

HOW TO FILE YOUR PERSONAL INCOME TAX RETURN

INFOGRAPHIC 

WHO SHOULD FILE A PERSONAL INCOME TAX (PIT) RETURN?

- All self-employed persons
- Employees with an annual income above \$25,000
- Contributory pensioners with annual income (from any source) above \$45,000

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

- ▶ Valid TAMIS Tax Identification Number
- ▶ Your TAMIS username & password
- ▶ Up-to-date bank/credit union, address & contact details
- ▶ Earned over \$25,000 for the year you are filing
- ▶ Valid TAMIS TIN for spouse

**FILE BY
APRIL
30th**

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. "2024"** for a return being filed in 2025.
- 4** Click **"Create return"** and then click **"Start"**
- 5 Page 1:** Select your **Occupation, Marital Status** (if married enter spouse's TIN) & if spouse had income over \$800 spousal allowance is not applicable. If you resided in Barbados for over a total of 182 days during the income year, **you are resident for tax purposes**.
- 6 Page 2:** Ensure pre-filled figures for your Income from **Employment and Pension** are correct. If they are not, please cancel the return and inform your employer &/or NISS.
- 7 Page 4:** Enter any income received from **Investment and Miscellaneous** sources (within & outside Barbados). This page also shows total NISS benefits paid to you.
- 8 Page 5:** On the **Income from Trade, Business & Non-Residential Property** page, include all self-employment income & expenses for the year.
- 9 Page 6:** Click **"Yes"** if claiming for an **Energy Conservation and Renewable Energy System** (home/business). If not, click **"No"**.
- 10 Page 7:** Declare any **Income From Agriculture & Fisheries** & complete **Page 8** if you operate an **Approved Cultural Project**.
- 11 Page 9:** On **Personal Allowances & Deductions** page include NISS paid for domestic, gardener, etc & confirm subscription to Trade Union. If age **40 or over**, you can also claim medical expenses. Ensure your charity donations amount is correct & enter relevant info.
- 12 Page 10:** For **Income from Residential Rent** include income & expenses for apartments, houses, etc.
- 13 Page 11:** On the **Income Tax Calculation** page, **Line 1100** shows if you have to pay tax (pay half by April 30 & other half by Sep 30). Click **"No"** to tax certificates & direct deposit. **Line 1110** shows if getting refund, click **"No"** to tax certificates & **"Yes"** to direct deposit, choose bank, branch & enter bank account number.
- 14** On the **Supporting Documents** page, upload any relevant documents eg. self-employed income statement, invoice for solar system, etc. Click **"Next"** & review your return summary for accuracy. Once satisfied, tick 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 the **Account** tab, select **Make Payment** & choose payment(s) you're making. Select **'Pay in Person'** to create **Payment Advice number** to show cashier or select **'Pay with Visa or MasterCard'** and enter your required details to pay online.

TAMIS

Tax Administration Management Information System

Visit our website bra.gov.bb for more info
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E-mail: bramail@bra.gov.bb | Tel: 429-ETAX/3829



BARBADOS
REVENUE AUTHORITY

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- 3** Click **“Returns”** then **“Add return”**. For **“Tax type”** choose **“Personal Income Tax”** and choose the income year you are filing. **Eg. “2024** for a return being filed in 2025.
- 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 pre-filled figures for your Income from **Employment and Pension** are correct. If they are not, please cancel the return and inform your employer &/or NIS.
- 7** Enter any income received from **Investment and Miscellaneous** sources (within & outside Barbados). This page also shows total NIS benefits paid to you.
- 8** On the **Income from Trade, Business & Non-Residential Property** page, include all self-employment income & expenses for the year.
- 9** Click **“Yes”** if claiming for an **Energy Conservation and Renewable Energy System** (home/business). 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 include NIS paid for domestic, gardener, etc & confirm subscription to Trade Union. If age **40 or over**, you can also claim medical expenses. Ensure your charity donations amount is correct & enter other info that pertains to you.

12 On next page for **Income from Residential Rent** include income & expenses for apartments, houses, etc.

13 On the **Income Tax Calculation** page, Line 1100 shows if you have to pay tax (pay half by April 30 & other half by Sep 30). Click **"No"** to tax certificates & direct deposit. Line 1110 shows if getting refund, click **"No"** to tax certificates & **"Yes"** to direct deposit, choose bank, branch & enter bank account number.

14 On the **Supporting Documents** page, upload any relevant documents. Click **"Next"** & review your return summary for accuracy. Once satisfied, tick 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 the **Account** tab, select **Make Payment** & choose payment(s) you're making. Follow prompts to create **Payment Advice** (pay in person) or click the **EZPay+** tab to pay online.