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Guide Version	Amendment date	Changes
1.0	20/6/20	
2.0	21/7/20	Insertion of delete due amount
2.1	29/7/20	Insertion of What you need to know

What you need to know

What you need to know:



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TAX DEPARTMENT

v2

Tax Department - Tax Portal
What you need to know:

(1)



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- [Why the Tax Portal was Created?](#)
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- [WHEN and HOW can I revise a self assessment?](#)

Why the Tax Portal was Created?

The Tax Portal was created to enable the taxpayer to:

- pay electronically amounts due that bear interest and charges.
- record amounts due (self assessments / withholding), for any period past and present
 - provided that the Department has not issued an assessment
- obtain information regarding the amounts owed and the payments made
 - Currently information regarding VAT credit balances is not yet available



How do I connect and what rights do I have?

For the login process, consult the "How to Login" guide available at the tax portal under the "Help" option

Attention!

- If you are logged in with TAXISnet VAT credentials
 - you can
 - see "Statement of Due amounts" to recover payment reference number (for all taxes)
 - see "Statement of Payment" to find out about previous payments
 - You cannot record
 - self-assessments and amounts withheld for Direct Taxes
 - VAT debts, as they are recorded through the submission of a VAT return.
- If you are logged in with your TAXISnet Direct Taxes credentials, in addition the above you can record self assessments and amounts withheld

How do I pay?

- ONLY via the following Internet banking Service using the payment reference number

Τραπεζικό Ίδρυμα	Banking institutions	Link
Τράπεζα Κύπρου	Bank of Cyprus	https://online.bankofcyprus.com/netteller-web/
Ελληνική Τράπεζα	Hellenic Bank	https://www.hellenicbank.com/portalservlet/hb-en-portal/en/personal-banking
Εθνική Τράπεζα της Ελλάδος	National Bank of Greece	https://www.nbg.com.cy/
Astro Bank	Astro Bank	https://www.piraeusbank.com/sites/cyprus/el/Pages/default.aspx
Alpha Bank	Alpha Bank	https://aeb.alphabank.com.cy/netteller-war/Login.xhtml
Societe Generale	Societe Generale	http://www.sgcypus.com/sgbcy/Home
Eurobank	Eurobank	https://www.eurobank.com.cy/en-us/product-services/e-banking/e-banking
Ancoria Bank	Ancoria Bank	https://online.ancoriabank.com/B001/banking.jsp?fldsegment=EN1&fldcurrentity=B001
RCB Bank	RCB Bank	https://online.rcbcy.com/netteller-war/



Can I pay via JCCSmart or a foreign bank?

JCCSmart

- Amounts due that have been created using the Tax Portal CANNOT be paid via JCCSmart
- JCCSmart can ONLY be used to pay amounts that do not bear interest and charges and HAVE NOT already been created

Please note that payment through JCCSmart of self assessments already shown as due in tax portal will NOT pay the existing debt and will be treated as a revision that increases the amount owed

Foreign Banks

- Payments can ONLY be from the 8 banks listed in circular [2008 02](#) using the EXACT procedure stipulated
- Payments from Other Banks are NOT ACCEPTABLE

Can I pay in installments?

- There is NO way of setting the amount due in installments through the tax portal
- But you can pay off your debt gradually, until the final repayment, according to your own budget
- Payments made after the deadline will bear interest and charges
- ALWAYS, prior to any payment, refer to the statement of amounts due to obtain the payment reference number and confirm the final amounts due

How to Login

How to Login



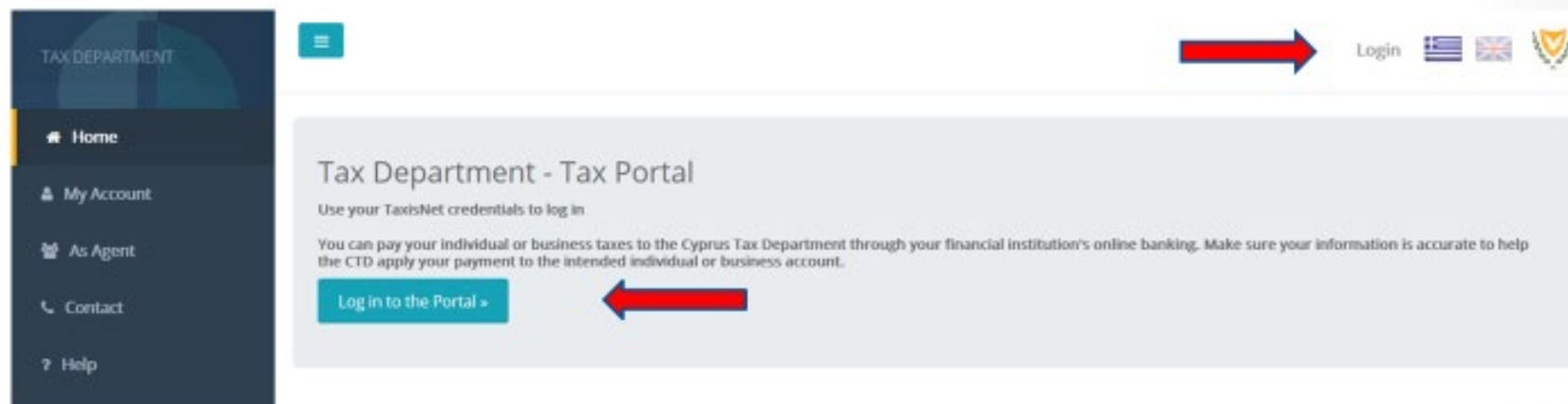
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Tax Department - Tax Portal
How to Login

