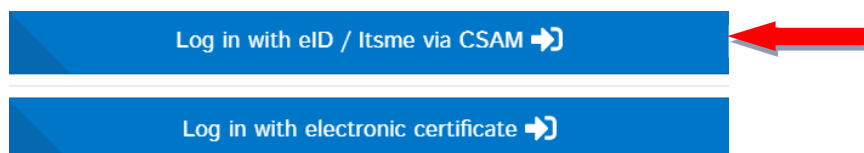


Yearly declaration VAT units via OneGate

1. Log in on OneGate

As a member or person in charge of a VAT unit, log on to the OneGate declaration application (<http://www.nbb.be/onegate>). You will first have to identify yourself on CSAM, the government's e-services access portal.



More information about access to OneGate can be found [here](#).


2. Create your profile and fill in the declarant's contact details

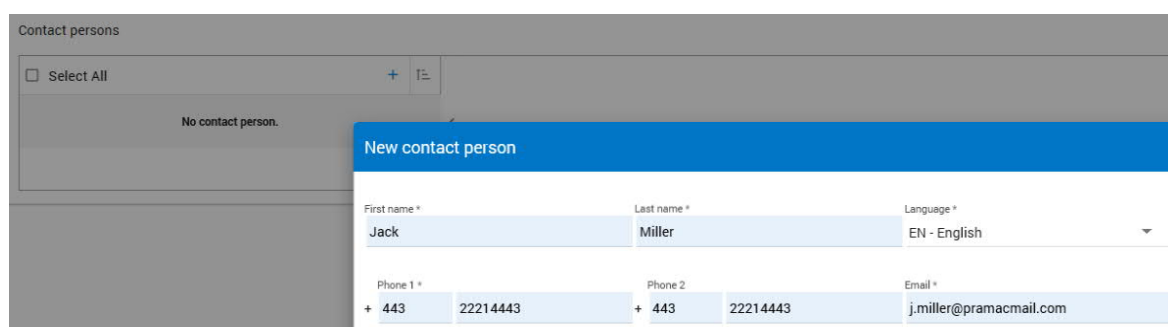
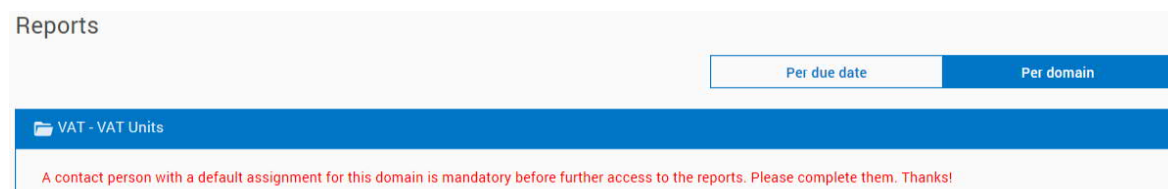
The first time you sign up, you must fill in both your profile details and the contact details of the declarant.

2.1 Profile details

The profile details **refer to the access** to the OneGate reporting application. You can change your **profile details** at any time by clicking "**NUIN**" (your username in OneGate) at the top right and then on "**Profile**".


2.1 Declarant contact details

The declarant's contact details **refer to the type of declaration(s)** for which the declarant has a reporting obligation. In order to access the declaration(s), you must add the **contact details of the declarant** (person responsible for the declaration). To do so, click the icon  at the top right of the screen.



After you have created the "**New contact person**", you must assign the domain "**VAT - VAT Units**" to it. NB. You can create multiple contacts and assign them the same declaration domain.

New assignment

Domain *
 VAT - VAT Units 

Report

Role

Make default

Save **Cancel**

3. Filing a declaration

Step 1: Navigate to the declaration

Go to the menu and click on **"Home"** or **"Reports"**. Choose the **"Reports by Domain"** view and then click on:


- "VAT - VAT Units",
- "Yearly declaration VAT-units" and
- the year to which the VAT data you are going to fill in relates.

