

# ALTERNATIVE **PAYMENT** OPTIONS

This leaflet is not a substitute for the law.

# About GRA's Alternative Payment Options

The Guyana Revenue Authority (GRA) continues to assist the public on various issues to ensure tax compliance. The purpose of this brochure is to offer guidance regarding the payment of taxes online.

Taxpayers desirous of paying their taxes in a faster, secure and convenient way can do so by utilising various online banking and mobile facilities.



## Who We've Partnered With

The GRA has engaged with commercial banks and other agencies to provide online and mobile payment options to all taxpayers. Both the online and mobile banking facilities will allow a taxpayer to transfer money from their account to the GRA, at their convenience.



### DEMERARA BANK

Taxpayers must have a deposit account with the bank, to pay taxes/ fees through the online banking service.



### MOBILE MONEY GUYANA (MMG)

Taxpayers desirous of paying taxes via MMG must have a mobile phone connected to GTT only.



### GUYANA BANK FOR TRADE & INDUSTRY (GBTI)

To use the facility at GBTI, the taxpayer must first have a deposit account with the Bank and then subscribe to direct banking on its website [www.gbtibank.com](http://www.gbtibank.com)



### Western Union's Bill Express



### Republic Bank Guyana

Visit Republic Bank's website at [www.republicguyana.com](http://www.republicguyana.com) for assistance on signing up.

# Get Started with GRA's Alternative Payment Options

Any person who has a deposit account with any of the banks mentioned, and has registered for the online banking/e-banking facility with their respective banks, can now register for payment of taxes/ fees to the GRA.

If you have never registered for e-banking/online banking then you may visit your bank's respective website to do so.

Registration forms can be obtained from the respective bank or downloaded via their website.

To register with any of the alternative payment options, you'll need the following documents:

- Valid form of Identification (ID Card | Passport)
- Taxpayer Identification Number (TIN)



## Websites you can visit

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**Republic Bank**      [www.republicguyana.com](http://www.republicguyana.com)

**Demerara Bank**      [www.ebanking.demerarabank.com](http://www.ebanking.demerarabank.com)

**Guyana Bank for  
Trade & Industry**      [www.gbtibank.com](http://www.gbtibank.com)



## Locations you can visit

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**MMG**      Any of GTT's Mobile Money Guyana outlets

**Western Union's  
Bill Express**      Any location nearest you

# **Registering with Demerara Bank**

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Taxpayers signing up with Demerara Bank to pay their taxes must have an account with the bank, and are required to complete an application form.

To download the form visit their website. [see– pg.3](#)

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## **The Registration Process**



### **Application Form**

The Form must be completed and submitted with the National Identification Card (ID Card) and a personal email address.



### **Processing Time**

Within 24hours, the bank will process the application and email a USER ID and DEFAULT PASSWORD to the applicant.



### **Login**

After subscribing, proceed to login by visiting Demerara Bank's website, enter the User ID and Default Password given. Click Submit. Once prompted, you can choose a new password.

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Once completed, you can proceed to register for the payment of taxes or your motor vehicle fees to the Guyana Revenue Authority.

# Payment Process for Taxes | Motor Vehicle Fee - Demerara Bank

After completing the registration process, you can proceed to make payments by following the below guidelines:



Click on bill payment to add the new Payee. The list of billers /organisations (GPL, GWI, GRA, etc) will be displayed in a drop-box, select GRA.



Enter your Taxpayer Identification Number (TIN), click submit.



Select '**Bills**' at the left-hand corner of the screen in order to enter the amount which you be debiting from your account,



A drop-box will appear showing all the categories of taxes you can pay online. Select you tax type.



Select the Year of Assessment (YA) when making payments for outstanding taxes.



Submit to complete the transaction . For confirmation, click **Pay this Bill**.

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# Registering with GBTI

To use the facility with Guyana Bank for Trade & Industry (GBTI), the taxpayer must first have a deposit account with the bank, and subscribe to direct banking.

Visit their website to sign-up. [see– pg.3](#)

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## The Registration Process



### Enter Login Details

The taxpayer must first enter their National ID Card Number and Password. Select [Customer Information File](#)



### Add Guyana Revenue Authority

Click on [Bill Payments](#) to add the Guyana Revenue Authority (GRA) as the new biller.



### Taxpayer Identification Number

Enter the Taxpayer Identification Number (TIN) in the section '[Account Number with Biller](#)'; a one word nickname will also be required. After submitting this information, confirm if correct, or change if amendments are needed.



### Complete Authorisation

Complete a [Transaction Initiation Authorisation](#) by entering the corresponding characters for your transaction password. Enter the [PIN](#) of three character in boxes to match with the three numbers above the boxes. Click [Submit](#)



### Registration Complete

If '[Bill Registration Successful](#)' appears, click [OK](#) to successfully register to GBTI's online banking service.

# Payment Process for Taxes | Motor Vehicle Fee - GBTI

When registered the Taxpayer can proceed to pay taxes/ fees by following the under-mentioned guidelines:



Click on **Bill Payment tab** at the top of the screen. Select your **Customer Information File**. **Add** Guyana Revenue Authority.



