

Tax authority certificates

2023

The National Tax and Customs Administration (NTCA) issues tax authority certificates on request. Types of such certificates are:

- tax certificates;
 - general,
 - certificate of good standing,
 - no public debt certificate;
- income certificate;
- tax residence certificate.

The certificates are issued free of charge on the basis of the data available in the records of NTCA, with the date of issue - or, in the case of a tax certificate, the date indicated in the application - and with the data content in accordance with the application and the relevant law. NTCA issues the tax and income certificates in Hungarian and the tax residence certificates in Hungarian and English. In this Information Booklet, you will find the main information on how to obtain tax certificates.

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1. Where to submit the application?

- Irrespective of the general rules on jurisdiction, a certificate may be issued by **any of the tax directorates of NTCA**, except in the case of taxpayers belonging to the Large Taxpayers' Tax and Customs Directorate (Hungarian abbreviation: KAVIG) of NTCA.¹
- Only **KAVIG** and **the central customer services of NTCA** can deal with tax issues of the Hungarian Defence Forces and law enforcement agencies, the national security services, the Parliamentary Guard, and their professional and contractual staff, civil servants, government officials and public employees, defence personnel and members of the law enforcement administration; as well as the employees of the NTCA.²
- If the application/request is received via the client information and case management system³ of NTCA (i.e. NTCA Info Line), the certificate is issued by the competent directorate according to the general rules of jurisdiction, irrespective of the directorate receiving the call.

2. Authorisation, representation

The taxpayer may also be represented by a proxy, either throughout the entire procedure or for specific acts, such as submitting the application or receiving the certificate. The general rules apply for determining the right of representation.⁴

More information on how to submit a notification form on representation can be found on the NTCA website (www.nav.gov.hu) in the information note "*Submission method of electronic data sheets and registration of representation*".

3. Completion, submission, amendment and withdrawal of the application

Applications can be filed using the [IGAZOL](#) form. The form is available at

- https://nav.gov.hu/nyomtatvanyok/letoltesek/nyomtatvanykitolto_programok/nyomtatvanykitolto_programok_nav/igazol.

¹ A foreign enterprise carrying out economic activities in a place of business other than a branch; organisations under the supervision and control of the Minister responsible for defence; companies (economic organisations) in which the Minister responsible for defence exercises state ownership rights; companies under the supervision and control of the Minister responsible for law enforcement or of the National Command of Criminal Law Enforcement: companies (economic organisations) in which the Minister responsible for law enforcement or the National Command of Criminal Law Enforcement exercises state ownership rights; credit institutions and insurance companies limited by shares; and the taxpayers with the highest tax payment capacity having their seat in the capital or in Pest county.

² Section 22 (2) of Government Decree 485/2015 (29 December) on the Competence and Jurisdiction of the Organisations of the National Tax and Customs Administration.

³ For more information on the NTCA Info Line, please consult Information Booklet no. 33.

⁴ Sections 14-17 of Act CLI of 2017 on the Tax Administration Procedures (Air).

The application/request may be submitted

- **by those obliged to electronic communication⁵**
 - electronically via the Client Portal or the Company Portal;
 - by telephone, via the NTCA Info Line selecting menu item (2);
- **by those not obliged to electronic communication**
 - electronically via the Client Portal;
 - by telephone, via the NTCA Info Line selecting menu item (2) [by use of your PIN code](#) (linked guide is available in Hungarian only);
 - in person at the customer services of NTCA;
 - by mail.

The references of NTCA customer services can be found on the NTCA website, under menu item Customer Services, in the [Customer Service search](#) (webpage in Hungarian).

Via the NTCA Info Line⁶ selecting menu item (2), **the application** may be submitted through

- from in-country on the phone number **1819**,
- from abroad on the phone number **+36 (1) 461-1819**

between 08:30 and 16:00 from Monday till Thursday and between 08:30 and 13:30 on Fridays.

