



POLITECNICO
MILANO 1863

MY TAX AND SOCIAL SECURITY DATA

PAYROLL SERVICE

Milan, 20- 06- 2024

Log in to Online Services with your credentials, then under “Administration” click the link:

["U-Web Declarations - Tax and social security data"](#)



First option, newly appointed personnel:

Selezionare la propria carriera

Struttura organizzativa(UO):

Tipo prestazione :

Tipo rapporto :

Personnel starting a POLIMI role for the first time will have to fill in a new declaration, using the drop-down menu to select the following information relating to the service for which they are filling in the declaration Organisational Structure (OU), type of service and type of employment relationship.

Second option, if a declaration already exists for previous years:

LE MIE DICHIARAZIONI

Criteria Di Ricerca:

Anno di inizio Stato

Refresh:

Anno di inizio	Anno di fine	Data creazione	Data ultima modifica	Stato	Azioni
2023		09/01/2024	09/01/2024	Approvata	<input type="button" value="View"/> <input type="button" value="Refresh"/> <input type="button" value="Edit"/>

1 di 1 sezioni 10 / pagina

To view your declaration you will need to click on the **view declaration** “eye icon”, to edit it you will need to click on the **edit declaration** “pencil icon”. **Please note: in order to have the changes entered approved, the declaration must be resubmitted by clicking “save and send” at the end.**

Third option, there are no previous declarations so click on the “NEW DECLARATION” button

LE MIE DICHIARAZIONI + NUOVA DICHIARAZIONE

⌵ Criteri Di Ricerca

Anno di inizio Stato

FILTRA PER ANNO FILTRA PER STATO

⌵ Refresh:

⌵ AGGIORNA LA TABELLA

Anno di inizio	Anno di fine	Data creazione	Data approvazione	Stato	Azioni
----------------	--------------	----------------	-------------------	-------	--------

The boxes to be completed will be presented depending on the type of contract in place:

The screenshot displays a user interface with a dark teal header bar. Below it, there are three horizontal menu items, each with a right-pointing chevron and the text: 'GESTIONE SEPARATA INPS', 'DETRAZIONI LEGGE DI BILANCIO 2023', and 'FISCALI'. Below these menu items are three buttons: 'SALVA' (dark teal), 'SALVA E INVIA' (dark teal), and 'ESCI' (white with a grey border). To the right of the main menu is a vertical panel titled 'QUADRI NON VISUALIZZATI' (Non-visualized boxes). This panel contains a list of eight items, each with a three-line menu icon and text: 'Gestione separata ENPAPI', 'Gestione separata INPGI', 'Prestazione professionale', 'Dati per soggetti non residenti in Italia', 'Scelta aliquota Ritenuta d'acconto', 'Dichiarazioni del dipendente', 'Esonero Lavoratrici Madri L.213/2023', and 'Richiesta incremento soglia Fringe benefit 2024'.

Please Note: It is always possible to remove or add boxes of interest from the menu on the right. Within the forms you will find **tips** (?) with specific explanations of the current legislation.

Attention: the boxes "Professional services", "Choice of withholding tax rate", "Exemption for working mothers under Law 213/2023" and "Request for Fringe benefit threshold increase 2024" should not be activated and filled in.

Please note: in the “Taxation” panel, before filling out the request for “impatriates” and “*rientro dei cervelli*” (impatriate skilled worker) benefits, you must contact the relevant offices.

CHIEDE l'applicazione delle agevolazioni fiscali per gli Impatriati (articolo 16, comma 1, Dlgs n. 147/2015) [?](#)

% Percentuale agevolazione

50% 70% 90%

Select date Data inizio

Select date Data fine

Carica file... Documentazione acquisto abitazione

Carica file... Documentazione di residenza

CHIEDE l'applicazione delle agevolazioni fiscali 'Rientro dei cervelli' (art. 44 DL n. 78/2010) [?](#)

Carica file... Autodichiarazione del possesso dei requisiti

Select date Data inizio

Select date Data fine



Table “DEDUCTIONS UNDER BUDGET LAW 2023”

The box reflects the data already held by the Payroll Service.

