

QUICKFISCO GUIDE

HOW TO PAY YOUR STAMPS (*BOLLI*)

**Complete guide for payment through the
Revenue Agency or home banking**

Let's have a look together

Remember that stamp duties (*the stamps*) need to be paid every three months. Here's the deadlines:

1st trimester	2nd trimester	3rd trimester	4th trimester
Stamp duty for invoices <u>over €77.47</u> issued from January 1st to March 31st	Stamp duty for invoices <u>over €77.47</u> issued from April 1st to June 30th	Stamp duty for invoices <u>over €77.47</u> issued from July 1st to September 30th	Stamp duty for invoices <u>over €77.47</u> issued from October 1st to December 31st
Payment due May 31st	Payment due September 30th	Payment due November 30th	Payment due February 28th <i>of the following year</i>

On Quickfisco's webapp, the stamp duty is applied automatically and transmitted electronically on invoices OVER THE AMOUNT OF €77.47. Therefore, the Revenue Agency already knows how many stamp duties you will have to pay.



When you carry out a check or you need to calculate the number of invoices, remember that the stamp duty must be calculated and paid only on these invoices (above €77.47)

PAYMENT VIA THE REVENUE AGENCY

Let's see it together



**STEP 01** 

LOG INTO YOUR PERSONAL AREA ON THE REVENUE AGENCY

Entra nel tuo cassetto fiscale:

[FROM THIS LINK](#)

You can log in by using your:

- * **SPID**
- * **Electronic ID card (CIE)**
- * **National card of Services (CNS)**
- * **ACCESS CREDENTIALS**

Accedi all'area riservata con:

 **SPID**  CIE  CNS  Credenziali

SPID, il **Sistema Pubblico di Identità Digitale**, è il sistema di accesso che consente di utilizzare, con un'identità digitale unica, i servizi online della Pubblica Amministrazione e dei privati accreditati. Se sei già in possesso di un'identità digitale, accedi con le credenziali del tuo gestore. Se non hai ancora un'identità digitale, richiedila ad uno dei gestori.

[Maggiori informazioni su SPID](#)

[Non hai SPID?](#)

[Serve aiuto?](#)

 **Entra con SPID**

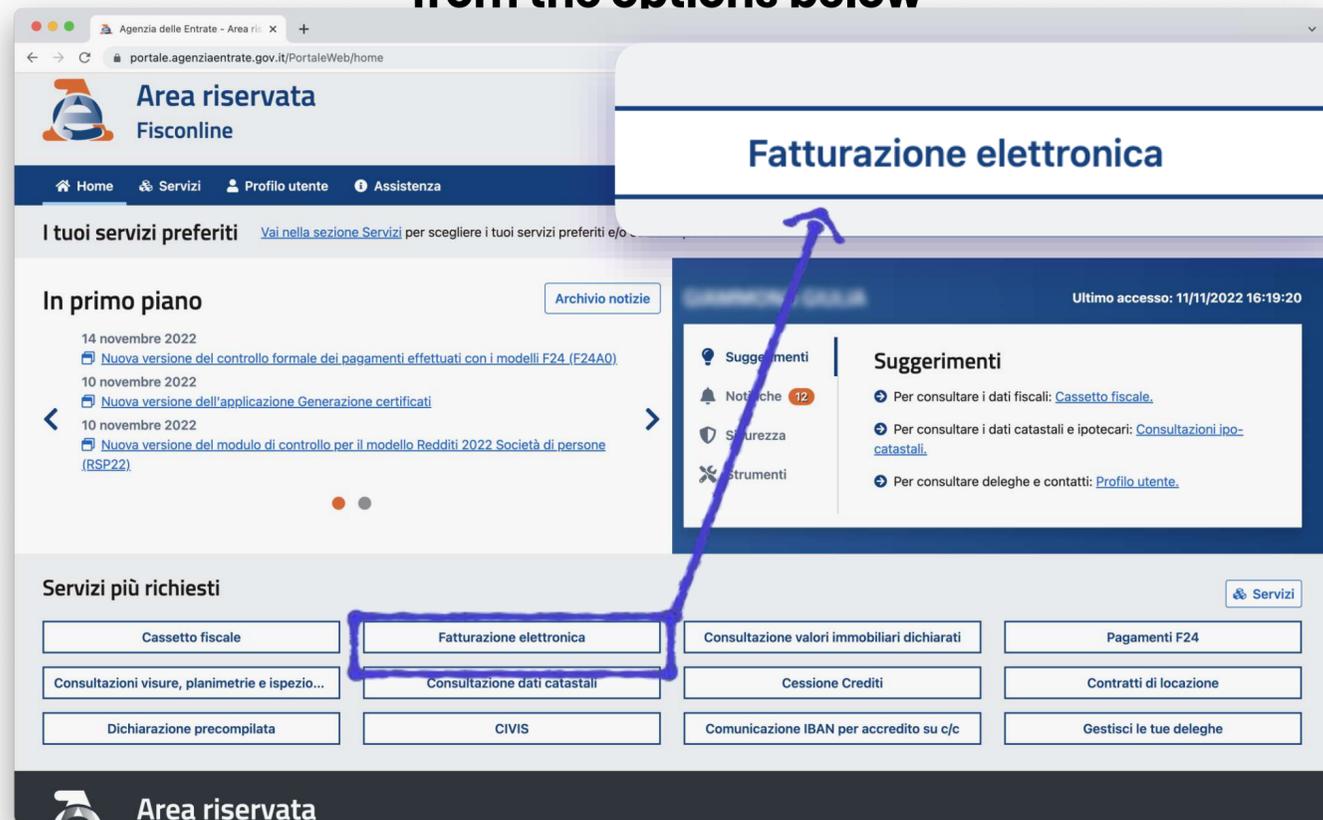
  **AgID** Agenzia per l'Italia Digitale

