

# VAT and PAYE return brochure

**How to fill in your VAT and PAYE  
(payroll tax + deducted tax) return.**

**This brochure is for:**

- **companies that have to declare  
VAT in their VAT and PAYE returns**
- **employers.**

***Do you want to file your VAT and  
PAYE return through a representative?  
See page 22.***

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Current dates and percentage rates can be found on the VAT and PAYE return. The attachments accompanying the return at the beginning of the year describe what's new in VAT and payroll taxes. The rates in the examples are those that were in effect at the time the brochures were printed.

If you need additional information, many brochures are available for free from the Swedish Tax Agency.

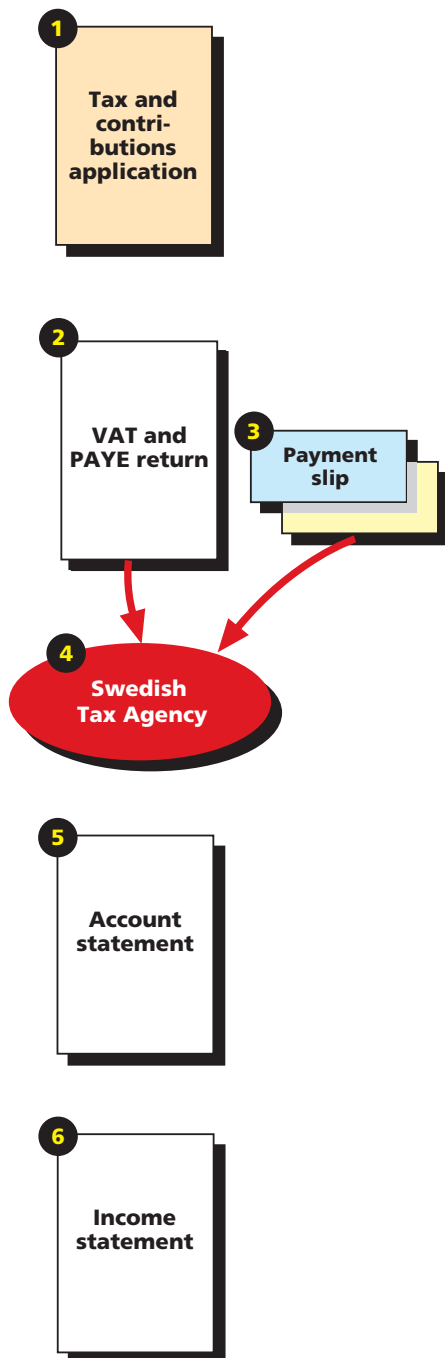
You can order these brochures or download them as .PDF files from our website: [skatteverket.se](http://skatteverket.se).

You can also order brochures via the Tax Agency's helpline. Call **020-567 000**, wait for the explanation and then key in your selected extension.

# Filing your VAT and PAYE return and paying into your tax account

The VAT and PAYE return reports VAT, payroll taxes and deducted tax. To receive a VAT and PAYE return you must be registered for VAT and/or as an employer.

Payments are deposited in the Tax Agency's Plusgiro or bank giro account and recorded in the payer's tax account.



## Step by step

- 1 Submit the tax and contributions application to the Swedish Tax Agency
  - to arrange for F-tax and correct charging of preliminary tax
  - to become registered for VAT
  - to become registered as an employer.

After registration the Tax Agency will automatically send the VAT and PAYE return form and payment slip.

Private employers who wish to use the simplified VAT and PAYE return form should not submit a tax and contributions application. Information and forms are available in the brochure "Förenklad skattedeklaration för privata tjänster" [Simplified PAYE returns for private services] (SKV 448).

- 2 Complete the VAT and PAYE return and send it to the Tax Agency.

Companies or employers wishing to file electronically and access the tax account will find information and application forms at [www.skatteverket.se](http://www.skatteverket.se).

- 3 The company pays taxes and contributions for the month to the Tax Agency's Plusgiro or bank giro account.
- 4 The Tax Agency records the VAT and PAYE return and payment.
- 5 After the end of the month, the Swedish Tax Agency sends out an account statement that shows whether there is a surplus or deficit in the company's tax account. If you have a debt (deficit), this must be paid together with the new taxes and contributions for the month, so that no debt remains the next time the tax account is settled. Accounts are usually settled on the first weekend of each month.
- 6 In January, employers must file income statements for the preceding year.

# VAT and PAYE return

The VAT and PAYE return is a single-sheet form printed on both sides. One side is for reporting VAT and the other is for reporting payroll tax and deducted tax. The envelope you receive also contains a duplicate form, information and a return envelope.

The following information will have been pre-printed on your return:

- the company's name, address and company registration number
- the month to be reported
- the date on which the Tax Agency must have received the return
- the address to which to send the return.

Please make sure that the pre-printed information on the VAT and PAYE return is correct. If there is a mistake, contact the Swedish Tax Agency promptly.

The form also includes information about:

- the company's VAT registration number (if it is registered for VAT)
- Plusgiro and bank giro account numbers, as well as a reference number (OCR) for payment into the tax account.

## When will the VAT and PAYE return arrive?

If you are registered for VAT or as an employer, the VAT and PAYE return will be posted to you about a month before it is due to be filed, i.e. around the 15th of each month.

## Who has to file a VAT and PAYE return?

If you are registered for VAT and do not report VAT in your income tax return you have to file a VAT and PAYE return. You also have to file a VAT and PAYE return if you are subject to payroll tax and make tax deductions or if you made such deductions without having to do so.

**Rule of thumb:** If you received a VAT and PAYE return, complete it and send it in. Failure to file a return leads to discretionary taxation.

## One VAT and PAYE return for the entire company

The VAT and PAYE return covers the entire company. Companies must report their declared VAT, payroll tax and deducted tax each month. This means that if a self-employed person conducts business under a number of different business names, all of the business activities must be reported on a single VAT and PAYE return.

## File the VAT and PAYE return on paper or online

The VAT and PAYE return must be filed on the Tax Agency's form or online, via the Tax Agency's online e-service. If you file your return online, you can appoint a representative to sign it and file it.

Everything you need to file an electronic VAT and PAYE return can be found at

[www.skatteverket.se](http://www.skatteverket.se) under the e-services menu, including application forms, conditions and a demo version that shows you how it works. There is also information about how to get an e-ID.

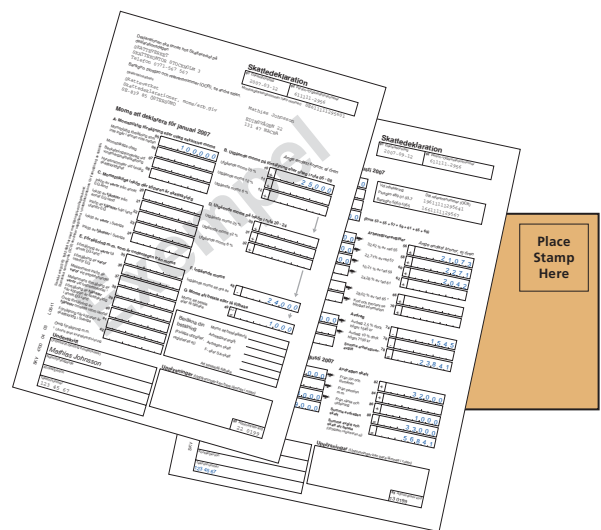
You will need an e-ID if you want to file your return and read tax returns or tax account statements online. An e-ID is comparable to an ordinary ID document, such as an ID card or a driver's licence. The e-ID allows you to prove your identity in a secure way when using the Tax Agency's e-services to access or file information online.

## Signature

The person subject to tax must sign the VAT and PAYE return. If the person subject to tax is a legal person, the return must be signed by someone authorised to sign on behalf of the company.

## Representative

You may appoint a representative to sign the return and file it online.



Send the original VAT and PAYE return form; faxed or copied forms will not be accepted.