Choose the account to be debited and input the relevant abbreviation for the tax/fee you wish to pay (ensure no spaces/ dashes are included).



To complete the transaction, enter the payment amount, click **submit**.



Confirm if the information was correctly entered or change if you want to make any amendments. A reference number and details of the transaction will appear, if information is accurate. Click **OK**.



The transaction was **successfully completed** will appear.

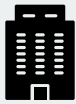
# Registering with MMG

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Taxpayers desirous of paying taxes via Mobile Money Guyana (MMG) must have a mobile phone connected to GTT only.

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## The Registration Process



### Visit the Office

Visit any MMG Office with your mobile phone and National Identification Card (ID Card)



### Activate Account

To activate account/ wallet, the taxpayer must make an initial deposit of G\$500



### Confirmation of Registration

MMG will send a text message confirming registration and issue the taxpayer with a **Personal Identification Number (PIN)**. On receipt of text, the taxpayer will then be able to make payments for taxes and their motor vehicle fee. **Service fees may apply.**

**NOTE:** Deposits should be made on a regular basis to keep account / wallet active.

# Payment Process for Taxes | Motor Vehicle Fee - MMG

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Dial \*123#



Select **Pay Bills** by entering the corresponding number, e.g., the number two (2) for pay bills.



Select your biller category, for example, if you wish to pay taxes, you should select the corresponding number for GRA Taxes. Select Biller, to pay the respective taxes or fees.



Enter your TIN, Year of Assessment and amount to be paid.



Confirm the amount to be paid by entering the same amount. **Service charges may apply.**

**NOTE:** When the transaction is completed, MMG will send a text with details of payment.

# **Local Bank Transfer Payment** **Option**

Taxpayers are advised to utilise the following bank information when making wire and electronic transfer payments of duties and taxes to the Guyana Revenue Authority:

## **REPUBLIC BANK LTD:**

|              |   |
|--------------|---|
| Beneficiary: | Guyana Revenue Authority                  |
| Address:     | 200 - 201 Camp Street, Georgetown, Guyana |
| Account #:   | 962-356-544-639                           |
| Bank:        | Republic Bank Ltd.                        |

## **GUYANA BANK FOR TRADE & INDUSTRY (GBTI)**

|              |   |
|--------------|---|
| Beneficiary: | Guyana Revenue Authority                  |
| Address:     | 200 - 201 Camp Street, Georgetown, Guyana |
| Account #:   | 001009740015                              |
| Bank:        | GBTI                                      |

## **DEMERARA BANK LIMITED**

|              |   |
|--------------|---|
| Beneficiary: | Guyana Revenue Authority                  |
| Address:     | 200 - 201 Camp Street, Georgetown, Guyana |
| Account #:   | 4019170                                   |
| Bank:        | Demerara Bank Ltd.                        |

# International Bank Transfer Payment Option

Taxpayers making tax payments to the Guyana Revenue Authority via international wire transfer, can do so via GRA's Bank of Guyana Account. *Taxpayers should note that all related charges will be borne by them.* As such, it is necessary to ensure that adequate balances are inputted to facilitate these transfers.

|              |   |
|--------------|---|
| Beneficiary: | Guyana Revenue Authority                      |
| Address:     | 200 - 201 Camp Street, Georgetown, Guyana     |
| Account #:   | 0162500447001 (Official GRA Internal Revenue) |
| Bank:        | Bank of Guyana                                |
| Swift Code:  | GUBAGYGG                                      |

## Correspondent Bank

|                  |  |
|------------------|--|
| Bank's Name:     | Citibank New York, New York                    |
| Bank's Address:  | 111 Wall Street, New York, New York. 10043, SA |
| Swift Code:      | CITI US 33                                     |
| Name of Account: | Bank of Guyana                                 |
| Account #:       | US A/c 3614 9894                               |
| ABA #:           | 021000089                                      |

# Notification of Payments

Notifications of payments should include:

- Taxpayer Identification Number
- Tax Type,
- Period, and
- Proof of Payment.

This information should be sent to [bankpayments@gra.gov.gy](mailto:bankpayments@gra.gov.gy) and copied to [tinniss@gra.gov.gy](mailto:tinniss@gra.gov.gy) and [mballiram@gra.gov.gy](mailto:mballiram@gra.gov.gy).

For additional information or clarifications, please contact us at (592) 227-8222, Ext. 1037.

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## ABBREVIATIONS

CT

IIT

PAYE

IPT

MVL

VAT

## TAX | FEE MEANING

Corporation Tax

Individual Income Tax

Pay As You Earn

Individual Property Tax

Motor Vehicle Licence

Value Added Tax

## ABA#

An ABA number is the three sets of numbers on the bottom of your cheque, from left to right, that identify (1) the financial institution via a nine-digit routing number from the American Bankers Association, (2) bank account number, and (3) check number.



Guyana Revenue Authority  
Communication & Tax Advisory Services Division  
Smyth & Princes Sts., Georgetown, Guyana  
225-5061 ext: 2200-2212  
[taxadvisory@gra.gov.gy](mailto:taxadvisory@gra.gov.gy) | [publicrelations@gra.gov.gy](mailto:publicrelations@gra.gov.gy)

