



# Jamaica Customs Agency

## Direct Payment Advice Form Version 1.1 (December 22, 2016)

### Guidelines

1. Amount Transferred must be equal to Total of ALL ENTRIES LISTED (only for Commercial Entries).
2. Payments that are successfully submitted will be processed same day.
3. Payments submitted **after** banking hours may be reflective the next day and will thereafter be processed.
4. After successful transfer of funds from your account, complete and E-mail copy of Direct Payment Advice Form to [directpayment@jacustoms.gov.jm](mailto: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
			Grand Total Transferred	

### For Internal Use Only

Confirmed by \_\_\_\_\_ Revenue Officer  
ID/Signature \_\_\_\_\_  
Authorized by \_\_\_\_\_ Supervisor  
ID/Signature: \_\_\_\_\_  
Cashier Signature \_\_\_\_\_

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

**Importer or Agent Procedures – for C87 Entries Only**

1. Identify the Declaration or C87e entry/entries for which you intend to do an 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.