Guide to reporting via user interface
(E-tax for businesses (*TastSelv Erhverv*))

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**Version history**

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# 1. Purpose of the guide

This guide is aimed at financial businesses facilitating cross-border payments. These organisations are called Payment Service Providers (PSPs)[[1]](#footnote-1). PSPs must report their cross-border payments in XML format to the Danish Tax Agency (*Skattestyrelsen*), which forwards the data to a central EU database, CESOP-EU[[2]](#footnote-2).

The purpose of this guide is to describe how to use the CESOP-DK UI solution. It is a technical guide on how to access the solution, and it doesn’t deal with the reported data or their format. For guidance on these areas, reference is made to the general reporting guide.

# 2. Requirements before CESOP-DK can be accessed

Reporting to CESOP-DK is done in [E-tax for businesses](https://pdcs.skat.dk/dcs-atn-gateway/login/tsklogin?userType=virksomhed&targetUrl=aHR0cHM6Ly9udHNlLnNrYXQuZGsvbnRzZS1mcm9udC9mb3JzaWRl).

The business must therefore be able to log on at E-tax for businesses. This is possible for all Danish businesses with an SE number.

## 2.1 For non-Danish businesses without a SE number

Before CESOP-DK can be accessed, the business must have an administrative SE number.

You find guidance on how to register for an administrative SE number at our English page on CESOP at [skat.dk/cesop-en](https://skat.dk/cesop-en) under **Good to know about reporting of payment data.**

## 2.2 Registration of reporting obligation

The PSP that is subject to a reporting obligation must register the reporting obligation with CESOP-DK.

The registration is done via a digital form at virk.dk. The form requires login with MitID Erhverv for businesses or with MitID for private use. Representatives can also register the business.

You can access and fill in the form here: [Blanket 31,053 Registrering - indberetningspligt for visse grænseoverskridende betalingsoplysninger (Form 31.053 Registration – reporting obligation for certain cross-border payment information)](https://virk.dk/myndigheder/stat/ERST/selvbetjening/31053_Registrering_forindberetningspligt_for_visse_graenseoverskridende_betalingsoplysninger/) (virk.dk)

Once the Tax Agency has processed and approved the request for registration, a new registration certificate is generated. You can find the registration certificate in [E-tax for businesses](https://skat.dk/tastselverhverv) under the menu item ***Profil- og kontaktoplysninger* (Profile and contact information)**.

The reporting obligation is then registered on the business’s SE number, and you can begin your reporting.

Once the Tax Agency has processed and approved the request for registration, a new registration certificate is generated. Find your registration certificate in E-tax for businesses under *Profil* (Profile). To access E-tax for businesses, go to [skat.dk/en-us](https://www.skat.dk/) and log on as a business.

The reporting obligation is then registered on the business’s SE number, and you can begin your reporting.

## 2.3 Linking of user rights in E-tax for businesses

If you log on at [E-tax for businesses](https://skat.dk/tastselverhverv) with MitID, you must ensure that the user who logs on has the reporting obligation linked to the user’s MitID. This is done by the MitID administrator of the business.

How to find guidance on rights management at E-tax for businesses:

1. Go to <skat.dk/en-us/businesses>
2. Select **E-tax for businesses**
3. Select **Authorise others to access your E-tax for businesses**.

### 2.3.1 If you submit data on behalf of others

If you are to submit payment data on behalf of businesses that are subject to a reporting obligation, your business must be registered with the accountant scheme. The guide to the accountant scheme is available at [skat.dk/en-us/businesses/e-tax-for-businesses/register-your-business-for-the-accountant-scheme.](https://skat.dk/en-us/businesses/e-tax-for-businesses/register-your-business-for-the-accountant-scheme)

The business that is subject to a reporting obligation and on the behalf of which you are reporting must grant you the right to report data on its behalf. The guide to how to authorise your accountant or consultant to report data on behalf of your business is available at [skat.dk/en-us/businesses/e-tax-for-businesses/authorise-others-to-access-your-e-tax-for-businesses/authorise-your-accountantconsultant-to-report-information-on-behalf-of-your-business](https://skat.dk/en-us/businesses/e-tax-for-businesses/authorise-others-to-access-your-e-tax-for-businesses/authorise-your-accountantconsultant-to-report-information-on-behalf-of-your-business).

# 3 Test environment for reporting PSPs

The Tax Agency provides a test environment for the reporting PSPs. The test environment has the same security as our production environment, but it is intended for test data only.

Before reporting in the test environment, we recommend that the test file is validated using the validation module provided by the EU. [The validation module and guide can be found at the EU web page on CESOP](https://taxation-customs.ec.europa.eu/taxation-1/central-electronic-system-payment-information-cesop_en).

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## 3.1 Access to the test environment

To test the reporting solution in the test environment, you must log on to E-tax for businesses. The following links can then be accessed for testing purposes:

* Submit file: <https://ntse.cesop.tfe.skat.dk/indsend>
* See overview of already submitted files: <https://ntse.cesop.tfe.skat.dk/overblik>
* Submit zero declaration: <https://ntse.cesop.tfe.skat.dk/nulindberet>

As access control to test environment and the production environment is the same, we recommend that you pay extra attention to avoid accessing the wrong environment by mistake.

At the test environment, a yellow bar will always be displayed on the screen showing that you are in the test environment.

# 4 Production environment

Before reporting in the production environment, we recommend that you validate the test file using the validation module provided by the EU. [The validation module and guide can be found at the EU web page on CESOP](https://taxation-customs.ec.europa.eu/taxation-1/central-electronic-system-payment-information-cesop_en).

## 4.1 Access to the production environment

How to obtain access to reporting in the production environment:

1. Log on at [E-tax for businesses](https://skat.dk/tastselverhverv)
2. Go to Other reports
3. Go to **CESOP-EN-US**

From here, there is access to the menu items **Zero declaration**, **Reporting via file** and an overview page where you can get a comprehensive overview of previous reports and their status.

From the overview page, receipts and validation reports for the individual report can also be downloaded.

1. Payment Service Provider [↑](#footnote-ref-1)
2. CESOP (Central Electronic System of Payment Information) is a system maintained by the European Commission for collection of cross-border payment transaction data collected by the Member States from PSPs. [↑](#footnote-ref-2)