IT - Withholding Tax on Third Parties (Ritenuta d'Acconto)

Tasks to be completed when documenting an operation (from creation to publication)

1. Enter the **Title of the operation / page**

2. Add the following Labels:

    - Scope of applicability: ww, country_accounting
    - Country or group of countries (if applicable): belux, china, france, italy, lam, nam,uk_ie, bulgaria, dach, netherlands, iberia, poland, latvia, australia, india, japan, south_korea, thailand, singapore
    - Unit and Domain according to the List of labels to be used in the Finance Service Line space
        - **E.g. 1:** WW Operation in Financial Accounting under domain "Central Finance Processes & Compliance":
            - Labels to be used: ***ww, financial_accounting, central_fin_proc_compliance***
        - **E.g. 2:** France Operation in Financial Accounting:
            - Labels to be used: ***country_accounting, france, financial_accounting***
              (for country operations, the Domain is always country_accounting)

3. Fill in all fields as described above

4. Once the description of the operation is completed, ensure it is approved and published by launching the SBS-Finance approval workflow

Domain: Country Accounting	**Responsibility area:** N/A

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- End of document.

Scope

ERP

PF1 WP1 PE1

Frequency

References

FBL3N; S_P00_07000134

Forms

TEMPLATE_Ritenuta d´Acconto_CU202Y.xlsx

Attachments

Storage location of the files shared with CAM

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1. Objective and Scope

1.1. Objective of this Operation

Withholding tax means, that Solvay entities assumes the responsibility from the supplier to pay due taxes to the fiscal authorities.

It is known in Italy as **RITENUTA D' ACCONTO** and corresponds to the amount of withholding tax to be paid to the tax authorities on invoices effectively paid, by the 16th of the month following the date of the payment of the invoice.

Based on this procedure, we will then summarize the information of the withholding tax on third parties paid in a specific model, called **Single Certification (Certificazione unica - CU)** to be submitted no latter than 31 March Y+1. The withholding agents use the Single Certification (CU), to certify the income from employment and similar, the income from self-employment, commissions and other income as well as the fees deriving from short lease contracts.

The purpose of this procedure is, in a first stage, to identify all invoices paid and calculate the amount of tax withheld to be paid every month (until the 16th of each month) and with a set of checks to ensure that possible errors have been identified and corrected, maintaining a database and the overview of the annual declaration.

1.2. Scope

This procedure applies to all Italian companies:

- 0270 : SOLVAY CHIMICA (IT)
- 0279 : SOLVAY (IT)
- 5835 : SOLVAY SPOL IT
- 6277 : SOLVAY ENERGY SERVICES IT
- 6306 : COGEN SPINETTA
- 6328 : COGEN ROSIGNANO
- 8090 : SOLVAY SOLUTIONS IT

2. Definitions

See Finance Glossary:

- CAM
- CICC

3. Tasks description

3.1. Periodicity

On a monthly basis it is necessary to pay the withholding tax retained. This procedure has to be performed until D7 (the lattest), to ensure that the payment is approved by the 16th of each month.

Also we need to ensure accuracy of data and payments done to the suppliers as a basis of the annual declaration Single Certification (Certificazione unica - CU) that should be prepared in February of Y+1.

3.2. I prepare the information of the withholding tax to be paid on a monthly basis

Before starting, you should be aware that there is a form that is used to support in the monthly justification and annual declaration preparation.

This file is the base of all work to be done and applicable for all systems, despite the different ways of working in each and is composed by 5 sheets:

1. DATABASE - Vendor information to support preparation of the yearly declaration;

   List of all vendors that have WHT tax indicator, it is necessary to know the country of the vendor, the % of Cassa Prev. if applied and in case of a natural person detail several info like date and city of birth,...

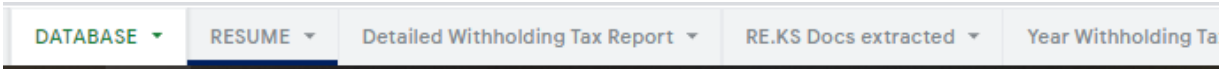
   To collect this info we go to the following website http://www.codicefiscaleonline.com/codice_inverso.php and by adding the fiscal number we will copy the data indicated there.

2. RESUME - Where all information is resumed (monthly amounts calculated, effective payment information, account reconciliation and some analysis of the vendors invoices);

3. Detailed Withholding Tax Report - Where extraction from SAP of all suppliers identified with withholding tax should be analyzed;

4. RE.KS Docs extracted - Where you will add all payments done during the year (automatic identification of the month of payment to facilitate the monthly works);

5. Year Withholding Tax Report - Template required for the submission of the yearly declaration, simple compilation of all information of the year. Maintenance under accounting platform responsibility.

