Online declaration of salary or pension account statements

User Manual

V3.1

SUMMARY

Table of screen

INTRODUCTION

Two input assistants allow you to enter the administrative submission of salary and pension accounts statements on 'MyGuichet' application.
One input assistant is dedicated to filling-in the electronic procedure "ACD : ECS/P - Online declaration of salary or pension account statements" on 'MyGuichet' application.
A second input assistant is dedicated to filling-in the electronic procedure for cancelling (partially or completely) a submission of salary and pension accounts statements: "ACD : ECS/P - Manual cancellation request of a submission of salary or pension statement".
The objective of this document is to present the various features of the application.

GLOSSARY

- MG: MyGuichet.
- SAS: Salary Account Statements (ECS).
- PAS: Pension Account Statements (ECP).
- SPAS: Salary and Pension Accounts Statements (ECSP).
- ACD: Administration des contributions directes (Luxembourg Inland Revenue)
- Applicant: A physically connected person identified by a Luxtrust certificate
- Sender: The sender is the person (natural or legal) in charge of submitting the declaration of salary and pension account statements to the ACD. It can be a fiduciary, an accounting firm or the employer.
- Debtor: The debtor is the person (natural or legal) who pays the salaries and / or the pensions. It usually is an employer or a pension fund.
- Beneficiary: The beneficiary is the natural person who receives a salary or a pension.

1. ACCESSING THE APPLICATION

The submission of salary and pension accounts statements begins when the applicant selects a procedure on MG from a private personal or professional eSpace. A new electronic procedure is then initiated in the applicant's private personal or professional eSpace. MG directs the applicant to the input assistant.

All pages of the application are composed of three parts:

- The top bar displays the logo of MyGuichet, the full name of the applicant, a link redirecting to the help page and the logout link.
-

Figure 1: Home page – Top bar

- The central part contains:
  - At the top, an explanatory message describing all the steps of the current procedure (visible only on the first step).
  - On the left, a menu allowing navigation amidst the different steps of the procedure. At each step:
    - The link of the active step is highlighted
    - The links to the previous steps are active
    - The links to the following steps are inactive
  - On the right, the form to complete in the current step.
  - At the bottom, the main actions of the page (Continue, Cancel, etc…).

- The lower band contains the links to the online help, contact information and support as well as legal notices.

Figure 2: Lower band

<u>Description of the Homepage:</u>

The homepage contains (central part):
- General information of the SPAS file and the list of its statements.
- The history of creation and modification actions.

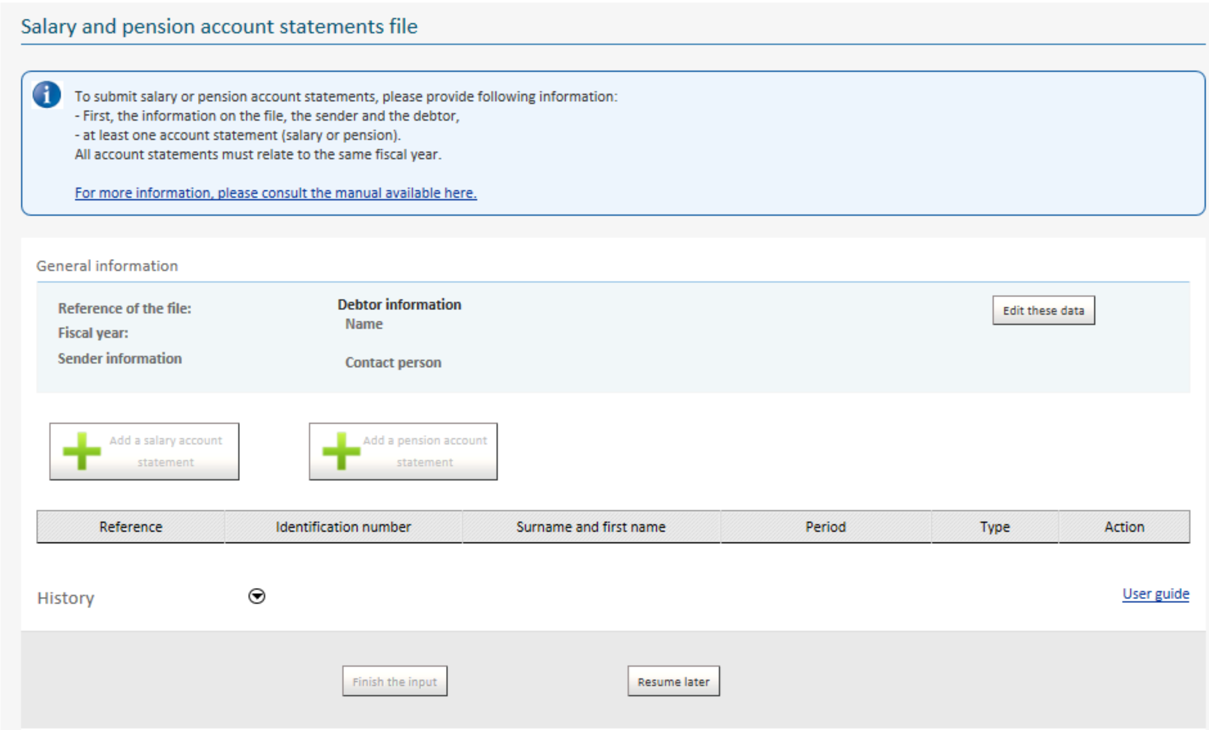


Figure 3: Homepage – Central part

In this page, five actions are possible:

- Edit the general information;
- Add a salary account statement;
- Add a pension account statement;
- Resume later;
- Finish the input;

In the case of a new file, only the action of entering general information is possible. The "Resume later" action becomes available when the general information is being entered. The addition of new accounts statements is possible when the general information is completed. Finally, the input can be finished after at least one account statement has been entered.

2. Input of General information

This feature can be accessed by clicking on "**Edit these data**" in the central part of the homepage. Entering general information is done in four steps:

- Information on the submission.
- Information on the sender.
- Information on the debtor.
- Summary.

2.1. Information on the submission

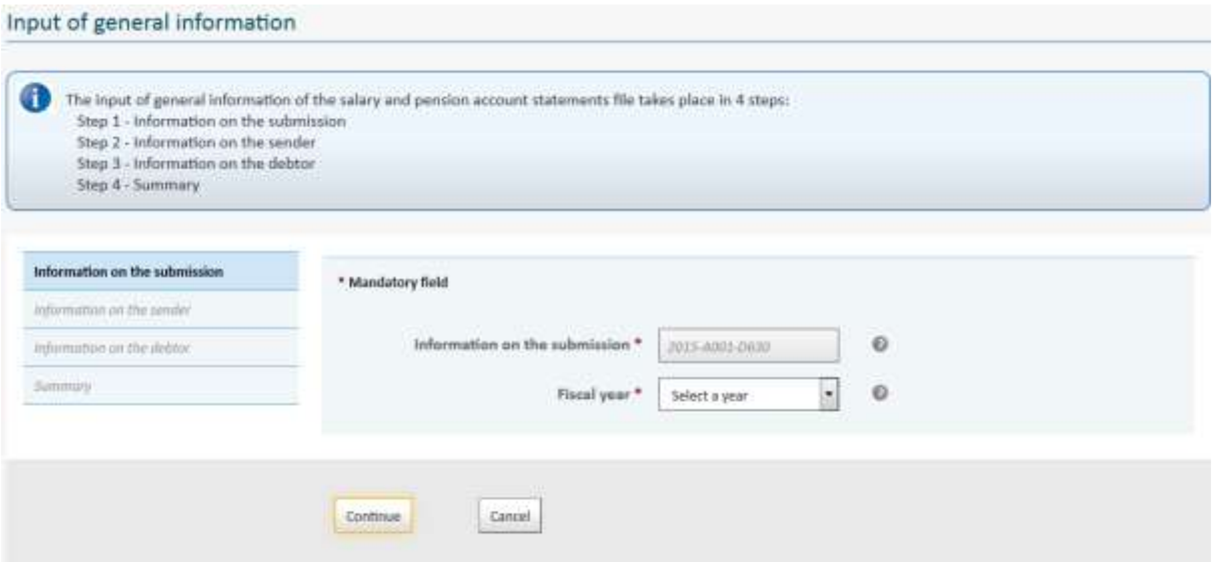


Figure 4: Input of general information – Information on the submission

The fields for this step are:

- **Information on the submission** (mandatory): unique reference of the submission used to communicate between the applicant and the ACD.

Note: This reference number will be required for any cancellation procedure of a submission.

- **Fiscal Year** (mandatory): indicates the fiscal year that applies to the account statements of the file.

Notes:
- The fiscal year determines the list of further questions for entering general information and SPAS.
- All accounts statements of a file must concern the same fiscal year.

The next step is accessed by clicking on the button "**Continue**". The button "**Cancel**" has the same behaviour on all pages: a cancellation must be confirmed before the user is redirected to the homepage and the input is lost.

2.2. INFORMATION ON THE SENDER

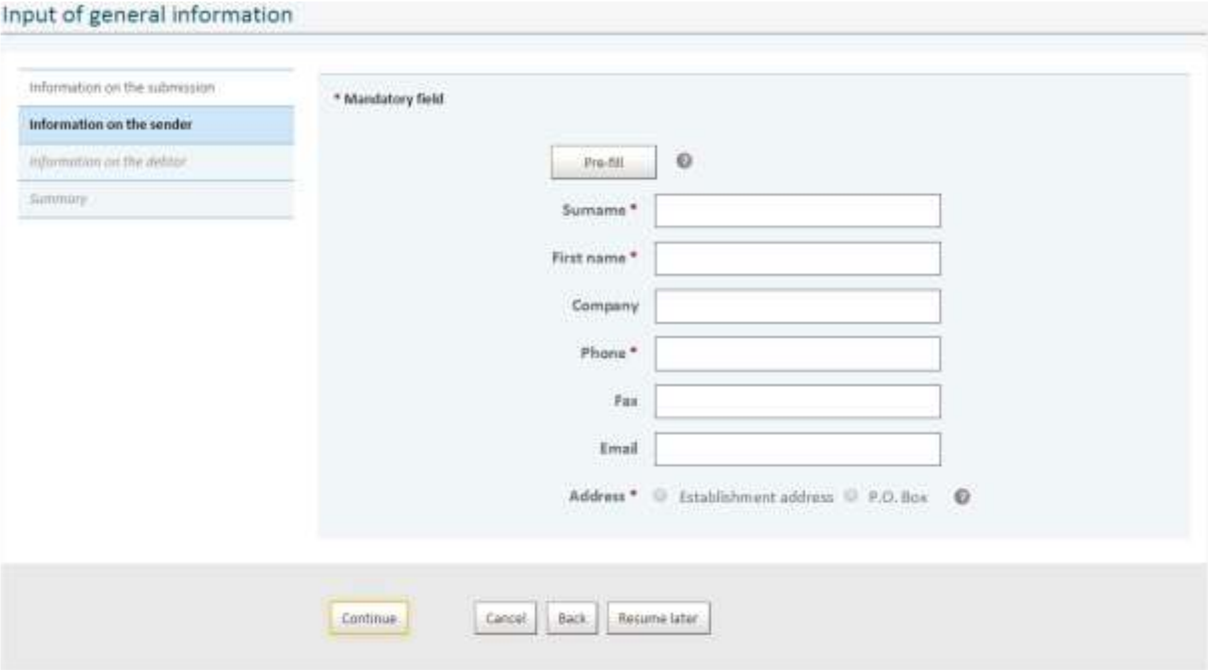


Figure 5: Input of general information – Information on the sender

The fields for this step are:

- **Surname** (mandatory): name of the sender;
- **First name** (mandatory): first name of the sender;
- **Company** (optional): name of the company in charge of the submission (for example an accounting firm);
- **Phone** (mandatory);
- **Fax** (optional);
- **Email** (optional);
- **Address** (mandatory): the address can be establishment or a P.O. Box:

By checking the address type “**Establishment Address**”, input fields to a physical address are displayed.

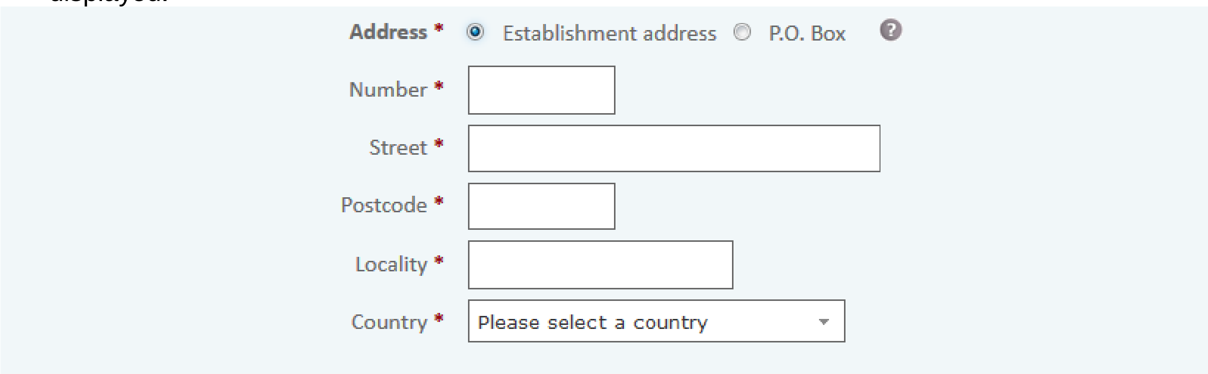


Figure 6: Information on the sender – Establishment address

The fields for this step “**Establishment Address**” are:

- **Number** (mandatory);
- **Street** (mandatory);
- **Postcode** (mandatory);
- **Locality** (mandatory);
- **Country** (mandatory).

By checking the address “**P.O. Box**”, input fields for mailing address are displayed.

Figure 7: Information on the sender – P.O. Box

The fields to enter for the “**P.O. Box**” are:

- **P.O. Box** (optional);
- **Postcode** (mandatory);
- **Locality** (mandatory);
- **Country** (mandatory).

The button “**Pre-fill**” is available at the top of the form. It allows the applicant to complete the input fields with information from their personal or professional eSpace.

The “**Back**” button navigates to the previous step.
The button “**Resume later**” saves the entries and allows the applicant to resume later.

2.3. INFORMATION ON THE DEBTOR

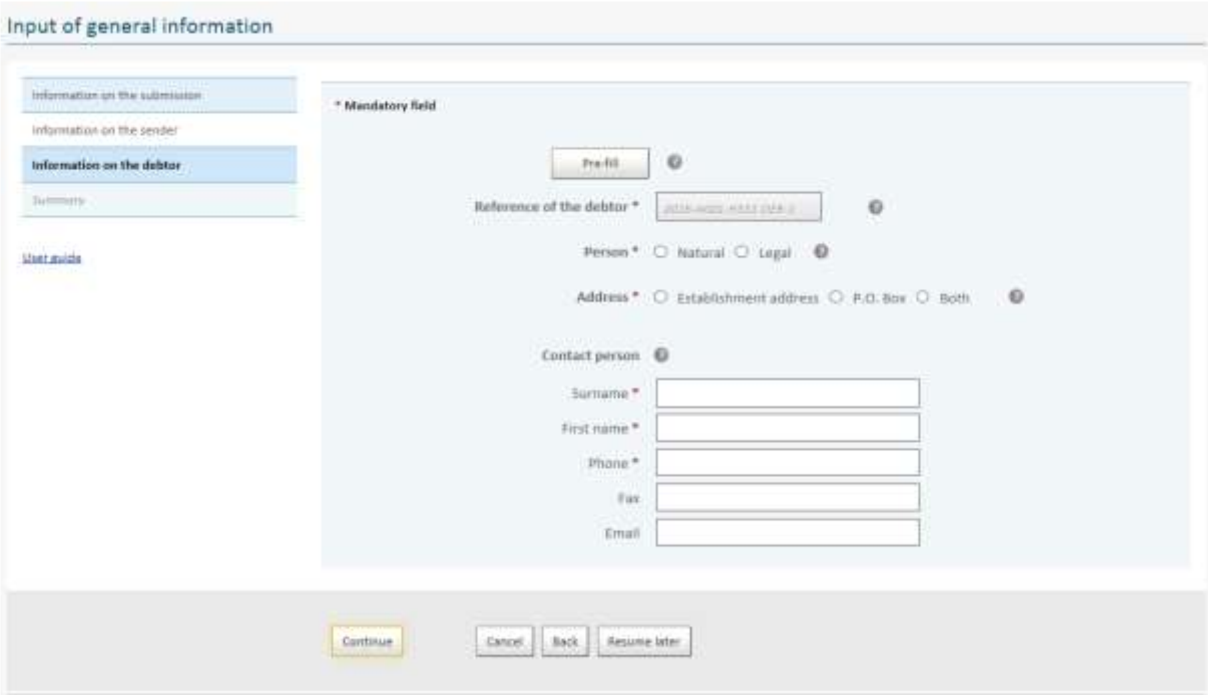


Figure 8: Input of general information – Information on the debtor

Since 2016, a read-only pre-filled field is present:

- **Reference of the debtor**: Unique reference used to identify the debtor for further communication with the ACD.