(1)

From the home page select «Login»



TAX DEPARTMENT

- Home
- My Account
- As Agent
- Contact
- Help

Login

Tax Department - Tax Portal

Use your TaxisNet credentials to log in

You can pay your individual or business taxes to the Cyprus Tax Department through your financial institution's online banking. Make sure your information is accurate to help the CTD apply your payment to the intended individual or business account.

Log in to the Portal >

Enter your login credentials

- Enter the same login credentials you use to access the TAXISnet Service (Income Tax /Defence or VAT)
- Copy the Capcha Code shown on your screen
- Select Login



Username

Password



Enter Capcha Code

Login

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How to reset my credentials



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TAX DEPARTMENT

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How to reset my credentials

I forgot my credentials

Tax Department - Tax Portal
How to reset my credentials

(1)

Reset your credentials using the TAXISnet service

- From the Tax Portal select «More e-Services»
- Select TAXISnet Service

More e-Services

Ariadni, VIES, MOSS, VAT Refund, and more e-services offered by the Tax Department



More e-Services »

e-Services

Home Page / TAX DEPARTMENT / e-Services



TAXISnet

e-Payments

Ariadni

VIES

VAT number validation

MOSS

VAT Refund

for Business Expenses in another Member State

Proceed to the TAXISnet Service



- Select «Log in to the System»

→ Log in to the System

- Select «I forgot my credentials»

Access to System

Username:
Password (PIN):


Continue Clear

I forgot my credentials

Registration
TAXISnet Service consists of two separate systems and different registration is required for each system.
TAXISnet Registration for Income Tax/Defence
TAXISnet Registration for VAT/VIES

Select the credentials you wish to reset and follow the system prompts

I forgot my Password and / or my Username - Reissue request

 Please enter the following information.
In case of the successful processing of your request, you will receive a new access code and a new Password (PIN) by email.

Please choose:

☐ VAT
VAT Number:

☐ Income TAX / Defence Contribution
T.I.C.:

*E-mail address:

(*) The e-mail address you have registered in TAXISnet

REMINDER
Enter the email address you have declared for the TAXISnet Service



How to see my Amounts Due

Connect to the Portal and select «Statements of Due Amounts»

TAX DEPARTMENT

Home

My Account

As Agent

Contact

Help

My Account

You are connected to the Tax Department Tax Portal.
In this section you can find important information about your account and

Tax Identification Code (TIC):	00000000W
VAT Number:	00000000W
Name:	ANDREAS ANDREOU
Email:	email@email.com

Statements of Due Amounts

Statement of due amounts and payment reference

[Statements of Due Amounts](#)

Summary Statement

You can:

- Print the summary table by selecting the printer
- See the analysis of the due amount by selecting the tax
- Return to the previous screen

Select the Tax category to for the detailed statement and the payment code



Description	Tax (€)	Interest (€)	Charges (€)	Total Due (€)	Total Paid (€)	Balance (€)
Income Tax	1,500.00	13.44	75.00	1,588.44	0.00	1,588.44
Defense Tax	22.50	3.09	1.13	26.72	0.00	26.72
GHS	1,500.00	30.94	75.00	1,605.94	0.00	1,605.94
Other Taxes	200.00	0.00	0.00	200.00	0.00	200.00
Total Debt (€)						3,421.10



Analytical Statement

Income Tax

Show 50 ▾ entries

Search:

CSV Print

Showing 1 to 1 of 1 entries

T.I.C. ▽	Tax Code ▽	Revenue Year ▽	Revenue Month ▽	Due Date ▽	Assessment Reference ▽	Tax (€) ▽	Interest (€) ▽	Charges (€) ▽	Total Due (€) ▽	Payment Reference Code ▽
XXXXXXXX	0310	2019	10	2019-11-30	120208000400	1,500.00	13.44	75.00	1,588.44	00406701-9920-3

Previous 1 Next

- Select «CSV» to process your data
- Select «print» to print the statement
- Select «Payment Reference Code» for payment instructions

Payment Instructions

- Payments can only be made via internet banking and **NOT** through JCCSmart
- Copy the Payment Reference Number for use with your online banking portal
- Please read the payment Instructions carefully

ATTENTION!

A number of Financial Instructions may not accept the hyphen (-) in the Payment Reference Number. In this case enter the number without the hyphens.

