

GUIDELINES ON PERSONAL INCOME FINALIZATION FOR INDIVIDUAL IN 2022



According to Decree No. 126/2020/ND-CP on 19 October 2020 providing guidelines on Tax Management Laws, RSM Vietnam would like to summarize some articles of Personal Income Tax ("PIT") finalization for taxpayer subjected to finalize tax directly to the Tax Department as below:

No.	Article	Description
1	Taxpayer subjected to PIT finalization	<p>Taxpayer having income from wages, salary</p> <ul style="list-style-type: none"> Having additional tax over VND 50.000 after tax finalization Having tax redundancy and suggesting to receive it or offset in next period
2	Filling deadline	<p>Filling deadline: 04 May 2023</p> <ul style="list-style-type: none"> Taxpayer having tax redundancy after finalization could submit PIT finalization return after the above deadline without having administrative treatment charges.
3	PIT finalization dossier	<p>PIT finalization return No. 02/QTT-TNCN under Decree No. 80/2021-BTC</p> <ul style="list-style-type: none"> Taxpayer declares sufficiently name, tax code, email, address, telephone number, bank account (for tax refund) and the employer's information.
4	Tax declaration	<p>Sufficient and proper declaration</p> <ul style="list-style-type: none"> Taxpayer summarizes sources of income, deduction in tax year to declare properly items in tax finalization return.
5	Submission of PIT finalization return	<p>Submission via online system</p> <ul style="list-style-type: none"> PIT finalization dossier is submitted to https://thuedientu.gdt.gov.vn



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6 steps for PIT finalization directly with tax department

Step 1	<p>Collect supporting documents</p> <ul style="list-style-type: none"> • Confirmation Letter on annual income from employers (if any) • Certificate of PIT withholding from employers • Supporting documents for insurance payment overseas (if any) • Supporting documents on PIT withholding, tax paid overseas (if any) • Dependant supporting documents • Personal documents of taxpayer (ID Card, labour contract)
Step 2	<p>Calculate items in PIT return</p> <ul style="list-style-type: none"> • Total taxable incomes • Total personal, dependent, compulsory deduction • Assessable incomes and tax payables • Additional tax payables or tax redundant after PIT finalization
Step 3	<p>Identify the managed Tax Department</p> <p>Depend on the condition of taxpayer, the taxpayer shall submit the PIT finalization to one of the following places:</p> <ul style="list-style-type: none"> (i). Tax Department directly manage the employer of taxpayer (ii). Tax Department where taxpayer has the highest incomes in the year (iii). Tax Department where taxpayer is resident
Step 4	<p>Prepare PIT finalization return</p> <ul style="list-style-type: none"> • PIT finalization return No. 02/QTT-TNCN of Circular 80/2021/TT-BTC • Appendix on dependant deduction No. 02-1/BK-QTT-TNCN of Circular No. 80/2021/TT-BTC
Step 5	<p>Submit PIT finalization return</p> <ul style="list-style-type: none"> • Register tax account (if any) • Submit PIT finalization return via online system of Tax Department on website https://thuedientu.gdt.gov.vn
Step 6	<p>Follow-up with additional tax payables or tax refund</p> <ul style="list-style-type: none"> • In case there is additional tax payables after PIT finalization, the taxpayer should make payment of tax payables and tax charge (if any) to State Budget. • In case there is tax refund, the taxpayer should check the registered bank account

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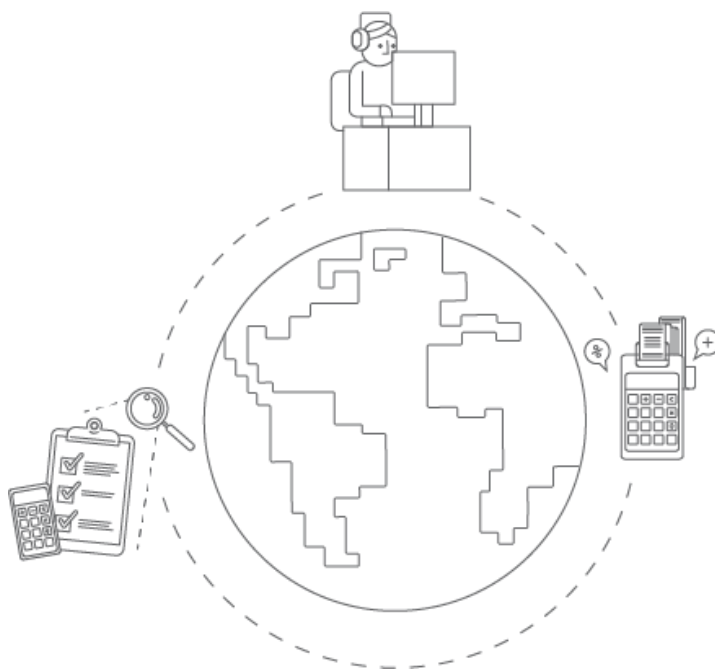
Highlights on submission of pit finalization dossier in 2022

Submission before the deadline

On last date of submission deadline, there might be matters related to internet line, thus the taxpayer should actively submit the PIT finalization and additional tax payables (if any) before the submission deadline to preclude any challenges.

Following up the pit finalization dossier

- Upon online submission and not obtaining any submission confirmation, the taxpayer should re-submit the PIT finalization dossier in order to receive the confirmation message via telephone, confirmation email from the Tax Department to ensure the successful submission.
- After submission of PIT finalization dossier, the taxpayer should search on apps of the Tax Department to update the completion status of tax finalization liability, to preclude any challenges. Upon successful submission of PIT finalization dossier, the taxpayer is not required to submit paper document to Tax Department.



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