

# TAMIS

## REGISTRATION

INFOGRAPHIC 

### WHAT IS TAMIS?

The Tax Administration Management Information System (TAMIS) is an integrated tax platform from the Barbados Revenue Authority that provides various services for taxpayers.

When a person or entity is registered in TAMIS, they will receive a unique 13-digit Taxpayer Identification Number (TIN). A TIN allows persons to file tax returns, make tax payments, receive tax refunds and submit related requests e.g. First Time Homeowner's grant.

### WHO IS REQUIRED TO REGISTER IN TAMIS?

- All employees
- All self-employed individuals
- All companies
- All partnerships/joint ventures
- Pensioners in receipt of pension over \$40,000 a year (increases to \$45,000 from income year 2023),
- Non-Profits, Clubs or Societies
- Charities

### WHAT YOU NEED TO REGISTER IN TAMIS?

- Email address (you must have access to this email)
- Bank/credit union details
- Photo or scanned copy of valid identification (National Identification Card, passport or drivers' licence)
- Tax agent TIN (optional)

## HOW TO REGISTER?

Follow the steps below:

- 1** Go to <https://tamis.bra.gov.bb>
- 2** Click **'Register Now'** & follow directions to create your account
- 3** You will receive an **activation email**. Click the link in the email
- 4** An **'Activation Successful'** message will appear & you will receive another email with your username e.g. **janedoe1**
- 5** Log into the TAMIS website with your username **janedoe1** and password created at **Step 2**
- 6** Once logged in, you will need to choose & complete 3 simple **security questions**
- 7** Click **'OK'** on the Account Configuration page & then click **'Register New Taxpayer'**
- 8** On the **'Registration Type'** page, if you are registering an individual (e.g. employee or self-employed person), choose "I am an authorised person or agent registering a new individual". If you are registering an entity e.g. a company, choose "I am an authorised person or agent registering a new non-individual entity"
- 9** On the **'Personal Details'** page, select your Commencement date (date you began working or CAIPO registration date of the entity you are registering (e.g. company, partnership, charity, etc.)). Complete the registration form & click 'Submit Application'
- 10** A 'Confirmation' message will appear with your TIN eg. **1000122133144** or a Registration Case Reference number eg. **REG101364**. An REG number means that a BRA officer has to first vet your application before issuance of a TIN. Confirmation messages with your TIN or REG number will also be sent to your email.