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TAX DEPARTMENT

00406701-9920-3
Αριθμός Αναφοράς Πληρωμής/Payment Reference Number

€1.588,44
Οφειλόμενο Ποσό/Due Amount

Οδηγίες Πληρωμής:

1. Χρησιμοποιήστε τον κωδικό για πληρωμή μέσω της διαδικτυακής πύλης της τράπεζας σας και ΟΧΙ ΣΤΑ ΤΑΜΕΙΑ ΤΩΝ ΤΡΑΠΕΖΩΝ.
2. ΠΡΟΣΟΧΗ στην καταχώρηση του κωδικού. Η λανθασμένη πληκτρολόγηση του αριθμού αναφοράς πληρωμής δεν θα μπορεί να εντοπιστεί για καταχώρηση και εξόφληση στο λογαριασμό σας (Σημειώστε ότι σε ορισμένες τράπεζες πρέπει να καταχωρήσετε τους 13 αριθμούς συνεχόμενους, χωρίς παύλας).
3. Τα συστήματα του Τμήματος Φορολογίας θα ενημερωθούν για την πληρωμή από το τραπεζικό ίδρυμα στο οποίο έγινε, εντός 2 εργάσιμων ημερών, ανάλογα με την ώρα που έγινε η πληρωμή. Μετά την ενημέρωση θα εμφανίζεται και στην «Κατάσταση Πληρωμών» στην φορολογική πύλη του Τμήματος Φορολογίας.

Payment Instructions:

1. Use the code to pay via your online banking portal and NOT AT THE BANK TELLERS.
2. **CAUTION in entering the code.** Incorrect typing of the Payment Reference Number cannot be traced resulting in the payment being posted to your account. (Please note that in some banks you should enter only the 13 numbers without entering the -don't require the minus sign)
3. The Tax Department's Systems will be informed of the payment, by the banking institution in which it was made, within 2 working days, depending on the time payment was made. After the update, it will also appear in the "Statements of Payments" on the taxpayer portal.

00:00:00 120208000400

Close



Banking Institutions that accept payments

as at 24.7.2020

Τραπεζικό Ίδρυμα	Banking Institutions	Link
Τράπεζα Κύπρου	Bank of Cyprus	https://online.bankofcyprus.com/netteller-web/
Ελληνική Τράπεζα	Hellenic Bank	https://www.hellenicbank.com/portalservlet/hb-en-portal/en/personal-banking
Εθνική Τράπεζα της Ελλάδος	National Bank of Greece	https://www.nbg.com.cy/
Astro Bank	Astro Bank	https://www.piraeusbank.com/sites/cyprus/el/Pages/default.aspx
Alpha Bank	Alpha Bank	https://aeb.alphabank.com.cy/netteller-war/Login.xhtml
Societe Generale	Societe Generale	http://www.sgcypus.com/sgbcy/Home
Eurobank	Eurobank	https://www.eurobank.com.cy/en-us/product-services/e-banking/e-banking
Ancoria Bank	Ancoria Bank	https://online.ancoriabank.com/B001/banking.jsp?fldsegment=EN1&fldcurrentity=B001
RCB Bank	RCB Bank	https://online.rcbcy.com/netteller-war/

ATTENTION!

Payments can ONLY be made from the internet sites of the banks listed above

How to see my payments



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How to see my payments

Tax Department - Tax Portal
How to see my payments

(1)

Login to the Portal and select «Statements of Payments»

Relevant Self-Assessments

0300 - Self-assessment of Income Tax / Company Tax
0604 - S.C.D. self-assessment on Rents Received
0704 - GHS self-assessment on Rents Received
0313 - GHS self-assessment on Other Income of Self-Employed
0314 - GHS self-assessment on Pensions and Other Income
0315 - GHS self-assessment on Other Income of Individuals
0200 - Income Tax (Individuals and Legal Persons)
0213 - GHS for Self-employed (Individuals)

