

# How to Authorize TaxApp.cy as your representatives

## Step 1

← → ↻ [taxisnet.mof.gov.cy/login.jsp](https://taxisnet.mof.gov.cy/login.jsp)

REPUBLIC OF CYPRUS **TAXISNET SERVICE** ΤΜΗΜΑ ΦΟΡΟΛΟΓΙΑΣ TAX DEPARTMENT

A+ A- ☀

Home page | Announcements | Informative Material | Contact us

07/10/2020

**Access to System**

Username:

Password (PIN):

[I forgot my credentials](#)

**Registration**  
TAXISnet Service consists of two separate systems and different registration is required for each system.

[TAXISnet Registration for Income Tax/Defence](#)

[TAXISnet Registration for VAT/VIES](#)

Open your internet browser and go to Taxinet's login page

<https://taxisnet.mof.gov.cy/login.jsp>

# How to Authorize TaxApp.cy as your representatives

## Step 2

REPUBLIC OF CYPRUS

**TAXISNET SERVICE**

ΤΜΗΜΑ ΦΟΡΟΛΟΓΙΑΣ  
TAX DEPARTMENT

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Home page | Announcements | Informative Material | Contact us

07/10/2020

**Access to System**

1 Username: 00973306U

2 Password (PIN): [masked]

Continue Clear

[I forgot my credentials](#)

**Registration**  
TAXISnet Service consists of two separate systems and different registration is required for each system.  
[TAXISnet Registration for Income Tax/Defence](#)  
[TAXISnet Registration for VAT/VIES](#)

- 1 Enter your personal Username and Password (PIN)
- 2 Press Continue

# How to Authorize TaxApp.cy as your representatives

## Step 3

The screenshot shows the TAXISNET SERVICE website interface. At the top, there is a header with the logo of the Republic of Cyprus, the text 'TAXISNET SERVICE', and the logo of the Tax Department (ΤΜΗΜΑ ΦΟΡΟΛΟΓΙΑΣ). Below the header, there is a navigation bar with links for 'Initial User page', 'Returns', 'Returns as Agent', 'Announcements', 'Informative Material', and 'Contact us'. There are also links for 'Logout' and 'My account' with flags for Greece and the UK. The date '07/10/2020' is displayed in the top right corner. The main content area is titled 'INITIAL USER PAGE' and contains several sections: 'Website contrast options' (Bright | Default), 'RETURN MANAGEMENT' (SUBMIT / VIEW RETURNS, SUBMIT / VIEW RETURNS as Agent, NEW AUTHORISATIONS, XML File), 'USER PROFILE' (CONTACT INFO/ CHANGE PROFILE, USER ACCESS CODES, AUTHORIZATIONS), and 'OTHERS' (ANNOUNCEMENTS, INFORMATIVE MATERIAL, CONTACT, EXIT). A red arrow points to the 'AUTHORIZATIONS' link in the 'USER PROFILE' section.

From Taxisnet's home page:  
Click "AUTHORIZATIONS"

# How to Authorize TaxApp.cy as your representatives

## Step 4

REPUBLIC OF CYPRUS

**TAXISNET SERVICE**

ΤΜΗΜΑ ΦΟΡΟΛΟΓΙΑΣ  
TAX DEPARTMENT

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Logout My account

Initial User page Returns Returns as Agent Announcements Informative Material Contact us

User: 07/10/2020

Document Type	Authorized TIC	action
▶▶ (Employer's) Return For Withheld Taxes & Contributions (T.D./I.R.7A)	<input type="text"/>	Create Authorization
▶▶ Tax return for individuals	<input type="text" value="10407878H"/>	Create Authorization
▶▶ Return for SDC Withheld from interest (T.D.602)	<input type="text"/>	Create Authorization

Choose **Create Authorization** to create an authorization request for the specified authorized TIC.

Enter TaxApp.cy's TIC:  
**10407878H**

# How to Authorize TaxApp.cy as your representatives

## Step 5

The screenshot shows the TAXISNET SERVICE interface. At the top, there is a header with the Republic of Cyprus logo, the text 'TAXISNET SERVICE', and the Tax Department logo. Below the header is a navigation bar with links: 'Initial User page', 'Returns', 'Returns as Agent', 'Announcements', 'Informative Material', and 'Contact us'. There are also 'Logout' and 'My account' links, and flags for Greece and the UK. The date '07/10/2020' is displayed in the top right corner.

