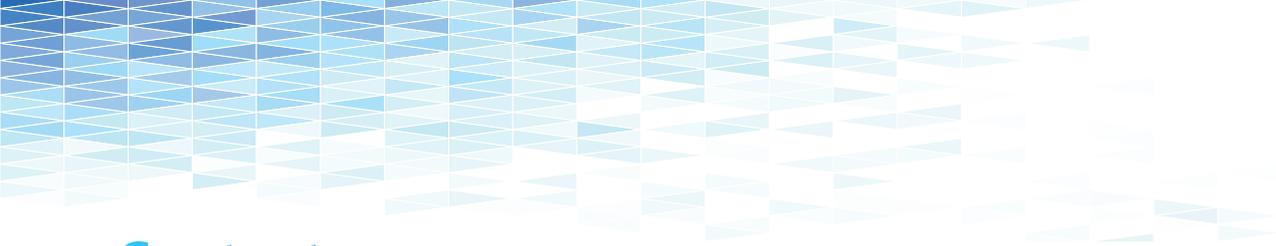


# TAMIS Web Guide

Tax Administration Management Information System (TAMIS)





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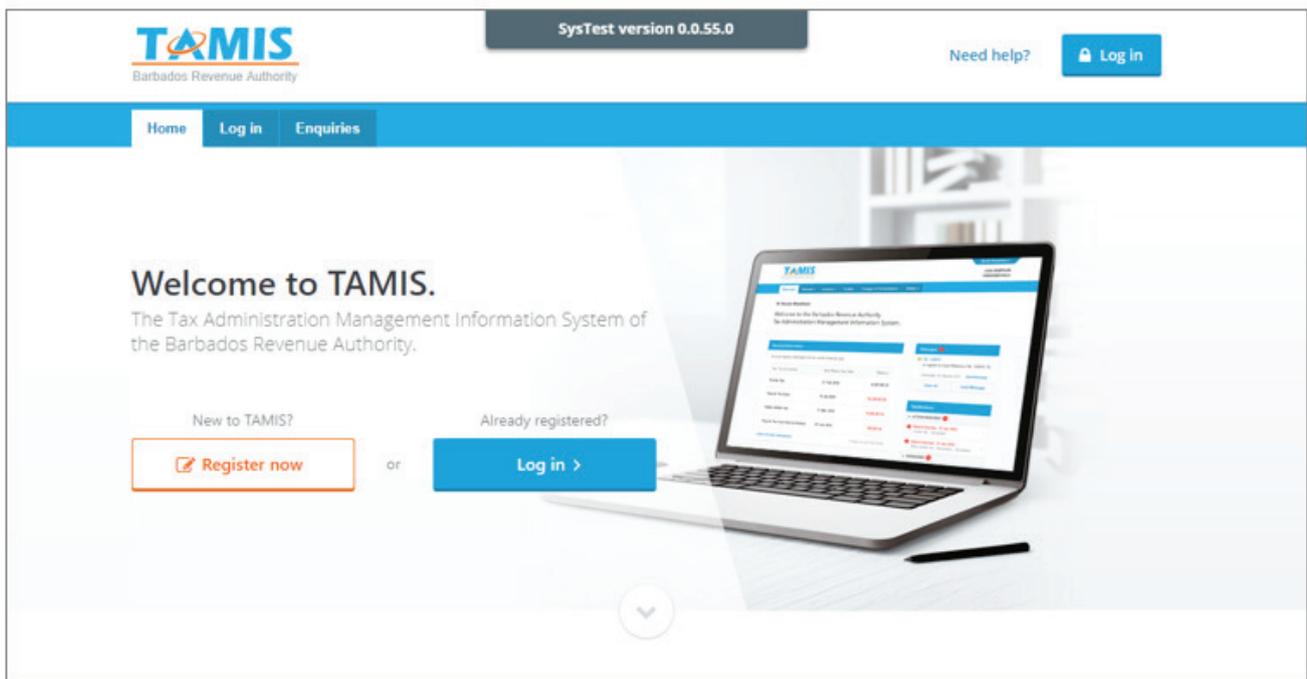
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## What Is TAMIS?

