

PERIODIC VAT SETTLEMENTS COMMUNICATION

Information on the processing of personal data pursuant to art. 13, Legislative Decree no. 196/2003 in the field of Personal Data Protection

With this information notice, the Revenue Agency explains how it uses the collected data, and the rights to which the subject is entitled. In fact, legislative decree no. 196/2003 “Personal Data Protection Code,” establishes a system of guarantees to protect the processing operations performed on personal data.

Purpose of the processing

The data you provide with this form shall be processed exclusively by the Revenue Agency for the purposes of the payment, verification, and collection of taxes. They may be disclosed to public or private parties in accordance with the provisions of the Personal Data Protection Code (art. 19 of Legislative Decree no. 196 of 2003). In addition, they may be published with the methods laid down by the combined provisions of articles 69 of the Decree of the President of the Republic n. 600 of 29 September 1973, as amended by Law n. 133 of 6 August 2008 and 66-bis of the Decree of the President of the Republic n. 633 of 26 October 1972.

Providing the data

The required data must be provided to be able to use the effects of the provisions regarding the VAT. The reporting of untrue data may bring about administrative sanctions, or, in some cases, penalties.

Processing methods

The data acquired shall be processed by prevalently computerized methods, using logic that fully responds to the purposes to be pursued, also by means of verifications with other data in the possession of the Revenue Agency or of other parties, in compliance with the security measures provided for by the Personal Data Protection Code. The form may be delivered to intermediaries as identified by law (tax assistance centres, trade associations, and professionals), which shall process the data exclusively for the purpose of transmitting the form to the Revenue Agency.

Data controller

Revenue Agency and the intermediaries – the latter for the sole activity of transmission in accordance with the provisions of Legislative Decree no. 196 of 2003 – take on the qualification as “data controller” when the data are placed at their disposal and under their direct control.

Data processors

The data processor may rely on appointed “processors.” In particular, the Revenue Agency relies on Sogei S.p.a., the technological partner entrusted with managing the tax register’s information system, as its outside data processor. The list of processors is available at the Revenue Agency. The intermediaries, where they are empowered to appoint processors, must make their identification data known to the data subjects.

Rights of the data subject

Without prejudice to the procedures, already established by sectoral regulations, for notifications of variation of data and for supplements to the declaration and/or notification forms, the data subject (art. 7 of legislative decree no. 196 of 2003) may access his/her personal data to verify their use, or, where applicable, to correct and update them within the limits provided for by law, or to erase them or oppose their processing if they have been processed unlawfully. These rights may be exercised by request addressed to:

- Agenzia delle Entrate, via Cristoforo Colombo 426 c/d – 00145 Roma.

Consent

The Revenue Agency, as a public entity, is not required to obtain the data subjects’ consent in order to process their personal data. Intermediaries are not required to obtain the data subjects’ consent for the processing of data, since the processing is provided for by law

This information notice is provided in general for all the data controllers indicated above.



Agenzia Entrate

Revenue Agency

TAX CODE

Tax code grid

PART VP Periodic VAT settlements

PERIODIC VAT SETTLEMENTS COMMUNICATION

Form. No.

Form number grid

| | | PERIODO DI RIFERIMENTO - REFERENCE PERIOD | | | | | |
|------------------------|-------------|--|-------------|--------------|--------------------|--------------------------|---|
| | | 1 | 2 | 3 | 4 | 5 | |
| | | Month | Quarter (*) | Sub-contract | Exceptional events | Extraordinary operations | |
| TAX SETTLEMENTS | VP1 | Month | Quarter (*) | Sub-contract | Exceptional events | Extraordinary operations | |
| | VP2 | Total active operations (without VAT) | | | | | |
| | VP3 | Total passive operations (without VAT) | | | | | |
| | VP4 | Collectable VAT | | | DEBTS | CREDITS | |
| | VP5 | Deducted VAT | | | | | |
| | VP6 | VAT due | | | 1 | or to credit | 2 |
| | VP7 | Debt of the prior period not in excess of €25.82 | | | | | |
| | VP8 | Credit of the prior period | | | | | |
| | VP9 | Credit of the prior year | | | | | |
| | VP10 | EU auto payments | | | | | |
| | VP11 | Tax credits | | | | | |
| | VP12 | Interest due for quarterly settlements | | | | | |
| | VP13 | Deposit due | | | Method | 1 | 2 |
| | VP14 | VAT due | | | 1 | or to credit | 2 |

(*) ATTENTION: The taxpayers who have opted for quarterly settlement pursuant to art. 7 of the Decree of the President of the Republic n. 542/99 shall indicate "5" for the quarter.

