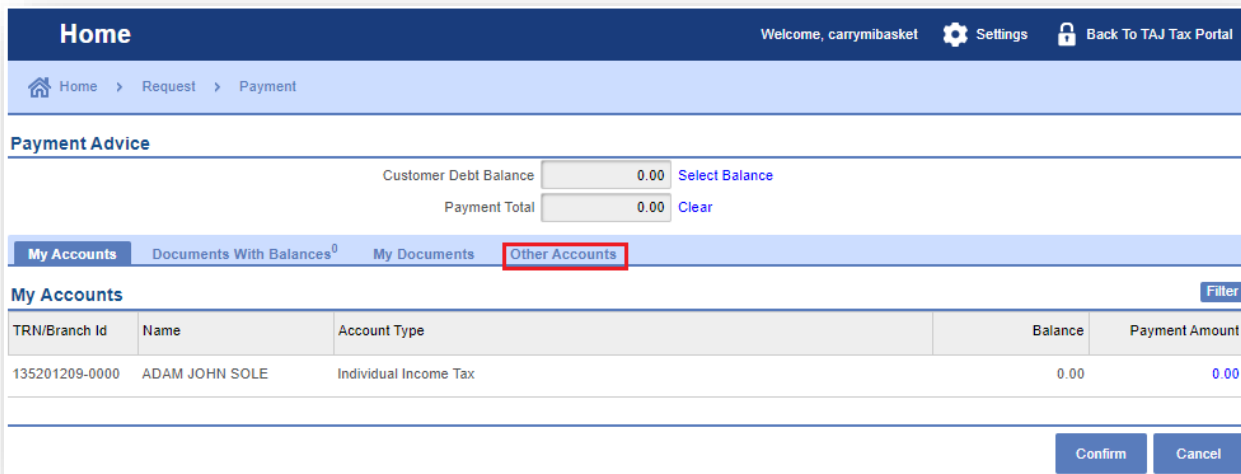
1. Log onto eServices and select **"Generate Payment Advice/DFTN"**.



The screenshot shows the eServices portal interface. At the top, there is a navigation bar with 'Home', 'Ligon', 'Alerts', 'I Want To', and 'More Options'. The 'Ligon' section displays user information for ADAM JOHN SOLE, including email and last login. The 'Alerts' section shows unread messages and letters. The 'I Want To' section lists various actions, with 'Generate Payment Advice / DFTN' highlighted in a red box. Below this, a horizontal menu contains 'Accounts', 'Submissions', 'Correspondence', 'Names and Addresses', 'Logons', 'Certificates', 'Certificate Summary', and 'Payment Advice'. The 'Accounts' section is active, showing a table with account details.

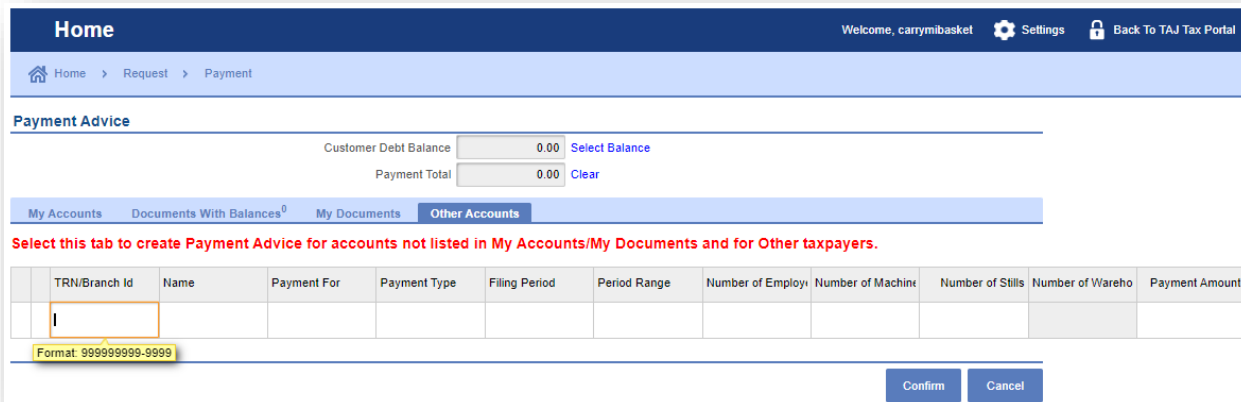
Branch Id	Account Type	Name	Balance
135201209-0000	Education Tax	ADAM JOHN SOLE	\$0.00

