



Government of the Republic of Trinidad and Tobago

Ministry of Finance

# Introduction of Property Tax Online Bill Payment



## First Citizens

We are pleased to advise that effective today, Wednesday 30<sup>th</sup> October, 2024 (from 10pm), First Citizens customers can pay their property tax via the First Citizens Online Banking and Mobile App.

To access this payment option, customers are required to:

- ✓ Add "Inland Revenue Division – Property Tax" as a Standard Payee, then follow our usual process to make a payment.
- ✓ For every property a payee must be added.
- ✓ Customers should have on hand their Property PIN Number and Media Number, as provided by the Ministry of Finance, Notice of Assessment Bill.
- ✓ Please note, the Property PIN Number should be inputted in the Payee Account Number field.

Customers can visit the website to view the How-To-Video on how to Add A Payee for further guidance at:

<https://www.firstcitizensgroup.com/tt/digital-banking/#how-to-add-payee>



To access this payment option, customers are required to:

1

Add "Inland Revenue Division – Property Tax" as a Standard Payee, then follow our usual process to make a payment.

Logout | Account | Help | Customer Service | Mobile Banking

First Citizens Online Banking  
[Printer Friendly Version](#)

My Home | My Services | My Messages | My Calendar | Transfer Funds | **My Payments** | Open Accounts

### Add Payee

All areas denoted with an \* must be completed.

Select a payee from our list or create a new custom payee.

Standard Payee Information: Inland Revenue Division - Property Tax  
 Custom Payee Information: -- Enter Payee Name --

#### Standard Payee Information

Enter your account number, credit card number or policy number with the payee. If applicable, also enter the account / policy holder's name and a brief comment.

\* Account, Credit Card or Policy Number with Payee: 2022082123 ← Input Property PIN Number

Account/Policy Holder Name:

Comments:



# 2

## Customers should have on hand their Property PIN Number and Media Number, as provided by the Ministry of Finance, Notice of Assessment Bill.



**Government of the Republic of Trinidad and Tobago**  
**Ministry of Finance**  
**NOTICE OF ASSESSMENT**

JOHN DOE  
4 PRIVET DRIVE, LITTLE WHINGING  
SURREY VILLAGE  
LOPINOT  
TRINIDAD

Letter ID L0754060288  
Date 26-Jan-2024  
Property PIN 2021892683  
Account ID PRO-02009155

**Take notice** that the following assessment of **Property Tax** has been duly made upon you by the Board of Inland Revenue in respect of **4 PRIVET DRIVE, LITTLE WHINGING, SURREY VILLAGE LOPINOT TRINIDAD** for the period ending **31-Dec-2024** in accordance with the Property Tax Act Chapter 76:04. The assessed amount of **\$486.00** is due and payable on or before **30th September 2024**. See reverse for details of this assessment.

- Where any amount of tax is not paid on or before 15th March in the following year-
    - A further sum of 10% on the amount of tax shall be added by way of an increased tax.
    - Interest at the rate of 15% per annum on the amount of tax is to be applied to the tax as increased from 16th March in the following year to the date of payment.
  - Payments can be made at Inland Revenue Division, IRD Tower, 2-4 Ajax Street, Port-of-Spain or any Regional or District Revenue Office. Visit [www.ird.gov.tt](http://www.ird.gov.tt) for further information.
- Objection to Assessment:** If you dispute this assessment, notify the Board of Inland Revenue in writing within twenty one (21) days from the date of receipt of the assessment stating the particular grounds of objection. [Section 21 of the Property Tax Act 2018, Chapter 76:04 as amended].

*J. Applesseed*

Commissioner, Board of Inland Revenue

JOHN DOE  
4 PRIVET DRIVE, LITTLE WHINGING  
SURREY VILLAGE  
LOPINOT  
TRINIDAD

Date 26-Jan-2024  
Property PIN 2021892683  
Account ID PRO-02009155  
Amount Payable \$486.00  
Amount Paid



6859642883

**Media Number**

Cashier's Signature  
bt1030 v5

Page 1



# 3

## When making a payment:

- Select the IRD Property Tax payee
- Enter media number in the description field
- Fill out all relevant required fields

**First Citizens**

My Home My Services My Messages My Calendar Transfer Funds **My Payments** Open Accounts

### Payments

1-2-3 [Show Protected Data](#)

All areas denoted with an \* must be completed.  
Specify the details of your payment below.

**Payment**

Enter your Transaction PIN and the details of your payment.

\* Transaction PIN:  [Reset Transaction PIN](#)

\* Amount:  Available:

\* From Account:

\* To Payee:

Account/Policy Holder Name:

Description:  ← **Input Media Number**

Daily Limit Amount Available: \$20,000.00TTD



**First Citizens**



Follow the Ministry of Finance  
on Social Media

