Preparing the groundwork for the annual PO-SD form · How to approach it?

For: Sole trader under flat-rate taxation

Practical business guidance · Reviewed: 2026-11-22

Applicability: According to the profile and circumstances of the described case.

Gather the monthly totals, dates of changes and proof of payments.

A starting point in practice

Separate business income data from tax payments.

Compare the basis with the billing records and verify the billing period.

Working example · Preparation of the groundwork for the annual PO-SD form

Compare the basis with the billing records and verify the billing period.

Specific next steps

1. Separate business income data from tax payments.
2. Compare the basis with the billing records and verify the billing period.
3. After submitting, save the confirmation and the form version separately.

Limits of application

Apply the guideline to your documents and working methods.

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