

# Web solution for employers

*This document is a translation of an original Danish document. The original Danish document is the governing document for all purposes, and in case of any discrepancy, the Danish wording will be applicable.*

The Web reporting tool makes it possible for the employer to submit the monthly reporting to the Tax Department on the Internet. Due to new legislation all companies with more than 20 employees have to report on the Internet.

Furthermore, the Tax Department encourages all companies with fewer than 20 employees to utilize the Web reporting tool.

This solution also makes it possible to see earlier digital submissions and print receipts of prior reports.

Furthermore, it is possible to change log-in and password information and to opt-out of the monthly mailings from the Tax Department via the website.

## **This Guide Contains Information On:**

- 1. Logging into the Web**
- 2. Changing the password and log-in**
- 3. Opting-out from receiving monthly mailings**
- 4. Making the monthly report**
- 5. How to submit a nil report**
- 6. Display web reports and control data**
- 7. How to correct a report**
- 8. Greenlandic legislation**

## 1. Logging into the Web

1. Open a browser and go to <https://sulinal.nanoq.gl> (if not already chosen, choose Dansk to see the screen as shown below).

Sulisitsisut Allattorsimaffiat / Arbejdsgiverregisteret - Windows Internet Explorer provided by Namminersorlutik Oqartussat  
https://sulinal.nanoq.gl/

Kalaallisut · Dansk

**KALAALLIT NUNAANNI NAMMINERSORLUTIK OQARTUSSAT**  
Akileraartarnermut Pisortaqaarfik  
**GRØNLANDS SELVSTYRE**  
Skattedirektoratet

**Arbejdsgiverregisteret**

Velkommen til Skattedirektoratets hjemmeside.

**Bruger**  
GER-nummer

**Kodeord**  
••••

**Log ind**

**Arbejdsgiver**  
Indberet redegørelser for A-skat og se tidligere indberetninger.

**Pantefoged**  
Hent oplysninger om personer og virksomheders månedlige redegørelser for A-skat.

**Fordringshaver**  
Opret og følg sager på personer der skylder penge.

Grønlands Selvstyre  
Skattedirektoratet  
Postboks 1604  
3900 Nuuk

Tlf.nr.: +299 345000  
Fax nr.: +299 346577  
E-mail: [sulinal@nanoq.gl](mailto:sulinal@nanoq.gl)

v1.2

**ÆNDRING AF MAILADRESSE TIL SULINAL**  
[Sulinal@gh.gl](mailto:Sulinal@gh.gl) er blevet ændret og fremtidige indsendelser bedes fremover sendt til [Sulinal@nanoq.gl](mailto:Sulinal@nanoq.gl)

2. Type the GER-number and the code you have received after mailing to [sulinal@nanoq.gl](mailto:sulinal@nanoq.gl) or the code you have received after registration online.

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**GRØNLANDS SELVSTYRE**  
Skattedirektoratet

**Arbejdsgiverregisteret**

Velkommen til Skattedirektoratets hjemmeside hvor der kan foretages indberetning af månedsredegørelser, lønangivelser samt løntræk.

**BEMÆRK** at indberetningen først kan ses på hjemmesiden når den er bogført i Skattestyrelsen og efter 1 hverdag.

**Nyt filformat til indlæsning af lønangivelser**

Filformat for indlæsning af lønangivelser, ændres med virkning fra og med onsdag d. 18. december 2008. Se dokumentation for A10, A11 og A12 for yderligere information. (Det nuværende filformat er gyldigt til og med indkomståret 2007 og kan indberettes som sådan til og med tirsdag d. 17. december 2008)

**Indberetning af løntræk uden aftalenummer**

Inddrivelsesmyndigheden har måttet konstatere, at det ikke inden for en rimelig tid er muligt at erstatte eksisterende løntrækspålæg med nye løntrækspålæg udstedt af Inddrivelsesmyndigheden. Der åbnes derfor for adgang til at indberette løntræk, såvel med som uden aftalenummer, uden at indberetningen bliver afvist.