STEP 02

ACCESS TO THE ELECTRONIC INVOICING AREA

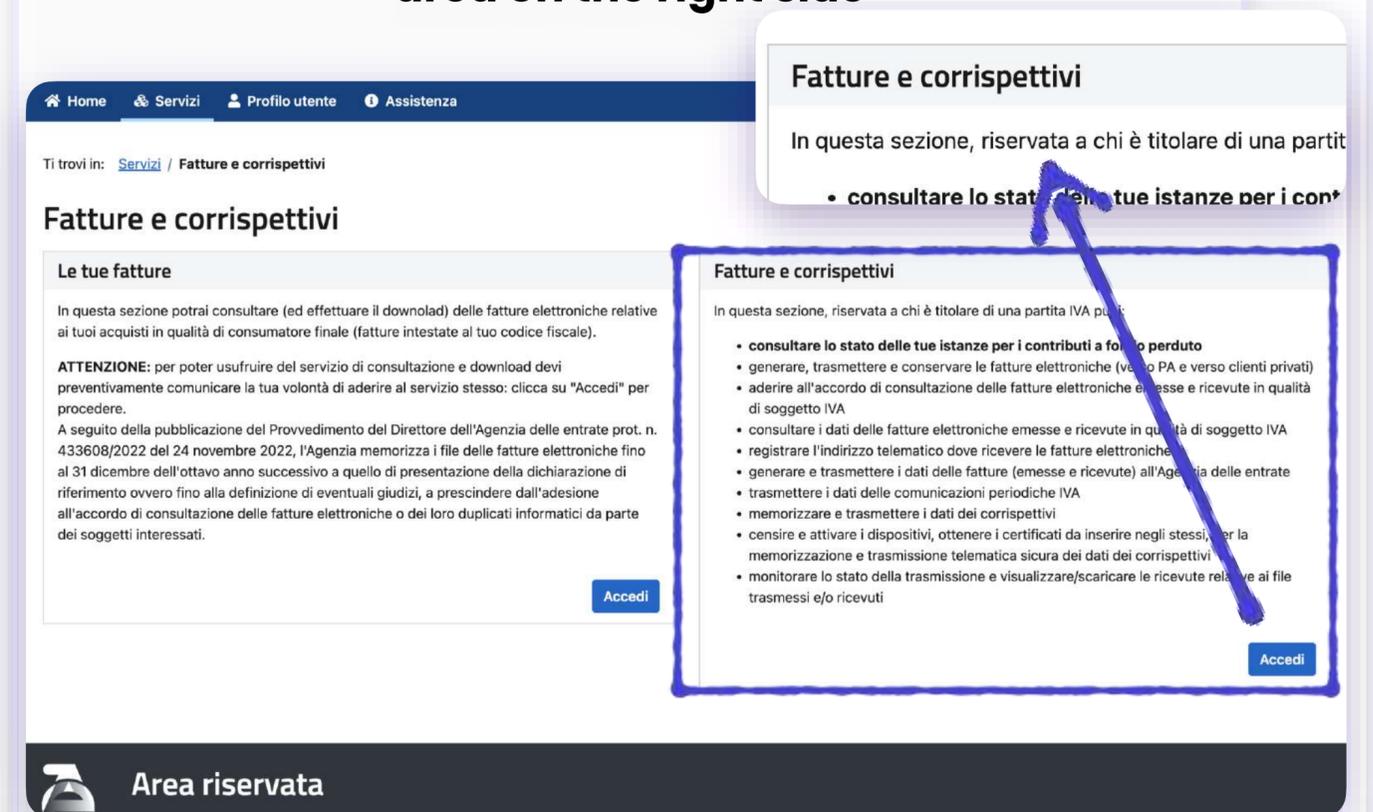
01

Once you're logged in,
Select **"FATTURAZIONE ELETTRONICA"**
from the options below



02

Access the **"FATTURE E CORRISPETTIVI"**
area on the right side



STEP 03

ACCESS THE PAGAMENTO IMPOSTA DI BOLLO (*STAMP DUTY PAYMENT*) AREA

03

Scroll the page down and, just below "CONSULTAZIONE", click on "FATTURE ELETTRONICHE E ALTRI DATI IVA"

Services for "the memorization and the telematic transmission of the data of the returns" in accordance with what is provided for by D.lgs. 127/2015 - art. 2.

Si ricorda che, per le operazioni effettuate dal 1° gennaio 2021, è obbligatoria la memorizzazione e la trasmissione telematica dei dati dei corrispettivi giornalieri esclusivamente mediante gli strumenti di cui all'art. 2, comma 3, del d.Lgs. n. 127/2015 (registratori telematici e procedura web "documento commerciale online").

CONSULTAZIONE

- [Fatture elettroniche e altri dati IVA](#)
- [Monitoraggio delle ricevute dei file trasmessi](#)
- [Consultazioni e download massivi](#)
- [Trasmissioni corrispettivi lotteria](#)
- [Censimento canale per forniture massive](#)

Documenti IVA precompilati

- [vai a Documenti IVA precompilati](#)

04

Click on "PAGAMENTO IMPOSTA DI BOLLO"

Home consultazione

Pagamento imposta di bollo

Adesione al servizio di consultazione e acquisizione delle fatture elettroniche o dei loro duplicati informativi, previsto dal provvedimento del Direttore dell'Agenzia delle entrate del 30 aprile 2018, e successive modifiche e potrai consultare e scaricare i file delle fatture pervenute a SdI dal giorno successivo l'adesione al servizio. [Vai all'adesione](#)

