

123easy!

Le processus de
simplification de l'ACD

Signing and submitting our tax return electronically

Joint taxation with a private mandate

MyGuichet.lu

Contents of this tutorial

Summary:

If you fill in your tax return using the electronic assistant on MyGuichet.lu, you must also sign it electronically. In the case of joint taxation, one electronic signature per taxpayer is required (i.e. one for you and one for your spouse or partner).



Who is concerned: people who opt for joint taxation, but where one of the two does not have their own electronic authentication and signature certificate (for example, in the case of a cross-border couple).

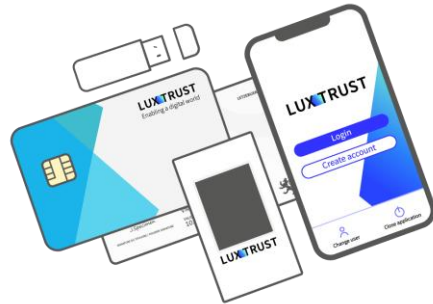


Joint taxation with a private mandate means that taxpayers with a certificate also sign on behalf of their spouse/partner.

Which certificate can I use to sign our tax return?

You can sign procedures electronically on MyGuichet.lu with a **LuxTrust product** (such as LuxTrust Mobile) or a **Luxembourg eID**.

LUXTRUST

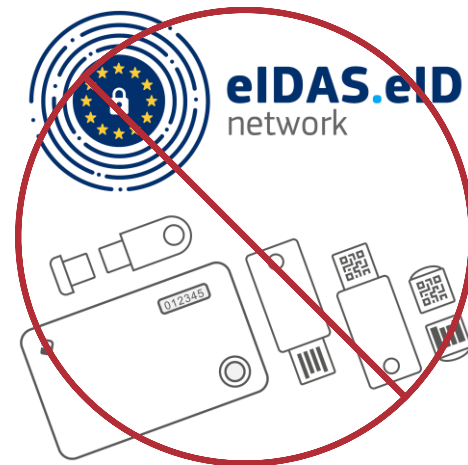


GouvID



Can I also use an eIDAS device from another country?

You can register on MyGuichet.lu with an eIDAS means of identification from another country, but **you cannot use it to sign procedures.**



Joint taxation without a private mandate

If you want to know what to do if **you both have a certificate**, [consult our tutorial on this subject.](#)

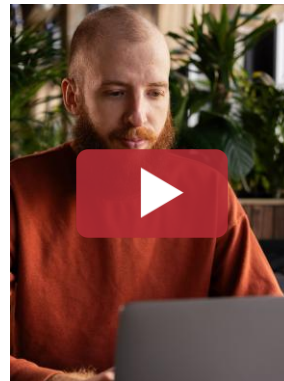
Signing and submitting
our tax return
electronically



Individual taxation

If you want to know how to **sign and send your tax return in the case of individual taxation**, [consult our tutorial on this subject](#).

Signing and sending a procedure with authentication



Steps

Signature N°1



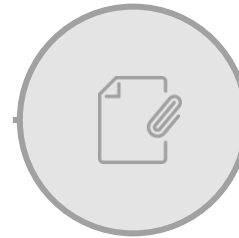
To do

Signature N°2



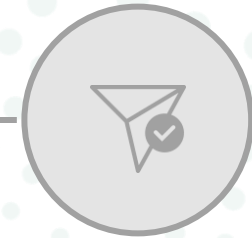
To do

Adding attachments



To do

Submission



To do

Step 1/4

Signature N°1



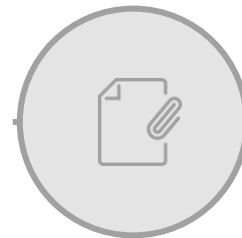
In progress

Signature N°2



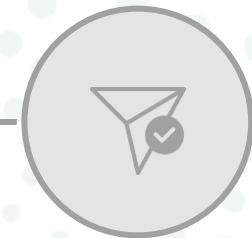
To do

Adding attachments



To do

Submission

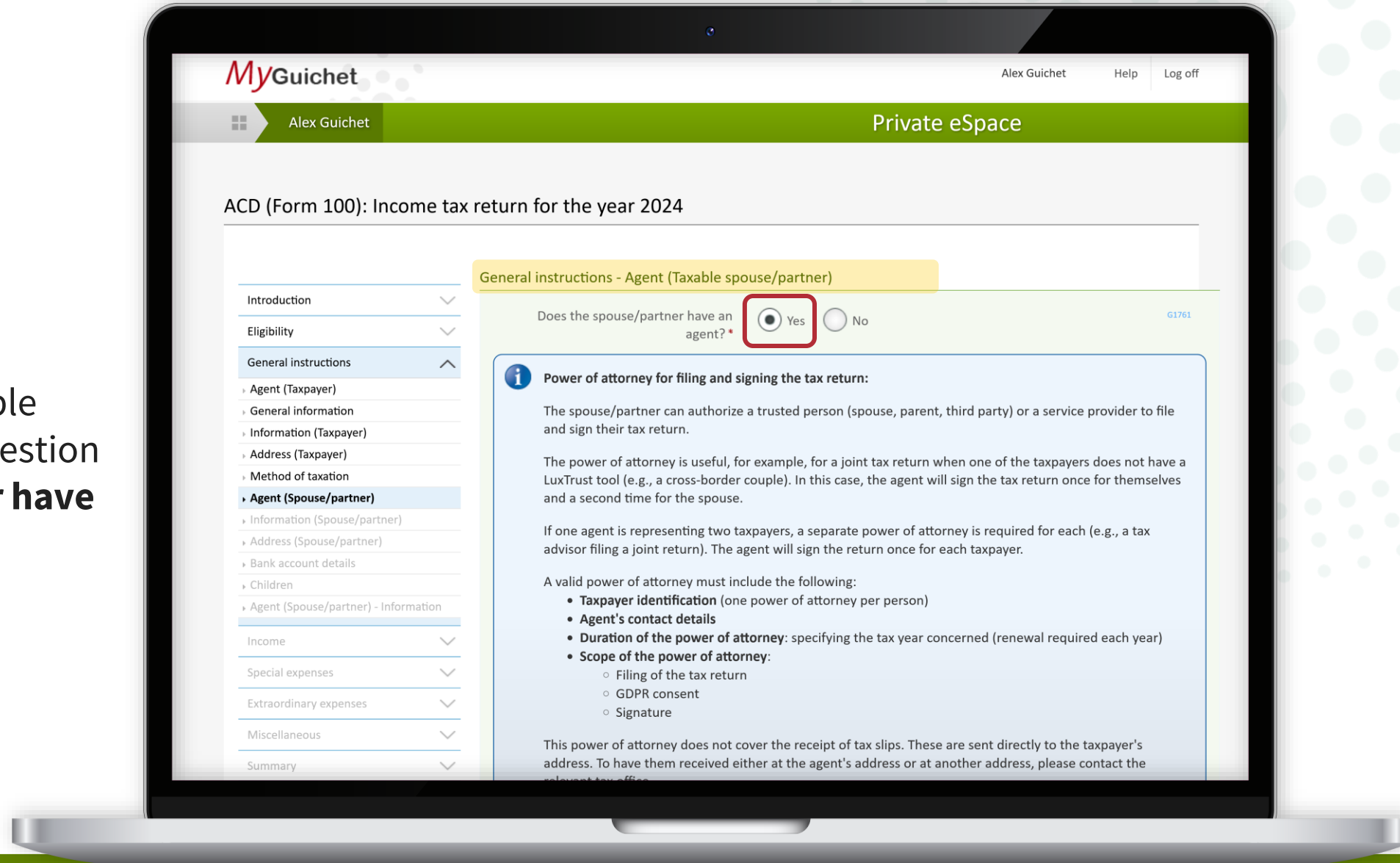


To do

If your spouse/partner does not have their own certificate and you wish to sign twice with yours, you must ensure that you have specified on the form that your **spouse/partner has a proxy**.

