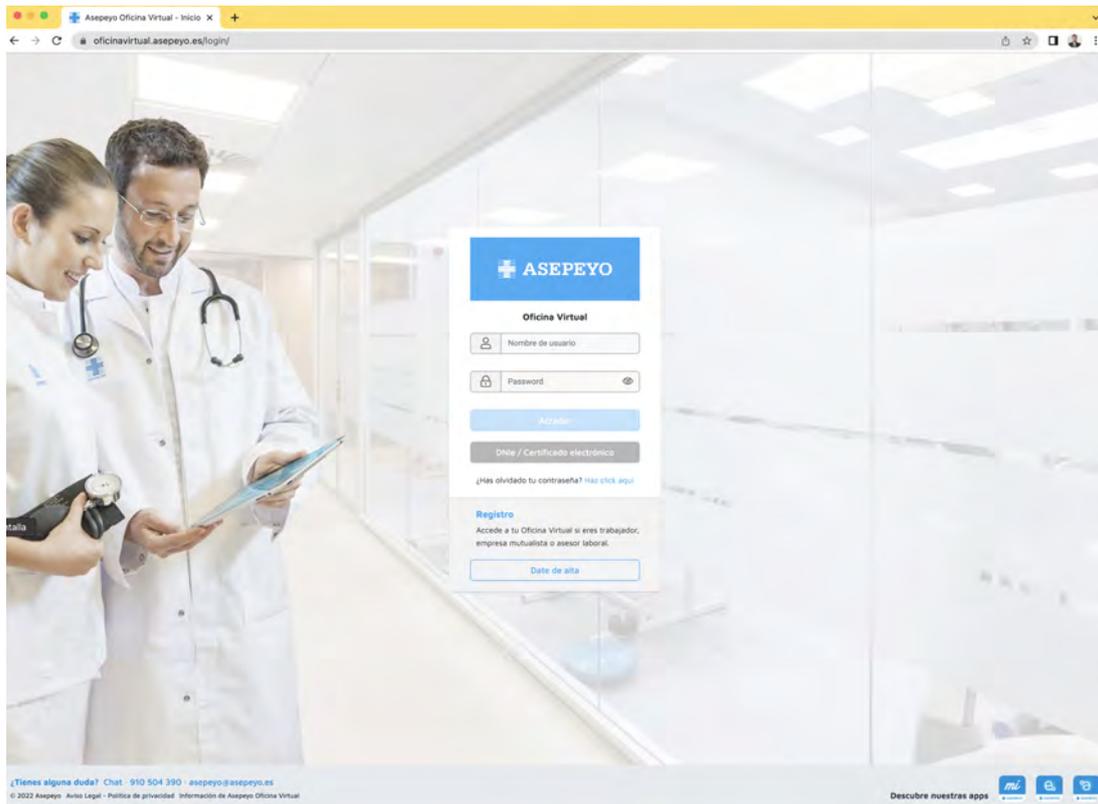


- 1 Send your application
Access Asepeyo's website: <https://oficinavirtual.asepeyo.es/loginportal>



