



The deadline for filing TD4's for the basis year 2022 is February 28, 2023

Below are the listed Online Requirements

1. It is mandatory that employers having **more than 25 employees** file their PAYE Reconciliation via IRIS Belize Portal.
2. When filing out the **PAYERECON Template** it is required to enter The Tax Identification Number (**TIN**) and social security number for **each** employee. (The nine digits for the social security number are necessary since our system will reject any without the nine digits). The PAYERECON Template **must** include all employees whether taxable or non-taxable. (Template can be found on our website www.bts.gov.bz labelled **PAYERECON**)
3. The Belize Tax Service Department can assist you with Tax Identification Number for the employees for whom you submitted a TD4 supplementary last year. The form BTS101 should be filled out **COMPLETELY** for any employee who does not have a TIN. The form can be accessed on our website www.bts.gov.bz which should also accompany a copy of their valid social security card. (**Expired social security cards will not be accepted**).
4. Employers are required to ensure that all **monthly PAYE submission** has been entered in their tax account.
5. If any withheld taxes were paid after the due date, penalties and interest would have accrued and therefore, all such amounts would need to be paid before your TD4's can be processed. Any outstanding taxes withheld should be paid before processing can begin.
6. Please be informed that if all supporting documents are not attached to the **online** submission this may result in a delay of the processing of your employees' returns.

Note for your employees when filing employee return: The Belize Tax Service Department take this opportunity to invite employees, to get registered and utilize the IRIS Belize **online** portal to file their employee returns for 2022. If banking information has changed since last filing, please inform us by completing and uploading a vendor authorization form (Form can be found on our website www.bts.gov.bz labelled **P1 Persons**). A credit union or bank account number along with a valid copy of a social security card is required when filing for an Employee Tax Refund. The deadline for your employees to file their employee income tax return is **Friday, March 31, 2023**.

To register for an IRIS Belize account, visit <https://www.irisbelize.bts.gov.bz/CreateAccount>

In order to facilitate the transition process, taxpayers may seek technical assistance from the **IRIS Belize HELP DESK** which may be contacted via telephone at +501 613-8375; +501 613-2773; +501 614-5731; +501 613-4711; or email at onlineaccounts_bz@bts.gov.bz during the hours of 8:00 AM – 4:00 PM on Mondays-Thursday, and 8:00 AM – 3:30 PM on Fridays.