

Direct Payment Advice Form Version 2.0

Guidelines

1. Amount transferred must be equal to the total of Assessment submitted, Declarations Listed or the Specific Customs payment instruction instrument.
2. Payments that are successfully submitted during banking hours will be processed the same day.
3. Payments submitted after banking hours or Bank's cut off period may be reflected 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@jca.gov.jm along with your confirmation receipt.

Payment Information

Payer Name	Date of Transfer	Time of Transfer	
Name on Bank Account	Branch Address		
Sender's Bank	Amount Transferred		
E-Mail Address	Receiving Account	BNS**4316	NCB**4843

Transaction Information

Document Type	Declaration Ref# / Document Ref#	Port of Clearance / Customs Office	Importer Name	Importer TRN	Total Payable
Grand Total Transferred					

For Internal Use Only

Confirmed by	Revenue Officer ID/Signature
Authorized by	
Cashier Signature	Supervisor ID/Signature

/// Direct Payment/RTGS Payment Instructions

Importer or Agent Procedures

1. Identify the type of customs payment you wish to make and confirm the exact amount of payment due.
2. Using your online banking platform or in branch request prepare a local transfer or ACH/RTGS transfer of the amount required to the either one of the JCA Bank account listed below, that is most convenient to you.
3. Complete the Direct Payment Advice form (page1) with the accurate details and send it to the e-mail directpayment@jca.gov.jm.

Completing the Direct payment Advice form:

4. The "Payment Detail" section of the form should include banking details for the transfer to help us identify your payment in the specified JCA account.
5. The "Transaction Information" section tells us how to apply the payment. It require you to:
 - a. select the document being Paid
 - b. insert a reference# (declaration ref, ADA Account, Offence number, document ref number provided by Customs)
 - c. Identify the Port/Clearance Office
 - d. TRN of Importer/Consignee
 - e. Total for each item being paid
 - f. Grand total of all items paid
6. Bank Account details for BNS/ NCB Transfers

Account Name: Jamaica Customs Agency

Account Address: Myers Wharf Newport East, Kingston 15

Bank	ScotiaBank Jamaica	National Commercial Bank
Account Number	000004316	062334843
Bank Address	ScotiaBank Center, Corner Duke & Port Royal Streets, Kingston	Duke Street Branch, 27 Duke Street, Kingston
Branch Transit	50765	0 0 0 1 0
SWIFTCODE	NOSCJMKN	JNCBJMKX

Include the Customs Document Ref # in the RTGS Detail/description or notes field on the form provided by your bank (e.g. JMKCT 2023 C 1243....) and ask your bank to ensure that the information is transferred with the payment.

7. E-mail the completed Direct Payment Advice form along with payment confirmation received from your bank to directpayment@jca.gov.jm.
8. Await Customs e-mail confirmation that the sums transferred have been updated to our bank account. The transaction will then be submitted to a Cashier and updated as paid within ASYCUDA World, in an average 10-15 minutes window.
7. Advice your Broker/Authorized Agent to proceed to the next step in clearance, once the document payment status has been updated.
8. Your Official receipts may be picked up at the Customs House Head Office-Collections Unit in Kingston or Montego Bay.

NOTE

Please ensure that transfers are made for the **exact amount due, the Customs reference numbers included are correct** and payments are finalized before the Bank's cut-off period.

Payments will only be updated for amounts credited to our Bank Account. Therefore if the sum is not posted by the bank we will not be able to provide a confirmation.

You may call our offices at (876) 922-5140-8 ext. 1311, 1310, 2942, 2941, 1138 for queries about your payment.