Note: This reference will be required for any cancellation procedure of a submission or SPAS.

The fields for this step are:

- Specify whether the debtor is a natural or legal person (required). By checking the type "**Natural**", input fields for an individual are displayed.

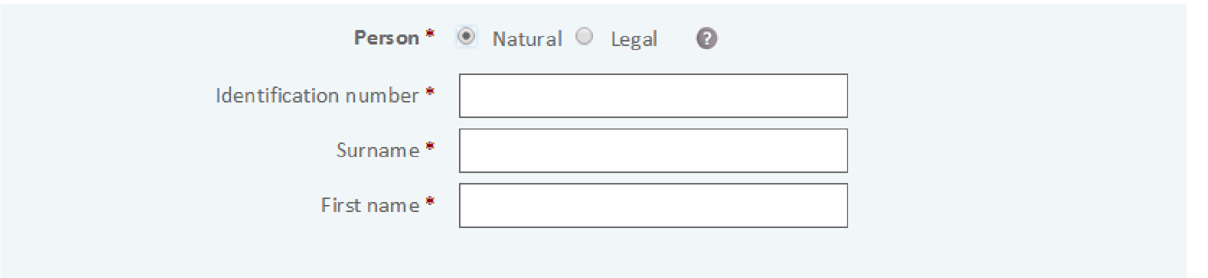


Figure 9: Information on the debtor–Natural person

The fields for a natural person are:

- **Identification number** (mandatory): the identification number is provided by the National Registry of Natural Persons (RNPP) ;

  - For natural persons, it is 13-digit long and positions 5 and 6 must form a number less or equal than 12.
- **Surname** (mandatory);
- **First name** (mandatory);

By checking a type of person "**Legal**", the fields for a legal person are displayed.

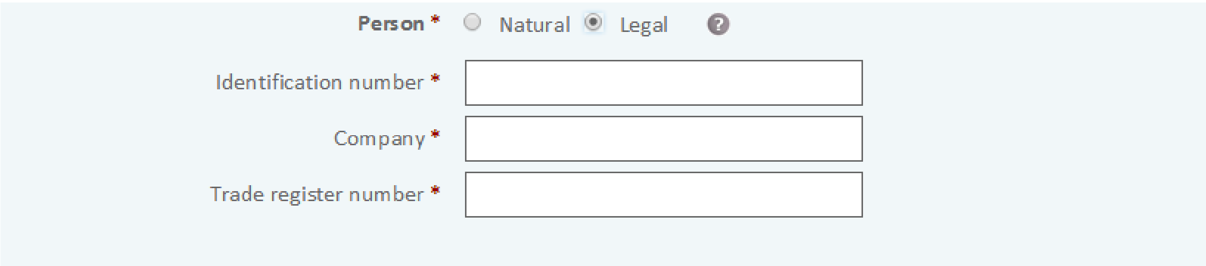


Figure 10: Information on the debtor – Legal person

The fields for a legal person are:

- **Identification number** (mandatory): Number provided by the National Register of Natural Persons;
  - For legal persons, it is 11-digit long and positions 5 and 6 must form a number greater than 12.
- **Company** (mandatory);
- **Trade register number** (optional).

➢ Specify a **P.O. Box, Establishment address or both** for the debtor (mandatory). The operation is the same as the previous step, except that for the debtor two types of addresses can be entered simultaneously.

➢ Indicate a **contact person** for which the information are:
  - **Surname** (mandatory);
  - **First name** (mandatory);
  - **Phone** (mandatory);
  - **Fax** (optional);
  - **Email** (optional).

The button "**Pre-fill**" is available on the top of the form. It allows the applicant to complete the input fields with information from their personal or professional eSpace.

2.4. SUMMARY

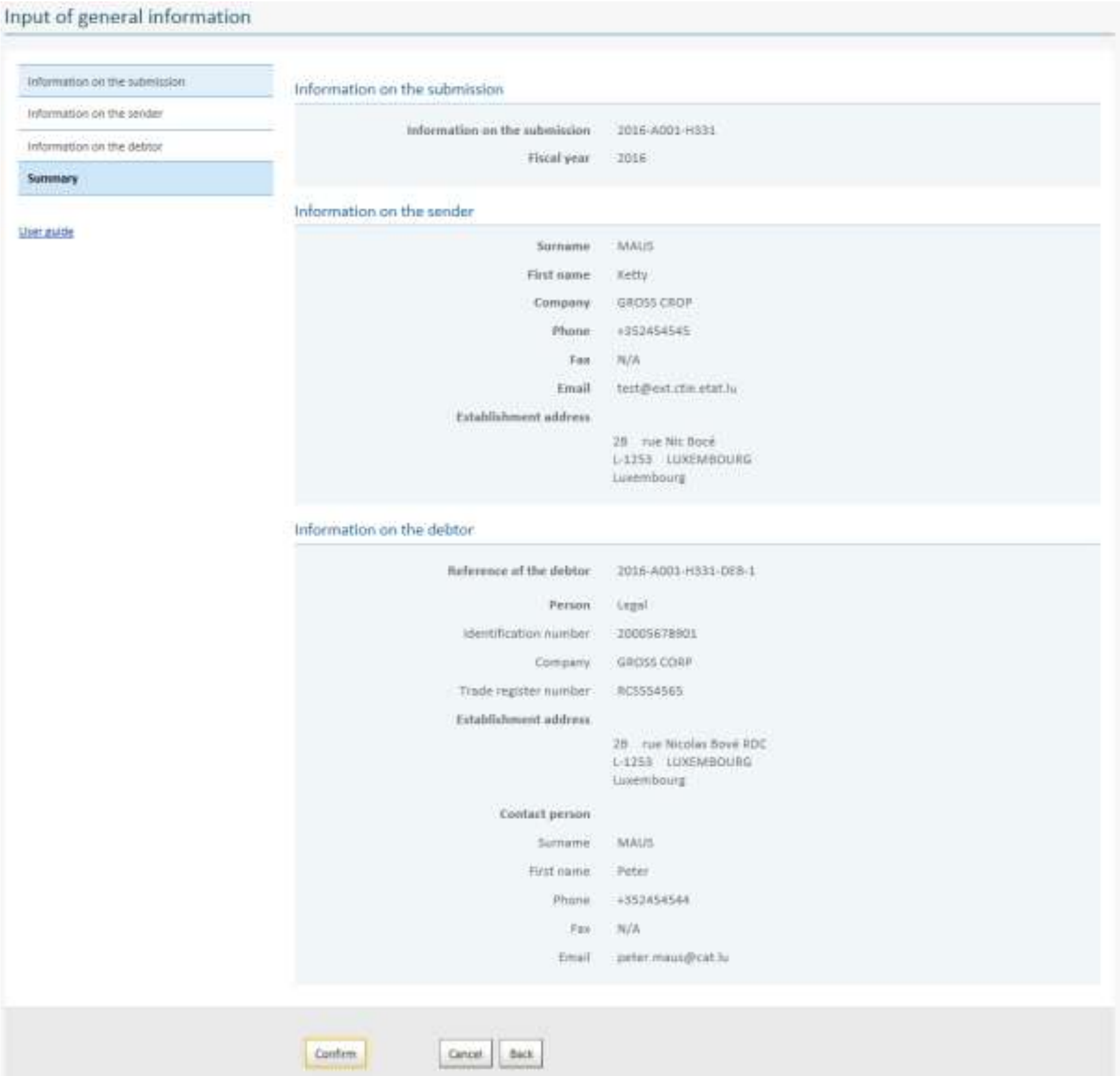


Figure 11: Input of general information – Summary

This step summarises the information entered by the applicant in the previous steps. This information is read-only. The information is saved by clicking on the "**Confirm**" button.

The applicant is then redirected to the homepage where the newly specified general information can be viewed. The user can also cancel or go back to the previous step.

The "**Resume Later**" action is however not possible because this is the final step.

3. INPUT OF A SALARY ACCOUNT STATEMENT

As mentioned in the first part, entering account statements becomes possible once the general information is completed.

Add as account statement of salary is done by clicking on the button under the General Information.

Note: to avoid the whole submission to be refused by the ACD (see 6 Correcting a mistaken submission**):**

- **The reference of account statement is** required in case of a cancellation procedure for this account statement.
- **All dates must concern the specified tax year**.
- **All amounts must be expressed in Euros (no more than 2 decimals).** There is no need to specify the currency in the input field.

3.1. INFORMATION ON THE BENEFICIARY

The addition of a SAS is done in three steps. The first step “**Information on the beneficiary**” is accessed by clicking on the “**Add**” button.

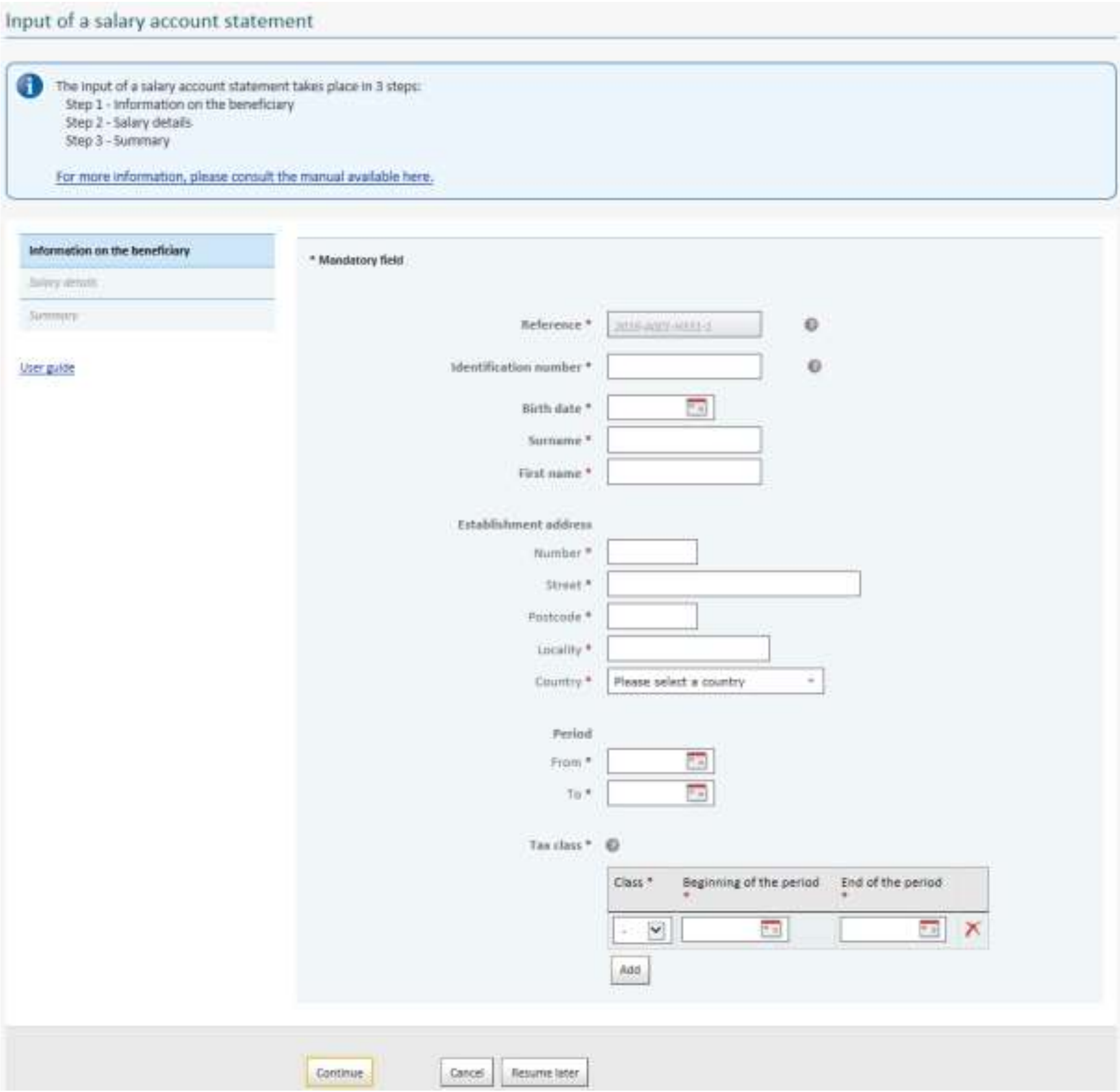


Figure 12: SAS – Information on the beneficiary

The fields for this step are:

- **Reference** (mandatory): unique reference of the SAS used to communicate between the applicant and the ACD and in case of cancellation procedure.
- **Birth Date** (mandatory since 2016): birth date of the beneficiary;
- **Identification number** (mandatory): identification number of the beneficiary;
- **Surname** (mandatory): Name of the beneficiary;
- **First name** (mandatory): First name of the beneficiary;

- **Establishment address** (mandatory): the fields are identical to those defined for the establishment address of the beneficiary;

- **Period** (mandatory):
  - Start date (date mandatory);
  - End date (date mandatory);

- **Tax Class** (mandatory): at least one tax class must be entered for the fiscal year indicated in general information.
  - Class (mandatory): Three values are possible: 1, 1a and 2;
  - Beginning of the period (mandatory);
  - End of the period (mandatory).

It is possible to add a new tax class by clicking on the “**Add**” button located at the end of the table, or to remove one by clicking on the red cross that appears at the end of each row (at the exception of the first row which cannot be deleted).

On this page it is possible to proceed with the next step (“**Continue**”), cancel (“**Cancel**”), or save (“**Resume later**”).