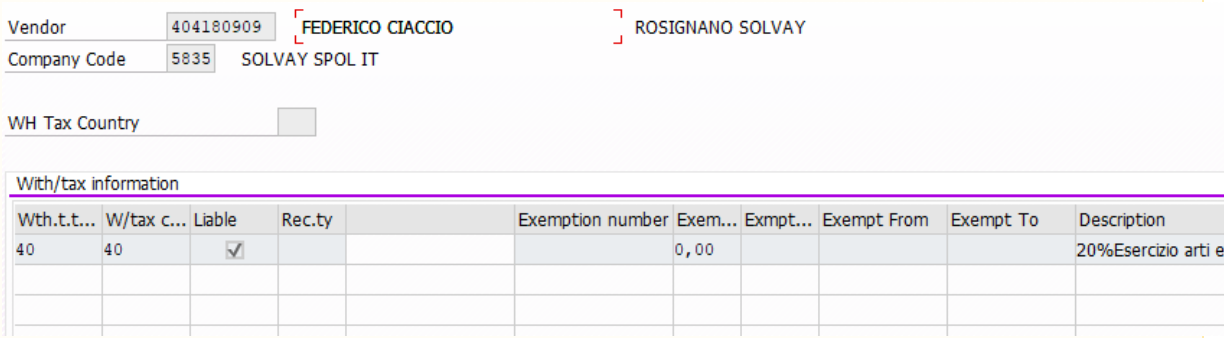


By principle we have to pay the WHT only for those invoices effectively paid reflected in account **2452090000.**

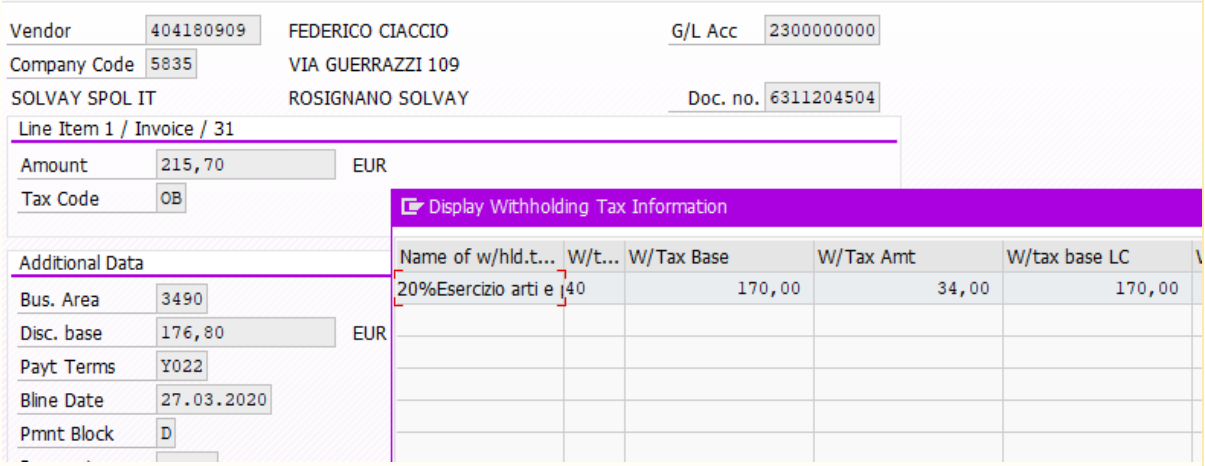
Taking in consideration that at the time of the assignment to CICC, the WHT is posted temporary in account 2452090100 (KS document) and only at the due date of the invoice (= real payment date to the vendor) the amount is cleared and transferred to account 2452090000 - Withholding taxes payable-others, it's in account 2452090000 that we find the WHT to be paid.

This is valid for all supplier that have in it's master data the withholding tax indicators updated and when invoices/credit notes are booked it should be indicated the base amount and the WHT to pay.

See example of supplier FEDERICO CIACCIO (FK03):



Invoice example:

