

TASK DETAIL	
Title	PAYING TAXES
Type	TEAM
Activity Stage	BUSINESS PROCESS
Department	FINANCE & ACCOUNTING
Duration	RECURRING
LEARNING OBJECTIVE	OUTPUT
	Proof of PPh 21 Tax Payment.

INTRODUCTION

Taxes are mandatory contributions from citizens to the state treasury based on law, used to fund public expenditures. As a company conducting business activities and employing staff who earn income, the company is classified as a taxpayer according to its income level.

No	ACTIVITY
1	<p>Types of Taxes</p> <p>The Chiefs and department members hold a discussion about the types of taxes the company is obligated to pay. Here are the following types of taxes:</p> <ol style="list-style-type: none"> 1. Income Tax / PPh Article 21 2. Corporate Income Tax / PPh Article 23 3. Value Added Tax / VAT (PPN) <p>Research each tax type, its application, and payment deadlines. You can visit http://www.pajak.go.id/ for more information.</p>
2	<p>Employee Tax Data Collection</p> <p>The Chiefs of Finance assign department members to calculate each tax applicable to the company. Gather relevant information from the Human Resource Department and the Marketing Department. Record the data using the Financial Budget document, specifically the Salary Tax section, which can be accessed via the VCI portal or in the Task Format section.</p>
3	<p>Tax Payment Assignment</p> <p>The Chiefs of Finance and the facilitator may appoint 1–2 department members to be responsible for making monthly tax payments by the specified deadlines.</p> <p>All taxes listed above must be paid to the Tax Office via account number a.c. 120000024.</p>

REFERENSI

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FORMAT TUGAS

Financial Budget – [LINK](#)