



BELIZE TAX SERVICE DEPARTMENT (BTSD)

NOTICE TO THE GENERAL PUBLIC

PAYE, CONTRACT TAX AND GST FILING REQUIREMENTS

The Director General hereby notifies Taxpayers of our new requirement as it relates to the PAYE, Contract Tax and GST filing and payment.

With immediate effect, taxpayers are required to submit a listing as follow:

PAYE

- A listing of all employees, whether taxable or non-taxable, include their TIN, name, emoluments, and tax withheld where necessary (The template is **labelled PAYE** and can be retrieved from BTSD website.)
- All employees must have a Tax Identification Number (TIN), Employers are required to register all new employees prior to making monthly submission.
- All employers are required to submit the template **even if there are no taxable employees.**

Contract Tax

- When filing online enter the names of all contractors, include their TIN, address, revenue received and 3% tax withheld.
- Taxpayers who are filing at the office will bring in the **BTS 250**(template can be retrieved from BTSD website)

GST

- All taxpayers are required to submit their Sales and Purchases ledgers in excel format (template can be retrieved from BTSD website **BTS210a and BTS210b**)
- Taxpayers who are paying at the office will need to email the sales and purchase ledger to the email provided.(template can be retrieved from BTSD website **BTS210a and BTS210b**)

The templates can be accessed from the BTSD website using the link <https://bts.gov.bz/forms/>

Taxpayers are being encouraged to utilize our **ONLINE SERVICES** [Irisbelize.bts.gov.bz](https://irisbelize.bts.gov.bz) IRIS Belize e-portal to create your online account to file and make payments online.

'Effortless, Easy and Electronic tax services for Everyone'

- To activate your online account call us at:

(Belize City)

- Telephone # 613-8375, 613-2773, 613-4711, 614-5731
- onlineaccounts_bz@bts.gov.bz

(Corozal)

- Telephone # 613-6108, 614-1747
- onlineaccounts_czl@bts.gov.bz

(Orange Walk)

- Telephone # 615-4801, 613-6326
- onlineaccounts_ow@bts.gov.bz

(San Pedro)

- Telephone # 610-2789, 613-7263
- onlineaccounts_sp@bts.gov.bz

(Belmopan)

- Telephone # 613-3465, 613-3411
- onlineaccounts_bmp@bts.gov.bz

(San Ignacio)

- Telephone # 613-8738, 615-8702
- onlineaccounts_sig@bts.gov.bz

(Dangriga)

- Telephone # 613-9817, 613-9468
- onlineaccounts_dng@bts.gov.bz

(Punta Gorda)

- Telephone # 613-6155, 613-348
- onlineaccounts_pg@bts.gov.bz

(For Large Taxpayers)

- Telephone # 610-3668, 613-6347, 613-8613
- onlineaccounts_lto@bts.gov.bz

**DIRECTOR GENERAL
BELIZE TAX SERVICE DEPARTMENT
OCTOBER 20th, 2023**