Fatture elettroniche

In questa sezione puoi consultare le tue fatture elettroniche e le note di variazione, emesse e ricevute messe a disposizione attraverso il Sistema di Interscambio. **Per consultazioni massive delle fatture:** [Vai a Consultazioni e download massivi](#).

- [Le tue fatture emesse](#)
- [Le tue fatture ricevute](#)
- [Le tue FF passive messe a disposizione](#)
- [Pagamento imposta di bollo](#)**
- [Ricerca per SdI/file](#)

Dati fatture transfrontaliere

In questa sezione puoi consultare tutti i dati delle fatture verso e da operatori esteri che hai comunicato all'Agenzia delle Entrate a partire dal 1 gennaio 2019 e le fatture tax free.

- [Fatture tax free](#)
- [Fatture transfrontaliere emesse](#)
- [Fatture transfrontaliere ricevute](#)
- [Ricerca per SdI/file o Crf0](#)

Corrispettivi

In questa sezione puoi consultare tutti i dati dei corrispettivi che hai trasmesso telematicamente all'Agenzia delle Entrate.

- [Invi/Aggregati giornalieri](#)
- [Dettaglio singolo invio](#)

Spesometro

In questa sezione puoi consultare tutti i dati delle fatture e delle relative note di variazione, emesse e ricevute, comunicate da te o dai tuoi clienti e fornitori all'Agenzia delle Entrate con riferimento alle operazioni degli anni 2017 e 2018.

Liquidazioni periodiche Iva

In questa sezione puoi consultare le comunicazioni delle liquidazioni periodiche IVA che hai inviato all'Agenzia delle Entrate.

L'Agenzia scrive

In questa sezione puoi consultare tutte le comunicazioni relative ai dati rilevanti ai fini Iva che ti sono stati inviati dall'Agenzia delle Entrate.

