

**TAXISNET REGISTRATION
AND MODIFICATION OF ACCESS CODES
MANUAL
FOR INDIVIDUALS
(INCOME TAX / DEFENCE)**

Taxpayer Service and Education Unit 05/2018

TAXISNET REGISTRATION AND MODIFICATION OF ACCESS CODES MANUAL FOR INDIVIDUALS (INCOME TAX / DEFENCE)

Step 1. **Visit** the TAXISnet website <https://taxisnet.mof.gov.cy>.

Step 2. **Click** on the link «TAXISnet Registration for Income Tax / Defence».

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](#)

Step 3. **Fill in** the compulsory fields (as indicated by the asterisk *):

APPLICATION FOR REGISTRATION TO THE TAXISnet ELECTRONIC SUBMISSION OF INCOME TAX RETURNS SYSTEM

I hereby apply for registration to the TAXISnet system of the Tax Department - Income Tax, for the purpose of submitting Tax Returns electronically

with the data below:

Taxpayer's Identification Code (T.I.C.) *

Telephone Numbers (enter at least one telephone number) *

Home Telephone Number

Business Telephone Number

Mobile Telephone Number

Electronic Mail Address *

Fill in the unique registration number you have received

Unique registration number *

* Compulsory fields

I hereby declare that I have full knowledge and I accept all the terms and conditions concerning the operation of the TAXISnet system

- Tax Identification Code (TIC)
(It consists of 8 Numerical Characters and 1 Latin Letter i.e. 99999999X. Please refer to the Registration Notification Letter **)
- Telephone Numbers (at least one)
- E-mail address
- Unique Registration Number
(It consists of 17 Numerical Characters. Please refer to the Registration Notification Letter**)

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** Sample of Registration Notification Letter



ΤΜΗΜΑ ΦΟΡΟΛΟΓΙΑΣ
ΕΙΔΟΠΟΙΗΣΗ ΕΓΓΡΑΦΗΣ ΣΤΟ ΣΥΣΤΗΜΑ TAXISnet άμεσης φορολογίας
(Περί Βεβαιώσεως και Εισπράξεως Φόρων Νόμος 4 του 1978, όπως αυτός τροποποιήθηκε)



TAXPAYER'S NAME SURNAME

ADDRESS

COUNTRY - POSTCODE - TOWN



Επαρχιακό Γραφείο (District Office): ΕΠΑΡΧΙΑΚΟ ΓΡΑΦΕΙΟ
Α.Φ.Μ. /Α.Φ.Τ.(ΤΙC): 99999999X
Μοναδικός Αριθμός εγγραφής (Unique Registration Number): 9999999919940101
Ημερομηνία (Date): XX/04/2018

Step 4. Accept the Terms and Conditions and Click «Submit».

Home page | Announcements | Informative Material | Contact us | 30/03/2018

APPLICATION FOR REGISTRATION TO THE TAXISnet
ELECTRONIC SUBMISSION OF INCOME TAX RETURNS SYSTEM

I hereby apply for registration to the TAXISnet system of the Tax Department - Income Tax, for the purpose of submitting Tax Returns electronically

with the data below:

Taxpayer's Identification Code (T.I.C.) * 99999999X

Telephone Numbers (enter at least one telephone number) *

Home Telephone Number

Business Telephone Number

Mobile Telephone Number 92123456

Electronic Mail Address * testing@taxisnet.com

Fill in the unique registration number you have received

Unique registration number * 99999999199409112

* Compulsory fields

I hereby declare that I have full knowledge and I accept all the terms and conditions concerning the operation of the TAXISnet system

Submit

Step 5. Click «OK» to verify the procedure.

From taxisnet.mof.gov.cy

Are you sure for this choice?

OK Cancel

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Step 6. The latest contact details available to the Cyprus Tax Department are presented here. The registration procedure can only be finalised if you proceed to the confirmation of the specific details.

[Contact via telephone](#) the Cyprus Tax Department **ONLY** if you disagree with the Tax Identification Code and/or your Name, otherwise:

Click «Confirmation»¹ (even if you disagree with the presented Correspondence Address)

TAXISNET SERVICE ΤΜΗΜΑ ΦΟΡΟΛΟΓΙΑΣ TAX DEPARTMENT

30/03/2018

**APPLICATION FOR REGISTRATION TO THE TAXISnet
ELECTRONIC SUBMISSION OF INCOME TAX RETURNS SYSTEM**

For Identification purposes please confirm that the details below belong or belonged in the past to you.
If your Correspondence Address differs it can be changed either during the submission of your electronic declaration, or by submitting form T.D.2003 to the nearest Tax Department District Office.