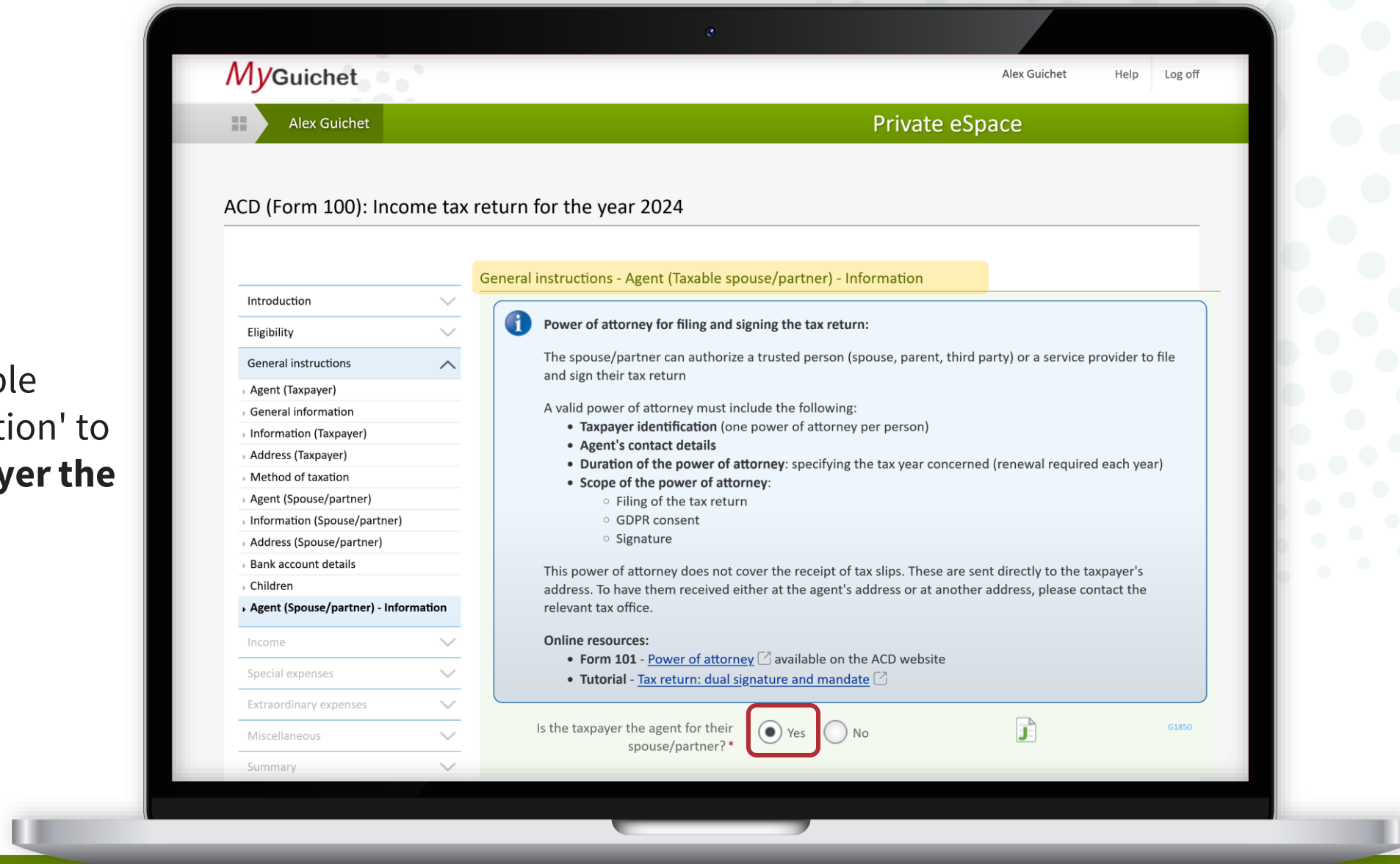


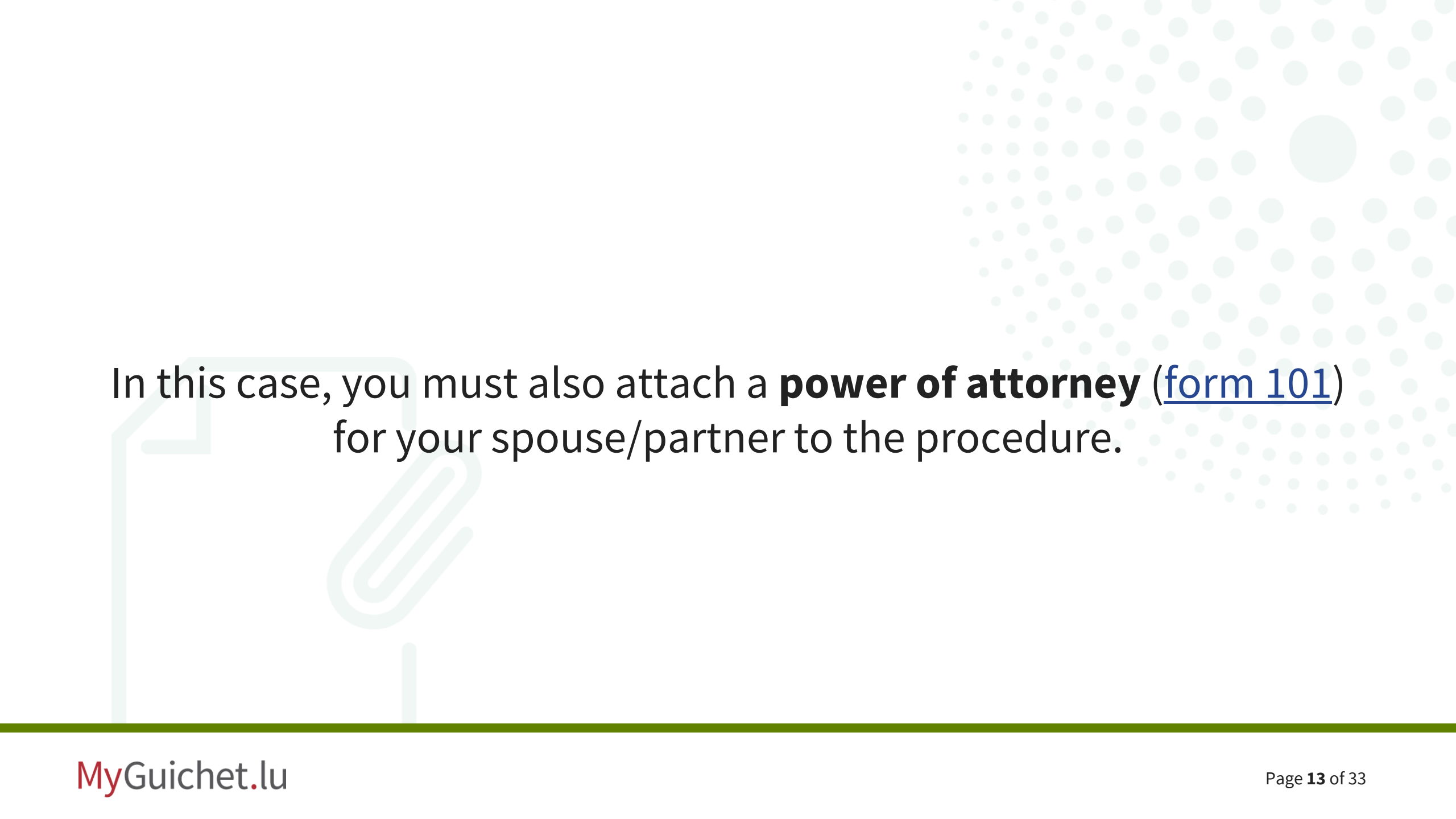
Tick '**Yes**' under 'General instructions - Agent (Taxable spouse/partner)' to the question '**Does the spouse/partner have an agent?**'.