PERIODIC VAT SETTLEMENTS COMMUNICATION

INSTRUCTIONS FOR COMPLETION

The articles of law referenced in the instructions to the communication model of data of the periodic VAT settlements (hereafter called “Communication”) refers to the Decree of the President of the Republic n. 633 of 26 October 1972, and successive amendments, if not otherwise specified.

INTRODUCTION

The obligation of presentation of the Communication was instituted for passive VAT subjects in application of the provisions contained in art. 21-bis of legislative decree n. 78 of 31 May 2010, converted, with amendments, by law n. 122 of 30 July 2010, introduced by art. 4, paragraph 2 of the Legislative Decree n. 193 of 22 October 2016, converted, with amendments, by Law n. 225 of 1 December 2016.

In the present model, the taxpayer must indicate the summary accounting data of the periodic tax settlements made pursuant to art. 1, paragraphs 1 and 1-bis, of the Decree of the President of the Republic n. 100 of 23 March 1998, as well as articles 73, first paragraph, letter e) and 74, fourth paragraph.

The Communication is also presented in the case of settlements with surplus to credit.

Passive subjects not obliged to present the annual VAT declaration or make periodic settlements are exempt from the presentation of the Communication, as long as, in the course of the year, the previously mentioned exemption conditions are not eliminated.

The obligation to send the Communication is not required in the absence of data to be indicated, for the quarter, in the VP framework (for example, taxpayers who during the reporting period have not carried out any transaction, neither active nor passive). The obligation, however, exists in the hypothesis in which it is necessary to give evidence of the carry over of a credit coming from the previous quarter. Therefore, if no receivables have to be reported from the previous quarter, in the absence of other data to be indicated in the VP framework, the taxpayer is exempt from the presentation of the Communication.

In case of separate tax determination in the case of multiple activities, the passive subjects present one single summary Communication for each period.

The missing, incomplete or untruthful communication of data of the periodic settlements is punishable by administrative sanctions from €500 to €2,000. The sanction is reduced by half if the transmission is made within 15 days of the established deadline, or if, in the same term, the correct transmission of data is made (art. 11, paragraph 1-ter, of Legislative Decree n. 471 of 18 December 1997).

MODEL STRUCTURE

The model is made up of:

- title page, composed of two façades;
- module, composed of the VP framework.

WHERE TO FIND THE MODEL

The Communication model and the relative instructions are available for free in electronic format, and may be downloaded from the Revenue Agency website, www.agenziaentrate.gov.it, or from the website of the Ministry of Economy and Finance, www.finanze.gov.it.

PRESENTATION METHOD AND TERMS

The Communication model must only be directly transmitted by the taxpayer, or an authorised intermediary, by telematic means, pursuant to art. 3, paragraphs 2-bis and 3 of the Decree of the President of the Republic n. 322 of 22 July 1998.

The model must be presented by the last day of the second month after each quarter.

The Communication relating to the second quarter is presented by September 16, and that relating to the last quarter is presented by the last day of the month of February.

When the terms of the presentation of the Communication expire on a Saturday or on a holiday, the deadline is extended to the next working day.

To correct any errors or omissions it is possible to present a new Communication, replacing the previous one, before the presentation of the annual VAT declaration. Subsequently, the correction must take place directly in the annual declaration (see Resolution No. 104 / E of 28 July 2017).

If numerous Communications referring to the same period have been submitted, the last one substitutes the preceding ones.

TELEMATIC PRESENTATION

With regard to authorisation method of direct telematic presentation and presentation through authorised intermediaries, see the related instructions provided in the appropriate section of the Revenue Agency website.

COMMUNICATION OF SUCCESS OF TELEMATIC PRESENTATION

The confirmation of success of the telematic transmission of the data of the Communication is made available in the appropriate section of the authentication area of the Revenue Agency website, as well as in the "Invoices and Payments" Consultation section of the authentication area of the web interface.

With relation to the verification of the timeliness of the Communications presented by telematic means, the timeliness of the Communications transmitted within the aforementioned deadlines are considered, but discarded by the telematic service, as long as they are retransmitted within 5 days from the date contained in the communication of the Revenue Agency that confirms the reason for the change (see circular of the Ministry of Finance - Revenue Department n. 195 of 24.09.1999).

