



KPMG User Guide: Service Renewal

June 2022



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Introduction

You can renew your existing KPMG subscriptions at any time, by clicking “Manage Services” in the “Services” session.

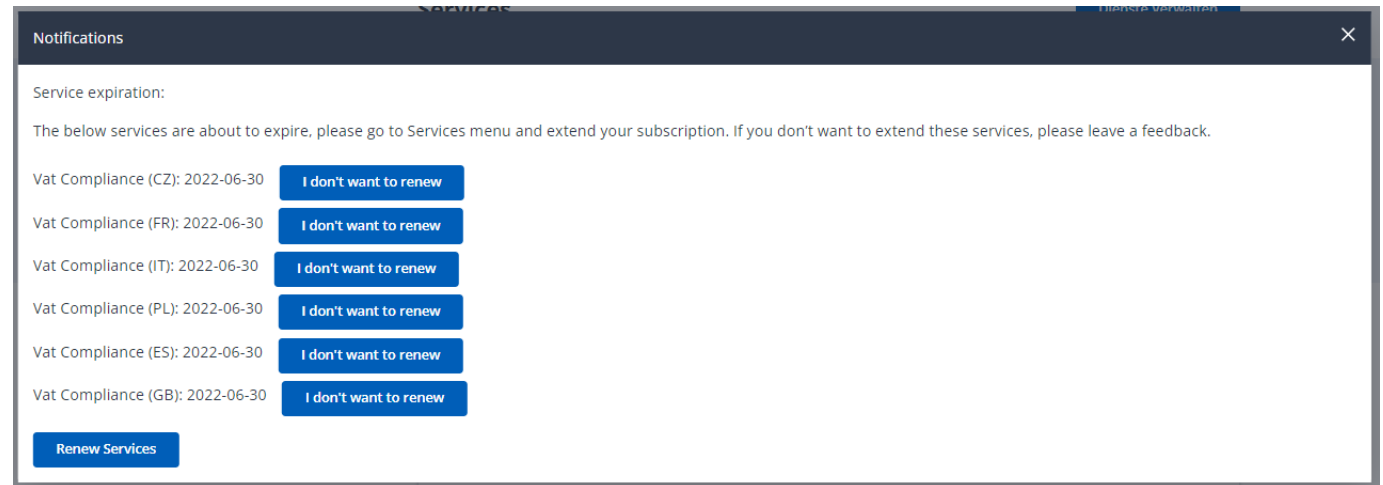
The renewal must be done in the last month before the service end date at the latest. If you have appointed a Fiscal Representation in a country (for VAT compliance) or a VAT intermediary (for IOSS compliance), you must renew two months before the service end date.

Failing to renew on time may result in a delay in submitting your returns (which could lead to penalties) or de-registration (especially for IOSS).

When to renew your VAT Compliance service

You will start receiving pop-up messages 60 days before the service end date every time when you log in; here you can start the renewal process by clicking on “Renew Services”:

You will also receive a weekly reminder email starting from 60 days before the service end date:



Dear Seller,

We are happy to inform you that our cooperation is getting closer to its annual anniversary.

To ensure the smooth continuation of our services, we kindly ask you to settle the payment for the year to come.

Your country selection includes:

Italy (Fiscal representative)

Click the button below to renew now. The service will expire on 30 June 2022

Renew Now

How to renew your KPMG service

If you click on “Renew Now” in the reminder email, it will direct you to the following page:

**Sign in to your
account**

Email

Password

By signing in or creating an account, you accept our [General Terms of Business](#) and [Privacy Statement](#).

Sign in

[Forgot your password?](#) [No account yet?](#)

Login and select “Renew Services” from the pop up.

How to renew your KPMG service

Select the countries that you would like to renew. You will see the expiring countries listed on the top.

You can add new countries now. The other countries will be listed below.

You can reach this page without the pop up message as well: go to “Services” then select “Manage Services”.

Manage services



Vat Registration and Compliance

Renew Country

Select the countries for which you would like to extend the cooperation with KPMG by 1 more year

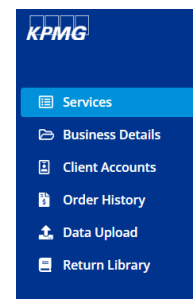
Czech Republic expires: 2022-06-30	France expires: 2022-06-30	Italy expires: 2022-06-30	Poland expires: 2022-06-30
Spain expires: 2022-06-30	United Kingdom expires: 2022-06-30		

Add New Country

Select the countries for which you would like to start cooperating with KPMG

Austria	Belgium	Bulgaria	Croatia
Cyprus	Denmark	Estonia	Finland
Germany	Greece	Hungary	Ireland
Latvia	Lithuania	Luxembourg	Malta
Netherlands	Portugal	Romania	Slovakia
Slovenia	Sweden		