You are requested to check the data already entered and to take action only if they need to be changed.

LE MIE DICHIARAZIONI

- > GESTIONE SEPARATA INPS
- > DETRAZIONI LEGGE DI BILANCIO 2023
- > FISCALI

SALVA SALVA E INVIA ESCI

QUADRI NON VISUALIZZATI

- ☰ Gestione separata ENPAPI
- ☰ Gestione separata INPGI
- ☰ Prestazione professionale
- ☰ Dati per soggetti non residenti in Italia
- ☰ Scelta aliquota Ritenuta d'acconto
- ☰ Dichiarazioni del dipendente
- ☰ Esonero Lavoratrici Madri L.213/2023
- ☰ Richiesta incremento soglia Fringe benefit 2024

In the "DEDUCTIONS UNDER BUDGET LAW 2023" section, in the section "Dependent family members for the purposes of tax deductions", if there is no spouse, children or other family members, it is possible to delete any irrelevant sections.

LE MIE DICHIARAZIONI

Coniuge ?

Cognome: Nome: Codice fiscale: Data di nascita:

Data inizio: Data fine: Percentuale a carico: %

Indicazioni disabile

In case of child data entry:

- for children under the age of 21, it is important to tick the box “Dependent no deductions under Art. 12”;
- as “Start date” enter 01/01/2024 or the child’s date of birth if he/she was born during 2024;
- Do not fill in “End Date”.

LE MIE DICHIARAZIONI

⊕ Aggiungi persona a carico

Figli ⓘ

Cognome :	Nome :	Codice fiscale :	Data di nascita :
<input type="text"/>	<input type="text"/>	<input type="text"/>	27/09/2011 <input type="text"/>
Data inizio :	Data fine :	Percentuale a carico :	
01/03/2022 <input type="text"/>	GG/MM/AAAA <input type="text"/>	0.00 %	
		0% 50% 100%	

A carico se disabile

A carico no detrazioni art.12 ⓘ

Elimina

In the case of entering a 100% dependent child, justify your choice by selecting the reason in the options that will appear to the right of the percentage box.

LE MIE DICHIARAZIONI

Figli

Cognome:

Nome:

Codice fiscale:

Data di nascita:

27/09/2011



Data inizio:

01/01/2013



Data fine:

GG/MM/...



Percentuale a carico:

100.00

%

0%

50%

100%

Motivo percentuale a carico:

- Primo figlio in mancanza del coniuge
- Affidatario al 100%
- Genitore con reddito maggiore

Indicare se disabile

A carico no detrazioni art.12 

 Elimina

Please note that once the declaration has been approved by the office, the data on family members can no longer be deleted.

In order to exclude a child from dependent family, an amendment to the declaration must be made. The end date of the dependency, which may not be earlier than 31/12 of the previous year, must be entered and the declaration sent to the office again.

LE MIE DICHIARAZIONI

Figli ⓘ

Cognome: Nome: Codice fiscale: Data di nascita:

Data inizio: **Data fine:** Percentuale a carico: %

0% 50% 100%

Motivo percentuale a carico:

- Primo figlio in mancanza del coniuge
- Affidatario al 100%
- Genitore con reddito maggiore

Indicare se disabile

A carico no detrazioni art.12 ⓘ

Once the data present has been checked, make the changes deemed necessary or enter a new declaration:

Click on the **“Save and Send”** button.

If the submission was successful, the home page will display the declaration in **“In Approval”** status and then, when the data are acknowledged by the office, in **“Approved”** status.

Please note that the office may request a change in the event of an error when filling in data or may reject the declaration if it is not needed, please therefore please look out for messages from the e-mail address:

"datifiscaliprevidenziali@polimi.it"