You will then be taken to the overview below:

Home **Reports** Uploads Messages 24 Help

Reports > VAT - VAT Units > VAT -Yearly declaration VAT-units > 2019

Forms - 2019

Search 

Select at least one form to perform an action.

<input type="checkbox"/>	Name	Code	Due for	Last updated	Status
<input type="checkbox"/>	Yearly declaration VAT-units (to complete)	DISTRIBUTION		11 days ago 17.02.2020	Open - OK
<input type="checkbox"/>	Members of VAT Unit (for your information)	ENTITIES		18 days ago 10.02.2020	Closed - OK
<input type="checkbox"/>	Checktotals VAT declaration (for your information)	AGGREGATES		18 days ago 10.02.2020	Closed - OK

Here you see 3 forms:

1. Yearly declaration VAT-units (to complete)
2. Members of VAT Unit (for your information)
3. Checktotals VAT declaration (for your information)

Only the first form has to be filled in by you. The other two forms have been filled in by us beforehand for verification.

Step 2: Complete the declaration

You can fill in the declaration in 2 ways: manually or via a CSV file.

1st way: Enter the data manually

Click on **"Yearly declaration VAT-units (to complete)"**. You will then be taken to the **"Record form for members of VAT Unit"** where you manually enter the data per VAT unit member.

Record form for members of VAT Unit ▾

Save Quit

member of VAT Unit	box 44	box 47	box 87	box 88	box 56	box 46	box 48	box 84	box 85	box 86
0123456781	7 500	0	0	0	0	0	0	0	41 185	0
0123456782	0	3 500	0	17 450	0	4 500	0	0	0	225 365
0123456783	0	0	0	0	0	0	7 200	0	4 500	0
0123456784	0	33	0	0	0	0	0	0	30 000	0
Total	7 500	3 533	0	17 450	0	4 500	7 200	0	75 685	225 365

5 of 5 rows. |< < > >| 1 / 1

2nd way: Import the data via a CSV file

Tick the form "Yearly declaration VAT-units (to complete)" and click on [Import CSV](#).

The **correct layout** of your CSV file is: **[KBO-nr member];[grid 44];[grid 47];[grid 87];[grid 88];[grid 56];[grid 46];[grid 48];[grid 84];[grid 85];[grid 86]**


⚠ Do not use spaces or dots between the semicolons.

Example of a record: 0123456782;0;3500;0;17450;0;4500;0;0;0;225365


Step 3: Verify the entered data

The totals will only be calculated after you have saved the entered data.

Now you can go to the "**Verification form of year totals of VAT Unit**" via the navigation on the left.

Verification form of year totals of VAT Unit 

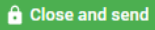

 

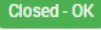
VAT BOX	TOTALS FROM VAT DECLARATION	TOTALS OF DATA INTRODUCED	JUSTIFICATION OF DIFFERENCES
box 44	7 500	7 500	
box 47	3 533	3 533	
box 87	0	0	
box 88	17 450	17 450	
box 56	0	0	
box 46	4 500	4 500	
box 48	8 320	7 200	error VAT
box 84	0	0	 Introduced data total deviates from VAT declaration. Please declare or rectify.
box 85	75 685	75 685	
box 86	225 365	225 365	

In this control form you can see if all entered amounts are accepted. If there is too much deviation from the VAT declaration, you will receive an error message for that grid in the column "**JUSTIFICATION OF DIFFERENCES**". In that case, you must enter a justification and save or return to the "**Record form for members of VAT Unit**" in order to adjust the amounts.

Step 4: close and send the declaration

When the differences have been corrected or justified (no more errors):

- Send the declaration via the button  at the top right of the control form or
- return to the overview screen via the button .

Your declaration has been submitted correctly if the status of the form "**Yearly declaration VAT-units (to complete)**" in the overview screen is .