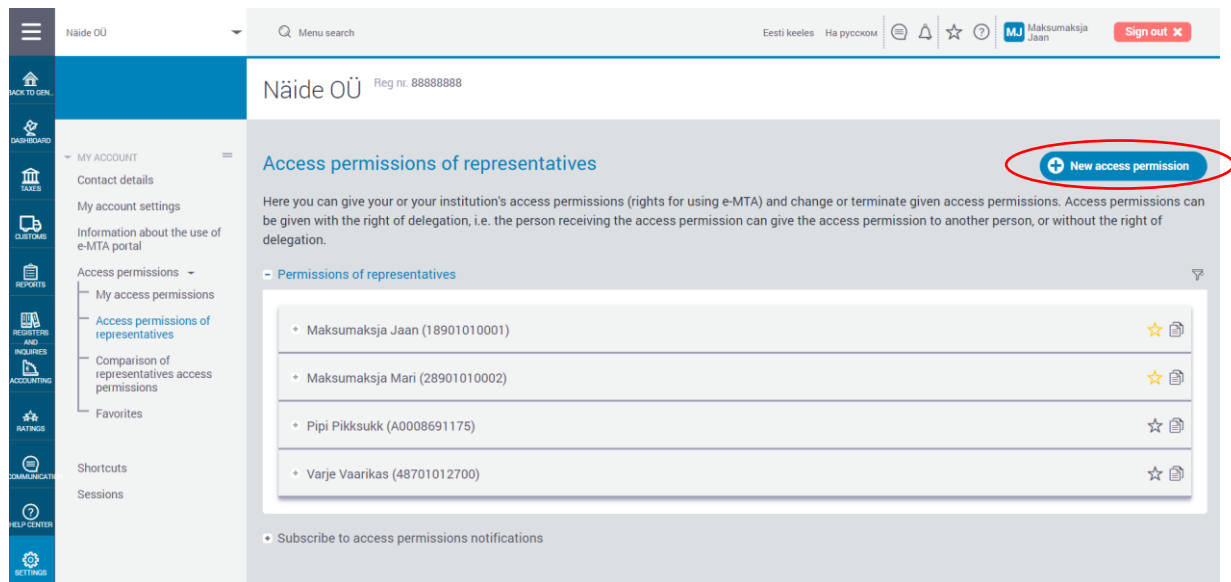


## Application for payment in instalments in the e-MTA

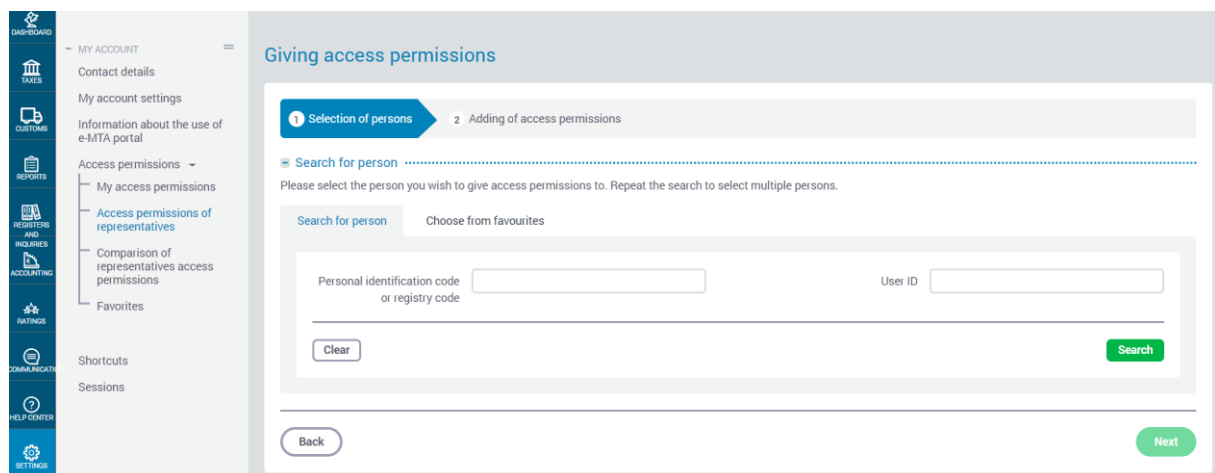
A person representing a company wishing to apply for payment in instalments should be granted a separate access permission to the deferred tax debt. This access permission is included in the Accountant's package, but can also be granted separately.

