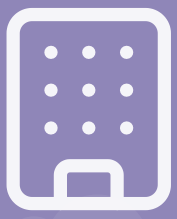
Fube

GUIDE

How to set up your company's tax details in Fube



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How to set up your company's tax details in Fube

> It's the first screen you open in Fube and the one you least feel like filling in, but it isn't an administrative formality: what you enter here is printed on every invoice you issue and, above all, **decides which taxes Fube calculates for you and which deadlines it reminds you about**. A stray detail in the wrong place never throws an error; it simply makes the program help you in the wrong direction. This guide takes you field by field through what genuinely has consequences.

Before you start

Have the **NIF or CIF** of your business to hand and, if you have a company, the details of its registration in the Companies Register (Registro Mercantil). That's all: you can fill in the rest as you go, and if you are a company, Fube will fill in a good part of it for you.

Step 1 — Open your company settings

Click **Settings** in the side menu and, in the **Company** group, open **General**. You'll reach the **Company details** screen, divided into six sections: Tax details, Address, Contact on invoices, Contact person, Tax profiles and Commercial registry.

It's an account-level setting: you fill it in once and all your documents inherit it.

Step 2 — Say whether you're a company or self-employed

The first field, **Entity type**, has only two possible answers:

- **Self-employed** — an individual who invoices for their business activity.
- **Company** — an entity with its own legal personality: S.L., S.A., cooperative…

There's no third option, so don't look for one. Your choice determines how your identification is shown on documents.

Step 3 — The tax ID (and the shortcut almost nobody uses)

Enter your NIF or CIF in **Tax ID**. The field switches to capitals automatically and discards any character that isn't a letter or a number, so don't worry about hyphens or full stops.

And here's the shortcut: **if what you enter is a company CIF**, Fube looks up that company's public data and offers to fill in the **company name**, **street**, **number**, **postcode**, **city**, **province** and **country** in one go — and it also **suggests the taxpayer type** that matches the letter of the CIF, provided you haven't already chosen one yourself.

Two warnings, because it isn't magic:

- **With a self-employed NIF, nothing happens.** Autofill is only triggered by a CIF; if you're an individual, fill in the fields by hand.
- **Check what it fills in.** It's a convenient starting point, not verified truth: the address on the tax register may not be the one you want on your invoices.

Step 4 — The tax address decides far more than it seems

This is the section most people fill in on autopilot, and it's the one with the most consequences.

As well as being printed on the document, **your billing province is what tells Fube which tax territory you operate in**: mainland Spain and the Balearic Islands, the Canary Islands, Ceuta or Melilla. If you haven't entered the province, Fube looks at the **postcode** —its first two digits are the province code— and, if that's missing too, it relies on the tax profiles from the next step.

This sets off a chain of consequences that isn't visible anywhere:

What you enter	What Fube infers	What changes for you
Mainland or Balearic province	**IVA** territory	You see the IVA forms and their deadlines
Province of Las Palmas or Santa Cruz de Tenerife	**IGIC** territory	The IVA forms no longer make sense: yours are forms 420 and 425, filed with the Agencia Tributaria Canaria
Ceuta or Melilla	**IPSI** territory	Your self-assessment is the local one, not the AEAT one

Fill in the province even if the postcode already hints at it. It's the reliable data; the postcode is the safety net. And if you enter neither, Fube doesn't filter anything and shows you obligations that may not apply to you: it prefers to show too much rather than hide a real deadline from you.

Step 5 — Tax profiles, and why the order matters

In the **Tax profiles** section you choose the regimes you work under: general IVA, general IGIC, general IPSI, and any special regimes that apply to you —equivalence surcharge, cash accounting, second-hand goods, travel agencies, commercial premises rental, simplified regime— as well as the exemptions under article 20 onwards.

You can choose several, and **the order is the priority**: you drag them into position, and when several profiles apply to an invoice, Fube uses the one highest up. Set it up this way from the start; it's a two-second drag that saves you reviewing invoices later.

And here's the harsh consequence, the one worth knowing before it catches you out: if you declare only **IGIC or IPSI** profiles, and none from the IVA family, Fube **blocks you from generating Modelo 303 and Modelo 390** and tells you which form is yours instead. It isn't a whim: those drafts only add up IVA lines, so for a Canary Islands company they would come out at zero. A zero that is arithmetically correct but, once filed, means a request from the tax authorities.

The criterion is deliberately cautious: with mixed activity —some IVA profile alongside the others— the Modelo 303 is generated, because there it does make sense.

Step 6 — The taxpayer type writes your tax

calendar

Just below, you choose the **Taxpayer type**: self-employed under direct assessment, self-employed under the module system, limited company, public limited company, joint ownership (comunidad de bienes), cooperative or association.

This is the field that **determines which obligations and filing deadlines appear in your tax calendar**. If you leave it blank, the calendar doesn't filter: you'll see everything, including what doesn't apply to you. You'll find the details of how it works on the **tax calendar** page and in the guide to **AEAT deadlines and reminders**.