2. Select “Next” on the “Introduction” page then select the “Other Accounts” tab.



The screenshot shows the 'Payment Advice' page with the 'Other Accounts' tab highlighted. The page includes a header with 'Home', 'Request', and 'Payment' navigation links. Below the header, there are input fields for 'Customer Debt Balance' and 'Payment Total', both set to 0.00. A tab bar at the bottom shows 'My Accounts', 'Documents With Balances⁰', 'My Documents', and 'Other Accounts' (which is selected and highlighted with a red box). Below the tabs, there is a table with columns: TRN/Branch Id, Name, Account Type, Balance, and Payment Amount. The table contains one row for 'ADAM JOHN SOLE' with a balance of 0.00 and a payment amount of 0.00. At the bottom right, there are 'Confirm' and 'Cancel' buttons.

3. Enter payment details for other customers.



The screenshot shows the 'Payment Advice' page with the 'Other Accounts' tab selected. Below the tabs, there is a red instruction: 'Select this tab to create Payment Advice for accounts not listed in My Accounts/My Documents and for Other taxpayers.' Below this instruction is a table with columns: TRN/Branch Id, Name, Payment For, Payment Type, Filing Period, Period Range, Number of Employ, Number of Machine, Number of Stills, Number of Wareho, and Payment Amount. The first row of the table has a yellow box around the 'TRN/Branch Id' field, and a tooltip below it says 'Format: 999999999-9999'. At the bottom right, there are 'Confirm' and 'Cancel' buttons.

The following are errors that will be displayed for incorrect/invalid details entered:

a) Incorrect filing period.

Home Welcome, carrymbasket [Settings](#) [Back To TAJ Tax Portal](#)

[Home](#) > [Request](#) > [Payment](#)

Payment Advice

Customer Debt Balance [Select Balance](#)

Payment Total [Clear](#)

[My Accounts](#) [Documents With Balances⁰](#) [My Documents](#) **[Other Accounts](#)**

Select this tab to create Payment Advice for accounts not listed in My Accounts/My Documents and for Other taxpayers.

Show Errors 1 - 5 of 5

	TRN/Branch Id	Name	Payment For	Payment Type	Filing Period	Period Range	Number of Employ	Number of Machine	Number of Stills	Number of Wareho	Payment Amount
	135201209-0000	adam sole	Education Tax	Payment for Return	Invalid Filing Period			0	0	0	2,000.00
	135201217-0000	tommica smith	Individual Income T	Payment for Return	31-Dec-2021			0	0	0	4.00
	135201217-0000	tommy	Individual Income T	Payment for Return	31-Dec-2022			0	0	0	5.00
	135201225-0000	john problem	Contractor's Levy	Account Payment	31-Jan-2023			0	0	0	600.00
	135201225-0000	john problem	Contractor's Levy	Account Payment	31-Jan-2023			0	0	0	600.00

b) Incorrect customer name, account or branch.

Home Welcome, carrymbasket [Settings](#) [Back To TAJ Tax Portal](#)

[Home](#) > [Request](#) > [Payment](#)

Payment Advice

Customer Debt Balance [Select Balance](#)

Payment Total [Clear](#)

