



Jamaica Customs Agency

Direct Payment Advice Form

Guidelines

1. Amount Transferred must be equal to total of all entries listed (only for Commercial Entries).
2. Entries listed must be confirmed as passed for payment and require no further adjustment.
3. Entries must be presented for endorsement on the date of transfer.
4. Payments that are successfully submitted before 12 noon will be processed for the same date, payment submitted after 12 noon maybe updated the next working day.
5. After successful transfer of funds from your account, complete and E-mail copy of Direct Payment Advice Form to directpayment@jca.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

Customs Registration # / 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 C87 entry/entries for which you intend to do an RTGS or direct payment to our account. Ensure each entry status is 'passed for payment' or the payment due is final.
2. Complete the Direct Payment Advice form attached with accurate details and forward it to the e-mail indicated i.e. directpayment@jca.gov.jm.
3. Initiate a RTGS 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. C 1243/CEK870....) and ask your bank to ensure that the information is transferred with the payment.

4. E-mail Customs Advice form to directpayment@jca.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 may proceed to the Customs House Collections area to have your entry endorsed.

7. Please ensure that transfers are made for the exact amount due and payment finalized with a 24 hr period. Where payments are confirmed the entry is to be presented for endorsement immediately.