

Tasks at end of 2023

1. Register tax code for individuals who do not have a tax code yet
2. Register dependent for employees (if any) for Personal income tax ("PIT") finalization
 - For dependents who are other individuals, such as siblings: by December 31, 2023
 - For dependents who are remaining individuals: by March 31, 2024 (Details in Clause 1, Article 9, Circular 111/2013/TT-BTC)
3. Determine conditions for authorization of PIT finalization for the company and prepare an authorization letter for tax finalization for employees
4. Review any changes in tax policy (if any)



Tasks in early 2024:

1. Submission and payment of December 2023 tax or Quarter IV 2023 tax (PIT, value added tax,...)
 - Deadline for submitting and paying monthly tax: 20/01/2024
 - Deadline for submitting and paying quarterly tax: 31/01/2024
2. Payment of the 2024 license fee (Deadline for tax payment is 30 January 2024)
 - For newly established companies, the submission of license tax declaration and tax payment is required within 30 days from the date of obtaining the Business License
 - In case of a change in capital, the deadline for submitting the license tax declaration is December 31 of the year of the change
3. Performing corporate income tax ("CIT") finalization (deadline for CIT finalization is the last day of the 3rd month from the end of the fiscal year):
 - Determining unreasonable and invalid expenses (Expenses with adequate lawful invoices?, actual expenses arising in relation to production and business activities of enterprises?,...);
 - Determining other non-deductible expenses as prescribed in Article 6, Circular 78/2014/TT-BTC;
 - Determining tax-free income and other taxable income deductions;
 - Calculating and preparing CIT finalization;
 - Submitting CIT finalization declaration on the e-Tax website;
 - Paying annual CIT if there is a profit. If there is a profit, you must add Appendix 03-2A Corporate income tax to carry forward the previous year's loss (if any); preparing transfer pricing Appendices (if any)
4. Performing PIT finalization (deadline for PIT finalization is the last day of the 3rd month from the end of the calendar year)
 - Collecting authorization letter for tax finalization with employees' signatures
 - Summary of income during the year
 - Summary of dependent information and other deductions (compulsory insurance,...)
 - Calculating PIT finalization and preparing PIT return.
 - Submitting PIT finalization declaration on the e-Tax website
 - Paying additional PIT (if the paid PIT amount is less than the personal income tax amount payable); or submitting a PIT refund application (if the paid PIT amount is greater than the PIT amount payable)
5. Performing finalization of other taxes (foreign contractor tax at the end of the contract,...)