## When and where to file your VAT and PAYE return

Most companies have to file the VAT and PAYE return each month. The return must arrive at the Tax Agency no later than the closing date for returns, which is printed on the VAT and PAYE return (see tables on page 7).

It is both quicker and more secure to send the return to the tax return address given at the top left corner of the form. Use the enclosed envelope and don't forget the stamp.

### No annexes in the envelope

Do not send any annexes with the VAT and PAYE return. If you want to provide more information than you can fit into the Further Information box, send it to your company's tax office.

## Accounting period – month

The standard rule is that the accounting period is equivalent to a calendar month. In other words, the company files a VAT and PAYE return each month.

### Exemption from monthly VAT reporting

The Tax Agency may allow trading companies and individuals who are not obliged to file income tax returns to report VAT for the entire fiscal year if their turnover for the fiscal year does not exceed SEK 200,000 (see "Turnover for VAT" on page 6).

### Exemption from monthly payroll tax reporting

If you only pay wages or remuneration for the occasional month during the year you can notify the Tax Agency about this in order to get "seasonal registration" [säsongregistrering]. With seasonal registration you only need to file for the month(s) when you paid wages. You will receive a VAT and PAYE return form in January with only the year given in Box 01 (no month or day). Save the form and use it for the month when you pay wages. In December you will receive a new tax return form that you can use in January. If you are seasonally registered but did not pay any wages during the year you must still file a return in January.

Seasonal registration is not an option if you file VAT in the VAT and PAYE return. In that case you must also fill in the employer section each month.

## How to fill in the VAT and PAYE return

See pages 8–15 for information on how to fill in the VAT section. See pages 12–15 for information on how to fill in the payroll tax and deducted tax section.

### Fill in all sections

If you are registered for both VAT and as an employer you must fill in both sections. Fill in both the payroll

section and the deduction section in the employer section. Don't forget your signature!

### No unnecessary zeroes

Write only in the Boxes where you have an amount to report and leave all other Boxes blank. Do not write any unnecessary zeroes, and never use commas, full stops, dashes or öre.

### Nothing to report for the period – put a zero in Boxes 49, 78 and 88

If you have no VAT to report, put a zero in Box 49. If you have no payroll tax to report, put a zero in Box 78. If you have no deducted tax to report, put a zero in Box 88.

### No plus or minus signs – with the exception of VAT

Plus and minus signs are pre-printed to the left of the boxes in which you write amounts to be added up. Therefore you never need to specify these signs in the employer section, and usually not in the VAT section either.

However, you may need to change signs in the VAT section, e.g. due to crediting (of the tax account) the plus and minus signs may need to be changed, for matters such as crediting. In such cases, write the sign to the left of the amount in the box.

Do not write any plus or minus signs in Box 49.

### How to write the numbers

The Tax Agency scans and reads the tax returns electronically. This method is effective and cuts costs, but means that you need to write the numbers carefully.

The numbers must be clearly written and fit inside the box. They can be written on the right, on the left, or in the middle of the box. Do not write numbers on the frame; leave a bit of space around them. The lines are there to help you keep the numbers apart when writing, but you do not need to follow them.

Use blue or black ink. Green or pink ink and pencil lead cannot be read and interpreted.

#### ***If you make a mistake...***

If you make a mistake, cross out the incorrect amount and write in the correct amount in the same Box.

## Should you correct information in a previously filed return?

When you file your VAT and PAYE return, taxation decisions are regarded as based on the information in the tax return. If you feel the information should be corrected, request that the Tax Agency review its earlier decisions.

To request a review:

- send a letter to the Tax Agency and explain what should be corrected and why, *or*
- file a new corrected tax return

If you file a corrected tax return, write a brief explanation under “Information (Upplysningar)”. If you prefer to provide the explanation in a letter, refer to the letter instead. Send letters directly to your local tax office.

## Ordering your VAT and PAYE return online or by telephone

Do you need a new form, perhaps to correct an old tax return? You can order it at [www.skatteverket.se](http://www.skatteverket.se) (**Skatter** → **Skattedeklaration**) or via the helpline, extension **6805**. You can order forms for earlier periods, for the current period, or for the next three months.

If your company has only recently begun operating, contact the Tax Agency instead.

## Filing for an extension of your VAT and PAYE return, and of payment

In special circumstances, such as illness or computer problems, the Tax Agency may grant the company a filing extension. The Tax Agency must receive the request for an extension no later than on the original closing date for the VAT and PAYE return.

Companies which have been granted a filing extension may, in some cases, also be granted a payment extension by the Tax Agency.

### File on time

If the Tax Agency does not receive the VAT and PAYE return by the closing date for returns, a penalty fee will be charged. This penalty is SEK 500 for a single late filing, and SEK 1000 for repeated late filings.

# Payment

## How much should you pay?

You do your own calculations to see how much to pay for the month. You can do this in the “Calculate your payment” Boxes on the VAT section and on the duplicate and information sheet. Add up the specific amounts. They may include VAT,

payroll tax, deducted tax, and your F- or SA-tax. You may also have to pay other approved amounts or a supplementary amount.

## How should you pay?

Deposit your payment in the Tax Agency’s Plusgiro **489 01 03-7** or bank giro **5050-1055** account. You can pay online or use the payment slip you received from the Tax Agency. The reference number (OCR) that you need to pay online is on the VAT and PAYE return, the tax account statement and the payment slips. You can also access it on [www.skatteverket.se](http://www.skatteverket.se).

## When should you pay?

Companies with an annual turnover subject to VAT and not exceeding SEK 40 million *pay monthly* taxes and contributions to the Tax Agency, usually on *the 12th of each month*. Companies with an annual turnover exceeding SEK 40 million *pay twice monthly*, usually on *the 12th and 26th of each month*. This also applies to companies which have given permission to declare on the 26th even though their turnover does not exceed SEK 40 million. Due dates for reporting and paying are listed in the tables on page 7.

When the Tax Agency allows a company to file VAT information for an entire tax year in a single VAT and PAYE return (see page 5, “Exemption from monthly VAT reporting”), the company pays VAT *once a year*. In such cases, the due date is the twelfth day of the second month following the end of the accounting period.

### Turnover for VAT

Turnover means the sum of the taxable bases as specified in the VAT Act. The taxable basis is normally the price of a product or service before VAT. In this context the value of intra-community acquisitions and imports is not included.

### Taxation decisions

Taxes and contributions levied as a result of a review decision must be paid no later than on the due date (usually the 12th or the 26th) which falls nearest the termination of a 30-day period following the decision. This due date is printed on the decision or the attached notice.

## Interest on your tax account balance

Interest is paid on surpluses and levied on deficits in the tax account. Read more about this in “Skattekontobroschüren” [Tax Account Brochure] (SKV 408).

### Pay on time

The payment must be recorded in the Tax Agency’s Plusgiro or bank giro account no later than on the due date. The Tax Agency does not accept cash payments.

# Filing and payment dates

## Filing and payment dates for VAT, payroll tax and deducted tax, as well as payment dates for F- or SA-tax

### The closing date for filing returns is on the VAT and PAYE return form

The VAT and PAYE return form is sent out around one month before each closing date for returns. You can see the closing date for filing and the month for which VAT, payroll tax and deducted tax are to be declared on the VAT and PAYE return form.

The tables below show the dates by which the Tax Agency should receive your VAT and PAYE return, and by when payment should be recorded in the Tax Agency's Plusgiro or bank giro account.

### Turnover determines filing and payment dates

Employers who are not registered for VAT and companies with an annual turnover that does not exceed SEK 40

million annually must file the VAT and PAYE return and the payment must be recorded in the Tax Agency's account no later than on the 12th of each month (see "Turnover for VAT", page 6). However, for January and August the due date is the 17th.

For companies with an annual turnover exceeding SEK 40 million, payroll tax, deducted tax and F- or SA-tax payments must be recorded by the 12th day of each month (the 17th in January). The VAT and PAYE return must be filed and VAT paid by the 26th of the month. Companies with an annual turnover not exceeding SEK 40 million may request permission to file the VAT and PAYE return and pay VAT on the same dates as companies with an annual turnover exceeding SEK 40 million.