STEP 04

ACCESS YOUR LIST

Pagamento imposta di bollo

Ricerca

Partita IVA:

Anno:

Trimestre:

Cerca

Imposta di bollo calcolata nel periodo 01/10/2022 - 31/12/2022

Partita IVA cedente	Codice fiscale cedente	Anno	N. fatture elenco A	N. fatture elenco B	Totale documenti calcolati	Totale imposta di bollo calcolata €	Attestazioni di prenotazione / pagamento	Stato del pagamento	Dettaglio
11406260965	[redacted]	2022	11	0	11	22,00			[icon]

05) On the left, you will be able to view the period displayed for the payment of the stamp duty

06) You will see a summary of the amount of invoices on which you will have to pay a stamp duty, as well as the corresponding list (*in the next slides we will explain better what "LISTS" A and B are*)

07) By clicking on the appropriate icon, you will be able to view the entire list of invoices on which it will be necessary to pay the stamp duty

STEP 05

VIEW AND CHECK YOUR LIST

8141174299	XXXXXXXXXX	30/09/2022	41
8192706584	XXXXXXXXXX	10/10/2022	42
8236066025	XXXXXXXXXX	14/10/2022	43
8296630703	XXXXXXXXXX	26/10/2022	44
8296634303	XXXXXXXXXX	26/10/2022	45
8325101089	XXXXXXXXXX	31/10/2022	46
8325121465	XXXXXXXXXX	31/10/2022	47
8325210213	XXXXXXXXXX	31/10/2022	48
8573416685	XXXXXXXXXX	06/12/2022	50

[Scarica file XML](#)
[€ Procedi al pagamento](#)

[Torna alla pagina precedente](#)

Fatture e Corrispettivi
 Agenzia delle Entrate - Via Giorgione n. 106, 00147 Roma - Codice Fiscale e Partita Iva: 06363391001

08) You will find the issue date of the corresponding invoice

09) You will find the progressive number of the invoice on which you will have to pay the stamp duty

10) Remember that there are more pages, and to check all of them

11) After checking the invoices in your possession, if everything is ok, you can proceed with the payment directly from here



Difference from List A and B

By accessing the list of invoices on which a stamp duty has been applied, you will find two lists:

→ List A:

It is a **non-editable** list of your stamp duties made available by the Revenue Agency.

It contains the details of the invoices correctly subject to a stamp duty, and therefore transmitted electronically by correctly communicating the stamp field.

All you have to do is check that the number of stamps in the Revenue Agency corresponds to the number of invoices over €77.47 you have issued.

the requirements for subjection to stamp duties, but which do not include the indication provided in the electronically transmitted file. In this case, you will be able to edit the list after double checking it with your invoices. You will be able to edit the list up to the date scheduled for updating list B (2nd column on the next page's chart.)

NOTE: It is possible that this list is empty, it means that everything has been transmitted correctly.

→ List B:

It is an **editable** list made available by the Revenue Agency containing the details of **all invoices which meet**

Dettaglio pagamento imposta di bollo nel periodo 01/10/2022 al 31/12/2022

> Elenchi fatture

☰ Elenco A

☰ Elenco B ←

Elenco A, riferito al IV trimestre del 2022, delle fatture elettroniche emesse con indicazione del bollo - partita iva 11
Fatture selezionate: 11

Filtra:

STEP 06

PAYMENT FROM THE REVENUE AGENCY

Partita IVA	
Codice fiscale	
Anno	2022
Trimestre	IV trimestre
N. fatture elenco A	11
N. fatture elenco B	0
Totale documenti calcolati	11
Totale imposta di bollo calcolata	€ 22,00
Totale dovuto	€ 22,00
IBAN del conto di addebito	IT5012036000
Data versamento	21/02/2023
Consenso <input checked="" type="checkbox"/> Confermo che il conto identificato dal codice IBAN indicato corrisponde al codice fiscale del cedente <input checked="" type="checkbox"/> Confermo di aver visionato gli elenchi A e B e che il pagamento è relativo alle fatture in essi contenute	
Modalità di pagamento Pagamento addebito indicato	
<input type="button" value="Inoltra pagamento"/>	

- 12) The number of invoices on which you will pay the stamp duty (divided into LISTS A and B)
- 13) The total amount of invoices on which you will pay stamp duties
- 14) Total amount to be paid
- 15) Enter your IBAN to proceed with the charge
- 16) You will have to accept and confirm the two fields present by giving your consent
- 17) Proceed with the payment

