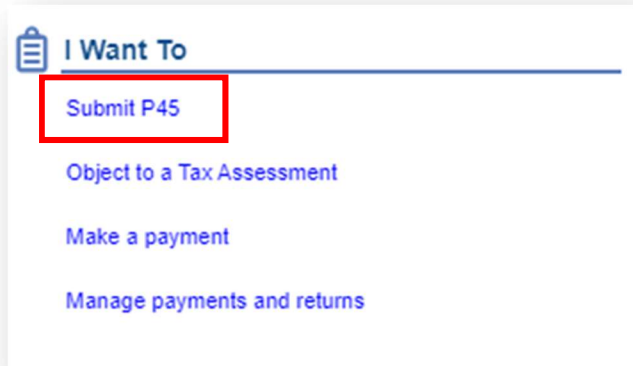


How to Submit Employee(s) P45

Employers with a P.A.Y.E account can now submit P45 information to the Tax Administration of Jamaica (TAJ) via their eServices account. The steps below, guides the process;

STEP 1

From your P.A.Y.E Account, *SELECT* the link 'Submit P45'.



STEP 2

CLICK 'Next' to begin the application after reading the information page.

A screenshot of a multi-step web application process. At the top, there is a progress bar with five steps: '1. Information', '2. Employer', '3. Employee Data', '4. Review', and '5. Declaration'. The '1. Information' step is currently active. Below the progress bar, the page is titled 'Information'. There are three main sections: 'About the Service', 'What You Need', and 'After You Finish'. The 'About the Service' section contains text explaining the P45 request and how to upload information. The 'What You Need' section lists required information such as Employee(s) Name, TRN, NIS Number, Address, Nature of Employment, Date of Leaving, Frequency of Pay, Basis of Deductions, Threshold, Gross Pay, and Deductions. The 'After You Finish' section states that the information will be stored for future reference. At the bottom of the page, there are three buttons: 'Save Draft', 'Cancel', and 'Next >'. The 'Next >' button is highlighted with a red rectangular box.

STEP 3

SELECT the option that applies

1. Information 2. Employer 3. Employee Data 4. Review 5. Declaration

Employer

Are you currently an employer or were you an employer in the current year?

☐ Yes

☐ No Required

[Save Draft](#) [Cancel](#) [< Previous](#) [Next >](#)

Note that only current employers or those who were employers in the current year, are allowed to submit P45's.

STEP 4

You have the option of manually entering the data or using an excel template to complete the record. The excel template is available for download via hyperlink 'Download Excel Template'.

STEP 4a: Manual Entry

i. SELECT 'Add a Record' hyperlink.

1. Information 2. Employer 3. Employee Data 4. Review 5. Declaration

Employee Data

Details of Employee(s) Leaving

Add the details related to the separated employee(s) by selecting the "Add a Record" option and then entering the applicable details. If you are using an excel template to upload the data, select the "Excel Upload" link to upload the details. Once all records are added, click the next button

Records Entered Required [Excel Upload](#) [Download Excel Template](#)

Details of Employee Leaving

[Add a Record](#)

Employee First Name	Employee Last Name	Employee TRN	Nature of Employment	Date of Leaving	Duplicate	Check Name	Nil Deductions	Amend
Add a Record								

[Save Draft](#) [Cancel](#) [< Previous](#) [Next >](#)

DOWNLOAD template here

ii. ENTER employee details into the fields provided. SELECT 'Next' to proceed.

Employee Data

Details of Employee(s) Leaving

Add the details related to the separated employee(s) by selecting the "Add a Record" option and then entering the applicable details. If you are using an excel template to upload the data, select the "Excel Upload" link to upload the details. Once all records are added, click the next button

Records Entered: 1 [Excel Upload](#) [Download Excel Template](#)

Details of Employee Leaving **Record 1** [Delete this Record](#) [Copy row](#) [Add a Record](#)

Particulars of Employee Leaving

☐ Select checkbox if this is an amendment to a previously uploaded employee record

Employee First Name: JOAN Middle Name: Employee Last Name: JORDAN
Employee TRN: 103-898-493 Employee NIS No.: V729531
Address: 203 FLOWER STREET, KINGSTON 10, ST. ANDREW
Nature of Employment: BANKER Date of Leaving Employment: 03-Aug-2020
Nature of Separation: Permanent Payment Frequency: Monthly
Have you been specially directed by the Commissioner General to deduct tax each Week or (Month) by reference to the tables for Week 1 of (Month 1)?
☐ Yes ☒ No
Number of weeks and months in employment since Jan. # of Weeks: 14 # of Months: 4 Threshold utilized to date: 0.00

Last Entries on Tax Deduction Card (except where week 1 or month 1 basis applies)

Total Gross Pay to date (Less Redundancy payment): 200,000.00	Redundancy Payment (Not included in Gross Pay): 0.00
Perquisites: 0.00	Total NIS Deducted to date (since Jan. 1,2020): 8,000.00
Total Superannuation Deducted to date (since Jan. 1,2020): 0.00	Total Approved Expenses Deducted to date (since Jan. 1,2020): 0.00
Total NHT Deducted to date (since Jan. 1,2020): 8,000.00	Total Ed. Tax Deducted to date (since Jan. 1,2020): 5,000.00
Total PAYE Tax Deducted to date (since Jan. 1,2020): 2,000.00	Total Deductions: 19,000.00

[Delete this Record](#) [Copy row](#) [Add a Record](#)

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

ADD multiple employee records here

N.B. To add multiple records manually, select the "Add a Record" link on the P45 table before selecting the "Next" button. The image above illustrates the record to be completed for each employee.

