

Business Hours

Contacting us

Office Opening hrs:

Mon.- Thurs.: 8:00 a.m.— 5:00 p.m.
Fridays: 8:00 a.m.— 4:30 p.m.

Options for filing with payment:

- ◆ **Atlantic Bank 24 hrs. Online Website:** www.atlabank.com
- ◆ **Post Office:**
Mon.—Thurs.: 8:00 a.m.— 5:00 p.m.
Fridays: 8:00 a.m.— 4:30 p.m.
- ◆ **District Sub Treasuries:**
Mon.—Thurs.: 8:30 a.m.— 4:00 p.m.
Fridays: 8:30 a.m.— 3:00 p.m.
- ◆ **GST Cashiers:**
Mon.—Thurs.: 8:00 a.m.— 4:00 p.m.
Fridays: 8:00 a.m.— 3:30 p.m.
- ◆ Drop In Boxes at GST Offices and Atlantic Banks countrywide

Refund returns can also be submitted by fax to :

Belize City	222-5513
San Ignacio	824-3624
Corozal	422-3462
San Pedro	226-3071
Dangriga	522-2484

and e-mail to:

salestaxoffice@stx.gov.bz

Main Office

Mahogany Street
Belize City, Belize
Phone: 222-5574
Fax: 222-5513

San Ignacio Office

West Street
San Ignacio Town, Cayo
Phone: 824-3837
Fax: 824-3624

Corozal Office

#1 Park Street North
Corozal Town, Corozal
Phone: 422-3282
Fax: 422-3462

San Pedro

Barrier Reef Drive
San Pedro Town
Phone: 226-2941
Fax: 226-3071

Dangriga Office

Cor. Sister of the Holy Family/
N. Riverside St.
Dangriga Town, Stann Creek
Phone: 522-2351
Fax: 522-2484

Email: salestaxoffice@stx.gov.bz

Websites: www.gst.gov.bz
www.governmentofbelize.gov.bz



CUSTOMER SERVICE CHARTER 2007 / 2008



“JUST ASK”
We Are Here To Serve You



SERVICES WE PROVIDE

- ◆ Identify and register eligible persons or businesses.
- ◆ Collect General Sales Tax (GST) from registered persons.
- ◆ Audit financial records of registered persons.
- ◆ Conduct educational visits.
- ◆ Process GST refunds.

OUR COMMITMENT

- ◆ Registration Certificates will be issued within two weeks of approval.
- ◆ An educational visit will be done when certificate is delivered.
- ◆ Follow-up visit will be done six months after registration.

- ◆ All refunds due will be paid after four (4) months of first filing.
- ◆ All concerns will be addressed within 5 working days.

YOUR RIGHTS & RESPONSIBILITIES

Exercise your rights:

- ◆ Request follow-up visit after six months of being registered.
- ◆ Request receipt upon payment.
- ◆ Request refund after four months of first filing.

Know your responsibilities:

- ◆ Apply for registration as soon as you qualify.
- ◆ File returns and make payments on time.
- ◆ Keep proper books & records.

SUGGESTIONS & CONCERNS

HELP US TO HELP YOU

Submit your concerns :

- ◆ In Writing
To Commissioner, GST
P.O Box 1887, Belize City
- ◆ In person
At our Tax Payer Services Desk
in any of our offices
- ◆ By phone
222-5574 or 222-5579
- ◆ By e-mail
salestaxoffice@stx.gov.bz

Please place your suggestions at any of our drop-in boxes countrywide