## Annual turnover not exceeding SEK 40 million

The company files a return and pays only once a month

Filing and payment dates

12 February	12 March	12 April	12 May	12 June	12 July
17 August	12 September	12 October	12 November	12 December	17 January

If the 12th, 17th or 26th falls on a Saturday, a Sunday or a public holiday, filing and payment are due on the following weekday.

**Example:** On 12 February the company has to file and pay payroll tax and deducted tax for January, VAT for December, and F- or SA-tax.

## Annual turnover exceeding SEK 40 million

The company files a return once a month, but pays twice a month

Payment dates for payroll tax and deducted tax, as well as for F- or SA-tax

12 February	12 March	12 April	12 May	12 June	12 July
12 August	12 September	12 October	12 November	12 December	17 January

Closing dates for filing returns for VAT, payroll tax and deducted tax, and payment dates for VAT

26 February	26 March	26 April	26 May	26 June	26 July
26 August	26 September	26 October	26 November	27 December	26 January

If the 12th, 17th or 26th falls on a Saturday, a Sunday or a public holiday, filing and payment are due on the following weekday.

**Example:** On 12 February the company has to pay payroll tax and deducted tax for January, as well as F- or

SA-tax. On 26 February the company has to file a return and pay VAT for January. In addition, the company has to file a return for the payroll tax and deducted tax for January (i.e. the amounts to be paid on 12 February).

# How to fill in the VAT section of the VAT and PAYE return

## VAT to declare for the period

This tells you which month the return is for. This information and the information in Box 01 (Filing

deadline) and 02 (National/Company Registration Number) may not be changed.

## A. Sales subject to VAT or withdrawals excluding VAT

### Box 05 Sales subject to VAT not included in other boxes below

Here you report VAT-liable sales of goods and services in Sweden, excluding VAT. Sales to purchasers in other EC countries are also classified as sales subject to VAT in Sweden. This applies in cases where the purchaser in another EC country is not registered for VAT, e.g. a private person or a trader who does not quote a valid VAT registration number.

If you own horses, you report here any prize money from trotting and galloping sports for which Svenska Travsportens Centralförbundet (STC) or Svenska Galoppförbundet (SG) report output VAT. The output VAT on prize money is reported centrally by STC and SG. Consequently you do not report output VAT yourself.

### Exceptions

- You do not report any turnover when you have used profit margin taxation on sales of goods or travel services. Instead you report the taxable basis in Box 07.
- Income from rent, when you are voluntarily subject to tax for letting commercial premises, is reported in Box 08.
- Payments made on account by your clients for construction contracts are reported in the period when you declare output VAT.

### Box 06 Self-supply subject to VAT

Here you report the value, excluding VAT, of goods and services for which you are subject to self-supply tax.

### Goods

You have to pay tax for the self-supply of goods if you, without paying for them,

- take the goods from business activities and use them privately
- give away the goods
- transfer the goods to activities that are not subject to VAT.

### Services

You have to pay tax for the self-supply of services if you, without paying for it,

- use an asset from business activities for private use
- allow somebody else to use an asset from business activities
- perform or have a service performed for yourself, your personnel, or somebody else.

Special rules apply to self-supply tax liability for certain services in the property sector.

### Box 07 Taxable basis for profit margin taxation

Here you write the taxable basis for those goods and travel services where you have used the rules for profit margin taxation. The taxable basis corresponds to the value from which VAT will be calculated. In the case of a negative profit margin, state the value as SEK 0.

### Used goods, works of art, collectibles and antiques

The taxable basis is the profit margin minus the VAT on the profit margin.

### Travel services

When selling travel services with profit margin taxation, the taxable basis is equal to the profit margin of the travel company excluding VAT. The profit margin is the difference between the price of the journey (including VAT) and the costs for the travel company (including VAT) for those goods and services included in the travel service and which are made directly available to the traveller.

**Box 08 Rental income  
— voluntary tax liability**

Here you report rental income, excluding VAT, from properties for which you are voluntarily subject to VAT for letting commercial premises. You must have a decision from the Tax Agency indicating that you

are voluntarily subject to VAT for the premises. If the Tax Agency has not made such a decision, you may not charge your tenants VAT.

**B. Output VAT on sales or  
self-supply in Boxes 05 - 08**

**Box 10 Output VAT 25 %**

**Box 11 Output VAT 12 %**

**Box 12 Output VAT 6 %**

Here you write, for each tax bracket, the total output VAT on

- sales of goods and services turned over in Sweden (including income from rent voluntarily subject to tax and sales on which VAT is calculated on the profit margin)
- self-supply of goods and services turned over in Sweden
- advances for goods or services ordered from you by a client in Sweden.

## C. Purchases subject to VAT where the purchaser is subject to VAT

### Box 20 Purchases of goods from another EC country

Here you report the value of

- purchases of goods from a vendor in another EC country in which you have quoted your VAT registration number.
- transfers (transport across borders) from own activities in another EC country, to be taxed in Sweden.

You have to report VAT yourself on these intra-community acquisitions.

Here foreign traders have to report the value of transfers from activities performed by the trader in other EC countries, even in those cases where the transfer is not to be taxed in Sweden. This applies to foreign traders who are registered for VAT in Sweden due to the fact that they make intra-community acquisitions which are exempt from VAT.

#### Exceptions

Purchases which you have made in order to resell the goods directly (as a middleman or triangular trader) are not reported here, but in Box 37. Triangular trading means that a vendor sells goods in an EC country to a purchaser (middleman) in another EC country, but that the goods are delivered directly to a client in a third EC country. It is assumed that all three parties are registered for VAT.

### Box 21 Purchases of services from another EC country

Here you report the value of services which you have purchased from a vendor in another EC country when you as purchaser are subject to VAT and must therefore report output VAT.

### Box 22 Purchases of services from a country outside the EC

Here you report the value of services which you have purchased from a vendor in a country outside the EC when you as purchaser are subject to VAT and must therefore report output VAT.

### Box 23 Purchases of goods in Sweden

Here you report the value of goods which you have purchased from a vendor in Sweden when you as purchaser are subject to VAT and must therefore report output VAT.

Examples of goods purchases for which you as purchaser must report VAT:

- Purchase of goods from a foreign trader in Sweden who has chosen not to be subject to VAT on sales to VAT registered purchasers in Sweden. There are exceptions to this rule for certain goods.
- Purchase of gold material or semi-finished products with at least 325 parts per thousand purity.
- Purchase of investment gold when the vendor is voluntarily subject to VAT for turnover.

### Box 24 Purchases of services in Sweden

Here you report the value of services which you have purchased from a vendor in Sweden when you as purchaser are subject to VAT and must therefore report output VAT.

Examples of purchases of services where you as purchaser must report VAT:

- Purchase of services in the building industry where the purchaser must report and pay VAT, so-called reverse tax liability. You must apply reverse tax liability when you sell construction services to a party who in turn resells the services. These sales must also be of a more than temporary nature. This means, in practice, that it is the construction company which pays VAT for its subcontractors.
- Purchase of services from a foreign trader who has chosen not to be subject to VAT on sales to VAT registered purchasers in Sweden. There are exceptions to this rule for certain services.

## D. Output VAT on purchases in Boxes 20 - 24

**Box 30 Output VAT 25 %**

**Box 31 Output VAT 12 %**

**Box 32 Output VAT 6 %**

Here you report, for each tax bracket, the total output VAT on purchases of

- goods from another EC country
- services from another EC country
- services from vendors in a country outside the EC
- goods in Sweden for which reverse VAT liability is to be applied
- services in Sweden for which reverse VAT liability is to be applied.

