



Product Datasheet. Comprehensive Tax Management



Comprehensive Tax Management

The **aim** is to obtain the maximum collection results and incorporate the best collection management procedures, at all times at the service of the Public Authority and taxpayers.

What do we provide?

- Extensive **experience** in the sector, with a track record of more than 45 years.
- Firm commitment to technology.
- Application of the **best processes and procedures**, as the guarantee behind our numerous success stories.
- Intense collaboration and client loyalty.

¿What services are provided in Comprehensive Tax Management?

- **Tax and census management.**

- **Management of annual municipal tax registers**, calculations, applications of rebates and exemptions, direct debits, etc.
- **Generation and collection** of self-assessed payment calculations and direct payment calculations.
- **Collaboration in the execution of Special Tax proceedings** (calculations of taxation, distribution and settlement).
- **Interoperability**, in established formats and models both with other Public Authorities and Professional Associations involved in the management process.

- **Collection management: early payment period.**

- **Computerized processing**: Receipt, loading of digital storage media and IT processing.
- **Control of different payment methods**: Control of payments, control of payment installments and deferrals; Management of C-19 direct debits and rejections; Management of C-60 bank collection format.
- **Information supplied online**: to both taxpayers and the Local Authority, etc.

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- **Collection management: late payment period.**

- Issuance, control and **notification of payment enforcement orders.**
- **Generation of enforcement proceedings;** involvement at every stage of the proceedings.
- Control of **installments and deferrals.**
- Management of C-60 bank collection format.
- **Application of all types of asset attachment:** Current Accounts, Tax Agency, Vehicles, Real Estate, Wages, Salaries and Pensions, other financial products, etc.
- Receipt, analysis and proposal of **resolution of appeals.**
- **Online information for both the Local Council and taxpayer.**
- Control of **collections and cancellations.**
- **Account reconciliation.**
- Comprehensive support in proceedings for the **sale of seized assets (auctions, competitive tenders, etc.)**

- **Inspection.**

- **Prior study** of the Local Authority's situation.
- Generation and modification of **Municipal Tax Ordinances.**
- **Generation of an inspection plan** to set out the objectives and needs.
- **Inspection of the forms** used in each of the proceedings, in order to update them.
- **Information for taxpayers** about their tax rights and obligations.
- **Investigation proceedings** into undeclared taxable events.
- **Fieldwork and crosschecking of all manner of data** to rectify omissions and/or incorrect declarations of taxable items in the different taxation databases.
- Material support in the generation, processing and implementation of **notification of penalty proceedings.**
- **Generation of legal reports** requested by the Local Authority for the issuance of opinions.
- **Rulings** resulting from the filing of claims and appeals by taxpayers through the official administrative channels.
- **Training of municipal personnel** who will be involved in the handling of proceedings.