Tick '**Yes**' under 'General instructions - Agent (Taxable spouse/partner) - Information' to the question '**Is the taxpayer the agent for their spouse/partner?**'.





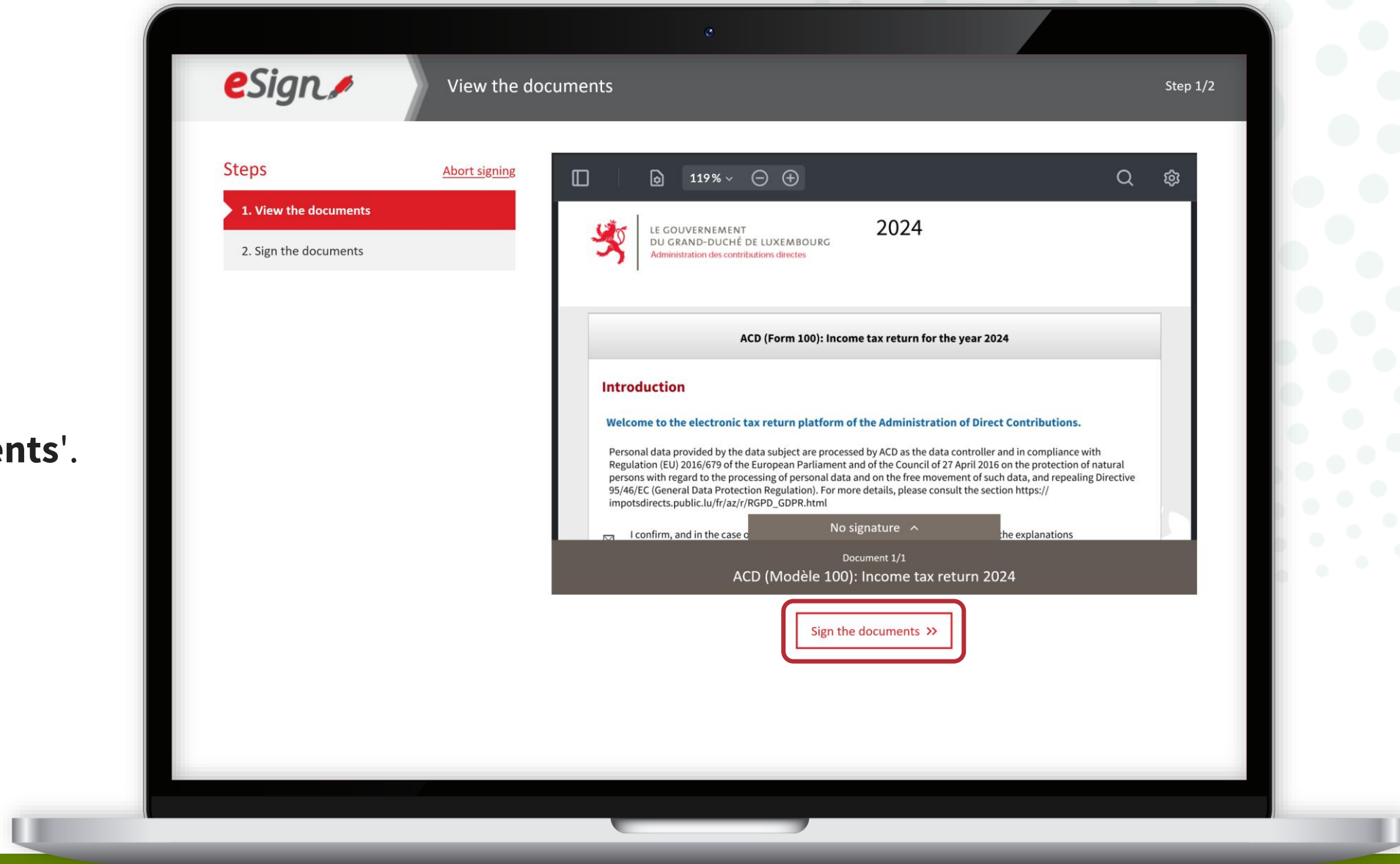
In this case, you must also attach a **power of attorney** ([form 101](#)) for your spouse/partner to the procedure.

After filling in all the fields on the online form, you will be automatically redirected to **eSign**, the Luxembourg government portal for electronic signatures.

3



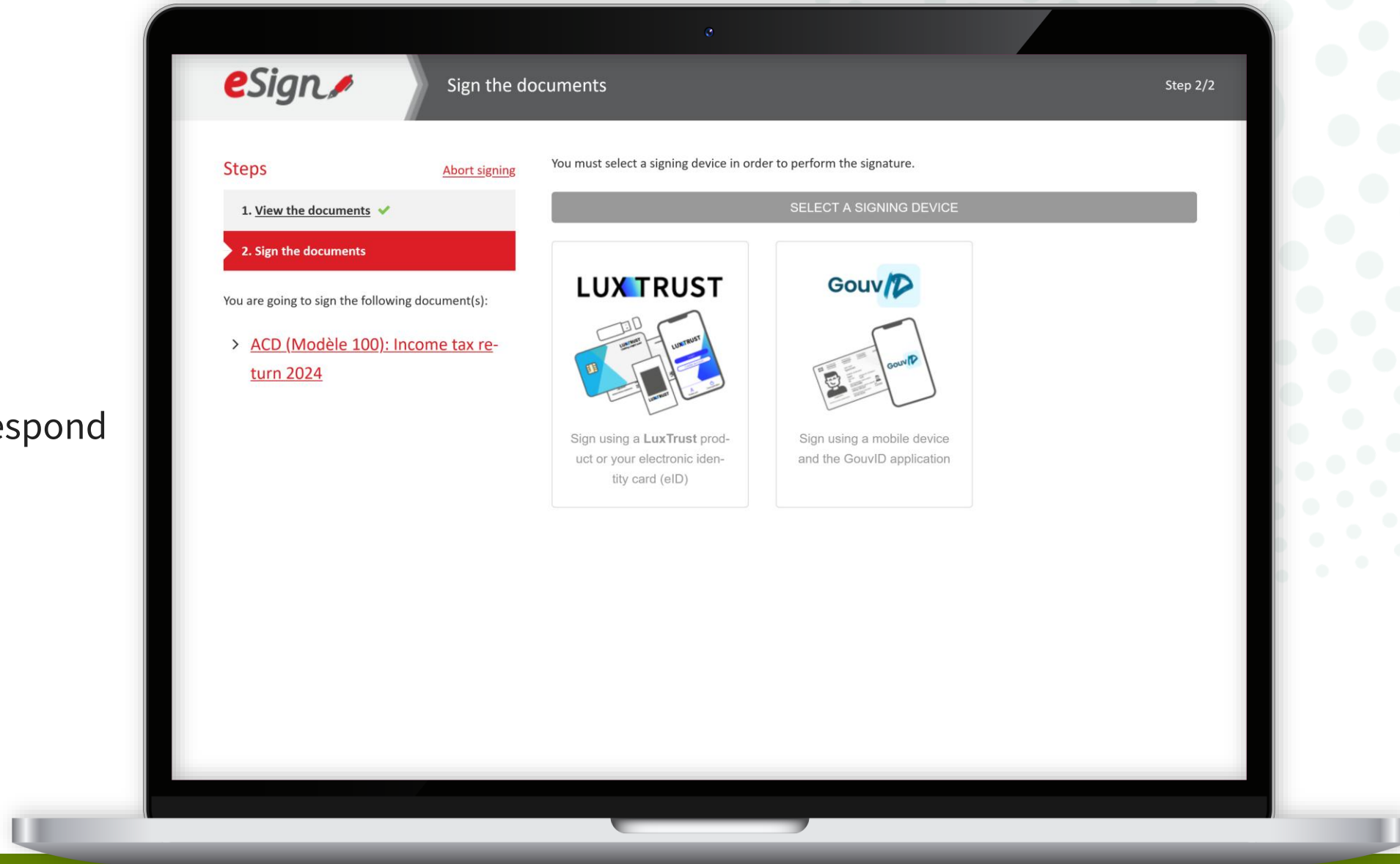
Click on '**Sign the documents**'.