SPECIAL CASES OF PRESENTATION

TAXPAYERS WITH QUARTERLY SETTLEMENTS

The taxpayers who perform quarterly settlements, pursuant to art. 7 of the Decree of the President of the Republic n. 542 of 14 October 1999 must present the Communication also for the fourth calendar quarter, without taking into account any rectifying operations or adjustments to make at the time of the annual declaration (for example, the definitive pro-rating calculation). However, the payment of the VAT due for that quarter must be made, including the interest of 1% at the time of the annual reconciliation, within the ordinary payment deadline provided for the annual declaration. Therefore, these taxpayers, in the Communication relating to the fourth quarter, shall not complete rows VP11, VP12 and VP14.

These rows, with the exception of VP12, must, however, be completed by the sub-suppliers that perform quarterly settlements pursuant to art. 7 of the Decree of the President of the Republic n. 542 of 14 October 1999, and that have implemented the facilitating provisions under art. 74, paragraph 5. Specifically, these latter subjects must indicate, in row VP11, any special tax credits used to reduce the amount to pay relative to the sub-contract operations. In that case, in row VP14, column 1, any amount to pay by the deadline of 16 February must be indicated. Finally, the taxpayers referred to in art. 74, paragraph 4, must pay the VAT due for the fourth quarter by the regular deadline (16 February).

Consequently, the taxpayers who make quarterly settlements pursuant both to art. 7 of the Decree of the President of the Republic n. 542 of 14 October 1999 and art. 74, paragraph 4, must complete two distinct modules of the VP framework relating to the fourth quarter.

TAXPAYERS WITH SEPARATE ACCOUNTING

Taxpayers who have performed multiple activities for which they have held, by obligation of law or option, separate accounting, pursuant to art 36, must complete a unique summary module of the VP framework of all of the activities managed with separate accounting for the reference month or quarter.

In the case in which among the said activities there is one for which exemption from the presentation of the annual VAT declaration is provided and, consequently, from the present Communication, the data of this latter activity shall not be included in the Communication to present relative to the other activities which are obliged to submit declarations.

A) Taxpayers with the same period (monthly or quarterly)

These taxpayers shall present the Communication summarising in the module relative to each period (month or quarter) all the activities for which the subject maintains separate accounting.

B) Taxpayers with different periods (both monthly and quarterly)

The taxpayer who makes, for the different activities performed, both monthly and quarterly periodic settlements, in a general way, presents the Communication with distinct modules (monthly and quarterly) with reference to the respective settlements.

In the particular case of prepayment, for tax compensation purposes, of the quarterly periodic settlement in coincidence with that relative to the third month of each calendar quarter (March, June, September and December for individual taxpayers under art. 74, paragraph 4), the Communication shall be presented, summarising in a single module, the periodic settlement relative to the third month and that relating to the quarter referring to all of the activities performed, indicating both the periods in the corresponding fields (example: joint settlement month of March-first quarter, indicate a value of "03" in the "Month" field, and "1" in the "Quarter" field of row VP1). The described completion method also regards the Communication presented by the corporation or parent company, containing the data of the periodic VAT settlement for the entire group of which it takes part, both corporations and companies following monthly settlements, as well as quarterly settlements.

CARRY OVER OF VAT CREDIT IN THE COURSE OF THE YEAR

Subjects who make both monthly and quarterly settlements, in case of VAT credit to carry over in deduction from one period to another, shall observe the sequence below (referring, for example, only to the first quarter of the year):

- 1) credit resulting from the module relating to the month of January (from row VP14, column 2): to carry over in deduction in the module of the month of February (to row VP8);
- 2) credit resulting from the module relating to the month of February: to carry over in deduction in the module of the month of March;
- 3) credit resulting from the module relating to the month of March: to carry over in deduction in the 1st quarter module;
- 4) credit resulting from the module relating to the first quarter: to carry over in deduction in the module of the month of April (to complete in the successive Communication).

The same sequence is also applied with reference to the successive months and quarters of the year.

In the previously illustrated case of prepayment of the quarterly periodic settlement in coincidence with that of the third month of each calendar quarter, for the purposes of the determination of the carry over of the VAT credit in the course of

the year is it necessary to refer to the credits indicated in points 3-4 of the sequence defined above.

In fact, for example, the resulting credit in row VP14 of the March/1st quarter module shall be carried over to row VP8 of the April module (to complete in the successive Communication).

TAXPAYERS WITH ACCOUNTING FROM THIRD PARTIES

The taxpayers who have entrusted their accounting to third parties may make monthly VAT settlements with reference to the operations performed in the second month prior.