The main content area is titled 'AUTHORIZATIONS' and contains a table with the following data:

Document Type	Authorized TIC	action
▶▶ (Employer's) Return For Withheld Taxes & Contributions (T.D./I.R.7A)	<input type="text"/>	Create Authorization
▶▶ Tax return for individuals	10407878H	Create Authorization
▶▶ Return for SDC Withheld from interest (T.D.602)	<input type="text"/>	Create Authorization

Below the table is a 'Back' button. At the bottom of the section, there is a note: 'Choose Create Authorization to create an authorization request for the specified authorized TIC.'

Click on:  
"Create Authorization"

# How to Authorize TaxApp.cy as your representatives

## Step 6

The screenshot shows the 'AUTHORIZATIONS' section of the tax authority website. A confirmation dialog box is overlaid on the page, asking 'taxisnet.mof.gov.cy says Are you sure for this choice?' with 'OK' and 'Cancel' buttons. A red arrow points to the 'OK' button. The table below lists document types and their corresponding authorized TICs and actions.

Document Type	Authorized TIC	action
▶▶ (Employer's) Return For Withheld Taxes & Contributions (T.D./I.R.7A)	<input type="text"/>	Create Authorization
▶▶ Tax return for individuals	10407878H	Create Authorization
▶▶ Return for SDC Withheld from interest (T.D.602)	<input type="text"/>	Create Authorization

Back

Choose **Create Authorization** to create an authorization request for the specified authorized TIC.

Click "OK"

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# That's it!

( no need to ever use TAXISnet again )

For instructions on how to recall our access – see next slides

# How to Recall our Authorization

## Step 1

REPUBLIC OF CYPRUS

**TAXISNET SERVICE**

ΤΜΗΜΑ ΦΟΡΟΛΟΓΙΑΣ  
TAX DEPARTMENT

A+ A- [Sun icon]

Logout My account [Greece flag] [UK flag]

Initial User page Returns Returns as Agent Announcements Informative Material Contact us

User: 07/10/2020

### INITIAL USER PAGE

Website contrast options  
Bright | Default

#### RETURN MANAGEMENT

- ▶▶ SUBMIT / VIEW RETURNS
- ▶▶ SUBMIT / VIEW RETURNS as Agent
- ▶▶ NEW AUTHORISATIONS : Accept / Reject authorisation applications by agents
- ▶▶ XML File : Submit XML File, View process results of XML File

#### USER PROFILE

- ▶▶ CONTACT INFO/ CHANGE PROFILE : E-mail address, telephone number, preferred language
- ▶▶ USER ACCESS CODES : Change username, password (PIN)
- ▶▶ **AUTHORIZATIONS** : Authorizing other persons to submit your declarations