3.2. SALARY DETAILS

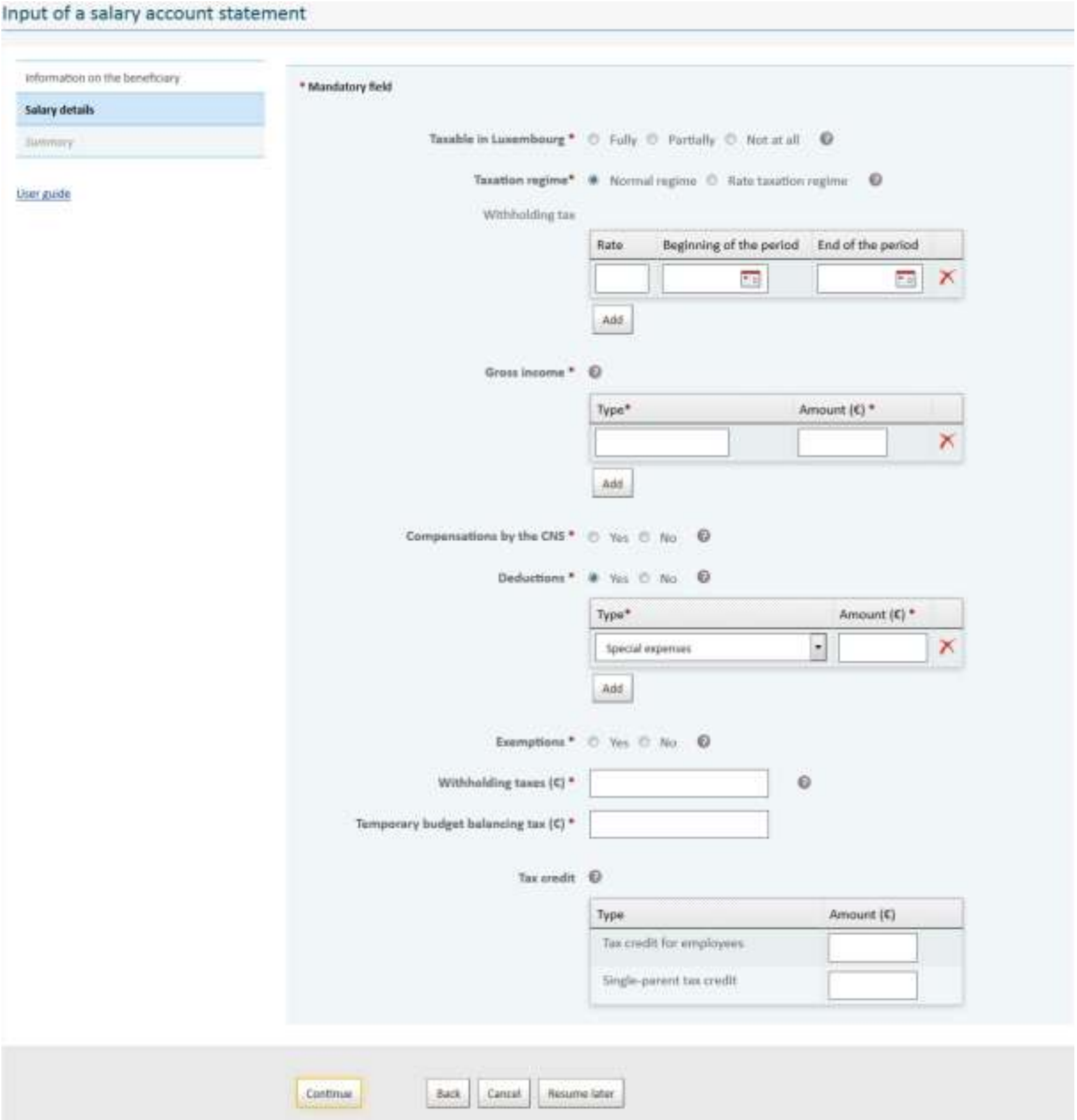


Figure 13: SAS – Salary Details

The fields for the step “**Salary Details**” are:

- **Taxable in Luxembourg** (mandatory). The list of available options are:
  - “Fully”;
  - “Partially” (this option displays the question “**Number of the days**” - optional);
  - “Not at all”.

Figure 14: SAS –Taxable in Luxembourg

- **Taxation regime** (mandatory): “Normal regime” or “Rate taxation regime”.

  The option “Normal regime” is selected by default and displays the question “**Withholding tax**” (optional).

  In the case of a primary account statement, it is not necessary to fill out the taxation rate.

  In other cases, the “**Withholding tax”** is defined by the following fields:

  - **Rate** (mandatory);
  - **Beginning of the period** (mandatory);
  - **End of the date** (mandatory);

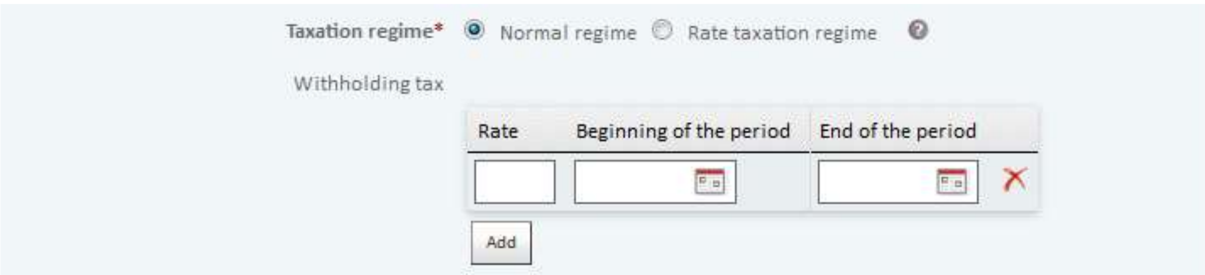


Figure 15: SAS – Rate taxation regime - Rate

Selecting “**Rate taxation regime**” will display the table “**Rate**”, where at least one withholding rate must be entered.

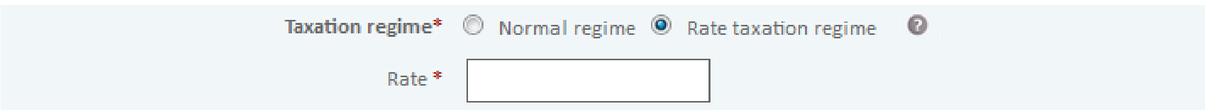


Figure 16: SAS – Rate taxation regime – Withholding tax

- **Gross income** (mandatory): at least one payment must be filled for the period indicated above. Gross compensation is defined by the following fields:
  - **Benefit in kind** (mandatory): free text to describe the nature of compensation;
  - **Amount** (mandatory): income value in Euros (two decimals), can be 0 or negative;

➢ **Compensation by the CNS** (mandatory); if "**Yes**" is selected, at least one period must be specified. A period is defined by a start date and an end date (both mandatory).

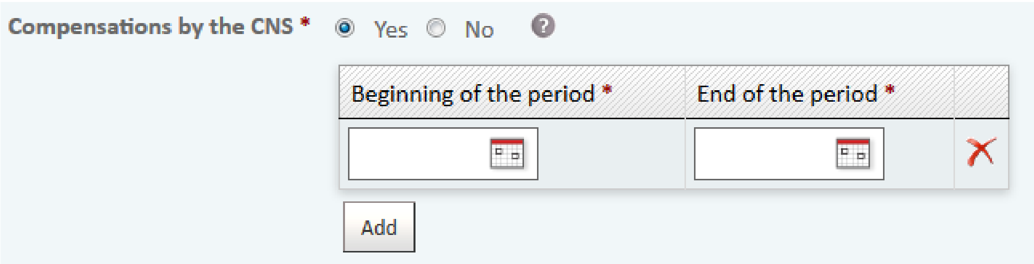


Figure 17: SAS – Compensation by the CNS

➢ **Deductions** (mandatory): "**Yes**" is selected by default to simplify the input of deductible social contributions. If no deduction is applicable, select "**No**".

Each deduction is defined by:

- **Benefit in kind** (mandatory): List of options to select from:
  - Deductible social contributions;
  - Non-deductible social contributions;
  - Travel expenses;
  - Fees;
  - Extraordinary expenses;
  - Spouse allowance;
  - Special expenses;
  - Other – Please specify;
- **Amount** (mandatory): amount in Euros (two decimals).

If the option "**Other – Please specify**" is selected, the field "**Name**" (nature of the deduction) must be specified.

The deductions "**Fees**", "**Extraordinary expenses**" and "**Other – Please specify**" can be selected multiple times.

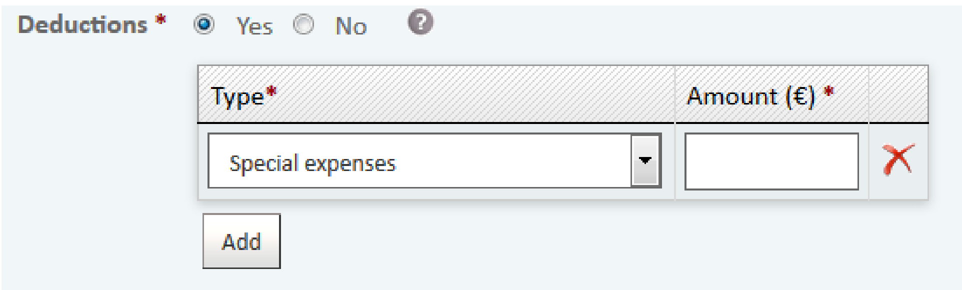


Figure 18: SAS – Deductions

➢ **Exemptions** (mandatory): if the option "**Yes**" is selected, at least one exemption must be filled. Each exemption is defined by:

- **Type** (mandatory): List of options to select from:
  - Overtime hours;
  - Night, public holidays, Sunday supplement;
  - Salary Supplement;

- Other – Please specify;

- **Amount** (mandatory): amount in Euros (two decimals).

If the option "**Other – Please specify**" is selected, the field "**Name**" (nature of the exemption) must be specified.

Only the exemption "**Other – Please specify**" can be selected multiple times.

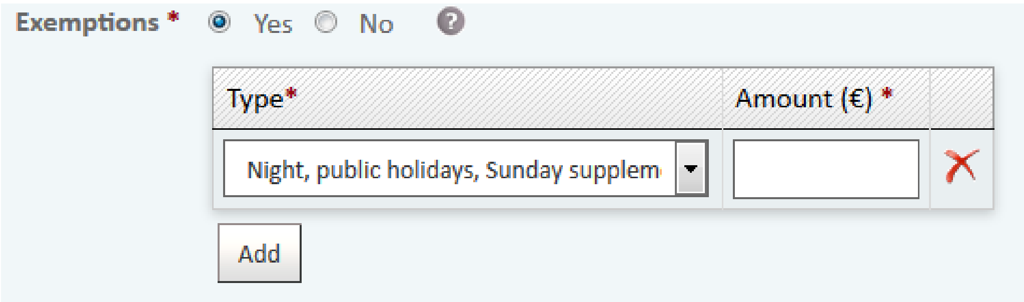


Figure 19: SAS – Exemptions

➢ **Withholding taxes** (mandatory): Amount in Euros with two decimals;

➢ **Tax of temporary budget balance** (mandatory): Amount in Euros with two decimals;

➢ **Tax credit**
- **Tax credit for employees** (optional): Amount in Euros with two decimals;
- **Single-Parent tax credit** (optional): Amount in Euros with two decimals.

On this page it is possible to proceed with the next step ("**Continue**"), cancel ("**Cancel**"), or save ("**Resume later**").

3.3. SUMMARY OF A SALARY ACCOUNT STATEMENT

This step summarises all the information filled in by the applicant in the previous steps. This information is read-only.
The information is saved by clicking on the “**Confirm**” button.
The applicant is then redirected to the homepage where the newly created statement is displayed. The user can also cancel, or go back to the previous step. The “**Resume Later**” action is however not possible because this is the final step.

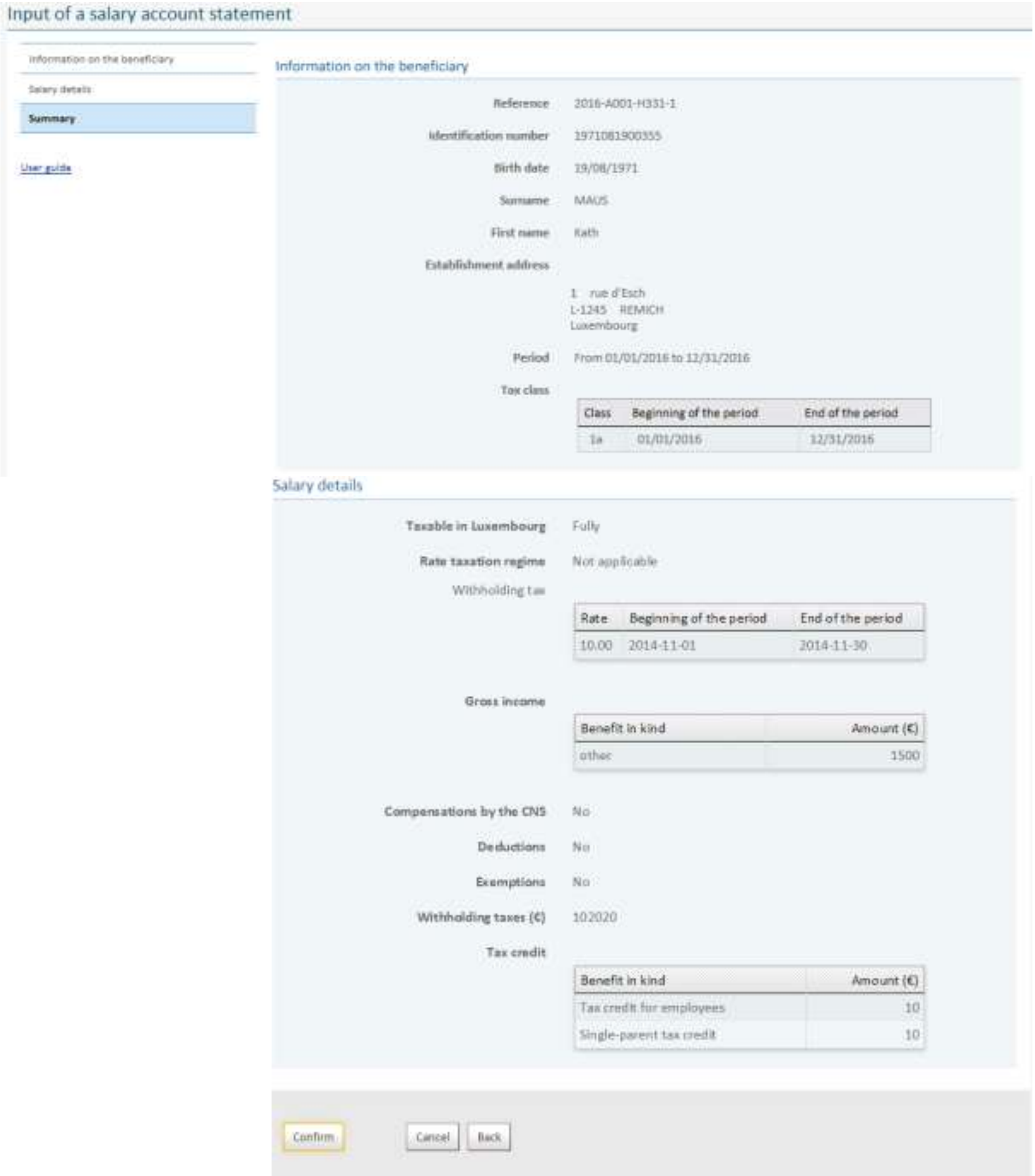


Figure 20: SAS – Summary

4. INPUT OF A PENSION ACCOUNT STATEMENT

As described in the first part, managing pension account statements becomes possible once the general information is completed.

Adding a pension account statement is done by clicking on the button under the General Information.

Note: to avoid the whole submission to be refused by the ACD (see Chapter 6 Correcting a mistaken submission):

- **The reference of account statement is** required in case of cancellation procedure for this account statement.
- **All dates must concern the specified tax year**.
- **All amounts must be expressed in Euros (no more than 2 decimals).** There is no need to specify the currency in the input field.

4.1. INFORMATION ON THE BENEFICIARY

The creation of a PAS is done in three steps. The first step is accessed by clicking on the "**Add**" button.