Taxpayer's Identification Code (T.I.C.)	99999999X
Name	XXXXX XXXXX
Correspondence Address:	XXXXX XXXXX 38, 4625 EM BERGEN OP ZOOM NETHERLANDS

Note: You have the option to amend your contact details when completing and submitting your Income Tax Return for the tax year 2017.

Step 7. **Check** for a confirmation email sent from taxisnet@mof.gov.cy to your declared email address.

TAXISNET SERVICE ΤΜΗΜΑ ΦΟΡΟΛΟΓΙΑΣ TAX DEPARTMENT

30/03/2018

**APPLICATION FOR REGISTRATION TO THE TAXISnet
ELECTRONIC SUBMISSION OF INCOME TAX RETURNS SYSTEM**

The first step of your request for registration to the TAXISnet system - Direct Taxation, was processed successfully.

In order to confirm your email address, a message has been sent to the address testing@taxisnet.com with instructions for the completion of your registration to the TAXISnet System.

[Home page](#)

¹ In case you choose **NOT** to confirm the procedure (Step 6), your application for TAXISnet registration **IS NOT** submitted. You can repeat the previous Steps.

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Open the e-mail sent and **click** on the appeared link.

TAXISNET-Income TAX/ Defence Contribution: Registration request Inbox x

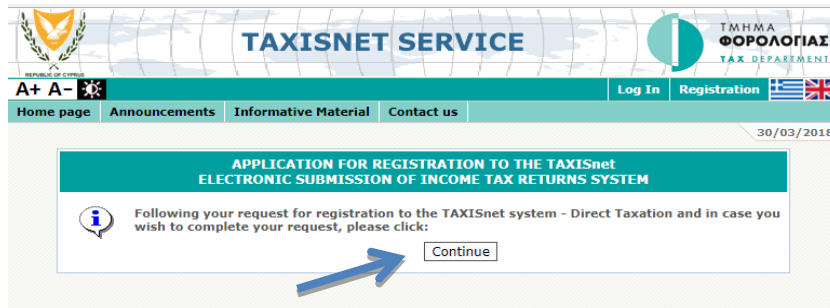
taxisnet@mof.gov.cy
to me

Following your request for registration to the TAXISnet system of the Tax Department - Income Tax for the taxpayer with T.I.C. , and in case you wish to complete your request, please type the following address to your web browser:

<https://taxisnet.mof.gov.cy/enableRegistrationRequest.do?trc=00424091R4J73EPR4XF0>

By calling of this address you will be asked to confirm your request.

Step 8. **Click «Continue».**



Step 9. The registration procedure is now finalised.

Your TAXISnet access codes are now sent to the declared email address.

TAXISNET-Income TAX/ Defence Contribution: New user Registration Inbox x

taxisnet@mof.gov.cy
to me

You are informed that the User Access Codes for using the TAXISNet web page (<http://taxisnet.mof.gov.cy>), for the taxpayer (T.I.C.), are:

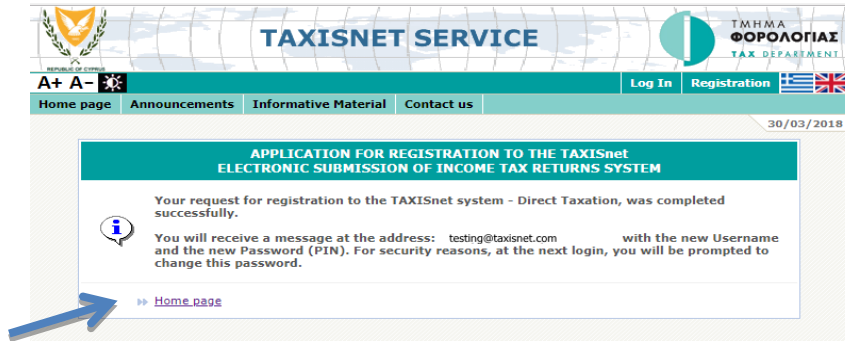
Username : qctd1525350180938 (all characters are English)
Password (PIN) : jsu52 (all characters are English)

Please note that the first time you will use the User Access Codes, you are required to change your Password (PIN) for security reasons. Optionally you can also change your Username.