Therefore, for example, in the case of settlement relating to the month of May (payment to be made by 16 June), these taxpayers shall indicate:

- for the period, the value “05” in the month field;
- for row VP2, the amount of the active operations performed in the month of April (registered or subject to registration);
- in row VP3, the amount of the acquisitions registered in the same month of April.

INSOLVENCY PRACTITIONERS AND LIQUIDATORS

The insolvency practitioner and the liquidator (in the case of receivership) shall present the Communication only if in the reference period (month or quarter) they have registered taxable operations for which periodic settlements are required under art. 74-bis, second paragraph. Therefore, the Communication is presented only for the periods in which the corresponding periodic settlements have been made.

COMMUNICATION OF THE BODIES OR COMPANIES ADHERING TO THE GROUP VAT SETTLEMENT PROCEDURE

The parent corporation or company and the controlled corporation or company that participate in the group VAT settlement procedure pursuant to the last paragraph of art. 73 for the period of the year referred to in the Communication, shall individually present their own Communications, indicating, in the “General data” section of the title page, in the “VAT number of the parent company (group VAT settlement)” field, the VAT number of the parent company and indicating the amounts to debt or credit transferred in the reference period respectively in column 1 or column 2 of row VP14. Rows VP7, VP8, VP9 and VP13 shall not be completed, however.

These completion methods remain valid for the period in which the declaring corporation or company participates in the group VAT settlement procedure; instead, for the successive periods after the aforementioned settlement procedure, the Communication is analogously completed by ordinary taxpayers. In addition, the “VAT number of the parent company (group VAT settlement)” field is not completed in the case in which the corporation or company has not participated in the group VAT settlement for the entire reference period of the Communication.

For example, in case of a company with quarterly settlements that leave the group VAT settlement in the month of May, the Communication of the second quarter shall show a value of “03” in the “Last month” field of the title page, and the “VAT number of the parent company (group VAT settlement)” field is not completed. In the following Communications, the “Last month” field should not be filled in.

PERIODIC GROUP COMMUNICATION

In addition to its own Communication, the parent corporation or company shall also present a periodic Communication barring the “Group settlement” field of the title page, without completing the “VAT number of the parent company (group VAT settlement)” field. In this Communication, which contains the data of the periodic VAT settlement for the entire group, the “Subcontract” and “Exceptional events” fields in row VP1 are not completed, as well as rows VP2, VP3, CP10, VP11 and VP12 of the VP framework.

In this case, the controlling corporation or company must indicate:

- in row VP4, the total amount of the VAT debt transferred for the period by all the subjects adhering to the group VAT settlement, including any interest transferred by subjects with quarterly settlements (row VP14, column 1);
- in row VP5, the total amount of the VAT credits transferred for the period by all the subjects adhering to the group VAT settlement (row VP14, column 2).

It is highlighted that, in the particular assumption of controlled corporations or companies exiting from the group after the date of 27 December (final date established for the payment of the VAT deposit), for example, following incorporation of a company controlled by art of a company external to the group, in the Communication relative to the last settlement of the year that the parent corporation or company must present for the group, row VP13 must be completed after the quota of the deposit by the same due for the controlled company having left the group, and the “Last month” field of the “General data” section of the title page must indicate code “99”.

With regard to the Communication relating to the 4th quarter, the parent company shall not include the data relating to sales (debt or credit) regarding the corporations or companies with quarterly settlements, pursuant to art. 7 of the Decree of the President of the Republic n. 542 of 14 October 1999, because these latter converge in the annual declaration.

TAXPAYERS WITH EXTRAORDINARY OPERATIONS OR OTHER SUBSTANTIAL SUBJECT TRANSFORMATIONS (MERGERS, DIVISIONS, COMPANY SALE, CONTRIBUTIONS, ETC.)

Extraordinary operation or transformation occurring during the subject quarter of the Communication

1) In the case in which the legal predecessor (incorporated or divided company, transferor, seller or donor) is cancelled by the effect of the extraordinary operation or the transformation, the legal successor (incorporating company or beneficiary, recipient, transferee, assignee or donee) shall present two distinct Communications:

- the first containing the data of the settlements made by the same subject in the quarter referred to by the Communi-

cation;

- the second containing the data of the settlements made by the legal predecessor in the fraction of the quarter referred to by the Communication and until the final settlement paid before the extraordinary operation or transformation; in this Communication, the data relative to incorporated, divided, transferring, etc. subjects shall be indicated in the taxpayer reserved area, while in the declarer reserved area is input data of the subject resulting from the transformation, showing a value of "9" in the Charge code field.

