

**Checking the existence
of an entry in
the Public Register of Tax Numbers**

DATA FILE SPECIFICATION

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1 INTRODUCTION

The following methods are available for checking whether someone is entered in the Public Register of Tax Numbers:

Enquiries that only concern a single third party

- www.vero.fi/veronumero

Enquiries that concern many third parties

- To make an enquiry, log in to ilmoitin.fi to send the request electronically in a file. We create an answer file in order to respond to it. Our answer file tells you who is on the register and who is not. We send it back to you via the ilmoitin.fi website.

2 ELECTRONIC TRANSFER OF DATA TO THE TAX ADMINISTRATION

Use the ilmoitin.fi site maintained by the Tax Administration to transmit the data to us. You cannot transmit the data with a CD-rom disk, diskette, memory card or other data medium.

You must either have a Web banking user ID or a Katso ID to sign in for electronic filing. To obtain Katso identifiers, visit <https://yritys.tunnistus.fi>.

Note: If you use Katso identifiers to sign in, you must enter your Business ID in the "Filer's Business ID or personal identity code" field. And similarly, if you use bank identifiers, you must enter your personal identity code.

For the data transmission to succeed, the employer's accounting software must be able to create files that comply with the requirements of this Data File Specification. It is the task of commercial software vendors or system administrators to make sure of this. The required character set is ISO 8859-1 (Latin 1). It is the responsibility of the filer or their representative that the e-file is successfully sent off.

The module for verification (TaMo) of the Tax Administration checks the correctness of the file to be sent. It only allows flawless files to be sent on to the Tax Administration.

3 PERIOD OF VALIDITY

This specification sets out the requirements of file formatting that come into force 22 January 2014 and continue to be in force until a new version of this specification is released.

4 FIXED-LENGTH FILE FORMAT OR NAME:VALUE PAIR FORMAT

The lengths of both the request and answer files are fixed. Enter all the information in character format. Positions 1 to 233 consist of information filed by the employer, and position 237 is the answer information sent back by the Tax Administration. Positions 234 to 236 are a reserve space.

Enter the data elements in accordance with their designated positions.

Each filing begins with an 8-character identifier in capital letters.

Data flow	File identifier
Mass checking of entries in the Public Register of Tax Numbers	VEROKYSE

When the file has a fixed length, enter all information in character format. Any positions for which there is no input must be padded with blankspaces.

Left-justify all alphabetical information.

The letter 'P' indicates mandatory information.

5 DATA FILE SPECIFICATION

Enquiry for the existence of an entry in the Public Register of Tax Numbers:

Record length is fixed as 236 characters for the fixed-length format.

Data position	Data element	Mandatory P Optional V	Format Length
1-8	FILING IDENTIFIER (=VEROKYSE)	P	A8
9-21	BUSINESS ID OR PERSONAL IDENTITY CODE OF THE FILER The input is necessary as it enables the ilmoitin.fi interface to send back the answer file to you.	P	AN13
22-121	LAST NAME Enter the last name of the individual whose registration entry you want to check.	P	AN100
122-221	FIRST NAME Enter the first name(s) of the individual whose registration you want to check.	P	AN100
222-233	INDIVIDUAL TAX NUMBERS Enter the Tax Number of the individual whose registration you want to check.	P	N12
224-236	RESERVE SPACE	V	AN3

The setup of the answer file from the Tax Administration:

The length of this file is fixed at 237 characters. The answer coming from the Tax Administration can be found in position 237, data element name "Information on the existence of an entry in the Public Register of Tax Numbers".

Data position	Data element	Mandatory P Optional V	Format Length
237	INFORMATION ON THE EXISTENCE OF AN ENTRY IN THE PUBLIC REGISTER OF - TAXNUMBERS 1 = Yes 2 = No.	P	N1

Data position	Data element	Mandatory P Optional V	Format Length
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6 INSTRUCTIONS

The specification of the file for checking the Tax Number registration is posted on the Tax Administration website tax.fi > Data file specifications.

The path to the specification is: Tax.fi > Precise information > e-Filing > IT developers > Data format specifications > Specifications - Direct data transfers and other e-filings.

7 CONTACT DETAILS FOR TECHNICAL QUESTIONS

Enquiries by email: tiedonsiirto@vero.fi.