

# TAMIS

Tax Administration Management Information System

## HOW TO FILE YOUR Reverse Tax Credit (RTC) Return

### What you need before filing your RTC:

- Earned less than **\$25,000** for the year you are filing (\$2083.33 a month). Worked for at least 2 months of the year.
- Valid TAMIS Tax Identification Number (**TIN**)
- Your username & password
- Spouse has a valid TAMIS TIN

### Follow these steps

- 1.** Go to **<https://tamis.bra.gov.bb>**
- 2.** Log in with your username e.g. **janedoe2** & password eg. **tamis\$19**
- 3.** Click "**Return**" then "**Add return**". For "**Tax type**" choose "**Reverse Tax Credit**" 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 figures for your "**Income from Employment**" and "**National Insurance Benefits**" are correct. If they are not, please cancel the return and contact your employer/s
- 7.** "**Refund Claimed**" shows the total amount of tax refund you are claiming
- 8.** Click "**Yes**" to receiving your refund as a direct deposit, enter your bank/credit union, branch and then enter the account number
- 9.** Click "**Next**" and then on the Supporting documents page click "Next"
- 10.** Review your return summary to ensure information is correct. Check the Declaration box and click "**Submit**"
- 11.** Confirmation page shows the RTC claim amount for the year you filed



BARBADOS  
REVENUE AUTHORITY

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

**BARBADOS REVENUE AUTHORITY**

Treasury Building, Bridge Street, Bridgetown, St. Michael

**Contact Us**

E-mail: [tamis@bra.gov.bb](mailto:tamis@bra.gov.bb)

Tel: 535-8200/8239 Website: [bra.gov.bb](http://bra.gov.bb)