



# Processing your own tax issues



Information on how to process many issues on your own through the Internet ([www.rsk.is](http://www.rsk.is)), e-mail ([rsk@rsk.is](mailto:rsk@rsk.is)) or get help by calling tel. No. 442 1000

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## Tax returns for individuals

If you need to submit your tax returns you can do this through the service website, [www.skattur.is](http://www.skattur.is).

- When entering the service website, begin by logging on.
- We recommend that you use electronic ID to log onto the service website.
- Further information on electronic ID can be found on [www.rsk.is](http://www.rsk.is) ([Here](#)).
- You can also use a web key to enter the service website. If you do not have a web key, you can apply for one on the service website, [www.skattur.is](http://www.skattur.is), select "Get web key" and choose whether you wish to have it sent to your online banking account or to your domicile.

Although the general deadline to submit tax returns has passed, tax returns can still be submitted and it is best to do so as soon as possible.

We draw your attention to the simple instructions on tax returns in English and Polish that can be found on [www.rsk.is](http://www.rsk.is) ([Here](#)).

### ***A certified copy of the tax return***

You can get a certified copy of your tax returns from the service web, [www.skattur.is](http://www.skattur.is). For further details, see instructions on [www.rsk.is](http://www.rsk.is) ([Here](#))

If you require further information, you can send an e-mail to [framtal@rsk.is](mailto:framtal@rsk.is) or call tel. No. 442 1000/442 1414.

## Real owners of companies and associations

The deadline for registering the real owners of companies and associations expired on 1 March. It is still possible, however, to resolve the issue without fines and the last chance to do so is 30 March 2020.

There is a considerable volume of information on [www.rsk.is](http://www.rsk.is) about the rules that apply to the registration of real owners of both companies ([Here](#) and [here](#)) and associations ([Here](#)).

On [www.rsk.is](http://www.rsk.is) you will also find instructions on the deregistration/dissolution of associations as many older associations have long since ceased operations but their deregistration has not been completed. ([Here](#)).

If you require further information, call tel. No 4421000.

## Companies Registry

There is a great deal of information and instructions on the establishment of companies, real owners, changes and dissolution of companies on [www.rsk.is](http://www.rsk.is) ([Here](#)).

### **Certificates**

If you require certificates from the Companies Registry, you will find instructions by following this link: ([Here](#)). Certificate number is **RSK 17.60**.

Requests for data/certificates are to be sent to [fyrirtaekjaskra@rsk.is](mailto:fyrirtaekjaskra@rsk.is) and are to be paid for in accordance with the pricelist published on [www.rsk.is](http://www.rsk.is) ([Here](#)).

Payments may be made through Íslandsbanki: 0515-26-723000, ID No.: 540269-6029.

### **System ID Nos.**

Form **RSK 17.62** is to be used to apply for a system ID No. due to Board membership ([Here](#)). The application must be completed as its form dictates and is to be sent to the Companies Registry together with notification of the establishment of a company or notification of changes if the party in question is being registered.

If you require further information, call tel. No. 442 1000.

## Payment of public charges

The due date of the deducted withholding tax, for wage payments to wage earners and the presumptive income of the employer, is the first day of each month after the end of the settlement period and the final due date is on the 15th of the same month.

- For example, the due date of the deducted withholding tax for February is 1 March and the final due date is 15 March.
- Employers who send withholding tax electronically receive an e-mail 2-3 days before the final due date reminding them of their payment obligations.
- An invoice is posted to the Internet banking account of those who pay electronically while others must settle with the debt collector of the Treasury (0001-26-25111 and ID No. 540269-6459).
- If a claim is not paid on the final due date it is cancelled from the Internet banking account and a new balance claim/claims are posted with default penalties that vary according to the type of claim.
- More information on the payment of various charges may be read: ([Here](#))

If you require further information, call tel. No. 442 1000.

## Value added tax (VAT)

If you need instructions and information on VAT, there is a great deal of information on the [www.rsk.is](http://www.rsk.is) website, including on recording, settlement and tax proportions. ([Here](#)).

If you require further information, call tel. No. 442 1000.

## Collection

Skatturinn collects taxes and charges for the Treasury in the district of the Reykjavík Area District Commissioner which covers the city of Reykjavík, Seltjarnarnesbær, Mosfellsbær, Kjósarhreppur, Hafnarfjörður, Garðabær and Kópavogur.

Information on bank accounts, collection letters, collection costs, etc. may be found on [www.rsk.is](http://www.rsk.is) ([Here](#)).

More information on the payment of various charges may be read here: ([Here](#)).

Taxpayers can obtain information on their tax position from the debt collector of the Treasury at [www.skattur.is](http://www.skattur.is) and [www.island.is](http://www.island.is).

If you wish to prepare a payment plan or obtain information on the collection of defaulted payments, you can send an enquiry to [vanskil@rsk.is](mailto:vanskil@rsk.is).

If you require further information, call tel. No. 442 1000.

## Certificates

If you need a certificate, such as income certificate, tax payment obligation certificate, registered employer certificate, VAT certificate, you can complete application form **RSK 14.10** ([Here](#)) and send it to [rsk@rsk.is](mailto:rsk@rsk.is).

ISK 2,500 must be paid for the certificate and an invoice thereto will be sent to the internet banking account of the person in question.

The original copy of the certificate will be sent to the domicile of the applicant.

If you require further information, call tel. No. 442 1000.

## Confirmation/delivery of documents

If you need to have documents confirmed and stamped, you will need to bring them to the offices of Skatturinn and come back in two days to retrieve them.

## System ID No.

If you need to apply for a system ID No. you can access an application form on [rsk.is](http://rsk.is). The number of the application form is **RSK 3.30** ([Here](#)) if the application is for a wage earner and **RSK 17.62** in the case of a Board membership application of a foreign citizen ([Here](#)).

### ***For paid employment:***

- The application must be completed as the form dictates.
- Remember to have your employer sign the application as well.
- Remember to include your e-mail address in the application.
- Send the application together with a picture of your passport or travel documents to [kerfiskennitolur@rsk.is](mailto:kerfiskennitolur@rsk.is)
- The application will be sent to Registers Iceland (Þjóðskrá Íslands). You will receive an e-mail from Registers Iceland when the system ID No. is ready.

If you require further information, call tel. No. 442 1000.

### ***For Board membership:***

- The application must be completed as the form dictates.
- The request for an ID No. must be sent to the Companies Registry together with notification of the establishment of a company or notification of changes if the party in question is being registered.

If you require further information, call tel. No. 442 1000.

### **E-mail in Polish**

If you speak Polish, but neither Icelandic nor English, you can send in enquiry to [polska@rsk.is](mailto:polska@rsk.is)