



## **Guide to Registration**

Persons in the following categories are required to register with the Income Tax Department in order to file and pay Business Tax and PAYE.

- 1) Persons carrying on a trade or business, which earns \$75,000.00 or more per annum where such receipts are the only source of livelihood of the person;
- 2) Persons practicing a self-employed profession or vocation, earning \$20,000.00 or more per annum where such receipts are the only source of livelihood of the person:
- 3) Persons engaged in the business of investment or earnings from real or personal property:
- 4) Persons engaged in the provision of personal services, including Tour Operators, Travel Agents and other Commission Agents:

Note: No deductions are allowed except for specific relief granted under the Business Tax Act (see Section dealing with DEDUCTIONS – Page 14).

**For Employers** – In addition to the above, any person who employs individuals earning \$200 or more per annum must register.

## **To register, submit the following:**

### **1. For Companies, Partnerships, Non-profit Organizations, Government, Statutory Boards, etc.**

- 1) TR121A - BUSINESS REGISTRATION FORM Non-Individual
- 2) Copy of Company Certificate of Incorporation\*
- 3) Copy of Articles and Memorandum of Association
- 4) For each employee, Form TR111 – (Registration Individual)

### **2. For Self-employed Persons**

- 1) TR121B - REGISTRATION INDIVIDUAL ENTERPRISE and TR111 – (Registration Individual)
- 2) Copy of Trade License\*
- 3) Copy of Certificate of Business Registration\*
- 4) Personal Identification Card
- 5) For each employee, Form TR111 – (Registration Individual)

Persons with employees must note that each employee is to complete TR111 at the time of employment if they do not already have a TIN. The same TIN is to be used if they resign and take on a new employment.

### **IMPORTANT**

On completion of the registration process a Tax Identification Number (TIN) will be issued. The TIN number is the same number that is to be used for General Sales Tax and Customs and Excise processes.

Note:\*

- The Company Certificate of Incorporation is issued to companies by the Registrar General, Registry at the time they incorporate.
- The Business Registration form is the form issued by the Registrar General, Registry to persons other than companies who wish to register their business name.
- The Trade License Certificate is issued by City Councils and Town Boards.