Republika e Kosovës
Republika Kosova - Republic of Kosovo
Qeveria - Vlada – Government
Ministria e Financave - Ministarstvo za Finansija – Ministry of Finance
Administrata Tatimore e Kosovës - Poreska Administracija Kosovo -Tax Administration of Kosovo

Have you met EDI?

FREQUENTLY ASKED QUESTIONS

AND ANSWERS

EDI, always on service for easy declaration!

Content

1. General Info

1.1. What is EDI?
EDI is an abbreviation of the word for electronic declaration or E- declaration.

1.2. Why I have to know EDI-n?
EDI is a modern ,fast and simple way for declaring taxes. This system, allows you to create an online account with TAK , where you can fill out and declare your tax returns and check to your tax history .

1.3. Who can use EDI-?
EDI will become functional during 2011. Since August 2011, EDI will be available to the businesses that belong to Large Taxpayers Unit – LTU, whereas by end of 2011, all businesses can use EDI. Whereas their taxpayers, will have the possibility to use EDI from the beginning of 2012.

1.4. What are the advantages of EDI?
➢ Enables you to have Access on your tax history.
➢ EDI saves you from administrative costs in time and human resources.
➢ Reduces the number of visits to TAK offices.
➢ You can fill out tax returns in computer and submit them via internet 24 hours per day, 7 days per week and 365 days per year.
➢ Delivery is immediate, reliable and secure.
➢ Processing of returns will be faster.
➢ Electronic processing reduces the risk of errors.

1.5. What services EDI provides?
• Tax declaration
• Printing of your tax data
• Checking of your tax history and balance
• Change of your contacts
• Appointment of tax professional

1.6. How to meet EDI-?
You should visit your regional offices to get introduced with it and details about it.

1.7. What taxes I can declare through EDI-?
Currently through EDI you can only declare Value Added Tax. Very soon EDI will enable you to make declaration of ther taxes.

1.8. Is it any difference between electronically tax returns and those on paper?
No. Format of tax returns that gets filled out through internet is same with those on hard copy.

1.9. How and where to get help regarding the electronic declaration of taxes?
To get help, you can click on the tab HELP and select the type of help that you seek. In this tab frequent questions are provided regarding EDI, handbook instructions to fill out tax forms or also you can seek for direct help from the TAK staff. You may also approach your regional office or write an e-mail in info@atk-ks.org

2. Use of EDI

2.1. Do I have to pay to use the services that EDI provides?
No. All the services that EDI provides are free of charge.

2.2. What are the deadlines to declare through EDI ?
The deadlines are the same with those existing so far, as determined by Tax Legislation of Kosovo.

2.3. Will EDI be closed automatically after a certain time?
Yes, for security issues, EDI will be closed automatically after 15 min in case of non use of it.

2.4. Can EDI be used to declare taxes of previous years?
No. EDI is not allowing you to declare taxes for previous years. EDI allows declaration of tax for 2011 and further. In order to declare taxes of previous years you should download tax form from the TAK web site: www.atk-ks.org

2.5. Can I change a previous return through EDI?
No. No corrections can be made through EDI. You should visit TAK local Offices for changing or correcting the tax returns.

2.6. **How do I know that I have declared successfully**
After you completed declaration, the message will appear: Your declaration was successfully completed .

2.7. Does the system allow you to view the history of electronically tax payments?
Yes. Taxpayers, who have declared their taxes, have the possibility to view the history of actions that have undertaken in their tax electronic file.

2.8. Will I get logged out automatically from EDI if I don't use it?
Yes. If you will stop using EDI or if you forget it opened, after 15 minutes you will be logged out automatically.

3. How to login in EDI?

1. Login in the TAK internet official page in the address: www.atk-ks.org.
2. On the right of the screen, under the title "Electronic services", click on "EDI" which is the first on the list. On the screen the window will be displayed, that serves to access the tax electronic declaration system.
3. Write your fiscal number, password given by TAK, the number that appears in the TOKEN that you received from TAK and press the button log in where you will enter on the base page of EDI.
4. On the upper part of the page you will find four possibilities: (i) Tax returns, (ii) Reports, (iii) your profile and (iv) Help.
    i) Click on **Tax returns** to declare taxes, to view *Outstanding Returns*, to *Upload documents* and for viewing and printing out the *Last Declaration*.
    ii) Click on Reports *to view the History of Declarations* and *Tax Balance.*
    iii) Click on *Your **Profile**, to **Change the profile**, **Change the password*** and to *Assign authorized person for declaration.*
    iv) Click on **Help** to get further information about *EDI-t,* **instructions and handbook on filling out of tax returns***, to view the answers of Frequent **Questions** and for **Seeking direct help** from TAK staff.*

4. Security and Confidentiality

4.1. How can I be sure that my data is secured?
Information introduced in this system is same with that send in traditional hardcopy way, but the level of security is much higher, this because of the reason that are clear and strict rules existing regarding to the procedures of entering in the server where he is placed. All data are coded by using the SSL technology, and all the completed actions leave trail and can be checked at any time. All the information existing in the system in stored in a second copy in case of trouble.

4.2. Are my returns kept in confidentiality?

All communication conducted through EDI are encrypted based on international standards ,as well in compliance with Kosovo Taxpayer Chart, which each taxpayer gives the right for privacy and confidentiality of his/her tax information.

5. Payments

5.1. How to make my tax payment?

After you declare your tax, you should print out the tax return and approach your Commercial Bank to make the tax payment. In near future, the possibility will be provided for electronic payment through all Commercial Banks which operates in our country.

6. Authorized Person for declaration

6.1. Can I authorize my accountant or someone else to declare on my behalf?

Yes, you can. You should click on the tab Your Profile, and select the button *Assign the authorized person for declaration.*

6.2. Should Authorized Person use EDI, in order to get authorized by me?

Yes, the authorized person should necessarily be registered to use EDI, in order to have the possibility to declare for your business. He has to visit TAK local office to receive the token and other information.

6.3. **Can I check my tax balance after I have authorized person for declaration?**

Yes, you can check your tax balance 24 hours a day, 7 days a week , and 365 days a year even if you have authorized someone else to declare for your business. In order to do so, you need the token that you received from TAK, password and FRN.

7. Token

7.1. What if I lose token?

If you lose the token, you have to visit your TAK local office, as soon as possible and inform that you have lose it. Further TAK will equip you with a new token .

7.2. Does token has expiry date?

Yes, token has expiry date. When receiving it TAK will inform you about it.

7.3. Can I use someone else token to login in my account?

No, you can't. Each Taxpayer shall have personal token in order to have the possibility to log in in personal tax account.

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