Statements of Payments

Statements of amounts paid to the TD

Statements of Payments



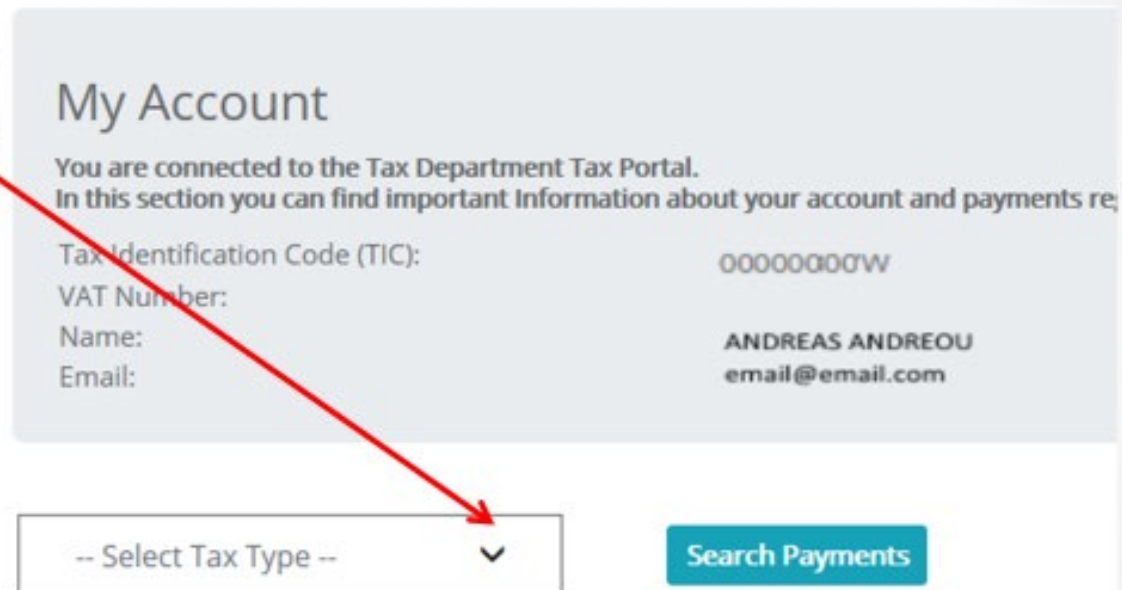
ΤΜΗΜΑ
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TAX DEPARTMENT

Tax Department - Tax Portal
How to see my payments

(2)

Show Tax Types


- Select the arrow to reveal the tax types



My Account

You are connected to the Tax Department Tax Portal.
In this section you can find important Information about your account and payments re

Tax Identification Code (TIC):	00000000W
VAT Number:	
Name:	ANDREAS ANDREOU
Email:	email@email.com

-- Select Tax Type -- 

[Search Payments](#)

Tax Type is a required field

Select tax type

-- Select Tax Type --
Value Added Tax (V.A.T.)
Value Added Tax (Estimate)
Income Tax
Pay As You Earn (P.A.Y.E.)
Immovable Property Tax
Capital Gains Tax
Defense Tax
General Health Service (GHS)
Other Taxes

Search Payments

Select the tax type for which you require a statement of payments

Select «Search Payments»

Analytical Statement

- Select «print» to print the statement
- Select «CSV» to download the information for processing
- Enter details in «search» if you are searching for a specific assessment or payment
 - Use «search» to quickly find a field or part of a field

Show 50 entries

Search: CSV Print

Showing 1 to 15 of 15 entries

V.A.T. No./T.I.C.	Payment Date	Receipt Number	Payment Method	Tax Code	Description	Comments	Tax	Charges	Amount (€)
00000000W	2017-07-27	770012017012622	Cash	0300	Income Tax ? Corporation Tax	Rev.Year:2016. Assessment Ref:120179147220	194.73	0.00	194.73
00000000W	2016-06-29	770012016011083	Cash	0300	Income Tax ? Corporation Tax	Rev.Year:2015. Assessment Ref:120169100820	108.27	0.00	108.27
00000000W	2015-12-21	770012015023225	Cash	0200	Provisional Income Tax ? Corporation Tax	Rev.Year:2015. Assessment Ref:120159092260	32.00	0.00	32.00