4



Follow the steps that correspond to **your certificate**.





After the 1st signature, you are automatically **redirected to your private eSpace**.

The screenshot shows the MyGuichet.lu mobile application interface. At the top, the logo 'MyGuichet.lu' is on the left, and 'COUPLAGE MOBILE' and 'Espace privé Alex Guichet' are on the right. Below the logo are navigation tabs: 'Home', 'Mes démarches', 'Mes données', and 'Mes communications'. The main content area is titled 'ACD (Modèle 100): Income tax return 2024' with a sub-identifier '2025-A004-A716'. A progress indicator shows 'Step 2/5 In preparation' with a link to 'Show the steps'. The central part features the Luxembourg government logo and the text 'LE GOUVERNEMENT DU GRAND-DUCHÉ DE LUXEMBOURG Administration des contributions directes'. To the right, there is a 'Contact' section for 'Administration des contributions directes' with a 'Show the contact details' link. Below this is a 'File' section showing 'TOTAL: 1 form, 0 annex, 2 attached documents' and a 'Mandatory*' label. A 'Form' section displays a document card for 'ACD (Modèle 100): Income tax return 2024' with a 'To sign: 1/2' indicator, an edit timestamp 'Edited on 11/09/2025 11:55:05', and a 'Sign' button. An 'Attached documents' section is visible below. At the bottom right, there is a 'Send' button.

