



MINISTERIO DE COMERCIO,
INDUSTRIA Y TURISMO



PARAFISCAL

SETTLEMENT AND
PAYMENT

PLATFORM INSTRUCTIONS

www.fontur.com.co

EJECUTADO POR:





CONTENT:

Login and registration	3.
Forgot your password	3.
Register your business or activities	4.
Calculating, submitting and paying your Parafiscal Contribution	5.
Check the status of your private settlements	8.
History of generated dynamic keys	9.
Settlement amendments	10.

Welcome to the parafiscal settlement and payment platform. Here you can meet obligations regarding your Parafiscal Contribution for the Promotion, Competitiveness and Sustainability of Tourism. You can find general information related to this payment on:

<https://fontur.com.co/es/informacion-general-de-la-contribucion-parafiscal>



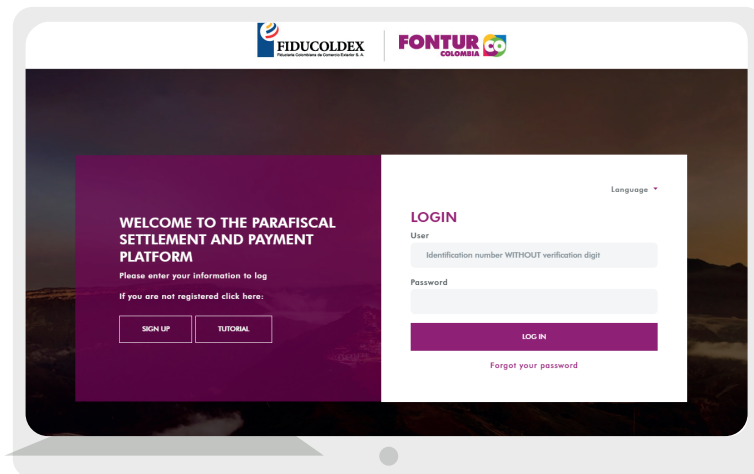
Login and registration

If you are a new user, click **SIGN UP**. If you are a registered user, login with your ID number and password.

In the registration process, fill in the requested information.

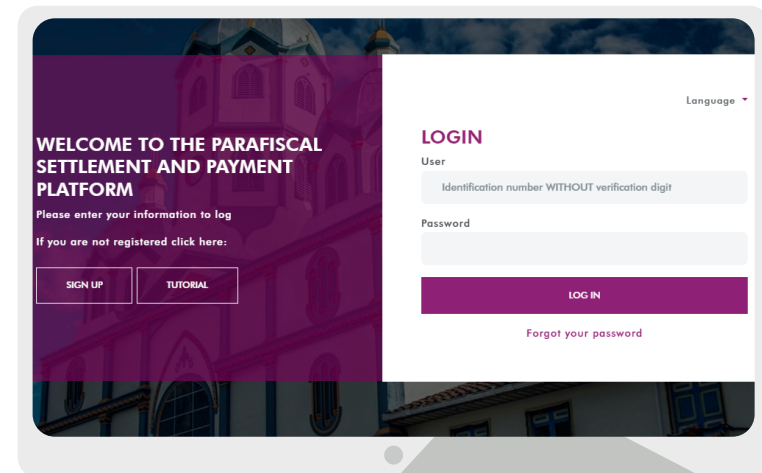
The platform will require you to upload your RUT document. You can find instructions for this process

HERE 



Forgot your password?

If you forgot your password, click on "Forgot your password".



Forgot your password?

Register your business or activities.

Prior to making the settlement and payment, you must register – once only – your businesses or activities by entering the "Businesses" module.



You can register your businesses in the option NEW. There you must fill in the requested information, please note the following fields:

RNT: If you are a tourism service provider, enter the National Tourism Registry (RNT in Spanish) number of your business or activity. If you are a beneficiary of tourism, leave this box empty.

