



## INSTRUCTIONS FOR FILLING OUT BELIZE TAX SERVICE REGISTRATION FORM 100

**Business Entity:** Place an (X) in the applicable box to identify whether the business is a Company, Partnership, Sole Proprietor, NGO's or any other type of organization.

### **A. General Information:**

1. Enter the Business Registration Number (as per Companies Registry Certificate)
2. Enter the Business Registration Date (as per Companies Registry Certificate)
3. List **all** business activities engaged in - (Supermarket, Hardware Store, Hotel...) Rank activities according to volume of Revenue.
4. Enter date the business started operating.
5. Enter date the taxable activities started
6. Enter the total value of all Revenue/Sales (do not include Capital Goods)
7. Enter the total Gross Sales from Primary Activity alone.

### **B. Taxpayer Information: Sole Proprietor**

1. Enter the Taxpayer Identification Number – NB if the business is registered for General Sales Tax or Income Tax, kindly use TIN already assigned
2. Enter the 9-digit Social Security Number and/or Passport Number
3. Enter the name of the owner of the business (Surname, then First and Middle Names)
4. Enter the maiden name of the owner – if applicable
5. Enter the name in which the business operates if different from B3 above
6. Enter the address where the applicant resides
7. Enter a phone number where the applicant can be contacted at all times
8. Enter the date, month and year the applicant was born. Enter the applicant's place of birth.
9. Enter whether you are single, married, common-law, divorced, separated or widowed

### **C. Taxpayer Information: Company**

1. Enter the Registered Name of Company that appears on the Company's Certificate
2. Enter Trade Name if different from Company Name
3. Enter the full street address of the business: If the property is not numbered – please give the name/description of the building. **DO NOT USE POST OFFICE BOX NUMBERS**
4. Enter address where you prefer mails to be delivered (PO Box or other address)
5. Enter the telephone number at which the Department can reach you during working hours
6. Enter the fax number at which correspondence may be faxed to you
7. Enter cell phone number(s) at which the Department can reach you
8. Enter the email address at which the Department can reach you
9. State the name of the person authorized to do business on the company's behalf (E.g. Financial Controller/ Accountant/Manager/Partner...)
10. State the title/position of the Representative stated above

### **D. Revenue Information**

Questions 1-7 tick appropriate box (**for GST**)

1. State whether or not the expected taxable supply (total taxable revenue - for GST) for the next twelve (12) months to exceed \$75,000.
2. State whether or not the expected monthly taxable supply (total monthly revenue - for GST) to exceed \$6,250. Monthly for the next four (4) months
3. State whether or not the business manufactures/produces/sells zero rated goods and services – eg. Farming
4. State whether or not the business earns income from exempted services – eg. Hotel accommodation...
5. State whether or not - even though the expected monthly taxable supply for GST is below the threshold (\$6,250) – you still request to be considered for registration. **The Commissioner of GST MAY register a person who is below the threshold** – registration is not guaranteed
6. State whether at least 80% of your sales are from Exportation
7. State whether you import goods/materials for your business

Questions 8 tick appropriate box

8. State whether or not you operate from more than one location. Attach a list detailing the name and physical address of each location. A registration certificate will be prepared for each location where taxable activities are conducted.

### **E. Owner/Shareholder Information**

Prepare and submit list of each partner, owner, shareholder or Director involved in the business

### **F. Bank Information**

Prepare and submit listing of all accounts used by the business, including the branch and type of account

### **G. Employment**

Tick the appropriate box as necessary. Answer the questions that pertains to this business.

Prepare and submit listing of employees for the business

### **Declaration**

State name and sign accordingly: noting that it is an offense to make a false declaration