TAMIS, the Tax Administration Management Information System of the Barbados Revenue Authority, is an electronic platform which allows you to manage your taxes online. With this service you will be able to view account information and statements, register a new taxpayer, file returns, make payments online, and submit enquiries to the BRA.

It's easy to use. Let's get started. Access TAMIS at [tamis.bra.gov.bb](https://tamis.bra.gov.bb)



## Create a TAMIS account

You will need to create a TAMIS user account to access tax services and manage your taxes online.

Click the  button on the TAMIS homepage, and complete the Account Registration Questions.

Click 

Account Registration Questions SysTest version 0.0.55.0

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Your first name: \*

Your last name: \*   
Enter your first and last name.

Your contact phone number: \*   
Your phone number will be used for correspondence only and will not be shared outside of the Barbados Revenue Authority.

Your email address: \*   
Your email address will be used for correspondence only and will not be shared outside of the Barbados Revenue Authority.

Confirm email address: \*

Create your password: \*   
Tip: Your password must be at least 8 characters with at least 2 or more letters, 1 or more numbers and 1 or more of the following special characters: '-!@#\$\$%^&\*()-\_+={}|;:~.,?'

Confirm your password: \*

Your date of birth: \*    
Enter your date of birth in the following format: M/DD/YYYY

Your country of birth: \*

Are you a resident of Barbados? \*  Yes  No

National registration number: \*

Prove you are not a robot: \*  I'm not a robot   
reCAPTCHA  
Privacy - Terms

Read and agree: \*  By registering for this service, you also agree to our [Terms & Conditions](#) and [Privacy Policy](#).



A screen will appear confirming that your account has been created, and you will receive an email containing a link to activate your account.

## User Account Created

Thank you for using our Tax Administration Management Information System.

✔ Your user account **susiewelch1** has been successfully created.  
You will receive an email from our Taxpayer Services regarding the activation of your account.

### Accessing Your Account and Registering a Taxpayer

When you log in for the first time you will be required to answer some security questions and register one or more taxpayers.

Please note: an activation email has been sent to your email account and will expire after 48 hours. Also, for security purposes, you will have up to 90 days to activate your account by completing your security questions. If you do not complete the registration, your account will be automatically deleted. If this happens, you will need to create a new account.

Return to homepage

Login

Once you have activated your account, you can log in via the TAMIS homepage. The first time you log in, you will be asked to set up the security questions for your account.

### Welcome

#### Please Login To Continue

You must login to use the features of this site.

Please enter your details below.

User name: \* susie

Password: \* .....

I'm not a robot



reCAPTCHA

Privacy - Terms

[Forgot your password?](#)

Login

#### Help

If you are having difficulties logging in to your account or need assistance regarding our online services please contact our Taxpayer Services team.

Our helpdesk hours are 8am to 4:30pm Monday to Friday.



(246) 430-3101/2/3



tamis@bra.gov.bb

Now you can start using tax e-services.

# Your TAMIS account

When you log in to TAMIS successfully, you will land at your account homepage. Here you will find all your account information, messages from the BRA, notifications and reminders about actions you need to take, plus access to the functions you need to carry out your tax transactions.



Barbados Revenue Authority

SysTest version 0.0.56.0

Sharron Thurston

**BARBADOS TRADING COMPANY**  
 100000029262

Welcome | Returns | Account | Tracker | Admin

**Hi Sharron Thurston**

Welcome to the Barbados Revenue Authority Tax Administration Management Information System.

**Account Information**

Account balance information for the current financial year.