- iii. If there were no deductions indicated an alert will be displayed. The user will be required to CLICK 'OK' and either enter the information relating to the deductions made or SELECT the applicable checkbox to confirm that there were no deductions.

Employee Data

Details of Employee(s) Leaving

Add the details related to the separated employee(s) by selecting the "Add a Record" option and then entering the applicable details. If you are using an excel template to upload the data, select the "Excel Upload" link to upload the details. Once all records are added, click the next button

Records Entered 1 Excel Upload Download Excel Template

Details of Employee Leaving

Record 1

Delete this Record Copy row Add a Record

Particulars of Employee Leaving

☐ Select checkbox if this is an amendment to a previously uploaded employee record

☐ Verify that there were no NIS,NHT, Education Tax or P.A.Y.E deductions Required

Employee First NameJOAN

Employee TRN103-898-493

Address203 FLOWER STREET, KINGSTON 10, ST. ANDREW

Nature of EmploymentBANKER

Nature of SeparationPermanent

Have you been specially d

Employee Last NameJORDAN

Employee NIS No.V729531

Date of Leaving Employment03-Aug-2020

Payment FrequencyMonthly

Month 1)?

Yes

Number of weeks and mont since Jan.

0.00

0.00

Verify Deductions

This request indicates that field(s) related to tax deducted is/are zero (0). Please confirm by selecting the applicable checkbox on the related record(s)

0.00

Last Entries on Tax

Total Gross Pay to date (Less Redundancy payment)200,000.00

Perquisites0.00

Total Superannuation Deducted to date (since Jan. 1,2020)0.00

Total NHT Deducted to date (since Jan. 1,2020)0.00

Total PAYE Tax Deducted to date (since Jan. 1,2020)0.00

Redundancy Payment (Not included in Gross Pay)0.00

Total NIS Deducted to date (since Jan. 1,2020)0.00

Total Approved Expenses Deducted to date (since Jan. 1,2020)0.00

Total Ed. Tax Deducted to date (since Jan. 1,2020)0.00

Delete this Record Copy row Add a Record

Save Draft Cancel

Previous Next

STEP 4b: Excel Upload

SELECT 'Excel Upload'

The screenshot shows the 'Employee Data' form with the 'Details of Employee(s) Leaving' section. The 'Excel Upload' button is highlighted with a red box. The form includes a table with columns: Employee First Nar, Employee Last Nar, Employee TRN, Nature of Employ, Date of Leaving En, Duplicate, Check Name, NII Deductions, and Amend. The 'Add a Record' button is also visible.

Employee Data

Details of Employee(s) Leaving

Add the details related to the separated employee(s) by selecting the "Add a Record" option and then entering the applicable details. If you are using an excel template to upload the data, select the "Excel Upload" link to upload the details. Once all records are added, click the next button

Records Entered Required Required **Excel Upload** [Download Excel Template](#)

Details of Employee Leaving Add a Record

Employee First Nar	Employee Last Nar	Employee TRN	Nature of Employ	Date of Leaving En	Duplicate	Check Name	NII Deductions	Amend
Add a Record								

Save Draft Cancel < Previous Next >

iii. When presented with the dialog box below SELECT "Choose File", choose the file to be uploaded, then CLICK 'Import'

The screenshot shows a 'Select a file to import' dialog box. The 'Choose File' button is highlighted with a red box. The 'Import' button is also highlighted with a red box. The 'Cancel' button is visible.

Select a file to import: ×

Choose File No file chosen

Import Cancel

STEP 5

SELECT 'Next' to continue with submission.

The screenshot shows the bottom of the form with the 'Next' button highlighted with a red box. The 'Save Draft' and 'Cancel' buttons are also visible.

Save Draft Cancel < Previous **Next >**

STEP 6

REVIEW information, then select 'Next'

The screenshot shows a progress bar at the top with five steps: 1. Information, 2. Employer, 3. Employee Data, 4. Review (highlighted in blue), and 5. Declaration. Below the progress bar, the heading "Review" is displayed. Underneath, there is a "Summary" section with a document icon. It states: "You have entered record(s) for submission. Please review the information below and agree to the declaration to submit."

STEP 7

SELECT the declaration checkbox then SUBMIT

The screenshot shows the same progress bar as Step 6, but now step 5, "Declaration", is highlighted in blue. Below the progress bar, the heading "Declaration" is displayed. Underneath, there is a "Declaration" section with a checkmark icon. It contains a text box with the text: "I declare that to the best of my knowledge and belief that the information being submitted in this request is true and correct." Below this text box is a "Required" label with a yellow star icon. At the bottom of the form, there are three buttons: "Save Draft", "Cancel", and "Submit". The "Submit" button is highlighted in blue.

STEP 8

CLICK 'OK' on pop-up message

The screenshot shows a confirmation pop-up message with a dark blue header bar containing a close button (X). The main text of the pop-up is: "Are you sure you want to submit this request?". At the bottom of the pop-up, there are two buttons: "OK" and "Cancel". The "OK" button is highlighted with a red border.