



# Jamaica Customs Agency

## Direct Payment Advice Form Version 1.1

### 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](mailto:directpayment@jca.gov.jm) along with your confirmation receipt.

### Payment Information

Payer Name:  
Name on Bank  
Account:

Transfer Date:

Time of Transfer:

Sender's Bank:

Branch Address:

E-Mail Address:

Amount Transferred:

### Transaction Information

Declaration Ref# or Document Reference #	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 \_\_\_\_\_

Supervisor  
ID/Signature: \_\_\_\_\_

Cashier Signature \_\_\_\_\_

Re: **Direct Payment/RTGS Payment Instructions**

**Importer or Agent Procedures**

1. Identify the Assessments/Declaration registration #s or Document Reference #s for which you intend to do a Direct Transfer payment to our account.
2. Complete Page 1 of 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/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 Type: Chequing**

**Account number: 4316**

**Branch Transit: 50765**

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

(Use zeros as filler before the number to meet the number of digits required)

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.

4. E-mail the completed Direct Payment Advice form to [directpayment@jca.gov.jm](mailto:directpayment@jca.gov.jm). along with payment confirmation received from your bank.
6. 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. 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.

9. Your Official receipts may be picked up at the Customs House Head Office- Collections Unit where it was paid, either in Kingston or Montego Bay respectively.

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

*You may call our offices at 876-922-5140-8 ext 2012, 2068, 2003, or 2001 for queries about your payment.*