Step 2/4

Signature N°1



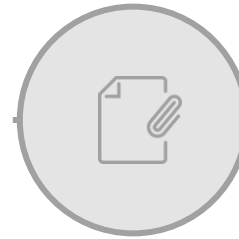
Done

Signature N°2



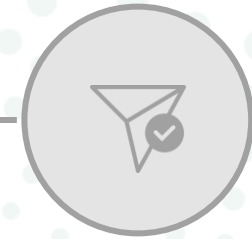
In progress

Adding attachments



To do

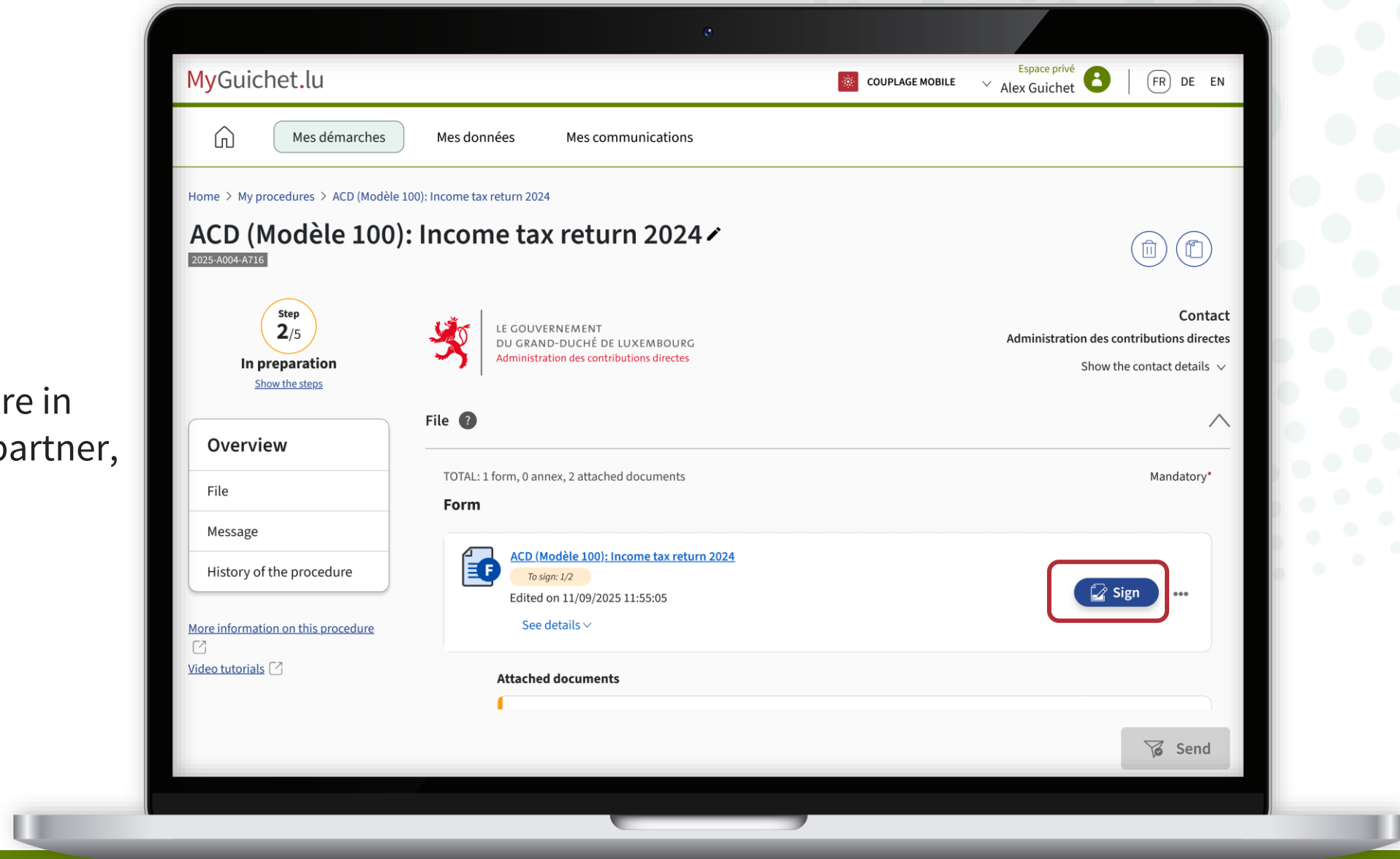
Submission



To do

5

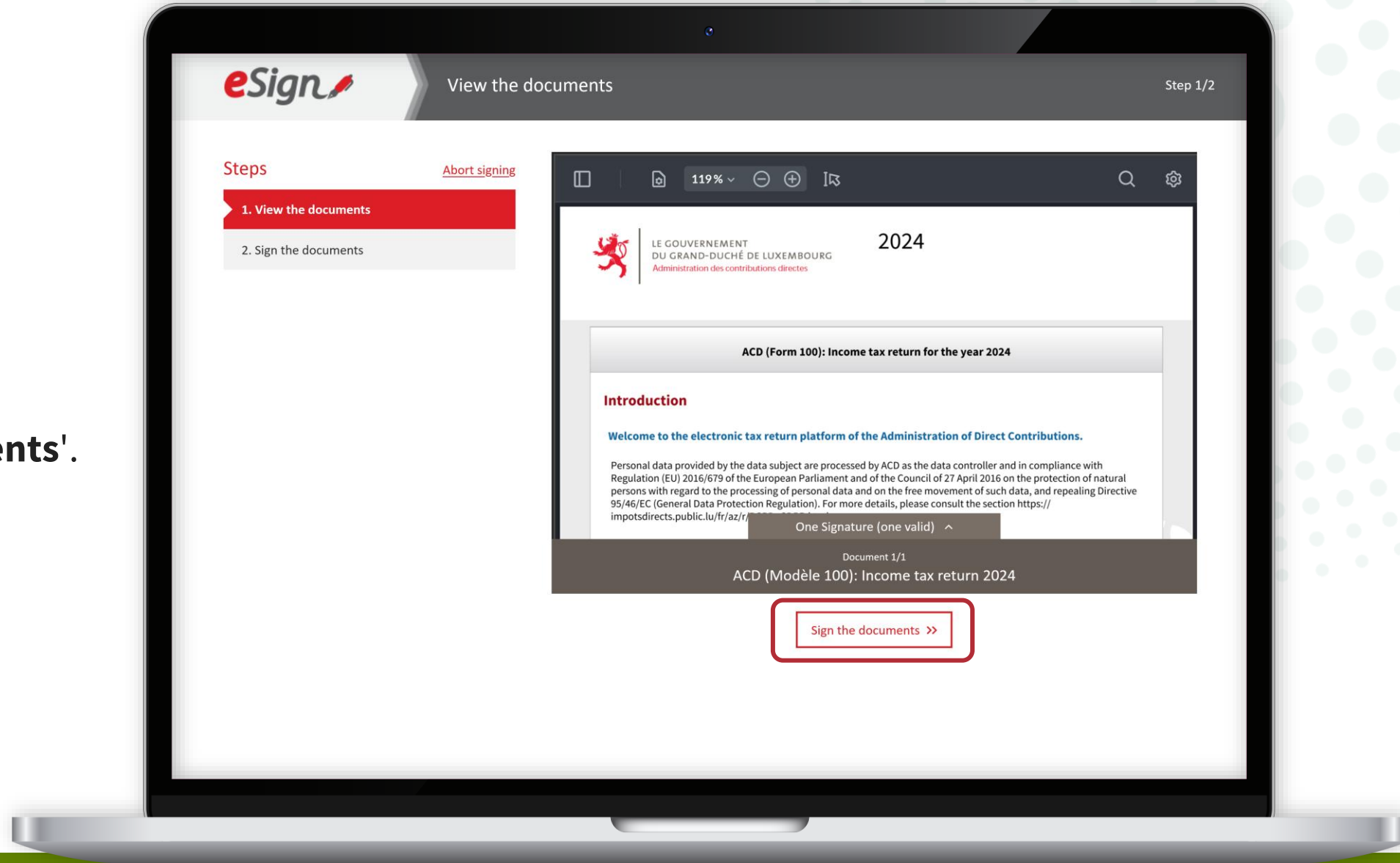
To add the second signature in the name of your spouse/partner, click on '**Sign**'.



6



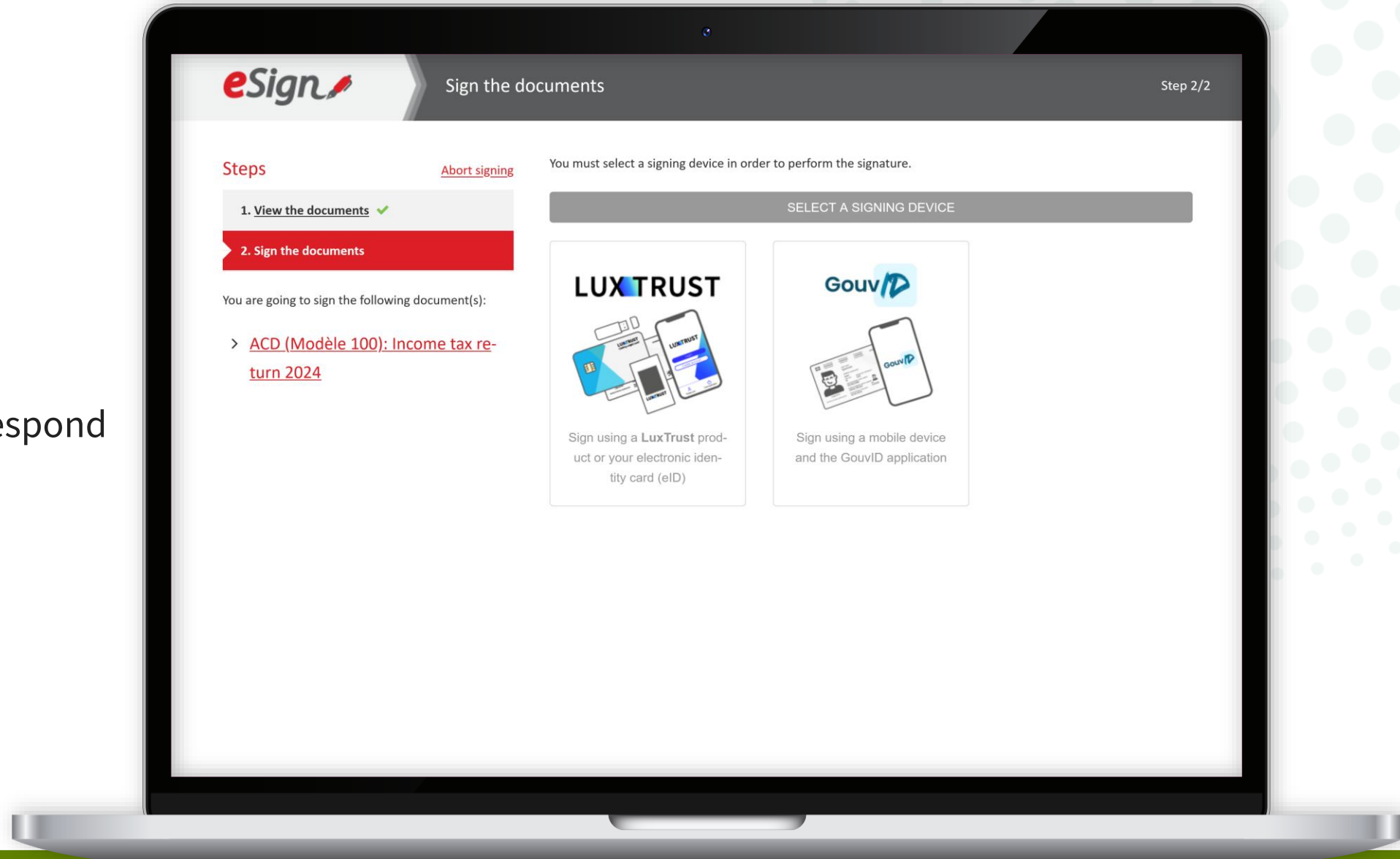
Click on '**Sign the documents**'.



7



Follow the steps that correspond to **your certificate**.



