Guideline for equipment with Tax Verification for Natural Persons
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1. Introduction

This guideline serves to all Natural Persons which need the Tax Verification document for different needs, such as: applying for visa, renunciation citizenship, gaining citizenship, renewal of residence permit in Kosovo, maternity leave, etc.

To download Tax Verification, user’s access the link http://evertetimi.atk-ks.org/ in the TAK webpage www.atk-ks.org, in which case the following page appears:

![Application for Tax Verification](image)

**Figure 1: Front page of the application for Tax Verification issuance**

Primarily the user needs to open an account, in order to login and be able to download the Tax Verification. If you possess tax account then click in the *Login* button, in the page similar to the one in fig. 1, otherwise he/she needs to click in the *Register* button as in the same figure.
2. Registration of the account for Tax Verification

After you click the Register button from fig.1, it appears the page shown in fig.2.

![Registration page for opening of a user account](image)

Figure 2. Registration page for opening of a user account

After filling all fields, reading the terms of agreement and clicking in the Register button in the page shown in fig 2 the confirming message appears “Registration was successful, you will receive
confirmation by e-mail”.

![Image of the confirming message after user's registration]

**Figure 3. Appearance of the confirming message after user’s registration**

Username and password are sent to the user’s email, which he/she has written in the E-mail field, in fig 2.

![Image of the email confirmation after registration]

**Figure 4. E-mail confirmation after registration**

### 3. Login

After you click in the *Log On* button from fig 1, appears the page as in fig 5. You write your username (personal number) and the password which is sent in the confirmation e-mail and after clicking in the Log
On button, the users is connected into the application during which he/she submits the request for Tax Verification or to download the Tax Verification.

Figure 5. Login
Guideline for Tax Certification

Figure 6. Front page after login
4. Download *Tax Verification*

In the page as in figure 6 click in Download Verification and the page for filling all fields necessary for downloading appears.

![Page for downloading tax verification](image)

Beside the fields containing *Persons Name, Personal Number* and *Municipality*, which appear automatically, fields such as Address, Reason for Issuance and other fields if there are such fields, need to be filled from the user. Click in the *Generate Verification* in which case the Tax Verification is downloaded and looks similar to fig.8.
<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Person</td>
<td>Personi X</td>
</tr>
<tr>
<td>Fiscal Number</td>
<td>1000000000</td>
</tr>
<tr>
<td>Municipality</td>
<td>Prishtinë</td>
</tr>
<tr>
<td>Date</td>
<td>23.05.2013</td>
</tr>
</tbody>
</table>

**Guideline for Tax Certification**

**Figure.8. Tax Verification**
5. Requesting **Tax Verification**

In order to request the Tax Verification previously downloaded in the page as in fig.6, click in *Search Verification* and the searching page appears as in fig.9.

![Search for Tax Verification](image)

*Figure 9. Page for requesting tax verification*

In the field *Serial No* should be written the serial number of the tax verification downloaded (see fig.10) in our case is 1000000028 and after clicking in the *Search* button, other information for the relevant verification appear in fields *Personal Number, Name of the Person, Municipality, Reason of Issuance, Tax Status and Validity.*
6. Regeneration of the password

For regenerating the password, in the page as in figure.5, after clicking in the Reset Password, appears the following page:
After completing the fields, *Personal Number, E-mail and Confirm E-mail* and clicking the *Reset Password*, credentials of the relevant user are sent by mail.