How to record a debt

How to record a debt



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TAX DEPARTMENT

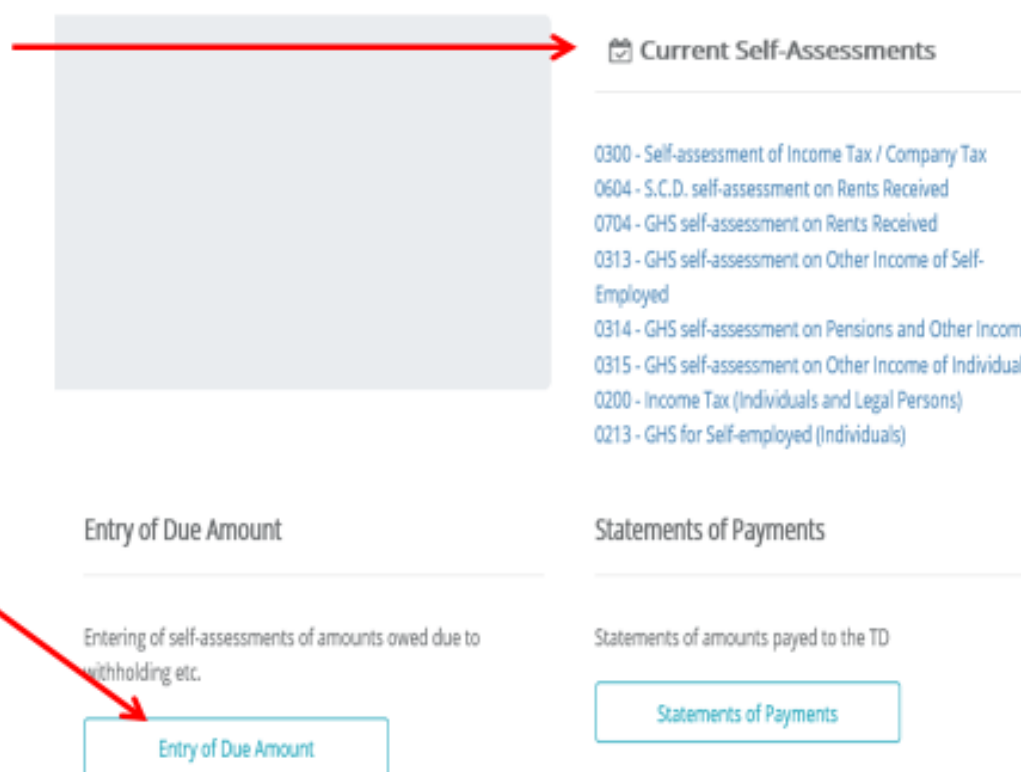
v2

Tax Department - Tax Portal
How to record a debt

(1)

Login to the portal and select accordingly

- On the right the **CURRENT** self assessments due appear
- In «Entry of Due Amount» **ALL** self assessments and withholding types appear



The screenshot shows the Tax Department portal interface. A red arrow points from the text 'On the right the CURRENT self assessments due appear' to the 'Current Self-Assessments' section. Another red arrow points from the text 'In «Entry of Due Amount» ALL self assessments and withholding types appear' to the 'Entry of Due Amount' section.

Current Self-Assessments

- 0300 - Self-assessment of Income Tax / Company Tax
- 0604 - S.C.D. self-assessment on Rents Received
- 0704 - GHS self-assessment on Rents Received
- 0313 - GHS self-assessment on Other Income of Self-Employed
- 0314 - GHS self-assessment on Pensions and Other Income
- 0315 - GHS self-assessment on Other Income of Individuals
- 0200 - Income Tax (Individuals and Legal Persons)
- 0213 - GHS for Self-employed (Individuals)

Entry of Due Amount

Entering of self-assessments of amounts owed due to withholding etc.

Statements of Payments

Statements of amounts payed to the TD

[Entry of Due Amount](#)

[Statements of Payments](#)

Choice «Entry of Due Amount»

- The recording of due amounts relates to the following tax categories (Select the tax type you require):
 - Tax or Contributions that you owe relating to **your own income** based on your own calculations
 - Self-assessment for
 - Income Tax,
 - Special Contribution for Defence and
 - General Health System (GHS)
 - Temporary Assessments for
 - Income Tax and
 - General Health System (GHS)
 - Tax or Contributions that you withheld from amounts you paid to **another person**
 - Fees and Other Taxes

Recording/Revision of debt

0300 - Self-assessment of Income Tax / Company Tax

Tax Code	0300
Tax Identification Code (TIC)	00000000W
Taxpayer	ΧΑΡΑΛΑΜΠΟΣ
Revenue Year	2020
Total Taxable Income	€ 36000
Tax Amount Due	€ 300 (ex. 1234.56)
Submits Accounts	<input type="checkbox"/>
<input checked="" type="checkbox"/> I declare that the information filled in is complete and accurate and that I am aware of the terms and conditions of the system, which I accept.	
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

Record

- The tax year
- For monthly/half yearly payments the month / semester may also be required
- The FINAL / total taxable income for the year
- The tax / ADDITIONAL tax you wish to pay
- Declare if you submit accounts (where applicable)
- Accept the terms of use
- Submit

* You must include the 10% Additional Tax for the low estimation of temporary income in «Tax Amount Due». The system will automatically impose the financial charges (5% - article 50A(e) and 5% -article 50A first proviso) and interest, where applicable.

Submission of final debt

0300 - Self-assessment of Income Tax / Company Tax

Tax Code:	0300
Taxpayer:	00000000W - NAME OF TAXPAYER
Revenue Year:	2016
Total Taxable Income:	80,000.00
Tax Amount Due:	3,500.00
Payable Amount	7,341.14

Υπάρχει ήδη καταχωρημένη αυτοφορολογία. Το τελικό Φορολογητέο Εισόδημα θα είναι: €80.000,00 και ο Πληρωτέος Φόρος (Κεφάλαιο): €6.694,73 / A self assessment for this period already exists. Taxable Income will become: €80.000,00 and Tax Due (Capital): €6.694,73

Final Submission

Cancel

On the screen the following amounts will appear

- The amounts you recorded
- The final amount due, including charges
- If you are revising an analysis of the final income and tax appears on the screen
- Select «Final submission»

Finalisation of Recording – Payment Instructions

- You have successfully recorded your debt. Follow the instructions that appear on your screen.

Your self-assessment has been successfully submitted to the Tax Department

Έχει δημιουργηθεί η οφειλή για το φορολογικό έτος 2016 με κωδικό φόρου 0300, αριθμό αναφοράς φορολογίας 420208149370, εισόδημα €80.000,00 και φόρο €3.500,00. / New debt has been created for tax year 2016 with tax code 0300, assessment reference number 420208149370, income €80.000,00 and tax €3.500,00.

