



# Taxpayer Registration Form - Individual

## Instructions & Guidelines

You need to register with the Guyana Revenue Authority (GRA) to get a Taxpayer Identification Number (TIN) if you:

- earn any money
- open a bank account or to do any other financial transaction
- conduct any business with a government entity or private sector
- need to process the estate of someone who has died

The TIN is a unique number that you will use for life. There is no need to change or replace your TIN.

Fill out and submit this Form if you require a new TIN or some information about you has changed. You can apply at GRA's main office or any of our branches.

### Explanation of terms

#### Header

Sub-Section	Term	Description
	Individual/Estate TIN	Enter the TIN if you are making changes to your existing registration information.
	Amendment	Tick this box if you are making changes to your existing registration information.

#### Section A: Personal Information

Sub-Section	Term	Description
	Nationality	A national is generally regarded as an individual who holds the nationality or citizenship of a particular State. Enter the name of the State you are a national of.
	Resident/Non-Resident	Tick the Resident box if you spend 183 days or more in Guyana in the year.  Tick the Non-Resident box if you spend less than 183 days of the year in Guyana.
	Domiciled/Not Domiciled	Tick the Domiciled box if you reside in Guyana with the intention of residing permanently in this country. Tick this box if you were born and live in Guyana.  Tick the Not Domiciled box if you do not permanently reside in Guyana.
	Ordinarily resident/Not Ordinarily resident	
<b>Contact Information</b>		
	How would you prefer us to contact you?	The GRA will send you notifications and reminders on occasion. Indicate here how you prefer to be contacted.
<b>Miscellaneous</b>		

	Are you currently employed/working with someone?	<p>Tick the Yes box if you are employed at a business, government agency or other entity, or if you work for someone.</p> <p>Tick the No box if you are not working for an organisation or person. Tick the No box if you work for yourself (you have your own business).</p>
	Occupation/Profession	What is your position? What do you do to earn an income?
	Do you currently work for the state?	Tick the Yes box if you work for the government, for example, in a ministry, police force, school or other government entity?
	If you have multiple income sources, which is higher?	<p>You may receive income from a number of sources:</p> <ul style="list-style-type: none"> <li>- self – employment, that is, if you work for yourself (have your own business)</li> <li>- salary and wages, that is, if you work for someone else (they pay you)</li> <li>- pension or investments</li> </ul> <p>Tick from which of these sources you get the most money.</p>

Section D: To be completed if Estate TIN

Sub-Section	Term	Description
	Executor's/LPR's TIN (if known)	Indicate the TINs of the person(s) or organization(s) that is the executor or legal personal representative for the deceased person's will.