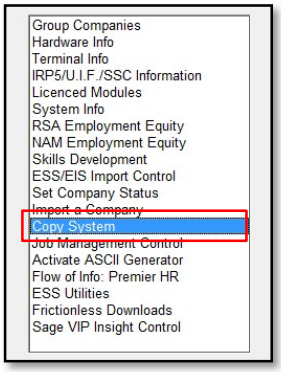
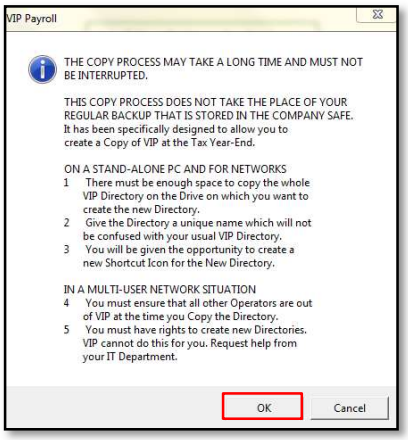
Tax Year-End Checklist 2021
Angola

GENERAL INFORMATION	
Tax-year:	1 January to 31 December
What must be submitted:	• PAYE Annual Declaration • Tax Certificates - There are no tax certificates reports for Angola
Who must submit the documentation:	Employers must withhold PAYE on the monthly salaries and wages of their employees on a monthly basis. The amounts withheld must be paid to the local tax office using a Tax collection slip, accompanied by a tax withholding return form within a calendar month following the one in which the payment was made.
Submission date:	28 February Angola Ministry of Finance www.minfin.gv.ao

STEP	ACTION	DONE
PREPARATION		
1.	**Copy System** If a separate Tax directory has not been created yet, you need to make a copy of the system. Always check that the icon opens VIP and that the companies can be accessed.	
2.	**How to Create a VIP Copy System:** **STEP 1** • Open VIP System (do not open any of the companies) • Click on Options • Click on Copy System • Click on Continue 	

STEP 2

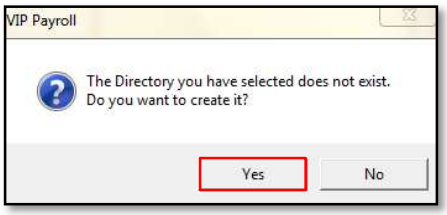
- The following screen will be displayed.
- Please read through it carefully.
- Click on OK to continue.



STEP 3

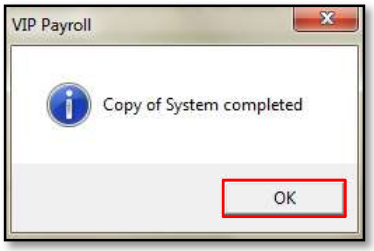
Enter the Drive letter together with the Directory name and click on continue.
For example: **C:\TAX2021**

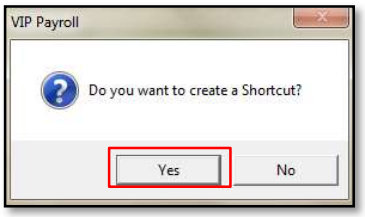
The system will indicate that the directory does not exist and will ask to create the directory for you. Click on Yes.



STEP 4

When the copy process is completed the below message will be displayed.
Click on OK to continue.



	STEP 5 The system will ask whether you want to create a Shortcut. Click on Yes.  Enter a name for the Shortcut. **Example:** TAX2021 *The System will automatically create a shortcut for you on your Desktop.*	
3.	**Latest Release** Ensure VIP is on the latest release.	
4.	**Tax Module Version** Ensure that you are using the correct Tax Module Version. **Steps:** From the VIP Main Menu → Payroll → Definitions → Africa Rule Linking	
5.	**Basic Company Information Screen** Verify the information on the Basic Company Information Screen: • Registered/trading name of the company (company name that must print on the tax certificates) • The physical address of the company • Tax registration number (PAYE reference number) • On the Additional Information Tab Company info 1: Company INSS number **Steps:** From the VIP Main Menu → Company → Basic Company Information	
6.	**Company Reconciliation Report: Before Changes** Print the Company Reconciliation Report Use this to determine what items the client got on the payroll and verify the 12 Month Totals.	
7.	**Employee Information** Verify the following on the Employee Information Screens (IS): *7.1. Personal Details* • Surname (no punctuation allowed) • First Two Names (no punctuation allowed) • Initials (no punctuation/spaces allowed) • Identity Number/Passport number and Passport Country • Date of Birth • Job Title • Marital Status *7.2. Address Details* • Residential Address • Postal Address and Work Address (remove all punctuation marks and correct all fictitious information)	
	7.3. Statutory Details	

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- Confirm the correctness of the Tax Status:
  - Statutory Tables
  - Non-Citizen
- Please link employees accordingly
  - Confirm the Tax Start Date
  - Tax Number
  - Tax Office – INSS Number (Social Security Number)

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Calculation Screen

Verify the employees' Calculation Screen (XS)

Ensure that the correct additional information is entered on the XS Screen of the employees (if applicable):

- The number of dependants is loaded on the XS screen. Double-check that the amount per employee is correct.
- The minimum wage and full family allowance are calculated on the XS.

If none of the above is set up, please refer to the standard company and make sure the setup is done and correct for the next tax year.