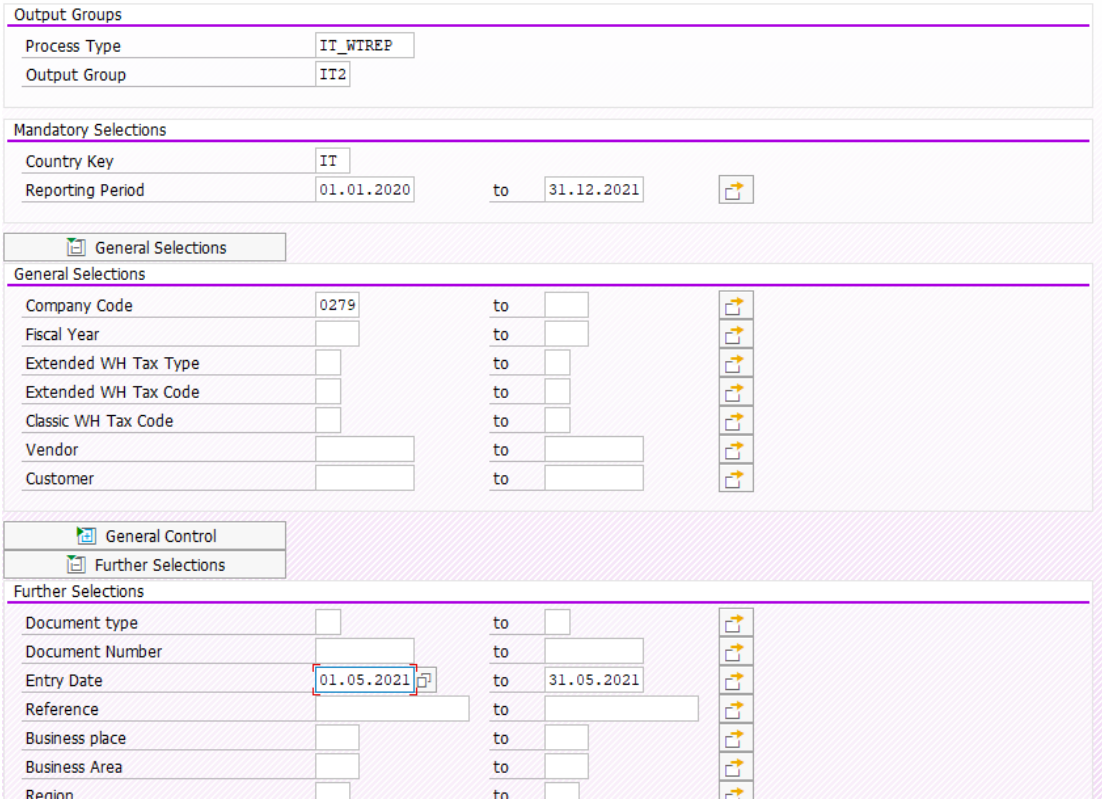


3.2.1. I prepare the information for PF1 companies

3.2.1.1. I run the SAP transaction S_P00_07000134 - Generic Withholding Tax Report

Run transaction **S_P00_07000134** - Italy withholding tax reporting:

1) Select Variant **RITENUTA D'ACC**

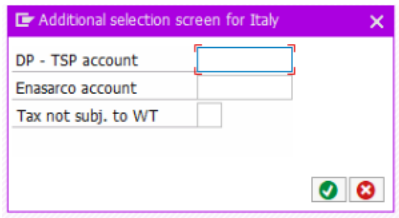


2) Several parameters are already filled you just need to confirm:

- Company code.
- Reporting Period (from the beginning of previous year to end of current year).
- In further selections ensure that you add in field Entry date the period of analysis (previous period).

3) Execute:

It will pop up an additional screen but you can go ahead:



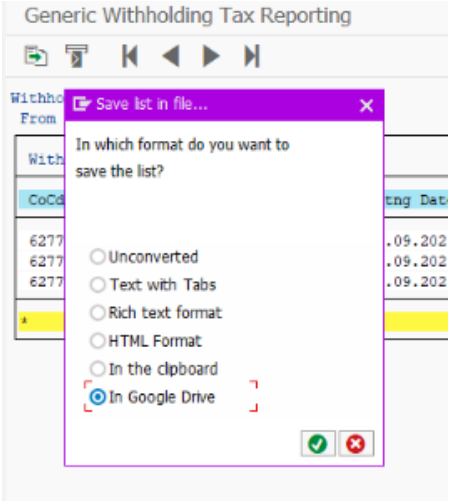
The result will be similar to:

Withholding Tax Report
From 01.01.2020 To 31.12.2021

Withholding Tax Items

CoCd	Vendor	Wth.t.type	Doc..Date	Pstng Date	DocumentNo	Reference	Invoice amount	Gross amount	Base amount	Withholding tax	Not subj. WT	Exempt amount	Clrng doc.	Cl
0279	404180014	40	08.02.2021	27.05.2021	6311200268	40	8.077,10	6.620,57	6.620,57	0,00	0,00	0,00	6512071691	27
0279	404180761	40	15.03.2021	25.05.2021	6311200267	01/00105	5.836,48	4.784,00	4.600,00	920,00	184,00	0,00	1510013913	25
0279	404180878	40	23.04.2021	05.05.2021	6311200246	285/2021	22.838,40	18.720,00	18.000,00	3.600,00	720,00	0,00	1510013878	05
0279	404180909	40	06.05.2021	28.05.2021	6311200270	FPR37/21	3.393,65	3.128,70	1.158,00	231,60	1.970,70	0,00	1510013914	28
0279	404181727	40	29.03.2021	21.05.2021	6311200265	41	43.773,60	35.880,00	34.500,00	6.900,00	1.380,00	0,00	1510013908	21
*							83.919,23	69.133,27	64.878,57	11.651,60	4.254,70	0,00		

4) Last step is to extract the data to excel and copy it to the template shared:



If you save it " In Google Drive" it will generate a google sheet with all the details as in excel.

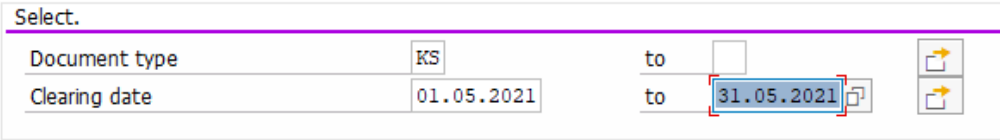
With this extraction we will have an overview of all invoices/credit notes registered in the current month where withholding tax was applied and you just copy to sheet "Detailed Withholding Tax Report" from column M to AC.

A	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA
F24 Payment (month)	CONTROL WHT rate	CONTROL Non Subject	Co(	Vendor	Wth.t.type	Doc..Date	Pstng Date	DocumentNo	Referen	Invoice amou	Gross amount	Base amount	Withholding tax	Not subj. WT	Exempt amount	Clearing Doc	Clearing
mar-21	OK	OK	279	404180364	40	4122020	17122020	6311200731	956/2020	11.013,18	9.027,20	8.680,00	1.736,00	347,20 -		1510013492	17:
mar-21	OK	OK	279	404180364	40	11122020	21122020	6311200759	996/2020	44.408,00	36.400,00	35.000,00	7.000,00	1.400,00 -		1510013524	21:
gen-21	OK	OK	279	404180364	40	25112020	22122020	6311200771	923/2020	12.688,00	10.400,00	10.000,00	2.000,00	400,00 -		1510013535	22:

3.2.1.2. I calculate the monthly F24 payment

The next step is to search for the payments that occurred in the current period.