If you don't want to communicate your IBAN to the Revenue Agency, don't worry! Take note the number of stamps and the amount to be paid and go to the next chapter: we will explain how to pay via home-banking

STEP 07

CHECK THAT EVERYTHING WENT WELL

Pagamento imposta di bollo

Ricerca

Partita IVA: ?
Tutte

Anno:
2019

Trimestre:
Il trimestre

Cerca

Imposta di bollo calcolata nel periodo 01/04/2019 - 30/06/2019

Partita IVA cedente	Codice fiscale cedente	Anno	N. Documenti emessi	Totale imposta di bollo indicata nei documenti emessi €	N. Documenti dichiarati	Totale imposta di bollo calcolata €	Attestazioni di prenotazione / pagamento	Stato del pagamento	Calcolo pagamento bollo
		2019	6	12,00	6	12,00	 	Pagamento avvenuto	

Codice fiscale	Anno	Cod. tributo	Data versamento	Importo versato €	Modalità
	2019	2522	22/07/2019	12,00	Addebito

18) Always check that the payment is successful, even by logging back in after a few hours

18



Overview table of Revenue Agency publication dates



	The Revenue Agency makes available the lists for the payment of the stamp duty <small>(both the "non-editable" list and the "editable" list) Read the note on the right *</small>	Deadline for updating/modifying the "editable" list <small>(List B)*</small>	View amount due for payment of stamp duty	Stamp duty <u>payment deadline</u>
1st trimester	April 15	April 30	May 15	May 31
2nd trimester	July 15	September 10	September 15	September 30
3rd trimester	October 15	October 31	November 15	November 30
4th trimester	January 15 <i>of the following year</i>	January 31 <i>of the following year</i>	February 15 <i>of the following year</i>	February 28 <i>of the following year</i>

**PAYMENT DIRECTLY
FROM YOUR HOME BANKING**

Let's see it together





HOW MUCH DO YOU NEED TO PAY? And how can you do it?

- 1. Proceed with the payment autonomously: check the stamp duties on your profile on the Revenue Agency and then pay them directly via home banking, or calculate on your own the amount of the stamp duties to be paid (€2 for each invoice issued electronically over €77.47)**
You will be much more independent and aware of your tax management! 😊
- 2. Ask Quickfisco to prepare your F24**
(we will send it to you 48h before the deadline)

YOU WISH TO MANAGE YOUR PAYMENT **without F24**



Before accessing home banking, follow the procedure from page 4 in order to check exactly how many stamp duties are there to pay according to the Revenue Agency.

1

Log into your HOME BANKING

2

Go to the section **F24 PAYMENT**

3

If you can select the type of F24 to pay, pick **F24 ORDINARIO (ordinary)**

(The F24 Ordinary form must be used by all taxpayers, holders and non-holders of VAT numbers, for the payment of taxes, contributions and premiums.)

4

In the "Revenue and other section" fill in the following fields:

- **Tribute code** (let's see them together! go to the next page)
- **Reference year** (the year for which you are paying the stamp duty, which corresponds to the year of issue of the relative invoice)
- **Debt amount** (amount to be paid in €)

5

Continue and pay.

**YOU WISH TO MANAGE
YOUR PAYMENT without F24**



WHICH TRIBUTE CODE SHOULD YOU ENTER?

2521

Stamp duty on electronic invoices
related to the first trimester

2522

Stamp duty on electronic invoices
related to the second trimester

2523

Stamp duty on electronic invoices
related to the third trimester

2524

Stamp duty on electronic invoices
related to the fourth trimester

*Always check the amount to be paid online on the Revenue Agency's website.
In the event of a late or missing payment, the Revenue Agency portal recalculates the amount to be paid taking into account interest and penalties.
Of course you can always write to us.*

YOU WISH TO MANAGE YOUR PAYMENT without F24

LET'S SEE A PRACTICAL EXAMPLE!