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v1.2

**Forside**  
**A-skat**  
- Indberet  
- Vis  
- Medarbejder sum

**Løntræk**  
- Indberet  
- Vis

**Lønangivelse**  
- Indberet  
- Vis

**Indstillinger**  
**Log ud**

3. Once you access the site you can choose whether you want to report, look at earlier submissions, change your password, or opt-out of the monthly mailings from the Tax Department.

## 2. Changing the Password

1. Click on the text *Indstillinger* to enter the site where you can change your password. This screen will appear:



The screenshot shows the 'Indstillinger' (Settings) page. At the top, there is a blue header with the text 'KALAALLIT NUNAANNI NAMMINERSORLUTIK OQARTUSSAT', 'Akileraartarnermut Pisortaqarfik', 'GRØNLANDS SELVSTYRE', and 'Skattedirektoratet'. To the right of the header is the Greenlandic coat of arms, a white bear on a blue shield. Below the header, the page title is 'Indstillinger'. Underneath, there is a section titled 'Skift kodeord' (Change password). The text below this section reads: 'Ønsker du at ændre dit kodeord, skal du indtaste dit nuværende kodeord, et nyt kodeord samt bekræfte dette nye kodeord.' There are three input fields: 'Nuværende kodeord' (Current password), 'Nyt kodeord' (New password), and 'Gentag nyt kodeord' (Repeat new password). Below the input fields is a link that says 'Skift kodeord'.

2. In the box *Nuværende kodeord* type the current password.

3. In the box *Nyt kodeord* type your new password.

4. In the box *Gentag nyt kodeord* re-type your new password.

Note that the new password can not be the same as the old one. It must be at least 6 characters. It cannot contain the following characters: !, ?, \, \*, " ' furthermore, the password can not be the same as the GER-number.



## Indstillinger

### Skift kodeord

Ønsker du at ændre dit kodeord, skal du indtaste dit nuværende kodeord, et nyt kodeord samt bekræfte dette nye kodeord.

Nuværende kodeord

Nyt kodeord

Gentag nyt kodeord

[Skift kodeord](#)

5. Lastly, click on **Skift kodeord**.

The password has now been changed and the boxes will be empty.

## 3. Opt-out from Monthly Tax Department Mailings

1. From the main page Click on the text ***Indstillinger*** to enter the site where you can opt-out from receiving the monthly mailings from the Tax Department. This screen will appear:

### Indstillinger

#### Skift kodeord

Ønsker du at ændre dit kodeord, skal du indtaste dit nuværende kodeord, et nyt kodeord samt bekræfte dette nye kodeord.

Nuværende kodeord

Nyt kodeord

Gentag nyt kodeord

[Skift kodeord](#)

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#### Afmeld tilsendelse af redegørelser

Hvis du udelukkende ønsker at benytte hjemmesiden til indberetning, kan du gøre SDI opmærksom herpå. Tryk på knappen herunder og du vil ikke modtage flere foretrykte blanketter til indberetning fremover.

[Benyt web til indberetning](#)

2. Click on the text **Benyt web til indberetning**.

The request has now been confirmed and this screen will appear:



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**Indstillinger**

Skattedirektoratet er underrettet om anmodningen.

After the registration you will no longer receive the pre-printed mailings from the Tax Department on tax reporting.

#### 4. Submitting Your Monthly Report

1. From the main page under the section *A-skat* Click on the text *Indberet* to enter the site where you can submit your monthly report.



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**A-skat - Indberet**

GER-nr.  
99999999

Måned      År  
december      2011

A-indkomst  
0

A-skat  
0

AMA  
0

Fordel pr. CPR-nr      Indberet

2. From the scroll-down menu *Måned* choose the month you want to report for.
3. From the scroll-down menu *År* choose the year you want to report for.

4. In the box **A-indkomst** type the sum of A-income for all employees for that month.
5. In the box **A-skat** type the sum of A-taxes for all employees for that month.
6. In the box **AMA** type the sum of AMA for all the employees for that month. This amounts to 0.9 % of the A-income.

