PERIOD: January 2023

MONTHLY TAX CHECKLIST

CLIENT NAME: PT. Celia Argya Logistik

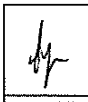
PIC 1 (Inputter):	Silvi	Target Date:	09-Feb-23
PIC 2 (Peer Review):	Lasmi	Review Date:	09-Feb-23
PIC 3 (Senior Checker):	Aji	Send Date:	09-Feb-23

Equalization of numbers in tax reports and financial statements

VAT	Amount
Sales in Financial Statement (YTD)	N/A
Sales in VAT Report (YTD)	N/A
Difference	N/A
Notes (if There is Difference)	
Income Tax Art 21	**Amount**
Expenses in Financial Statement (Salary, Individual Professional Fee, etc) (YTD)	N/A
Bruto in Income Tax Art 21 Report (YTD)	N/A
Difference	N/A
Notes (if There is Difference)	
Income Tax Art 23, 26, & 4(2)	**Amount**
Expenses in Financial Statement (Service, Rent, Interest, Royalty, etc) (YTD)	N/A
Bruto in Unification Income Tax Report (YTD)	N/A
Difference	N/A
Notes (if There is Difference)	

Working Paper & Reporting Review	Yes/No	Notes (If No)
For WHT Art 21, all employee data (NPWP, PTKP status, etc) are updated with actual conditions	✓	
For WHT Art 21, salary data in the working paper is the same as the salary data sent by the client	✓	
For WHT Art 21, BPJS Data in the working paper is the same as the BPJS Payment Data	✓	
Withholding tax is calculated at the correct tax rate	✓	
There are no errors in all the formulas in the working paper	✓	
Make Sure monthly income tax (ex. PPh 25, PP23, PPh 15) is calculated properly. PPh 25 should be same	✓	
Billing Code is correct (correct period, amount, etc)	✓	
All data reported is same with the working paper	✓	
For VAT report, compensation from previous period should be the same as SPT of last period	N/A ✓	
If use tax treaty rate, make sure DGT form is available and still valid	✓	

Delivery and Documentation	Yes/No	Notes (If No)
All SPT & Tax Slip has been sent to clients	✓	
All related data are well documented on the server	✓	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