## E. Sales etc. which are exempt from VAT

### Box 35 Sales of goods to another EC country

Here you report

- The invoiced value of goods which you *sell* without VAT to a customer in another EC country because the customer has quoted a valid VAT registration number in another EC country than Sweden. You report advance payment for the delivery of such goods on delivery.
- The acquisition value of goods *transferred* to your own branch, or to your own activities in another EC country if your business activities are registered for VAT there. Transfer in this case means transport of goods across a border within the EC without the goods changing owner.

#### Exceptions

You do not report the value of transferred goods to another EC country when the goods are considered as turned over in that country. This is the case where goods are transferred in conjunction with assembly deliveries.

#### Quarterly report

The amount that you report in Box 35 must also be reported in your quarterly report.

### Box 36 Sales of goods outside the EC

Here you report the value of sales of goods outside the EC. Such sales are classified as exports in the VAT Act. The following are regarded as exports:

- direct export to a location outside the EC
- cash and carry done by a foreign trader
- delivery to an export shop
- delivery to a ship or aircraft in international travel
- sales on board ships and aircraft in international travel
- sales of temporarily registered cars and motorcycles
- delivery of cars and motorcycles outside the EC
- sales to persons residing outside the EC (tax-free).

### Box 37 Purchases of goods by a middleman in triangular trading

Here you report purchases that you have made from a VAT registered vendor in an EC country other than Sweden, for direct resale. In such purchases, you are the middleman in triangular trading. Triangular trading means that a vendor sells goods in an EC country to a purchaser (middleman) in another EC country, but that the goods are delivered directly to a customer in a third EC country. It is assumed that all three parties are registered for VAT.

As middleman, you do not pay VAT on third-party acquisitions. This is an exception to the “usual” intra-community acquisitions that you have to report in Box 20.

### Box 38 Sales of goods by a middleman in triangular trading

Here you report sales to a VAT registered purchaser in another EC country than Sweden of goods that you have purchased as middleman in triangular trading. Triangular trading means that a vendor sells goods in an EC country to a purchaser (middleman) in another EC country, but the goods are delivered directly to a customer in a third EC country. It is assumed that all three parties are registered for VAT.

#### Quarterly report

The amount that you report here must also be reported as the value of triangular trading in your quarterly report.

### Box 39 Sales of services where the purchaser is subject to VAT in another EC country

Here you report sales of copyrights and similar rights, advertising services, consultancy services and information services if the purchaser is a trader in another EC country.

You also report sales of services without VAT to a purchaser who has quoted a valid VAT registration number in another EC country.

Examples of such services include:

- goods transports begun in Sweden and completed in another EC country
- services performed as part of goods transports (loading, unloading, handling of goods etc.) when the service is carried out in Sweden
- work on movable property which is subsequently exported from Sweden
- acting as an intermediary in the provision of the above services.

### Box 40 Other sales of services turned over outside the country

Here you report other sales of services performed outside Sweden. This applies, for example, to sales of certain services without VAT to purchasers who are traders in a country outside the EC. Here you also report sales of services which are regarded as turned over abroad irrespective of who the purchaser is, e.g. journeys to other countries in those cases where you are not to use profit margin taxation. In such cases you write the taxable basis in Box 07 instead.

**Box 41 Sales in which the purchaser is subject to VAT in Sweden**

Here you report sales in which the purchaser is in Sweden and is subject to VAT for what you sell (so-called reverse VAT liability).

Examples of such sales include:

- Services in the construction sector where the purchaser reports and pays VAT.
- A foreign trader's sales of goods and services to VAT registered purchasers in Sweden. There are certain exceptions to this rule.
- Sales of gold material or semi-finished products with at least 325 parts per thousand purity.
- Sales of investment gold when you as vendor are voluntarily subject to VAT for turnover. Despite your being voluntarily subject to VAT, the purchaser must report and pay VAT.

**Box 42 Other sales etc.**

Here you report sales etc. which are exempt from VAT and which you have not reported in any other box. Here you also report insurance compensation received and any allowances received which are not payments for goods or services sold.

Examples of such VAT exempt sales include:

- VAT exempt letting of property
- fixed assets, e.g. cars, when you have not had the right to deduct on purchase
- medicine on prescription
- new vehicles that you have sold to a purchaser in another EC country when that purchaser has not quoted a valid VAT registration number
- aviation fuels
- ships for professional shipping and fishing
- certain club publications and periodicals
- investment gold when you are not voluntarily subject to VAT for turnover.

Examples of allowances:

- certain EU grants
- trade subsidies.

**F. Input VAT****Box 48 Input VAT to deduct**

Here you report the total deductible input VAT (VAT that you have paid on purchases).

This total includes

- VAT on the acquisition of goods and services purchased in Sweden
- VAT that has been added to a Customs account

- VAT on services that you have purchased from countries outside the EC
- VAT on goods and services that you have purchased from another EC country
- VAT on purchases for which you report the output VAT in another country.

Note that you may never deduct foreign VAT. This VAT can in certain cases be repaid by a foreign tax agency.

**G. VAT to pay or be refunded****Box 49 VAT to pay or be refunded**

Here you report the VAT you are going to pay or be refunded for the period, i.e. the total of the sums in Boxes 10, 11, 12, 30, 31 and 32, minus the amount in Box 48.

If you do not have any VAT to report for the period, write a zero here.

**Example:**

Mathias' company has sales of SEK 100 000 subject to VAT in January. According to accounts, the output VAT on these sales is SEK 25 000 for the 25 % tax rate.

During the month, the company has had recorded sales which include input VAT amounting to SEK 24 000, to be deducted.

Mathias begins by filling in the sales subject to VAT – 100 000 – in Box 05. He then fills in the output VAT – 25 000 – in Box 10. The input VAT – 24 000 – he deducts in Box 48.

Mathias works out that he has to pay SEK 1000 in VAT for January (25 000-24 000 = 1 000). He writes 1000 in Box 49.

**Sign, submit and pay**

The VAT return is now ready to sign and submit. If Mathias is only registered for VAT, he signs on the VAT side of the form. If he is registered for both VAT and PAYE, he signs on the PAYE side of the form when both parts of the return (both VAT and PAYE sections) have been filled in.

In the Box "Calculate your payment" Mathias can, if he wishes, write his summary of how much he has to pay or will receive.

VAT and PAYE return brochure • SKV 409B issue 9W

**Skattedeklaration**

Deklarationen ska finnas hos Skatteverket på deklareringsdagen  
 SKATTEVERKET  
 SKATTEKONTOR STOCKHOLM 3  
 Telefon 0771-567 567  
 Bankgiro, plusgiro och referensnummer (OCR), se andra sidan.  
 Deklarationsadress  
 Skatteverket  
 Skattedeklarationer, moms/arb.giv  
 SE-839 85 ÖSTERSUND

01 Deklarationsdag 2007-03-12  
 02 Person-/Organisationsnummer 611111-2956  
 Momsregistreringsnummer (VAT-nummer) SE611111295601

Mathias Johnsson  
 EDINSVÄGEN 22  
 131 47 NACKA

The applicable percentage rates are always pre-printed on your return.

Drop the öre before writing any sums in a Box.

Ange endast kronor, ej ören

**Moms att deklarerera för januari 2007**

**A. Momspliktig försäljning eller uttag exklusive moms**

05 Försäljning som är skattskyldig i Sverige 100 000  
 06 Försäljning som är skattskyldig i annat EG-land  
 07 Försäljning som är skattskyldig i annat utomlandsland  
 08 Övrig försäljning som är skattskyldig i Sverige

**B. Utgående moms på försäljning eller uttag i ruta 05 - 08**

10 Utgående moms 25 % 25 000  
 11 Utgående moms 12 %  
 12 Utgående moms 6 %

**D. Utgående moms på inköp i ruta 20 - 24**

30 Utgående moms 25 %  
 31 Utgående moms 12 %  
 32 Utgående moms 6 %

**F. Ingående moms**

48 Ingående moms att dra av 24 000

**G. Moms att betala eller få tillbaka**

49 Moms att betala eller få tillbaka 1 000

**Beräkna din betalning**

Moms att betala/återfå \_\_\_\_\_  
 Arbetsgivaravgift \_\_\_\_\_  
 Avdragen skatt \_\_\_\_\_  
 F- eller SA-skatt \_\_\_\_\_  
 Att betala/få tillbaka \_\_\_\_\_

**Upplysningar** (Upplysningar kan bara lämnas i rutan)

03 Administrativ kod 22 0199

**Underskrift**

Underskrift (behörig firmatecknare)  
 Mathias Johnsson  
 Namnförtydligande \_\_\_\_\_  
 Kontaktperson \_\_\_\_\_  
 Telefonnummer 123 45 67

SKV 4700 04 03

## Calculate your payment

If you want to “Calculate your payment”, you can do so in the Box in the VAT section or on the duplicate (see “Payment” on page 6). Add VAT to pay or receive to other taxes and fees, e.g. F-tax, that you have to pay.

