Fube

GUIDE

How to use Fube's tax calendar so you never miss an AEAT deadline



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> Keeping the tax office's dates in your head — or in a spreadsheet nobody updates — is one of the quietest ways to make the quarter harder than it needs to be. The 303 and the 111 fall on the same day, the 130 overlaps with everything and, as soon as a deadline coincides with a public holiday, the underlying worry is always the same: *am I missing something?* Fube's tax calendar exists to take that question off your plate: it works out each deadline based on **who you are for tax purposes** and **where you pay tax**, adjusts it to working days and also tells you which of those forms you have already filed.

One important point before we start, because it shapes everything that follows: **the calendar is for information only**. Fube organises the data, calculates the date and alerts you, but **it does not file the forms with the AEAT or set up any direct debit payments for you**. Filing is done on the Tax Agency's online portal, by you or your adviser. The calendar tells you *what is due and when*; the paperwork is still yours.

Before you start

- **Your company's taxpayer type must be set up.** This is not a fine-tuning detail: it is the requirement. Without it the calendar **does not show a single tax deadline**, and it does so on purpose (we cover this in Step 1).
- **Be clear about where you pay tax.** The calendar filters by territory, so a company in the Canary Islands is shown the 420 and the 425 instead of the 303 and the 390. If your billing province is set incorrectly, you will see forms that do not apply to you or stop seeing the ones that do.
- **Google Calendar sync is a paid module.** You get the calendar itself from day one on any plan; pushing deadlines to your personal calendar is included in **Pro, Business and Elite**, not in the free plan. You can see what each one includes on pricing.
- **It is a support tool, not a substitute for your adviser.** The calendar gives you the date and the form, but it is not personalised tax advice.

Step 1 — Set up the taxpayer type (or the calendar comes up empty)

This is the step most people skip and the one that makes the calendar look broken.

In the **company settings** you choose your taxpayer type: self-employed under direct assessment, self-employed under the module system, private limited company, public limited company, joint ownership (comunidad de bienes) or cooperative. That determines **which forms apply to you**.

If that field is empty, Fube **does not show you the full catalogue**: it returns zero obligations and the screen prompts you to set it up. This is deliberate, and for good reason: showing all seventeen forms to everyone would be misleading from a tax point of view, and worse still, reminders and syncing with your calendar would start alerting you to obligations that are not yours. It would rather say nothing than mislead you.

The same applies to the territory, which comes from your company's **billing province**; if that is empty, from the **postcode**; and as a last resort, from the tax profiles you use. Here the logic is reversed: if Fube cannot determine it, **it does not hide anything**, because it would rather show you one deadline too many than leave out one that does apply to you.

Step 2 — Open the calendar

It is under **Reports › Tax calendar**: the list of your obligations for the year, tax-related only, grouped by month, with each month showing how many deadlines it contains. Each deadline is a row with the day, the form and its name, and underneath, the period it covers and the tax — IVA, IRPF, Corporation tax or Informational. On the right, its status and how long is left (we cover this in Step 5). Clicking the row opens its details, with the deadline and where it is filed.

You move between **years** with the arrows at the top right, and **This year** takes you back to the current financial year. In the current year, months that have already passed are collapsed into a single line — for example, 'January–September: 14 deadlines already passed, 2 not filed in Fube' — so that the first thing you see is what you still have left. Click **View** to expand them.

If you just want to know what is coming up next, **Reports › Overview** shows you the upcoming deadlines and what is due this week without opening the calendar.

Step 3 — Check which forms it has loaded for you, and for which territory

Fube starts from a catalogue of **seventeen obligations** and shows you only those that match your taxpayer type with your territory:

Form	What it is	Frequency	Who it applies to
111	IRPF withholdings and payments on account	Quarterly	Self-employed under direct assessment, SL, SA, CB, cooperatives
115	Rental withholdings	Quarterly	Any taxpayer
130	IRPF instalment payment under direct assessment	Quarterly	Self-employed under direct assessment
131	IRPF instalment payment under the module system	Quarterly	Self-employed under the module system
180	Annual summary of rental withholdings	Annual	Any taxpayer
190	Annual summary of IRPF withholdings	Annual	Self-employed under direct assessment, SL, SA, CB, cooperatives
200	Corporation Tax	Annual	SL, SA, cooperatives
202	Corporation Tax instalment payment	3 payments a year	SL, SA, cooperatives
232	Transactions with related persons or entities	Annual	SL, SA
303	Quarterly IVA	Quarterly	Everyone, IVA territory only
347	Transactions with third parties above the threshold	Annual	Any taxpayer
349	Intra-community transactions	Quarterly	Any taxpayer
390	Annual IVA summary	Annual	Everyone, IVA territory only
420	Quarterly IGIC, general scheme	Quarterly	Businesses with IGIC (Canary Islands)
425	Annual IGIC summary	Annual	Businesses with IGIC (Canary Islands)
720	Declaration of assets abroad	Annual	Anyone with assets outside Spain
Income tax	Personal income tax return	Annual	Self-employed

