



MINISTRY OF FINANCE
OF THE REPUBLIC OF INDONESIA
DIRECTORATE GENERAL OF TAXES

TAX PAYMENT SLIP (SSP)

ENGLISH TEMPLATE

You are not required
to print this page.

TAX ID NUMBER : - - - - - -
Fill in this column with your Taxpayer Identification Number (NPWP).

NAME :
Your name as it appears in your TIN (NPWP) card.

ADDRESS :
*Your address as it appears in
your TIN (NPWP) card.*

TAXABLE OBJECT NO. : - - - - - -
Fill in this column with your Taxable Object Number (NOP).

ADDRESS :
The address of your Taxable Object as it appears in the Notice of Land and Building Tax Assessment (SPPT).

Tax Account Code

Payment Code

Description :

Tax Period

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

Place an X inside the appropriate box to mark the Tax Period.

Tax Year

Fill in this column with Tax Year.

Notification Number : / / / /
Fill in this column with your Notification Number (STP, SKPKB or SKPKBT).

Amount Paid :

Payment currency :

Said :

To be Filled by Bank/Post Office Teller who Received Payment

Date
Authorized Signature and Official Seal

Payment Received by

To be Filled by Taxpayer/Depositor

Place **Date**
Authorized Signature and Official Seal

Payment Done by

To be filled by Bank/Post Office for validation use only, do not write or staple in this space.



KEMENTERIAN KEUANGAN R.I.
DIREKTORAT JENDERAL PAJAK

SURAT SETORAN PAJAK (SSP)

LEMBAR

1

Untuk Arsip Wajib Pajak

NPWP : - - - - -

Diisi sesuai dengan Nomor Pokok Wajib Pajak yang dimiliki

NAMA WP :

ALAMAT WP :

NOP : - - - - - -

Diisi sesuai dengan Nomor Objek Pajak

ALAMAT OP :

Kode Akun Pajak

Kode Jenis Setoran

Uraian Pembayaran :

.....
.....
.....

Masa Pajak

Jan	Feb	Mar	Apr	Mei	Jun	Jul	Ags	Sep	Okt	Nov	Des
☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

Beri tanda silang (X) pada kolom bulan, sesuai dengan pembayaran untuk masa yang berkenaan

Tahun Pajak

Diisi Tahun terutangnya Pajak

Nomor Ketetapan : / / / /

Diisi sesuai Nomor Ketetapan: STP, SKPKB atau SKPKBT

Jumlah Pembayaran : Diisi dengan rupiah penuh

Terbilang :

.....
.....

Diterima oleh Kantor Penerima Pembayaran

Tanggal

Cap dan tanda tangan

Wajib Pajak/Penyetor

....., Tanggal

Cap dan tanda tangan

Nama Jelas :

Nama Jelas :

" Terima Kasih Telah Membayar Pajak - Pajak Untuk Pembangunan Bangsa "

Ruang Validasi Kantor Penerima Pembayaran



KEMENTERIAN KEUANGAN R.I.
DIREKTORAT JENDERAL PAJAK

SURAT SETORAN PAJAK (SSP)

LEMBAR

2

Untuk KPPN

NPWP : - - - - -

Diisi sesuai dengan Nomor Pokok Wajib Pajak yang dimiliki

NAMA WP :

ALAMAT WP :

NOP : - - - - - -

Diisi sesuai dengan Nomor Objek Pajak

ALAMAT OP :

Kode Akun Pajak

Kode Jenis Setoran

Uraian Pembayaran :

.....

.....

Masa Pajak

Jan	Feb	Mar	Apr	Mei	Jun	Jul	Ags	Sep	Okt	Nov	Des
☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

Beri tanda silang (X) pada kolom bulan, sesuai dengan pembayaran untuk masa yang berkenaan

Tahun Pajak

-

Diisi Tahun terutangnya Pajak

Nomor Ketetapan : / / / /

Diisi sesuai Nomor Ketetapan: STP, SKPKB atau SKPKBT

Jumlah Pembayaran : Diisi dengan rupiah penuh

Terbilang :

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.....