Για οδηγίες πληρωμής μεταβείτε στην Κατάσταση Οφειλών. / For payment instructions go to Statements of Due Amounts

[Return to the Self-Assessment Submission Page »](#)[Go to the Statements of Due Amounts Page »](#)

Revision of a self-assessment

- When you revise a self assessment
 - the income in the revision REPLACES the existing income
 - the tax in the revision is ADDED to the existing tax
 - the assessment reference DOES NOT CHANGE

- **Caution**

If you have already made a payment for the assessment reference you are revising you will not be able to delete the self-assessment as a payment for it already exists



How to record / revise a temporary assessment

Login to the portal and select accordingly

- On the right the **CURRENT** self assessments due appear
- In «Entry of Due Amount» **ALL** self assessments and withholding types appear

The screenshot shows the Tax Department portal interface. On the right, under the heading "Relevant Self-Assessments", there is a list of assessment types: 0300 - Self-assessment of Income Tax / Company Tax, 0604 - S.C.D. self-assessment on Rents Received, 0704 - GHS self-assessment on Rents Received, 0313 - GHS self-assessment on Other Income of Self-Employed, 0314 - GHS self-assessment on Pensions and Other Income, 0315 - GHS self-assessment on Other Income of Individuals, 0200 - Income Tax (Individuals and Legal Persons), and 0213 - GHS for Self-employed (Individuals). Below this list, there are two main sections: "Entry of Due Amount" and "Statements of Payments". The "Entry of Due Amount" section includes a description: "Entering of self-assessments of amounts owed due to withholding etc." and a button labeled "Entry of Due Amount". The "Statements of Payments" section includes a description: "Statements of amounts paid to the TD" and a button labeled "Statements of Payments". Two red arrows originate from the text on the left: one points to the "Relevant Self-Assessments" list, and the other points to the "Entry of Due Amount" button.

Relevant Self-Assessments

- 0300 - Self-assessment of Income Tax / Company Tax
- 0604 - S.C.D. self-assessment on Rents Received
- 0704 - GHS self-assessment on Rents Received
- 0313 - GHS self-assessment on Other Income of Self-Employed
- 0314 - GHS self-assessment on Pensions and Other Income
- 0315 - GHS self-assessment on Other Income of Individuals
- 0200 - Income Tax (Individuals and Legal Persons)
- 0213 - GHS for Self-employed (Individuals)

Entry of Due Amount

Entering of self-assessments of amounts owed due to withholding etc.

Entry of Due Amount

Statements of Payments

Statements of amounts paid to the TD

Statements of Payments

Select «Entry of Due Amount»

Under the heading
«**Temporary
Assessments**» select
the tax type for which
you wish to declare
temporary tax

Entry of Due Amount

Entering of self-assessments of amounts owed due to withholding etc.

Self-assessment of Income Tax, Special Contribution of Defence and GHS

Income Tax / Company Tax

0300 - Self-assessment of Income Tax / Company Tax

Special Contribution of Public and Private Sector

0311 - Special Contribution of Employees, Self employed and Pensioners of the Private Sector

.....

Special Contribution of Defence (S.C.D.)

0612 - S.C.D. self-assessment on Interests Received

.....

General Health System (GHS)

0712 - GHS self-assessment on Interests Received

.....

Temporary Assessments

0200 - Income Tax (Individuals and Legal Persons)

0210 - Income Tax of Insurance Companies (Legal Persons)

0213 - GHS for Self-employed (Individuals)

Withholding Tax

Recording/Revision of debt

0200 - Income Tax (Individuals and Legal Persons)

Tax Code	0200
Tax Identification Code (TIC)	00000000G
Taxpayer	ΚΥΤΙΡΟΥ
Revenue Year	2020
Total Taxable Income	€ 210000
Tax Amount Due	€ 25000 X (ex. 1234.56)

☐ I declare that the information filled in is complete and accurate and that I am aware of the [terms and conditions](#) of the system, which I accept.

Submit Cancel

- Record
 - The tax year
 - The FINAL taxable income for the year
 - The tax / ADDITIONAL tax you wish to pay
- Accept the terms of use
- Select «Submit»

Record the final debt

0200 - Income Tax (Individuals and Legal Persons)

Tax Code:	0200
Taxpayer:	00000000G - ΚΥΠΡΟΥ
Revenue Year:	2020
Total Taxable Income:	210,000.00
Tax Amount Due:	25,000.00
Payable Amount	60,000.00

Υπάρχει ήδη καταχωρημένη αυτοφορολογία. Το τελικό Φορολογητέο Εισόδημα θα είναι: €210.000,00 και ο Πληρωτέος Φόρος (Κεφάλαιο) για την περίοδο 1: €30.000,00 για την περίοδο 2: €30.000,00 / A self assessment for this period already exists. Taxable Income will become: €210.000,00 and Tax Due (Capital) for period 1: €30.000,00 for period 2: €30.000,00

Final Submission

Cancel

On the screen the following amounts will appear

The amounts you recorded

The final amount due, including charges

If you are revising, the final amounts will appear below

Select «Final submission»



Finalisation of Entry – Payment Instructions

- You have successfully recorded your debt. Please go to Statements to obtain a payment reference and instructions for payment.

