



ANY REPLY OR SUBSEQUENT REFERENCE SHOULD BE ADDRESSED TO THE  
FINANCIAL SECRETARY AND THE FOLLOWING REFERENCE NUMBER QUOTED:-

Telephone No. 92-28600-16  
Website: <http://www.mof.gov.jm>  
Email: [info@mof.gov.jm](mailto:info@mof.gov.jm)

**MINISTRY OF FINANCE**  
**30 NATIONAL HEROES CIRCLE**  
**P.O. BOX 512**  
**KINGSTON**  
**JAMAICA**

2012 December 17

**Circular No.41**

Division: Public Expenditure Policy Coordination  
File Number 107/125

Permanent Secretaries  
Heads of Departments  
Chief Executive Officers of Executive Agencies  
Chief Executive Officers of Public Bodies  
Chairmen of Boards

**Re: Electronic Filing of Employer's Annual Return – (S02)**

Permanent Secretaries, Heads of Departments, Chief Executive Officers and Chairmen of Boards are advised that your entity's Employer's Annual Return (S02) **must** be filed electronically using the Tax Administration Jamaica (TAJ) on-line facility established under the Payroll Amalgamation Project and accessible at <http://www.jamaicatax-online.gov.jm>.

When filing the return electronically you must ensure that the following information is correctly stated:

- employees' Taxpayer Registration Numbers (TRN); and
- employees' National Insurance Scheme (NIS) numbers.

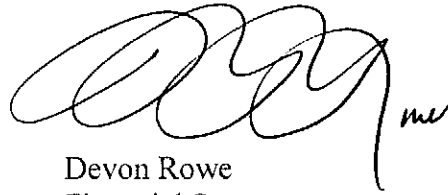
Ministries, Departments, Agencies and Public Bodies may seek the necessary assistance and clarification regarding the operations of the on-line filing facility from the TAJ Customer Care Centre at:

*Toll Free: 1-888-TAX-HELP (local)*  
*Toll Free: 1-888-GO-JATAX (USA)*  
*Telephone: (876)-786-0000*  
*FAX: (876)-902-9494*  
*Email: [taxhelp@taj.gov.jm](mailto:taxhelp@taj.gov.jm)*

Ministries, Departments, Agencies and Public Bodies that are serviced by the TAJ Large Taxpayer Office (LTO), may contact their assigned Client Relations Manager for assistance.

**Conclusion**

Permanent Secretaries, Chief Executive Officers, Chairmen of Boards and Heads of Departments must ensure that this Circular is brought to the attention of all relevant public officers in their Ministry, Department, Agency or Public Body.

A handwritten signature in black ink, consisting of several overlapping loops and a trailing flourish that ends in the letters 'me'.

Devon Rowe  
Financial Secretary