

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

EXAMPLE

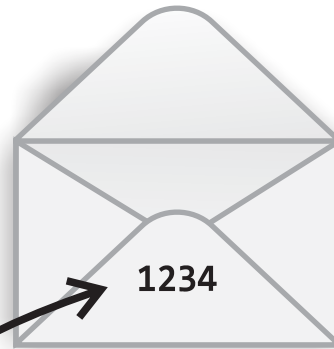
No. of Envelope:	1234
ID no.:	1234567890
Name:	John
Surname:	Doe
Bank Account No.:	1234567890123456
Name of the bank:	BANKA
Phone no.:	044111111
Email address:	test@gmail.com
No. of Receipts:	55
Total amount of all receipts:	1200€

Send

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

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 in minimum 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

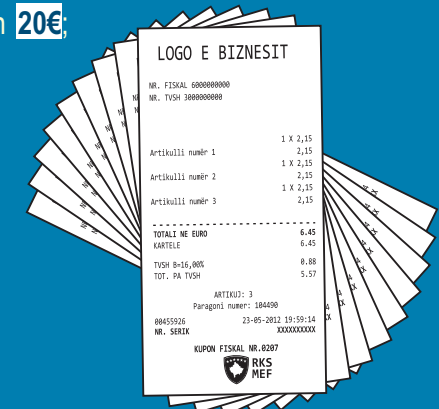
LOGO E BIZNESIT		LOGO E BIZNESIT	
NR. FISKAL 600000000	1 X 2,35	NR. FISKAL 600000000	1 X 2,35
NR. TVSH 300000000	2,35	NR. TVSH 300000000	2,35
Artikulli numer 1	1 X 2,35	Artikulli numer 1	1 X 2,35
Artikulli numer 2	2,35	Artikulli numer 2	2,35
Artikulli numer 3	1 X 2,35	Artikulli numer 3	1 X 2,35
Artikulli numer 3	2,35	Artikulli numer 3	2,35
-----		-----	
TOTALE NE EURO	6,45	TOTALE NE EURO	6,45
KARTELE	6,45	KARTELE	6,45
TVSH B=16,00%	0,88	TVSH B=16,00%	0,88
TOT. PA TVSH	5,57	TOT. PA TVSH	5,57
ARTIKULI: 3		ARTIKULI: 3	
Paragjoni numer: 104690		Paragjoni numer: 104690	
00455926 23-05-2012 19:59:14		00455926 23-05-2012 19:59:14	
NR. SERIK XXXXXXXXX		NR. SERIK XXXXXXXXX	
KUPON FISKAL NR. 0207		KUPON FISKAL NR. 0207	
RKS MEF		RKS MEF	

Types of valid receipts

7

Complete the fiscal receipts by ensuring that the number of receipts and their value falls under one of the Groups:

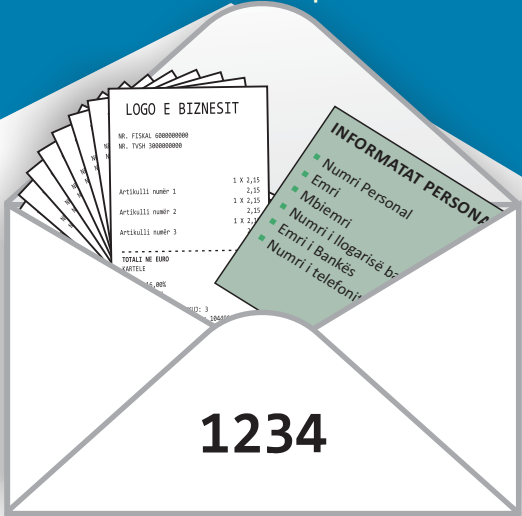
- **Group I** - Envelopes with more than 30 receipts and with the value from 250 € up to 500 €, will be reimbursed with **10€**;
- **Group II** - Envelopes with more than 40 receipts and with the value from 501€ up to 800€, will be reimbursed with **15€**;
- **Group III** - Envelopes with more than 50 receipts and with the value higher than 800 €, will be reimbursed with **20€**;



8

Complete the envelope by ensuring that it contains:

- Fiscal receipts
- Personal information
- Number of the envelope



9

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

10

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.



Administrata Tatimore e Kosovës
 Poreska Administracija Kosova
 Tax Administration of Kosovo

Ask for the fiscal receipt and benefit money!

GUIDELINE FOR SUBMISSION OF ENVELOPES WITH FISCAL RECEIPTS AT TAK



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 Hajrizi - NN
- Gjakova** - Street: Nënë Tereza - NN



Contact 038 222 165