Your Tax Account(s)	Next Return Due Date	Balance *
Corporation Income Tax	15 Jan 2019	198,027.66 DR
Pay As You Earn	16 Apr 2018	42,147.55 DR
Value Added Tax	21 May 2018	7,160,560.37 CR
Withholding Tax	16 Apr 2018	0.00
Pay As You Earn Reconciliation	28 Feb 2019	0.00
Withholding Tax Reconciliation	28 Feb 2019	0.00
Corporation Income Tax Prepayment	3 Apr 2018	177,902.86 DR

[View account statements](#) \*Correct as at 23 Mar 2018

**Messages** 5

- RE: REF19**  
 Notice of Assessment ...  
 Monday 19th March 2018 | [Read Message](#)
- RE: REF19**  
 Proposed Account Changes ...  
 Monday 19th March 2018 | [Read Message](#)
- RE: ARP5**  
 Your Audit has been completed. ...  
 Tuesday 13th March 2018 | [Read Message](#)
- RE: ARP7**  
 Your Audit has been completed. ...  
 Tuesday 13th March 2018 | [Read Message](#)
- RE: ARP6**  
 Your Audit has been completed. ...  
 Tuesday 13th March 2018 | [Read Message](#)

[View all](#)
[Send Message](#)

**Notifications**

**ACTION REQUIRED** 42

- Return Overdue - 15 Mar 2016**  
 Pay As You Earn - February

>
- Return Overdue - 21 Mar 2016**  
 Value Added Tax - January - February

>
- Return Overdue - 15 Apr 2016**  
 Pay As You Earn - March

>

|< < 1 2 3 > >|

**REMINDERS** 6

- Return to be filed - 16 Apr 2018**  
 Pay As You Earn - March

>
- Return to be filed - 16 Apr 2018**  
 Withholding Tax - March

>
- Return to be filed - 15 May 2018**  
 Withholding Tax - April

>

|< < 1 2 > >|

**Your Watched Items**

View the progress of any items from your tracker that you are currently watching in the list below. Click the star icon to stop watching an item.

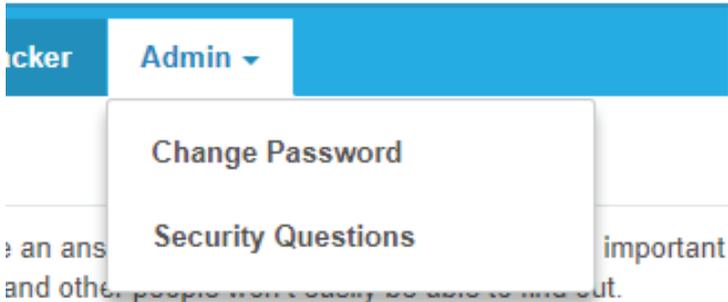
Description	Status
<b>REG185 - Taxpayer Registration Processing</b>	In Progress
<b>REG72 - Taxpayer Registration Processing</b>	In Progress
<b>REG70 - Taxpayer Registration Processing</b>	In Progress

[View all](#)

## I want to change my password or update by security questions

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You can update your TAMIS password and security questions through the **Admin** Tab



You'll also notice a blue tab with your user name at the top right-hand corner of the page. Hover over this tab to select options to update your account user information and security. This is also where you log out of your account.

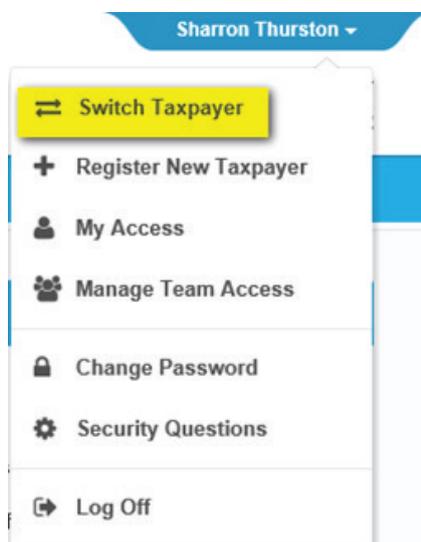
## Can I have access to more than one taxpayer?

---

Yes, as a web user you can be linked to more than one Taxpayer Identification Number (TIN)

You will choose which taxpayer is your default taxpayer. Each time you log in you will see the account homepage for this default taxpayer.