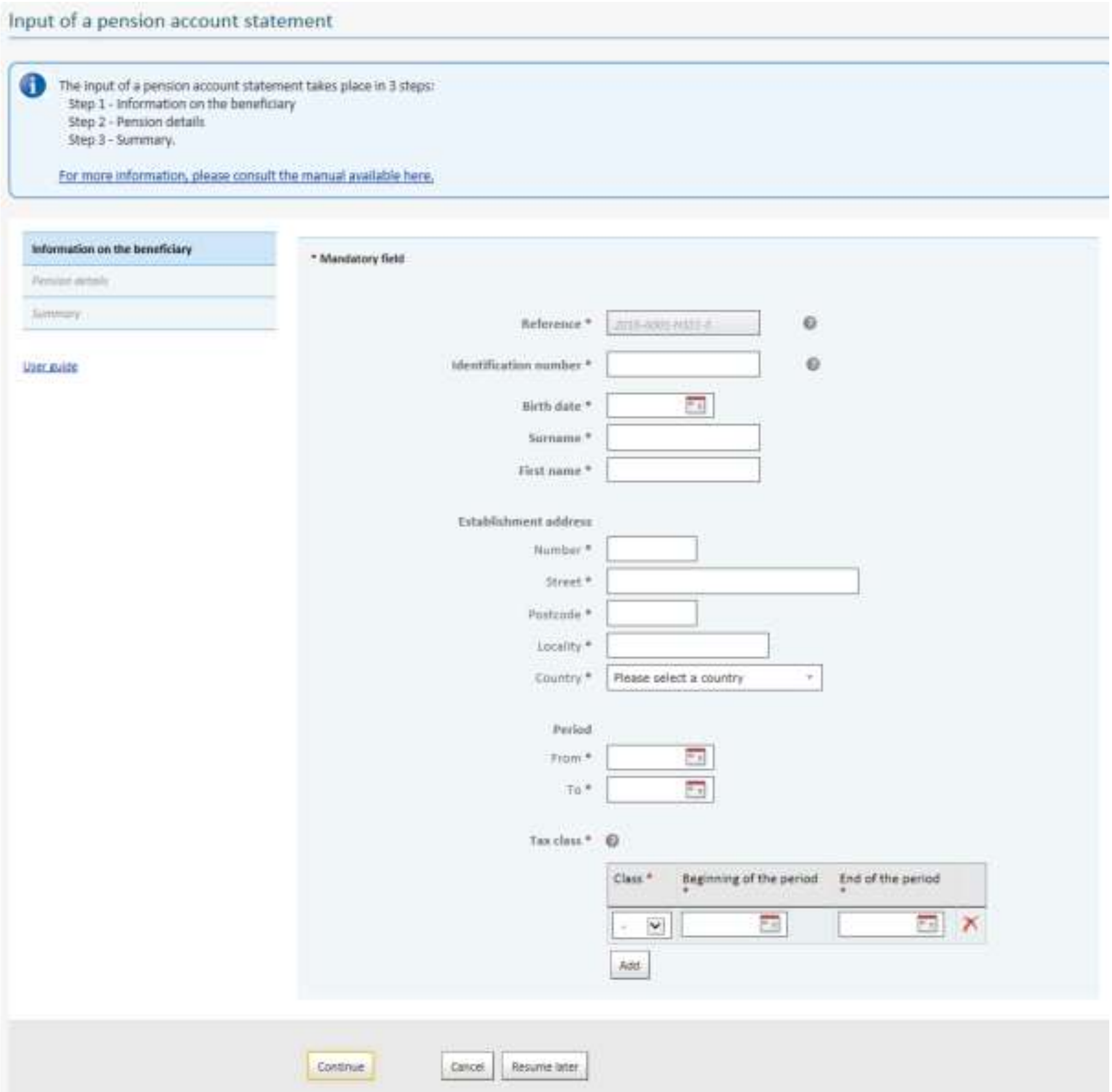


Figure 21 : PAS – Information on the beneficiary

The fields for this step are:

- **Reference** (mandatory): unique reference of the PAS used to communicate between the applicant and the ACD.
- **Identification number** (mandatory): identification number of the beneficiary;
- **Birth date** (mandatory since 2016): birth date of the beneficiary;
- **Surname** (mandatory): Name of the beneficiary;
- **First name** (mandatory): First name of the beneficiary;
- **Establishment address** (mandatory): the fields are identical to those defined for the establishment address of the sender;

- **Period** (mandatory):
  - Start date (mandatory);
  - End date (mandatory);
- **Tax Class** (mandatory): at least one tax class must be filled for the fiscal year indicated in general information.
  - Class (mandatory): Four values are possible: 1, 1a, 2 or NA;
  - Beginning of the period (mandatory);
  - End of the period (mandatory).

Like for SAS, it is also possible to add a new tax class, or remove one with the exception of the first row.

On this page it is possible to proceed with the next step ("**Continue**"), cancel ("**Cancel**"), or save ("**Resume later**").

4.2. PENSION DETAILS

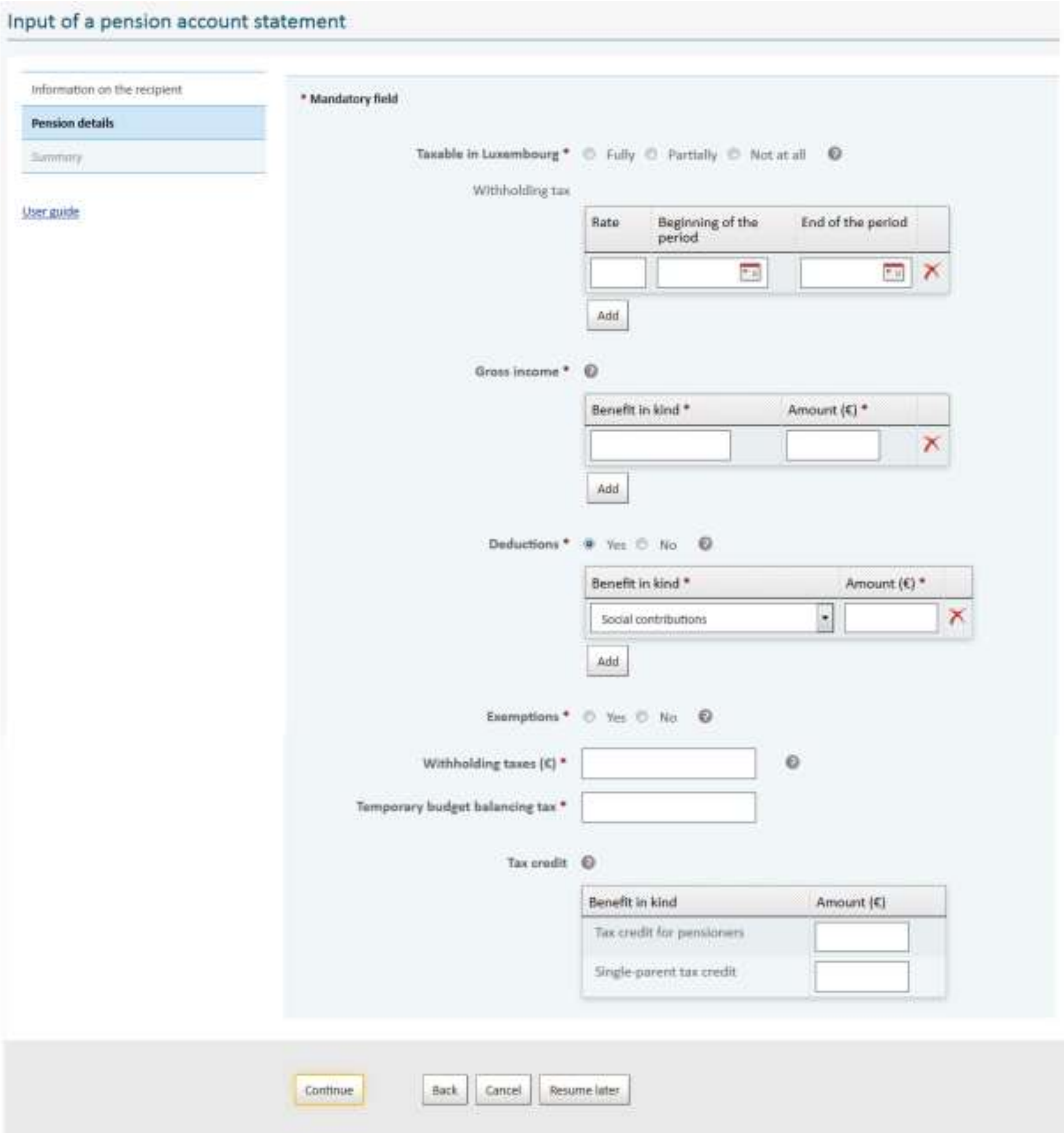


Figure 22 : PAS – Pension details

The input fields for the step "**Pension Details**" are:

- **Taxable in Luxembourg** (mandatory): List of options to select from
  - "Fully",
  - "Partially" (this option requires to enter the "**Number of the days**")
  - "Not at all".

➢ **Withholding Tax**: In case of a primary account statement, it is not necessary to fill out the taxation rate.

In any other case, the Withholding tax is defined by the following fields:

- **Rate** (mandatory);
- **Beginning of the period** (mandatory)
- **End of the date** (mandatory);

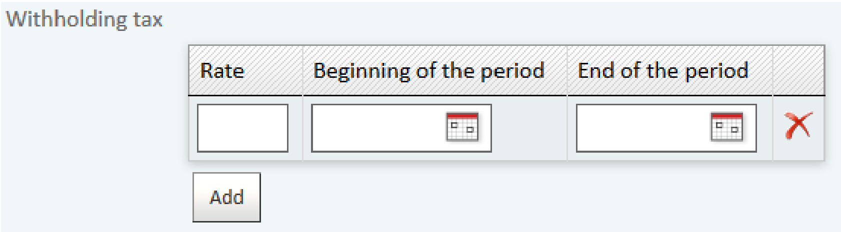


Figure 23 : PAS – Withholding Tax

It is possible to manage different rates for withholding, wages, deductions and exemptions by using the "**Add**" and "**Delete**" actions.

➢ **Gross income** (mandatory): at least one payment must be filled for the period indicated above. Gross income is defined by the following fields:

- **Type** (mandatory): free text to describe the nature of compensation;
- **Amount** (mandatory): income value in Euros with two decimals;

➢ **Deductions** (mandatory): see screenshot below.

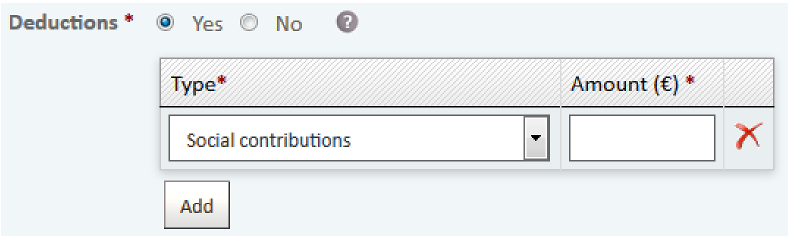


Figure 24: PAS – Deductions

- **Type** (mandatory): List of options to select from:
  - Social contributions;
  - Fees;
  - Special expenses;
  - Extraordinary expenses;
  - Other – Please specify: this option displays the field "Name"

- **Amount** (mandatory): amount in Euros with two decimals.

If the "**Other – Please specify**" option is selected, the "**Name**" (nature of the deduction) must be specified.

Deductions "**Business expenses**", "**Extraordinary expenses**" and "**Other – Please specify**" can be selected more than once.

➢ **Exemptions** (mandatory): see screenshot below.

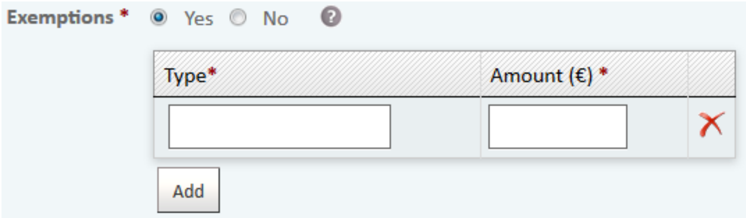


Figure 25 : PAS – Exemptions

If the applicant indicates that at least one exemption must be applied, each exemption is defined by:

- **Type** (mandatory): description of the exemption;
- **Amount** (mandatory): amount in Euros with two decimals.

➢ **Withholding taxes** (mandatory): Amount in Euros with two decimals;

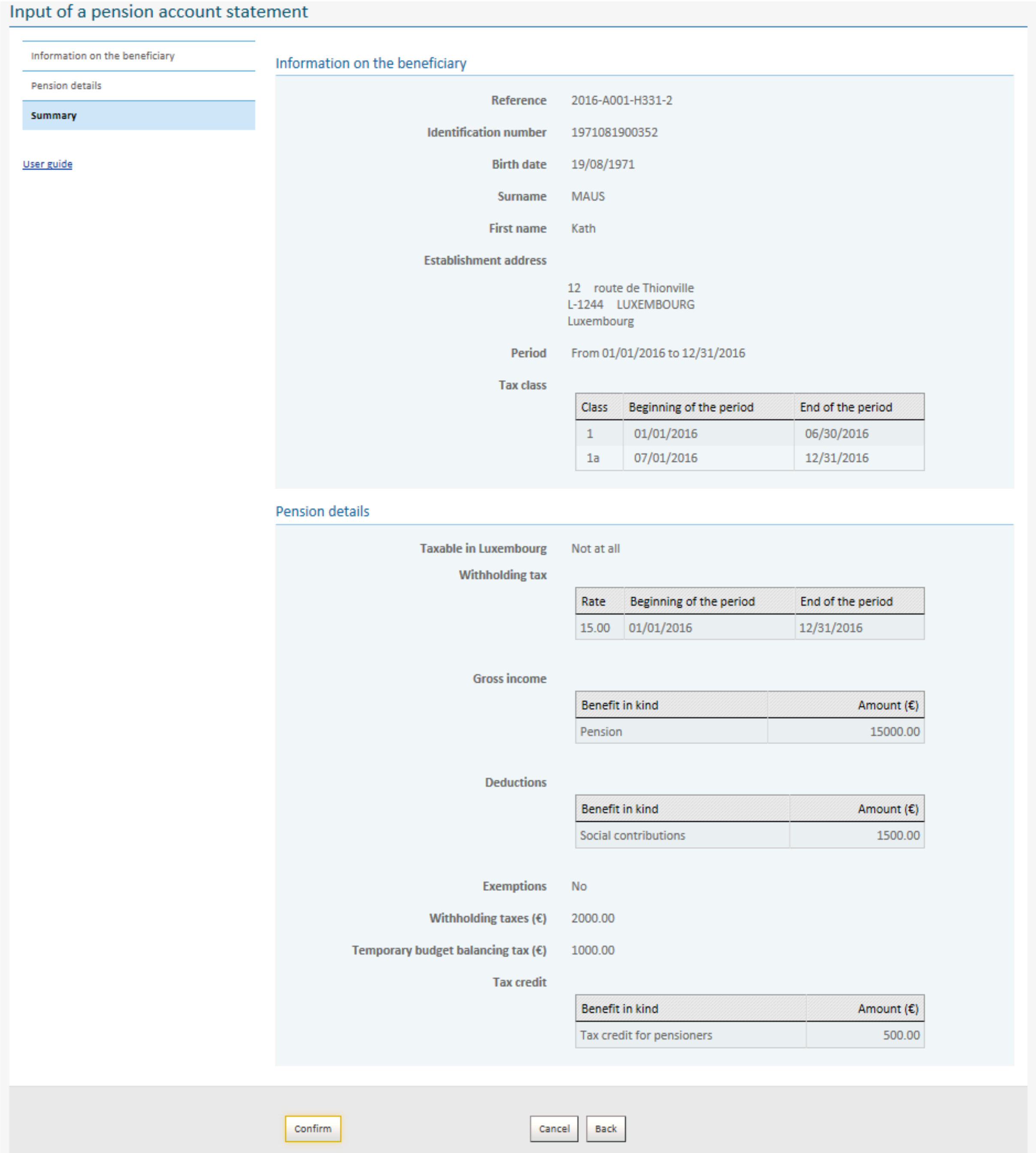
➢ **Tax of temporary budget balance** (mandatory): Amount in Euros with two decimals;

➢ **Tax credit**

- **Tax credit for employees** (optional): Amount in Euros with two decimals;
- **Single-Parent tax credit** (optional): Amount in Euros with two decimals.

On this page it is possible to proceed with the next step ("**Continue**"), cancel ("**Cancel**"), or save ("**Resume later**").

4.3. SUMMARY OF A PENSION ACCOUNT STATEMENT


Input of a pension account statement

Information on the beneficiary
Pension details
Summary

User guide

Information on the beneficiary

Reference	2016-A001-H331-2
Identification number	1971081900352
Birth date	19/08/1971
Surname	MAUS
First name	Kath
Establishment address	12 route de Thionville L-1244 LUXEMBOURG Luxembourg
Period	From 01/01/2016 to 12/31/2016
Tax class	

Class	Beginning of the period	End of the period
1	01/01/2016	06/30/2016
1a	07/01/2016	12/31/2016

Pension details

Taxable in Luxembourg	Not at all
Withholding tax	

Rate	Beginning of the period	End of the period
15.00	01/01/2016	12/31/2016

Gross income

Benefit in kind	Amount (€)
Pension	15000.00

Deductions

Benefit in kind	Amount (€)
Social contributions	1500.00

Exemptions	No
Withholding taxes (€)	2000.00
Temporary budget balancing tax (€)	1000.00
Tax credit	

Benefit in kind	Amount (€)
Tax credit for pensioners	500.00

Confirm   Cancel   Back

Figure 26 : PAS – Summary

This step summarises all the information filled in by the applicant in the previous steps. This information is read-only.

The information is saved by clicking on the "**Confirm**" button.

