George   Transfers & Orders   Transferring with George

Special Transfers: Tax Payments

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From time to time, you must pay your taxes. With George, there is a simple way to do so in the web application and the app: you can easily create a **new tax authority payment.**

App

1. Create a **new transfer**.

2. You can either select a template that you already saved or create a manual transfer.

3. If you create a manual transfer, start typing in "**Finanz**". George will then give you a list of tax authorities that you can select. If the tax authority is not to be found on the list, try to type in their short code (e.g. "FA15") instead. **If there is still no suggestion**, make sure to have an up-to-date IBAN and short code by cross-checking it with the **official list** on their Website. Otherwise, select the suggestion and George will prefill the recipient name and IBAN for you.
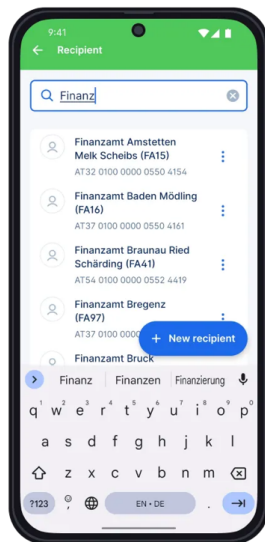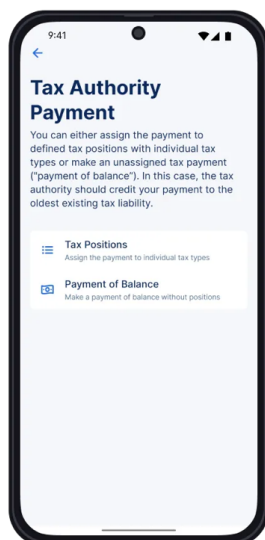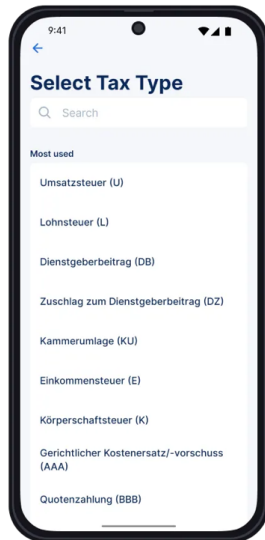
4. On the next screen, you can enter your tax number. In Austria, this number has **9 digits**.

5. You can then decide whether you want to **add tax positions** to your transfer or if you want to execute a "**Payment of Balance**" where you can transfer money without defining tax positions.

6. By tapping on "**Tax Positions**", you can add tax positions to your transfer. You can add positions such as "turnover tax", "wage tax" and other types of taxes.

7. Select the tax period & the year and type in the amount you would want to add to this particular tax position.

8. By tapping on "**To your credit**", the amount you are going to transfer will stay in your account but it will be declared on the transfer.

9. Tap on "**Done**" and add it to your transfer. You can add a **total of 6 tax positions** to your tax transfer. When you're finished, tap on "**Done**".

10. You will now see a summary of your tax transfer. You can now also select a transfer date. If you don't select any transfer date,

George will execute the transfer **as soon as possible**.

11. In the last step, **sign** your order.

Web Browser

1. Create a **new transfer**.

2. Start typing in "**Finanz**". George should then give you a list of all tax authorities that you can select.

3. If the tax authority is not to be found on the list, try to type in their short code (e.g. "FA15") instead. If there is still no suggestion, make sure to have an up-to-date IBAN and short code by cross-checking it with the **official list** on their Website. Otherwise, select the suggestion and George will prefill the recipient name and IBAN for you.

4. Enter the amount you want to transfer. The **transfer form then changes** from a SEPA transfer form to a **tax transfer form.**

5. Enter your tax number. In Austria, this number has **9 digits**.

6. By clicking on "**Add position**", you can add tax positions to your transfer. You can add positions such as "turnover tax", "wage tax" and other types of taxes.

7. Select the tax period & the year and type in the amount you want to add to this particular tax position.

8. By clicking on "**To your credit**", the amount you are going to transfer will stay in your account but it will be declared on the transfer.

9. Click on "**add**" and add it to your transfer.

10. You can then select a transfer date. If you don't select any transfer date, George will execute the transfer **as soon as possible**.

11. Of course, you can save this transfer as a **template** and reuse it later again.

12. In the last step, **sign** your order.

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