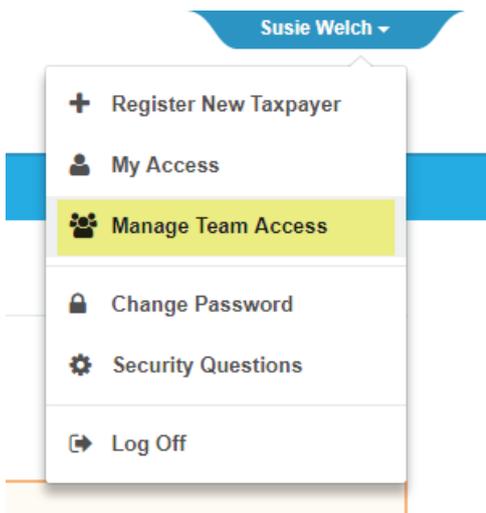
If you have access to more than one taxpayer through your TAMIS account, you will need to **Switch Taxpayer** and select the correct one before carrying out any transactions.



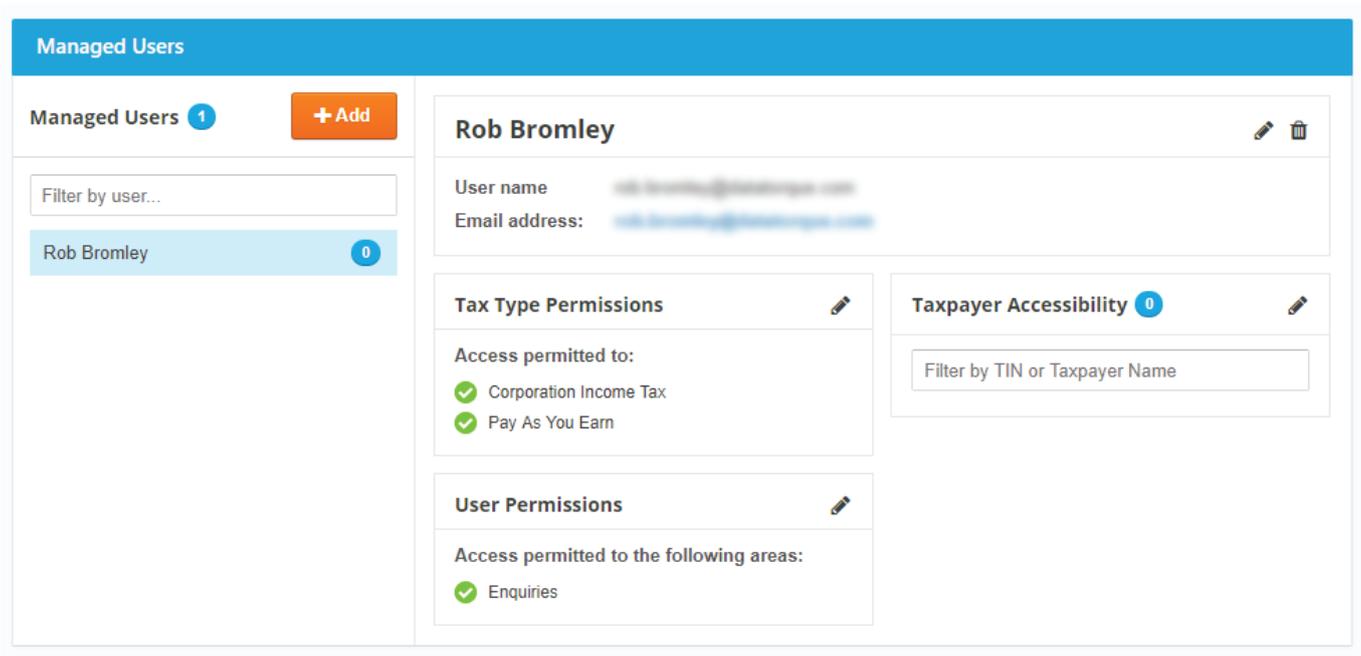
## Can I give access to my taxpayer accounts to other people?

Yes, you can add users to your online taxpayer accounts and select the e-services they may use and the tax types they have access to.