The applicant is then redirected to the homepage where the newly created statement is displayed. The user can also cancel, or go back to the previous step. The "**Resume Later**" action is however not possible because this is the final step.

5. RESUME A FILE

Filling a SPAS file can be done in several occurrences.

The applicant may complete or amend a SPAS file (transmittable or not) before transmitting it to the ACD. If the file contains erroneous data, they are displayed in red and an error message informs the applicant.

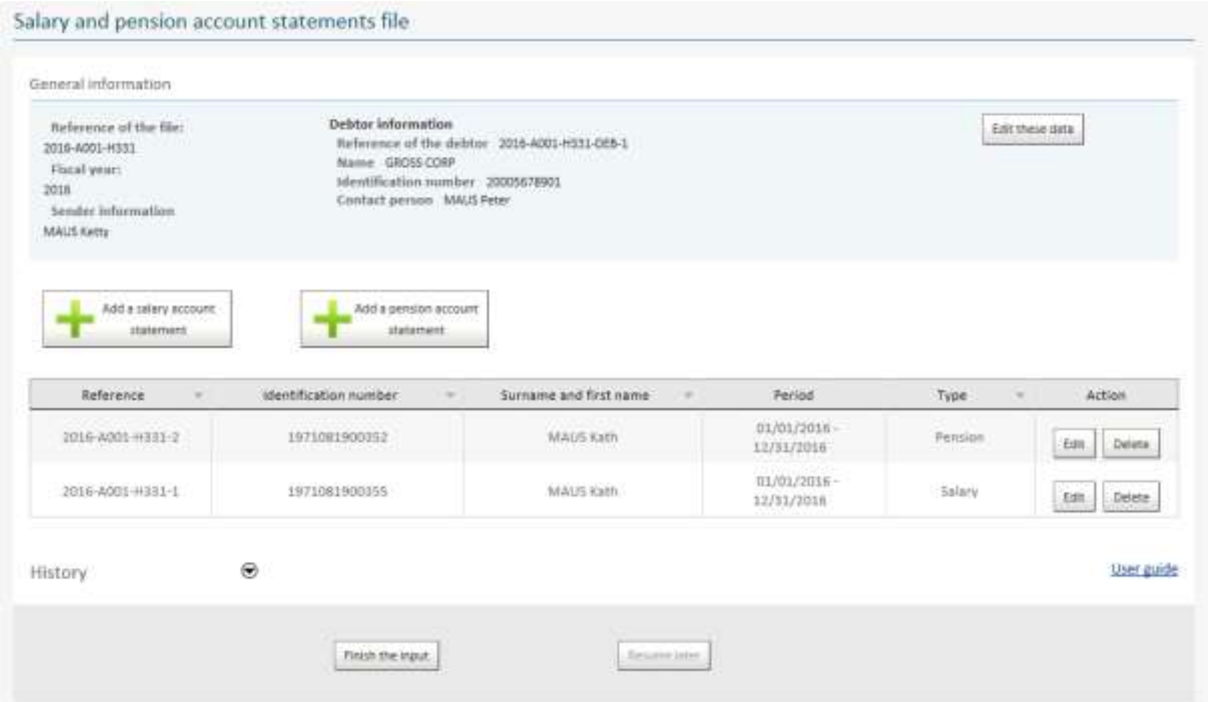


Figure 27: Screen File SPAS

5.1. CHANGE THE GENERAL INFORMATION

From the “Salary and pension account statements” page, a click on “Edit these data” allows to change the general information.

This is done via the same 4-step wizard used to create the file.

Changing the general information is not possible if the file has already been transmitted to the ACD.

The fiscal year cannot be changed if the SPAS file contains at least one account statement.

5.1.1. Information on the submission

The application displays the first step “**Information on the submission**” The input fields are pre-filled with the information previously indicated.

If the file SPAS file contains at least one statement, the tax year is displayed in read-only.

5.1.2. Information on the sender

The application displays the second step “**Information on the sender**” The input fields are pre-filled with the information previously indicated.

The applicant may update the information of the sender, click on “**Continue**”, or “**Resume Later**”.

5.1.3. Information on the debtor

The application displays the third step “**Information on the debtor**” The input fields are pre-filled with the information previously indicated.

The applicant may update the information of the debtor, click on “**Continue**”, or “**Resume Later**”.

5.1.4. Summary on the general information

The application displays the summary: all the general information data is read-only.

The applicant clicks on “**Confirm**” to save the entry and go the “**Salary and pension account statements**” page completed with the new general information.

The applicant may also “**Cancel**” the changes, or go “**Back**” to the previous step.

5.2. CHANGE A SAS OR A PAS

From the "**Salary and pension account statements File**" page, the applicant clicks the "**Edit**" button associated to an SAS or PAS.

This is done via the same 3-step wizard initially used to populate the file.

If the file has not yet been submitted to the ACD, all statements can be changed.

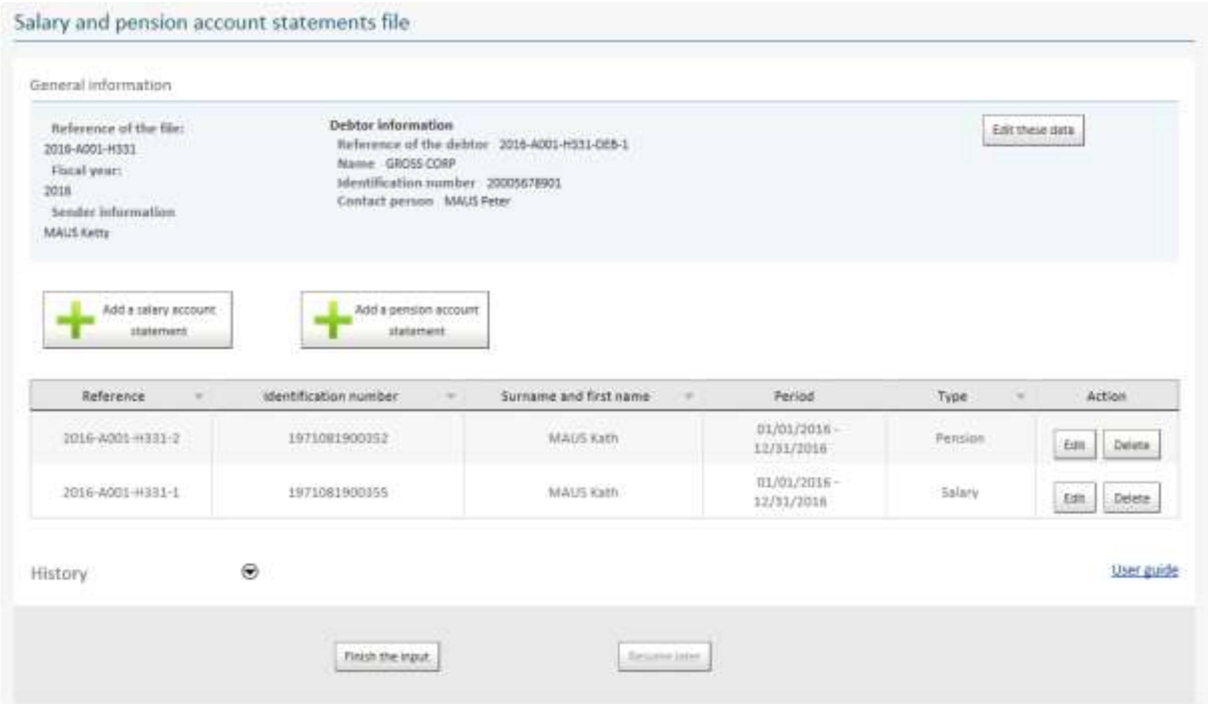


Figure 28: Modification **–** salary and pension account statement file

5.2.1. Change a SAS

A SAS can be modified by clicking the “**Edit**” button.

Reference	Identification number	Surname and first name	Period	Type	Action
2016-A001-H331-1	1971081900355	MAUS Kath	01/01/2016 - 12/31/2016	Salary	Edit Delete

Figure 29: Change the SAS

The application displays the first step “**Information on the beneficiary**” (see 3.1 Information on the beneficiary). The input fields are pre-filled with the information previously indicated for the SAS.

The applicant updates the information on the beneficiary (see 3: Input of a salary account statement) by clicking on “**Continue**”.

The application displays the second step “**Salary details**” (see 3.2: Salary details). The input fields are pre-filled with the information previously indicated for the SAS.

The applicant updates the salary information by clicking on “**Continue**”.

The application displays the step summary: all data entered for this SAS are displayed in read-only.

The applicant clicks on “**Confirm**” to save the entry and go the “**Salary and pension account statements**” page completed with this SAS.

5.2.2. Change a PAS

A PAS can be modified by clicking the button “**Edit**”.

Reference	Identification number	Surname and first name	Period	Type	Action
2016-A001-H331-2	1971081900353	MAUS Kath	01/01/2016 - 12/31/2016	Pension	Edit Delete

Figure 30: Change the PAS

The application displays the first step “**Information on the beneficiary**” (see 4.1 Information on the beneficiary). The input fields are pre-filled with the information previously indicated for the PAS.

The applicant updates the information on the beneficiary (see 4: Input of a pension account statement) by clicking on “**Continue**”.

The application displays the second step “**Pension details**” (see 4.2: Pension details). The input fields are pre-filled with the information previously indicated for the PAS.

The applicant updates the information by clicking on “**Continue**”.

The application displays the step summary: all data entered for this PAS are displayed in read-only.

The applicant clicks on “**Confirm**” to save the entry and go the “**Salary and pension account statements**” page completed with this PAS.

5.3. DELETE A SAS OR A PAS

From the "**Salary and pension account statement file**" page, the applicant clicks on the "**Delete**" button associated to the SAS or PAS to delete.

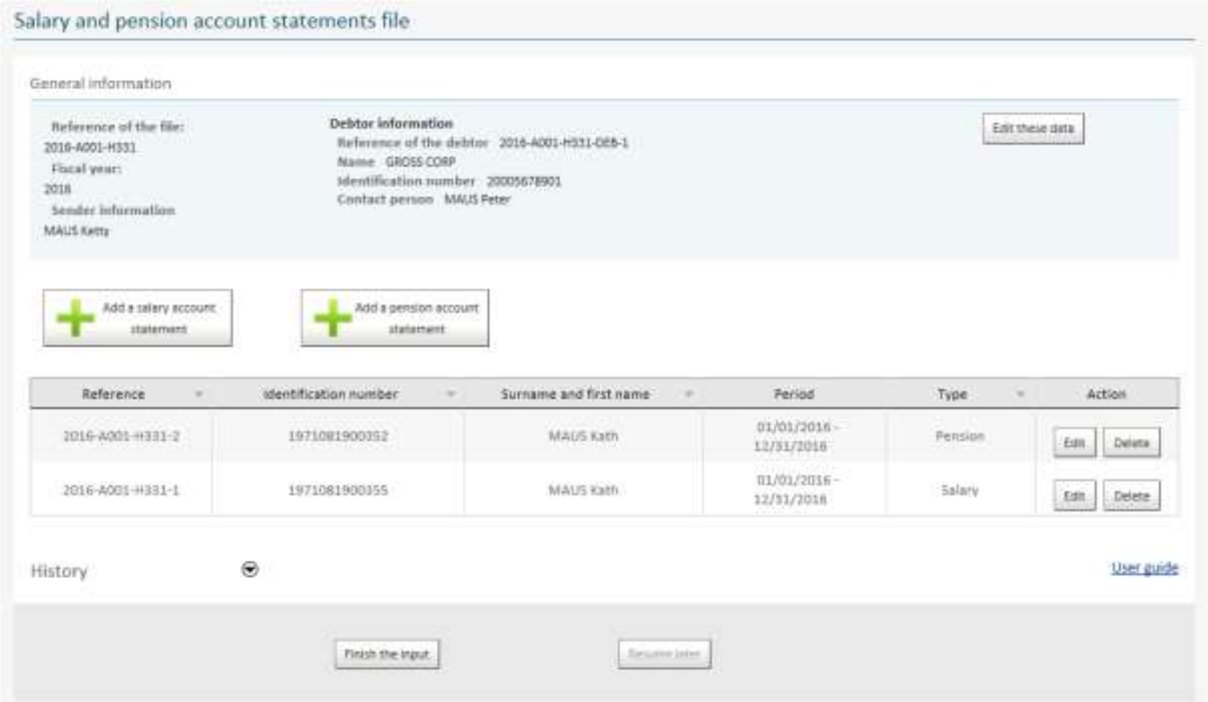


Figure 31: Delete – salary and pension account statement file

5.3.1. Delete a SAS

A SAS can be deleted by clicking on the "**Delete**" button.

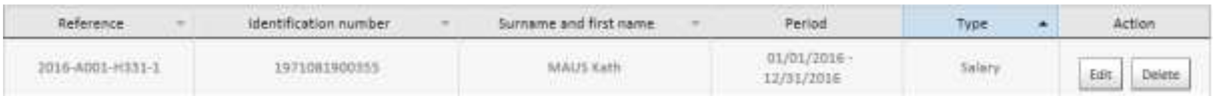


Figure 32 : Delete a SAS

The application displays a summary of the SAS. The applicant may "**Cancel**" the deletion, or proceed with the deletion by clicking on the "**Delete**" button at the bottom of the page. In either case, he is redirected to the main page.

5.3.2. Delete a PAS

A PAS can be deleted by clicking on the "Delete" button.

Figure 33: Delete a PAS

The application displays a summary of the PAS. The applicant may "**Cancel**" the deletion, or proceed with the deletion by clicking on the "**Delete**" button at the bottom of the page. In either case, he is redirected to the main page.

6. CORRECTING A MISTAKEN SUBMISSION

The applicant has previously completed a SPAS file and sent it to the ACD from MG. The prerequisite checks (or "semantic checks") conducted by the ACD identified clearly incorrect information in relation to other sources of information at his disposal. The entire file is returned to MG with the list of errors found by the ACD. The status of the file is now “**To be corrected**”.

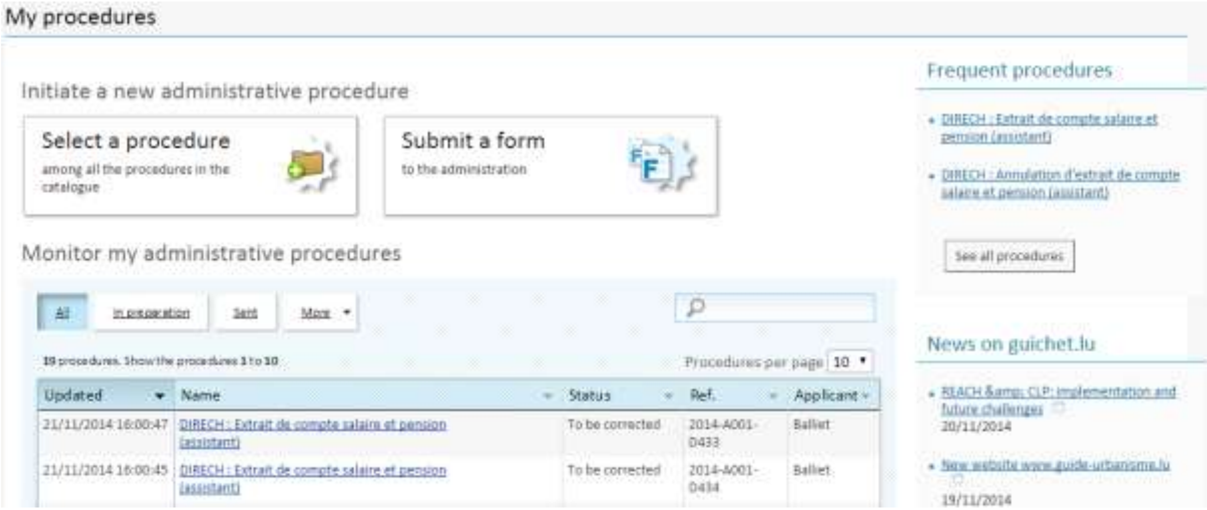


Figure 34: Screen SPAS in Error – Status To be corrected

The application displays in red the errors detected by the semantic control. The applicant is informed via an error message at the top of the page.