**A-skat - Indberet**

GER-nr.  
99999999

Måned: december    År: 2011

A-indkomst  
1000000

A-skat  
350000

AMA  
9000

Fordel pr. CPR-nr    Indberet

7. Now press the button **Fordel pr. CPR-nr** to enter the site where you enter separate information for the individual employees. This screen will appear:

**A-skat - Indberet pr. CPR-nr.**

Gem    Indlæs fra fil    Indlæs fra forrige redegørelse    Tilbage

	A-indkomst	A-skat
Fordeling	1000000	350000
Fordelt	0	0
Difference	1000000	350000

CPR-nr	Kommune	A-indkomst	A-skat
	-		
	-		
	-		
	-		

8. It is now possible either to type the details **manually** (See 4.1), to use details from the **last period** (See 4.2) reported or to upload a **.CSV-file** (See 4.3) with the specified details.

#### 4.1 Manually:

- In the box under the **CPR-nr** type the birth date of the employee followed by the last four digits in the CPR-number. If the employee has no CPR-number type the birth date followed by 0000.

- In the box under the **Kommune** use the scroll bar to choose which tax code should be used. This depends on the municipality where the employee has worked. For workers covered by the Gross Tax Agreement choose the **35 Bruttoskat**.
- In the box under the **A-indkomst** type the A-income for the employee for that month.
- In the box under the **A-skat** type the A-tax for the employee for that month.
- Save the information by pressing the **Gem** button.

### A-skat - Indberet pr. CPR-nr.

	A-indkomst	A-skat
Fordeling	<input type="text" value="1000000"/>	<input type="text" value="350000"/>
Fordelt	<input type="text" value="1000000"/>	<input type="text" value="350000"/>
Difference	<input type="text" value="0"/>	<input type="text" value="0"/>

CPR-nr	Kommune	A-indkomst	A-skat
<input type="text" value="0101012156"/>	<input type="text" value="32 Kommuneqarfik Sermersooq"/> ▼	<input type="text" value="100000"/>	<input type="text" value="41899"/>
<input type="text" value="3112002578"/>	<input type="text" value="31 Kommune Kujalleq"/> ▼	<input type="text" value="100000"/>	<input type="text" value="37852"/>
<input type="text" value="1010740000"/>	<input type="text" value="35 Bruttoskat"/> ▼	<input type="text" value="100000"/>	<input type="text" value="35000"/>
<input type="text" value="1111010000"/>	<input type="text" value="20 Skat.direktoratet (uden for kommun:"/> ▼	<input type="text" value="100000"/>	<input type="text" value="35687"/>

Make sure when you have completed the report and divided the A-income and A-tax then the boxes above **Difference** should contain 0 and the boxes above **Fordelt** shall correspond to the amount in the box **Fordeling**.

1. Once you have saved the data it will return you to the page **A-skat – Indberet** where you then press the button **Indberet**.

### A-skat - Indberet

GER-nr.

Måned  ▼    År  ▼

A-indkomst

A-skat

AMA

2. The page **A-skat – Afsluttet indberetning** will open and you can print this page as your receipt that the taxes have been reported. To do this, press the button **Udskriv**. To return to the main page press the button **Retur til forsiden**.

**A-skat - Afsluttet indberetning**

GER-nr.	A-indkomst
99999999	1000000
Dato	A-skat
01-12-2011	350000
Modtaget	AMA
13-12-2011	9000

Antal specificeringer 6  
 Sum for A-indkomst 1000000  
 Sum for A-skat 350000

BEMÆRK at indberetningen først kan ses på hjemmesiden når den er bogført i Skattestyrelsen og efter 1 hverdag

3. The day after the reporting has been made, it is possible to obtain a receipt that the reporting has been registered by the Tax Department. Information on how to do this can be found below.

