**Electronic service “Submission of information for registration of individual / changes to the State Register of Individuals – Taxpayers in electronic form using a qualified electronic signature”**

**Procedure of forming request**

On computer connected to the Internet, using web browser, log in to the payer’s “Electronic Cabinet” at the link: cabinet.tax.gov.ua or on the official web portal of the State Tax Service.

Using a qualified electronic signature, enter to private part of Electronic Cabinet (personal account) as follows:

1. select appropriate accredited key certification authority (Accredited Key Certification Center);
2. select personal electronic key by choosing appropriate file from the electronic media (USB drive, CD / DVD drive) or in the appropriate directory on a personal PC (Key-6.dat);
3. enter security password and click “Read”. After the key is successfully downloaded, click “Login”.

**Submission of**

**Account card №1DR of individual-taxpayer /**

**Application of changes № 5DR to the State Register**

**Individuals – Taxpayers**

**(electronic form F1314601/ F1314701)**

In the main menu of personal account in section “EC for citizens” it is needed to select “Account card of individual-taxpayer (1DR)” or “Application for changes to the State Register of Individuals – Taxpayers(5DR)” and click <+Create>



Fill in the Account Card of individual-taxpayer according to the “Reference on filling in the Account Card of individual-taxpayer” / Application for changes to the State Register of Individuals – Taxpayers according to the “Reference on filling in the Application for changes to the State Register of Individuals – Taxpayers”.

Add mandatory annexes to the Taxpayer’s Account Card / Application for changes to the State Register of Taxpayers – Individuals (tab “Annexes”).

In addition, add form **F1314501** and read “Notification on the composition and purpose of personal data collection from the State Register of Individuals – Taxpayers, rights and obligations of individuals-taxpayers”:



Add form **F1360102 –** Arbitrary format document used to submit scanned copies of required documents, each document must be saved in a separate attachment (file format can be pdf / jpg with a size limit of not more than 2MB)







Click the “Check” button. System automatically checks the completeness of fields

If the check fails, a message is displayed indicating a reason (error) for not being able to create and save the document

або



If the check is successful – message “Checked” is displayed

Click “Save”



Sign generated request with a qualified electronic signature and send it to the State Tax Service.

**The following answer will be sent:**

Receipt №1 – Notification of acceptance of request;

Receipt №2 – Notification of the processing results in form **F1414601** (for the Account card of individual-taxpayer) / **F1414701** (for the Application for changes to the State Register of Individuals – Taxpayers).