Click **Manage Team Access** under the blue tab

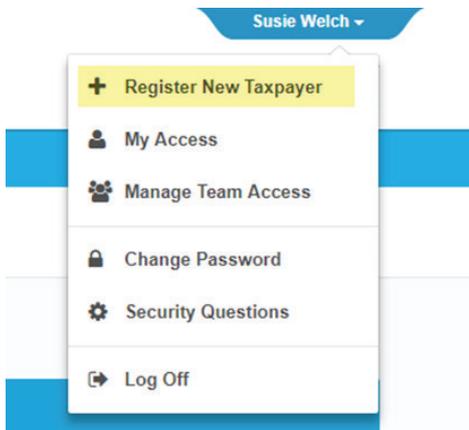


Once you have created a team member's user profile, you can view and edit their details and permissions. They will be able to log in to TAMIS and use e-services according to their permissions



# I want to register a new Taxpayer

You can register a new taxpayer by clicking Register New Taxpayer under the blue tab. This taxpayer will automatically be linked to your TAMIS account so you can manage their compliance.



It's important that you follow the registration instructions carefully. You will need to have the relevant TIN, banking and business information and documentation ready before you start.

- Incorporation documents (CAIPO)
- Business registration documents (CAIPO)
- Bank information
- Current TIN (VAT or Income Tax)
- Tax agent TIN (for taxpayers wishing to assign an agent)

Then it takes about 15 minutes to complete the online registration form.

**What Type of Registration?**

Before you start the registration process, we need to establish the type of taxpayer that best describes who you are registering.

**1. Registration type**  
Please select one option below that best describes who you are registering.

**I am re-registering a taxpayer already registered in eTax or VETAS.**

I am an authorised person or agent re-registering an individual taxpayer already registered in eTax or VETAS.  
*e.g. I am an employed person, self-employed person or as a company owner that is a sole trader/proprietor.*

I am an authorised person or agent re-registering a non-individual taxpayer already registered in eTax or VETAS.  
*e.g. I am an employee, director, partner, shareholder or trustee, etc. of a company, partnership, non-profit, or trust etc.*

**I am registering a new taxpayer**

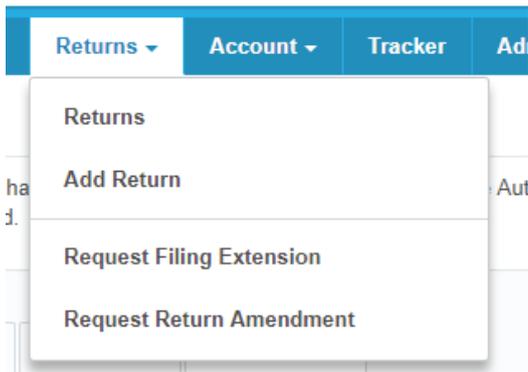
I am an authorised person or agent registering a new individual.  
*e.g. I am an employed person, self-employed person or as a company owner that is a sole trader/proprietor.*

I am an authorised person or agent registering a new non-individual entity.  
*e.g. I am an employee, director, partner, shareholder or trustee, etc. of a company, partnership, non-profit, or trust etc.*

Once you have submitted the form, a confirmation screen will appear and you will receive a reference number for your registration via email. If necessary a BRA officer will contact you to complete the registration process.

## I want to file a Return

To file a return for a taxpayer you are linked to, click on the **Returns** tab or click on the return in your Reminders section the home page and go to **Add Return**.



Select the tax type and period for which you want to create a return. Complete the form and provide the information requested, then submit it to the BRA.

**Return Filing**

2018 VALUE ADDED TAX MARCH - APRIL

Details > **Filing** > Documents > Submission

**Return**

101-4 VALUE ADDED TAX RETURN Page 1 of 3

**OUTPUT TAX (Value Added Tax on Taxable supplies made by you e.g. sales/income)**

Zero rated:	105	<input type="text"/>
Exempt supplies:	110	<input type="text"/>
Supplies of guest accommodation at 7.5%:	115	<input type="text"/>
Supplies of guest accommodation at 8.75%:	120	<input type="text"/>
Standard rated supplies at 15%:	125	<input type="text"/>
Standard rated supplies at 17.5%:	130	<input type="text"/>
Telecommunications at 22%:	135	<input type="text"/>

If you're unable to file a Return by its due date, you can submit a request for a Filing Extension via TAMIS. Not all Returns are eligible for an extension so check first that the return is eligible by filtering the fields on the Filing Extension Request page.