#### 4.2 Last Period:

To use the information from the previous month's report click the bottom **Indlæs fra forrige redegørelse**. The data from the latest reported month will appear without any amount listed. As from the example above it will appear like this:

**A-skat - Indberet pr. CPR-nr.**

	A-indkomst	A-skat
Fordeling	1000000	350000
Fordelt	0	0
Difference	1000000	350000

CPR-nr	Kommune	A-indkomst	A-skat
0101012156	32 Kommuneqarfik Sermersooq	0	0
3112002578	31 Kommune Kujalleq	0	0
1010740000	35 Bruttoskat	0	0
1111010000	20 Skat.direktoratet (uden for kommunen)	0	0

Manually enter the A-income and the A-tax until all income and all taxes have been divided. It is possible to verify this by making sure that value in the box **Difference** is 0.

Press the button **Gem** after reviewing all data carefully. Then follow steps 1-3 from above in the guide on manual reporting.

### 4.3 Upload CSV-file:

It is possible to upload data made in Excel, Concorde and other accounting programs if they have the right standard and sequence and are saved in a .CSV or .TXT-type file.

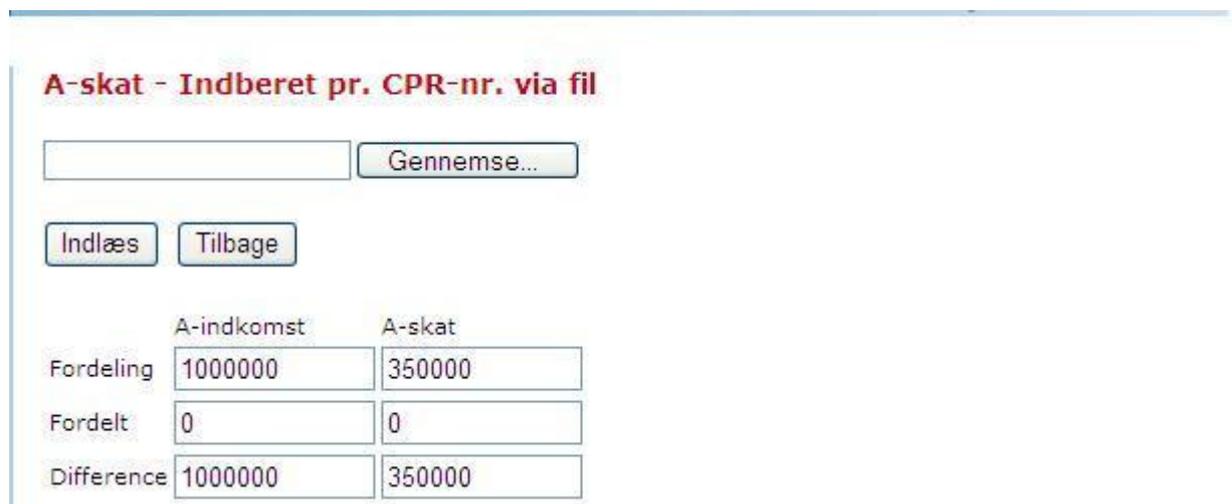
The data in a .CSV file has to be look exactly like this:

99999999;01-12-2011;2412601224;32;100000;42000

The information is divided by ; (Semicolon) and consists of:

Data	Example	Explanation
GER-number	99999999	The GER-number given by the Tax Department in Greenland
Month	01-12-2011	The date of the first day in the month you report
CPR-number	2412601224	The CPR-number which is DDMMYY followed by four digits <sup>1</sup> .
Tax municipality	32	Code for which of the 5 municipalities in which the employee has been working. For employees covered by the Gross Tax Agreement code 35 is chosen.
A-income	100000	Amount of A-income
A-tax	42000	Amount of A-tax (AMA not included)

1. To report from a file, click the button **Indlæs fra fil** and this window will display:



	A-indkomst	A-skate
Fordeling	1000000	350000
Fordelt	0	0
Difference	1000000	350000

2. Click the button **Gennemse** (Browse) to find the .CSV or .TXT type file on the computer. Find the file on the local disc and click the button **Open/Åbn**.

3. Click the button **Indlæs** and make sure the number of lines uploaded (in this case 5 lines) correspond to the number of employees being reported. Also make sure that the box **Difference** is equal to 0 and the amount in **Fordelt** is the same as in **Fordeling**.