The IGAZOL form cannot be submitted by e-mail or through the e-Paper service.⁷

4. What to look out for when filling in the application form?

The application **must include** the following information:

- **Identifying information** of the taxpayer or the applicant - name or designation, address or registered office address (seat), tax identification number or tax identification code for individuals;
- **the purpose for which** the certificate is requested - the legal title of the certificate;

⁵ Taxpayers who (are) obliged to submit monthly tax and contribution returns, summary declarations (recapitulative statements) pursuant to Act CXXVII of 2007 on Value Added Tax (VAT Act), summary reports pursuant to the VAT Act, or to perform electronic administration pursuant to Act CCXXII of 2015 on the General Rules of Electronic Administration and Trust Services (Eüsztv.) are obliged to maintain electronic communication (Section 36 (4) of Air.)

⁶ You shall have a customer identification number or a Partial Code for Telephone Identification (RKTA) for the use of the system. You can request a customer identification number on the form TEL, which can be filed with the NTCA in person or via the Central Client Registration Database (KÜNY) through using the [Online Form Filler Application](#) (ONYA) or the [General Form Filling Programme](#) (ÁNYK). Please note that in a proxy procedure a so-called [UJEGYKE](#) form is required.

⁷ Section 7 (1) and Section 68 of Government Decree 451/2016 (XII. 19.) on the Detailed Rules of Trust Services and Electronic Transactions.

- the **name of the certificate user** in whose procedure the certificate is to be used;
- the number of copies requested;
- in what way the recipient wishes the certificate to be delivered/handed over;
- the data required for delivery;
- **type of the tax certificate** requested – tax certificate, income certificate or tax residence certificate;
- type of the tax certificate - certificate of good standing or general;
- in the case of a tax certificate requested for a payment in connection with a public procurement, the name, business name, tax identification number and address of the paying agent;
- for income certificate, the **tax year**;
- for tax residence certificate, the language in which the certificate shall be issued.

In the comments section of the application, you **may request NTCA to certify other data/information** contained in the records of the tax administration and which are relevant to the purpose of the certificate. If you want the duplicate of the **certificate** – a decision or an order - **to be sent by post directly to the user by the NTCA**, you must also provide the user's address in your request.

You can also request a tax certificate with extended data, in which case the tax return data or further data mainly relating to payment discount will also be included in the tax certificate. This is typically the case for **certificates related to the Széchenyi Card Programme**, but many financial institutions also make it a **condition for loans**. The end **user of the Széchenyi Card Programme related** certificates is KAVOSZ Zrt., and as such, KAVOSZ Zrt. shall be indicated in your application as the user of the certificate. The purpose of use shall be – as indicated by KAVOSZ Zrt. – use in the Széchenyi Card Programme or in the Agricultural Széchenyi Card Programme,

In some procedures, legislation may provide for different assessment criteria from the general ones. Therefore, if it is the law that requires the issuance of a certificate, it is important **to indicate** – beyond the purpose of the certificate – **the law or the specific assessment criterion**, such as the assessment of debts overdue beyond a certain period of time, i.e. 30, 60 days or 1 year. The purpose of the use and the name of the user of the certificate will only appear on the certificate if it is specifically requested so by the taxpayer.

5. Cases in which you do not need to apply for a tax authority certificate

- In procedures carried out by NTCA in its own right/authority;
- For the closure of winding-up proceedings;

- If the taxpayer is included in the [database of taxpayers free of public debt](#) (i.e. KOMA database) and the sectoral legislation requires inclusion in KOMA or the existence of a certificate;
- For the assessment of sickness allowance and pension.

6. How can the application be amended or withdrawn?

Pending the completion of the procedure for issuing the certificate – i.e. the issuance of the certificate, or until the order or the decision closing the procedure becomes legally final - the application may be amended or withdrawn in the manner described above (submission of application).

7. Deadline and method for issuing the certificate

The deadline for issuing the certificate is **six days**.⁸ The time limit may be extended once, in justified cases, by a maximum of thirty days, subject to notification to the client/taxpayer.⁹

In the event of a **data discrepancy** or if **the data** provided by the applicant **are incomplete**, NTCA will issue an order to the taxpayer to rectify the discrepancy or incompleteness¹⁰, in such a case **the deadline for issuing the certificate is extended**. The administrative time does not include the time from the date of the request to remedy the deficiency and to provide the information necessary to clarify the facts until the date of its completion.¹¹

8. Delivery

- **For certificates applied for in person or by post:** the taxpayer can choose between personal receipt or delivery by post.
- **For certificates requested electronically or via the NTCA Info Line:** electronic delivery, postal delivery or - in exceptional cases - personal receipt at the taxpayer's choice¹².

