



## SUBMISSION OF MONTHLY TAX AND CONTRIBUTION WITHHOLDING DECLARATION AND ANNUAL EMPLOYER DECLARATION THROUGH TAX FOR ALL



### 1. Does the monthly statement replace the Employer's Statement?

**No.** The monthly withholding statement is a separate statement that does not include all the fields of the employer's statement. It is a replacement for the self-assessments, relating to PAYE (T.F.7), on the Tax Portal. According to KDP 001/1964, Paragraph 6, **Each monthly statement must include the details (tax identification number and withholdings) of each employee separately.** From 2025 onwards, debts are created in the monthly statement.

For previous years, debts are created in the annual employer statement.

2. **When will the submission of monthly returns become mandatory?** From January 1, 2025 onwards, the submission of monthly withholding returns is mandatory. This will facilitate the process of preparing and submitting the annual employer return, with which the monthly returns will be reconciled. Any changes / amendments to withholdings and gross income should be made in the monthly return to which they relate. In case the annual return is also affected, it should be revised as well.

3. **How will monthly payments to the Tax Department be made, prior to the transfer of PAYE to TFA?** Monthly payments will continue to be made normally through the tax portal (TAXPORTAL) for the time being. After the transfer of PAYE to TFA, payments will be made exclusively through TFA.

4. **Will the date of discontinuation of the TAXPORTAL system and the date of commencement of the TFA system be announced in advance with regard to payments related to withholding taxes?** Yes.



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**5. Will the payments related to taxes and contributions made through TAXPORTAL be transferred to TFA? Yes, the payments related to taxes and contributions made through TAXPORTAL for 2025 will be transferred to TFA. The payments will be recorded against the debts that will be created when submitting the monthly declarations. On the contrary, the payments related to previous years will be recorded against the debts that will be created in the annual employer declarations.**

**6. What is the starting date for submitting monthly returns for the year 2025? The submission of monthly returns for the year 2025 will begin within this year and specifically when the necessary procedures and audits have been completed. After the transfer of PAYE to TFA, employers will have to submit retroactively all monthly returns that will be pending from January 2025 onwards .**

**7. When the PAYE transfer to TFA is made, will it be possible to pay taxes and contributions for the year 2025 without submitting the corresponding monthly return? No.**

**9. If I want to amend the already submitted monthly return, will a fine be imposed? No. However, if, based on the amendment of the return, additional tax or contributions are payable, then financial charges and interest will be imposed on the overdue amounts (which is still the case today with TAXPORTAL).**

**10. Will a fine be imposed if the monthly returns are submitted late? No. No fine will be imposed for late submission.**



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**11. Will fines be imposed if payment is late? Fines (an additional charge of 1%) will be imposed if there is a delay in the payment of taxes and contributions due. The date of payment of taxes and contributions due is the end of the month following the month in which the withholding was made. Based on Article 44(2) of the Tax Assessment and Collection Law of 1978 (4/1978), the additional charge of 1% shall commence to be imposed for each month by which payment is delayed. Therefore, the additional charge of 1% shall be imposed on the 1st of the month following the last date of payment, and every 1st of the month until payment is made. It is noted that after the transfer of PAYE to TFA, the imposition of the additional 1% charge will be made one month before the imposition of interest and not upon the imposition of interest as is the current practice. (Note: A necessary condition for any payment of taxes and contributions by self-assessment through TFA will be the submission of the corresponding declaration that creates the debt).**

**12. Will interest be charged if payment is overdue? Interest will be charged if there is a delay in the payment of taxes and contributions due. The date of payment of taxes and contributions due is the end of the month following the month in which the withholding was made. Based on Articles 44(2) and 44(5), interest is calculated after the expiry of one month from the end of the month in which the tax was withheld, based on completed months.**

**13. Is the Tax Identification Number of employees mandatory for submitting the return? Yes. For monthly returns from 2025 onwards, the registration of the Tax Identification Number for each employee will be mandatory. For previous years, the Tax Identification Number is not mandatory.**



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**14. How can I submit the declaration via TFA? The declaration can be submitted via TFA, either by simply entering the data (filling in field by field), or by uploading an XML file.**

**15. As an employer, if I have two Tax Identification Numbers, which one should I use? Employers who have two Tax Identification Numbers, namely, a VAT number and an Income Tax number, must use the VAT number which is also the number with which the employer was initially registered with the TFA.**

**16. How do I access the TFA system? If you already have a TFA Account, use your passwords to log in to the system. Otherwise, you will need to create a TFA account to obtain passwords. Please refer to the instructions for creating an account here.**

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**17. Is it possible to restrict user access to specific sections in TFA? Yes. This can be done by creating sub users, giving each user corresponding rights. The user will connect with their own passwords, having access only to sections/fields of TFA, which are intertwined with the corresponding rights granted to them. Consult the instructions for creating a sub user here.**

**18. If a company has a representative on TAXISnet, will they continue with the same representative on TFA? Yes. Representatives will be transferred to TFA automatically.**

**19. Have training seminars been planned for the submission of the monthly and annual return through the TFA system? Yes. Before the transfer of PAYE (T.ÿ.7) to TFA, training seminars will be held and useful information material will be distributed at the same time.**