

How to submit Domestic Service Tax

1. To submit **Domestic Monthly Taxes**, click on Declarations in the toolbar and you can see the list of the drop-down menu.
2. Click on **Consolidated Declarations**

The screenshot shows the 'Tax Center' dashboard. At the top, there is a navigation bar with 'Tax', 'Home', 'Accounts', 'Declarations', 'Certificates', and 'Objections'. The 'Declarations' menu is open, showing options: 'Declarations', 'Assessments', 'Withholdings', 'Consolidated Declarations', and 'Consolidated Assessments'. A red circle with the number '1' highlights the 'Declarations' menu, and another red circle with the number '2' highlights 'Consolidated Declarations'. Below the menu, there is a section for 'Accounts' with a 'Total Account Balance : -US\$ 2,357.91' and a button for 'Consolidated Tax Account Statement'. A table lists various tax accounts:

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).*

The screenshot shows the 'Consolidated Tax Types' and 'Consolidated Declarations' sections. The 'Tax Type' dropdown is set to 'Domestic Monthly Taxes'. A search field is present. The 'Consolidated Declarations' table shows a row for '2023-05' with 'Domestic Monthly Taxes Form' as the 'Form Title'. A red box highlights this row. A 'File' button is visible in the 'Action' column. A red circle with the number '3' highlights the search field, and another red circle with the number '4' highlights the 'File' button.

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

Before go to step 5, you have understand that the **Domestic Monthly Taxes** is combine 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 Service Tax**
- Fill the required fields in the right section for specific service that you provided (Taken Hotel Services, "Gross Sales" as an example for an example for this guideline).

Domestic Monthly Taxes Form

12052 - Domestic Service Tax

Tax: [Search field]

101474 - Domestic Monthly Wages Income Tax for Non Resident

13405 - Domestic Monthly Wages Income Tax for Resident

12052 - Domestic Service Tax

US\$ USD

Tax Center: LARGE BUSINESS

Submit Declaration

Domestic Service Tax

Line Number	Line Description	Value Entered (US\$)
Line 15	Hotel services (Gross Sales)	<input type="text"/>
Line 20	Restaurant and bar services (Gross Sales)	<input type="text"/>
Line 30	Telecommunication Services (Gross Sales)	<input type="text"/>
Line 35	Total Sales	
Line 40	Services Tax Payable	

- In the Line **15 Hotel services (Gross Sales)**; Insert total sale during the month (\$1000 is example for this guideline)
- In this Guideline, we choose **Hotel Services "Gross Sales"** as an example, so we insert Zero (0 Amount) for line 20 and 30, but calculation taxes for these two line are the same process as **line 15 Hotel services (Gross Sales)**.
- Click **Calculate**

Domestic Monthly Taxes Form

88582 - Domestic Service Tax

Tax Type: Domestic Service Tax

Tax Period: 2022-08

Account Number: 88582

Currency: US\$ USD

Tax Center: DÍLI

Submit Declaration

Domestic Service Tax

Line Number	Line Description	Value Entered (US\$)
Line 15	Hotel services (Gross Sales)	1000
Line 20	Restaurant and bar services (Gross Sales)	0
Line 30	Telecommunication Services (Gross Sales)	0
Line 35	Total Sales	
Line 40	Services Tax Payable	

Mark as Completed

Cancel Calculate Save

10. **Line 35 is the Total SUM from lines 15:20:30 (\$1000+0+0=1000).**

11. **Line 40 Services Tax Payable**, Will be automatically display once we click the Calculation Button. ($1000 \times 5\% = \$50$ is example for this guideline or you can click **reset** if there some mistake with the Amount)

12. **Click Save**

13. **Click Mask as Complete**

Domestic Service Tax

Line Number	Line Description	Value Entered (US\$)	Value Calculated (US\$)
Line 15	Hotel services (Gross Sales)	<input type="text" value="1000"/> <small>Required</small>	<input type="text" value="1,000.00"/>
Line 20	Restaurant and bar services (Gross Sales)	<input type="text" value="0"/> <small>Required</small>	<input type="text" value="0.00"/>
Line 30	Telecommunication Services (Gross Sales)	<input type="text" value="0"/> <small>Required</small>	<input type="text" value="0.00"/>
Line 35	Total Sales		<input type="text" value="1,000.00"/>
Line 40	Services Tax Payable		<input type="text" value="50.00"/>

Annotations: 10 (Line 35), 11 (Line 40), 12 (Save), 13 (Mark as Completed)

- 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
- Click **Submit**

The screenshot shows the e-Tax interface. On the left, under 'Domestic Monthly Taxes Form', there is a search field with a dropdown menu. A red circle labeled '14' highlights the search field and the dropdown menu, which contains two items: '163108 - Domestic Monthly Wages Income Tax for Non Resident' (checked) and '59591 - Domestic Monthly Wages Income Tax for Resident' (checked). Below the search field, there are fields for 'Account Number' (163108), 'Currency' (US\$ USD), and 'Tax Center' (DÍU). A green 'Submit Declaration' button is highlighted with a blue circle labeled '15'. On the right, under 'Domestic Monthly Wages Income Tax for Non Resident', there is a table with two rows: 'Line 5' with description 'Total gross wages paid during the month' and 'Line 10' with description 'Total wages income tax withheld during the month'. Below the table is a green 'Mark as Incompleted' button.

- Confirmed list of Consolidated Declaration
- Click Submit. This action confirms the submission and assigns a unique declaration number.

The screenshot shows a 'Confirmation' dialog box overlaid on the e-Tax interface. The dialog box has a warning icon and the following text: 'Please confirm your consent to send this consolidated declaration to the tax center. It contains the following declaration(s): 162973 - Domestic Monthly Wages Income Tax for Non Resident, 17602 - Domestic Monthly Wages Income Tax for Resident'. Below the text are 'Cancel' and 'Submit' buttons. A blue circle labeled '16' highlights the dialog box, and another blue circle labeled '17' highlights the 'Submit' button. In the background, the 'Domestic Monthly Wages Income Tax for Non Resident' form is visible, showing a table with 'Line 5' and 'Line 10' and a 'Value Entered (US\$)' field with '500' entered.