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) with the username and password that were provided to you by letter or e-mail.

Submit your declarations:
- with electronic certificate
- with username and password ←

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.

Reports

	Per due date	Per domain

📁 VAT - VAT Units

A contact person with a default assignment for this domain is mandatory before further access to the reports. Please complete them. Thanks!

Contact persons

☐ Select All   + ↕

No contact person.

New contact person

First name *	Last name *	Language *
Jack	Miller	EN - English ▾

Phone 1 *	Phone 2	Email *
+ 443 22214443	+ 443 22214443	j.miller@pramacmail.com

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:

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.

<u>1st way: Enter the data manually</u>

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.

<u>2nd way: Import the data via a CSV file</u>

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 86]***

⚠ Do **not use spaces or dots** between the semicolons.

Example of a record: *0123456789;1532;5245;6588;0;425;4588;9569;4500;6530*

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 ⊙   [Save] [Quit] [Close and send]

VAT BOX	TOTALS FROM VAT DECLARATION	TOTALS OF DATA INTRODUCED	JUSTIFICATION OF DIFFERENCES
box 44	23 500	23 500	
box 47	0	0	
box 87	86 500	86 450	
box 88	0	0	
box 56	99 999	100 750	
box 46	0	0	
box 48	120 000	108 000	error VAT
box 84	0	0	⚠ Introduced data total deviates from VAT declaration. Please declare or rectify.
box 86	0	0	

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 🔒 **Close and send** at the top right of the control form or
- return to the overview screen via the button Quit .

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