Honoured citizens,

You must follow the following steps for submission of the envelope with personal information and fiscal receipts to the Tax Administration, with the purpose of reimbursement of funds according to Administrative Instruction MF - No. 01/2015:

1. Visit TAK website
   https://kuponatfiskal.atk-ks.org

2. Fill out the required fields with information on the web application.
   Attention - Information should be accurate

3. The number of the envelope, which is generated by the application should be placed on the envelope, as shown in the following figure:

4. After you ensure that the listed information is accurate and you have written the number on the envelope, click the button **Send**

5. Print the personal information in hard copy

   - ID number
   - Name
   - Surname
   - Bank account number
   - Name of the Bank
   - Phone number

6. Make sure that your receipts contain the following elements:
   - Logo or the name of the business
   - Fiscal number
   - VAT number if registered in VAT
   - Total in euro
   - Data and time
   - Serial no. of the device
   - No. of Fiscal Receipt
   - RKS logo

7. Complete the fiscal receipts by ensuring that the number of receipts and their value falls under one of the Groups:
   - **Group I** - Envelopes with more than 30 receipts and with the value from 250 € up to 500 €, will be reimbursed with **10€**;
   - **Group II** - Envelopes with more than 40 receipts and with the value from 501€ up to 800€, will be reimbursed with **15€**;
   - **Group III** - Envelopes with more than 50 receipts and with the value higher than 800 €, will be reimbursed with **20€**;

The information written above will be forwarded to the e-mail address, which can be used as:
Personal information that can be placed in the envelope
Complete the envelope by ensuring that it contains:

- Fiscal receipts
- Personal information
- Number of the envelope

Complete envelope can be submitted in any regional office of the Tax Administration of Kosovo.

Once is completed the verification of the data in the envelope, the tax officer will provide the citizen with an evidence of receipt of the envelope, with the data:

- **Evidence of Receipt of the Envelope with Fiscal Receipts**
  - No. of Envelope
  - No. of Receipts
  - Date of receipt:

**Deadline for Submission of Envelopes**

- **Q1 period receipts**, are accepted from 1 April until 30 April of the respective year.
- **Q2 period receipts**, are accepted from 1 July until 31 July of the respective year.
- **Q2 period receipts**, are accepted from 1 October until 31 October of the respective year.
- **Q4 period receipts**, are accepted from 1 January until 31 January of the following year.

**Addresses of TAK regional offices, in which the envelopes can be submitted**

- **Prishtina** - Street: Nënë Tereza, former Germia building
- **Prizren** - Street: William Walker – NN
- **Peja** - Square: Skenderbeu – NN
- **Ferizaj** - Street: Dëshmorët e Kombit - NN
- **Gjilan** - Street: Skenderbeu - NN
- **Mitrovica** - Street: Agim Hazirzi - NN
- **Gjakova** - Street: Nënë Tereza - NN

**Contact** 038 222 165