<sup>1</sup> Foreigners who does not have a Greenlandic/Danish CPR-number are registered with the date of birth (DDMMYY) followed by 4 x 0 = 0000

## A-skat - Indberet pr. CPR-nr. via fil

Datafilen er indlæst fra 5 linie(r). HUSK at trykke gem for at fuldføre indberetningen

	A-indkomst	A-skat
Fordeling	<input type="text" value="1000000"/>	<input type="text" value="350000"/>
Fordelt	<input type="text" value="1000000"/>	<input type="text" value="350000"/>
Difference	<input type="text" value="0"/>	<input type="text" value="0"/>

4. Review that everything is correct and then click the button **Tilbage**. Follow steps 1-3 from above in the guide on manually reporting.

## 5. How To Make a nil Reporting

To avoid redundant letters and estimations of tax for the months where there has been no payment of A-income, it is possible to make a nil reporting. This can be done in advance if you have knowledge that there will be no payment for the following months.

1. To make a nil reporting from the main page, click on **Indberet** under the section **A-skat**.
2. Choose the month from the scroll-down bar for which you want to make the nil reporting. In this case November 2011.

## A-skat - Indberet

GER-nr.

Måned

År

A-indkomst

A-skat

AMA

3. Press the button **Indberet**. A window will appear to confirm you want to make a nil reporting.

4. Click the button **Fortsæt** to confirm. To abort click the button **Fortryd** and it will return you to the former page.

## A-skat - Indberet

Redegørelsen er blank. Ønsker du at indberette alligevel?

Fortryd

Fortsæt

5. The reporting is now completed and you can print a receipt by clicking the button *Udskriv* or clicking on the button *Retur til forsiden* to return to the main page.



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**A-skat - Afsluttet indberetning**

GER-nr.	A-indkomst
99999999	0

Dato	A-skat
01-11-2011	0

Modtaget	AMA
14-12-2011	0

Antal specificeringer 0  
Sum for A-indkomst 0  
Sum for A-skat 0

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Forside  
A-skat  
- Indberet  
- Vis  
- Medarbejder sum  
Løntræk  
- Indberet  
- Vis  
Lønangivelse  
- Indberet  
- Vis  
Indstillinger  
  
Test  
Konto: 99999999  
Arbejdsgiver

## 6. Show Web Teporting and Control Data

The day after the reporting has been made, it is possible to enter the web again to confirm that all the data has been correctly registered with the Tax Department.

1. From the main page click *Vis* under the section *A-skat*. To enter the site *A-skat – Vis*.



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Akileraartamermut Pisortaqarfik  
GRØNLANDS SELVSTYRE  
Skattedirektoratet



**A-skat - Vis**

GER-nr.  
99999999

Fra måned Til måned År  
januar december 2011

BEMÆRK at indberetningen først kan ses på hjemmesiden når den er bogført i Skattestyrelsen og efter 1 hverdag

Sum:

Forside  
A-skat  
- Indberet  
- Vis  
- Medarbejder sum  
Løntræk  
- Indberet  
- Vis  
Lønangivelse  
- Indberet  
- Vis  
Indstillinger  
  
Test  
Konto: 99999999  
Arbejdsgiver

2. In the scroll-down bar **Fra måned** choose the first month you wish to see.
3. In the scroll-down bar **Til måned** choose the last month you wish to see.
4. In the box **År** choose from which year you wish to see.

