

Oinsa submete Domestic Monthly Taxes

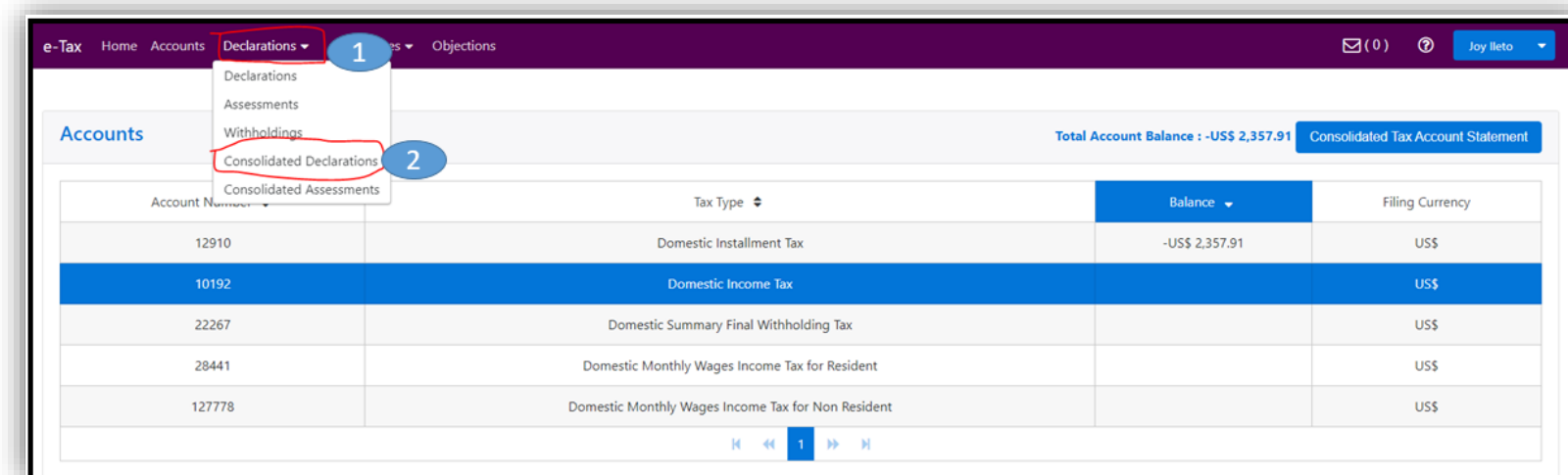
Domestic Monthly Taxes Akumulado/associate husi tipu imposto tolu (3) mak tuir mai ne'e;

- Domestic Monthly Wages Income Tax for Resident/ Imposto Salarios ba Funisionarios Residente,**
- Domestic Monthly Wages Income Tax for non- Resident/ Imposto Salarios ba Funisionarios Naun-Residente, no**
- Domestic Service Tax/Imposto Servisus.**

Atu submete deklarasaun imposto mensal liuhusi Step sia (9) mak hanesan tuir mai ne'e;

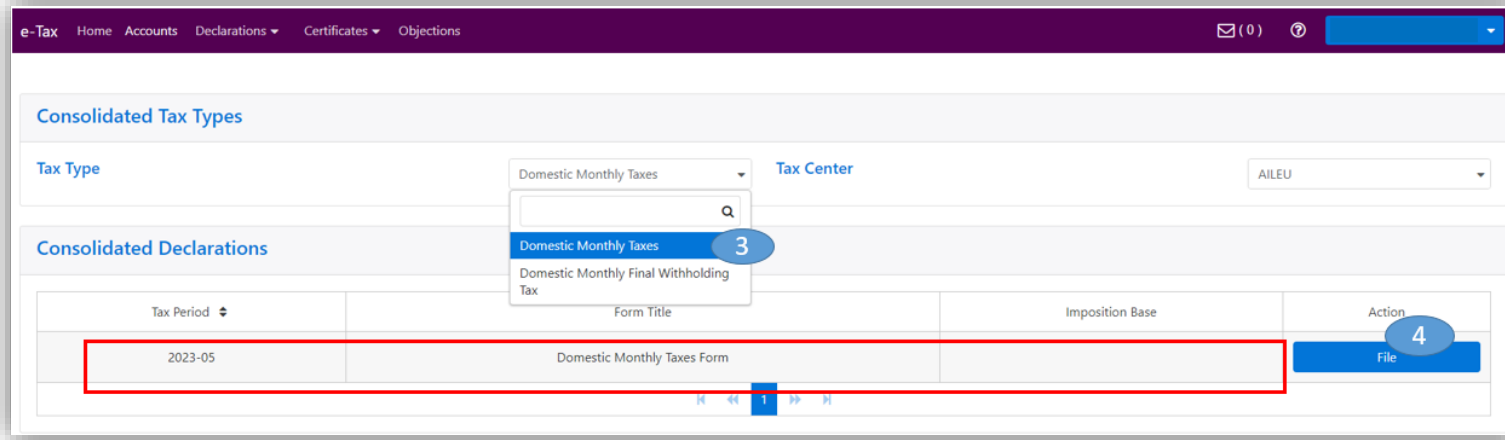
Step 1. Submete **Domestic Monthly Taxes**, Klik iha Declarations iha menu no bele hare lista drop-down menu hanesan imajen.

