



Government of the Republic of Trinidad and Tobago

Ministry of Finance
Inland Revenue Division

FOR IMMEDIATE RELEASE

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MEDIA RELEASE

INLAND REVENUE DIVISION INTRODUCES NEW SERVICE FOR EMPLOYERS TO PREPARE AND FILE PAYE ANNUAL RETURNS & TD4 SUPPLEMENTARY FORMS ONLINE

The Inland Revenue Division (IRD), has introduced a new service that allows Employers to file their PAYE Annual Return, TD4 Supplementary Forms / TD4 Certificates and IT 76 Forms, on its e-Tax platform.

Employers must submit the Annual PAYE Form on <https://etax.ird.gov.tt> using either:

- i. logged in or
- ii. non-logged in option

Non Logged-In users will be required to print, sign and submit the declaration to any IRD office.

Employers are required to attach details of the TD4 Supplementary Forms in the format specified at <http://www.ird.gov.tt/payee/annualreturn> or may choose to manually enter the TD4 Supplementary Forms details. **Employers will no longer be required to submit signed and stamped printed copies of the TD4 Supplementary Forms.** Please note that hard copy PAYE Annual Forms and TD4 Supplementary Forms will no longer be accepted by IRD from employers for the years **2018** and onwards.

Employers will be able to generate TD4 Supplementary Forms for their employees using the approved TD4 templates. Details on this new service can be accessed at <http://www.ird.gov.tt/payee/annualreturn>.

Employers are reminded that all employees must receive two (2) copies of the stamped and signed TD4 Supplementary Forms and all employees must have a BIR number.

The due date for submission of PAYE Annual Returns, TD4 Supplementary Forms and IT 76 Forms for **2020** has been extended to **March 31, 2021**.

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