



Direct Payment Advice Form Version 2 (December 22, 2016)

Guidelines

1. Amount transferred must be equal to the total of ALL ENTRIES LISTED (only for Commercial Entries).
2. Payments that are successfully submitted during banking hours will be processed the same day.
3. Payments submitted **after** banking hours may be reflected the next day and will thereafter be processed.
1. After successful transfer of funds from your account, complete and E-mail copy of Direct Payment Advice Form to directpayment@jacustoms.gov.jm along with your confirmation receipt.

Payment Information

Payer Name: _____ Transfer Date: _____

Name on Bank Account: _____ Time of Transfer: _____

Sender's Bank: _____ Branch Address: _____

E-Mail Address: _____ Amount Transferred: _____

Transaction Information

Declaration Ref#	Port of Clearance	Importer Name	Importer TRN	Total Payable

For Internal Use Only

Confirmed by: _____ Revenue Officer ID/Signature: _____

Authorized by: _____ Supervisor ID/Signature: _____

Cashier Signature: _____

Re: **RTGS Payment Procedures for Customs Entries –**

Importer or Agent Procedures – (for Commercial declarations Only)

1. Identify the Declaration or C87entry/entries for which you intend to do a Direct Transfer payment to our account.
2. Complete the Direct Payment Advice form attached with accurate details and forward it to the e-mail indicated i.e. **directpayment@jacustoms.gov.jm**.
3. Initiate a RTGS/Online transfer payment from your Account to

Account Name: Jamaica Customs Agency

Co. Address: Myers Wharf Newport East, Kingston 15

Bank: Bank of Nova Scotia

Account #: BNS 43-16

Branch Transit: 50765

Bank address: Bank of Nova Scotia, Scotia Centre Branch, Corner Duke & Port Royal Streets, Kingston.

Include the declaration or entry locator # in the RTGS Detail/description field on the form provided by your bank (e.g. **JMKCT 2016 C 1243....**) and ask your bank to ensure that the information is transferred with the payment.

4. E-mail Customs Advice form to directpayment@jacustoms.gov.jm. Along with payment confirmation received from your bank.
6. Await Customs confirmation that the sums have been received in our account, after which you the transaction will be updated to paid status within ASYCUDA World.
7. Please ensure that transfers are made for the **exact amount due** and payment finalized with banking hours.