Open a new tab in SAP with transaction FBL3N with variant IT WHT CHECK to perform the extraction of all items posted in the current period, between 01/MM/20YY and 31/MM/YYYY, in accounts 2452090000 and 2452090100.



We will need to retrieve all document numbers and clearing dates of the invoices paid in the period, so we do a filter and select only doc type KS and clearing date 01/MM/2021 to 31/MM/2021 to copy the document number and clearing date to sheet RE.KS Docs extracted:

CoCd	Reference	Account	Offst.acct	BusA	DocumentNo	Type	Doc..Date	Pstng Date	Year/month	PK	Assignment	Amount in local cur.	LCurr
0279	2005557162	2452090100	404180878	8500	1510013878	KS	05.05.2021	05.05.2021	2021/05	50	20210505	3.600,00-	EUR
		2452090100				KS						3.600,00-	EUR

RE/KS DOCUMENTS with	clearing date 2021 DD/MM/YYYY	Clearing Month (Formula)	Month/Year (formula)
1510013878	24/05/2021	maggio	mag-21

The idea is to automatically retrieve the month of payment and update sheet Detailed Withholding Tax Report that will automatically feed the pivot table available in RESUME:

AMOUNT TO BE PAID	
F24 Payment (month)	Sum of Withholding tax
gen/21	5.574,20
feb/21	2.373,60
mar/21	181.224,05
apr/21	554,99
mag/21	3.600,00
	188.842,98
	-
Totale generale	**382.169,82**

To summarize, this information is retrieved from sheet Detailed Withholding Tax Report column A F24 Payment (month):

- If invoice was paid in the current month we indicate the month (January to December);
- If invoices posted will be paid in the future they are blank.

F24 Payment (month)	CONTROL WHT rate	CONTROL Non Subject	Co	Vendor	Wth.t.type	Doc..Date	Pstng Date	DocumentNo	Referen	Invoice amou	Gross amount	Base amount	Withholding tax	Not subj. WT	Exempt amount	Clearing Doc	Clearing	B
	CHECK	OK	279	404180014	40	8/2/2021	27/05/2021	6311200268	40	8.077,10	6.620,57	6.620,57	0,00	0,00	-	6512071691	18/01/2021	
mag-21	OK	OK	279	404180878	40	23/04/2021	05/05/2021	6311200246	285/2021	22.838,40	18.720,00	18.000,00	3.600,00	720,00	-	1510013878	22/04/2021	
	OK	OK	279	404180909	40	06/05/2021	28/05/2021	6311200270	FPR37/21	3.393,65	3.128,70	1.158,00	231,60	1.970,70	-	1510013914	01/04/2021	
	OK	OK	279	404181727	40	29/03/2021	21/05/2021	6311200265	41	43.773,60	35.880,00	34.500,00	6.900,00	1.380,00	-	1510013908	09/02/2021	

Note that in some cases you may have differences between the vendor extraction and SAP due to manual postings, contracts cancellation, etc. All manual postings (G1/S1), some manual clearings done with AB document type can generate differences. All these cases have to be analysed individually to make sure they are correct and in our database. In these cases check line items in the SAP vendor account and add /delete the documents necessary to justify the entries in the file.

3.2.1.3. I make a consistency check

In the end the total amount to be paid in the current month reflect the open items balance of account 2452090000 and the invoices we are not considering reflect the amount open in account 2452090100.

Take as example May 2021 for company 0279:

Account	Offst.acct	BusA	DocumentNo	Type	Doc..Date	Pstng Date	Year/month	PK	Assignment	Amount in local
2452090000										3.60
2452090100										188.84
										192.44

3.2.1.4. I make a consistency check to prevent issues in the annual declaration (CU)

The main controls to perform are:

- If all vendors listed in the database and all necessary details are filled;

- If Withholding tax rate applied is coherent with the most common tax applied (5%/20%/23%);

- If for vendors apply in the invoice the "Cassa Previdenziale", "Bollo", amount not subject to WHT;

- Control the total amount paid to supplier.

A	B	C	D	E	F	G	H	I	J	K
F24 Payment (month)	KS	Wht rate	Ctr Key	ORIGIN	CASSA PREV %	Imp. Cassa Previdenziale Amount	Non subject + Bollo	Paym amount	COMMENT	CONTROL WHT rate
	#N/A	0%	IT	ITALIA	5%	331,03	- 331,03	8.077,10	OK REVERSED WITH CREDIT NOTE	CHECK
mag-21	1510013878	20%	IT	ITALIA	4%	720,00	-	19.238,40		OK
	#N/A	20%	IT	ITALIA	4%	46,32	1.924,38	3.162,05		OK
	#N/A	20%	IT	ITALIA	4%	1.380,00	-	36.873,60		OK

These controls should be done from time to time, preferably every month before sending to CAM the monthly analysis.

3.2.1.5. I share with CAM the analysis and ask to issue the payment

As soon as you finalize all previous steps send a message to CAM indicating the amount to pay for the month in analysis and the link to the filled template to ensure that the F24 payment is done.

By the end of the month after the booking of the bank movement F24 (1040 + 1038) you can complete the procedure by checking and clearing the a account 2452090000.