In the case of applications received electronically - regardless of the method of issuing the certificate - **any interim correspondence, such as** rectification of deficiencies or the transfer of jurisdiction, **is carried out by NTCA only electronically**, so it is important that you check your electronic storage place (notification inbox) in the days following the submission of the application.

NTCA will sign and dry-stamp certificates handed over in person or delivered by post, i.e. certificates on paper, whereas certificates sent electronically and any official documents related to the certificate shall be provided with a qualified electronic signature and a time

⁸ Section 1 (4) of Government Decree No. 465/2017 (XII. 28.) on the Detailed Rules of Tax Administration Procedure (Adóig. vhr.).

⁹ Section 50 (2) of Air.

¹⁰ Section 47 and 58 (1) of Air.

¹¹ Section 50 (5a) of Air.

¹² If the certificate requested electronically shall be submitted to the user on paper, postal delivery may be chosen.

stamp and will be delivered only to the taxpayer's - or his/her representative's or proxy's – official electronic storage place (notification inbox).

In the case of certificates delivered by post or electronically, if the addressee does not take over the document/consignment despite two notifications, it is deemed to have been delivered on the fifth working day following the date of the second notification.¹³ An official document issued electronically is only valid in electronic form.

Delivery of the certificate to the user

In the application for a certificate, a separate statement may be made requesting that NTCA sends the duplicate of the certificate - decision or order - directly to the user. This statement is part of the IGAZOL form, but you can also submit a statement with the same content separately. NTCA sends the certificate - decision, order - to the user only on paper, by post, i.e. the user cannot request the electronic sending of the certificate.

If the certificate - decision or order - is to be sent to more than one organisation using the certificate, a separate statement for each user organisation must be completed and attached to the application. It is important to indicate the name and address of the user organisation precisely.

9. Types of tax authority certificates

9.1. Tax certificate

The fact of being listed in KOMA is generally accepted in statutory procedures intended to prove that a taxpayer is free of public debt¹⁴, the inclusion in KOMA must therefore be accepted by the user instead of the presentation of no public debt tax certificates.

Therefore, a tax certificate may need to be issued if

- the taxpayer is not listed in KOMA;
- the taxpayer is listed in KOMA but is not requesting certification of being free of debt in a statutory procedure - for example, certificates requested for banks or business partners, or certificates used in foreign procedures;
- specific requirements apply for the certification - i.e. proof of being free of public debt beyond 30, 60, 90 days, 6 months or 1 year;
- the user requests a certificate supplemented with additional data from the records of NTCA, such as tax return data, payment discount data, etc., in addition to the proof of the taxpayer's being free of public debt;
- the certificate is necessary for the assessment of a jobseeker's allowance.

¹³ Section 79 (3) of Act No. 185/2015 on the General Rules of Electronic Administration and Trust Services (Eüsztv.).

¹⁴ Section 24 (3) of Act No. 185/2015 on the General Rules of Electronic Administration and Trust Services (Eüsztv.).

Variants of tax authority certificates

General tax certificate: certifies the following on the date of issue or the date indicated in the application:

- (tax) debts or the absence of debts (public debts) as per the records of NTCA, including debts subject to temporary ineffective enforcement;¹⁵
- non-compliance with any obligation to supply data, to file a tax return and to pay the tax due on any type of tax required by law until the date of issue of the certificate, excluding cases where an audit carried out by NTCA has assessed a tax deficiency and the taxpayer has fulfilled the payment obligation arising from the final findings of the authority;
- public debts assigned for enforcement or retention.¹⁶

The certificate includes - in one amount - the **tax debt** and **public debts** that are to be recovered in the form of taxes and are assigned for enforcement. In the case of a missing tax return, it is the number, the name and the due date for filing of the tax return that are indicated in the tax certificate.

If it is not possible to replace the missing tax return due to the commencement of a tax audit, a general certificate indicating the fact of the missing return may be issued until the audit is completed, i.e. the final decision is issued.