The territorial split is the one that surprises people most, so it is worth keeping it in front of you:

Your territory	Indirect tax	What you see	Who it is filed with
Mainland Spain and the Balearic Islands	IVA	303 and 390	Spanish Tax Agency (AEAT)
Canary Islands	IGIC	**420 and 425** instead of 303 and 390	Canary Islands Tax Agency
Ceuta and Melilla	IPSI	Neither 303/390 nor 420/425	The Autonomous City

Everything else —IRPF, Corporation Tax and information returns— is **national** and appears in all four territories: a self-employed person in Ceuta still files the 130 with the AEAT; what changes is the percentage, not the form.

Two warnings that go with this:

- **Fube does not generate the 420 or the 425.** The calendar reminds you of the deadline and links you to the website of the **Canary Islands Tax Agency**, not the AEAT, and the deadline details themselves say so on screen. You prepare the IGIC self-assessment there. The eight forms Fube does prepare are the 111, the 115, the 130, the 180, the 303, the 347, the 349 and the 390, and you will find them in **taxes**.
- **The IPSI of Ceuta and Melilla is not in the calendar.** Its deadlines and forms are set by the tax bylaws of each city, and they differ between the two: check them on your Autonomous City's website or with your adviser.

Step 4 — Understand how each date is worked out

The calculation has five rules and one exception that slips in every January.

1. **Each form has its own deadline.** The 20th for the normal quarters of most of them.
2. **Quarterly forms are filed in January, April, July and October.** The one filed in **January declares the fourth quarter of the previous year**.

3. **The January exception, which is the one people forget.** The Q4 of the **130, 131, 303 and 349** is due on **30 January**, not the 20th. The Canary Islands **420** is due on the **31st**. However, the **111 and the 115 are still due on the 20th** in January too. That is four different dates in the same month.
4. **The 202 does not go by quarters.** It has three instalment payments due in **April, October and December** (1P, 2P and 3P), and that is how they are labelled.
5. **Working-day adjustment.** If the date falls on a Saturday, Sunday or national holiday, it moves to the next working day. The calculation takes ten holidays into account: New Year's Day, Epiphany, Labour Day, Assumption, National Day, All Saints' Day, Constitution Day, Immaculate Conception, Christmas Day and Good Friday.

And we have to be honest about the scope of the adjustment, because this is exactly where it is easy to be overconfident: **it does not take regional or local holidays into account**. If the deadline is a holiday only in your region or your municipality, the actual deadline may move beyond what the calendar shows. Confirm it with your adviser or on the AEAT website.

Step 5 — Read the status and the time left for each deadline

Each row shows **two different pieces of information** on the right, and mixing them up is the usual mistake.

The time left is how long remains until the deadline, or how long ago it passed: 'Today', 'Tomorrow', 'In 11 days', '3 days ago'. When there are seven days or fewer left, it is highlighted. It only appears while the deadline has not been filed: one that has been filed no longer asks anything of you.

The status comes with a coloured dot and checks the deadline against the forms you have saved in Fube:

Status	What it means
Filed	That form for that period is in Fube and marked as filed.
To be filed	It is a form Fube prepares, it is not recorded as filed and you are still within the deadline.
Not filed	The same, but the deadline has already passed.
Manual check	Fube cannot know: it is a form it does not generate —the 190, the 200...— or the data needed to check it is missing. That is why it is not marked as

Status	What it means
	overdue even if the date has passed.

‘Not filed’ means not filed in Fube. If you file through your adviser and do not mark it as filed here, you will see it like this even if you are up to date.

So how does a form become ‘Filed’? Not from the calendar: from the form itself. You prepare it in **Reports > IVA**, **Reports > IRPF** or **Reports > Information returns** as appropriate, you file it on the tax agency website, and back in Fube you attach the receipt and click **Mark as filed**.