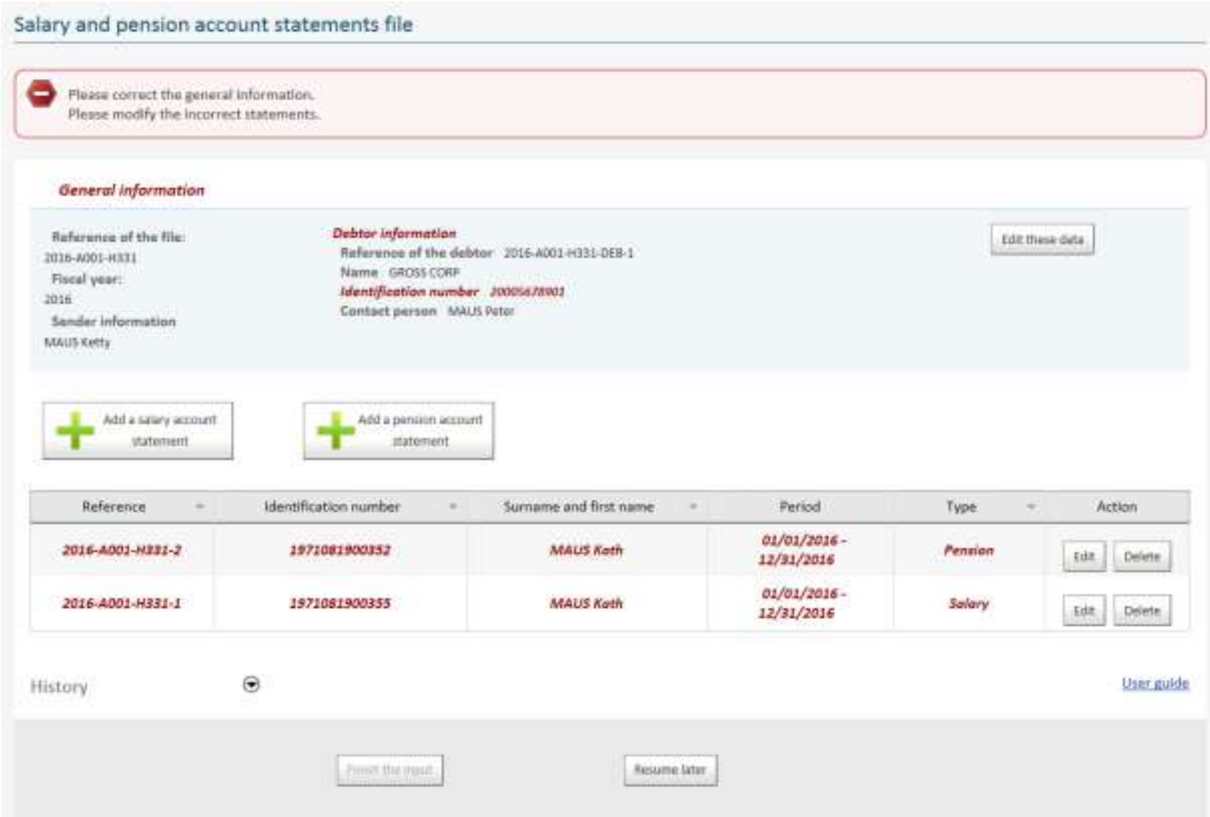


Figure 35: Screen SPAS in Error

At each step, the application displays the erroneous input fields in red.

All errors must be corrected before the file can retransmitted to the ACD.

7. MODIFY A SUBMITTED FILE

When "modifying" a SPAS that has been submitted to the ACD, a cancellation request is sent to the ACD and a new SPAS is created by duplication. The applicant can then modify and submit it again to the ACD.

7.1. DISPLAY A SUBMITTED FILE

Once the file is submitted to the ACD, two columns are added to the screen:

- The “**Cancel**” column, which allows selection of the SPAS for which a cancellation request must be issued.
- The “**Status**” column, which shows the status of each individual SPAS and SPAS can be sorted by clicking on the title of the column.

Since 2016:

- It is possible to correct the debtor of a submission
- It is not possible to delete a SPAS with the status “**Submitted**”, “**Corrected**” or “**Cancelled**”;
- The “**Correct**” action is available to correct a SPAS with the status “**Submitted**”.

In addition, an action “**Cancel all the submission**” appears when the file is submitted (see 9: Cancel a transmitted file).

The other actions are identical to those described for a non-transmittable case.

The last modification date and the ID of the user who made this change are displayed under the list of SPAS. One option allows seeing all the history of previous changes.

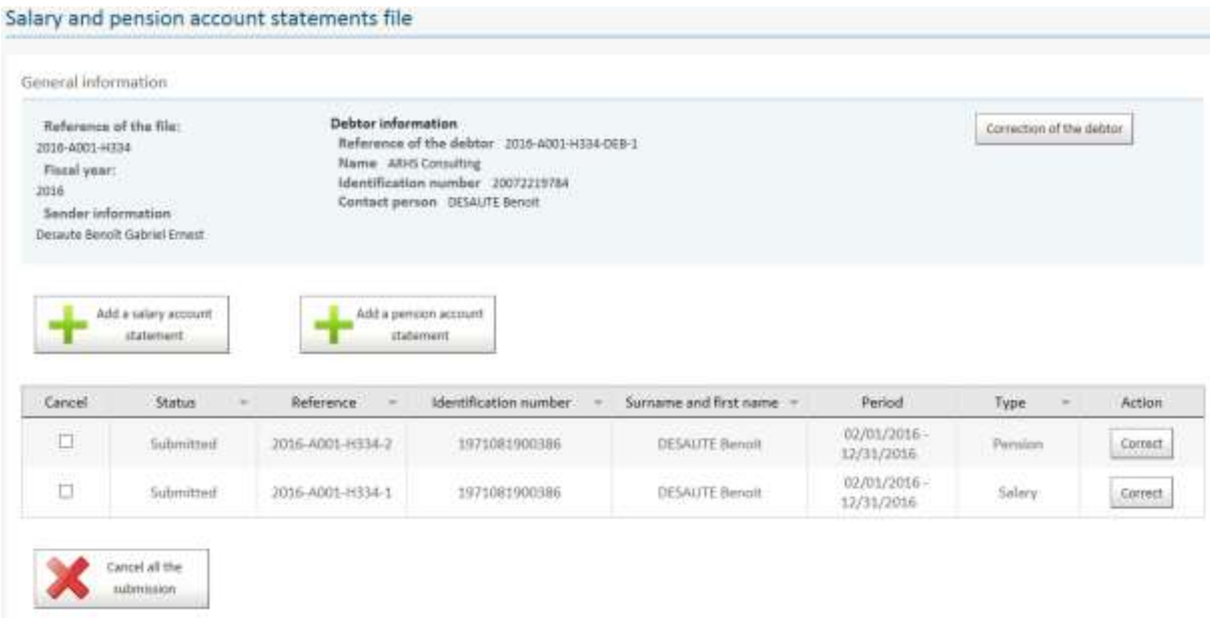


Figure 36: Change a transmitted file – Main screen

7.2. CORRECT THE DEBTOR OF A SUBMISSION

To correct the debtor of a submission already submitted to the ACD, the applicant has to click the button "**Correction of the debtor**".

The "**Information of the debtor**" screen is then displayed.

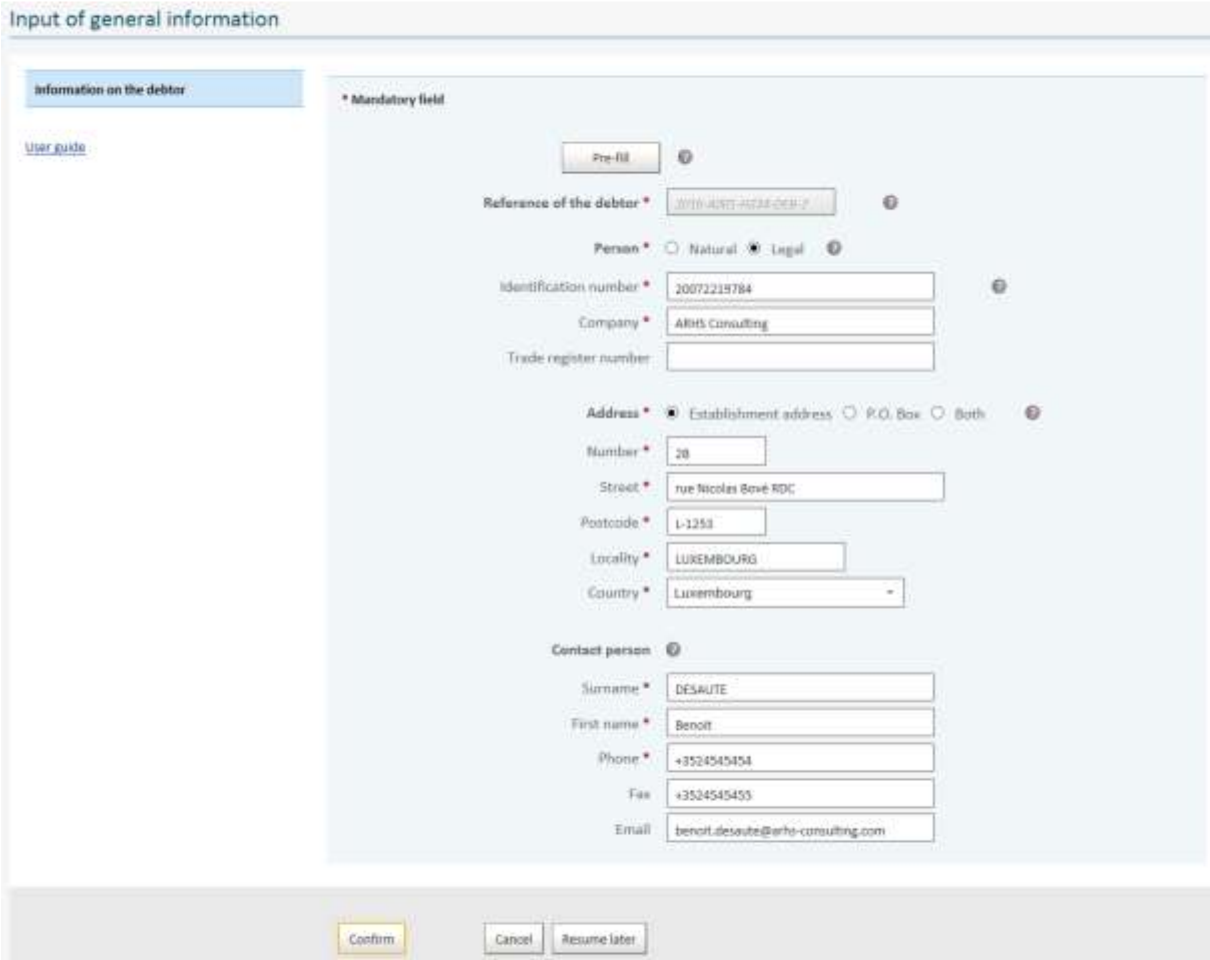


Figure 37: Information of the debtor

A read-only first pre-filled field is present:

- **Reference of the debtor**: Unique reference used to identify the debtor for further communication with the ACD.

Note: This reference will be required for any cancellation procedure of a submission or SPAS.

In this page, we can save the correction ("**Confirm**"), cancel ("**Cancel**"), or save ("**Resume later**").

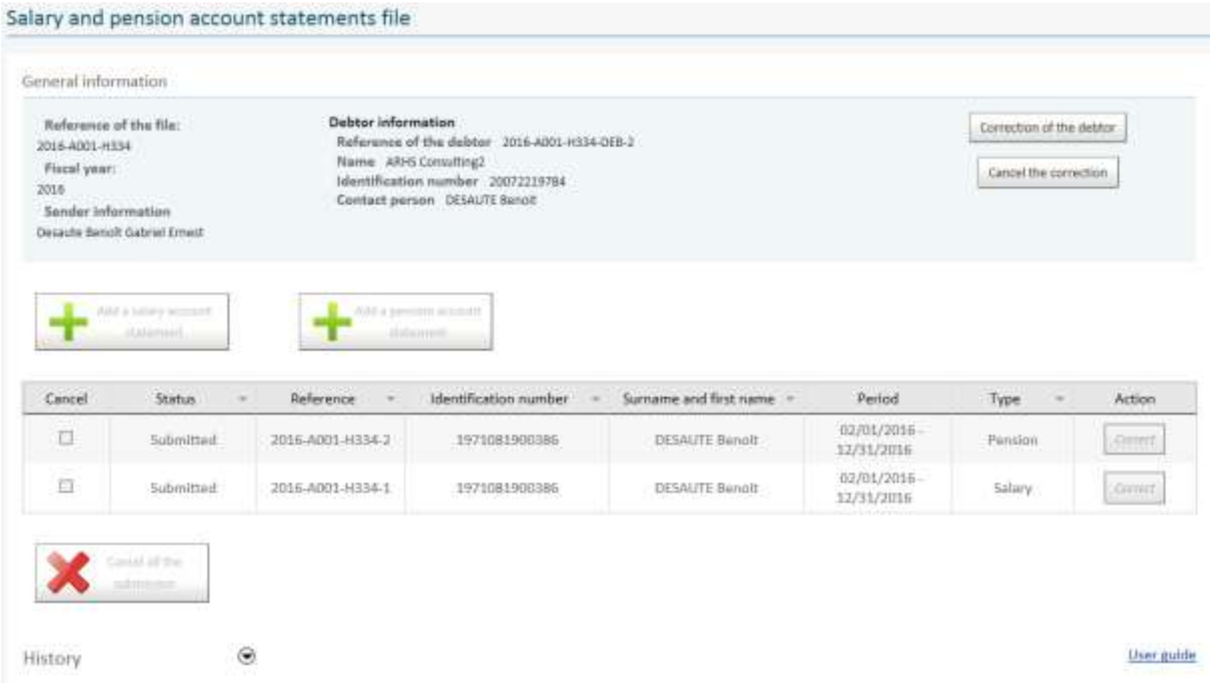


Figure 38: Change a transmitted file – Main screen after correction of the debtor

It is not possible to both correct a debtor and correct or delete a SPAS.

When the correction of the debtor is saved, the “**Add a salary account statement**”, “**Add a pension account statement**” and “**Cancel all the submission**” buttons are not enabled.

The button “**Cancel the correction**” can be used to go back to the initial situation. A confirmation popup is displayed.

As long as the submission is not transmitted, it is possible to correct the information of the debtor by clicking on the “**Correction of the debtor**” button.

7.3. CANCELLATION REQUEST OF A SUBMITTED SPAS

To request a cancellation of a submitted SPAS, the applicant simply checks the corresponding box in the Cancel column.

The display of this SPAS is then greyed out as well as the action “**Correct**”. Only the cancel checkbox remains active.

If the applicant un-checks this box, the display reverts to normal.

Cancel	Status	Reference	Identification number	Surname and first name	Period	Type	Action
☑	Submitted	2016-A001-H334-2	1971081900386	DESAUTE Benoît	02/01/2016 - 12/31/2016	Pension	Correct
☐	Submitted	2016-A001-H334-1	1971081900386	DESAUTE Benoît	02/01/2016 - 12/31/2016	Salary	Correct

Figure 39 : Change a transmitted file – Cancel

If the applicant interrupts his input for later resume, the selected SPAS status remains “**Submitted**” and will be checked during the resume of the file (the process will have the “**Non-transmittable**” status).

The submitted SPAS that are cancelled are greyed out in the application and have the status “**Cancelled**”. No action is possible on these SPAS.

7.4. CORRECT A SUBMITTED SPAS

The file is submitted to the ACD, therefore:

- The SPAS, for which a cancellation has been requested, have the status "**Cancelled**" and are greyed out. No action is possible on these SPAS.
- The SPAS that are in "**Preparation**" become "**Submitted**". These SPAS can't be deleted: instead a cancellation request can be requested.

To correct a submitted SPAS the applicant clicks on the corresponding "**Correct**" button. This SPAS is then checked in the "**Cancel**" column and its display is greyed out to indicate that the cancellation is requested. The "**Correct**" action is no longer available on this SPAS.

A new SPAS with a status of "**Preparation**" is added to the list. Its data is duplicated from the previously selected SPAS.