Stage 3/4

Signature N°1



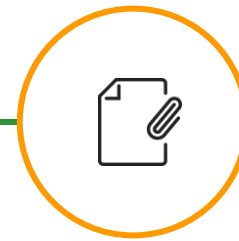
Done

Signature N°2



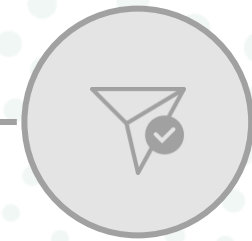
Done

Adding attachments

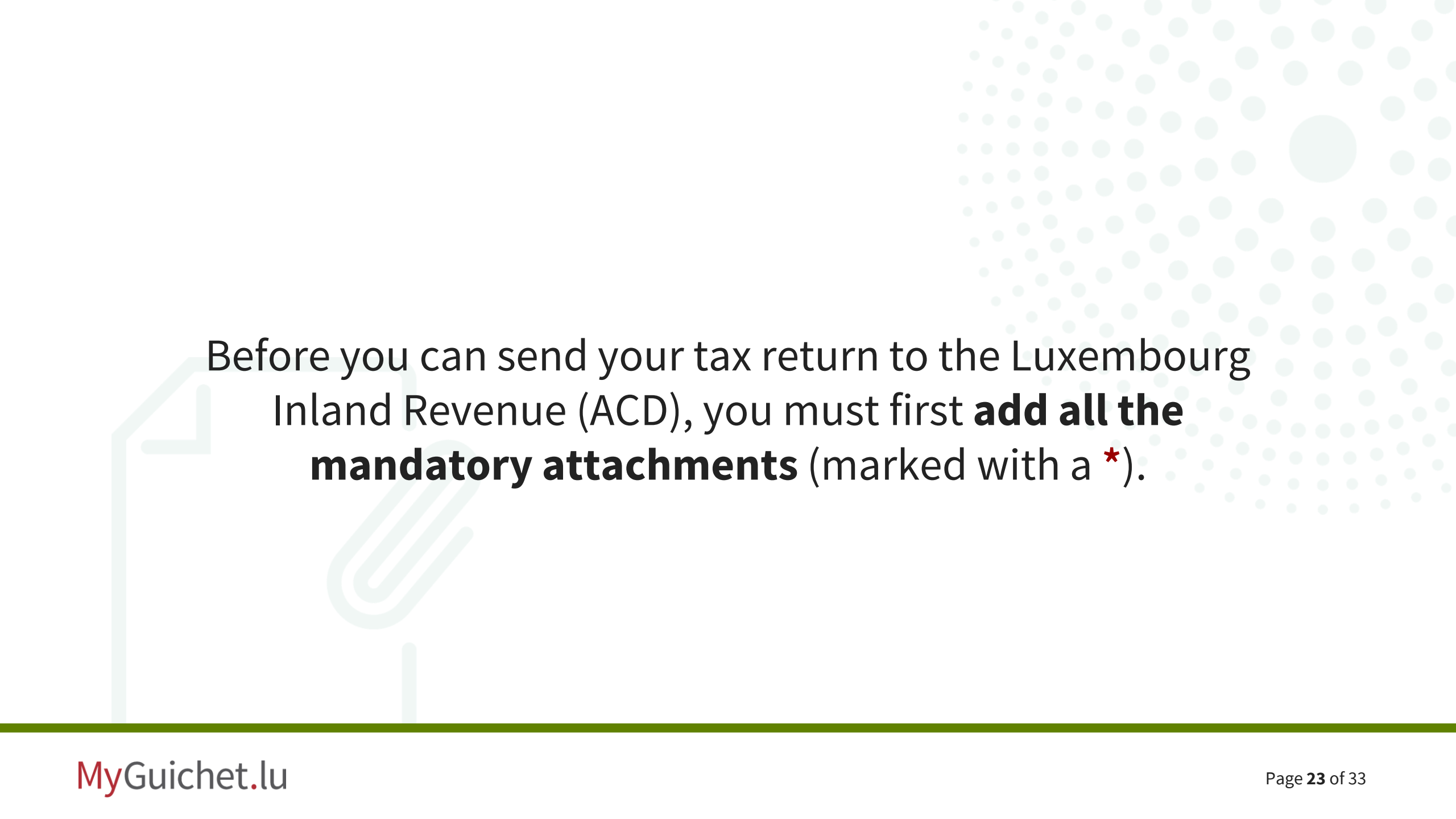


In progress

Submission



To do

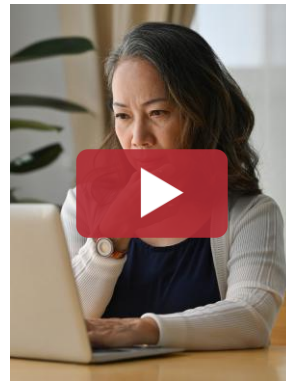


Before you can send your tax return to the Luxembourg Inland Revenue (ACD), you must first **add all the mandatory attachments** (marked with a *).

Adding attachments

If you want to **know how to add attachments to a procedure with authentication**, [consult our tutorial on this subject](#).

Signing and sending a procedure with authentication



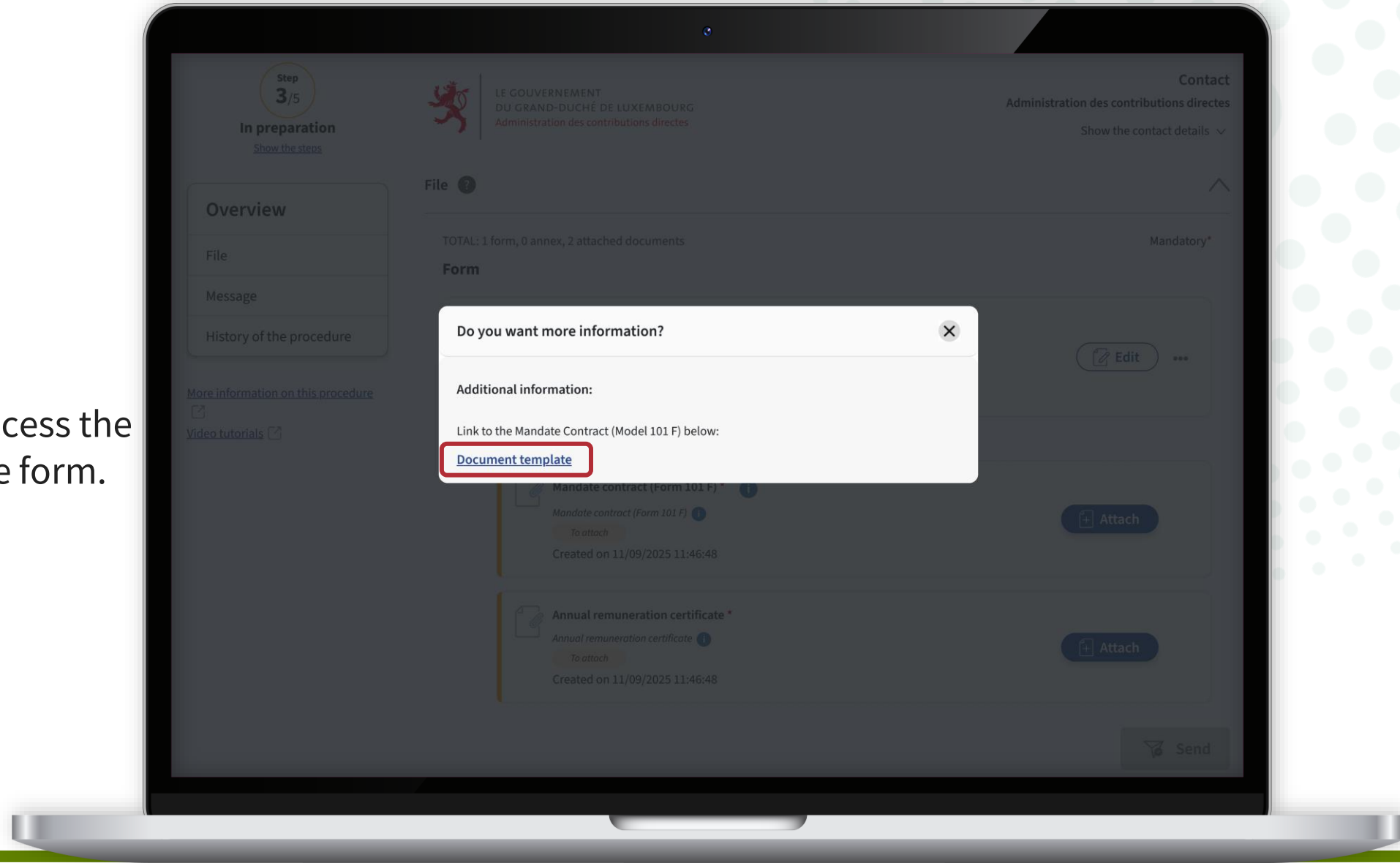


The **power of attorney** is automatically added to the list of mandatory attachments.