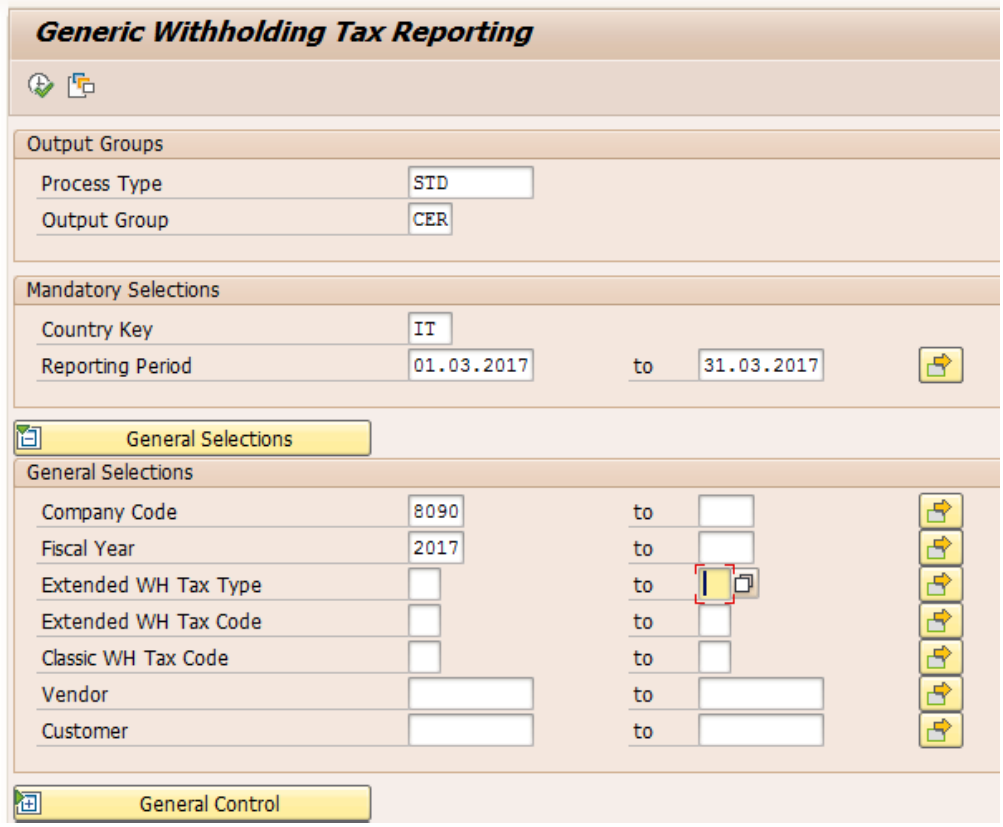
Complete the information in the table for future reference as this will be important for the annual declaration. Any payment not related to the current year has to be analyzed and properly justified.

3.2.2. I prepare the information for WP1 company

3.2.2.1. I run the SAP transaction S_P00_07000134 - Generic Withholding Tax Report

Run transaction **S_P00_07000134** - Generic Withholding Tax Report:

1) Select Variant **RITENUTA D'ACC**

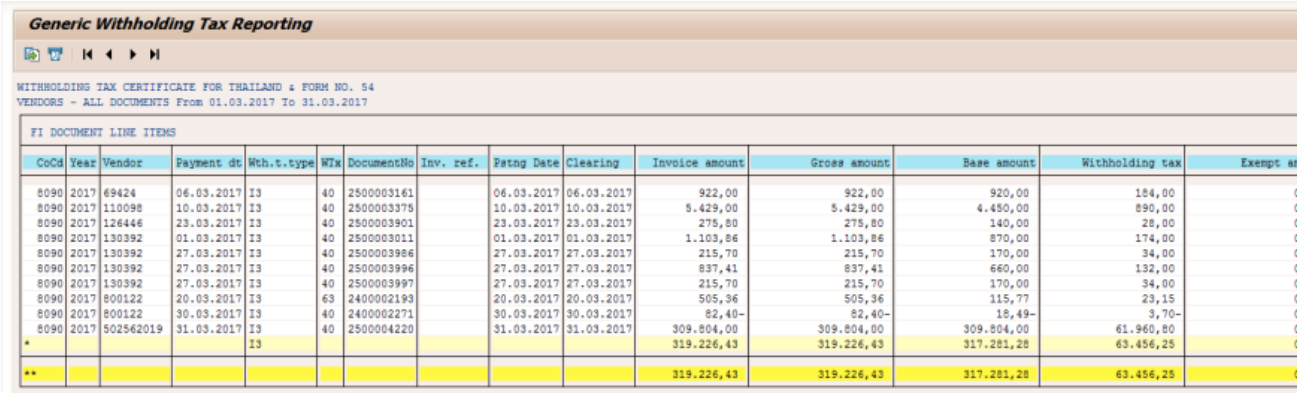


2) Several parameters are already filled you just need to confirm:

- Company code
- Period (should always be the previous month)

3) Execute.