Your self-assessment has been successfully submitted to the Tax Department

Έχει δημιουργηθεί η οφειλή για το φορολογικό έτος 2020 με κωδικό φόρου 0200, αριθμούς αναφοράς φορολογίας 120208000910 & 120208000920, εισόδημα €210.000,00 και φόρο €60.000,00. / New debt has been created for tax year 2020 with tax code 0200, assessment reference numbers 120208000910 & 120208000920, income €210.000,00 and tax €60.000,00.

Για οδηγίες πληρωμής μεταβείτε στην Κατάσταση Οφειλών. / For payment instructions go to Statements of Due Amounts

[Return to the Self-Assessment Submission Page »](#)

[Go to the Statements of Due Amounts Page »](#)

ATTENTION!

If you have recorded a temporary assessment using the tax portal, payments for the 1st installment MUST be made via your internet bank and payments made via JCCSmart will be rejected. The 2nd installment can however also be made via JCCSmart provided payment is made prior to the imposition of interest/penalties and is for the exact amount due.

How to delete an amount due that you created



ΤΜΗΜΑ
ΦΟΡΟΛΟΓΙΑΣ
TAX DEPARTMENT

v2

How to delete an amount due that I created

Tax Department - Tax Portal
How to delete an amount due that I created

(1)

When can you delete an amount due

The option to delete is available if the amount :

- has been created via the Tax Portal

AND

- no payment has been credited to the specific amount due.

How to delete an amount due

- From the statement of due amounts select the tax type of the amount you wish to delete
- The amounts due that can be deleted are noted with an «X» in the last column
- Select «X» to delete the debt

Assessment Reference	Tax (€)	Interest (€)	Charges (€)	Total Due (€)	Payment Reference Code	Delete Due Amount
120208826170	1,000.00	4.38	50.00	1,054.38	00407194-9920-0	X

- You will be asked to confirm the deletion

ATTENTION!

- In the case where
 - You have created an amount due
 - You proceeded to make a payment for this amount using the payment code given
 - You have deleted the amount due prior to the payment being credited

THEN, the payment will not be cancelled but:

- will be credited to your account and used against any other amounts due and/or
- It will follow the refund procedures of the Tax Department.

Confirm the Deletion

- Check and confirm that you are deleting the correct debt
- Accept the terms and
- Delete the amount due

Deletion of Due Amount
Are you sure you want to delete the following Due Amount?

Payment Reference Code:	00407194-9920-0
Assessment Reference:	120208826170
Tax Code:	0310
Tax Identification Code (TIC):	000000000W
Revenue Year:	2020
Revenue Month:	2
Tax Amount Due:	1,054.38

☐ I declare that the information filled in is complete and accurate and that I am aware of the [terms and conditions](#) of the system, which I accept.

Deletion of Due Amount Cancel



ΤΜΗΜΑ
ΦΟΡΟΛΟΓΙΑΣ
TAX DEPARTMENT

How to find the persons I represent



ΤΜΗΜΑ
ΦΟΡΟΛΟΓΙΑΣ
TAX DEPARTMENT

v2

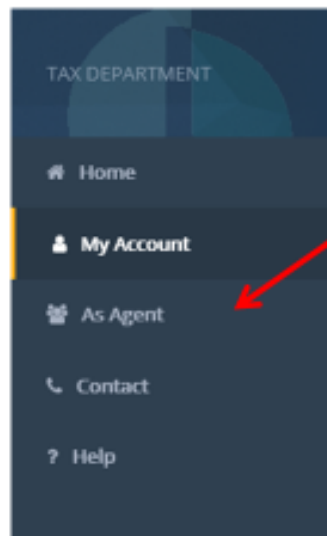
How to find the persons I represent

Tax Department - Tax Portal
How to find the persons I represent

(1)

Login to the portal using

Your TAXISnet codes as auditors / tax consultants under which the persons you represent appear



- On the left side of the screen select «**As Agent**» and a list of persons you represent will appear
- If you logged in with your VAT credentials the list will contain the persons you represent for VAT purposes
- If you logged in with your Direct taxation credentials (ΑΦΣΕ) you the list will contain the persons you represent for purposes of TD1 and TD4 returns.