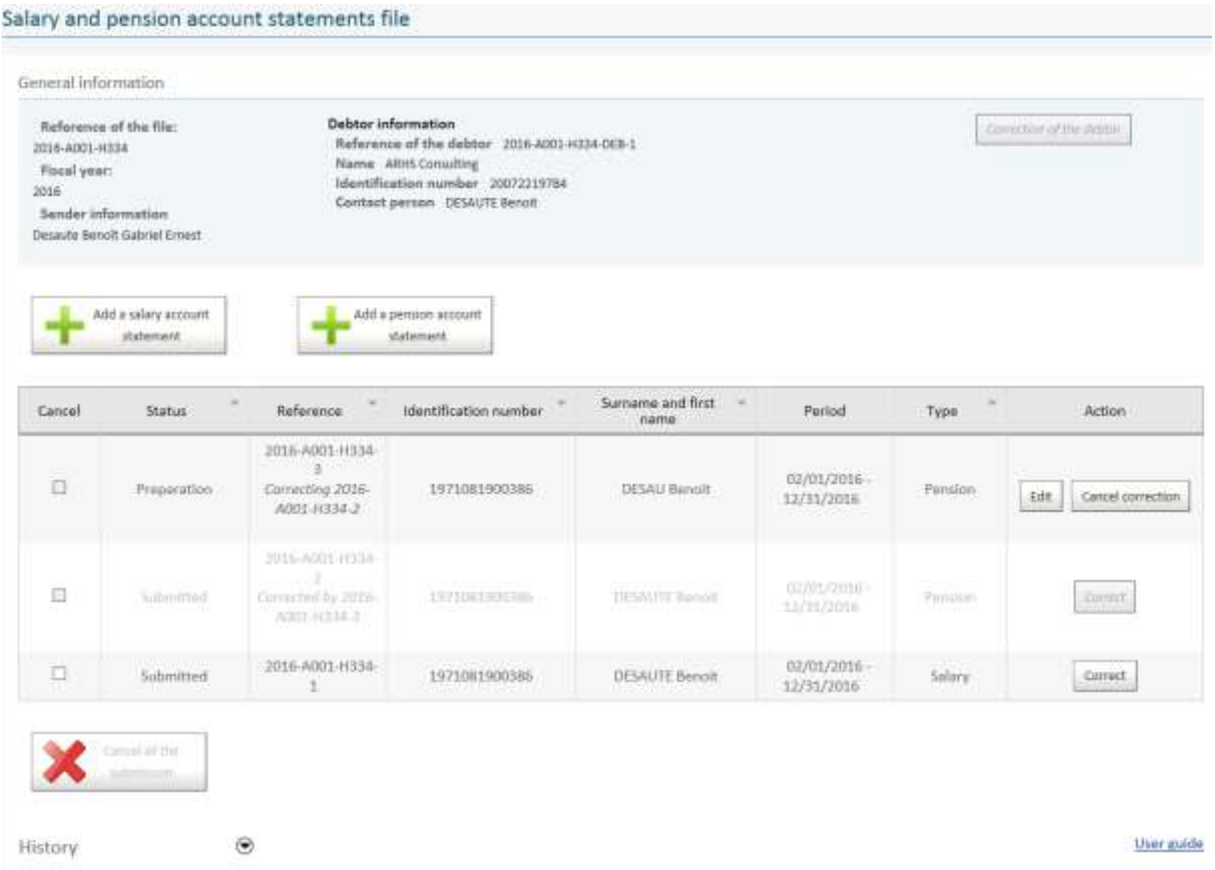


Figure 40 : Change a submitted file – Modify a SPAS

If the applicant clicks on the "**Cancel correction**" button of the correcting SPAS:

- The correcting SPAS is deleted;
- The corrected SPAS is again available and the "Correct" action is enabled.

If the applicant interrupts his input for later resume, the selected SPAS remains "**Submitted**" and will be greyed out in the future resumption of the file (which will have the "**Non-transmittable**" status).

8. Duplicate a submitted file

In order to duplicate a file:

- The file to duplicate must concern the current fiscal year or the preceding two years.
- The file must be submitted.

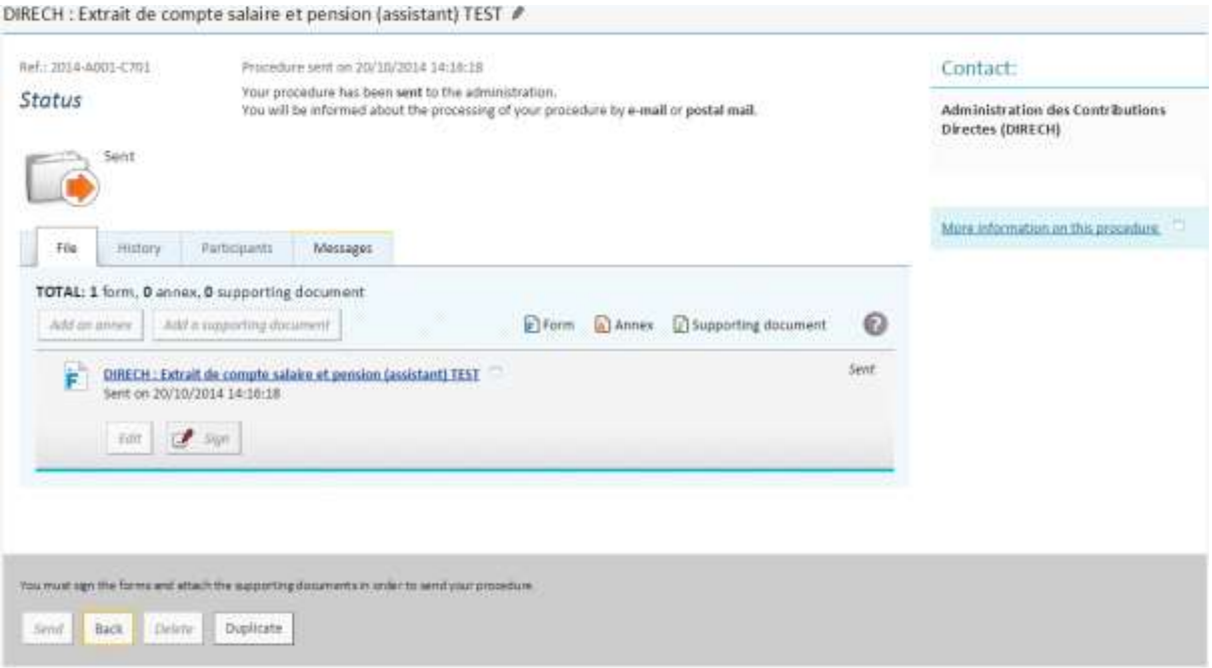


Figure 41: Screen Duplicate a file – Button Duplicate

Click on the button "**Duplicate**"

Figure 42: Screen Duplicate a file – Validation «Duplicate»

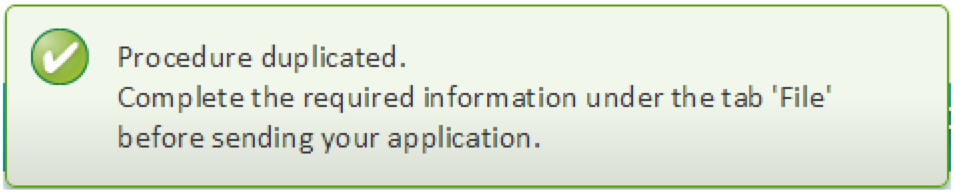


Figure 43 : Screen Duplicate a file – Confirm «Duplicate»

The new file has the status "**In preparation**" in the selected private personal or professional eSpace.

The applicant specifies the fiscal year in the input screen, and updates the general information.

Some information is missing at this point, so errors are displayed in red and an error message informs the applicant. Adding, editing and deleting SPAS are possible.

When a file contains errors, it is impossible to finalise the input of the file, therefore the action "Finish the input" is inactive.

9. Cancel a submitted file

From the "**submitted SPAS file**" page, the applicant may request a complete cancellation of a file submitted to the ACD. The cancellation request will generate a new annex for the current electronic procedure on MG.

The complete cancellation request for a file requires no input from the applicant. A confirmation of the intention is necessary: for this, the application displays in read-only the information below:

- Information on the sender
    - Name and surname of the sender are replaced with the name and surname of the currently authenticated applicant.
- Information on the debtor
- Reference of the file: unique reference and fiscal year

The proposed actions for a complete cancellation request are:

- **Confirm**: Displays a modal confirmation window, informing that all the data will be irrevocably invalidated after transmission of the cancellation to the ACD.
    - After confirmation, the application displays a confirmation page indicating that the process has been updated in the electronic procedure on MG;
    - Otherwise same as below.
- **Cancel**: Displays a confirmation page indicating that the cancellation request has not been confirmed and therefore, the electronic procedure on MG was not updated. An action "**Back to file**" allows the applicant to navigate back to the file.

10. MANUAL CANCELLATION REQUEST

Anyone connected to MG can create a request for a manual cancellation of a submission or statement. These requests are covered by the ACD which will, if necessary, cancel the submissions or invalidate the cancellation requests.

This specific procedure applies to exceptional situations that prevent the original debtor or the sender to update the file (change of accounting firm, death ...) and will be subject to verifications by the ACD.

10.1. INFORMATION ABOUT THE SUBMISSION

10.1.1. Cancelation type

In the first screen is displayed:

- The **fiscal year** of the submission to cancel
- The **cancellation type** (mandatory): choice between:
    - **The file**: This option cancels a whole submission (hence all SPAS in the file);
    - **The statement(s)**: This option cancels only the SPAS mentioned afterwards in the cancellation request.

Figure 44: Manual cancellation request – Information on the submission

10.1.2. Cancellation of the whole submission

Two mandatory fields are displayed by the selection of this option:

- **Reference of the file**: the exact information previously entered in the "**Details of the submission**" for the file to cancel must be entered here (this information is case-sensitive).
- **Reference of the debtor**: The reference previously given in the "**Information of the debtor**" for the file to cancel must be entered here; this is the only information of the debtor's identity to be filled by the applicant. If the debtor of the submission has been previously corrected, the reference to be entered is the latest reference.

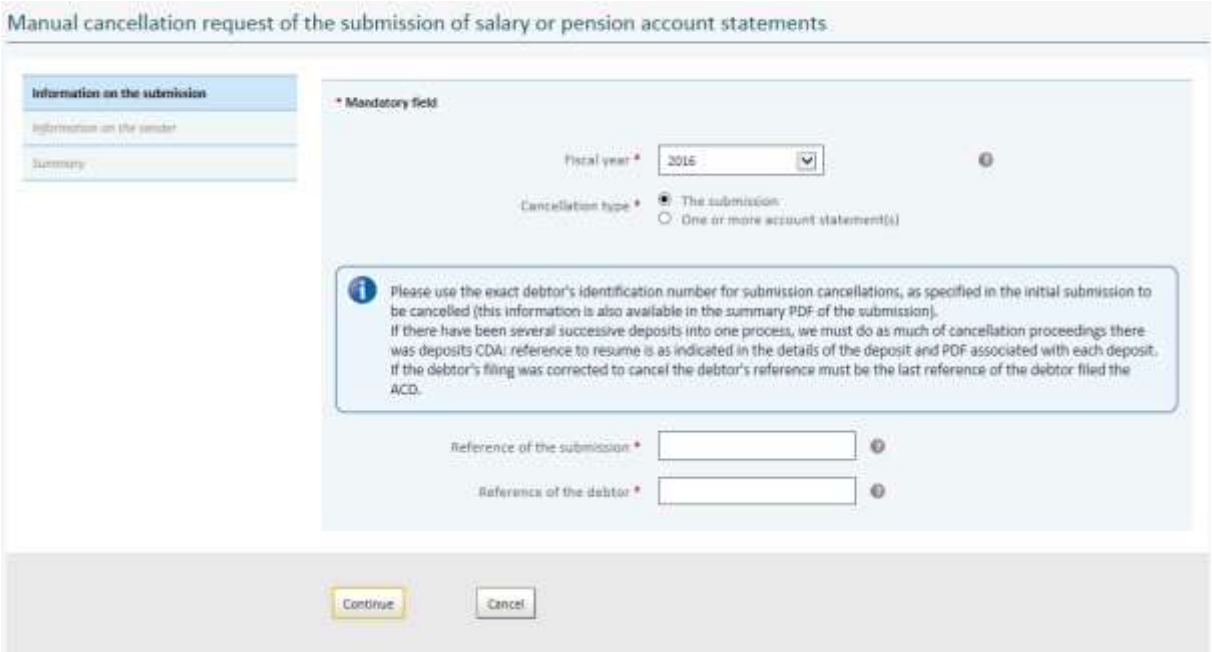


Figure 45: Manual cancellation request of the whole submission

10.1.3. Cancellation of one or more account statement(s)

The choice of this option enables to enter one or more references of salary or pension account statements.
Additional information about the sender will be requested in a dedicated step of the input assistant.

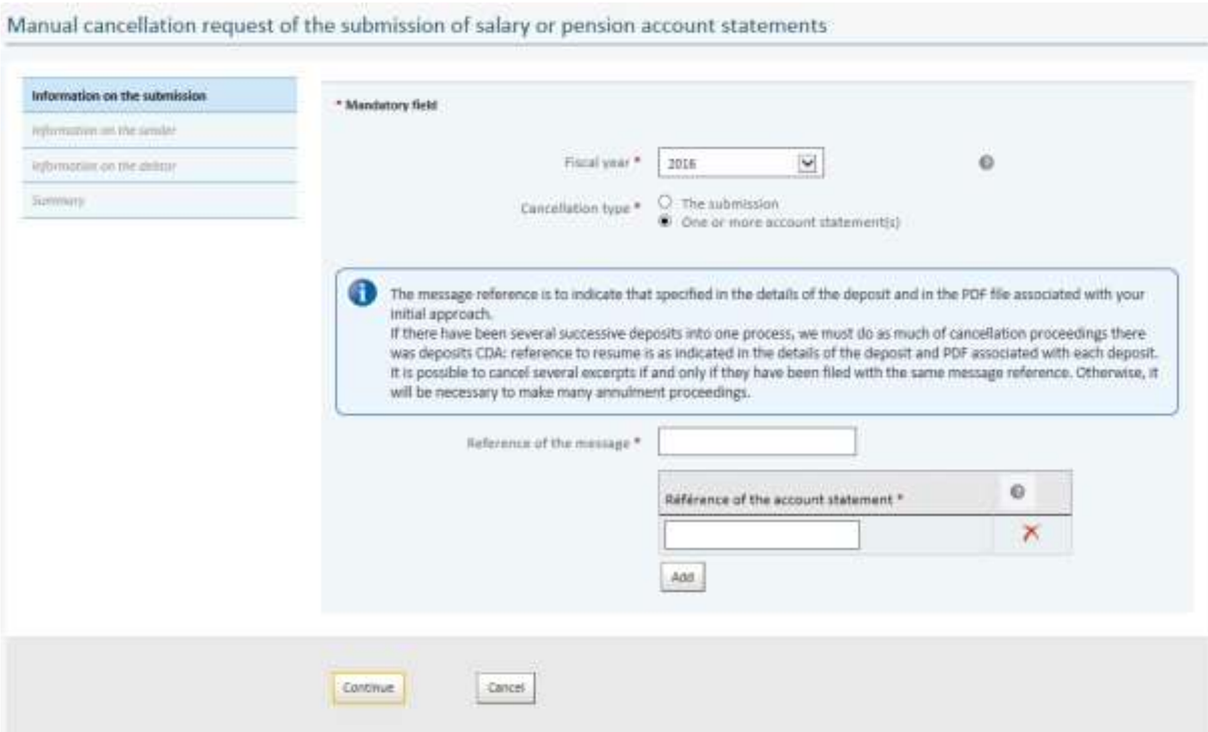


Figure 46: Manual cancellation salary or pension account statement

The reference of the message to be entered is the one indicated in the details of the submission and in the PDF associated with each submission.

If there have been several successive submissions into one process, it is necessary to do as many cancellation proceedings as submissions to the ACD.

It is possible to cancel several statements only if they have been filed with the same submission.

10.2. INFORMATION ON THE SENDER

The input fields are identical to the inputs of the sender for a SPAS file.