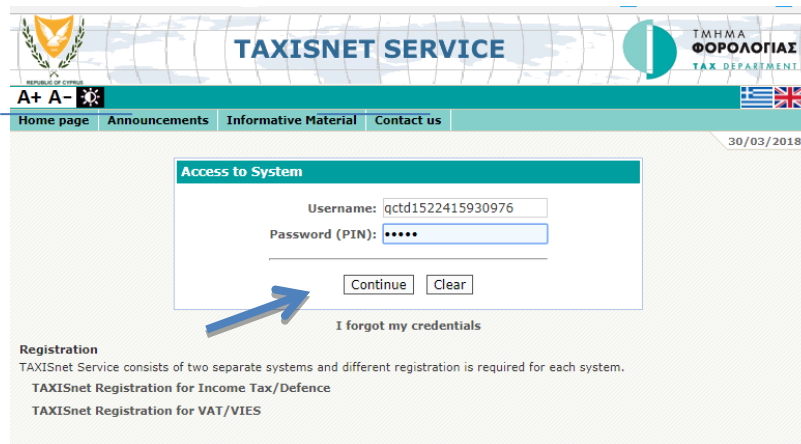
Also note that the e-mail address for contact with the TAXISnet-Income TAX / Defence Contribution is taxisnet@mof.gov.cy

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Step 10. Click «Home Page» to move to the TAXISnet sign in page <https://taxisnet.mof.gov.cy>

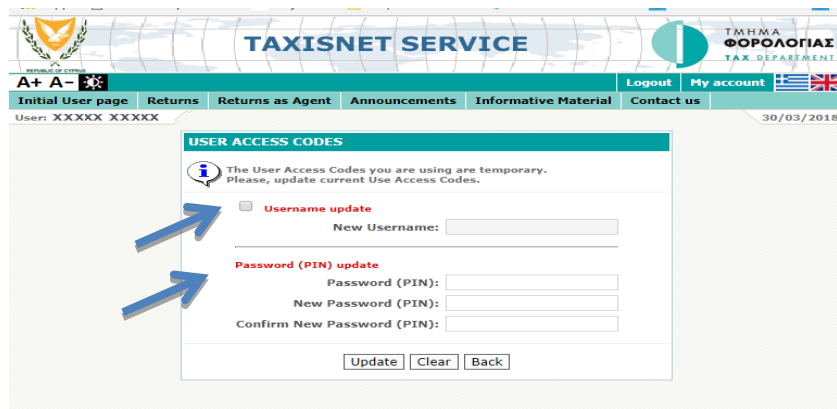


Step 11. Copy² and Paste the Username and Password (PIN) from the e-mail sent.



Click «Continue».

Step 12. Change your TAXISnet Access Codes for security and easy recall purposes.



- The change of the Username is **optional**
- The change of the Password (PIN) is **mandatory**

² Be aware to copy and paste without spaces.

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Step 13. Click «Update».

The screenshot shows the 'USER ACCESS CODES' update page. At the top, there is a header with the TAXISNET SERVICE logo and the Hellenic Tax Department logo. Below the header is a navigation menu with links like 'Initial User page', 'Returns', 'Returns as Agent', 'Announcements', 'Informative Material', and 'Contact us'. The main content area has a title 'USER ACCESS CODES' and a message: 'The User Access Codes you are using are temporary. Please, update current Use Access Codes.' There are three sections: 'Username update' with a checked checkbox and a text input field containing '99999999X'; 'Password (PIN) update' with three text input fields for 'Password (PIN)', 'New Password (PIN)', and 'Confirm New Password (PIN)'. At the bottom of the form are three buttons: 'Update', 'Clear', and 'Back'. A blue arrow points to the 'Update' button.

Step 14. The change of your Username and Password (PIN) is now finalised.
Keep your TAXISnet Access Codes safe and use them anytime you need to login to the TAXISnet system.

The screenshot shows the 'Action's results' page. It features a green header with the TAXISNET SERVICE logo and the Hellenic Tax Department logo. Below the header is a navigation menu with links like 'Initial User page', 'Returns', 'Returns as Agent', 'Announcements', 'Informative Material', and 'Contact us'. The main content area has a title 'Action's results' and a message: 'User Access Codes are updated.' Below the message is a blue link labeled 'Continue'.

You have successfully completed the TAXISnet registration process and the change of your TAXISnet access codes!

**TAXISNET REGISTRATION AND MODIFICATION OF ACCESS CODES MANUAL FOR INDIVIDUALS
(INCOME TAX / DEFENCE)**

CONTACT TELEPHONE NUMBERS

Nicosia	22 446215
Limassol	25 803717
Larnaca	24 803590
Paphos	26 804398
Ammochostos	23 811856

USEFUL LINKS:

- TAXISnet : <https://taxisnet.mof.gov.cy>
- E-mail Address : taxisnet@mof.gov.cy
- Cyprus Tax Department : www.mof.gov.cy/tax
- You Tube channel : [Tax Department Cyprus](#)