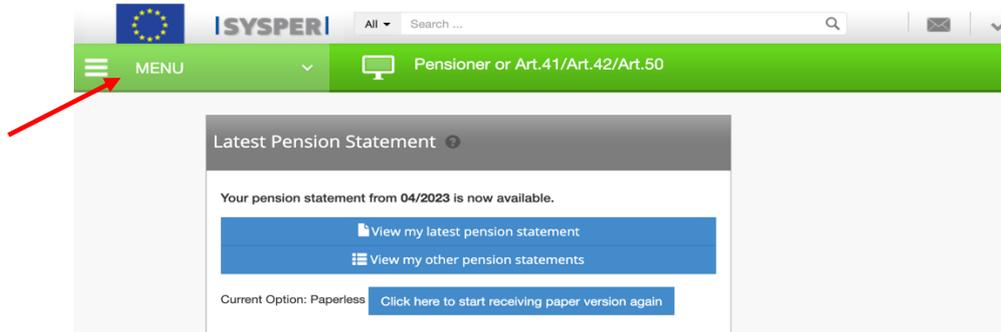


HOW TO CREATE TAX CERTIFICATES (with/without amounts) from Sysper Post Activity ?

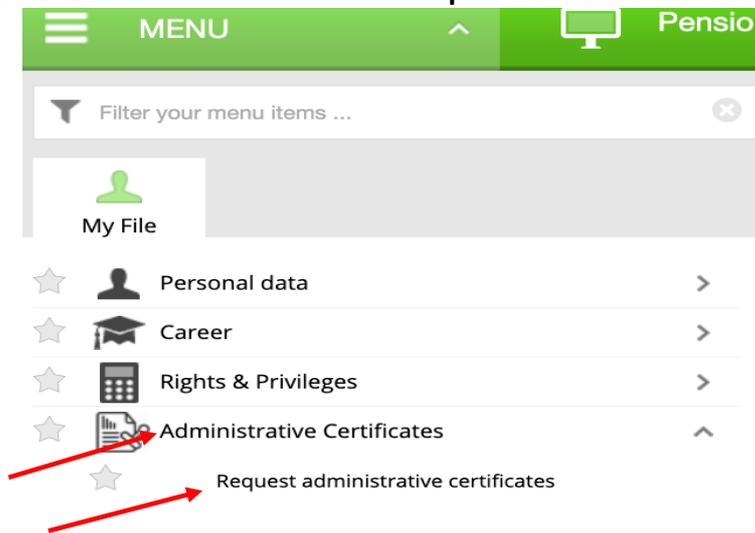
From the MyRemote Menu (<https://myremote.ec.europa.eu>)

→ SYSPER Post Activity

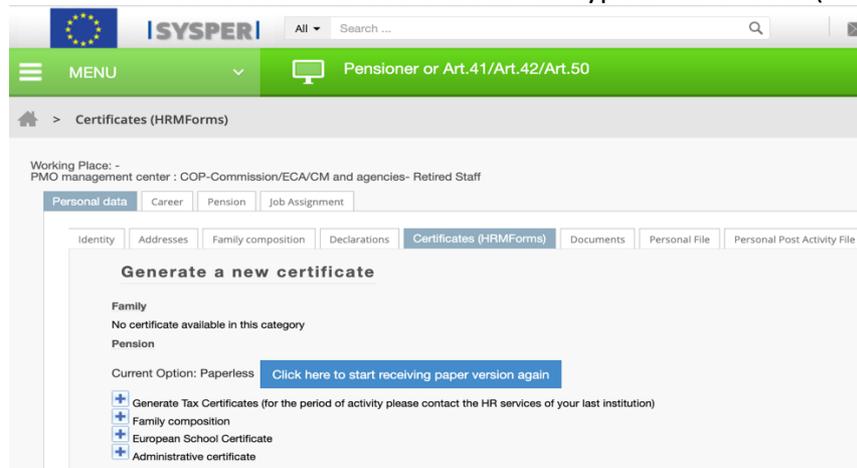
→ Click on **MENU**



→ Click on **“Administrative Certificates”** then on **“Request administrative certificates”**



→ Click on the  next to **“Generate”** next to the desired type of certificate (here tax certificates)



A new window opens:

- ➔ Select the **Fiscal year** and the **Country** (to have that country language) **and if necessary**, tick **“Display amounts”** + a clic on **Save** at the bottom of the screen



N.B. If the ideal year gives an error message, try the year before!

- ➔ A waiting message is displayed and after a few moments, you return to the main window
- ➔ Under **“Already generated certificates”** the latest requested certificates are to be found.

| ID | TITLE | LANGUAGE | STATE | CREATION DATE | PDF |
|---------|---|----------|-----------|---------------------|-----|
| 1631232 | Attestation Administrative | FRA | Validated | 27/04/2023 21:49:39 | |
| 1631221 | Tax Certificate - Retirement Art: 12 N.139496 - BEL - 2022 - Avec montants | NLD | Validated | 27/04/2023 21:04:31 | |
| 1631220 | Attestation fiscale - Retraite Art: 12 N.139496 - BEL - 2022 - Avec montants | FRA | Validated | 27/04/2023 21:04:29 | |
| 1631219 | Steuerbescheinigung - Pensionierung Art: 12 N.139496 - BEL - 2022 Avec montants | DEU | Validated | 27/04/2023 21:04:27 | |

- ➔ click on the red PDF symbol to the right of the screen to display the relevant certificate. In the case of Belgium, it is automatically generated in the 3 official languages (FR/NL/DE)
- ➔ Choose to download and/or print the document(s)

Good to know: other types of certificates are available in the language and for a reason to be selected (car purchase, rental, subscription, etc.)