2) In the case, however, in which the predecessor is not cancelled by the effect of the extraordinary operation or transformation, the Communication shall be presented:

- by the successor, if the extraordinary operation or transformation has brought about the sale of the VAT debt or credit; this subject shall, therefore, present two distinct Communications according to the method indicated in point 1). Consequently, the predecessor shall not present the Communication relating to the activity that is the subject of the extraordinary operation;
- by each of the subjects involved in the operations, if the extraordinary operation or the transformation has not brought about the sale of the VAT debt or credit in relation to the operations that each make over the quarter referred to by the Communication.

In the event that the claimant has reported in the line VP8 of his or her own Notice the credit accrued by the claimant in the last periodic liquidation, the box "Extraordinary operations", in line VP1 of the VP framework, must be ticked. This box must also be ticked if the claimant has a share in the VP9 line or the entire amount of credit arising from the VAT annual declaration of the claimant, relative to the previous year that indicated on the title page, transferred, in whole or in part, following the extraordinary operation.

Extraordinary operation or transformation occurring in the period included between the 1st day of the month following the quarter and the date of presentation of the Communication

In this assumption, the Communication relating to the operations put in place by the predecessor in the course of the entire previous quarter, shall always be presented by the successor if the predecessor has been cancelled by the effect of the extraordinary operation, following the methods indicated in point 1) and provided that the payment has not been directly fulfilled by the latter subject before the extraordinary operation or transformation.

In the assumption, however, in which, following the extraordinary operation, the predecessor is not cancelled, each subject participating in the operation shall autonomously fulfil the payment relative to the settlements paid within the quarter referred to in the Communication, and the transfer or non-transfer of the VAT debt or credit, in consequence of the extraordinary operation will take on importance only for the purposes of the Communication to present in the following quarter, according to the methods indicated in point 2).

NON-RESIDENT SUBJECTS

Tax representative

The tax representatives of non-resident subjects, appointed pursuant to art. 17, third paragraph, are obliged to present the Communication with the indication of the data of the settlements paid in the quarter referred to in the same, and indicating Charge code "6" in the declarer field.

Directly identified non-resident subjects

Non-resident subjects directly identified in Italy pursuant to art. 35-ter, are obliged to present the Communication with reference to the operations they made in the quarter.

Subjects who operated through tax representatives, as well as directly identifying themselves in the quarter

In all the cases in which a non-resident subject has made, in the same quarter, but obviously in periods other than the same, operations relevant to the VAT effects in Italy, through a tax representative or direct self identification, a single Communication is presented on behalf of the subject (tax representative or directly identified non-resident) operating on the date of the presentation.

Stable organisation

In the presence of a stable organization in Italy of a non-resident subject, a Communication shall be presented, with reference to the data of the operations attributable to, it carried out in the quarter. In this assumption, Charge code "1" shall be indicated in the declarer field.

TITLE PAGE

GENERAL DATA

Tax Year

Indicate the reference calendar year the Communication refers to.

Vat number

Indicate the VAT number of the tax subject.

Parent company VAT (group VAT settlement)

If the Communication is presented on behalf of a corporation or company that has participated in the group VAT settlement procedure in the quarter under the last paragraph of art. 73, indicate the VAT number of the parent corporation or company (also in the Communication presented by the latter subject for their own individual position. The field is completed also in the case in which the corporation or company with monthly settlements has left the group VAT settlement in the second or

third month of the quarter.

Last month

In case of a lack of the requirements to participate in the group VAT settlement, indicate the last month of control (example: "02" for the month of February).

It should be noted that the lack of requirements for the use of the group settlement takes effect from the periodic settlement relative to the month or quarter in which it happens (for example, the company which lacks the requirements in the course of the month of May, if it makes monthly settlements, shall indicate number "04" in the Communication relative to the second quarter of the year because the control is considered to have been exercised until the month of April; if, however, it makes quarterly settlements, it must indicate number "03" in the Communication relative to the second quarter of the year because the control is considered to have ended with the first quarter).

