

The deadlines for storing the documentation and accounting for tax purposes

The taxpayer shall be obliged to keep registers, books, e-files or manuals that contain financial information.

The registers, books and financial information are documents that contain all the information registered chronologically and systematically related to the trade operations of the taxpayer, which are kept to determine the amount of tax liabilities of this taxpayer, pursuant to the legislation on accounting and tax legislation.

To register economic actions that relate to taxes and duties, you shall also use the books, registers or documentation determined in the specific tax laws and in the respective by-law provisions.

The taxpayer shall keep accounting in line with the provisions of the law and standards on accounting, as well as with acts issued for the implementation of this law. The financial and accounting data and information shall be stored by the taxpayer at least for 5 years, as of the end of the fiscal year which the documents belong to.

The taxpayers shall be obliged to use the basic tax documentation and for every sale they shall issue a tax invoice or tax coupon. All the basic documentation like VAT tax invoices and simple tax invoices, registers and all the registrations made in these registers, accounting books and all registrations made in these books, which are kept as determined in the law "On accounting and financial statements", financial reports, books of sales and purchases, which are kept as determined in the law "On VAT and instruction for its implementation", shall be stored at least for 5 years, as of the end of the fiscal year when they were issued. This means that a tax invoice issued in January of 2013, shall be stored till December 31st, 2018.

Those taxpayers, who are subject to the Law No. 9632, dated 30/10/2006 "On local tax system", for the purposes of calculating tax liabilities shall keep registers, books and other documents, as well as issue simple tax invoices, tax receipts and tax coupons, pursuant to the respective law and by-laws issued for its implementation. Moreover, these taxpayers shall keep the tax documentation, pursuant to the requirements of this law, specific tax-related laws and by-law provisions issued for their implementation.



All data and registers required for tax purposes can be kept electronically, unless the tax legislation or respective by-laws impede such a thing, provided that they ensure, at any time, a complete overview of the economic operations and data for taxation purposes.