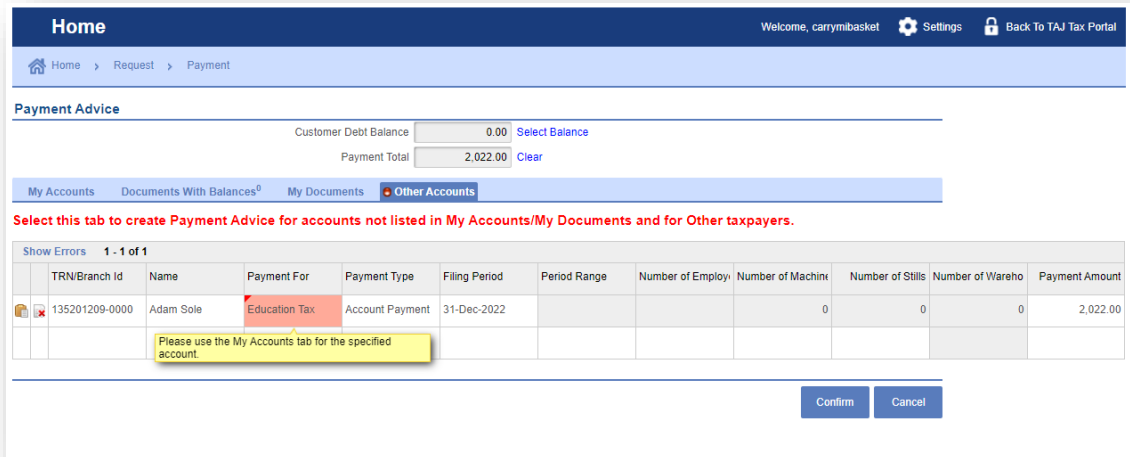
[My Accounts](#) [Documents With Balances⁰](#) [My Documents](#) **[Other Accounts](#)**

Select this tab to create Payment Advice for accounts not listed in My Accounts/My Documents and for Other taxpayers.

Show Errors 1 - 5 of 5

	TRN/Branch Id	Name	Payment For	Payment Type	Filing Period	Period Range	Number of Employ	Number of Machine	Number of Stills	Number of Wareho	Payment Amount
	135201	Name does not match TRN-Branch entered		Payment for Return	31-Dec-2022			0	0	0	2,000.00
	135201217-0000	tommy	Individual Income T	Payment for Return	31-Dec-2022			0	0	0	5.00
	135201217-0000	tommica smith	Individual Income T	Payment for Return	31-Dec-2022			0	0	0	4.00
	135201225-0000	john problem	Contractor's Levy	Account Payment	31-Jan-2023			0	0	0	600.00
	135201225-0000	john problem	Contractor's Levy	Account Payment	31-Jan-2023			0	0	0	600.00

- c) If the customer generating the payment advice enters details of any of their listed accounts.



Home Welcome, carrybasket Settings Back To TAJ Tax Portal

Home > Request > Payment

Payment Advice

Customer Debt Balance 0.00 [Select Balance](#)

Payment Total 2,022.00 [Clear](#)

My Accounts Documents With Balances⁰ My Documents **Other Accounts**

Select this tab to create Payment Advice for accounts not listed in My Accounts/My Documents and for Other taxpayers.