List of Taxpayers and Sorting

- Your screen shows a list of persons you represent
- The list can contain up to 1000 persons
- The content of the list can be sorted by numerically or alphabetically by selecting the symbol at the end of each column

List of Taxpayers

View Statements and Enter self-assessments of amounts due on behalf of a taxpayer as agent

TIC or VAT Number Search

Show 50 entries

TIC	VAT Number	Name
000002572		XXXXXXXXXXXXXX
000003088		XXXXXXXXXXXXXX
000040586		XXXXXXXXXXXXXX
00005575Q		XXXXXXXXXXXXXX
00008890Y		XXXXXXXXXXXXXX
00009328N		XXXXXXXXXXXXXX

Showing 1 to 50 of 1,000 entries

First Previous 1 2 3 4 5 ... 20 Next Last

Department of Information Technology Services © 2020

Finding Taxpayers

- For quick search or to find persons you cannot see on the screen type the TIC/VAT number or part of the number in the search field
- All taxpayers that contain the numbers you typed will appear in the list

List of Taxpayers

View Statements and Enter self-assessments of amounts due on behalf of a taxpayer as agent

TIC or VAT Number Search X Search Clear

Show 50 entries

TIC	VAT Number	Name
12121910N		XXXXXXXXXXXXXX
12191029Z		XXXXXXXXXXXXXX
19100960I		XXXXXXXXXXXXXX
19100971L		XXXXXXXXXXXXXX
19101227X		XXXXXXXXXXXXXX
19101233V		XXXXXXXXXXXXXX

When acting as an agent

- All functionalities remain the same as when acting for oneself
- The details of the person for whom you are acting will appear with a yellow banner

The screenshot displays the Tax Department Tax Portal interface. On the left is a dark sidebar with navigation links: Home, My Account (active), As Agent, Contact, and Help. The main content area is titled 'My Account' and includes a welcome message and account details: Tax Identification Code (TIC) 000000000, VAT Number, Name L.L.U.L. LIMITED, and Email. Below this, a yellow banner states 'On behalf of Taxpayer' followed by '100000000 - PPMPPPPPP & ASSOCIATES LTD'. To the right, there is a 'Current Self-Assessments' section with a list of assessment types. At the bottom, there are three main functional areas: 'Statements of Due Amounts', 'Entry of Due Amount', and 'Statements of Payments', each with a corresponding button.

How to use CSV data



Downloading a CSV file

CSV files containing Greek characters may not be readable by all software

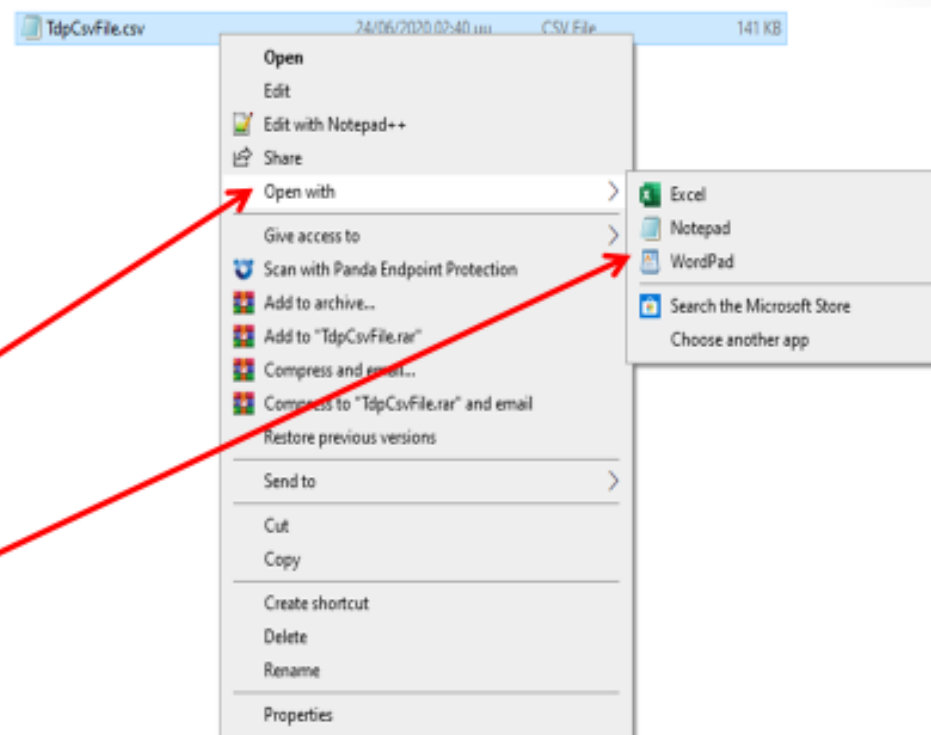
- Where the CSV option is available it will appear on the right hand side of your screen above the column titles.
- Select CSV
- From the options your browser gives choose save file and save it on your pc

Search: CSV Print



Opening the file with a text editor

- Go to the folder in which you saved the file
- Right click on the file name and select «Open with»
- Then click on the program you wish to use



Import of CSV data in software similar to Excel

If the characters in your file are not recognizable you must import the data using :

- From the horizontal menu select the DATA tab and then «From Text/CSV»
- Using the browser that will appear on your screen find the file you previously saved
- In File Origin select 65001:Unicode (UTF-8)
- You may need to transform data to ensure that long number fields appear correctly