In the particular case of merger, in the course of the year, of the parent corporation or company by a company outside of the VAT group, when the group VAT settlement is interrupted following the merger of the same, in the Communication of the merged parent corporation or company (presented by the merging company), as well as in that of the controlled corporation or company, the number corresponding to the month referring to the last monthly or quarterly group settlement shall be indicated (ex. parent company merger date 15 May - last month of control to indicate:

"04" if monthly, "03" if quarterly); instead, if the procedure continues for the entire tax year with separate accounting with respect to that of the merging company, indicate "13" in each Communication of the merged parent corporation or company, submitted by the merging company (see Ministerial Resolution 363998 of 26 December 1986).

In the case in which the controlled corporation or company has left the group after the deposit payment, indicate code "99" in the "Last month" field.

The quota of the payment that the parent company has re-credited to the controlled company shall be indicated in row VP13 of the Communication referring to this latter subject.

With reference to this case, for the completion of the Communication presented by the parent company for the group, see the instructions in the "Periodic group Communication" paragraph.

Group settlement

Tick the box in the case in which the Communication refers to the group VAT settlement.

Declarant

The present framework must be completed only in the case in which the declarer (which signs the Communication) is a different subject from the taxpayer referred to in the Communication.

Tax code

Indicate the tax code of the physical declaring person who signs the Communication.

Charge code

Indicate the charge code of the declarer, finding it in the table available in the instructions of the annual VAT model.

Declaring company tax code

In the assumption that the declarer is a company that presents the Communication on behalf of another taxpayer, also this field must be completed, indicating this case, in the appropriate space, the Charge code corresponding to the relationship between the declaring company and the taxpayer.

This assumption includes, for example, the company appointed tax representative from a non-resident subject pursuant to art. 17, third paragraph, the company that indicates the charge code 9, in the quality of the recipient company (of the divided company) or merging company (of the merged company), the company which presents the Communication as the negotiating representative of the taxpayer.

Signature

The signature is placed in the appropriate box, in legible form, by the taxpayer or by the legal or negotiating representation, or by one of the other declaring subjects indicated in the "Charge code" table.

Obligation to telematic presentation

Enter code "1" in the "Obligation to telematic presentation" field if the Communication has been provided by the taxpayer, or code "2" if the Communication has been provided by the sender.

The responsible party shall:

- report their own tax code;
- report the date (day, month and year) of assumption of the obligation to transmit the Communication;
- sign the document.

VP PART - PERIODIC VAT SETTLEMENTS

Module

A distinct module of the present Communication must be completed for each periodic settlement, filling in field "Mod. N." at the top right of the VP framework.

Therefore, the taxpayers who perform:

- exclusively monthly settlements shall complete a module for each month of the quarter;
- exclusively quarterly settlements shall complete a single module for each quarter;

- both monthly and quarterly settlements (in the case of separate accounting) shall complete a module for each month and a module for the quarter (in the particular case of advance payment of the quarterly settlement in coincidence with that relative to the third month of each calendar quarter, for the purposes of tax compensation, see the instructions under point B) of the "Taxpayers with separate accounting" paragraph).

Reference period

The taxpayer must indicate the month **columns 1 and 2 of row VP1** values from 1 to 12), or the quarter (values from 1 to 4) that each module of the Communication refers to.

The taxpayers who make quarterly settlements, pursuant to art. 7 of the Decree of the President of the Republic n. 542 of 14 October 1999, must indicate a value of "5" in column 2 with reference to the fourth calendar quarter.

In the particular case of advance payment, for the purposes of tax compensation, of the periodic quarterly settlement in coincidence with that of the third month of each calendar quarter, both of the aforementioned columns are completed according to the indications provided in point B) of the "Taxpayers with separate accounting" paragraph.

Subcontract

Tick the box only in the case in which the taxpayer has used the facilities provided in art. 74, paragraph 5 (subcontracting contracts).

Exceptional events

The box is reserved for subjects that, being legitimized, have used the tax facilities for the reference period, to the VAT effect, provided by particular regulatory provisions issued following natural disasters or other exceptional events.

In that case, indicate:

- code 1, by subjects that, practising an entrepreneurial, commercial, artisanal or otherwise economic activity, or a free art or profession, and having refused a request of an extortive nature or, in any case, not having complied, suffer damage to fixed or other assets in the territory of the State in consequence to crimes committed, even outside of an association, in the pursuit of illegal profit. For the victims of these so-called extortive requests, art. 20, paragraph 2 of Law n. 44 of 23 February 1999, has provided the extension of three years of the tax payment terms falling within one year from the date of the damaging event;
- code 9, for all other exceptional events.