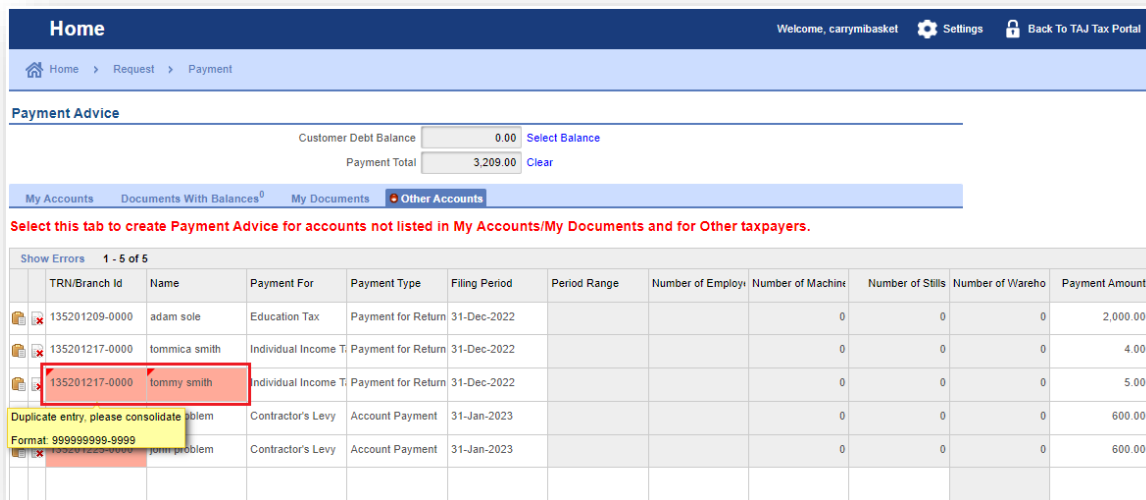
Show Errors 1 - 1 of 1

TRN/Branch Id	Name	Payment For	Payment Type	Filing Period	Period Range	Number of Employ	Number of Machi	Number of Stills	Number of Wareho	Payment Amount
135201209-0000	Adam Sole	Education Tax	Account Payment	31-Dec-2022			0	0	0	2,022.00

Please use the My Accounts tab for the specified account.

[Confirm](#) [Cancel](#)

- d) If details were entered twice for the same customer using the same period.



Home Welcome, carrybasket Settings Back To TAJ Tax Portal

Home > Request > Payment

Payment Advice

Customer Debt Balance 0.00 [Select Balance](#)

Payment Total 3,209.00 [Clear](#)

My Accounts Documents With Balances⁰ My Documents **Other Accounts**

Select this tab to create Payment Advice for accounts not listed in My Accounts/My Documents and for Other taxpayers.

Show Errors 1 - 5 of 5

TRN/Branch Id	Name	Payment For	Payment Type	Filing Period	Period Range	Number of Employ	Number of Machi	Number of Stills	Number of Wareho	Payment Amount
135201209-0000	adam sole	Education Tax	Payment for Return	31-Dec-2022			0	0	0	2,000.00
135201217-0000	tommy smith	Individual Income T	Payment for Return	31-Dec-2022			0	0	0	4.00
135201217-0000	tommy smith	Individual Income T	Payment for Return	31-Dec-2022			0	0	0	5.00
135201223-0000	tommy smith	Contractor's Levy	Account Payment	31-Jan-2023			0	0	0	600.00
135201223-0000	tommy smith	Contractor's Levy	Account Payment	31-Jan-2023			0	0	0	600.00

Duplicate entry, please consolidate

Format: 999999999-9999

Note – All errors identified must be corrected before proceeding.

Payment details for an individual that do not have a web login can also be entered. In this instance, the Payment Type and Filing Period are not required.

Home

Welcome, carrymibasket  Settings  Back To TAJ Tax Portal

Home > Request > Payment

Payment Advice

Customer Debt Balance

0.00

Select Balance

Payment Total

18,600.00

Clear

My Accounts Documents With Balances⁰ My Documents Other Accounts

Select this tab to create Payment Advice for accounts not listed in My Accounts/My Documents and for Other taxpayers.

	TRN/Branch Id	Name	Payment For	Payment Type	Filing Period	Period Range	Number of Employ	Number of Machine	Number of Stills	Number of Wareho	Payment Amount
 	135201209-0000	adam sole	Education Tax	Payment for Return	31-Dec-2022			0	0	0	2,000.00
 	135201225-0000	john problem	Contractor's Levy	Account Payment	31-Jan-2023			0	0	0	600.00
 	135201217-0000	tammica smith	National Insurance	Payment for Return	31-Dec-2022			0	0	0	14,000.00
 	135201235-0000	trac	E12 - Application fo			1-Apr-2020 to 31-M		0	0	0	2,000.00

4 Rows

4. Once all errors (if any) are corrected, select “**Confirm**”.

Home

Welcome, carrymibasket  Settings  Back To TAJ Tax Portal

Home > Request > Payment

Payment Advice

Customer Debt Balance

0.00

Select Balance

Payment Total

18,600.00

Clear

My Accounts Documents With Balances⁰ My Documents Other Accounts

Select this tab to create Payment Advice for accounts not listed in My Accounts/My Documents and for Other taxpayers.