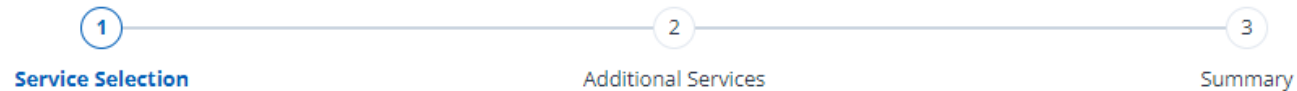
Order Summary	
Sub-total	€ 0
VAT	€ 0
Total fee	€ 0



How to renew your KPMG service

IOSS service is listed separately, either on the bottom of the page (if you do not have an active IOSS subscription), or at the top (if you have an active IOSS subscription that you wish to renew):

Manage services



IOSS Registration and Compliance

Active tier: Tier 1: Up to 500 packages in a 12 month period

Select New Tier

What is the estimated annual shipments which will be covered by IOSS?

- Tier 1: Up to 500 packages in a 12 month period
- Tier 2: Up to 2500 packages in a 12 month period
- Tier 3: Unlimited packages in a 12 month period

The price shown is based on the volume information provided by you. We reserve the right to change your tier and charge the difference based on your actual shipments. If you do not pay the additional amount on time, your contract may be terminated.

Order Summary	
Sub-total	€ 0
VAT	€ 0
Total fee	€ 0

Next

How to renew your KPMG service

Click “Next”; here you can choose additional services (if applicable):

VAT

Czech Republic

Expires: 2022-06-30

Extend by one year

Select additional services

Intrastat Report for arrivals



Intrastat Report for dispatches




How to renew your KPMG service

Manage services



Pay with

 Bank Transfer

 PayPal

Bank account holder name: KPMG GLObal Services Hungary Kft.
Bank account holder address: Váci út 41, 1134 Budapest, Hungary
IBAN: ES02 0081 0603 0200 0144 7845
BIC: BSABESBB
Bank name: Banco Sabadell
Bank address: Barcelona Via Laietana, Oficina Empreses, Via Laietana, 47 1ª Planta, 08003
Barcelona, Spain
Payment reference: 000083

Order Summary

Czech Republic	€ 900
Sub-total	€ 900
VAT	€ 0
Total fee	€ 900

Confirm Order

Download Contract

- I accept the Contract
 I ask for and I explicitly consent to the following:

I unconditionally give my consent to KPMG Global Services Hungary (KGSZ) to process and keep my personal data, as listed or referred to in the Privacy Statement, beyond my entity's current registration with the Tax Authorities, in order to enable KGSZ to use such data for future registration(s), but for no longer a period of time than the official expiry/invalidity of such data or for a maximum of 10 years.

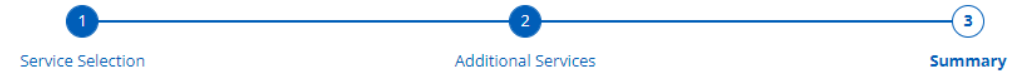
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How to renew your KPMG service


Click “Download Contract” and tick the two boxes below to accept the Contract and agree with the terms, then click “Confirm order” to proceed:

Manage services



Pay with

 Bank Transfer

 PayPal

Bank account holder name: KPMG Global Services Hungary Kft.
Bank account holder address: Váci út 41, 1134 Budapest, Hungary
IBAN: ES02 0081 0603 0200 0144 7845
BIC: BSABESBB
Bank name: Banco Sabadell
Bank address: Barcelona Via Laietana, Oficina Empreses, Via Laietana, 47 1ª Planta, 08003 Barcelona, Spain
Payment reference: 000083

Order Summary	
Czech Republic	€ 900
Sub-total	€ 900
VAT	€ 0
Total fee	€ 900

[Confirm Order](#)

[Download Contract](#)

- I accept the Contract
- I ask for and I explicitly consent to the following:

I unconditionally give my consent to KPMG Global Services Hungary (KGSH) to process and keep my personal data, as listed or referred to in the Privacy Statement, beyond my entity's current registration with the Tax Authorities, in order to enable KGSH to use such data for future registration(s), but for no longer a period of time than the official expiry/invalidity of such data or for a maximum of 10 years.

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How to renew your KPMG service

Payments via PayPal will be processed immediately. If you choose to pay by bank transfer, you can find our bank details as on the previous page (or upon request) after you click “Bank transfer”.