Diterima oleh Kantor Penerima Pembayaran

Tanggal

Cap dan tanda tangan

Wajib Pajak/Penyetor

....., Tanggal

Cap dan tanda tangan

Nama Jelas :

Nama Jelas :

" Terima Kasih Telah Membayar Pajak - Pajak Untuk Pembangunan Bangsa "

Ruang Validasi Kantor Penerima Pembayaran



KEMENTERIAN KEUANGAN R.I.
DIREKTORAT JENDERAL PAJAK

SURAT SETORAN PAJAK (SSP)

LEMBAR

3

Untuk Dilaporkan oleh
Wajib Pajak ke KPP

NPWP : - - - - -

Diisi sesuai dengan Nomor Pokok Wajib Pajak yang dimiliki

NAMA WP :

ALAMAT WP :

NOP : - - - - - -

Diisi sesuai dengan Nomor Objek Pajak

ALAMAT OP :

Kode Akun Pajak

Kode Jenis Setoran

Uraian Pembayaran :

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.....
.....

Masa Pajak

Jan	Feb	Mar	Apr	Mei	Jun	Jul	Ags	Sep	Okt	Nov	Des
☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

Beri tanda silang (X) pada kolom bulan, sesuai dengan pembayaran untuk masa yang berkenaan

Tahun Pajak

-

Diisi Tahun terutangnya Pajak

Nomor Ketetapan : / / / /

Diisi sesuai Nomor Ketetapan: STP, SKPKB atau SKPKBT

Jumlah Pembayaran : Diisi dengan rupiah penuh

Terbilang :

.....
.....

Diterima oleh Kantor Penerima Pembayaran

Tanggal

Cap dan tanda tangan

Wajib Pajak/Penyetor

....., Tanggal

Cap dan tanda tangan

Nama Jelas :

Nama Jelas :

" Terima Kasih Telah Membayar Pajak - Pajak Untuk Pembangunan Bangsa "

Ruang Validasi Kantor Penerima Pembayaran



KEMENTERIAN KEUANGAN R.I.
DIREKTORAT JENDERAL PAJAK

SURAT SETORAN PAJAK (SSP)

LEMBAR

4

Untuk Bank Persepsi/
Kantor Pos & Giro

NPWP : - - - - -

Diisi sesuai dengan Nomor Pokok Wajib Pajak yang dimiliki

NAMA WP :

ALAMAT WP :

NOP : - - - - - -

Diisi sesuai dengan Nomor Objek Pajak

ALAMAT OP :

Kode Akun Pajak

Kode Jenis Setoran

Uraian Pembayaran :

.....
.....
.....

Masa Pajak

Jan	Feb	Mar	Apr	Mei	Jun	Jul	Ags	Sep	Okt	Nov	Des
☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

Beri tanda silang (X) pada kolom bulan, sesuai dengan pembayaran untuk masa yang berkenaan

Tahun Pajak

Diisi Tahun terutangnya Pajak

Nomor Ketetapan : / / / /

Diisi sesuai Nomor Ketetapan: STP, SKPKB atau SKPKBT

Jumlah Pembayaran : Diisi dengan rupiah penuh

Terbilang :

.....
.....

Diterima oleh Kantor Penerima Pembayaran

Tanggal

Cap dan tanda tangan

Wajib Pajak/Penyetor

....., Tanggal

Cap dan tanda tangan

Nama Jelas :

Nama Jelas :

" Terima Kasih Telah Membayar Pajak - Pajak Untuk Pembangunan Bangsa "

Ruang Validasi Kantor Penerima Pembayaran

TAX PAYMENT SLIP (SSP) FILLING MANUAL

A quick guide on how to use this template.

