

HOW TO FILE INFOGRAPHIC

YOUR INCOME TAX RETURN

PERSONAL INCOME TAX RETURN

All employees, self-employed persons and contributory pensioners are required to file their 2018 Personal Income Tax return in TAMIS by April 30, 2019..

Here is what you need before filing your Personal Income Tax Return (PIT)

- ▶ Valid TAMIS Tax Identification Number
- ▶ Your TAMIS username & password
- ▶ Your child/children's ID number
- ▶ Earned over \$25,000 for the year you are filing
- ▶ Valid TAMIS TIN for spouse



Once you have what you need to file, Follow These Steps:

- 1 Go to <https://tamis.bra.gov.bb>
- 2 Log in with your username **eg. janedoe1** & password **eg. tamis\$19**
- 3 Click **"Returns"** then **"Add return"**. For **"Tax type"** choose **"Personal Income Tax"** and choose the income year you are filing. **Eg. "2018"** for a return being filed in 2019
- 4 Click **"Create return"** and then click **"Start"**
- 5 Select your **Occupation, Marital Status**, enter spouse's TIN (if applicable) and answer all relevant questions
- 6 Ensure the pre-filled figures for your Income from **Employment & Pension** are correct. If they are not, please cancel return and inform your employer &/or NIS
- 7 Enter any income received from **Investment & Miscellaneous** sources (in & outside Barbados) and ensure figures for **Special Deductions** (charity donations) are correct
- 8 On the **Income From Trade, Business & Non-Residential Property** page, include all self-employment income you received
- 9 Only click **"Yes"** if claiming for your renewable energy system on the **Energy Audits** page. If not, click **"No"**
- 10 Declare any **Income From Agriculture & Fisheries** & complete next page if you operate an **Approved Cultural Project**
- 11 On **Personal Allowances & Deductions** page, click pencil icon & **"Add new row"** to enter your children's ID number/s. In Deductions section, include NIS paid for domestic, gardener, etc and confirm subscription to Trade Union, etc. If age **40 or over**, can also claim medical expenses
- 12 On next page include **Income From Residential Rent**
- 13 On next page, see breakdown of your **Income Tax Calculation** & your estimated refund or tax payable due. If to receive a refund, click **"Yes"** to Direct deposit, choose bank, branch & enter bank account number
- 14 On the Supporting documents page click **"Next"** & then review your return summary to verify info is correct. Tick the Declaration box and click **"Submit"**
- 15 Confirmation page shows your tax refund or tax payable amount for the income year you filed. To pay tax, click **"Pay now"** & follow prompts to create **Electronic Payment Advice** before making payment

TAMIS

Tax Administration Management Information System

Visit our Facebook page or Website for info on How To File @BarbadosRevenueAuthority

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