

INPS User Manual: Requesting the Tax Paid Document

Overview

This manual provides step-by-step instructions on how to request your tax paid document, officially known as the **Estratto conto contributivo**, as a PDF from the INPS portal.

Step 1: Search for the Service

Log in to the INPS portal. In the main search bar, type the phrase **Estratto conto contributivo**. From the search results, click on the relevant service link titled **Consultazione Estratto conto contributivo/previdenziale**.

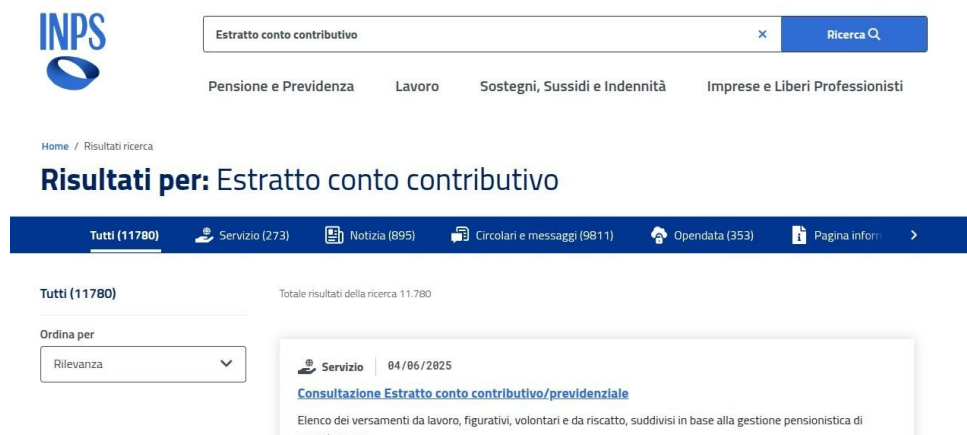


Figure 1: Search for the contribution statement on the INPS portal.

Step 2: Access the Service

You will be directed to the service page for the **Consultazione di estratto conto contributivo/previdenziale**. Click the button typically labeled **Utilizza il servizio** (Use the service) to proceed.

Step 3: Select the Citizen Portal

A modal window will appear offering different access portals. Locate the section for the **Estratto conto contributivo** addressed to **Cittadini** (Citizens). Click the correspond-

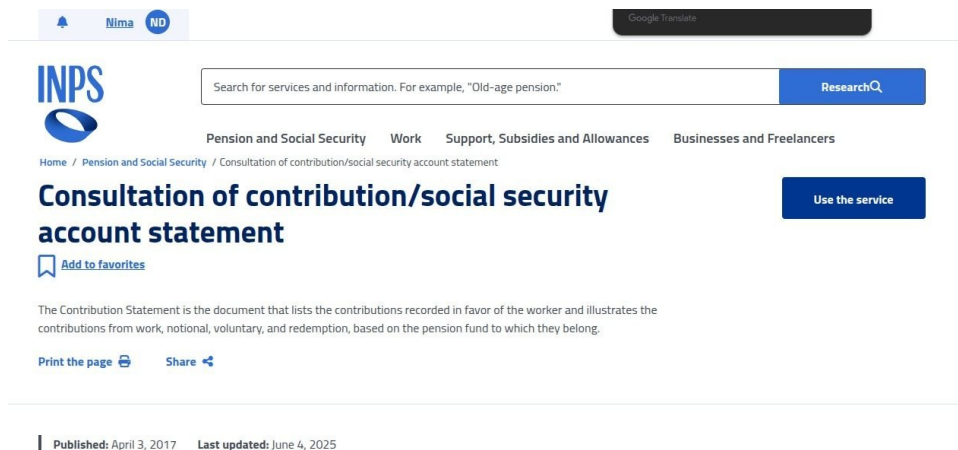


Figure 2: Service page for the contribution statement.

ing **Utilizza il servizio** (Use the service) button in that specific section.

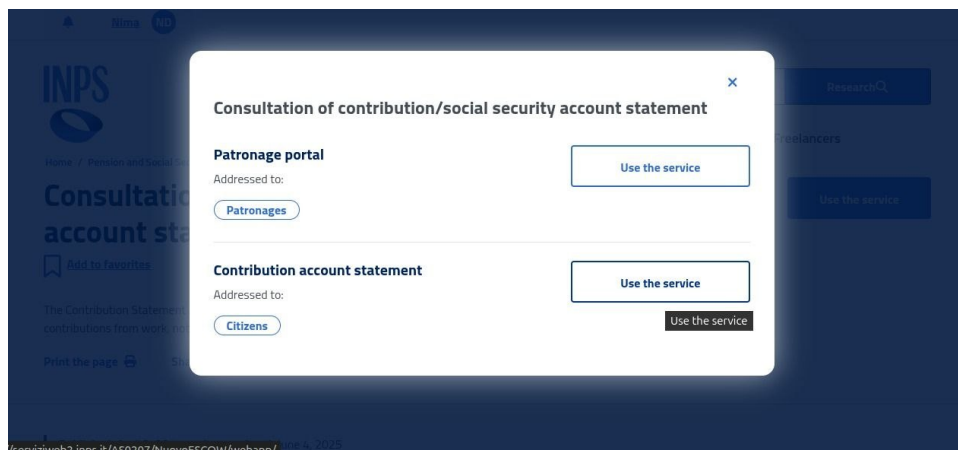


Figure 3: Selecting the citizen portal option.

Step 4: Print/Export to PDF

Once your contribution statement is displayed, scroll to the action buttons. Click the button labeled **Stampa** (note: this is sometimes automatically translated to "Press" by browser translation tools) to generate the printable view. From there, you can save the document as a PDF.

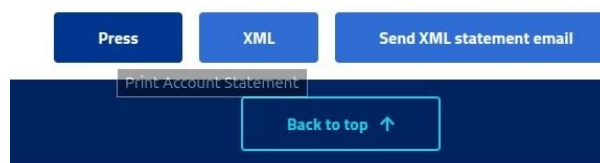


Figure 4: Button to print or export the statement.