The result will be similar to:



Generic Withholding Tax Reporting

WITHHOLDING TAX CERTIFICATE FOR THAILAND & FORM NO. 54
VENDORS - ALL DOCUMENTS From 01.03.2017 To 31.03.2017

FI DOCUMENT LINE ITEMS

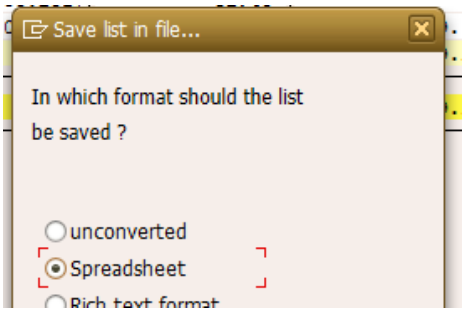
CoCd	Year	Vendor	Payment dt	Wth.t.type	WTx	DocumentNo	Inv. ref.	Pstng Date	Clearing	Invoice amount	Gross amount	Base amount	Withholding tax	Exempt am
8090	2017	69424	06.03.2017	I3	40	2500003161		06.03.2017	06.03.2017	922,00	922,00	920,00	184,00	0
8090	2017	110098	10.03.2017	I3	40	2500003375		10.03.2017	10.03.2017	5.429,00	5.429,00	4.450,00	890,00	0
8090	2017	126446	23.03.2017	I3	40	2500003901		23.03.2017	23.03.2017	275,80	275,80	140,00	28,00	0
8090	2017	130392	01.03.2017	I3	40	2500003011		01.03.2017	01.03.2017	1.103,86	1.103,86	870,00	174,00	0
8090	2017	130392	27.03.2017	I3	40	2500003986		27.03.2017	27.03.2017	215,70	215,70	170,00	34,00	0
8090	2017	130392	27.03.2017	I3	40	2500003996		27.03.2017	27.03.2017	837,41	837,41	660,00	132,00	0
8090	2017	130392	27.03.2017	I3	40	2500003997		27.03.2017	27.03.2017	215,70	215,70	170,00	34,00	0
8090	2017	800122	20.03.2017	I3	63	2400002193		20.03.2017	20.03.2017	505,36	505,36	115,77	23,15	0
8090	2017	800122	30.03.2017	I3	40	2400002271		30.03.2017	30.03.2017	82,40-	82,40-	18,49-	3,70-	0
8090	2017	502562019	31.03.2017	I3	40	2500004220		31.03.2017	31.03.2017	309.804,00	309.804,00	309.804,00	61.960,80	0
*				I3						319.226,43	319.226,43	317.281,28	63.456,25	0
**										319.226,43	319.226,43	317.281,28	63.456,25	0

4) Last step is to extract the data to excel and copy it to the template indicated.

Generic Withholding Tax Reporting

WITHHOLDING TAX CERTIFICATE FOR THAILAND & FORM NO. 54
VENDORS - ALL DOCUMENTS From 01.03.2017 To 31.03.2017

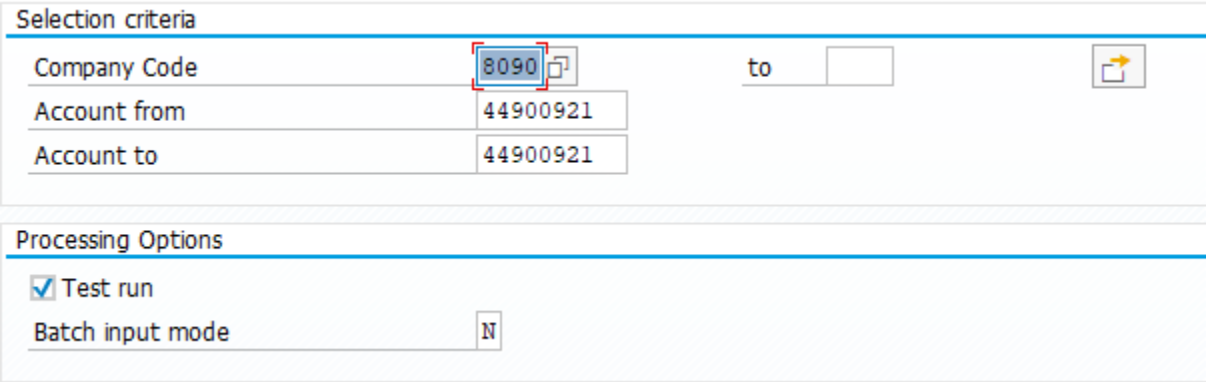
FI DOCUMENT LINE ITEMS

and 

With this extraction we will have an overview of all movements in the accounts and provide detailed information about the vendors we are paying the withholding tax for.

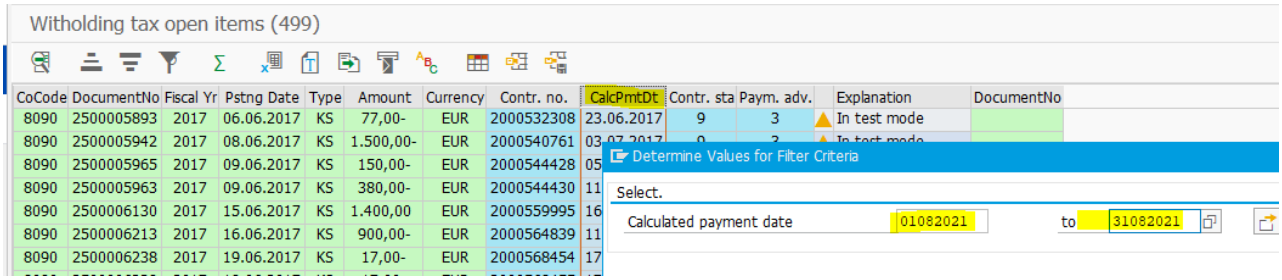
3.2.2.2. I calculate the monthly F24 payment

Run transaction **Z3F_FA_AP_WHTAX_TRF** and select variant **RITENUTA_8090**, there is no need to change the parameters and run.

