

Validation of invoices in E-fatura

To validate your invoices, you must access <https://faturas.portaldasfinancas.gov.pt/>. It must be done for all elements of the household, for this, it is necessary to have a password to access the Finance Portal for each member, including children.

What is the deadline for validating invoices?

You have until February 25th of each year to validate pending invoices on the e-fatura portal, related to the IRS for the previous year.



How to check invoices?

On the homepage of e-fatura, enter “Invoices”, and click on “Consumer”. Now, you will have to enter your NIF and access password.

On this page, you will find the provisional IRS deductions for each category of expenses. For example, if the e-invoice indicates that you have already accumulated 250 euros in “General Family Expenses”, it means that you have reached the maximum number of deductions in this category.

Outstanding invoices: why does it happen?

There are two reasons:

- The system does not recognize in which category to place the expenses
- You are self-employed and need to indicate whether the expense was incurred on a professional basis.



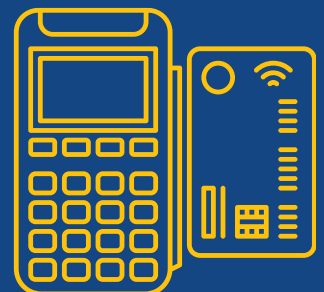
What happens if I don't validate pending invoices?

If you do not validate the invoices and place them in the correct category, these expenses will be included in "General Family Expenses". Therefore, it does not benefit from the deductions that could serve to reduce the tax to be paid or to increase the IRS reimbursement.

How to validate pending invoices?

Pending invoices must be validated one by one, which requires individual verification. When you enter the "Consumer" page of e-fatura, the portal immediately indicates how many invoices you have pending. You should then click on the "Complementar Invoices Information" button.

In each of the invoices, select which category corresponds to the expense and whether it was made within the scope of your professional activity. Then click on "Save".



How to associate medical prescriptions?

Below the information regarding the number of pending invoices, invoices that require a medical prescription appear. To be able to benefit from the respective deduction in the health category, just click on “Associate Revenue” and indicate the amount that is related to the expense of a medical prescription.



How to enter invoices manually?

When validating invoices, did you notice that an invoice relating to an expense you incurred was not communicated to AT by the company? If you have saved the paper document, you can register it manually in the e-invoice.

Just go to the “Invoices” menu, click on “Register Invoices” and enter the requested information. This data appears on the invoice you received when you made the purchase.

Finally, after confirming that you have filled in all the fields correctly, click on “Save”. If you want to continue registering invoices, select the option that appears at the bottom of the page.

For more individualized support, contact our CLAIM by phone 963874724, or via email: elisabete.martins@fundacaocidadedelisboa.pt

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