

ABSTRAK

Renaldi Surya Pradana (62170090), Analisis Prosedur Bea Balik Nama Kendaraan Bermotor Di Kantor Bersama Samsat Jakarta Timur

Kantor Bersama Samsat Jakarta Timur adalah perusahaan yang bergerak di bidang pajak, yaitu pajak kendaraan bermotor dan bea balik nama kendaraan bermotor. Masyarakat DKI Jakarta harus membayar pajak kendaraan bermotornya di Kantor Bersama Samsat Jakarta Timur, bisa juga melakukan bea balik nama kendaraan bermotor di Kantor Bersama Samsat Jakarta Timur. Selain itu, ada juga pembayaran pajak kendaraan roda dua (motor), pembayaran pajak roda empat (mobil), pembayaran surat ketetapan pembayaran (SKP) bagi wajib pajak yang telat membayar pajak kendaraan bermotornya. Lalu, ada mutasi kendaraan bermotor dari DKI Jakarta menuju luar daerah serta mutasi kendaraan bermotor dari luar daerah menuju DKI Jakarta. Metode pengumpulan data dalam penyusunan Tugas Akhir adalah metode observasi, wawancara, dan metode analisis data kualitatif, yaitu metode analisis data tanpa menggunakan analisis statistik. Jika ke Kantor Bersama Samsat Jakarta Timur, Wajib Pajak (WP) melakukan tahapan-tahapan pembayaran pajak seperti menyiapkan berkas, antara lain, fotocopy KTP, stnk lama, fotocopy KK, BPKB, serta mengisi formulir untuk melakukan pembayaran pajak. Jika semua sudah lengkap, petugas di Kantor Bersama Samsat Jakarta Timur akan mengecek kelengkapan berkas, lalu membuat STNK sesuai data yang ada di berkas Wajib Pajak tersebut. Teliti saat melakukan pembayaran dan pengetikan sangat penting agar hasil STNK yang diberikan untuk Wajib Pajak tidak salah dalam pengetikan nama, alamat, nomor polisi, progresif, kode badan hukum, NIK, serta jumlah pembayaran pajaknya.

Kata Kunci: Tahapan-Tahapan Pembayaran Pajak

ABSTRACT

Renaldi Surya Pradana (62170090), *Analysis Of Motor Vehicle Transfer Fees Procedures At The Office Together With Samsat East Jakarta*

Samsat East Jakarta Joint Office is a company engaged in the tax sector, namely motor vehicle tax and motor vehicle transfer fees. The people of DKI Jakarta must pay their motor vehicle tax at the East Jakarta Samsat Joint Office, or they can also carry out the transfer fees of motorized vehicles at the East Jakarta Samsat Joint Office. In addition, there are also two-wheeled vehicle (motorbike) tax payments, four-wheeled (car) tax payments, and payment provisions for payments for taxpayers who are late in paying motor vehicle taxes. Then, there are mutations of motorized vehicles from DKI Jakarta to outside the region as well as motorbike mutations from outside the area to DKI Jakarta. Data collection methods in the preparation of the Final Project is a method of observation, interviews, and qualitative data analysis methods, namely data analysis methods without using statistical analysis. If you go to the Samsat East Jakarta Joint Office, Taxpayers (WP) carry out the stages of tax payments such as preparing documents, among others, photocopies of ID cards, old registration, photocopies of KK, BPKB, and filling out forms for making tax payments. If everything is complete, officers at the East Jakarta Samsat Joint Office will check the completeness of the file, then make a vehicle registration according to the data in the Taxpayer file. Careful when making payments and typing is very important so that the results of vehicle registration given to taxpayers are not wrong in typing the name, address, police number, progressive, legal entity code, NIK, and the amount of tax payments.

Keywords: Stages of Tax Payment