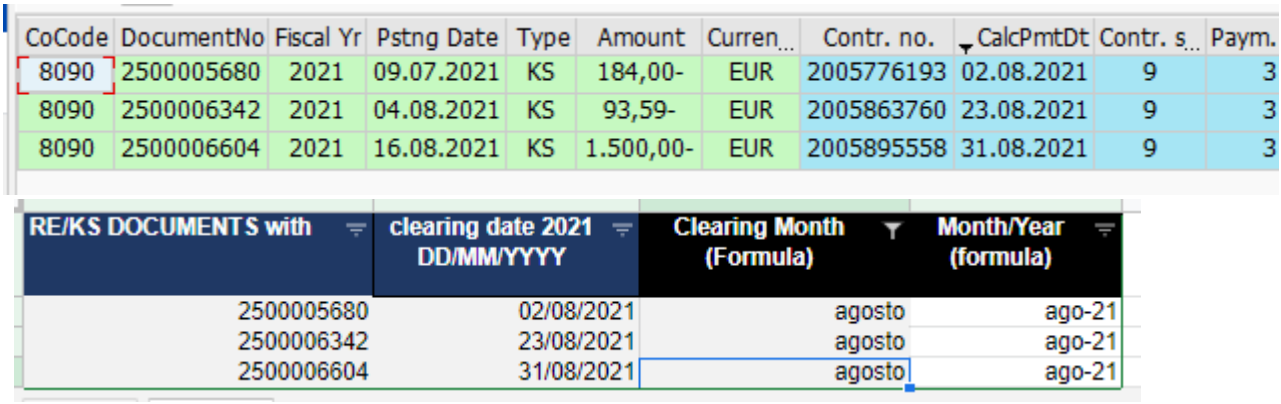


From the transaction outcome you will need to retrieve the list of documents paid in the current month. Search for column "CalcPmtDt" and do a filter with the previous month date.

Example if you are running the transaction in September for August period:



From this list you will need to copy to sheet "RE.KS Docs extracted" the document no and the payment date



CoCode	DocumentNo	Fiscal Yr	Pstng Date	Type	Amount	Curren...	Contr. no.	CalcPmtDt	Contr. s...	Paym.
8090	2500005680	2021	09.07.2021	KS	184,00-	EUR	2005776193	02.08.2021	9	3
8090	2500006342	2021	04.08.2021	KS	93,59-	EUR	2005863760	23.08.2021	9	3
8090	2500006604	2021	16.08.2021	KS	1.500,00-	EUR	2005895558	31.08.2021	9	3

RE/KS DOCUMENTS with	clearing date 2021 DD/MM/YYYY	Clearing Month (Formula)	Month/Year (formula)
2500005680	02/08/2021	agosto	ago-21
2500006342	23/08/2021	agosto	ago-21
2500006604	31/08/2021	agosto	ago-21

The idea is to automatically retrieve the month of payment and update sheet Detailed Withholding Tax Report that will automatically feed the pivot table available in RESUME:

AMOUNT TO BE PAID	
F24 Payment (month)	Sum of Withholding tax
gen/21	831,22
feb-21	2.101,00
mar-21	13.370,53
apr-21	1.638,91
mag-21	1.660,80
giu-21	1.837,00
lug-21	1.206,50
ago-21	1.777,59
set-21	184,00
	-

To summarize, this information is retrieved from sheet Detailed Withholding Tax Report column A F24 Payment (month):

- If invoice was paid in the current month we indicate the month (January to December);
- If invoices posted will be paid in the future they are blank.

F24 Payment (month)	CONTROL WHT rate	CONTROL Non Subject	Co	Vendor	Vth.t.typ	Doc...Date	Pstng Date	DocumentNo	Reference	Invoice amo	Gross amount	Base amount	Withholding tax	Not subj. WT	Exempt amount	Clearing Doc	Clearin
feb-21	OK	OK	8090	52575	I3	16.12.2020	22.12.2020	1900001052	13100	5.075,20	4.160,00	4.000,00	800,00	160,00	-	2500010137	22.12.
gen-21	OK	OK	8090	120392	I3	14.12.2020	29.12.2020	5100009930	FPR101/20	812,03	665,60	640,00	128,00	25,60	-	2500010330	29.12.
mar-21	OK	OK	8090	131648	I3	10.12.2020	24.12.2020	5100009829	287	36.494,06	29.913,16	28.762,65	5.752,53	1.150,51	-	2500010353	30.12.
mar-21	OK	OK	8090	133983	I3	10.12.2020	18.12.2020	1900001039	80	36.478,00	29.900,00	28.750,00	5.750,00	1.150,00	-	2500010028	18.12.
feb-21	OK	OK	8090	404181219	I3	30.11.2020	08.12.2020	5100009249	FPR31/20	5.709,60	4.680,00	4.500,00	900,00	180,00	-	2500009710	10.12.
feb-21	OK	OK	8090	69424	I3	31.12.2020	13.01.2021	5100002222	16	922,00	922,00	920,00	184,00	2,00	-	2500000232	13.01.
gen-21	OK	OK	8090	126446	I3	28.12.2020	07.01.2021	5100000162	1963	48,80	40,00	40,00	8,00	0,00	-	2500000167	07.01.
gen-21	OK	OK	8090	126446	I3	17.12.2020	12.01.2021	5100000211	18981	13.204,22	12.439,48	3.476,10	695,22	8.963,38	-	2500000235	13.01.