01

02

- **Log into the Revenue Agency portal** and follow [the process you can find on page 4](#)
- **Check and compare** the number of invoices over 77,47€ on the Revenue Agency with the ones you issued.
- If the amount of invoices is correct, **you will have to pay the amount indicated by the Revenue Agency for the relevant trimester and year.**

- **Log into your home banking** and fill the form to prepare the F24
- **Enter the correct tribute code** ([you can find them HERE](#))
- **The amount taken from the Revenue Agency** (or simply what you calculated on your own, therefore €2 for each invoice above €77.47 that you issued electronically)
- **Enter the reference YEAR**
- **Complete the payment!**

YOU RECEIVED THE F24 FROM QUICKFISCO

Agenzia Entrate Mod. F24

MODELLO DI PAGAMENTO UNIFICATO

DELEGA IRREVOCABILE A: _____
 AGENZIA _____ PROV. _____
 PER L'ACCREDITO ALLA TESORERIA COMPETENTE

CONTRIBUENTE

CODICE FISCALE _____

DATI ANAGRAFICI

DOMICILIO FISCALE MILANO

SEZIONE ERARIO

codice tributo	rateazione/regione/prov./mese rif.	anno di riferimento	importi a debito versati	importi a credito compensati
2523		2022	14,00	
TOTALE A			14,00	B
TOTALE				SALDO (A-B)
				14,00

SEZIONE INPS

SEZIONE REGIONI

SEZIONE IMU E ALTRI TRIBUTI LOCALI

SEZIONE ALTRI ENTI PREVIDENZIALI E ASSICURATIVI

INAIL

TOTALE M

SALDO FINALE

EURO + 14,00

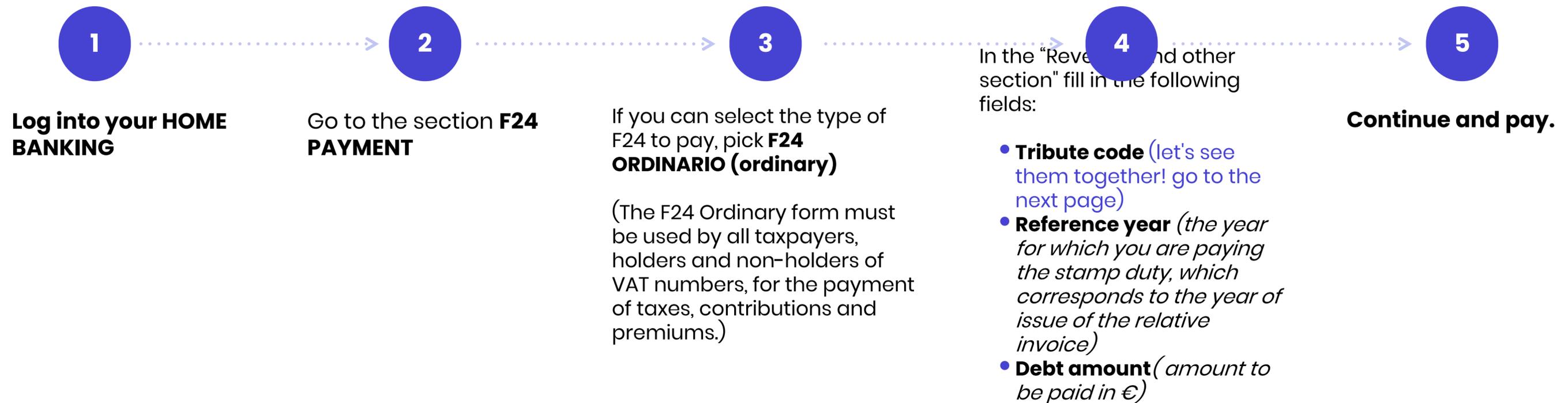
codice tributo	rateazione/regione/prov./mese rif.	anno di riferimento	importi a debito versati	importi a credito compensati
2523		2022	14,00	

In the F24 you will find all the necessary information to enter in your home banking for the payment. Then, you will enter:

- **TRIBUTE CODE** (IN THE NEXT SLIDES WE WILL SEE TRIBUTE CODES TOGETHER)
- **REFERENCE YEAR FOR THE PAYMENT OF THE STAMP DUTY**
- **TOTAL TO PAY**



YOU RECEIVED THE F24 FROM QUICKFISCO





Having trouble with your home banking **CONTACT YOUR BANK.**

Check out the list of banks which allow the ONLINE payment [by clicking here](#)

It is important to us not to waste your time!
Please find **some guides to pay F24s from credit institutions that we found online:**

CHE BANCA

CREDEM

INTESA SAN PAOLO

BANCA MEDIOLANUM

UNICREDIT

BANCO BPM

FINECO

GRUPPO IBL BANCA



Congratulations!

Now you are autonomous with the payments of your stamps duties 😊

Remember that :

If you have applied a paper stamp duty on the invoices (therefore you have not sent it in the electronic format),
YOU WON'T HAVE TO PAY THE STAMP DUTY.

