

UNDERSTANDING THE PREPARATION OF PROOF OF INCOME TAX UNIFICATION WITHHOLDING DEDUCTIONS ARTICLE 23 IN CORETAX AT THE BATAM CITY DPRD SECRETARIAT



INDUSTRY INTRODUCTION



The Secretariat Office of the Batam City Regional People's Representative Council (DPRD), which was inaugurated on December 24, 1983, is located at Jl. I Engku Putri, Baloi Permai, Batam City District, Batam City, Riau Islands. One of the functions of the DPRD is to manage the Regional Budget (APBD), under which taxes are collected to fund Batam City's regional expenditures.



PROBLEM ISSUES

In light of this situation, the Secretariat of the Batam City Regional People's Representative Council has requested the creation of a guidebook on how to independently prepare unified withholding tax certificates for Article 23 of the Income Tax Law, in order to reduce errors made by taxpayers when entering their withholding tax certificates and to optimize taxpayer reporting and payment.



SOLUTION

Creating a manual is the solution to the problem faced by the Batam City DPRD Secretariat in generating Article 23 income tax withholding certificates. This is a simple simulation of how to generate an Article 23 income tax withholding certificate in Coretax.

EARLY STAGE

LOG IN TO CORETAX ACCOUNT

SELECT THE "CREATE" MENU AND COMPLETE ALL REQUIRED FIELDS



OBTAINING VALID DATA ON SERVICE USERS

SELECT THE EBUPOT MENU AND CLICK THE BPPU SECTION

AFTER ENTERING ALL REQUIRED DATA, SELECT THE PREVIOUSLY CREATED BPPU AND PUBLISH IT.

FINALIZATION STAGE

1 AFTER PUBLISHING THE BPPU, PROCEED TO SIGN THE DOCUMENT

2 AFTER SIGNING THE DOCUMENT, NAVIGATE BACK TO THE BPPU MENU. THE PUBLISHED BPPU WILL BE DISPLAYED IN THE 'PUBLISHED' SECTION.

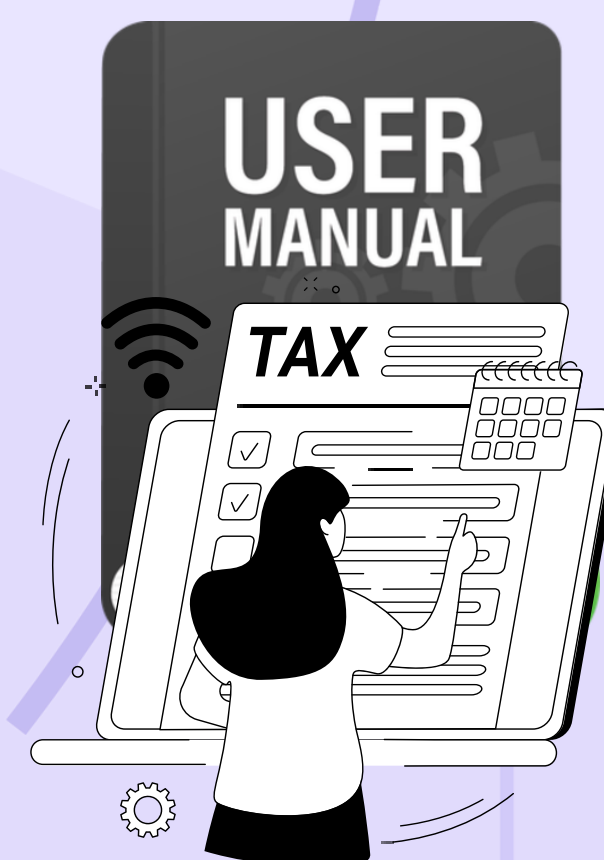
3 SELECT THE CHECKBOX NEXT TO THE BPPU TO VIEW THE RESULT."

FINAL RESULT



RESULT OF THE ISSUES

This guidebook explains the procedure for preparing a withholding tax certificate for income tax withholding under Article 23, from start to finish. With this guidebook, taxpayers can enter their data independently, and when the Batam City Council experiences staff transfers or changes in interns, they simply need to follow this guidebook carefully.



REFERENCE



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