

What is an e-service?

"e-Service" is a term used to describe facilities that enable individuals and organisations to communicate and conduct business with the Inland Department (IRD) electronically.

What e-services are offered by the IRD?

The IRD currently offers the following e-services:

- e-Filing: This enables taxpayers to file their tax returns by using their home or office computer to connect with the IRD's website.
- e-Payment: Allows for taxes, licences, fees and other charges collected by to the IRD to be made by electronic bank transfer, credit, debit or mastercard.

What taxes are available on the e-services portal?

Currently the following taxes and charges may be filed and paid using e-services:

- Coastal Levy
- Island Enhancement Fund (E-Fund)
- Hotel & Restaurant Tax
- Insurance Premium Tax
 - Insurance Registration Fee
 - Property Tax
 - Travel Tax
- Tourism Development Levy
- Unincorporated Business Tax
- Value Added Tax
- Withholding Tax



In the future the following taxes and charges will be added:

- Business & Occupation Licence
- Driver's Licence
- Motor Vehicle Licence
- Corporate Income Tax

Why use e-services?

By using these services, the filing of returns and payment of taxes and fees online may be done with ease and comfort from anywhere in the world. You will also reap the benefits of:

- Saving time
- Convenience
- 24/7 Service
- Efficiency
- Security
- Privacy
- Accuracy

How secure are e-services?

The Inland Revenue Department has taken every precaution to ensure the security of your information. Only persons approved by you will have access to your confidential information. The e-services platform is therefore more secure than mailing a tax return or payment. An e-file return is encrypted to prevent any access to data as it moves between your computer and the Inland Revenue Department.

How do I register for e-services?

To apply for any of the aforementioned services, you should visit the IRD and present the following:

- A completed application form
- Two valid IDs
- An e-mail address
- A completed authorisation from (applicable where another person is acting on your behalf).

When all the prerequisites are met, a unique user identification and password will be generated. This will be issued in a letter, which will also contain the taxpayer's login details and IRD's website URL details.

Can I register online for e-filing?

Yes, you can access the necessary forms via the IRD's website, www.skknird.com but you must visit the IRD's offices to have your identification verified. This is a security measure to safeguard you and your information.

Is it compulsory to file and make payments using e-services?

The Tax Administration Act allows for the Comptroller to designate that taxpayers must file and pay electronically. Eventually it will become mandatory that all taxpayers file and pay online.

Can I register for e-services and pay online on the same day?

Yes, you can use e-services as soon as you have completed the registration process.

Can I cancel my e-Filing registration?

Yes, you may cancel your e-registration once your business has been officially deregistered by the Department.

At what point would my e-filing submission be considered to be late?

Submissions will be considered late if they are received after 11:59 PM Eastern Caribbean Time on the due date; usually the 15th of each month or quarter, based on the filing dates of the specific tax.

If I make a mistake in my e-filing, what can I do?

Where an error is made on any tax return, you are required to fill out a Disclosure of Errors Form and submit it to the Inland Revenue Department.



**SAINT CHRISTOPHER AND NEVIS
INLAND REVENUE DEPARTMENT**

USING E-SERVICES

This brochure has been prepared by the Saint Christopher and Nevis Inland Revenue Department. If after reading you require additional information, see contact details on back panel.

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St. Kitts and Nevis Inland Revenue Department



**Building Our Nation
Through Responsible
Tax Administration**