To grant the access permission, go to the section "Settings" and choose "Access permissions of representatives".

1. To give the access permission, click the button "New access permission".



2. Choose the person you want to give the access permission. You can find the person by the personal identification code, registry code or by the user ID or you can choose the person from the favorites.



3. Find the right access permission to submit the simplified application for payment in instalments and check the box “Add”.

**Permissions**

Access permissions can be given as separate permissions or in packages. Separate permissions for using e-services necessary for different user groups are assembled into packages of access permissions

Packages of access permissions   **Separate permissions**   Selected (1)

Name

Code

Clear

ajatamine

Area

Choose...

Search

	◆ Separate permissions	◆ Code	◆ Area
<input checked="" type="checkbox"/>	Submitting simplified applications for payment of tax arrears in instalments	E-AJATAMINE	Over areas

Back

Add

To submit an application for payment in instalments, please enter the e-MTA, go to section “Accounting” and choose “Payment of tax arrears in instalments”.

ACCOUNTING

Accounting

Here you can have an overview of your claims and liabilities, see the prepayment account balances and transactions and submit the applications for refund and rewriting. In the payment section you can pay the amount of your tax liability, apply for payment of tax debts and future obligations in instalments, as well order the e-invoice for paying land tax.

CLAIMS

Overview of claims

Claim search

Claim transaction search

Debt claims

Balance query

ACCOUNTING

Prepayment account

Prepayment account statements

APPLICATIONS FOR REFUND AND REWRITING

Applications for refund and rewriting

EU value added tax refund applications

PAYMENT

Payment

Payment of claim with reference number

Ordering e-invoices

Payment of tax arrears in instalments

Creation of customs joint reference number

Go to section “Accounting”.

Choose “Payment of tax arrears in instalments”.

## Payment of tax arrears in instalments

Payment in instalments for tax debts and future obligations

+ Add new application

Click on the button “Add new application”.

## Payment of tax arrears in instalments

### My obligations

Total amount of debt, incl  
Debt, that can be paid in instalments

2 500,00  
2 500,00  
157,50

The tax arrears that are payable and known to the tax authorities are displayed in the upper section.

The start date of the payment plan cannot be earlier than 10 days after the submission of the application and cannot be later than the last day of the following month.

To create the instalment plan, the start date of the payment plan (2-24 months) or the monthly payment has to be filled in.

After clicking the button "Create instalment plan", the system will generate the desired payment plan.

Requested period for payment  months

or monthly payment  euros

Create instalment plan

[To the page „Payment by instalments“](#)

## Payment of tax arrears in instalments

### My obligations

Total amount of debt, incl  
Debt, that can be paid in instalments  
Future obligations, that can be paid in instalments  
Calculated interest

2 530,00  
2 530,00  
200,00  
157,50

### Creating a payment plan

Before submitting your application, you can calculate your monthly income and expenses to evaluate payment options. For that purpose you can use [the solvency calculator](#). To receive an automatic decision the total amount of tax liabilities including interest must be under 20 000 euros and the period of instalment schedule can be up to 12 months. All of the criteria for the simplified procedure can be found on the homepage under the rubric "Payment of tax liabilities in instalments".

I wish to add future obligations into the payment plan



Amount paid by instalments

2 887,50

Start date of payment plan



Requested period for payment  months

or monthly payment  euros

Create instalment plan

[To the page „Payment by instalments“](#)

If you want to have your future tax liabilities to be involved in the payment plan, you have the option to insert only the monthly payment.

## Payment of tax arrears in instalments

### My obligations

Total amount of debt, incl	2 500,00
Debt, that can be paid in instalments	2 500,00
Calculated interest	157,50

### Creating a payment plan

Before submitting your application, you can calculate your monthly income and expenses to evaluate payment options. For that purpose you can use [the solvency calculator](#). To receive an automatic decision the total amount of tax liabilities including interest must be under 20 000 euros and the period of instalment schedule can be up to 12 months. All of the criteria for the simplified procedure can be found on the homepage under the rubric "Payment of tax liabilities in instalments".