5. Click the button **Søg** to search from the requested time period. All the reports from the time period will appear on a page like this:

### A-skat - Vis

GER-nr.  
99999999

Fra måned Til måned År  
januar december 2011 Søg

BEMÆRK at indberetningen først kan ses på hjemmesiden når den er bogført i Skattestyrelsen og efter 1 hverdag

Type	Måned	År	Modtaget	A-indkomst	A-skat	AMA	Gebyr	Løntræk	Handling
Redegørelse	december	2011	13-12-2011	1.000.000	350.000	9.000	0	0,00	<a href="#">Specificeringer</a>
Redegørelse	oktober	2011	18-11-2011	-	-	-	0	0,00	<a href="#">Specificeringer</a>
Redegørelse	oktober	2011	14-10-2011	5.000.000	1.750.000	45.000	0	0,00	<a href="#">Specificeringer</a>

Translated the page would appear similar to this:

DK	Type	Måned	År	Modtaget	A-indkomst	A-skat	AMA	Gebyr	Løntræk	Handling
UK	Type	Month	Year	Received	A-income	A-tax	AMA	Fee	Payroll deduction	Action

6. This is the sum from each report. To see information for specific employees click on the button **Specificeringer** to see further details. A window similar to the following will display:

### A-skat - Vis

december, 2011

CPR-nr	A-indkomst	A-skat	Kommune
0101012156	100.000	41.899	32
3112002578	100.000	37.852	31
1010740000	100.000	35.000	35
1111010000	100.000	35.687	20
0909091475	100.000	37.562	32

7. The reported data may take up to 24 hours to update and display. If it has not, you must file a new report with the Tax Department or contact the Tax Department to resolve the issue.

Once you have confirmed that all data has been entered correctly you may log out and exit.

## 7. How to Make a Correction Reporting

If you made a mistake in the initial report or if new information makes it necessary to modify your report you may make a correction. This is possible and is very similar to the normal reporting process.

When a correction report is made the easiest way to fix an error is to redo the month's reporting but with a - (minus) sign in front of all the A-income and A-taxes values. Once this has been done, you may update and re-submit with the correct values.

Example in .CSV-file:

### First reported (Do not report this again):

```
99999999;01-12-2011;2412601224;32;200000;70000
99999999;01-12-2011;2412708765;31;200000;70000
99999999;01-12-2011;1010800000;20;200000;70000
```

### Correction reporting (Make a reporting with this):

```
99999999;01-12-2011;2412601224;32;-200000;-70000
99999999;01-12-2011;2412708765;31;-200000;-70000
99999999;01-12-2011;1010800000;20;-200000;-70000
```

### Then make the right reporting (Make a separate reporting with this):

```
99999999;01-12-2011;2412601224;32;250000;85000
99999999;01-12-2011;2412708765;31;250000;85000
99999999;01-12-2011;1010800000;20;250000;85000
```

A reversal will look like this when the report is displayed:



The screenshot shows the website of the Greenlandic Tax Authority (KALAALLIT NUNAANNI NAMMINERSORLUTIK OQARTUSSAT / GRØNLANDS SELVSTYRE). The page displays a report for 'A-skatt - Vis' for the month of October 2011. The report shows two entries for 'Redegørelse' (Statement) for October 2011, with a total sum of 5,000,000 for A-income and 1,750,000 for A-tax. The report also shows a 'Sum:' line at the bottom.

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Akileraartamermut Pisortaarfik  
**GRØNLANDS SELVSTYRE**  
Skattedirektoratet

**A-skatt - Vis**

GER-nr.: 99999999

Fra måned: oktober Til måned: oktober År: 2011 [Søg]

BEMÆRK at indberetningen først kan ses på hjemmesiden når den er bogført i Skattestyrelsen og efter 1 hverdag

Type	Måned	År	Modtaget	A-indkomst	A-skatt	AMA	Gebyr	Løntræk	Handling
Redegørelse	oktober	2011	18-11-2011	5.000.000	1.750.000	45.000	0	0,00	<a href="#">Specificeringer</a>
Redegørelse	oktober	2011	14-10-2011	5.000.000	1.750.000	45.000	0	0,00	<a href="#">Specificeringer</a>

Sum:

## **8. Greenlandic Legislation**

The Tax Department recommends you use a local advisor to make the report to avoid mistakes. According to Greenlandic legislation reporting must be done from Greenland. All information used in preparation of the report and other relevant documentation to the Tax Department must be stored in Greenland. (Landstingslov nr. 12 af 2. November 2006 om indkomstskat § 81, stk. 3).

Last updated 15. December 2011