**Request Details**

Tax Type: \* Value Added Tax

Year: \* 2019

Return: \*

	PERIOD	DUE DATE
<input checked="" type="radio"/>	January - February	Mar 21 2019
<input type="radio"/>	March - April	May 21 2019
<input type="radio"/>	May - June	Jul 22 2019
<input type="radio"/>	July - August	Sep 23 2019
<input type="radio"/>	September - October	Nov 21 2019
<input type="radio"/>	November - December	Jan 21 2020

Reason: \* Natural Hazards

Upload supporting document: Attach file

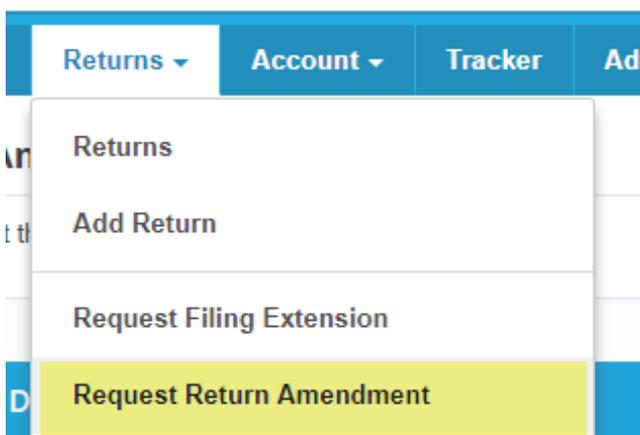
Additional explanation: Hurricane

Cancel Submit Request

Once you have submitted the Filing Extension Request, a confirmation screen will appear and you will receive a reference number for your request via email. This will enable you to track the status and outcome of the request.

## I want to request a Filing Extension

If any of the details in a Return are incorrect, you can request to amend the return via the Returns tab



Select the return you want to amend. Complete the form and provide details of the reason for the Amendment from the drop-down menu, and upload any supporting documentation.

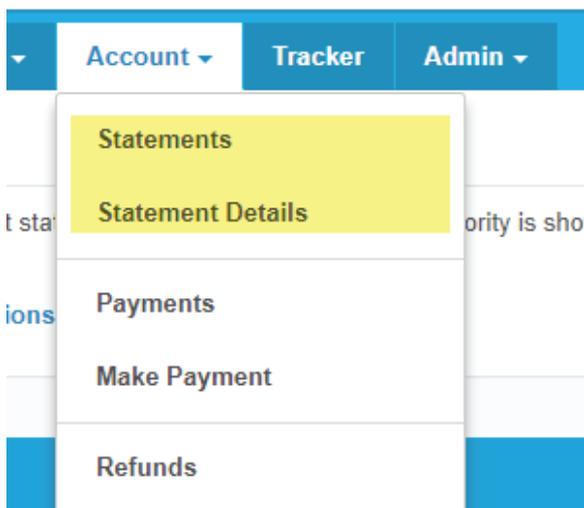
The screenshot shows a web form titled "Request Details" with a blue header. It contains the following elements:

- Amendment Reason:** A dropdown menu with "Incorrect figures stated" selected.
- Amendment Details:** A large empty text area for providing details.
- Instructions:** Text stating: "As part of your tax return you are allowed to upload any document that supports your tax return. The following types of files (and file extensions) are allowed:"
- Allowed File Types:**
  - PDF (.pdf)
  - Text Files (.txt, .xml)
  - Images (.gif, .jpg, .jpeg, .png, .bmp)
- File Size Limit:** "You will not be permitted to upload files greater than: 2.00 MB."
- Upload Attachments:** A label and an "Add files..." button.
- Navigation:** "Previous", "Cancel", and "Next" buttons at the bottom.