You can check the status of your payment under “Order History”:

Orders & Payments Show All

Created Date	Amount	Contract Id	Status	Payment Status	
2022-06-28 10:20	900 EUR	415773103	Confirmed	Pending	Details

Showing 1-1 of 1

How to renew your KPMG service

Click “Upload proof” to upload payment proof for the bank transfer:

Order details

Created Date: 2022-06-28 10:20

Contract Id: 415773103

[Download](#)

Status: Confirmed

[Cancel](#)

Payments

BankTransferPayment € 900 Created

[Upload proof](#)

Billing documents

Services (v1)

Czech Republic:

VAT compliance € 900

Subtotal € 900

Vat € 0

Total € 900

How to renew your KPMG service

Once the transfer is made, our finance team will check the payment and proceed with your subscription usually within 3 working days, then you can see the payment status will change to “approved”, which means that your renewal is completed:

Orders & Payments

Created Date	Amount	Contract Id	Status	Payment Status	
2022-06-28 10:20	900 EUR	415773103	Confirmed	Approved	Details

Show All

1 20 Showing 1-1 of 1

How to decline one or more renewals

Please select “I don’t want to renew” for the countries where you don’t want to renew your subscription - from the pop-up message:

The screenshot shows a 'Notifications' pop-up window with a close button (X) in the top right corner. The main heading is 'Service expiration:'. Below this, a message states: 'The below services are about to expire, please go to Services menu and extend your subscription. If you don't want to extend these services, please leave a feedback.' There are five entries, each with a service name and expiration date, followed by a blue button labeled 'I don't want to renew'. The button for 'Vat Compliance (GB): 2022-06-30' is highlighted with a red border. Below the buttons is a section titled 'Why do you not wish to renew?' with a text input field. At the bottom, there are three buttons: 'Save', 'Cancel', and 'Renew Services'.

Service	Expiration Date	Action
Vat Compliance (FR)	2022-06-30	I don't want to renew
Vat Compliance (IT)	2022-06-30	I don't want to renew
Vat Compliance (PL)	2022-06-30	I don't want to renew
Vat Compliance (ES)	2022-06-30	I don't want to renew
Vat Compliance (GB)	2022-06-30	I don't want to renew

How to decline one or more renewals

Select a main reason to decline whichever renewal(s):

Why do you not wish to renew?

I plan to move to a new service provider

I plan to stop trading and de-register for VAT

Renew Services

Select a sub reason then click “Save” to finalize it:

Why do you not wish to renew?

I plan to move to a new service provider

Pricing Service quality Scope coverage Other

Save Cancel

Renew Services

How to decline one or more renewals

If you select “I plan to stop trading and de-register for VAT” then please contact your account manager about the de-registration process and fees. Please note that you may be required to extend the services and continue submitting VAT returns until the de-registration is completed.

Why do you not wish to renew?

Please consult your account manager about the de-registration process and fees. Please note that you may be required to extend the services and continue submitting VAT returns until the de-registration is completed.

Click “Save” to finalize it.

If you miss the renewal deadline

If you do not renew a service before the expiration day, it is **deemed to be cancelled by you** and we will inform the tax authorities that we no longer represent your business.

If you did not renew, you can still decide to come back to us in the future. We will onboard you as a new client again; which means that you will have to fill in our questionnaire on the portal and you will have to sign some documents.

You can sign up for expired countries at “Manage Services” under “Services”

The screenshot displays the KPMG portal interface. On the left is a dark blue navigation sidebar with the KPMG logo at the top and a list of menu items: Services, Business Details, Client Accounts, Order History, Data Upload, and Return Library. The 'Services' item is highlighted in a lighter blue. The main content area has a white background with the word 'Services' centered. In the top right corner, there is a search bar, a 'New company' button, and a 'Manage Services' button which is highlighted with a red rectangular box.

If you miss the renewal deadline

You will see the expired countries on the top of the page. You can select them now:

Vat Registration and Compliance

Renew Country

Select the countries for which you would like to extend the cooperation with KPMG by 1 more year

Czech Republic
expires: 2023-06-30

France
expired: 2022-06-30

Italy
expired: 2022-06-30

Poland
expired: 2022-06-30

Spain
expired: 2022-06-30

United Kingdom
expired: 2022-06-30

If you miss the renewal deadline

You need to let us know if it is a late renewal for this country, or you are returning to us from an other service provider after a break.

Extend by one year: your subscription will be renewed by one year, starting from the original expiration date. Select this if you forgot to renew in time.

Restart Compliance: you are signing up as a new client who is coming back to us from an other service provider. You need to add a start date if you select this option. Your subscription will be valid for one year starting from the date provided by you.

France

Expires: 2022-06-30

Extend by one year

Restart Compliance

Select additional services

Intrastat Report for arrivals



Intrastat Report for dispatches





kpmg.com/socialmedia

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