Step 6 — Keep only what interests you

Above the list you have four segments, each with its own count: **All**, **To be filed**, **Filed** and **Manual check**. **To be filed** brings together what is still within the deadline and what has already expired without being recorded as filed: it is the ‘what have I got left’ view. The segments combine with the year, so you can see, for example, what was left unfiled in the previous financial year.

What you **cannot** do is add your own appointments: the calendar is fed exclusively by the calculated deadlines and the forms you have in Fube, so it does not accept manual events.

Step 7 — Take it to your Google Calendar (if your plan includes it)

If you want the deadlines in your personal calendar, connect the integration from **your profile > Google Calendar**: the connection is yours, not the company's. Fube exports your due dates —the forms and also those of your business— as events, each with an advance reminder that you choose from **1, 3, 5, 7, 14 or 30 days** (5 by default).

Two things worth knowing before you rely on it:

- **It is a paid module.** On the free plan the screen exists, but instead you will see a card inviting you to upgrade your plan. It is included in Pro, Business and Elite.
- **Synchronisation is one-way.** Fube creates and updates the events in your Google Calendar, but whatever you change there does not come back to Fube. Fube's calendar is in charge; your calendar receives.

You will find the full step-by-step in the guide on **how to sync Fube with Google Calendar**.

Edge cases and common errors

- **The calendar does not show you any tax deadlines.** It is almost always because the taxpayer type has not been set up. Go to the company settings, set it, and the deadlines appear.
- **You are in the Canary Islands and the 303 still appears.** The territory comes from the billing province. Check it in the company settings and the 303 and the 390 will stop appearing, and in their place you will see the 420 and the 425.
- **You change taxpayer type mid-year.** The calendar is recalculated with the new type, for the whole year: the deadlines that have already passed also change, and you will see the previous months as if you had always had that type.
- **You operate under a special IVA scheme.** The base frequencies are respected, but some schemes may change the deadline or even the form to be filed. Check with your adviser.
- **Basque Country or Navarre.** The calendar's catalogue is the one for the common territory. The foral territories have their own deadlines and systems, so this feature is not designed for them.
- **The deadline falls on a holiday in your region.** The calculation does not move it. Confirm it with your adviser or with the AEAT.

Frequently asked questions

Does Fube file the forms with the tax authorities for me?

No. The calendar works out the date and reminds you, and Fube prepares the data for the eight forms it is able to generate. Filing is done on the AEAT website; **Fube does not submit it or set up direct debit for the payment**.

Why can't I see any tax obligations?

Because the **taxpayer type** is missing from the company settings. Without it, Fube deliberately returns zero deadlines: it can't know which ones are yours and would rather not make them up.

Does it take my region's public holidays into account?

No. The automatic adjustment covers weekends and ten national public holidays, including Good Friday, **but not regional or local ones**.

Does the calendar know whether I've already filed a form?

For the eight it prepares, yes: it cross-checks them against what you have saved and marks them as **Filed**, **To file** or, if the date has already passed, **Not filed**. For the ones it doesn't generate (190, 200…) it shows **Manual check**, which is its way of not stating what it can't verify.

Can I add my own appointments to the calendar?

No. It draws only on your Fube data and the calculated deadlines. If you want to combine tax due dates with personal appointments, do so in your Google Calendar once it's synced.

Does the Google Calendar sync work both ways?

No, it's one-way, and it's also a paid module: it's included in Pro, Business and Elite, not in the free plan.

What about Verifactu? When does it become mandatory?

Using a compliant invoicing system will be mandatory from **1 January 2027 for companies** and from **1 July 2027 for all other business owners, professionals and the self-employed**. In Fube, every invoice is recorded with a chained hash and QR code and sent to the AEAT as standard. If it's time for you to get started, the guide **how to get started with Verifactu in Fube** explains it step by step.

Stop keeping dates in your head

The calendar loads your forms (yours, not everyone's), calculates each deadline adjusted to national working days, tells you which tax it relates to and which ones you've already filed. The work of filing is still yours or your adviser's; the calendar simply makes sure you get there with time to spare. You can see it in detail on the **tax calendar** page, and if you're still organising your taxes, the guide on **taxes on your invoices** helps you get it right from the moment you issue them.

Get started free with Fube and set your taxpayer type: it's the only step needed for the calendar to stop being empty.

Fube

START TODAY

Put this into practice with Fube

Create your free account and issue your first Verifactu-compliant invoice in minutes. No card, nothing to install.

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