

Procedures for All Online Payments:

These include:

- LOCAL ELECTRONIC FUNDS TRANSFER
- WIRE TRANSFER
- DIRECT DEPOSIT

To ensure compliance, before submitting online payments, all supporting documentation must be emailed to ar@caymanislands.ky. Once supporting documentation has been submitted, checked, and verified, you will receive a notification from the Accounts Receivable team. Payment to the bank should not be made prior to receiving this notification. ****Note:** this procedure is to ensure that your payment can be readily identified and applied to your account

Documentation Required:

What information is required for a Tourist Accommodation License?

- 1) Tourist Accommodation License Form (New application or a Renewal) fully completed in all Categories (i.e Apartments, Guest Houses and Hotels.)

What information is required for Tourist Accommodation and Timeshare Tax?

- 1) Tax Form- fully completed with accompanying folios (confirmation of payment - i.e. Folios, Receipts)
(Please note that if you have been notified of not sending correct submissions such as completed form, backups, or correct calculations your payment will be deemed as an incomplete submission and if not received on or before the 28th a 20% surcharge will be applied.)
 - The 20% Surcharge does not apply to February and March 2020 Tax Submissions.
- 2) Proof of Local/Resident (i.e. A Caymanian passport, passport with permit stamp or valid picture I.D. with the permit letter, Caymanian Voters cards, Caymanian birth Certificate WITH valid picture ID
- 3) Proof of Non-paying Guest (i.e. charitable, prize winners, Friends& family)
- 4) Property generated report which includes **all** the information on the tax form, tax Form to be signed off, along with the accompanying folios (confirmation of payment)
- 5) Disc or USB with said information in point 2. (usually for large properties)

LOCAL ELECTRONIC FUNDS TRANSFER

Funds maybe remitted to the Cayman Islands Government (CIG) via the Automated Clearing House (ACH) Electronic Funds Transfer (Direct Deposit), from any of the following Cayman Islands Automated Clearing House (CIACH) participant Banks:

Cayman National Bank Limited
Butterfield Bank (Cayman) Limited
CIBC First Caribbean International Bank (Cayman) Limited
Fidelity Bank (Cayman) Limited
RBC Royal bank (Cayman) Limited
Scotiabank & Trust (Cayman) Limited

ELECTRONIC FUNDS TRANSFER INFORMATION

MINISTRY OF DISTRICT ADMINISTRATION, TOURISM & TRANSPORT (DAT&T)

*Beneficiary 'Short Name'	CIG TOURISM DAT&T
Address	133 Elgin Avenue, Govt. Admin. Bldg. Grand Cayman
Beneficiary Bank	RBC Royal Bank (Cayman) Limited
Beneficiary Account Number	KYD 069751126994 USD 069752624450
Beneficiary Account Type	Chequeing
Transit Number	06975
Reference	e.g. Department/Agency's name, Fee type, and Invoice number (Tourist Accommodation Licensed Property Name, Period of payment)

***Beneficiary 'Short Name' name must be entered online as stated above**

ACH ELECTRONIC FUNDS TRANSFER MAXIMUM LIMIT

An individual ACH transaction should not exceed USD 500,000 or the KYD 400,000 equivalent as per CIACH and/or Participant Bank Guidelines for standard ACH transactions. Clients can opt to:
Do multiple transactions less than USD 500,000 or KYD 400,000 equivalent or pay by cheque/draft.

Please contact your Bank to verify that the maximum amount does not supersede any lower daily digital transaction limit, which may have been set by the Participant Bank.

CROSS CURRENCY

Please ensure that the same currency is selected (paying/receiving), alternatively contact your Bank regarding cross currency transactions (e.g. funds sent in KYD but the receiving account is USD a/c and vice versa).

Reminder

Email a copy of executed direct deposit to receiving Department/Agency

INCOMING WIRE INSTRUCTIONS

U.S DOLLARS

- Intermediary Bank: J.P. Morgan Chase
- o Intermediary Bank Address:
 - 1 Chase Manhattan Plaza
 - New York, N.Y. 10081
 - U.S.A.
- o Swift Code: CHASUS33
- o ABA #: 021 0000 21

- Beneficiary Bank: RBC Royal Bank (Cayman) Limited
- o Beneficiary Bank Address:
 - 24 Shedden Road, Royal Bank House
 - P.O. Box 245
 - Grand Cayman KY1-1104
 - CAYMAN ISLANDS
- o Swift Code: ROYCKYKY
- o A/C # 001 1 153 103

- Beneficiary: Cayman Islands Government
- o Name of Account: Ministry of District Administration, Tourism & Transport USD Executive Revenue
- o Account #: 06975-2624450

PHYSICAL DEPOSITS (CASH & CHEQUE)

Funds may be remitted to the Cayman Islands Government (CIG) at the Royal Bank of Canada and Dropbox at the Government Administration Building (GAB) by a physical deposit of KYD & USD Cash and Cheque. ** Cash should not be placed in the Dropbox at GAB**

KYD & USD Cash

KYD & USD Cheques

KYD & USD Bank Drafts

US Overseas Cheques (Minimum of US\$100.00)

US Bank Draft & Money Orders (Minimum of US\$100.00)

For CI\$ being paid by US\$ cheque (divide @.82)

For CI\$ being paid by US\$ cash (divide @.80)

For US\$ being paid by CI\$ cheque (multiply @.82)

For US\$ being paid by CI\$ cash (multiply @.80)