Step 2. Klik iha **Consolidated Declarations**



Step 3. Ba iha search field/buka parte klaran uza seta navegasaun /navigation arrow (▼) Hili **Domestic Monthly Taxes**

Step 4. klik **File** ba fulan/tinan neébe preferé atu submete deklarasaun mensal (*Favor note iha 2023-05 neé ezemplu deit ba mata-dalan neé*)



Antes ba step 5, ita-boót sira mos tenki hatene/kumprende katak **Domestic Monthly Taxes** neé akumula tipo Imposto tolu (3) mak hanesan ^{a)}**Domestic Monthly Wages Income Tax for Resident**, ^{b)}**Domestic Monthly Wages Income Tax for non- Resident**, and ^{c)}**Domestic Service Tax**. Tipo imposto sira neé balun sei la mosu iha drop-down menu neé tanba sei bazea ita-boót sira nia atividades negocio/Business Activity (ex: karik empresa/kompañia **la emprega/ la iha Funshionariu Naun-Residente /Foreigner employees**, ne'e **Domestic Monthly Wages Income Tax for non-Resident** sei la mosu iha lista tipo imposto).

Step 5. Ba iha search field/ kampu parte karuk no uza panah/navigation arrow (▼) hodi hili tipo Impostos/taxes types lista drop-down menu neébe ITA hakarak atu deklara /submete:

Domestic Monthly Taxes Form

13405 - Domestic Monthly Wages Income Tax for Resident

Tax |

101474 - Domestic Monthly Wages Income Tax for Non Resident

Tax 13405 - Domestic Monthly Wages Income Tax for Resident

Act 12052 - Domestic Service Tax

Currency: US\$ USD

Tax Center: LARGE BUSINESS

Submit Declaration

Domestic Monthly Wages Income Tax for Resident

Line Number	Line Description	Value Entered (US\$)
Line 5	Total gross wages paid during the month	Required
Line 10	Total wages income tax withheld during the month	Required

Mark as Completed

Cancel Calculate Save

Declaration

Domestic Monthly Wages Income Tax for Resident-Form

a. **Domestic Monthly Wages Income Tax for Resident / Imposto Salarios ba Funcionarios Residente**

- 1) Ba iha search field/kampu parte karuk hodi uza seta navegasaun/navigation arrow (▼) hodi hili **Domestic Monthly Wages Income Tax for Resident**
- 2) Preenxe tuir kuluna neébe iha seksaun parte loos nian karik prezisa; iha **“Line 5”**: inserta **Total gross wages paid during the month** iha kuluna **(\$5000 *hanesan ezemplu ba mata-dalan ida-neé*)**, *favor vizita / kontatu ami karik atu hatene liu tan informasaun.*
- 3) Iha **“Line 10 Total wages income tax withheld during the month”** ba kuluna ida-neé kalkulasaun manual depende ba tabela salarios neé empresa/kompañia oferese ba funcionarios iha kompañia **(total \$200 ba Imposto salario funcionarius hotu maibe funcionarios ne’ebe sira nia liu >\$500 ida-ne’e hanesan ezemplu ba Mata-dalan ida-ne’e)**.
- 4) Klik iha Calculate

Domestic Monthly Taxes Form

13405 - Domestic Monthly Wages Income Tax for Resident

Tax |

101474 - Domestic Monthly Wages Income Tax for Non Resident

Tax 13405 - Domestic Monthly Wages Income Tax for Resident (1)

Act 12052 - Domestic Service Tax

Currency: US\$ USD

Tax Center: LARGE BUSINESS

Submit Declaration

Domestic Monthly Wages Income Tax for Resident

Line Number	Line Description	Value Entered (US\$)
Line 5	Total gross wages paid during the month	5000 (2)
Line 10	Total wages income tax withheld during the month	200 (3)