Amount paid by instalments	2 657,50
Start date of payment plan	09.03.2020
Requested period for payment	4 months
or monthly payment	664,38 euros

Create instalment plan

### Payment plan

Due date	Amount
09.03.2020	664,38
09.04.2020	664,38
09.05.2020	664,38
09.06.2020	664,38
Amount paid by instalments:	2 657,50
The balance to be paid by instalment:	2 657,50
Difference:	0,00
Interest calculated on claims in payment plan, that needs to be paid after the last instalment	79,65

The estimated interest of the tax arrears included in the payment plan during the period of the payment plan is displayed next to the payment plan.

[Change the instalments](#)

☒ I have read and agree with the [payment period conditions](#)

Submit application

Before submitting the application, you have to review the terms of the payment in instalments and after that make a check in the box.

By selecting "Change the instalments", you can apply for a payment schedule with irregular instalments. Please note that the final instalment may not exceed 50% of the total debt included in the schedule and **the application will be processed by an official.**

### Payment plan

Due date	Amount
09.03.2020	664,38
09.04.2020	664,38
09.05.2020	664,38
09.06.2020	664,38
Amount paid by instalments:	2 657,50
The balance to be paid by instalment:	2 657,50
Difference:	0,00
Interest calculated on claims in payment plan, that needs to be paid after the last instalment	79,65

[Change the instalments](#)

☒ I have read and agree with the [payment period conditions](#)

Submit application

## Payment of tax arrears in instalments

**Thank you for submitting your application!**

Your application has been approved. Please check the added documents.

If your application is in accordance with the simplified procedure conditions, after clicking the button "Submit application", the verified payment plan will be displayed.

Applying for payment by instalments

Status: Granted

Proceeding

Under the heading "Relevant documents", you can open and review the documents concerning the payment in instalments (the decision, interest claim etc.).

### Relevant documents

Document			Date of document	Number of document
Intressinõue	pdf	bdoc	28.02.2020	13-3/427
Ajatamise otsus (lihtsustatud korras)	pdf	bdoc	28.02.2020	13-1.1/11

### Payment plan details

Amount paid by instalments	2 658,00
Amount left to pay	2 658,00
Number of payments	4
Next payment	664,50
Due date of next payment	09.03.2020
Due date of last payment	09.06.2020

### Payment plan

Due date of payment	Amount	Amount left to pay	Date of payment
09.03.2020	664,50	664,50	
09.04.2020	664,50	664,50	
09.05.2020	664,50	664,50	
09.06.2020	664,50	664,50	

[To the page „Payment by instalments“](#)

**Application has not been submitted yet**

Please provide additional information and necessary documents.

If there are circumstances, which justify the application being proceeded by an official, you must additionally fill in the boxes below and submit the mandatory documents at least in one file. You can then approve the application by clicking the button "Submit application".

### Additional information

Explain, how you will be able to make the payments during the payment plan. If someone is assisting you with payment, please write their name and ID-number/date of birth if possible.

Remaining characters: 500

Total income in a month

Total expenses in a month

Balance (income - expenses):

### Documents

Mandatory documents

Please add the annual report and profit and loss account for the current year. We also ask you to add the previous annual report and profit and loss account in case they have not been submitted to the business register.

Voluntary documents

Please add documents, that prove income and expenses (e.g bank account statement) or existence of collateral (e.g evaluation act).

[Add document](#)

☒ I have [read the terms](#)

[Submit application](#)

[Delete application](#)

[Save the application](#)

[To the page „Payment by instalments“](#)

## Payment of tax arrears in instalments

### Thank you for submitting your application!

The processing of the application might take up to 20 days. For further questions we will contact you using these channels:

Address: Haabersti linnaosa Tallinn Harju maakond  
E-mail: xxxxxxx@gmail.com  
Phone: 12345678

Postal address, phone number or e-mail address can be updated in the section "Contract and settings" under heading "Contact details"

Applying for payment by instalments

Status: Pending

Confirmation of the acceptance of the application and forwarding for processing will be displayed. You can also check the validity of your contact information and, if necessary, change it in section "Settings".

## Payment of tax arrears in instalments

Payment in instalments for tax debts and future obligations

[+ Add new application](#)

### Applications

Submission date	Status	Type of submission	Applicant
28.02.2020	Granted	Electronically	Applicant's first and last name <input type="text"/>

All procedural information and documents relating to the application can be viewed at any time in section "Accounting" – "Payment of tax arrears in instalments".