Extraordinary operations

For the compilation of this box, reference should be made to the instructions contained in the paragraph "Taxpayers with extraordinary transactions or other substantial subjective transformations (mergers, demergers, sales of companies, contributions, etc.)".

This box must also be ticked in the hypothesis in which, following the interruption of the group VAT payment during the year, the controlling entity or company reports in the VP8 line any credit surplus transferred to the group and not compensated used in deduction in its subsequent periodic liquidations.

Tax settlement

The amounts, to report taking into account the variations made pursuant to art. 26, shall be indicated in Euro cents and rounded to the second decimal place, rounded up if the third decimal place is equal to or greater than 5, and rounded down if the decimal is lesser than 5.

Row VP2 - Total active operations

Indicate the total amount of the active operations (sales of assets and provision of services) after VAT, made in the reference period, including those to deferred liabilities, relevant to the VAT effects (taxable, not taxable, exempt, etc.) noted in the register of issued invoices, or in that of payments or, in any case, subject to registration, to the exclusion of those exempt made by the subjects who have taken advantage of the provision by payments under art. 36-bis (exempted operations are, however, indicated under numbers 11, 18 and 19 of art. 10, for which there remains an obligation of invoicing and registration).

In addition, it is highlighted that the present row must also include the operations not subject for lack of territorial requirement under articles from 7 to 7-septies for which the issuing of an invoice is obligatory based on the provisions contained in art. 21, paragraph 6-bis.

The row must also include the taxable amount relative to the active operations for which tax is due by the dealership, based on specific provisions.

Row VP3 - Total passive operations

Indicate the total amount of the internal, inter-communal and imported acquisitions relative to assets and services resulting from the invoices and customs importation bills, after the VAT, noted in the reference period in the acquisitions register under art. 25, or in other registers provided by the provisions regarding particular regimes.

In addition, other acquisitions of deferred liabilities are included in the row, as well as those with un-deductible VAT.

It is specified that the row also includes the non-taxable inter-communal acquisitions under art. 42, paragraph 1 of Legislative Decree, n. 331 of 1993 (including those made without payment of tax with the use of the reserve under art. 2, paragraph 2 of the Law n. 28 of 18 February, 1997), as well as those of under art. 40, paragraph 2 of the same Legislative Decree (triangular operation with the intervention of the national operator as the transferee-transferor).

ATTENTION *The tax relative to particular types of operations for which the same, based on specific provisions, is due by*

*the dealership (example, inter-communal acquisitions art. 17, paragraphs 2, 5, 6 and 7, and art. 17-ter if the related tax participated in the periodic liquidation), or by subjects operating in particular business sectors for the sales made by them (example, art. 74, first paragraph, letter e), art. 74-ter, paragraph 8), must be included, such as collectable VAT, in **row VP4** and, such as deducted VAT, in **row VP5**.*

This manner of completion is valid also with reference to the importation of gold materials, semi-processed products in gold and the importation of pure silver, for which the tax is not paid in customs, but absolved through contemporary notation on the customs bills in the registries under articles 23 (or 24) and art. 25.

Row VP4 - collectible VAT

Indicate the amount of VAT to debit, relative to the operations made in the reference period, for which VAT is collectable, or relative to previous operations for which the tax has become collectable in the same period, noted in the invoice or payments registers, or, in any case, subject to registration.

Row VP5 - deducted VAT

Indicate the amount of VAT relative to acquisitions registered for which the right of deduction from the reference period is exercised. In addition, the row indicates the tax relative to acquisitions made by subjects who have taken advantage of the VAT regime for cash under art. 32-bis of Law decree n. 83 of 2012, registered in prior periods, for which there is the right to deduction. The relative tax is not, however, reported in row VP3, since it is already indicated in the Communication of the period of registration of the acquisitions.

Taxpayers who adopt particular tax determination regimes

The taxpayers who adopt, by obligation of law or by option, special criteria for the determination of the tax due or deductible (for example, special agricultural regimes, agritourism, etc.) shall be indicated in row VP4 (collectible VAT) and in row VP5 (deducted VAT), the resulting tax from the application of the special regime they belong to. In the assumption in which the particular regime adopted does not provide the deduction of the tax (for example, used asset schemes), row VP5 is not completed in relation to the operations to which that regime applies.

The credit deriving from the adjustment of the deduction in favor of a change from the special agricultural regime referred to in art. 34 to an ordinary regime must be included in line VP5 (VAT deducted).

Row VP6 - VAT due or to credit

Indicate the amount of the difference between rows VP4 and VP5 in **column 1** in the case in which that difference is positive. In the opposite case, report the absolute value of the aforementioned difference in **column 2**.