Mark as Completed

Cancel Calculate (4) Save

Declaration

Domestic Monthly Wages Income Tax for Resident-Form

- 5) Kuluna ho Montante (\$) ba “**Valor Calculated (US\$)**” (5000 ba liña 5 no 200 ba liña 10)” sei automatika mosu deposi klik Calculate Button (Ita-boót sira bele klik **reset karik montante inserta ne’e sala (\$)**)
- 6) Klik **Save**
- 7) Klik **Mark as Completed**

Line Number	Line Description	Value Entered (US\$)	Value Calculated (US\$)
Line 5	Total gross wages paid during the month	5000	5,000.00
Line 10	Total wages income tax withheld during the month	200	200.00

Note: Karik **la iha** tipo imposto **Domestic Monthly Wages Income Tax for non- Resident**, ITA ba direta iha **Step 6** Cek iha **Mark (✓)** tipo imposto **neébe akumuladu/associate ho Domestic Monthly Taxes form ne’ebé ITA hakarak atu Submete”**.

b. Domestic Monthly Wages Income Tax for non- Resident / Imposto Salarios ba Funsionarios Naun-Residente

- 1) Ba iha search field/kampu parte karuk no uza seta navegasaun/navigation arrow (▼) hodi hili **Domestic Monthly Wages Income Tax for non- Resident**
- 2) Preenxe kuluna neébe requzita/presiza iha seksaun parte loos nian karik presiza;

Line Number	Line Description	Value Entered (US\$)
Line 5	Total gross wages paid during the month	<input type="text"/>
Line 10	Total wages income tax withheld during the month	<input type="text"/>

- 3) Iha “Line 5”: Insera **Total gross wages paid during the month** iha kuluna (\$500 *neé hanesan ezemplu ba mata-dalan ida-neé*), *halo favor kontatu no vizita ami karik presiza liu tan informasaun ruma.*
- 4) klik calculate,

The screenshot shows the 'Domestic Monthly Wages Income Tax for Non Resident' form. On the left, there is a sidebar with fields: Tax Type (Domestic Monthly Wages Income Tax for Non Resident), Tax Period (2023-05), Account Number (162973), Currency (US\$ USD), and Tax Center (DÍLI). A green 'Submit Declaration' button is at the bottom of the sidebar. The main area contains a table with two rows: Line 5 (Total gross wages paid during the month) and Line 10 (Total wages income tax withheld during the month). The 'Value Entered (US\$)' field for Line 5 is set to 500. A blue circle with the number '3' is around the input field. At the bottom right, there are 'Cancel', 'Calculate', and 'Save' buttons. The 'Calculate' button is circled with a blue '4'.

- 5) Iha “Liña 10 Total wages income tax withheld during the month” sei automatically mosu wainhira klik iha Calculate Button ($\$500 \times 10\% = \50 *neé hanesan ezemplu deit ba iha mata-dalan ida-neé ou ita-boót bele klik reset karik montante insera ne'e sala(\$)*)
- 6) Montante (\$) valor/montante (\$) iha “Liña 15 Tax to Pay and Value Calculated (US\$)” sei automatically mosu wainhira ITA klik iha Calculate Button (*\$500 hanesan ezemplu ba mata-dalan ida-neé ou ITA bele klik reset karik montante insera ne'e sala*)
- 7) Klik Save
- 8) Klik Mark as Completed

The screenshot shows the same tax form as above, but now with calculated values. The 'Value Entered (US\$)' field for Line 5 is 500. The 'Value Calculated (US\$)' field for Line 10 is 50.00. A blue circle with the number '5' is around the 'Value Calculated' field. At the bottom left, the 'Mark as Completed' button is circled with a blue '7'. At the bottom right, there are 'Cancel', 'Reset', and 'Save' buttons. The 'Save' button is circled with a blue '6'.

Note: Karik ITA **ia iha** Domestic Service Tax, ITA ba direta iha **Step 6 Cek iha Mark (✓) ba Tipo Imposto akumulado/associate ho Domestic Monthly Taxes form neébe ITA hakarak atu Submete”.**

c. Domestic Service Tax / Imposto Servisus

- 1) Ba iha search field /kampu parte karuk no uza seta navegasaun/navigation arrow (▼) hodi hili **Domestic Service Tax**
- 2) Preenxe Requezito/ fields iha seksaun parte loos servisu spesifiku neébe fornese **fornese Servisu iha area Hotel Services, “Gross Sales” hanesan ezemplu iha mata-dalan ida-neé).**

The image shows two screenshots of a tax software interface. The left screenshot, labeled '1)', shows the 'Domestic Monthly Taxes Form' with a search field for '12052 - Domestic Service Tax' selected. The right screenshot, labeled '2)', shows the 'Domestic Service Tax' form with a table of line items. The table has columns for 'Line Number', 'Line Description', and 'Value Entered (US\$)'. The first row is 'Line 15 Hotel services (Gross Sales)' with a highlighted input field. Other rows include 'Line 20 Restaurant and bar services (Gross Sales)', 'Line 30 Telecommunication Services (Gross Sales)', 'Line 35 Total Sales', and 'Line 40 Services Tax Payable'. Buttons for 'Mark as Completed', 'Cancel', 'Calculate', and 'Save' are visible at the bottom.