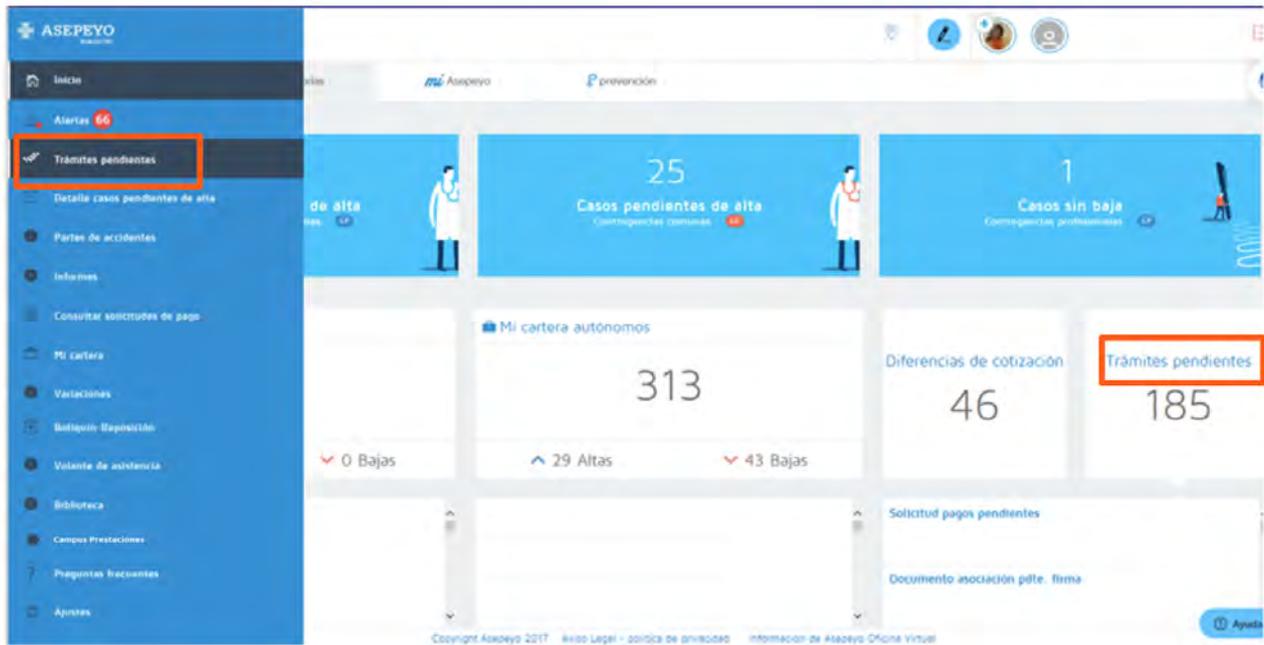
DIGITAL CERTIFICATE

If you have a **digital certificate**, you will be able to access it directly.

REGISTER

If you have not registered before, please register.

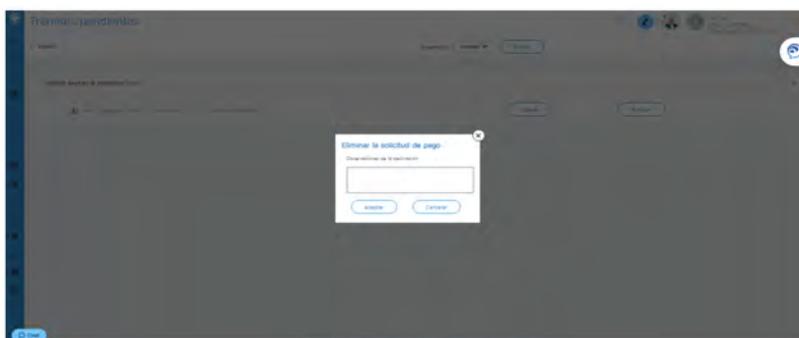
2 Once inside, please click on **Pending procedures** from the main desktop or from the side menu:



3 Select **Application for payment of IT-CC benefit**.
Select self-employed; you can also manage the application for payment for domestic workers and self-employed agricultural workers. The application for payment of the IT-CC benefit of the adviser's clients can be deleted by clicking on the Delete button.



When you select Delete, a screen will open to explain the 'Refusal comments.'
Once the remarks have been entered and you have selected Accept, the application for direct payment will disappear from the pending procedures.



4

Once in 'New', you will see some fields to **fill in and save**:

- Reason for claiming the financial benefit: employees in the
- special workers' scheme
- Frequency with which you wish to receive the benefit payment
- IBAN to which you will receive the credit (you can change it if you wish)
- Voluntary personal income tax withholding that you wish us to apply

The screenshot shows the 'Solicitud de pago' form in the 'Solicitud IT' tab. The form includes the following fields and options:

- Tipo de solicitud:** Solicitud de pago directo
- Motivo:** Trabajadores del Régimen Especial Autónomos
- Frecuencia:** Mensual
- Efectuar pagos en IBAN:**
- Tipo de retención de intereses por IRPF:** 0,00 %

At the bottom right, there are three buttons: 'Cancelar', 'Guardar' (highlighted with a red box), and 'Anular'.

5

Save the previous data; the system will display the mandatory and optional documentation to append (document by document or as a pack).

The Application for Payment, Personal Income Tax Form and Declaration of Activity Status documents are available for download and subsequent completion and/or signing.

Both the application for payment of the benefit and Personal Income Tax form 145 must be signed by the sole trader.

The screenshot shows the 'Documentación' tab of the 'Solicitud de pago' form. The page is titled 'Documentación' and lists the following documents:

- Documentación obligatoria a presentar en la solicitud:**
 - Solicitud de pago directo IT (Descargar y firmar)
 - DNI, NIE, Pasaporte o documento de identidad vigente en su país
 - Modelo IRPF (Descargar, cumplimentar y firmar)
 - Justificante de pago de cuotas del mes anterior a la baja
 - Declaración situación de actividad (Descargar, cumplimentar y firmar)
- Documentación opcional a presentar en la solicitud:** (Empty list)

At the bottom right, there is an 'Ayuda' button and a copyright notice: 'Copyright Asepeyo 2017. Aviso Legal - política de privacidad. Información de Asepeyo Oficina Virtual'.

6 Process the application once it has been saved; if you have not added all the required documentation, the system will not allow you to process the application.

Solicitud de pago

[Volver](#) | **Solicitud IT** | Documentación | Historial

Trabajadores del Régimen Especial Autonomos [v]

Mensual [v]