If you're self-employed: the activity type and the IAE heading

If you choose self-employed, under direct assessment or modules — or while you haven't chosen any type yet —, two more fields appear below. With any other taxpayer type they don't show up:

- **Activity type (IRPF)**: the class of your activity as required by the IRPF record books. Those within the IAE — professional activity, business activity, artistic or sports professional, property letting, independent livestock farming — and those outside it, such as agricultural, dependent livestock farming, forestry or fishing.
- **IAE heading**: the group or heading of your tax registration, the one shown on your 036 or 037 (for example, `0741`). If your activity falls outside the IAE, you don't need it.

With both, Fube builds the activity code included in the record books it prepares for you to import into Renta WEB. If they're missing, the Renta summary tells you and brings you here to complete them. They are **one per company**: with two activities, the file includes them all with the same one. You'll find it all in the guide to the **Renta summary and the books for Renta WEB**.

If you're self-employed under direct assessment: the method

With self-employed under direct assessment — or with no type chosen yet — **Direct assessment method** also appears: **Standard direct assessment** or **Simplified direct assessment**. Under modules it doesn't appear.

The simplified method is the one most self-employed people under direct assessment use: it applies to you if your turnover for the previous year didn't exceed €600,000 and you didn't opt out of it on your 036 or 037. When you choose it, Fube depreciates your assets using the simplified table and deducts, in Modelo 130 and in the Renta summary, the hard-to-justify expenses allowance (5% of net income, up to €2,000 a year). If you don't choose it, it depreciates using the Corporation Tax table, as in the standard method. Which table applies to you and what changes, in the guide to **depreciation and the depreciation schedule**.

Step 7 — If you trade with the European Union, enable the ROI

In the **Tax details** section there's a switch: **Registered in the ROI?**. When you turn it on, a new required field appears, **Intra-EU VAT number**, where your European VAT number goes (for example ESB12345678).

The ROI is the AEAT's Register of Intra-Community Operators. If you're registered and you declare it here, your EU transactions are treated accordingly and are included in **Modelo 349**. If you're not, leave the switch off: turning it on without being on the register doesn't register you for anything.

The two blocks you can leave for later

- **Contact person.** First name, surname, email and phone number of the person in charge. They're so that Fube knows who to contact; they aren't used to calculate anything.
- **Commercial registry.** Register, volume, folio, sheet, book and section. If your company is registered, complete them: some document types include them.

The **Contact on invoices** section —email, billing phone, website and fax— isn't required either, but don't leave it for later: the email and phone are what get copied onto every document you create.

Save, and be clear about one thing

Click **Save** and you'll see the confirmation. From then on, the new details are used in the documents you create.

Existing documents don't change, and the nuance matters: Fube copies the issuer's details — legal name, NIF, address, email, phone — into the document **at the moment it's created**, not when it's issued. So if you correct your NIF today, a **draft you made yesterday still carries the old one**. Check it before issuing it, or create it again.

This is exactly what should happen with an invoice that has already been issued — its details are final — but with drafts it's worth knowing.

Edge cases and common errors

- **'When I issue, it tells me to complete the tax address'.** A field of the address is missing. Fube doesn't let you issue without it because the issuer's address is a required detail on the invoice.
- **'I'm self-employed and it doesn't fill anything in'.** That's expected: autofill only works with a company CIF. Fill it in manually.
- **'I've moved my address to the Canary Islands and I still see Modelo 303'.** Update the **billing province**, not just the street, and check your tax profiles: they're the two signals Fube looks at.
- **'It won't let me generate Modelo 303'.** Check your tax profiles: if you only have IGIC or IPSI, the block is intentional and the message tells you which form applies to you.
- **'I enabled the ROI and it won't let me save'.** With the ROI enabled, the Intra-EU VAT number becomes required. Fill it in or turn the switch off again.
- **'I changed the legal name and last week's invoice still has the old one'.** Correct and desirable: the issuer's details are frozen in the document.

Frequently asked questions

Can I change the tax details later?

Yes, at any time and without limit. They only affect documents created from that point on.

What happens if I don't complete everything on the first day?

You can still use Fube, but you'll hit a wall when issuing: without a complete tax address there's no invoice. And until you choose a taxpayer type, the tax calendar will show you obligations that aren't yours.

Does the logo go here?

No. The logo, colours and font of your documents live on their own screen; the guide to **customising the appearance of your documents** covers it.

What about the default IVA and IRPF values or the invoice texts?

Not those either: they're configured per document type, and you'll find them in the guide to **your documents' default values**.

Can I have several activities with different regimes?

Yes: add the tax profiles that apply to you and order them by priority. With mixed activity, Fube doesn't block any form.

Get this screen sorted on the first day

It's ten minutes you won't repeat, and it determines whether Fube calculates your taxes for the right address and alerts you to the deadlines that really apply to you. Fill it in, save, and carry on with **your first numbering series** and **your first invoice**. You can see everything covered by **Fube invoicing** or **create your free account** and start here.

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