## Do you need an extra form?

If you have excess input VAT and wish to file a VAT report before the usual calendar month, you can request an extra form for the VAT and PAYE return at [www.skatteverket.se](http://www.skatteverket.se) or by calling the helpline on **020-567 000**, extension **6805**. Read about interest calculations in “Skattekontobroschyren” [Tax account brochure] (SKV 408).

# VAT on an income tax return

VAT must be reported on either the VAT and PAYE return (skattedeklarationen) or the income tax return (inkomstdeklarationen).

VAT is reported in the income tax return if you meet the following three criteria:

- Your turnover does not exceed SEK 1 million. Turnover means the sum of the taxable bases as specified in the VAT Act. The taxable basis is normally the price of a product or service before VAT. In this context the value of intra-community acquisitions and imports is not included.
- You are obliged to file an income tax return.
- You do not conduct operations in a trading company or are not the legal representative of a group.

At your request, however, even if you fulfil the above criteria, the Tax Agency will permit you to declare VAT on a single VAT and PAYE return. This permission is

valid for the entire fiscal year, and for at least the two consecutive fiscal years.

On the income tax return, VAT for the entire fiscal year must be reported for inclusion in the final tax.

You must report the same information on the income tax return as you otherwise would have reported on the VAT and PAYE return. It is easier to report VAT information on the income tax return if you maintain accounts in your bookkeeping which are linked in some way to the information on the return (see “Link between bookkeeping and VAT and PAYE return” on page 22).

Traders who conduct business activities pay either F-tax or special A-tax (SA-tax). If you report VAT on your income tax return, F-tax and SA-tax calculations also include VAT.

# How to fill in the employer section of the VAT and PAYE return

## Payroll tax to declare for the month

This tells you which month the return is for. This information and the information in Box 01 (Filing deadline) and 02 (National/Company Registration Number) may not be changed.

## Gross salary, benefits in kind and expense deductions

**Reporting is not required of remuneration to an individual if it amounts to less than SEK 1000 for the whole year.**

### Box 50 Gross salary excluding benefits in kind

Begin by writing all wages and cash remunerations to be included in the calculation basis for payroll tax in Boxes 55–69. Include any reimbursement for own car use, subsistence allowances exceeding the tax-free portion, and amounts set aside for profit-sharing institutions. Do not include benefits in kind.

### Box 51 Taxable benefits in kind

Report all benefits in kind (car, meals, accommodation, etc). Report fuel benefits at their actual taxable value, i.e. the actual value should not be calculated at 1.2.

*Tip: Many employers report the same amount in Boxes 50, 53 and 55 and nothing in the rest of the calculation basis; in this case it is enough to write this amount once in Box 55.*

### Box 52 Expense deductions

Here you report expense deductions according to policy or at standard rates. See “Fakta för arbetsgivare och företag om datum, belopp och procentsatser” [Facts for employers and companies on dates, amounts and percentage rates] (SKV 463), appendix to the January VAT and PAYE return.

### Box 53 Total calculation basis for payroll tax and special wage tax

This sum is the total calculation basis for payroll tax and special wage tax on certain earned income (SLF). Divide this between the boxes for “Payroll tax calculation basis” such that the amounts in Boxes  $55 + 57 + 59 + 61 + 65 + 69 =$  the amount in Box 53.

## Payroll tax calculation basis • Payroll taxes

### Boxes 55–56 Full payroll tax for employees born after 1941

The employer pays full payroll tax for an employee up to and including the year in which the employee is 65. In 2007 this applies to those born in 1942 or later; in 2008 it applies to those born in 1943 or later, and so on. For employees who, at the beginning of the year, were 18 or under 25, see Boxes 57–58.

Write the calculation basis on which you are to pay full payroll tax in Box 55. Multiply the calculation basis by the percentage rate after the arrow on the same line and write the calculated payroll tax in Box 56.

### Boxes 57–58 Employees born 1982–1988

The employer pays a lower payroll tax for employees who, at the beginning of the year, were 18 or under 25. For July to December 2007, this applies to employees born between 1982 and 1988. In 2008, it will apply to employees born between 1983 and 1989, and so on. (For employees at embassies and companies with-

out a permanent place of business in Sweden, and employees posted in Canada, Québec and the US, see Boxes 65–66, 67 and 69–70, respectively.)

Write the calculation basis in Box 57. Multiply by the percentage rate after the arrow on the same line and write the calculated payroll tax in Box 58.

### Boxes 59–60 Old age pension contribution for employees born 1938–1941

For employees born in 1938 or later, and who were 65 or over before the beginning of the year (i.e. on 31 December of the previous year at the latest), the employer pays old age pension contribution. In 2007, this only applies to employees born between 1938 and 1941; in 2008 it will apply to people born between 1938 and 1942, and so on.

Write in the calculation basis in Box 59. Multiply by the percentage rate after the arrow on the same line and write the calculated contribution in Box 60.

### **Boxes 65–66 Embassies and companies without a permanent place of business in Sweden**

Embassies and companies without a permanent place of business in Sweden must report wages and payroll tax in Boxes 65-66, up to and including the year the employee is 65. In 2007, this applies to employees born in 1942 or later. In 2008, it will apply to employees born in 1943 or later, and so on. Wages and contributions for employees born in 1938 or later, and who were 65 or over at the beginning of the year, are reported in Boxes 59-60 (see above).

As of July 2007, payroll tax is lower for employees who, at the beginning of the year, were 18 or under 25. In July-December 2007, this applies to employees born between 1982 and 1988. In 2008, it will apply to employees born between 1983 and 1989, and so on.

Calculate the payroll tax for employees aged 18-24 separately, then calculate it for the remaining employees who are younger than 66. Write the total calculation basis for payroll tax in Box 65. Then write

**Tip:** You can find the percentage rates for payroll taxes on [www.skatteverket.se](http://www.skatteverket.se) and in “Fakta för arbetsgivare och företag om datum, belopp och procentsatser” [Facts for employers and companies on dates, amounts and percentage rates] (SKV 463), appendix to the January VAT and PAYE return.

the total payroll tax for all employees who are younger than 66 in Box 66.

### **Box 67 Code Boxes 69–70 USA, Canada, Quebec**

According to conventions on social security with the United States and Canada, and an agreement with Quebec, in some cases employers in Sweden who send an employee to work in the US or Canada do not pay all payroll taxes. The same applies to employers in the United States and Canada who send an employee to work in Sweden.

For conventions on social security, see “Skatteavdrag och arbetsgivaravgifter” [Tax deductions and payroll tax] (SKV 401).

As of July 2007, payroll tax is lower for employees who, at the beginning of the year, were 18 or under 25. In July-December 2007, this applies to employees born between 1982 and 1988. In 2008, it will apply to employees born between 1983 and 1989, and so on.

## Calculation basis for deduction from payroll tax • Deductions

### **Boxes 73–74 Business support**

Almost all employers are entitled to make this deduction from payroll tax. The deduction is currently 2.5% of the calculation basis for payroll tax, with a maximum of SEK 1545/month. See “Fakta för arbetsgivare och företag om datum, belopp och procentsatser” [Facts for employers and companies on dates, amounts and percentage rates] (SKV 463), appendix to the January VAT and PAYE return.

