



HOW TO USE NEW VAT STAMP PORTAL

- 1. Go to public.gov.bs and Create an Account:** Fill in all required information (name, email address, and password) and submit your request.
- 2. Check Your Email:** Confirm that your account has been approved.
- 3. Log in to Your Account:** Use the link in the approval email, your username, and the temporary password provided. Once logged in, change your password by clicking your name (located at the top right corner of the screen) and selecting "Change Password."
- 4. Navigate to the VAT Stamp Home Page:** On the main page of the Bahamas Government Portal, under "Other Sites," click the "VAT Stamp" tab.
- 5. Initiate a New Submission:** Under the "My Applications" section, click on the "New VAT and Stamp Duty Submission Form."
- 6. Select Document Type and Fill in Required Information:** Choose the type of document you are submitting from the provided options (drop-down list) and submit the form.
- 7. Check Your Email for Invoice:** After submitting the form, you will receive an email with your invoice for payment once your submission has been reviewed. (Please allow up to an hour for the system to process and send your email before reporting to the DIR that the email was not received.)

If your application is not approved, you will receive an email requesting additional information or detailing the reasons for rejection.

- Once your invoice has been sent by the portal, it will include details about the amount to be paid and payment instructions.
- To view and access your application, check the email sent to you from the DIR or click on the "My Applications" section on the home page. Here, you can see your case number and other details under the header.



8. Make Payment:

- Click the payment link provided in the email to make the payment.
- Once payment has been made, visit the Department of Inland Revenue office to have your approved documents stamped.
- If you paid online and have a receipt, present the receipt along with the document at the window.

9. Document Stamping:

- Persons with 5 or fewer documents to be stamped, please take a seat and wait for your documents to be stamped.
- Persons with 6 or more documents to be stamped must fill in the VAT Stamp submission form with one of our officers. Your documents will be processed and ready for collection within three (3) business days of submission.
- After collecting your stamped document, it is highly recommended that you take it to the Bahamas Registrar General for official recording immediately.