Certificate of good standing (negative certificate): certifies the following on the date of issue or the date indicated in the application:

- the taxpayer has no debts registered with NTCA and
- no public-law debt of the taxpayer has been transferred for enforcement or retention.¹⁷

It can only be issued if the taxpayer has also fully complied with other tax obligations that affect the assessment of the debt, such as the obligation to file a tax return.

No public debt certificate:¹⁸ certifies on the date of issue or on the date indicated in the application that the taxpayer fulfils the conditions for inclusion in KOMA^{19,20}

9.2. Income certificate

As at the date of issue, by tax year, it **includes**

¹⁵ Formerly known as: tax debt registered as irrecoverable that is not yet beyond the limitation period.

¹⁶ Section 24 (1) of Adóig. vhr.

¹⁷ Section 24 (2) of Adóig. vhr.

¹⁸ Section 24 (4) of Adóig. vhr.

¹⁹ For detailed information on the database of taxpayers free from public debt, please consult [Information Booklet no. 37](#) (Hungarian only).

²⁰ The conditions are set out in Section 260 (1) of Act CL of 2017 on the Rules of Taxation.

- the income declared and the income assessed by the employer, by means of an ex-post tax assessment and by means of an extraordinary tax assessment, to be taxed both on a consolidated basis and separately;
- the amount of personal income tax payable on the income;
- the special tax on the special tax base;
- the amount of revenue taxed according to the simplified contribution to public revenues (EKHO) as well as the EKHO payment liability.²¹

For the tax year for which the taxpayer has filed a taxpayer statement, it includes the combined total of the consolidated tax base, not reduced by the family allowance, and all separately taxable income subject to tax return filing requirements, and the personal income tax liability.

Income certificates **cannot be issued** if **the taxpayer has not filed a tax return** for personal income tax or simplified entrepreneurial tax.

An exception to the above, i.e. the income certificate can be issued:

- if the taxable amount and the tax were assessed by means of an ex-post or an extraordinary assessment;
- if, according to the records of NTCA, the taxpayer is not subject to or has not been subject to a tax return filing obligation under Act CXVII of 1995 on Personal Income Tax (PIT) and presents a statement on this to NTCA.²²

Income certificate for taxpayers subject to the income tax act

Depending on the tax year indicated, the data included in

- the income tax return [No. 'SZJA ('53)];
- the tax statement on personal income tax liabilities;
- the simplified tax return on the personal income tax liabilities;
- the tax assessment of the tax authorities based on tax return statement;
- the employer's tax assessment for the assessment of income tax ('M29);
- the tax assessment by the tax authorities

may be taken into account.

For individuals, subject to the income tax act - also for self-employed persons - the income certificate contains both the consolidated and the separately taxable income and the related tax liabilities. Pursuant to the rules of flat-rate taxation, the taxpayer's income certificate includes the flat-rate tax base and the assessed flat-rate tax.

Income certificate for taxpayers who are subject to the act on the fixed-rate tax of low tax-bracket enterprises and on small business tax

- Data from the 'KATA' tax return can be taken into account.

²¹ Section 24 (5) of Adóig. vhr.

²² Section 24 (7) of Adóig. vhr.

[Note: KATA stands for fixed-rate tax of *low tax-bracket enterprises/undertakings*, i.e. *small taxpayers*]

- a) **60 per cent of the revenue** of the low tax-bracket enterprise shown in the most recent revenue statement shall be treated as the low tax-bracket entrepreneur's income under the old Kata Act for the period of 2013-2021 and 01.01.2022 - 31.08.2022, **in equal proportions if shared by more than one member**, or at least the sum received by multiplying the number of months for which fixed-rate low tax-bracket liability applies by the prevailing monthly minimum wage.²³
- b) from 01.09.2022 onward, under the new Kata Act, **60 percent of the revenue** of the small taxpayer as stated in the last revenue statement shall be treated as income.²⁴

For low tax-bracket taxpayers, the income certificate **includes**:

- the calculated income of the low tax-bracket taxpayer, in the case of the income certificate for 2022, separately for the income subject to the old Kata Act and the new Kata Act;
- if for the tax year covered by the income certificate the low tax-bracket taxpayer was also subject to a tax return filing obligation under the income tax act, the income certificate shall also include - in addition to the small taxpayer's calculated income - the income and tax liability according to the personal income tax return.