REGLAR PAGOS EN KIAN

Epto pendiente de recepción por parte: 0,00 €

Tramitar | Guardar | Cancelar | Anular

Documentación

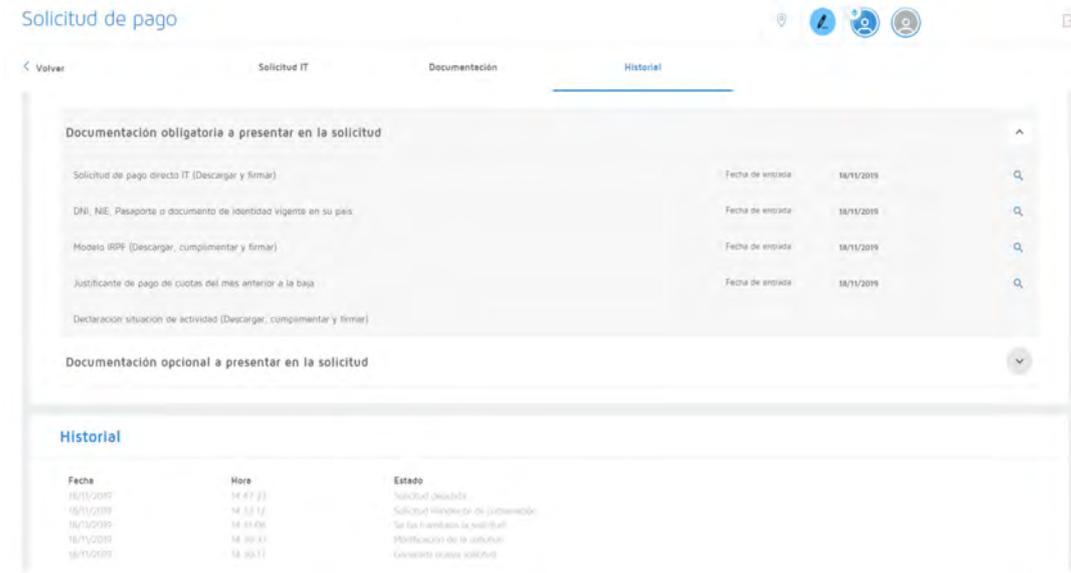
Documentación obligatoria a presentar en la solicitud

- Solicitud de pago directo IT (Descargar y firmar)
- DNI, NIE, Pasaporte o documento de identidad vigente en su país
- Modelo IRPF (Descargar, cumplimentar y firmar)
- Justificante de pago de cuotas del mes anterior a la baja
- Declaración situación de actividad (Descargar, cumplimentar y firmar)

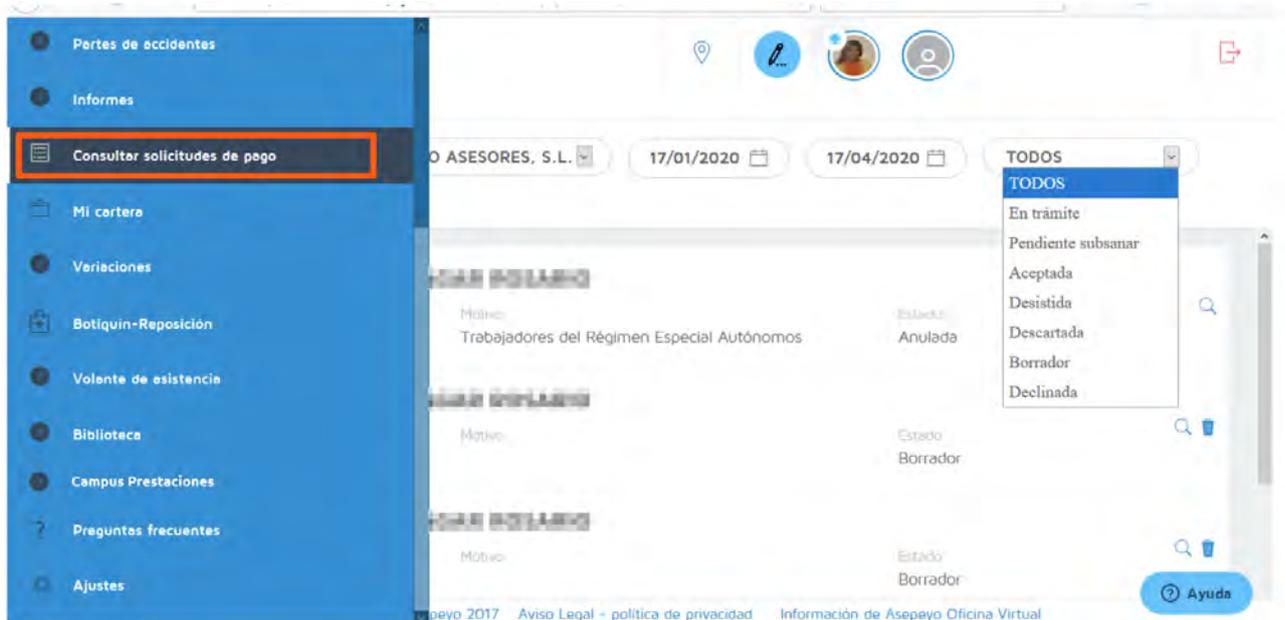
[Anular](#)

How can I find out the status of my application?

You can see the status of my application under the **History** tab in the 'Application for payment' section of the case.



You may also do this in the side menu under See **payment requests**, which will allow you to select a time period and to view the status of all the applications:



If you have set the **Alert** for direct payment, you will be notified when your correction is accepted, denied or requested.

Remember that you have to activate the Application for Direct Payment alert in the settings in the side menu, so as to receive notifications via an alert.

If documentation is missing or erroneous, a correction alert will be triggered.