Show Errors 1 - 3 of 3

	TRN/Branch Id	Name	Payment For	Payment Type	Filing Period	Period Range	Number of Employ	Number of Machine	Number of Stills	Number of Wareho	Payment Amount
 	135201225-0000	john problem	Contractor's Levy	Account Payment	31-Jan-2023			0	0	0	600.00
 	135201217-0000	tommica smith	Individual Income T	Payment for Return	31-Dec-2022			0	0	0	16,000.00
 	135201235-0000	trac	E12 - Application fo			1-Apr-2020 to 31-M		0	0	0	2,000.00

4 Rows

Confirm

Cancel

5. Select the message checkbox and **Submit**.

1. Payment Information

Payment Information

Payee TRN: 135-201-209
Payment Amount: 18,600.00

Accounts List

Document Number	Branch Id	Payment For	Filing Period	Payment Type	Amount
0 135201235-0000		E12 - Application for Licence to Manufacture Spirituous Com	31-Mar-2021		2,000.00
0 135201217-0000		Individual Income Tax	31-Dec-2022	Payment for Return	16,000.00
0 135201225-0000		Contractor's Levy	31-Jan-2023	Account Payment	600.00

3 Rows

Please read message and select checkbox below

☒ Required
 The Payment Advice being requested will be available as a Letter via your Payment Advice tab after this request is submitted. Do NOT use the confirmation number in place of the media number which can be found in the letter.

6. Select the “OK” button.

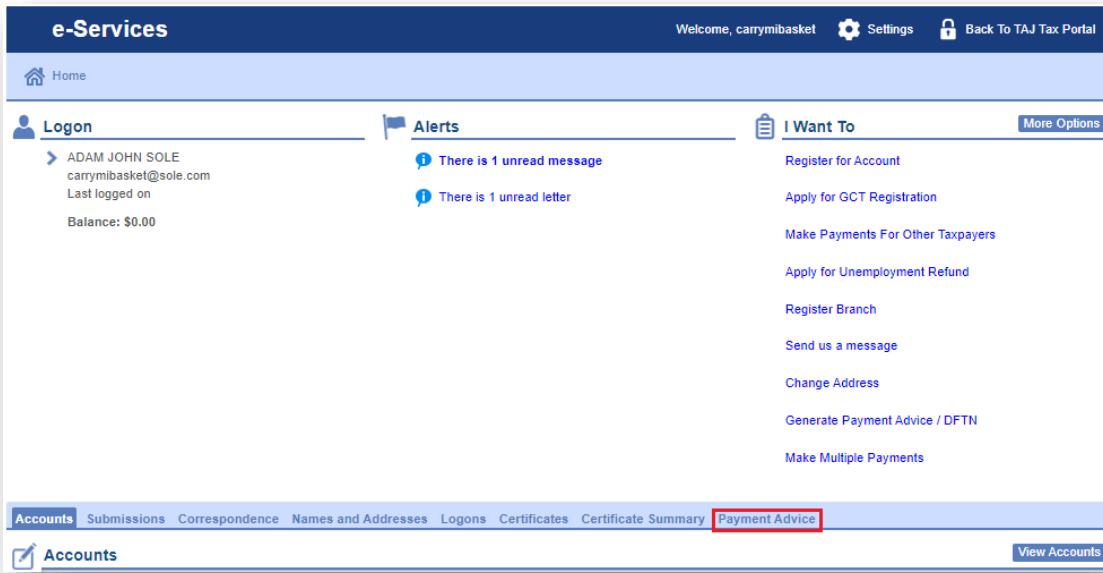
Confirmation
Welcome, carrymibasket
Settings
Back To TAJ Tax Portal