Income certificate for taxpayers who are subject to Act XLIII of 2002 on Simplified Entrepreneurial Taxation

for the simplified entrepreneurial taxpayers, the data of the tax return ('43) can be taken into account regarding the simplified entrepreneurial tax, self-employed person's contributions, value added tax, vocational training contribution, corporate tax liability and data supply obligation, as well as the tax replacing the tax on dividends, innovation contribution advance and contribution,

If the taxpayer has been subject to the simplified entrepreneurial tax in the tax year covered by the certificate (until the tax year of 2019), the income certificate shall **include**, for each tax year

- all revenues earned during the taxable period and the simplified entrepreneurial tax subsequently assessed;
- in other cases, NTCA issues the income certificate for income – revenues – not forming the basis of simplified entrepreneurial tax in accordance with the applicable rules.²⁵

²³ Section 10 (3) of Act CXLVII of 2012 on the Fixed-Rate Tax of Low Tax-Bracket Enterprises and on Small Business Tax (old Kata Act).

²⁴ Section 9 (3) of Act XIII of 2022 on the Fixed-Rate Tax of Low Tax-Bracket Taxpayers (new Kata Act).

²⁵ Section 24 (6) of Adóig. vhr.

9.3 Tax residence certificate

It certifies that

- the private individual - including the private entrepreneur – based on the personal income tax act, and/or
- a business company - legal person or business company without legal personality and other type of organisation – based on the act on corporate tax and dividend tax²⁶

is a taxable person in Hungary.

The tax residence certificate **includes:**

- the name of the natural person, his/her permanent or temporary place of residence - or, in the absence of such place of residence, his/her permanent or temporary place of abode - and his/her tax identification number;
- the name, designation, registered office (seat), tax identification number of the sole proprietor, legal person or other entity/organisation.²⁷

A tax residence certificate may be requested for the following purposes:

- **certifying tax residency based on double taxation conventions:** it is important to note that in this case, the name of the partner country must also be given and the certificate will be issued excluding any other legal title and without mentioning the name of the user of the certificate;
- **claiming refund of value added tax:** NTCA issues a tax residence certificate on the domestic residency for taxation purposes with the aim for other jurisdictions to refund value added type of taxes based on the principle of reciprocity;
- **for other purposes specified by the applicant:** in this case, NTCA will only include in the certificate the name or designation, tax identification number or tax identification code, address or registered office (seat) of the taxpayer. If the taxpayer also requests in his/her application the verification of other data related to the subject of the certificate – e.g. community tax number, activities, confirmation of permanent establishments - the certificate will also include these data.

Tax residence certificates for claiming refund of value added tax and for other purposes specified by the applicant may not be used to avoid double taxation.

10. Issue of a certificate on the form of a foreign authority

NTCA will also issue the certificate on a standard form used by a foreign authority, if the applicant attaches **an official Hungarian translation of the form** to the application. No

²⁶ Act LXXXI of 1996 on Corporate Income Tax and Dividend Tax.

²⁷ Section 24 (8) of Adóig. vhr.

official translation is required if the form is in English or if a bilingual or multilingual form contains full English text, too.²⁸

In all cases, the application for a certificate **must be accompanied by the foreign official form duly completed and signed by the taxpayer(s)**. The certificate through the use of a foreign authority's form is issued by NTCA on paper only.

11. Information on the authenticity of the certificate

The bodies using the certificate **can verify** the authenticity of the certificate **by means of** a **verification ID** of at least 24 characters placed on the tax authority's certificates.²⁹ By providing the verification ID and the certificate file number, the user of the certificate and the taxpayer or his/her representative can view and download the issued certificate after personal identification by logging in to the Taxpayer Portal of NTCA (*Sitemap / Other queries / Tax certificates*). Queries are logged.

In addition, users of certificates may request information in writing from the Directorate issuing the certificate **by filling in form named [VALOS](#)** or by submitting a request with the same content and attaching a copy of the certificate or the decision of the authority. The user of the certificate may submit the request electronically, by post or in person at the customer service, subject to the rules on electronic communication.

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²⁸ Section 24 (10) of Adóig. vhr.

²⁹ Section 24 (12) of Adóig. vhr.