

Procedure for Verifying Zero Rating Approval Letters Online

Effective February 9th 2015, TAJ has started issuing Zero Rating Approval or Rejection Letters as part of the Zero rating Process.

Suppliers who need to verify the validity of Zero Rating Letters can now do so online.

To access this service, the Supplier will be required to complete the following steps:

1. Visit TAJ's Enterprise Portal (www.jamaicatax.gov.jm) and create a new user name and password. This can be achieved by clicking the "Client Login" link followed by clicking the "Create Account" link.

- *Suppliers who already have a login can access the system with the user name and password previously created.*

"Click" on the "Client Login" link on TAJ's Enterprise Portal



"Click" on the "Create Account" link on Sign In page

A screenshot of a "Sign In" page. It has a title bar "Sign In". Below it are two input fields: "Username" and "Password". There is a "Remember Me" checkbox. A blue "Sign In" button is below the fields. At the bottom, there are two links: "Create Account" and "Forgot Password".

2. Select the "TWE and Zero Rating Validation" link.

Pay Min Business Tax

TWE and Zero Rating Validation

Search for valid: Tax Withholding Entities (TWEs); Zero Rated Entities or Zero Rating Approval Letters.

TWE and Zero Rating Validation

3. Select "Zero Rating Letter" in the "I want to search for:" field.

ONLINE SEARCH

Welcome to the TAJ online search. To begin, select what you wish to search for from the drop down below. You will then be able to enter the criteria you wish to search on.

I want to search for: Required

4. Enter the reference number from the Zero Rating Approval Letter.

ONLINE SEARCH

Welcome to the TAJ online search. To begin, select what you wish to search for from the drop down below. You will then be able to enter the criteria you wish to search on.

I want to search for: Required

ZERO RATING LETTER

Please enter the Letter Id you wish to search for, then click the 'Search' button below.

Required Search
Required
Format: L_____

5. Review information to confirm that Purchase Order number and Supplier TRN information shown in message matches with information on Zero Rating Approval Letter.

ONLINE SEARCH

Welcome to the TAJ online search. To begin, select what you wish to search for from the drop down below. You will then be able to enter the criteria you wish to search on.

I want to search for: Required

ZERO RATING LETTER

Please enter the Letter Id you wish to search for, then click the 'Search' button below.

Search

RESULTS

L0930283520 is a **Zero Rating Approval** letter for the following Purchase Order number and TRN combination(s):
•Purchase Order: 7069 / TRN: 102532010-0001

Sample Zero Rating Approval Letter



**Tax
Administration
Jamaica**

Reply To: Commissioner General
Montego Bay RSC
18b Howard Cooke Boulevard
Montego Bay P.O.
St. James
Jamaica, W.I.
Tel: 952-0000 / Digi 619 1114
Fax: 952-2766

DEKALB SCHOOL OF THE ARTS
231 PEACHTREE INDUSTRIAL BLVD
BULL SAVANNAH P.A.
ST ELIZABETH, JAMAICA

Reference No: L1925941248
TRN: 234-324-643
Date: 13-May-2015

Zero Rating Approval

Supplier TRN: 568-878-879
Supplier Name: DRINKWATER LTD.
Supplier Address: 45 BLACK HILL ROAD,
HAMPDEN P.O., TRELAWNY,
JAMAICA

Reference Number (Letter Id)

The request for Zero Rating of the following Good(s)/Service(s) to DEKALB SCHOOL OF THE ARTS of 231 PEACHTREE INDUSTRIAL BLVD, BULL SAVANNAH P.A., ST ELIZABETH, JAMAICA has been approved:

List of Purchase Orders

Number	Date	Total Cost exclusive of GCT	Total GCT Amount Zero-Rated
4544	04-May-2015	\$85,000.00	\$14,025.00

Yours truly,

Michael Johnson III
for Commissioner General

For general queries and information you may contact TAJ at (876) 902-9463 or toll-free at 1-888-TAX-HELP (1-888-629-4357) / 1-888-GO-JATAX (1-888-465-2829) (USA).

Fax: (876) 902-9494 Email: taxhelp@taj.gov.jm Website: www.jamaicatax.gov.jm [jamaicatax](https://www.facebook.com/jamaicatax) [@jamaicatax](https://twitter.com/jamaicatax)