Home > Request > Payment > Payment Advice > Confirmation

Confirmation

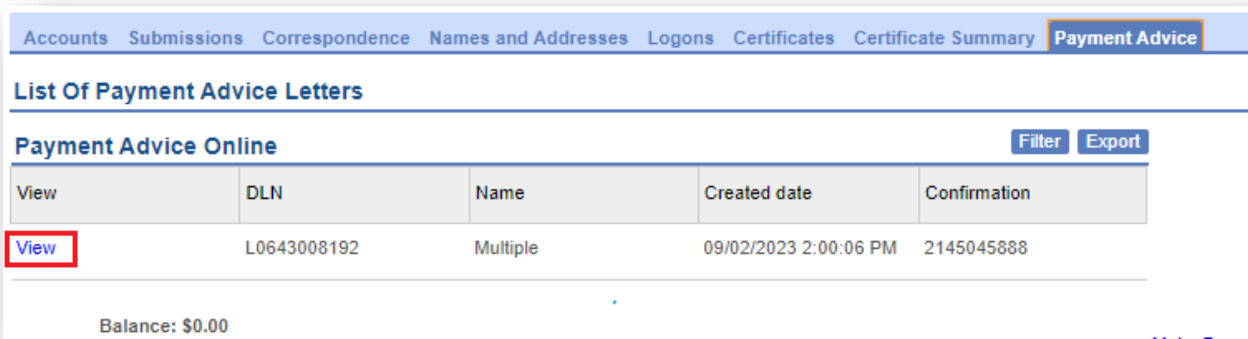
Your request to generate a Payment Advice / DFTN has been submitted and your confirmation number is 2-145-045-888.
 Please check the Payment Advice tab for the Payment Advice with corresponding confirmation Number.

7. Select the **Payment Advice** tab to view payment advice from the home/main page.



The screenshot shows the 'e-Services' portal interface. At the top, there's a header with 'Welcome, carrymibasket' and links for 'Settings' and 'Back To TAJ Tax Portal'. Below the header, there's a navigation bar with 'Home', 'Ligon', 'Alerts', 'I Want To', and 'More Options'. The 'Ligon' section shows user details for ADAM JOHN SOLE. The 'Alerts' section shows 'There is 1 unread message' and 'There is 1 unread letter'. The 'I Want To' section lists various services like 'Register for Account', 'Apply for GCT Registration', etc. At the bottom, there's a navigation menu with 'Accounts', 'Submissions', 'Correspondence', 'Names and Addresses', 'Logons', 'Certificates', 'Certificate Summary', and 'Payment Advice' (highlighted with a red box). Below this menu, there's a 'View Accounts' button.

8. Select **View**.



The screenshot shows the 'List Of Payment Advice Letters' page. At the top, there's a navigation bar with 'Accounts', 'Submissions', 'Correspondence', 'Names and Addresses', 'Logons', 'Certificates', 'Certificate Summary', and 'Payment Advice' (highlighted with a red box). Below the navigation bar, there's a section titled 'List Of Payment Advice Letters'. Under this section, there's a 'Payment Advice Online' heading and a table with columns: 'View', 'DLN', 'Name', 'Created date', and 'Confirmation'. The table has one row with the following data: 'View' (highlighted with a red box), 'L0643008192', 'Multiple', '09/02/2023 2:00:06 PM', and '2145045888'. Below the table, there's a 'Balance: \$0.00' label.

The below Payment Advice will be displayed in a PDF file format which can be saved and/or printed.

Ensure to present this letter to the cashier with the Media Number clearly displayed which will be used to receipt your payment.

Where a DFTN is required to complete a Bank Transfer please add the DFTN in the memo field when making the transfer.



TAX ADMINISTRATION JAMAICA

Payment Advice

Reference: L0643008192

Date: 09-Feb-2023

Payment Effective Date : 09-Feb-2023

Media Number : 15473692487

Direct Funds Transfer Number : DFT15473692487

Name : TRAC

Tax Type	TRN-Branch	Direction Type	Period	Amount
E12 - Application for Licence to Manufacture Spirituous Compound	135201235-0000	Excise Lic. - (S.C.M)	31-Mar-2021	2,000.00
Total				2,000.00

Name : JOHN DOE PROBLEM

Tax Type	TRN-Branch	Direction Type	Period	Amount
Contractor's Levy	135201225-0000	Account Payment	31-Jan-2023	600.00
Total				600.00

Name : TOMMICA SMITH

Tax Type	TRN-Branch	Direction Type	Period	Amount
Individual Income Tax	135201217-0000	Return Payment	31-Dec-2022	16,000.00
Total				16,000.00

-END-