Add up the calculation basis for business support (Boxes 55 + 57 + 65 + 69) and write the total in Box 73. (The calculation bases for old age pension contributions and special wage tax in Boxes 59 and 61 are not to be included.) Then calculate the deduction for business support and write the amount in Box 74.

**Tip:** If your calculation basis is SEK 61 800 or over, you deduct SEK 1 545 (2.5% of 61 800 = 1 545). If the calculation basis is under SEK 61 800, you deduct 2.5% of it.

### **Boxes 75–76 Increased business support**

Increased business support applies to employers with business activities in certain industries in development areas. The deduction is currently set at a maximum of 10% of the calculation basis for payroll tax, with a ceiling of SEK 7100/month. See Box 73 and 74 and “Fakta för arbetsgivare och företag om datum, belopp och procentsatser” [Facts for employers and companies on dates, amount and percentage rates] (SKV 463).

Add up the calculation bases in Boxes 55 and 57 that refer to business activities eligible for support and write the total in Box 75. Then calculate the deduction for increased business support and write that amount in Box 76.

**Tip:** If your calculation basis is SEK 71 000 or over, you deduct SEK 7 100 (10% of 71 000 = 7 100). If the calculation basis is under SEK 71 000, you deduct 10% of it.

### **Box 77 Total calculation basis (Information which is not registered)**

If you would like to add up the calculation bases in Boxes 55–69 for your own information, you can do so in Box 77.

### **Box 78 Total payroll tax to pay**

Add up the payroll tax (Boxes 56-70), subtract tax deductions (Boxes 74 and 76) and write the total in Box 78.

# Deducted tax to declare for the month

This tells you which month the return is for. This information and the information in Box 01 (Filing deadline) and 02 (National/Company Registration Number) may not be changed.

## Tax deduction basis • Deducted tax

### **Boxes 81–82 Wages and benefits in kind incl. SINK (Special Income Tax for Non-Residents)**

Write the calculation basis on which the tax deduction is made (gross salary and benefits in kind) in Box 81. Write the total tax deduction on wages and benefits in kind in Box 82. The amount in Box 81 may not be less than the amount in Box 82.

### **Boxes 83–84 Pension, annuity, insurance compensation incl. SINK (Special Income Tax for Non-Residents)**

Pension funds, insurance corporations, unemployment benefit funds etc., write the calculation basis for preliminary tax or special income tax for non-residents (SINK) on pensions, annuities, insurance compensation or education grants in Box 83. Tax deducted from these payments is written in Box 84.

Employers who pay pensions to former employees and report it in Box 30 in the regular statement of income

(KU 10) should use Boxes 81 and 82 instead of Boxes 83 and 84.

### **Boxes 85–86 Interest and dividends**

Traders, asset management firms, banks and credit institutions that make tax deductions on interest and dividends fill in the calculation basis (interest and dividends) in Box 85, and tax deducted from interest and dividends in Box 86.

### **Boxes 87–88 Total tax deduction basis. Total deducted tax**

In Box 87, write the sum of the calculation bases for tax deduction in Boxes 81, 83 and 85. In Box 88, write the total deducted tax in Boxes 82, 84 and 86.

**Tip: Most people declare the same amount in Boxes 81–82 and 87–88, and nothing in Boxes 83–84 and 85–86. It is then sufficient to write the calculation basis once in Box 81 and deducted tax in Box 82.**

### **Example:**

Mathias has a company with employees. In July 2007 the company paid:

- SEK 65 000 to employees born in 1942–1981
- SEK 10 000 to one employee born in 1988
- SEK 20 000 to one employee born in 1938.

From these salaries he has deducted tax totalling SEK 32 000. When he started the company he borrowed money from his mother (private individual). In July he paid her interest. From the interest, SEK 4 000, he deducted SEK 1 000 in taxes.

#### **Payroll tax**

Mathias writes the total cash gross salary in Box 50, i.e. SEK 95 000 (65 000 + 20 000 + 10 000).

The company has to pay full payroll tax on SEK 65 000. Mathias writes 65 000 in Box 55. He calculates the payroll tax, which comes to SEK 21 073 (32.42 % of 65 000), and writes this amount in Box 56.

Mathias writes 20 000 in Box 57, "Payroll tax for employees born 1982–1988" and calculates the payroll tax. It comes to 2 271 (22.71 % of 10 000), which he writes in Box 58.

Finally, Mathias writes 20 000 in Box 59, as the calculation basis for the "Old age pension contribution for employees born 1938–1941" item, calculates the payroll tax and writes the amount in Box 60. It comes to 2 042 (10.21 % of 20 000).

#### **Deduction**

Like almost all employers, Mathias has the right to make a deduction from payroll tax for business support. He adds up the amounts in Boxes 55 and 57. He writes the total, 75 000, in Box 73. The deduction is 2.5 %, but cannot be higher than SEK 1 545/month. Since 2.5 % of 75 000 is more than 1 545, he writes this maximum amount in Box 74.

Mathias has no business activities in development areas. Therefore he does not get a deduction for expanded business support (Boxes 75 and 76).

Now Mathias can calculate the "Total payroll tax to pay". The total is SEK 23 841 (21 073 + 2 271 + 2 042 – 1 545), which he writes in Box 78.

*The example continues on the next page.*

Example contd. from previous page:

### Tax deduction

Mathias had made a tax deduction from wages and interest. He writes the wage basis, 95 000, in Box 81 and the tax deduction from wages, 32 000, in Box 82. Then he fills in the interest amount, 4 000, in Box 85 and the tax deduction from interest, 1 000, in Box 86. Finally he adds up the "Total tax deduction basis" and "Total deducted tax" and writes 99 000 (95 000 + 4 000) in Box 87 and 33 000 (32 000 + 1 000) in Box 88.

### Sign, submit and pay

Now the tax return is ready to sign and submit, but Mathias also needs to add up the total amount he has to pay this month. To do this, Mathias adds up the amounts in Boxes 78 and 88, and writes the total, 56 841, in the "Total to pay" Box (which is not numbered).

He can also make his payment calculation on the duplicate or on the VAT side of the return.

**Skattedeklaration**

Deklarationen ska finnas hos Skatteverket på deklareringsdagen (deklarationsadress, se andra sidan)

Mathias Johansson

01 Deklarationsdag 2007-09-12      02 Person-/Organisationsnummer 611111-2956

**Arbetsgivaravgifter att deklarerar för augusti 2007**

Bruttoön, förmåner och kostnadsavdrag

50 Avgiftspliktig bruttolön utom förmåner + 95 000,00

51 Avgiftspliktiga förmåner +

52 Kostnadsavdrag -

53 Sammanlagt underlag för arbetsgivaravgifter och särskild löneskatt = 95 000,00

(Ruta 53 = 55 + 57 + 59 + 61 + 65 + 69)

**Underlag för arbetsgivaravgifter**

55 Full arbetsgivaravgift för födda fr.o.m. 1942 65 000,00

57 Arbetsgivaravgift för födda 1982-1988 1 000,00

59 Ålderspensionsavgift för födda 1938-1941 2 000,00

61 Särskild löneskatt för födda t.o.m. 1937 m.m.

65 Ambassader och företag utan fast driftställe i Sverige

67 USA, Kanada, Québec

69

**Arbetsgivaravgifter** Ange endast kronor, ej ören

56 32,42 % av rad 55 + 2 107,3

58 22,71 % av rad 57 + 2 271

60 10,21 % av rad 59 + 2 042

62 24,26 % av rad 61 +

66 28,02 % av rad 65 +

70 Kod och procent se bifogad information +

**Avdrag**

74 Avdrag 2,5 % dock högst 1545 kr - 1 545

76 Avdrag 10 % dock högst 7100 kr -

78 Summa arbetsgivaravgift = 2 384,1

**Underlag för avdrag från arbetsgivaravgifter**

73 Företagsstöd (= 55 + 57 + 65 + 69) 7 500,00

75 Utvidgat företagsstöd (= 55 + 57)

77 Summa underlag (Uppgiften registreras ej)

**Avdragen skatt att deklarerar för augusti 2007**

81 Löns och förmåner inkl. SINK 95 000,00

83 Pension, livränta, försäkringsersättning inkl. SINK

85 Ränna och utdelning 4 000,00

87 Summa underlag för skatteavdrag 99 000,00

**Avdragen skatt**

82 Från lön och förmåner + 3 200,00

84 Från pension m.m. +

86 Från ränta och utdelning + 1 000,00

88 Summa avdragen skatt = 3 300,00

**Summa avgift och skatt att betala** (Uppgiften registreras ej) = 56 841

**Underskrift** (behörig firmaperson)

Mathias Johansson

Namn/förtydligande

Kontaktperson

Telefonnummer 123 45 67

**Upplysningar** (Upplysningar kan bara lämnas i rutan)

03 Administrativ kod 13 0199

The applicable percentage rates are always pre-printed on your return.

