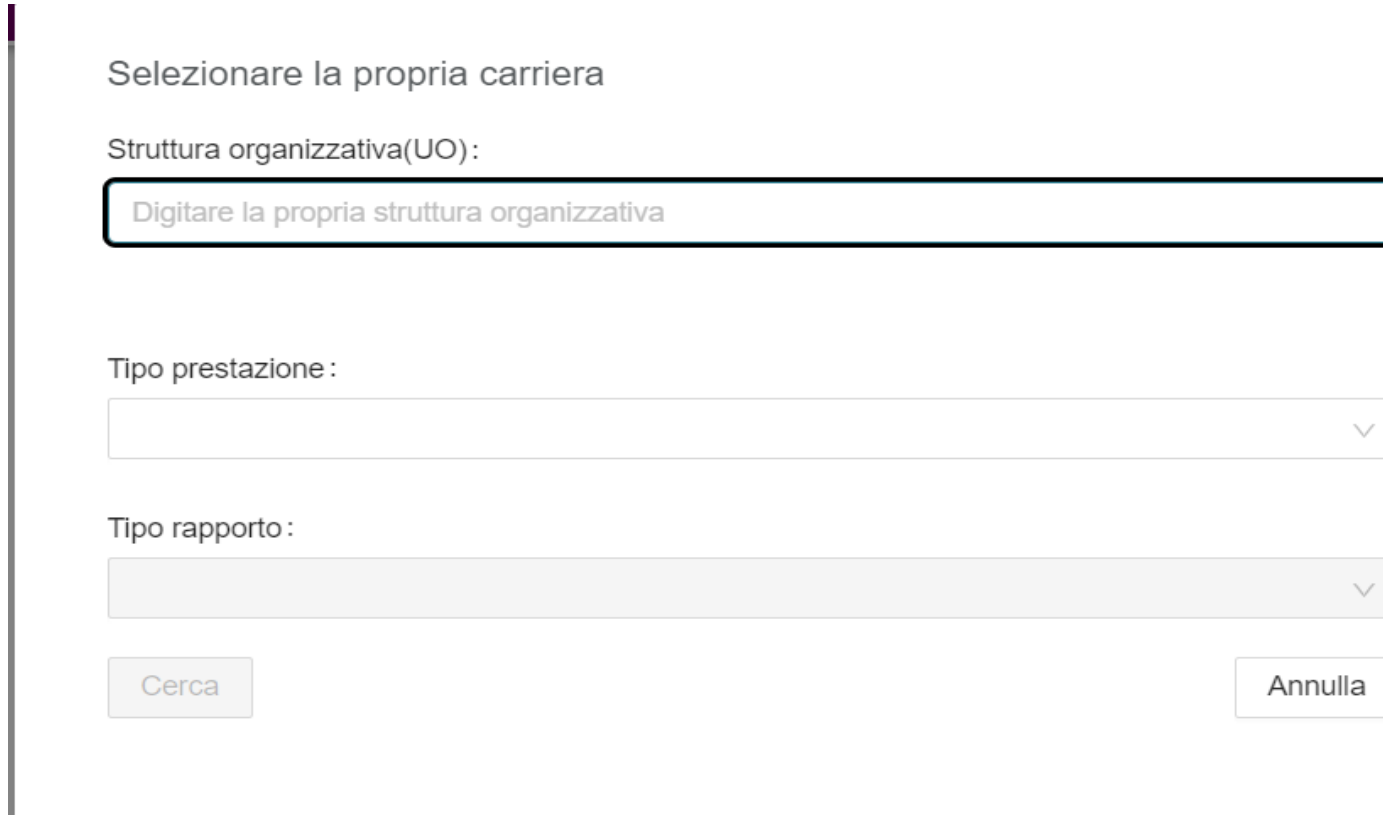# MY TAX AND SOCIAL SECURITY DATA

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"

I MIEI DATI FISCALI E PREVIDENZIALI

❶ ATTIVITÀ RECENTI

First option, newly appointed personnel:

Selezionare la propria carriera

Struttura organizzativa(UO):

Digitare la propria struttura organizzativa

Tipo prestazione:

Tipo rapporto:

Cerca   Annulla

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:

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

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

LE MIE DICHIARAZIONI

> **DETRAZIONI LEGGE DI BILANCIO 2023**

> **FISCALI**

SALVA SALVA E INVIA ESCI

QUADRI NON VISUALIZZATI

- Gestione separata INPS
- 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

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. **Please note: the "Professional services" and "Choice of withholding tax rate" boxes must not be activated and completed.**

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) ⑦

| | % | 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) ⑦

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.

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.

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".

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.

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.

Please note: with respect to the section "EXEMPTION FOR WORKING MOTHERS UNDER LAW 213/2023", unless it is necessary to enter the request from scratch, please do not change the information contained therein.

Please note: with respect to the section "REQUEST FOR INCREASE OF THE FRINGE BENEFIT THRESHOLD 2024", if the box is already filled in please do not change the information contained therein.

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"