

## **Establishing Prepayment Accounts**

In an effort to enforce the social distancing requirement, persons doing business with Customs are encouraged to sign up for a Prepayment Account to avoid repeated transactional visits to Customs' cashiers. The sign-up process and use of the account will consist of the following:

- (i) applicants are required to send an email to both the Financial Controller (Fiona.Jones@customs.gov.bb) and the Senior Accountant (Ann.Kellman@customs.gov.bb) with (a) your full name, (b) full address, (c) telephone contact numbers and (d) the ASYCUDA company or declarant account number;
- (ii) an email response will be sent notifying that the account has been set-up;
- (iii) you will be required to make a lump sum payment to the account by cash/cheque/card to facilitate its usage;
- (iv) drawdowns against the account balance will be made for payment of taxes when an entry is processed in ASYCUDA; and
- (v) options to pay overtime and other miscellaneous payments will be made available on the payment order feature.