Drop the öre before writing any sums in a Box.

The percentage rates and calculations in the example apply to 2007. Current percentage rates are always pre-printed on the VAT and PAYE return for the month you are declaring.

## Total to pay (information which is not registered)

In the final Box on the employer side of the return, you can add up payroll tax and deducted tax to pay. If you want to work out your total payment for the month, you can do so in the "Calculate your payment" Box

on the duplicate or on the VAT side of the return (see "Payment" on page 6). Add the "Total to pay" from the employer side of the return to the F-tax and VAT to pay or recover (in which case subtract the latter) on the VAT side.

# Decisions and appeals

## Taxation decisions

A tax assessment decision determines whether the company is to pay or recover tax, as well as how much. Thus the tax assessment decision only determines whether the tax account is to be debited or credited, and the amount. It does not deal with payment or refund questions.

A decision on VAT, deducted tax and payroll tax is made for each accounting period. Once the return has been filed on time, the tax assessment decision is regarded as having been made in accordance with the return. If a VAT and PAYE return has not been filed or if tax has not been reported, each such unreported tax is considered to have been determined at SEK 0. No formal decision is sent to the company in such cases.

If the tax cannot be determined on the basis of the return or other documentation, or if the company has not filed a return, the Tax Agency may determine the tax on reasonable grounds. This is known as discretionary assessment.

### Review

A review may be requested within six years of the end of the calendar year in which the fiscal year expired (in certain cases within two months). Within the same time period, the Tax Agency may issue a decision on its own initiative in favour of the person subject to tax. A decision unfavourable to the person subject to tax may be issued within two years of the end of the calendar

year in which the fiscal year expired. Thereafter, and up to the end of the sixth year, a review decision unfavourable to the person subject to tax may be rendered in the form of a supplementary taxation decision. Decisions, which can be appealed, are always sent to the taxpayer.

### Supplementary taxation

Supplementary taxation may take place if the person subject to tax has filed incorrect particulars on the VAT and PAYE return or in some other manner, which has led to an incorrect tax assessment decision or to no tax assessment decision being taken. The same applies if the person subject to tax has neglected to file a return or to submit information requested by the Tax Agency.

Supplementary taxation may also take place to correct arithmetical or clerical errors or other obvious oversights, and when an alteration is needed because of a tax assessment decision relating to another accounting period or another person subject to tax.

### How to appeal

Appeals against tax assessment decisions and decisions regarding tax liability, reporting obligations, extensions, etc., may be filed with the County Administrative Court. Appeals procedures and time limits for filing an appeal are set forth in each decision from the Tax Agency.

# Liability and sanctions

## Payment liability

Secondary liability for payment of tax for which another person has the primary liability may arise when:

- an employer is liable for tax which has not been deducted
- the payer in certain circumstances is liable for the unpaid F-tax of the payee if it is obvious that the payee is employed by the payer
- a representative is liable for the company's unpaid tax and in certain cases for credit of excess input VAT
- a partner in a trading company is liable for the trading company's unpaid tax
- a trader in a value added tax group is liable, together with others members of the group, for a payment that the legal representative of the group neglected to make.

## Tax which has not been deducted

Employers who have not deducted the correct amount of tax are, along with the employee, liable for payment of the tax which should have been deducted.

If a decision on an employee's final tax has not been made, the Tax Agency may decide that the employee is also liable for payment of the amount which should have been deducted. Even if a decision on final tax has been made, the employee may be held liable if it can be assumed that the final tax will increase by at least a corresponding amount.

## Liability for unpaid tax

An employer is responsible for notifying the Tax Agency in writing if a person that he or she has hired quotes or has an F-tax certificate in what is obviously an employment relationship.

If the payer fails to give such notification, the Tax Agency may decide that the payer and payee are both liable for tax on the remuneration and interest on the tax to the extent that it is unpaid.

If work has been performed by the payee, the liability of the payer shall not exceed 60% of the payment for the work. The same applies if the payee is a trading company and one of the partners has performed the work.

## Representative of a legal person

A person who, in the capacity of representative of a legal person, has not paid tax under the Tax Payment Act is, together with the legal person, liable for the tax and any interest thereon. The same applies to a person who in the capacity of representative has not deducted tax on time. He or she then has an obligation, together with the legal person, to pay sums for which he has been made liable.

A representative who has filed incorrect information which has led to the legal person being credited too large an amount of excess input VAT is liable, together with the legal person, to pay the amount and interest thereon.

Any legal action to impose liability for payment on a representative of a legal person shall be brought in a court of general jurisdiction.

When an employer of seamen who is not a shipowner only has a permanent place of business in Sweden on a vessel, the shipowner is responsible for the employer's discharge of his obligations.

## Partner in a trading company

A partner in a trading company is liable, together with the company, for the company's tax debts.

The Tax Agency may demand payment directly from any partner of a trading company for sums which have not been paid by the company.

## Traders in value added tax group

If a principal in a value added tax group neglects to pay VAT for which he or she is liable, all other traders in the group, together with the principal, are liable for payment of the tax and the interest thereon. Each trader's payment liability is limited to the part of the tax that refers to business activities which the group pursued during the time the trader was a member of it.

## Duty to keep books and records

All traders, limited companies, trading companies, limited partnerships, and incorporated associations have a duty to keep books. "Trader" refers to any physical or legal person who engages professionally in economic activity.

More information about keeping books and records is available in the brochure "Så fyller du i Skatte och avgiftsanmälan" [How to fill in the tax and contributions form] (SKV 418).

## Penalties

The Tax Agency may combine an injunction under the Tax Payment Act, such as filing a VAT and PAYE return, with a penalty.

## Additional tax

A person who provides incorrect information in a return or any other document filed as a basis for taxation will be charged additional tax.

Additional tax is also charged in cases where discretionary assessment takes place when no return has been filed. If the tax determined by discretionary assessment is negligible, no additional tax is levied.

Depending on the nature of the incorrect information and what has been required to correct it, additional tax is levied at 20%, 5% or 2% of the tax which, if the incorrect information had been accepted, would not have been levied or would have been incorrectly credited.

Exemption wholly or partly from additional tax may be allowed in certain circumstances. If additional tax has been levied because no return was filed, it will be cancelled if the return arrives within a certain period of time.

## Criminal sanctions

A party that deliberately or by gross negligence submits incorrect information or omits to file a return, income statement or other prescribed information may be convicted of tax fraud, serious tax fraud or tax accounting fraud, depending on the nature of the act. Penalties vary from fines to imprisonment during a maximum of six years.

# Useful information

## Swedish Tax Agency e-services

With an e-ID you can use all Tax Agency e-services.

- You can file your income tax return.
- You can see the status of your tax account.
- You can file your VAT and PAYE return.
- You can register new companies.

## Filing VAT and PAYE returns through a representative

You can appoint a representative to sign and submit your VAT and PAYE return online. For example, you could appoint the person who does the bookkeeping or someone in the finance department.

