

Inland Revenue Division

Covid-19 Measures

In order to fulfill the provisions of the Public Health Regulations and to mitigate the risks associated with Global COVID 19 Pandemic, key services offered by the Inland Revenue Division can be accessed as follows:

1.0 Application for BIR number(s) or Account Number(s)

- Taxpayers are encouraged to utilize IRD's online services platform to apply for BIR number(s) or Account Number(s) at <https://etax.ird.gov.tt>

e-Tax

Login to your profile
You are not currently logged in to e-Tax
[Log In with ttConnect](#)

Non-Logged In Services

- Search for a Request
- Register for a BIR Number**
- Prepare a Return
- Upload Documentation
- Search VAT Status
- View Refund Status
- Calculate Stamp Duty

What's e-Tax?
e-Tax is a free service offered by the Inland Revenue Division that allows you to manage your taxes online. Once you log in, you can:

- View Balances and Expectations
- File Returns
- Generate Payment Slips
- View Correspondence
- ...and more!

Help Resources

- [View Our FAQ Page](#)
- [Call Us!](#)
- [Visit a Service Center](#)

- Please note that in person applications may take a longer time to process

2.0 Filing of Tax Returns

- Options available for the filing of Tax Returns include:
 - e-Tax Logged in Service

- e-Tax Logged in services require your tconnect ID and password. Additional information is available at <http://www.ird.gov.tt/etax/faqs>
 - E-Tax Non-Logged In Service:
 - Details on the e-Tax non-logged in service can be found at http://www.ird.gov.tt/etax/non-logged_in_returns/faqs
 - All signed Return Declarations Forms being submitted are to be lodged at any IRD office for processing to take place.
 - When making payments, taxpayers must generate the Payment Description Slip to ensure that their payments are accurately directed to the relevant tax accounts
 - Taxpayers who require information to file returns using the non-logged in service may email the following details to eTax@ird.gov.tt:
 - Name
 - BIR File number
 - Date of birth
 - Valid contact number
 - Address
 - Attach a copy of your National ID, Driver's Permit or Passport

Contact will be made to verify the information provided. Once verified, the information will be forwarded for completion of the tax return.
- Only Returns which are not accessible on e-Tax can be downloaded from IRD's website www.ird.gov.tt

3.0 Payment of Taxes

- Taxpayers must generate the Payment Description Slip after the return has been completed online. Please note that Declaration Forms are **not** be used for making payments
- Payments with cash or Linx can be made at the Cashiering Units of the Regional Offices
- Payments to the District Revenue Offices are to be made with cash and cheques only
- During the period of the Pandemic ALL Cheque payments are to be made via the Drop Boxes available at our offices (the information identified above are required in order to process your payment(s))

If you are not in possession of a Payment Description Slip please attach the following when making payments:

- BIR number
- Account number
- Payment type eg. PAYE, Health Surcharge, Business Levy etc.
- Payment period eg, March 2017, July 2018, 1st Quarter 2019
- Amounts to be paid for each period

This would ensure that payments are accurately reflected on your tax accounts

4.0 e-Tax Enquiries

- All e-Tax enquiries are to be made through our Call Centre at 800-TAXX (8299) and choosing Option 1.
- Taxpayers may also send queries to etax@ird.gov.tt

5.0 VAT Status letters

- Insurance companies are encouraged to utilize the “check VAT Status” option e-Tax to immediately get notification on the taxpayer’s VAT status
- In person requests for VAT status letters may take a longer time to process

6.0 Refunds

- Status of Refunds
 - Taxpayer may use the “Check Refund Status” option on <https://etax.ird.gov.tt>
 - Queries on refunds must be emailed to eTax@ird.gov.tt and the following information must be provided:
 - BIR Number
 - Tax type
 - Period of Refund
 - Expected refund amount
 - Contact number
- Application for VAT Bonds
 - Details on the application process are available at <http://www.ird.gov.tt/>

7.0 Taxpayer Education Sessions

- Requests for taxpayer education sessions must be emailed to support@ird.gov.tt

BE SAFE ~ AVOID PHYSICAL CONTACT UNLESS ABSOLUTELY NECESSARY AND WEAR MASKS WHEN ENTERING THE OFFICES OF THE INLAND REVENUE DIVISION