Steps:

From the VIP Main Menu → Payroll → Definitions → Calc. Field Definitions

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Africa Tax Rule Linking Screen

Confirm the Taxable Parameters on the Africa Tax Rule Linking Screen.

Below are guidelines with regards to the linking.

Steps:

From the VIP Main Menu → Payroll → Definitions → Africa Rule Linking

- **Linking of Tax Tables (Tax Table Tab):**
  - Angola uses a Monthly Tax calculation setup and should therefore be linked to Set 1
  - Set 1 (All elements with a description starting with M) = This is the set for the Monthly tax calculation
  - Please do not change the Set in December as this will lead to major tax implications. Only change in the new tax year.
  - Monthly Tax Calculation is linked to **Set 1** on the Africa Rules Linking Screen:

Tax Elements | Tax Tables

Code	Description	Linked to
ANN001	Annual Tax Table	
BIWK001	Bi-Weekly Tax Table 26	
BIWK002	Bi-Weekly Tax Table 27	
MONTH001	Monthly Tax Table	Set 1
WEEK001	Weekly Tax Table 52	
WEEK002	Weekly Tax Table 53	

- **Explanation of the Linking of Tax Elements (Tax Element Tab):**

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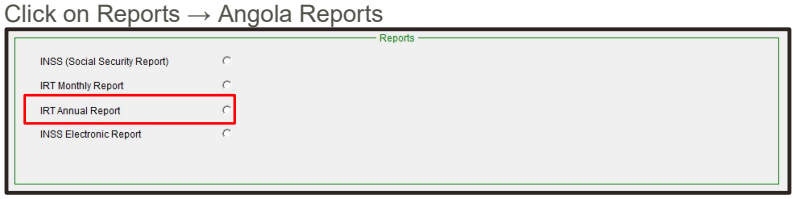
	○ **FB001:** M Fringe Benefits (Perks) ALL perk tax definitions should be linked to this rule. ○ **HOUS001:** M Housing Allowance ALL Housing allowance definitions should be linked to this rule ○ **MT001:** M Meal allowance ALL Meal allowance definitions should be linked to this rule ○ **PER001:** M Periodic Taxable Earnings ALL Periodic tax definitions should be linked to this rule ○ **T001: M Transport Allowance** ALL Transport allowance definitions should be linked to this rule ○ **TD001:** M Tax Deductible Deductions ALL Tax deductibles should be linked to this rule. ○ **TE001:** M Normal Taxable Earnings ALL Normal Taxable Earnings should be linked to this rule. <u>Take Note:</u> Confirm the taxability or tax deductibility thereof, of all earnings, deductions perk tax, and calculation screen definitions. Make sure that ALL relevant definitions have been linked to the correct rule on the Africa Rule linking screen Confirm that a definition line is not linked more than once to a rule. This will lead to the incorrect tax being calculated. *The Angola Taxation Summary is a good reference when unsure.*	
10.	**Company Reconciliation Report: After Changes** Print the Company Reconciliation report and compare the figures to the one printed at the beginning. If there are differences determine the reason and the appropriate action to be taken. **Example:** You may have changed a periodic taxable line to monthly taxable. The difference in the tax amount must be paid over to the Revenue Authority and recovered from the employee with the next payroll run as a deduction such as a loan or an advance.	
11.	**Tax Year-End Reconciliation of Tax** Do a Tax Year-End Reconciliation of Tax and statutory payments paid over to the local tax authority.	
12.	**Determine differences** Compare each individual's tax to the 12 Month report. (Refer to the monthly report for each month to reconcile) Print the Tax Reconciliation Report for the employees that do not reconcile.	
13.	**Financial Detail Report** Print the Financial Detail report to keep for 5 years. This report can be printed to PDF and saved to the "Angola Tax Year-End" folder From the VIP Main Menu → Reports → Reports and Maintenance → Print the report called Financial Detail (Real no 523)	
14.	**12 Month Report**	

	Print the 12 Month report to keep for 5 years. If you are using VIP Premier, you must remember to include terminations. This report can be printed to PDF and saved to the "Angola Tax Year-End" folder. **Steps:** From the VIP Main Menu → Reports → Reports and Maintenance → Print the report called 12 Months (Real no 534)	
15.	**How to print the Annual Tax Year-End reports:** 1. Confirm that you are on the latest release with any report enhancements 2. Confirm that you have done the Report Setup: Click on Reports → Angola Reports  3. After the report setup has been completed, click on the report that you will print and click on "Continue" – These selections will only have to be set up once. Thereafter it will save the selections you have specified	

STEP	ACTION	DONE
LIVE DIRECTORY CHECKS		
1.	**Start of Period** In the Live/Current directory: If VIP has not been rolled into the new tax year, then do a start of period into the new tax year.	
2.	**Tax Module Version** Ensure that you are using the correct Tax Module Version: **(please verify this when rolling into the new tax year)** This is displayed in the top right-hand corner of the African Rule Linking Screen. **Steps:** From the VIP Main Menu → Payroll → Definitions → Africa Rule Linking	
3.	**Apply Changes** Apply all necessary changes made to the Tax Year-End directory to the current VIP directory.	
4.	**Earning and Deductions** Remove Earning and Deduction lines that are not in use anymore.	