Commercial Registration Date: Fill in the date on which your business or activity was registered in the commercial registry. If you are not required to register in the Mercantile Registry, fill in the date of start of activities or registration in the RNT (whichever happened first).

Address: Enter the physical address where your business is located.

Country: Select the country in which your business is located.

Department: Select the department or state in which your business is located.

City: Select the city in which your business is located.

State: Keep the selection in "Active". "Inactive" should be selected only if your business or activity is no longer operating.

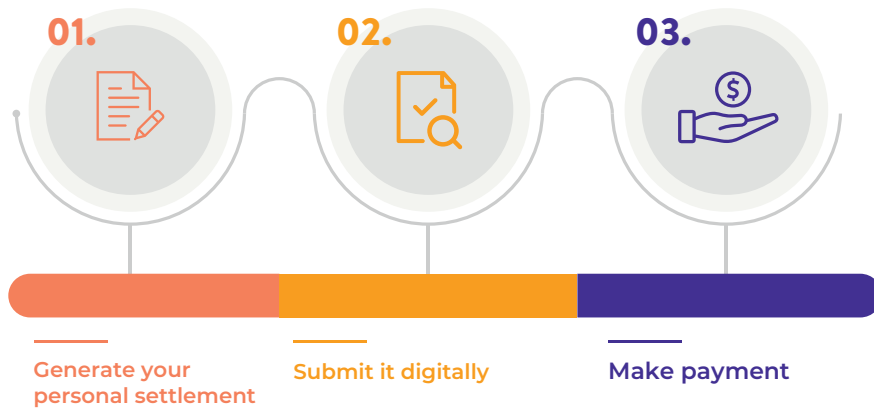
The information reported by your business or activity may be modified if needed. Select your business or activity and click on the button.



You can check the list of service providers in article 2.2.4.1.13. of Decree 1074 of 2015. That Decree can be reviewed here: <https://www.funcionpublica.gov.co/eva/gestornormativo/norma.php?i=76608>
You can check the list of beneficiaries of the tourism sector in numeral 2 of article 37 of Law 2068 of 2020 that modifies article 3 of Law 1106 of 2006. That article can be reviewed here: http://www.secretariasenado.gov.co/senado/basedoc/ley_2068_2020.html#37

Process of liquidation, submitting and payment of the Parafiscal Contribution

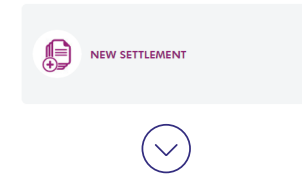
You will be able to comply with the settlement and payment obligations of the Parafiscal Contribution in three steps:



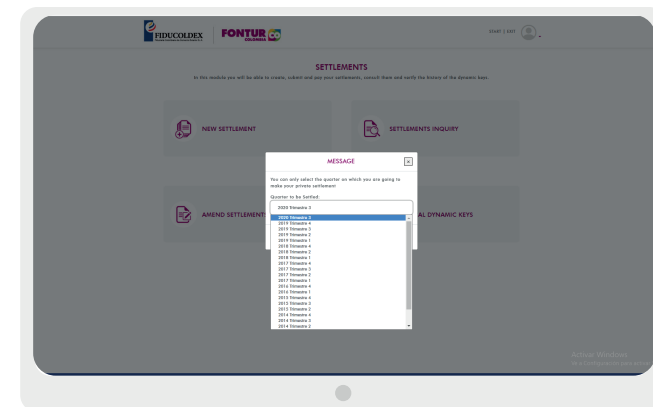
01. BY ENTERING THE SETTLEMENT MODULE YOU CAN GENERATE YOUR SETTLEMENTS.



In the settlement module you must click on:



Select the quarter for which you are preparing your personal settlement. The obligations to liquidate and pay the Parafiscal Contribution are generated on a quarterly basis, therefore, you must select each quarter independently.



