



FINACONT TAX NEWSLETTER

General rules of electronic administration and communication in tax matters



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Electronic administration can take many forms between the NAV and its clients. In this newsletter, we present the main rules and possibilities of electronic communication.

The most basic form of electronic communication is when the client sends his / her documents (application, declaration, etc.) to NAV **electronically** and the NAV also corresponds to the customer in the same way, ie the mail is sent electronically.

Another possible form of electronic administration is **using online / electronic interfaces** operated by the NAV, where after logging into an IT application, the client can access data or make statements or notifications to NAV. Examples of such applications are the eSZJA application, the Online Forms Application (ONYA) or the eBEV Portal.

The third possible way of electronic communication is telephone communication.

All clients can communicate their tax matters with the NAV electronically, and in many cases, the client is even required to do so. Any case where the customer's personal appearance is not required or conceptually included can be administrated electronically (for example it is still required to appear in person at tax authority summons and on-the-spot visit and audits cannot, of course, be conducted electronically).

A common feature of all forms is that specific cases can only be handled if **the client is identified during the procedure**, meaning that somehow logs in to the electronic administration system with his own account. If the client cannot identify himself, the NAV can only provide general information.

As the client is not identified when communicating via e-mail, this form does not allow the client to communicate with NAV on specific matters.



The **identification of the clients**, ie their login to NAV's electronic administration systems, is done through the **Central Identification Agent** (hereinafter referred to as "CSA"), which is not a NAV-exclusive application but operates uniformly throughout the whole public administration.

Electronic mail, storage

In order to send and receive documents electronically, the client must have secure storage. **Only the storage provided by NISZ Zrt.** may be used for this purpose.

NISZ Zrt. provides storages for both private persons and organizations: Central Client Register storage (CCR) for private persons and **the company portal** (or office portal) **for organizations**.

Self-employed persons are required to use CCR storage and cannot use company portals. As for lawyers, they may use CCR storage but they must use company portal during their legal representation activities.

Electronic communication obligation

The obligation to communicate electronically means that **the client sends the documents to NAV via its storage or by using an electronic interface** (ONYA, eBEV, eSZJA, etc.), and the NAV sends the documents to the client in the same way. Therefore, anyone who is obliged to communicate electronically **must have the storage provided by NISZ Zrt.** (CCR-storage or company portal or office portal).

Clients obliged to communicate electronically may not submit requests or other documents to the NAV on paper. Requests received in this form are invalid.

Communication via storage (NAV)

The NAV delivers its mails to the taxpayer's official contact. **Only CCR storage, company portal and office portal are considered as official contacts.** The NAV does not send NAV does not send official documents to the electronic mailing address (e-mail address) that the client can give in the Register of Provisions, only informative materials with no legal effect, not containing tax secrets.

Communication via storage (client)

The client can submit electronic forms to the NAV from his / her storage made with the General Form Filling Program (GFFP), as well as the documents prepared with the e-Paper service.

Who are obliged to communicate electronically?

Businesses are primarily required to communicate electronically. This includes business associations, cooperatives, law firms, sole proprietorships, etc.; and associations and foundations that have a tax number.

The e-administration law consider self-employed persons as businesses therefore they are required to communicate electronically as well - not only in matters relating to their business, but in all their tax matters.

Authentication and signing of electronic documents

The client **does not need to sign or authenticate** the GFFP form or the e-Paper. These services ensure that only an identified client can submit these documents.

Documents submitted as attachments to forms or e-Paper must be signed or

authenticated if required by law for that particular document or if NAV accepts only electronically authenticated documents.

An electronic document is considered to be fully authentic if

- it has been electronically signed or stamped
- or has been authenticated with a document authentication service (AVDH).

IT developments are also motivated by the fact that the Online Invoice 2.0 system already requires the use of a new encryption algorithm to communicate between the billing software and the tax authority.

Please contact our colleagues if you wish to have a detailed interpretation of this legislation as this newsletter offers general understanding.

Should you have any questions, please do not hesitate to contact us.

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