The extraction is providing us all the invoices posted within the period with withholding tax to be paid. From this list we will need to confirm if there are invoices from previous periods paid in the current month and if invoices posted will be paid in the future.
For that, open transaction FBL3N with open items at end of each month for account 44900900 and confirm with the details extracted.

Note that in some cases you may have differences between the vendor extraction and SAP due to manual postings, contracts cancellation, etc. All manual postings (G1/S1), some manual clearings done with AB document type can generate differences. All these cases have to be analysed individually to make sure they are correct and in our database. In these cases check line items in the SAP vendor account and add /delete the documents necessary to justify the entries in the file.

3.2.2.3. I make a consistency check

In the end the total amount to be paid in the current month reflect the open items balance of account 44900900. In case of manual payments or corrections (not reflected in the vendor accounts) you will have to add it manually in the sheet *Detail RITENUTA D'ACCONT.*
Take as example March 2017 for company 8090:

AMOUNT TO BE PAID			
PAYMENT TO BE MADE			
Row Labels	Sum of Gross amount	Sum of Withholding tax	
1	29.489,92	3.564,21	
2	73.029,78	10.661,24	
3	629.030,43	1.610,20	
(blank)			
Grand Total	**731.550,13**	**15.835,65**	

G/L Account 44900900 STATE / OTHER / CREDIT - INCOME TAX - ON PROFESSIO
44900900 STATE OTHER PROF TAX
Company Code 809031.12.9999

Account	Offst.acct	DocumentNo	Type	Doc. Date	Pstng Date	Value Date	PK	Amount in local cur.	LCurr	Reference	Text
44900900	800122	2400002193	DS	20.03.2017	20.03.2017		50	23,15-	EUR	2000249484	
44900900	800122	2400002271	DS	30.03.2017	30.03.2017		40	3,70	EUR	2000285344	
*			DS					19,45-	EUR		
44900900	130392	2500003011	KS	01.03.2017	01.03.2017		50	174,00-	EUR	2000192696	
44900900	69424	2500003161	KS	06.03.2017	06.03.2017		50	184,00-	EUR	2000204812	
44900900	110098	2500003375	KS	10.03.2017	10.03.2017		50	890,00-	EUR	2000223648	
44900900	126446	2500003901	KS	23.03.2017	23.03.2017		50	28,00-	EUR	2000263247	
44900900	130392	2500003996	KS	27.03.2017	27.03.2017		50	132,00-	EUR	2000272526	
44900900	130392	2500003997	KS	27.03.2017	27.03.2017		50	34,00-	EUR	2000272527	
44900900	130392	2500003986	KS	27.03.2017	27.03.2017		50	34,00-	EUR	2000271310	
44900900	502562019	2500004220	KS	08.03.2017	31.03.2017		50	61.960,80-	EUR	2000213930	
44900900	40100900	2500004221	KS	31.03.2017	31.03.2017		40	61.960,80	EUR	2000213930	2000213930
*			KS					1.476,00-	EUR		
44900900	404180189	2300000103	SB	30.03.2017	30.03.2017		50	114,75-	EUR	RIT.ACC	RITENUTA D'ACCONTO D'ABRAMO DA A
*			SB					114,75-	EUR		
**								1.610,20-	EUR		

As soon as you finalize this check send a message to CAM a indicating the amount to pay and the link to the filled template to ensure that the F24 payment is done.

3.2.2.4. I make a consistency check to prevent issues in the annual declaration (CU)

The main controls to perform are:

- If all vendors listed in the database and all necessary details are filled;

- If Withholding tax rate applied is coherent with the most common tax applied (5%/20%/23%);

- If for vendors apply in the invoice the "Cassa Previdenziale", "Bollo", amount not subject to WHT;

- Control the total amount paid to supplier.

A	B	C	D	E	F	G	H	I	J	
F24 Payment (month)	KS	Wht rate	Ctr Key	ORIGIN	CASSA PREV %	Imp. Cassa Previdenziale Amount	Non subject + Bollo	Paym amount	COMMENT	CO W
	#N/A	0%	IT	ITALIA	5%	331,03 -	331,03	8.077,10	OK REVERSED WITH CREDIT NOTE	CHE
mag-21	1510013878	20%	IT	ITALIA	4%	720,00	-	19.238,40		OK
	#N/A	20%	IT	ITALIA	4%	46,32	1.924,38	3.162,05		OK
	#N/A	20%	IT	ITALIA	4%	1.380,00	-	36.873,60		OK

These controls should be done from time to time, preferably every month before sending to CAM the monthly analysis.

3.2.2.5. I share with CAM the analysis and ask to issue the payment

As soon as you finalize all previous steps send a message to CAM indicating the amount to pay for the month in analysis and the link to the filled template to ensure that the F24 payment is done.

Complete the information in the table for future reference as this will be important for the annual declaration. Any payment not related to the current year has to be analyzed and properly justified.

End of document.