The screenshot shows the MyGuichet.lu interface for the 'Administration des contributions directes'. The user is at Step 3/5, 'In preparation'. The main content area is titled 'File' and shows a summary: 'TOTAL: 1 form, 0 annex, 2 attached documents' and 'Mandatory*'. Under the 'Form' section, there is one form titled 'ACD (Modèle 100): Income tax return 2024' which is 'Ready' and was edited on 11/09/2025 12:01:52. Below this, the 'Attached documents' section lists two items: 'Mandate contract (Form 101 F)*' and 'Annual remuneration certificate *'. Both are marked as 'To attach' and were created on 11/09/2025 11:46:48. The interface includes a sidebar with 'Overview', 'File', 'Message', and 'History of the procedure'. The top right corner has 'Contact' information and a 'Send' button at the bottom right.



Click on the **i** icon to access the **link for downloading** the form.



Stage 4/4

Signature N°1



Done

Signature N°2



Done

Adding attachments



Done

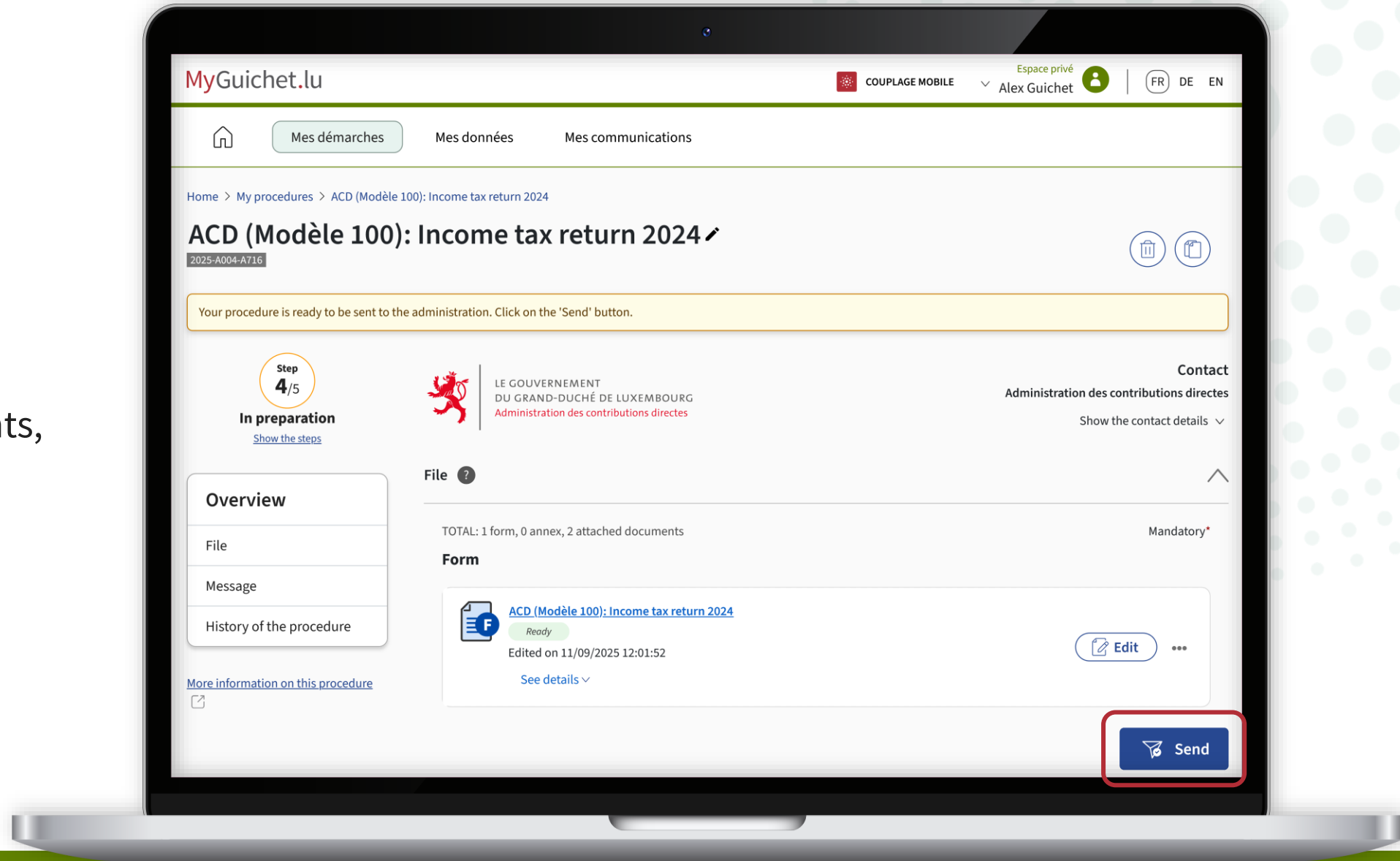
Submission



In progress