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	

- 3) Iha Liña 15 Hotel services (Gross Sales); Insera total montante grosso durante fulan tomak nia laran **(Maio 2023 \$1000 hanesan ezemplu iha mata-dalan ne'e)**
- 4) Iha matadalan ida-ne'e, ITA **Hotel Services “Gross Sales” hanesan ezemplu,** Nuneé ita bele insera Zero (0 Montante ba iha liña 20 ho 30, tanba kalkulasaun ba tipo imposto rua (2) nia prosesu hanesan mos iha **liña 15 Hotel services (Gross Income/Sales).**
- 5) klik Calculate Button

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: DfLl

[Submit Declaration](#)

Declaration
[Domestic Service Tax Form](#)

Domestic Service Tax

Line Number	Line Description	Value Entered (US\$)
Line 15	Hotel services (Gross Sales)	1000 3
Line 20	Restaurant and bar services (Gross Sales)	0
Line 30	Telecommunication Services (Gross Sales)	0 4
Line 35	Total Sales	
Line 40	Services Tax Payable	

[Mark as Completed](#) [Cancel](#) [Calculate](#) [Save](#) 5

Liña 35 ne'e Total hamutuk/SUM husi liña 15:20:30 (\$1000+\$0+\$0=\$1000).

6) **Liña 40 Services Tax Payable /**, sei automatically mosu wainhira ITA klik iha Calculate Button. (\$1000X5%=\$50 ne'e hanesan ezemplu iha mata-dalan ida-ne'e ou ITA klik iha **reset** karik ITA Montante insera ne'e sala)

7) **Klik Save**

8) **Klik Mask as Complete**

Domestic Service Tax

Line Number	Line Description	Value Entered (US\$)	Value Calculated (US\$)
Line 15	Hotel services (Gross Sales)	1000 <small>Required</small>	1,000.00
Line 20	Restaurant and bar services (Gross Sales)	0 <small>Required</small>	0.00
Line 30	Telecommunication Services (Gross Sales)	0 <small>Required</small>	0.00
Line 35	Total Sales		1,000.00 6
Line 40	Services Tax Payable		50.00 7

[Mark as Completed](#) 9 [Cancel](#) [Reset](#) [Save](#) 8

Step 6) Cek iha vistu/ Mark (✓) ba Tipo Imposto akumulado/ associate ho formulariu **Domestic Monthly Taxes** form ne'ebe ITA hakarak atu Deklara/ Submete.

Step 7) Klik **Submit Declaration**

The screenshot shows two forms side-by-side. The left form is titled "Domestic Monthly Taxes Form" and has a dropdown menu for "Tax" with "163108 - Domestic Monthly Wages Income Tax for Non Resident" selected. A red circle labeled "6" highlights the search icon in the dropdown. Below the dropdown are fields for "Account Number" (163108), "Currency" (US\$ USD), and "Tax Center" (DÍLI). A green button labeled "Submit Declaration" with a red circle labeled "7" is at the bottom. The right form is titled "Domestic Monthly Wages Income Tax for Non Resident" and has a table with two columns: "Line Number" and "Line Description". The table has two rows: "Line 5" with "Total gross wages paid during the month" and "Line 10" with "Total wages income tax withheld during the month". A green button labeled "Mark as Incompleted" is at the bottom.

Step 8) Confirmed list of Consolidated Declaration

Step 9) klik **Submit**. Husu konfirma antes finalize submisaun deklarasaun no sistema aloka Aumatimente numeru avalisaun / Assessment number kada tipo impostu ho numeru uniku deklarasaun/ a unique declaration number.

The screenshot shows a "Confirmation" dialog box overlaid on the "Domestic Monthly Wages Income Tax for Non Resident" form. The dialog box has a warning icon and the text: "Please confirm your consent to send this consolidated declaration to the tax center. It contains the following declaration(s):". Below this text is a list of two items: "162973 - Domestic Monthly Wages Income Tax for Non Resident" and "17602 - Domestic Monthly Wages Income Tax for Resident". A red circle labeled "8" highlights the list. At the bottom of the dialog box are two buttons: "Cancel" and "Submit", with a red circle labeled "9" highlighting the "Submit" button. The background form is dimmed, showing the "Mark as Incompleted" button and the "Value Entered (US\$)" field with "500" entered.