1. This template is in compliance with the Director General of Taxes Decree No. Per-38/PJ/2009 as amended with Per-23/PJ/2010 on Tax Payment Slip Form.
2. To optimally use this template, we advise you to use Adobe Reader version 8 or later.
3. All the information you need to fill are located in the first page.
4. If the “highlight fields” option is activated, all the columns that you’re supposed to be filling will be highlighted in light-blue color.
5. You can use the Reset Form button. Click the button and the form will be cleared from previous filling.
6. Fill in the Tax ID Number column with your Taxpayer Identification Number (NPWP).
7. Fill in the Name column with your name as it appears in your Taxpayer ID Number (NPWP) card.
8. Fill in the Address column with your address as it appears in your Taxpayer ID Number (NPWP) card.
9. If you’re a Taxpayer who hasn’t applied for a Tax ID Number, fill in the Tax ID Number and the Address column with the following:
 - a. for Individual Taxpayers, fill with the number 01.000.000.0 – XXX.000 where the XXX refers to the code of the tax office by which the area of your residence is administered;
 - b. for Corporate Taxpayers, fill with the number 04.000.000.0 – XXX.000 where the XXX refers to the code of the tax office by which the area of your residence is administered.
 - c. Fill in the Name and Address column as it appears in your Resident Identity Card (KTP) or other legal identity cards.
10. The Taxable Object Number (NOP) and Address column are to be filled only for property related transactions, e.g. Sale or Transfer of Land and/or Building, Self-Construction Activity, etc. For the Address column, fill in with the address of your Taxable Object as it appears in your Notice of Land and Building Tax Assessment Notification (SPPT).
11. Fill in the Tax Account Code and Payment Code by referring to attachment 2. Be cautioned as these two codes must be filled correctly and completely to ensure your payment will be well administered.

12. If the Tax Account Code and Payment Code are valid, the description will be automatically shown in the Description column next to them. We strongly advise you to check whether the description matches your intended payment purpose.
13. For transactions concerning Income Tax Article 4 Paragraph (2) on Transfer of Property in the Form of Land and/or Building, you are required to include the name of the buyer. An additional column will appear once the Tax Account (411128) and the Payment Code (402) has been inputted. Fill in the column with the name of the buyer.
14. For transactions concerning Income Tax Article 4 Paragraph (2) on Lease of Land and/or Building, you are required to include the name of the lessee. An additional column will appear once the Tax Account (411128) and the Payment Code (403) has been inputted. Fill in the column with the name of the lessee.
15. For the Tax Period column, place an X-mark inside the box to mark the Tax Period. You can only use one Payment Slip for one Tax Period. Payment for more than one Tax Period can only be done using different slips. Only Taxpayers who meet certain criteria will be eligible to deposit Income Tax Article 25 for several Tax Periods using one Payment Slip.
16. Fill in the Tax Year column.
17. Fill in the Tax Notification Number column, if any. Leave this column blank if your payment isn't based on Tax Notification (STP, SKPKB or SKPKBT).
18. Fill in the Amount Paid column with the amount of your payment in numbers.
19. Select the currency of your payment from the drop-down box right next to it, either US Dollar or Rupiah.
20. Upon input, the form will automatically generate the amount of your payment that you've inputted in number into words. We strongly advise you to check whether matches your intended payment amount.
21. Fill in the Place and Date column with the place and date of your payment transaction.
22. Fill in the Payment Done By column with the name of the person who does the payment transaction.
23. The next four pages will be automatically filled in accordance with your filling of the first page.
24. You must at least print the second (slip copy 1), third (slip copy 2), fourth (slip copy 3) and fifth (slip copy 4) pages for the bank to process your payment transaction. For printing purpose, use the HVS paper size A4 (210x297mm). Do not fold or rumple the paper.
25. All the pages of the printed form must be signed, and stamped with your company seal (if any).

Thank you for paying your taxes.