#### OTHERS

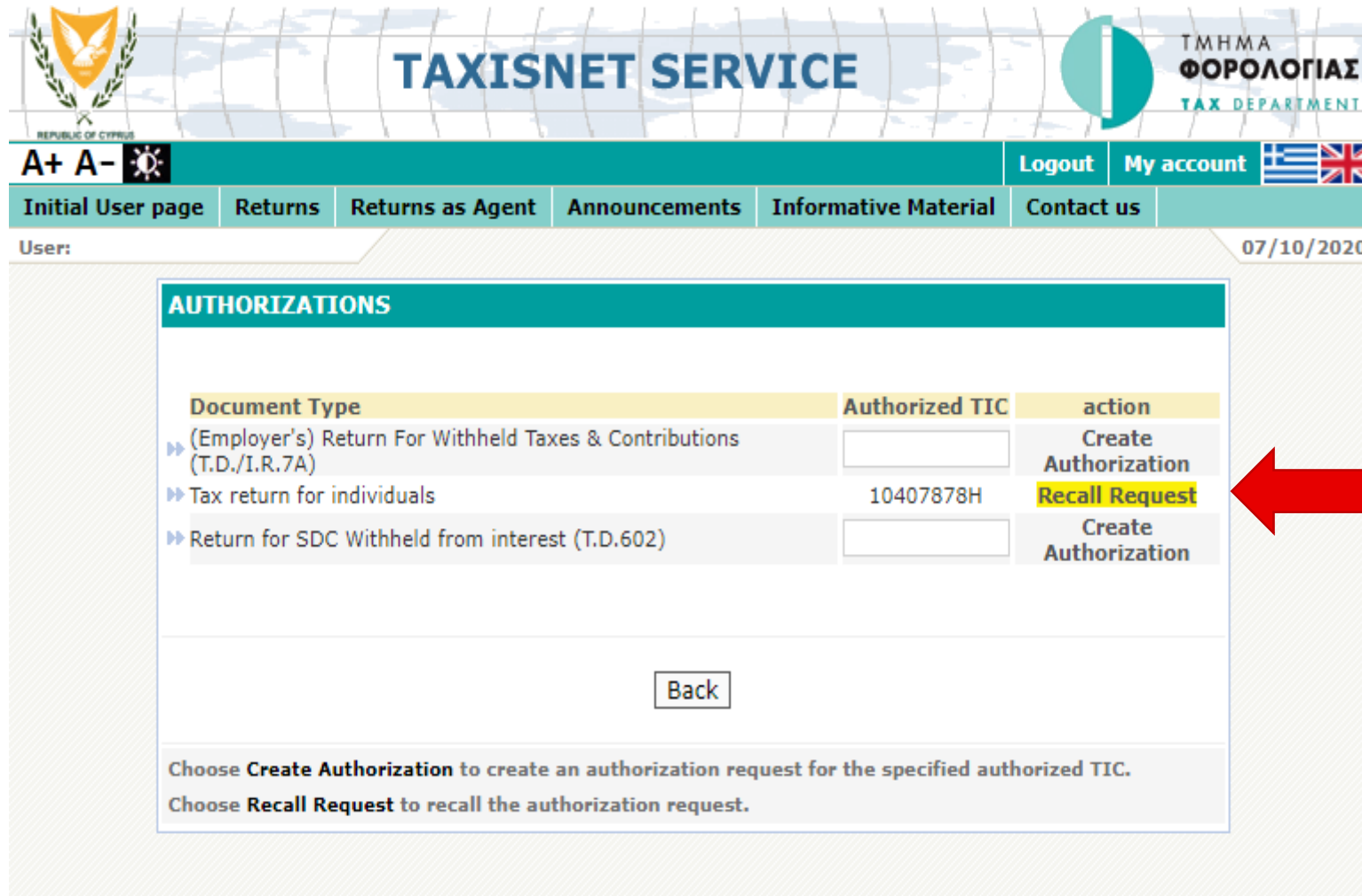
- ▶▶ ANNOUNCEMENTS : News/Announcements
- ▶▶ INFORMATIVE MATERIAL : Instructions/Forms/FAQ
- ▶▶ CONTACT : Email address, Contact phone numbers of Tax Department
- ▶▶ EXIT : Logout

From Taxisnet's home page:  
Click "AUTHORIZATIONS"



# How to Recall our Authorization

## Step 2



The screenshot shows the TAXISNET SERVICE interface. At the top, there is a header with the Republic of Cyprus logo, the text "TAXISNET SERVICE", and the Tax Department logo. Below the header, there is a navigation bar with links for "Initial User page", "Returns", "Returns as Agent", "Announcements", "Informative Material", and "Contact us". There are also links for "Logout" and "My account" with flags for Greece and the UK. The date "07/10/2020" is displayed in the top right corner.

The main content area is titled "AUTHORIZATIONS" and contains a table with the following data:

Document Type	Authorized TIC	action
▶▶ (Employer's) Return For Withheld Taxes & Contributions (T.D./I.R.7A)	<input type="text"/>	Create Authorization
▶▶ Tax return for individuals	10407878H	<b>Recall Request</b>
▶▶ Return for SDC Withheld from interest (T.D.602)	<input type="text"/>	Create Authorization

Below the table, there is a "Back" button. At the bottom of the section, there is a note: "Choose **Create Authorization** to create an authorization request for the specified authorized TIC. Choose **Recall Request** to recall the authorization request."

Click on:

"Recall Request"

# How to Recall our Authorization

## Step 3

The screenshot shows a web application interface for the Republic of Cyprus Tax Department. A confirmation dialog box is displayed over the main content, asking "taxinet.mof.gov.cy says Are you sure for this choice?". The dialog has "OK" and "Cancel" buttons. A red arrow points to the "OK" button. Below the dialog, the main page shows a navigation menu with "Initial User page", "Returns", "Returns as Agent", "Announcements", "Informative Material", and "Contact us". The date "07/10/2020" is visible in the top right. The main content area is titled "AUTHORIZATIONS" and contains a table with three columns: "Document Type", "Authorized TIC", and "action".

Document Type	Authorized TIC	action
▶▶ (Employer's) Return For Withheld Taxes & Contributions (T.D./I.R.7A)	<input type="text"/>	Create Authorization
▶▶ Tax return for individuals	10407878H	<b>Recall Request</b>
▶▶ Return for SDC Withheld from interest (T.D.602)	<input type="text"/>	Create Authorization

Back

Choose **Create Authorization** to create an authorization request for the specified authorized TIC.  
Choose **Recall Request** to recall the authorization request.

Click "OK"