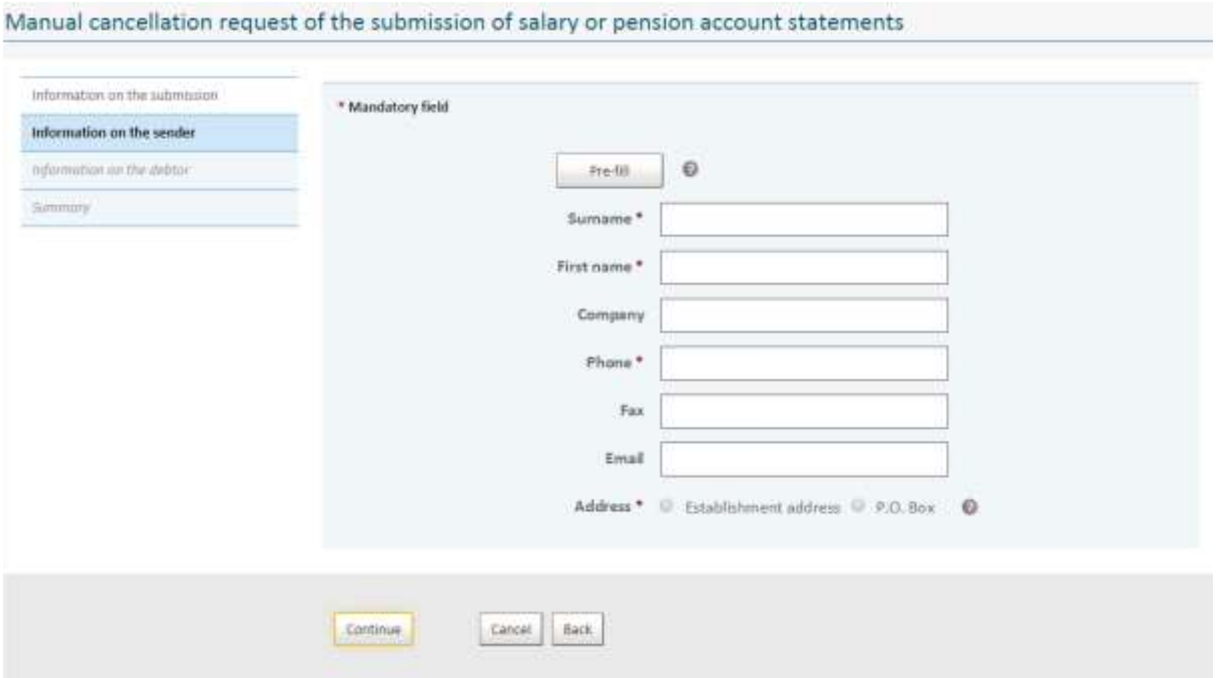


Figure 47: Manual cancellation Information on the sender

The button "**Pre-fill**" is available on the top of the form. It allows the applicant to complete the input fields with information from their personal or professional eSpace.

The fields to enter for the step "**Information on the sender**" are:

- **Surname** (mandatory): Name of the
- **First name** (mandatory): First name of the
- **Company** (optional): Name of the Company in charge of the submission (for example a fiduciary);
- **Phone** (mandatory): Phone number;
- **Fax** (optional): Fax number ;
- **Email** (optional): Email address;
- **Address** (mandatory): The address can be from type Establishment address or a P.O. Box:

By the selection of the type “**Establishment address**”, the fields to enter for an establishment address are displayed.

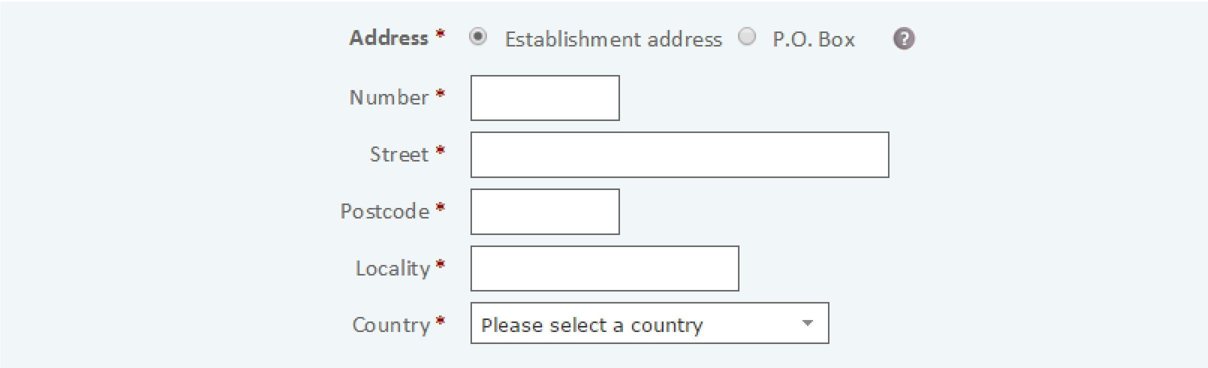


Figure 48: Manual cancellation Information on the sender: Establishment address

By the selection of the type “**P.O. Box**”, the fields to enter for a P.O. Box are displayed.

Figure 49: Manual cancellation Information on the sender: address P.O. Box

The fields to enter for a **“P.O. Box**” are:

- **P.O. Box** (optional);
- **Postcode** (mandatory);
- **Locality** (mandatory);
- **Country** (mandatory).

On this page it is possible to proceed with the next step (“**Continue**”), cancel (“**Cancel**”).

10.3. INFORMATION ON THE DEBTOR (IN CASE OF CANCELLATION OF ONE OR MORE ACCOUNT STATEMENT(S))

In the menu, the links to the previous steps are now active, because data was already entered and the third step is selected.
Notice that this screen is only displayed if the applicant has previously selected the cancellation of account statements.

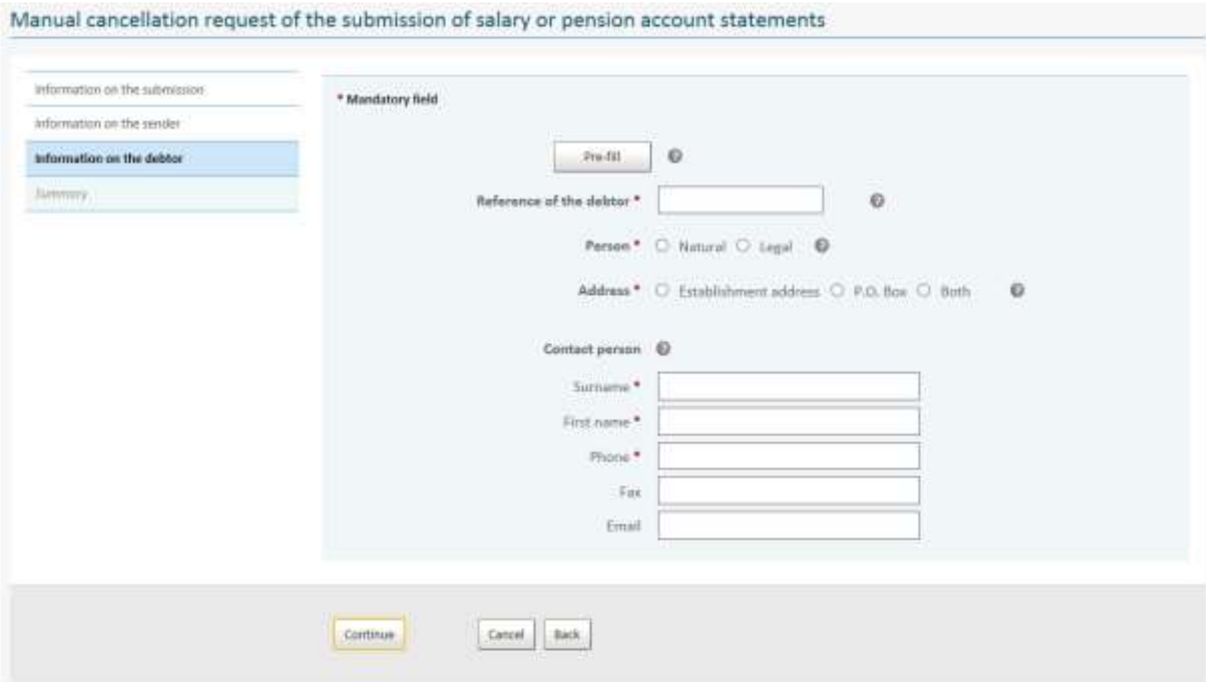


Figure 50: Manual cancellation Information on the debtor

The button "**Pre-fill**" is available on the top of the form. It allows the applicant to complete the input fields with information from their personal or professional eSpace.

The fields to enter for the step "**Information on the debtor**" are:

- **The reference of the debtor**: The reference previously given in the "information of the debtor" for the file to cancel must be entered here; this is the only information of the debtor's identity to be filled by the applicant. If the debtor of the submission has been previously corrected, the reference to be entered is the latest reference.
- Specify if the debtor is a natural of legal person (mandatory).

  By selecting "**Natural**" person, the fields to enter for a natural person are displayed.

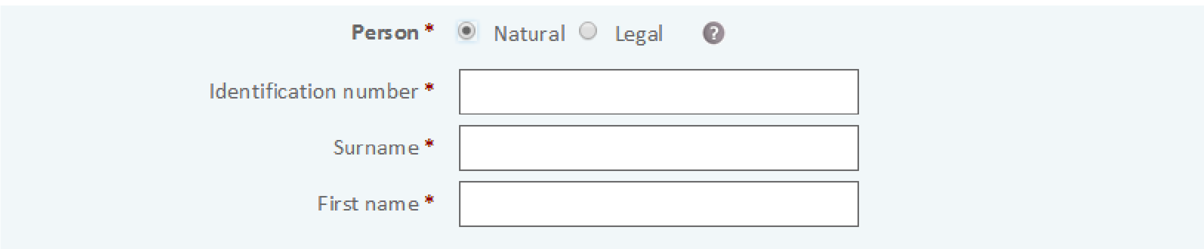


Figure 51: Manual cancellation Information on the debtor: natural person

The fields to enter for a natural person are:

- **National identification number** (mandatory);
- **Surname** (mandatory);
- **First name** (mandatory).

By selecting "**Legal**" person, the fields for a legal person are displayed.

Figure 52: Manual cancellation Information on the debtor: legal person

The fields to enter for a legal person are:

- **National identification number** (mandatory);
- **Company** (mandatory);
- **Trade register number** (optional);

- Specify the establishment address, P.O. Box or both for the debtor (mandatory). The operation is the same as the previous step; the only difference is that for the debtor, two types of address can be entered simultaneously;

- Indicate a contact person:
  - **Surname** (mandatory);
  - **First name** (mandatory);
  - **Phone** (mandatory);
  - **Fax** (optional);
  - **Email** (optional).

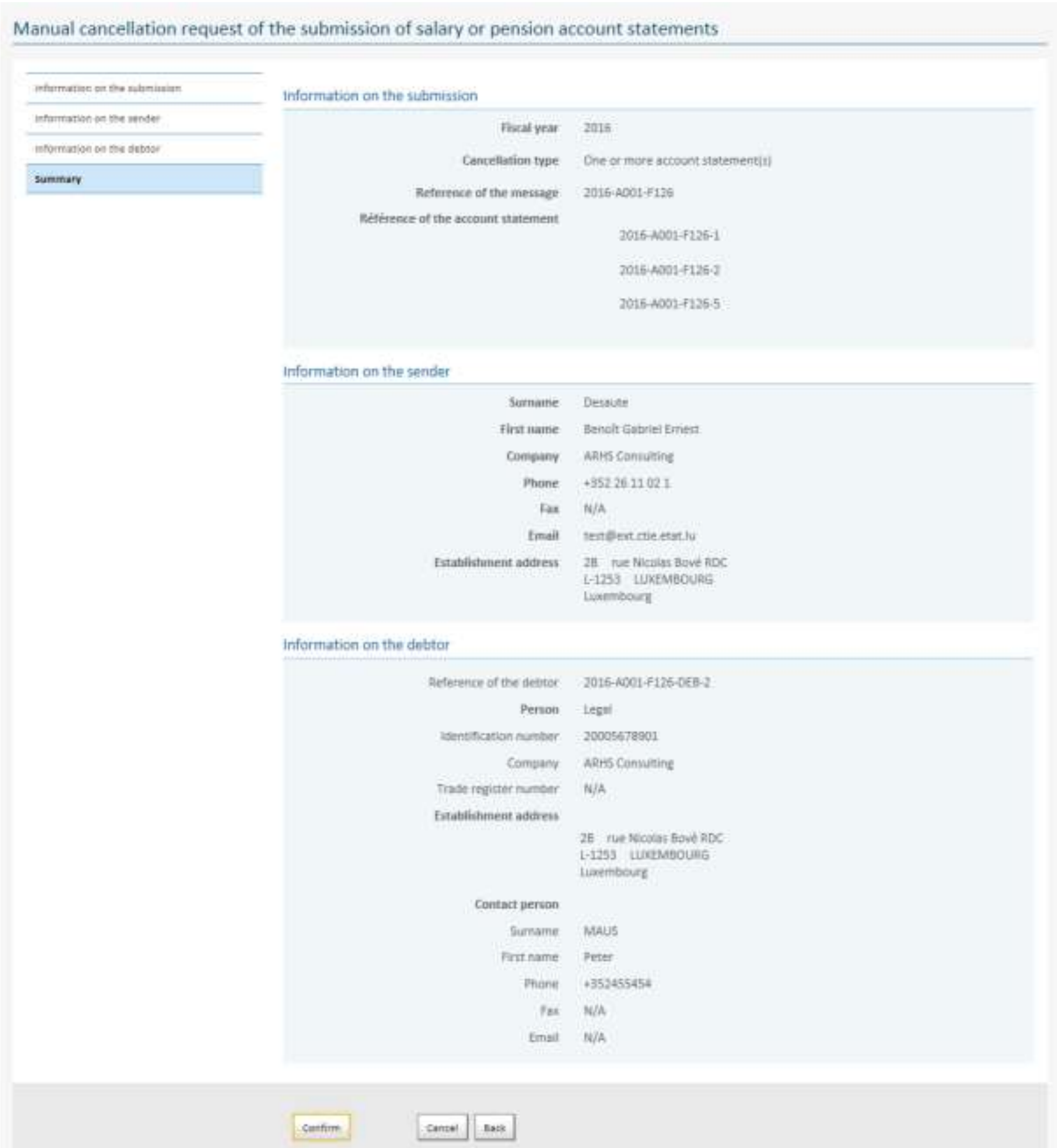
On this page it is possible to proceed with the next step ("**Continue**"), cancel ("**Cancel**"), or go to the previous step ("**Back**").

10.4. SUMMARY OF THE CANCELLATION

The last step summarizes all the information entered by the applicant. This information is read-only.

The summary is different for the cancellation of a submission (Figure 53: Manual cancellation request of the whole submission – Summary) and the cancellation of statements (Figure 54: Manual cancellation of statements – Summary).

Figure 53: Manual cancellation request of the whole submission – Summary



Manual cancellation request of the submission of salary or pension account statements

Information on the submission
Information on the sender
Information on the debtor
Summary

Information on the submission

Fiscal year	2016
Cancellation type	One or more account statement(s)
Reference of the message	2016-A001-F126
Référence of the account statement	2016-A001-F126-1 2016-A001-F126-2 2016-A001-F126-5

Information on the sender

Surname	Desaute
First name	Benoît Gabriel Ernest
Company	ARHS Consulting
Phone	+352 26 11 02 1
Fax	N/A
Email	test@ext.ctie.etat.lu
Establishment address	2B rue Nicolas Bové RDC L-1253 LUXEMBOURG Luxembourg

Information on the debtor

Reference of the debtor	2016-A001-F126-DEB-2
Person	Legal
Identification number	20005678901
Company	ARHS Consulting
Trade register number	N/A
Establishment address	2B rue Nicolas Bové RDC L-1253 LUXEMBOURG Luxembourg
Contact person	
Surname	MAUS
First name	Peter
Phone	+352455454
Fax	N/A
Email	N/A

Confirm Cancel Back

Figure 54: Manual cancellation of statements – Summary

On this page it is possible to proceed with the next step ("**Continue**"), cancel ("**Cancel**"), or go to the previous step ("**Back**").