**REFERENCE FOR FILLING IN THE**

**ACCOUNT CARD OF INDIVIDUAL – TAXPAYER**

**(for submission in electronic form)**

**Attention!** Submission of Account Card in electronic form is possible on the basis of child’s birth certificate for minors (up to 14 years old) or passport of citizen of Ukraine.

Fill in the Account Card in Ukrainian language.

Fill in the fields “Surname”, “Name” and “Patronymic” according to the identity document (for a child according to the birth certificate). Use selection of data from the directory to fill in each field.





In the absence of specific last name, first name or patronymic in the directory, it is needed to enter data manually and carefully comparing spelling according to the identity document. System allows saving and sending form in the presence of non-critical remarks such as absence of certain data in the directory



If identity document specifies information about the individual’s surname and name in Latin letters, fill in the fields “Surname” and “Name” through a slash in Latin letters

If there were changes in last name, first name and / or patronymic, enter previous data of the last name, first name and / or patronymic in appropriate fields of the form

Enter date of birth according to the identity document (for a child according to the birth certificate): number – 07, month – 01, year – 2019. Filling in, it is possible to use calendar or enter appropriate date in the field manually



Select male or female in the “Gender” field



Place of birth is filled in according to data of the identity document (for a child according to data of the birth certificate). Use the selection of data from the directory to fill in



Similarly, use directories to fill in the address of residence registration according to the identity document, certificate of residence registration / stay or other documents that include information about residence registration



For cities with district distribution, such as Kyiv, Kharkiv, Dnipro, Odessa, Mariupol, etc., it is necessary to enter certain district of city manually in the “District” field. The “Area” field in “Residence registration address” section must be filled in. Title of district of Kyiv city must be entered, for example, “Pecherskyi”, “Holosiivskyi” (Kyiv has ten districts in total). An error of not having specific district in the directory is not critical, as system you to save and send the form



Fill in address of actual residence if such address differs from the address of residence registration (on the basis of relevant document, for example: registration certificates of internally displaced persons; certificates confirming the whereabouts of Ukrainian citizens living in the temporarily occupied territory or relocated from it).



Enter name of citizenship country in the “Citizenship” column



Indicate your mobile or home phone in the “Contact information” column



Specify requisites of the identity document or birth certificate of a minor, its title, series (if any), number, issuance date and authority that issued document in the “Identity document” section







If the Account Card is submitted by representative or one of minor’s parents (adoptive parent, guardian, trustee), the registration data and data of document certifying such a person is indicated.

.

Enter date of filling in the Account Card

Select the Taxpayer Service Center where you want to obtain document certifying registration in the State Register of Individuals – Taxpayers (Taxpayer Card)



**The following will be sent in response:**

Receipt №1 – Notification on the acceptance of the request;



Receipt №2 – Notification form **F1414601** on the processing results.