A confirmation screen will appear and you will receive a reference number for your Return Amendment Request via email. This will enable you to track the status and outcome of the request.

## I want to view a Statement of Account

Navigate to your tax Statements via **Accounts** tab



Provide the payment details and submit the form. This will generate an Electronic Payment Advice (EPA).

### Payments

**Payment Details**

**Outstanding Payments** Total Balance: **33,626.78** DR

Your outstanding payments are listed below. Please arrange payment for the full amount or select an amount that you are comfortable paying. If you have any concern about paying off these balances please [contact us](#) to discuss your payments options.

<input checked="" type="checkbox"/> SELECT	PAYMENT DUE DATE	TAX TYPE	YEAR	PERIOD	BALANCE	AMOUNT
<input checked="" type="checkbox"/>	<span style="color: red;">! Aug 22, 2016</span>	EXT	2016	July	1,425.78	1,425.78
<input checked="" type="checkbox"/>	Feb 21, 2019	EXT	2019	January	32,201.00	32,201.00

Account balances updated Apr 05, 2018

**Select a payment option**    **Payment Advice**

Please select either of the options below and then generate a payment advice.

**Payment Advice Details**

Pay by:                     Cash     Cheque     Card

Left to Pay:                \$33,626.78

Amount to pay: \*

## I want to get an EPA

When you submit a payment online, an electronic payment advice (EPA) will automatically be generated. A confirmation screen will appear, and you will also receive a confirmation email containing your payment advice number.

## Confirmation

Thank you for using our Tax Administration Management Information System.

✔ Your electronic payment advice has been successfully generated. A confirmation email has also been sent to your email address.

**Payment Advice Details**

Payment Advice Total:	33,626.78
Payment Method:	Cash, Card

Your payment advice number is 88.

It is highly recommended you print this payment advice number for future reference.

Please provide this number when you make any payments. It will help us to correctly identify this payment was made by you.

**What happens next**

You are reminded to make your payments in a timely manner to avoid incurring interest or penalties.

If you are paying by cash, we highly recommend that you visit one of our offices to make your payment. **Please do not mail us your cash.** We are not accountable for any money lost or stolen in the post and your account will remain unpaid.

[Back to Home](#)
[View Payments](#)

## Contact the BRA

If you are having trouble logging in or using the website, you can find the BRA's contact details on the TAMIS homepage.

### Need help?

If you are having difficulties with registration, logging in or would like help using any part of this website do not hesitate to contact us.

Our helpdesk hours are 8am to 4:30pm Monday to Friday (excluding public holidays).

Phone: **(246) 435-8200**

Email: **[tamis@bra.gov.bb](mailto:tamis@bra.gov.bb)**

If you are logged into your TAMIS account, you will see links and icons throughout the e-services sections to contact the BRA via the website. If you want to contact the BRA in relation to a specific existing item, go to your **Welcome** or **Tracker tab**, and select the item. Alternatively, you can start a new enquiry through the **Tracker** tab.

Welcome Returns Account Tracker Admin

### New Message

Enter the details of your enquiry below and submit it to the Barbados Revenue Authority.

#### Message Details

Subject: *	<input type="text" value="Nothing selected"/>
Tax Type:	<input type="text" value="Not Selected"/>
Year:	<input type="text" value="Not Selected"/>
Period:	<input type="text" value="Select a valid year"/>
Reference: *	<input type="text" value="New Enquiry"/>
Message: *	<input type="text"/>
Attachments:	<input type="button" value="Attach file"/>

The logo for TAMIS (Tax Administration Management Information System) features the word "TAMIS" in a bold, blue, sans-serif font. A stylized orange and blue circular graphic element is positioned behind the letter "A".

Tax Administration Management Information System

## **BARBADOS REVENUE AUTHORITY**

Treasury Building, Bridge Street, Bridgetown, St. Michael

### **Contact Us**

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

Tel: 535-8239

Fax: 436-3238

Website: [bra.gov.bb](http://bra.gov.bb)

*Tax made easy!*

Follow us for updates @BarbadosRevenueAuthority