## Representatives' access

You can also give representatives, such as your auditor, the right to see the particulars of your VAT and PAYE return and the status of your tax account.

## Discretionary assessment

Companies that do not file a VAT and PAYE return may be subject to discretionary assessment. The discretionary assessment may be set at the same level as the highest of each individual tax and contribution payment for any of the preceding three months.

## Link between bookkeeping and VAT and PAYE return

It is easier to report information on the VAT and PAYE return if your bookkeeping accounts have a connection with the various items on the return.

## Basic chart of accounts

If you have an accounting system based on BAS 2007 or its predecessors, there are special accounts such as input and output VAT, deducted tax and payroll tax that are related to the VAT and PAYE return. In BAS 2007 the calculation basis for the VAT and PAYE return can also be integrated into class 0 (see [www.bas.se](http://www.bas.se)).

## Partnerships or jointly owned shipping companies

Companies which are operated as a partnership (one that is not a legal entity, "enkelt bolag") or a jointly owned shipping company may apply with the Tax Agency to register one of the partners as the company's representative. All partners must sign the application. The representative must then submit VAT and PAYE returns and pay taxes and contributions for the whole

company. The representative will be given a separate tax account for this purpose.

If the company does not make an application specifying a representative, each partner must file a VAT and PAYE return for his or her share and also pay his or her share.

## Group registration for VAT

Companies in the financial sector and brokerage companies can form a value added tax group. Contact your tax office for more information.

## Terminating a business

When you terminate the business for which you are registered it is important that you promptly inform the Tax Agency of the termination. By doing so you will avoid receiving tax documents and information you no longer need. You will also avoid the risk of being subject to a discretionary assessment for not filing a VAT and PAYE return or of being debited discretionary standard preliminary tax.

It is also a good idea to notify the Tax Agency in cases where a previously active business is going to be inactive for a longer or shorter period of time.

## Changing a company's legal structure or acquiring a business

When you change a company's status, e.g. from a private business to a partnership, you must file a separate return for the activities of each company. This means that you cannot afterwards report the private company's activities on the VAT and PAYE return for the partnership.

The same applies if you acquire a business. In such cases, the company that sold its business must report activities conducted prior to the sale.

## Quarterly reporting

You must provide information about the value of goods transfers in a periodic summary, usually called a quarterly report, if you have

- sold goods that are exempt from VAT to buyers who are registered for VAT in another EC country,
- transferred goods to another EC country,
- sold, as an intermediary, goods that are exempt from VAT to buyers who are registered for VAT in another EC country (known as triangular trade).

You can read more about this in the brochure "Moms vid utrikeshandel" [VAT in foreign trade] (SKV 560).

# Glossary

**A-tax.** Employees and pensioners almost always pay A-tax. If you have A-tax the payer of your wages withholds a portion of them for your preliminary tax.

## **Fiscal year**

Payroll tax and deducted tax: the calendar year for which taxes are paid.

VAT: usually the same as the income year.

**Data capture.** Transfer of information from tax returns filed on paper into a database and a format which can be processed by computer.

**Debited preliminary tax.** If you have F-tax or SA-tax, the Tax Agency calculates an amount to be paid each month. This amount is called the debited preliminary tax.

**E-ID.** Electronic identification required to file returns or read personal information online using the Tax Agency's e-services. An E-ID can be in the form of a data file or a card.

**E-services.** The Tax Agency's services at [www.skatteverket.se](http://www.skatteverket.se) for filing returns, submitting applications and registration forms, or gaining access to information electronically instead of on paper. E-services require e-ID.

**F-tax.** Assigned to people who pursue a business after they submit an application. People with F-tax pay their own preliminary tax and social security contributions.

**Person authorised to sign on behalf of a company.** A person who, singly or together with another person, is authorised to sign on behalf of the company, i.e. the company's representative (authorised representative).

**Natural person.** A private individual, as opposed to a legal person.

**Income tax return.** A tax return used to report taxable income and deductible expenses for annual income tax.

**Income year.** The year that precedes the tax year; in other words, the year you earn the income for which final taxes are calculated the following year.

**Legal person.** An independent, non-physical, registered person, e.g. a limited company, a trading company or an association which, in a similar way to a natural person, can have its own receivables and liabilities, enter into agreements, and be held responsible before a court.

**Excise duty.** A special tax on consumption charged on selected goods, such as alcohol and tobacco.

**SA-tax.** If you pay A-tax you may also be charged special A-tax (SA-tax). SA-tax refers to preliminary tax which cannot be paid with deducted tax and which you have to pay yourself. For example, you may have to pay tax on foreign income, wealth tax, or property tax. Partners in a trading company often have SA-tax.

**Scanning.** Image capture (photocopying) for storage of information such as filed VAT and PAYE returns in an electronic medium.

**VAT and PAYE return.** A return used to report

- VAT, payroll tax and deducted tax
- excise duties

**Tax year.** The year following the income year; in other words, the year when the income tax return is filed and final taxes are calculated.

**Interpretation.** The interpretation of an electronic image by means of software for capturing data.

# Forms and brochures to help you

To order, call our helpline on 020-567 000 and key in the appropriate extension from the list below, or download from [www.skatteverket.se](http://www.skatteverket.se)

## Forms

- Skattedeclaration, moms och arbetsgivare [VAT and PAYE return] (SKV 4700), **extension 6805**
- Anstånd med betalning av skatt [Extension for payment of tax] (SKV 4305), **extension 6602**
- Begäran om utbetalningsspärr/tilläggsdebitering [Request to block refund /additional charge] (SKV 4813), **extension 6707**
- Anmälan om skatteöverföring till bankkonto [Report of tax transfer to bank account] (SKV 426) **extension 6705**
- Tax payment slips, **extension 6704**
- Kopia av senaste kontoutdrag [Copy of most recent account statement] (SKV 4814), **extension 6708**
- Saldobesked för skattekontot [Statement of balance for tax account] (SKV 4812) **extension 6706**
- Skattetablell för löntagare och pensionärer [Tax table for wage-earners and pensioners] (SKV 403), **extension 6703**

## Brochures

- Bilförmån och andra förmåner [Car benefit and other benefits in kind] (SKV 308)
- Information om bilförmån [Information about the car benefit - spoken information, no orders] **extension 4001**
- E-legitimation och Skatteverkets e-tjänster [e-ID and the Tax Agency's e-services] (SKV 206) **extension 7917**
- Fakta för arbetsgivare och företag om datum, belopp och procentsatser 2007 [Facts for employers and companies on dates, amounts and percentage rates 2007] (SKV 463) **extension 7902**. The most recent edition is included as an information appendix with the VAT and PAYE return on [www.skatteverket.se](http://www.skatteverket.se) under Skatter -> Skattedeclaration.
- Förenklad skattedeclaration för privata tjänster [Simplified PAYE return for private services] (SKV 448) **extension 7714**
- Skatteavdrag och arbetsgivaravgifter [Deducted tax and payroll tax] (SKV 401) **extension 7606**
- Momsbroschyren [VAT brochure] (SKV 552) **extension 7607**
- Moms vid utrikeshandel [VAT in foreign trade] (SKV 560) **extension 7608**
- Skattedeclarationsbroschyren [VAT and PAYE return brochure] (SKV 409) **extension 7702**
- Du vet väl om att du kan lämna skattedeclaration via Internet (eSKD)? [Did you know that you can file your VAT and PAYE return online?] (SKV 466)
- Skattekontobroschyren [Tax account brochure] (SKV 408) **extension 7701**
- Så fyller du i Skatte- och avgiftsanmälan [How to fill in the Tax and contributions registration form] (SKV 418) **extension 7605**

### 24-hour self-service

Website: [skatteverket.se](http://skatteverket.se)

Helpline: 020-567 000

### Personal assistance

Call Tax Information,

from within Sweden: 0771-567 567

from abroad: +46 270 734 98

Tax information opening hours:

Monday–Thursday 8 am – 7 pm, Friday 8 am – 4 pm



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