

How to submit [Domestic Monthly Wages Income Tax for Resident](#)

1. To submit [Domestic Monthly Wages Income Tax for Resident](#), click on Declarations in the toolbar and you can see the list of the drop-down menu. Click on Declarations in the toolbar and you can see the list of the drop-down menu.
2. Click on [Consolidated Declarations](#)

Account Number	Tax Type	Balance	Filing Currency
12910	Domestic Installment Tax	-US\$ 2,357.91	US\$
10192	Domestic Income Tax		US\$
22267	Domestic Summary Final Withholding Tax		US\$
28441	Domestic Monthly Wages Income Tax for Resident		US\$
127778	Domestic Monthly Wages Income Tax for Non Resident		US\$

3. Go to the search field in the middle use the navigation arrow (▼) to select [Domestic Monthly Taxes](#)
4. Click **File** for the prefer month that you want to submit *(Please note that 2023-05 is just an example for this guideline).*

Tax Period	Form Title	Imposition Base	Action
2023-05	Domestic Monthly Taxes Form		File

NOTE:

Before go to step 5, you have understand that the **Domestic Monthly Taxes** is ACCUMULATE three taxes types which are the **Domestic Monthly Wages Income Tax for Resident, Domestic Monthly Wages Income Tax for non- Resident, and Domestic Service Tax**. Some of these tax types will not appear in the drop-down menu because it will be based on your Business Activity (ex: if your company does not have any International/Foreigner employees, then **the Domestic Monthly Wages Income Tax for non- Resident** will not appear in the list).

- Go to the search field in the left and use the navigation arrow (▼) to select/Choose **Domestic Monthly Wages Income Tax for Resident**
- Fill the required fields in the right section if needed:

- In **“Line 5”**: Insert **Total gross wages paid during the month** in the Column (**\$5000 is example for this guideline**), *please do not hesitate visit us for further more information.*
- In **“Line 10 Total wages income tax withheld during the month”**: this will need to manually calculate which depend on range salary that the company offers to the Employee (**total \$200 for all employees whose salary above \$500 is just an example for this guideline**).
- Click calculate

10. Column and Amount (\$) for **“Value Calculated (US\$)”** (5000 for line 5 and 200 for the line)” will be automatically display after click the Calculation Button (you can click **reset** if there some mistake with the Amount (\$))

11. Click Save

12. Click Mark as Completed

The screenshot shows two side-by-side panels. The left panel is titled "Domestic Monthly Taxes Form" and contains a dropdown menu with "28441 - Domestic Monthly Wages Income Tax for Resident" selected. Below this are fields for Tax Type, Tax Period (2022-09), Account Number (28441), Currency (US\$ USD), and Tax Center (LARGE BUSINESS). A green "Submit Declaration" button is at the bottom. The right panel is titled "Domestic Monthly Wages Income Tax for Resident" and features a table with columns for Line Number, Line Description, Value Entered (US\$), and Value Calculated (US\$). The table has two rows: Line 5 (Total gross wages paid during the month) with 5000 entered and 5,000.00 calculated; and Line 10 (Total wages income tax withheld during the month) with 200 entered and 200.00 calculated. A red box highlights the "Value Calculated (US\$)" column. Below the table is a green "Mark as Completed" button (labeled 12) and a "Cancel", "Reset", and "Save" button group (labeled 11).

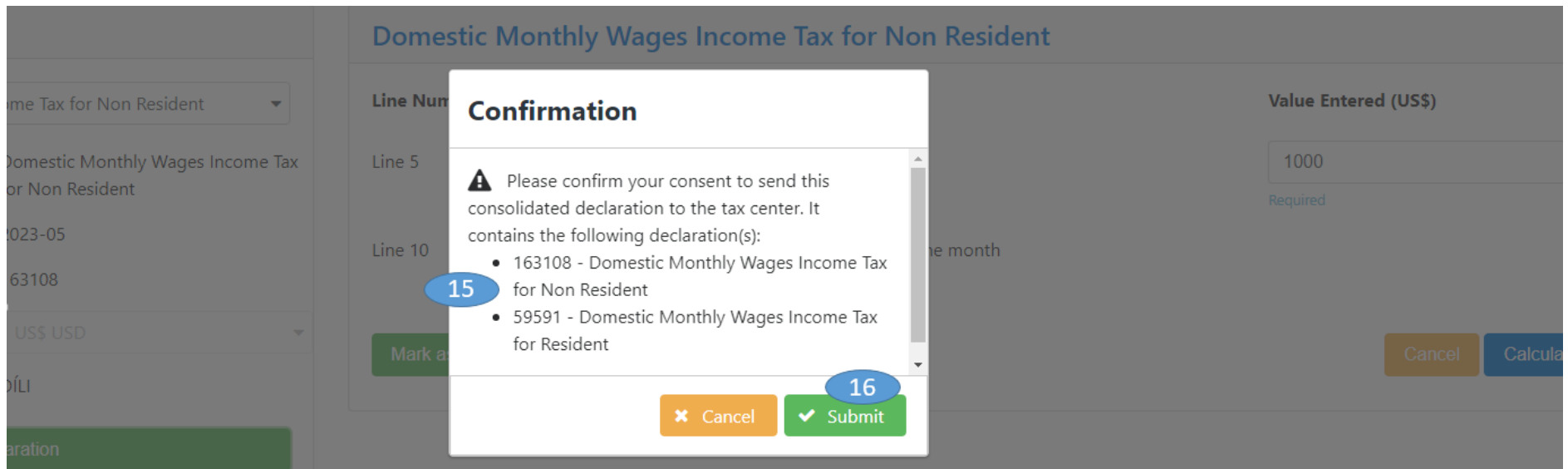
13. Go to the search field in the left and use the navigation arrow (▼) to Check the Mark (✓) for taxes types in the list of the drop-down menu which associate with Domestic **Monthly Taxes** form that you want Submit (ex: if your company does not have any International/Foreigner employees, then **the Domestic Monthly Wages Income Tax for non- Resident** will not appear in the list)

14. Click Submit Declaration

The screenshot shows two side-by-side panels. The left panel is titled "Domestic Monthly Taxes Form" and features a search field with a magnifying glass icon (labeled 13) and a dropdown list. The list shows "163108 - Domestic Monthly Wages Income Tax for Non Resident" with a checkmark and "59591 - Domestic Monthly Wages Income Tax for Resident" with a checkmark. Below the list are fields for Account Number (163108), Currency (US\$ USD), and Tax Center (DILI). A green "Submit Declaration" button (labeled 14) is at the bottom. The right panel is titled "Domestic Monthly Wages Income Tax for Non Resident" and features a table with columns for Line Number and Line Description. The table has two rows: Line 5 (Total gross wages paid during the month) and Line 10 (Total wages income tax withheld during the month). A green "Mark as Incompleted" button is at the bottom.

15. Confirmed list of Consolidated Declaration

16. Click Submit. This action confirms the submission and assigns a unique declaration number.



Thank you for using the Manual Guideline and please do not hesitate visit us for further more information.