Fill out the tax basis obtained during each quarter for each of the businesses and/or activities. In case you have doubts about the determination of the taxable base or the rate, you can consult more information about it [HERE](#)

If during the quarter you did not obtain taxable operating income from your business or activity, enter the value 0 (zero).

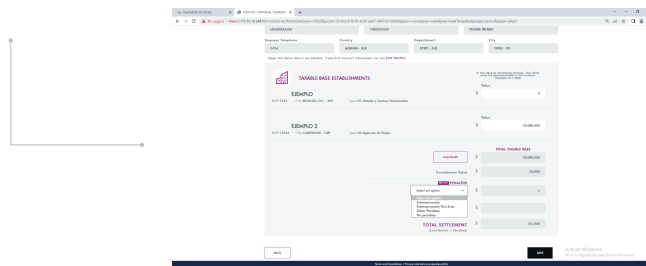
The settlement will not include values for late payment interest. If you must pay it, it will be added to the payment receipt.

Once all the fields have been completed and verified, you can continue with your process by clicking on:

SIGN AND SUBMIT

By clicking on **CALCULATE**, the platform will show the corresponding value of the settlement for the concept of Contribution.

Check if for the selected quarter you are under the obligation to settle any of the sanctions indicated in the National Tax Statute. By clicking here you can consult instructions on penalties and then select an option from the drop-down menu.



02.

SUBMIT YOUR SETTLEMENT DIGITALLY


Review the reported information and verify that the indicated email corresponds to the email of the owner or legal representative.

A six-digit dynamic password will be sent to your registered email. Read the instructions carefully and press the **"SEND KEY"** button.

Check your email for your dynamic key, you have five minutes to register it.

This settlement must not be presented at any bank, it is digitally signed and complete.

If, as a result of the process, the total settlement value is 0 zero, you do not need to continue to step 3, nor submit the physical settlement to any bank.



SIGN AND SUBMIT SETTLEMENT


We will send to your email ejemplo@ejemplo.com a dynamic key to sign the settlement. This will be valid for 5 minutes, if you do not receive it, check your spam folder.

1 1 1 1 X X

SIGN

0:04:38

A new dynamic key has been sent to your email.



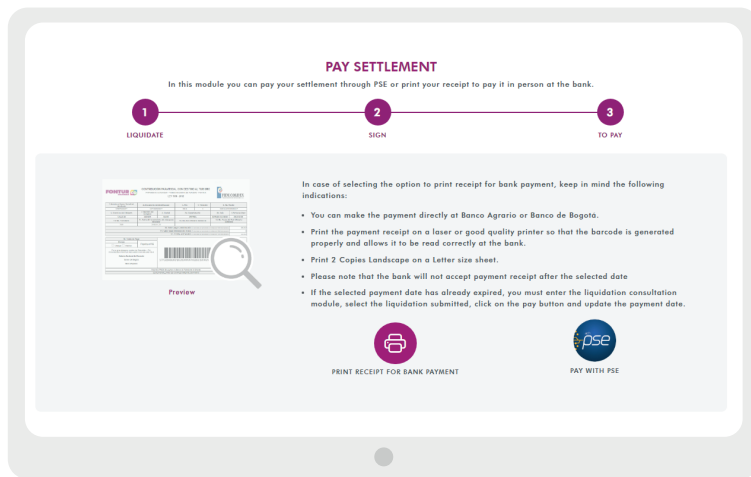
Preview

Once you enter your dynamic key, click:

SIGN

03. PAY LIQUIDATION

Once your settlement has been submitted, you can continue with the payment process, which can be done through PSE or at Banco Agrario or Banco de Bogotá. Please read the instructions carefully.



If you select the pay at bank option, you must print two copies of the payment receipt, which will not require signing.

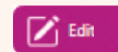
Once you have made the payment, you do not need to send the receipts to Fontur.

Check the status of your settlements

In the settlement module, you can check your settlements here:



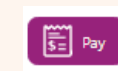
In this module you can carry out the following processes by pressing the buttons indicated below:



Modify the details of your settlement. You can only edit this data when your settlement is pending submission and payment or in which there are pending businesses to be declared.



