

Requirements for doing business with the NHT



**National
Housing Trust**
...the key to your home

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The National Housing Trust (NHT) will be offering the following services:

Services to be offered at the Conference:

- Providing general information about NHT's product and service offerings
- Registration of NHT Overseas Contributors
- Checking of account status for existing contributors and mortgagors
- Collection of contribution and mortgage payments
- Advice, information and consultations on the various options for making payments
- Assistance in applying for contribution refund
- Updating Customer Information File (CIF)

1. Requirements for Contributor Registration:

1. Completed and notarized Declaration of Income form (for overseas contributors) - This may be found on the NHT website.
2. Completed and notarized Voluntary Contributor's questionnaire (for overseas contributors)- This may be found on the NHT website
3. Proof of Income:
 - a. Employed Persons: Notarized job letter OR two most recent pay slips

- b. Self Employed Persons: A notarized letter indicating weekly/monthly/yearly income
4. Proof of migration (passport indicating date of migration)
5. One recent passport sized photograph
6. Green card – if applicable (proof of residency)
7. Taxpayer Registration Number (TRN) card (available at the Conference venue)
8. National Insurance Scheme (NIS) card (available at the Conference venue)
9. Proof of Age: Valid Government Issued Identification (Passport or Driver's License)
10. First monthly payment (Note that contributors are required to pay 3% of gross income if employed OR 3% of income less business related expenses if self-employed)

2. Requirements for Existing Customers Checking Account Status:

1. NIS or TRN
2. NHT mortgage or contributor account number
3. Valid government issued identification (Passport, Driver's License, National ID)

3. Requirements for Customers applying for contributions refund:

1. TRN number
2. NIS number
3. Valid government issued identification (Passport, Driver's License, National ID)

PAYMENTS:

- Payment of the first month's contribution must be made to effect registration
- Payments may be made by debit or credit card at the Conference
- Persons making payments after the Conference may do so online using their debit or credit card. While in Jamaica contributors may also make payments at any of the NHT Offices island wide (please visit the NHT's website for listing)
- Note that if someone is transacting business on your behalf, they must be furnished with a notarized authorization letter and your ID.

We look forward to serving you.