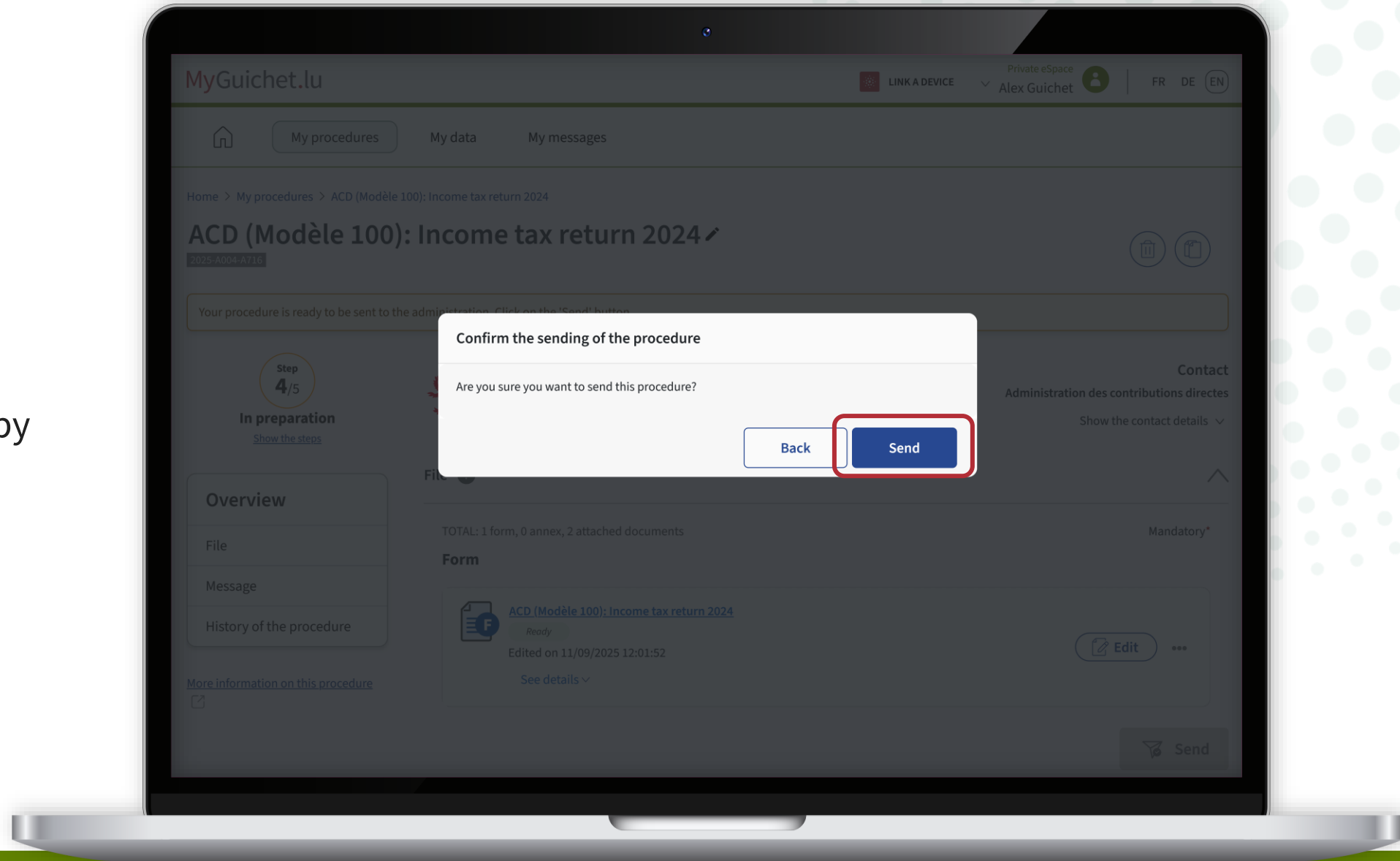


After adding all attachments, click on '**Send**'.



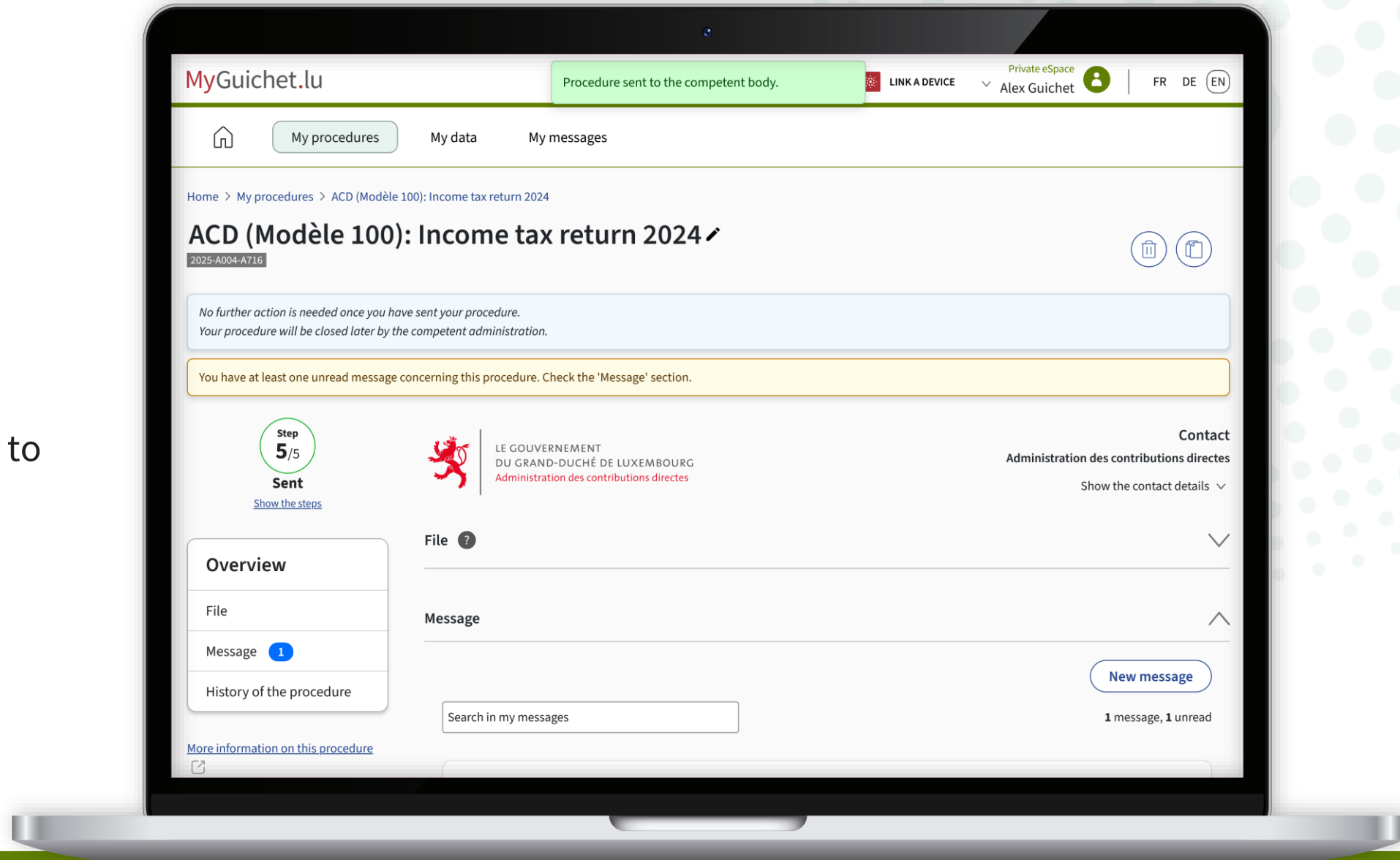


Confirm the transmission by clicking on '**Send**'.

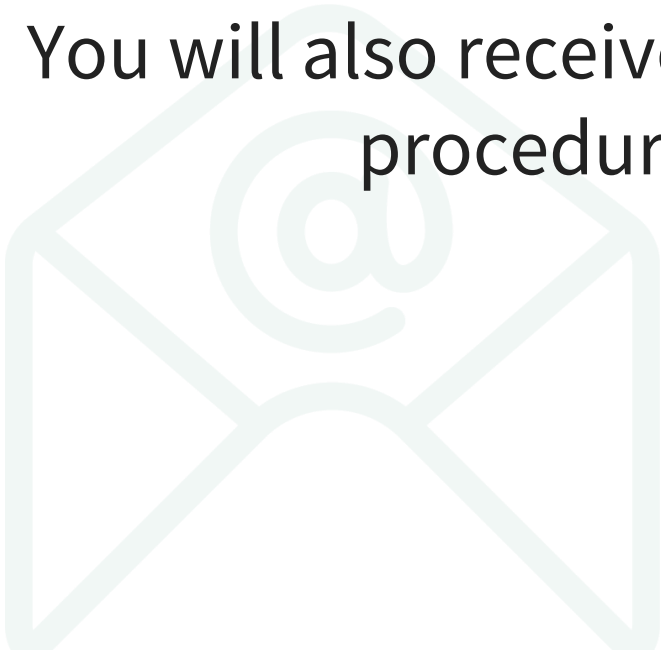




You have **successfully submitted** your tax return to the ACD!



You will also receive an **automatic email** informing you that the procedure has been successfully submitted.



You have successfully signed and submitted your procedure!

Signature N°1



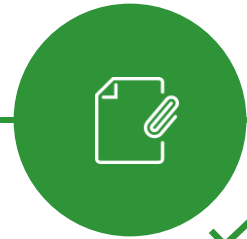
Done ✓

Signature N°2



Done ✓

Adding attachments



Done ✓

Submission



Done ✓

Do you need help?



[Contact form](#)



Physical reception desk

11, rue Notre-Dame
L-2240 Luxembourg
open on working days from 8.00 to 17.00
(with or without appointment)



Phone

(+352) 247 82 000
available on working days from 8.00 to 18.00



Video call with the Guichet.lu Helpdesk

by appointment, on working days from 8.30 to
17.30



[Appointment](#)



via [MyGuichet.lu](#) 

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