You can go to the payment module of your settlement. You can only carry out this process when your settlement is submitted and pending payment.



Discard your settlement pending of submission and payment or in which there are no businesses to be declared.

SETTLEMENT INQUIRY

In this module you can check the status of your settlements, edit, submit, view and pay your settlements and check the payment receipts.



Discard your settlement pending of submission and payment or in which there are no businesses to be declared.



Consult the data filled out in your settlement.



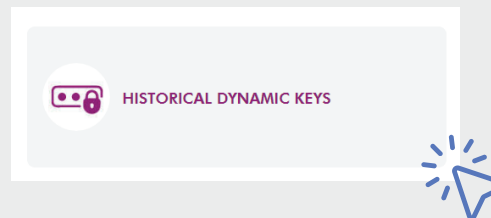
You will be able to preview your settlement form.



When you have already submitted and paid for your settlement, you can view the payment receipt

Check your dynamic keys history

You can check the dynamic keys that you have used in the process of submitting and signing your settlements, and the status of each of said keys, by entering here:



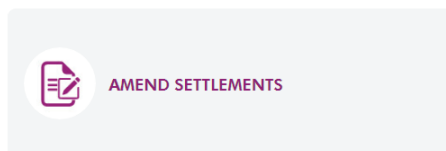
Amending settlements

In accordance with the National Tax Statute, you can carry out the process of amending a settlement only if it has already been presented and/or paid.

If your settlement is not presented and/or paid, you must access the "Check Settlements" module, select the settlement and click on the edit button.

1. Verify in the businesses module that the information for each establishment and/or activity is filled out properly or make any necessary adjustments so that they are reflected in the amendment process.

2. Enter the "Settlements" module and click on "Amend settlements", there you must select the settlement you wish to amend, remember that only presented and/or paid settlements are displayed.



3. Click on "Amend"



4. Fill out the tax base that corresponds to the financial state of each of your businesses and/or activities.

5. By clicking on **CALCULATE**, the platform will show the corresponding value of the settlement for the concept of Contribution.



When performing this calculation, you may find that the contribution amount of the amended settlement may be higher, equal or lower than that of the previous settlement.

[CONTINÚA](#)

The Greater Contribution Value box displays the difference (subtraction) between the amended Contribution value minus the Contribution value presented and paid in the previous settlement.

TOTAL TAXABLE BASE	
CALCULATE	\$ 444,444
Contribution Value	\$ 1,000
Greater Contribution Value	\$ 1,000

If the contribution value of the corrected statement is equal to or less than that of the previous statement, the **Greater Contribution Value** line will report zero \$0.

Check if for the selected quarter you are under the obligation to settle any of the penalties indicated in the National Tax Statute. Check the help document for settling penalties and then select an option from the drop-down menu.

PRUEBA_620000
ENT134 CDTI_0000_00 Tipo=01 Rendimiento y Cuentas Nominadas

Value \$ 444,444

TOTAL TAXABLE BASE

CALCULATE \$ 444,444

Contribution Value \$ 1,000

Greater Contribution Value \$ 1,000

PENALTIES

Select an option

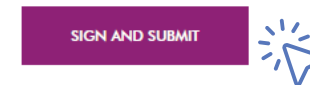
- No penalties
- Indefinite Amount
- Indefinite Amount
- Other penalties

TOTAL SETTLEMENT \$ 1,000

Activar Windows
Ver a Configuración para activar W.

6. In the amended settlement you will not see values for default interest added. If you must pay for them, they will be reflected in the payment receipt.

7. Once all the fields have been completed and verified, you can continue with your process by clicking on the button



If you do not complete the signing and presentation process, you can continue later with the editing of the amended settlement by entering the module "Settlements" - "Check Settlements"

8. Follow the signing and payment procedures indicated on pages 7-9.