Row VP7 - Debt of prior period not more than €25.82

Indicate any amount to debt not paid in the prior period as long as it is not more than €25.82.

Row VP8 - Credit prior period

Indicate the amount of VAT on credit calculated in deduction, resulting from previous liquidation of the same calendar year (without considering the credits requested for reimbursement or in compensation through presentation of the TR VAT Model). It is noted that the row may not be completed by subjects that have participated in group VAT settlement under art. 73 for the reference period (VP1).

Row VP9 - Credit prior year

Indicate the amount of VAT credit countervailable pursuant to Legislative Decree n. 241/1997, which is brought to the deduction in the settlement of the period, resulting from the declaration of the previous year, net of quota already brought in deduction in the settlements of previous periods of the same calendar year.

In the particular assumption in which the taxpayer intends to “exclude” a part or the entire amount of the VAT credit, countervailable from the previous year’s declaration, previously indicated in row VP9 and not yet used, from the VAT accounting (for compensation through model F24), the taxpayer must complete row VP9 of the present Communication, reporting the amount of the credit to exclude, preceded by the minus sign.

This row shall also indicate the credit requested as reimbursement in prior years for which the competent Office has formally denied the right to reimbursement for the share of the same used (following authorisation from the Office) at the time of the periodic settlement (see the Decree of the President of the Republic n. 443 of 10 November 1997, and circular n. 134/E of 28 May 1998).

It is noted that the row may not be completed by subjects that have participated in group VAT settlement under art. 73 for the reference period (VP1).

Row VP10 - EU auto payments

Indicate the total amount of the payments relating to the tax due for the first internal transfer of vehicles previously the subject of intra-community purchase made using the appropriate tax codes implemented with resolution n. 337 of 21 November 2007. In particular, payments relative to sales occurring in the reference period must be indicated (row VP1), even if made in prior periods.

Row VP11 - Tax credits

Indicate the amount of the particular tax credits used in the reference period deducted from the payment, excluding those whose compensation takes place directly in the F24 model.

Row VP12 - Interest due for quarterly settlement

Indicate the amount of interest due, equal to 1%, calculated on the taxes due under art. 7 of the Decree of the President of the Republic n. 542 of 14 October 1999, relative to the quarterly settlement.

This row shall not be completed by quarterly taxpayers under the cited art. 7, relative to the 4th quarter (see paragraph "Taxpayers with quarterly settlements").

Row VP13 - Deposit due

Indicate the amount of the deposit due, even if not actually paid.

The row must be completed by taxpayers obliged to make deposit payments pursuant to art. 6 of Law n. 405 of 29 December 1990, and successive amendments.

When the amount of the deposit is less than €103.29, the payment should not be made, and therefore no amount should be indicated in the row.

The **method box** must be filled in indicating the code relating to the method used to determine the down payment:

- "1" historical;
- "2" forecasts;
- "3" analytical - effective;
- "4" subjects operating in the telecommunications sectors, water supply, electricity, waste collection and disposal, etc.

It is noted that in the case of a controlled corporation or company participating in the group VAT settlement which has exited from the group after the date of 27 December (final term established for payment of the VAT deposit), following, for example, a merger with an external company, the credit arising from the amount of the payment due by the parent corporation or company for the controlled merged corporation or company shall be included in the present row of the Communication of the merging company relating to the month of December.

Row VP14 - VAT to pay or to credit

In **column 1**, indicate the amount of VAT to pay (even if the amount does not exceed 25.82 euros), or to transfer to the parent corporation or company that adheres to group VAT settlements, equal to the result of the following formula, if positive:

$$(VP6, \text{ col. 1} + VP7 + VP12) - (VP6, \text{ col. 2} + VP8 + VP9 + VP10 + VP11 + VP13 \text{ col.2})$$

In **column 2**, indicate the amount of VAT to credit, or to transfer to the parent company or corporation in the case of corporations or companies that adhere to group VAT settlements, equal to the result of the following formula, if positive:

$$(VP6, \text{ col. 2} + VP8 + VP9 + VP10 + VP11 + VP13 \text{ col.2}) - (VP6, \text{ col. 1} + VP7 + VP12)$$

It is advised that this row shall not be completed by quarterly taxpayers under art. 7 of the Decree of the President of the Republic n. 542 of 14 October 1999, relating to the 4th quarter, (see paragraph "Taxpayers with quarterly settlements").