



Guide: Request for the Tax Account Statement Step-by-Step



1. Go to the **website**:

:corresponding

<https://tramitevirtual.hacienda.go.cr/>

2. Log in by **clicking** on the **upper left corner**. You will be asked for the credentials of the legal representative or an authorized third party through a notarized power of attorney.

Note: If you do not have a user account, you can create one on the same page.

3. Once logged in, click at the top where it says **"Virtual Procedure"**.

Trámite virtual

4. Then, select the option **"Open procedure"**.

5. Fill out the requested information in the form and click **"Next"**.

Siguiente

6. In the procedure type section, select:

"Account statements".

7. In the description field, include a **brief text** indicating that you wish to request the tax account statement. Also, add your **email address** and **phone**

8. Attach the following documents in **PDF format**:
- **Letter signed** by the legal representative formally requesting the tax account statement.
 - Copy of the **current corporate legal status certificate**.
 - Copy of the **legal representative's ID**.

Note: If the procedure is carried out by a third party through an authorized power of attorney, you must also attach the notarized power of attorney and a copy

Agregar archivos

9. Finally, **submit the request** for processing. You will receive a confirmation email with the case number at the email address you provided.

Enviar Gestión

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