



Renta Web How To File A Draft or Tax Return (Guide From AEAT)

Notice: While every effort has been made to ensure the accuracy of this information for the 2026 tax campaign, tax regulations in Spain are complex and frequently updated.

The author is not responsible for any errors, omissions, or the results obtained from the use of this information. Please consult the official AEAT website or a certified tax professional for personalized guidance.

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HOW TO FILE A DRAFT OR TAX RETURN VIA RENTA WEB

Access to the Service

Access **Renta 2024** and, under "Gestiones destacadas" (Featured procedures), select "**Servicio tramitación de borrador / declaración (Renta DIRECTA y Renta WEB)**".

On the following screen, click on "**Certificado o DNI electrónico/ Clave móvil/ o Reference number**" to identify yourself.



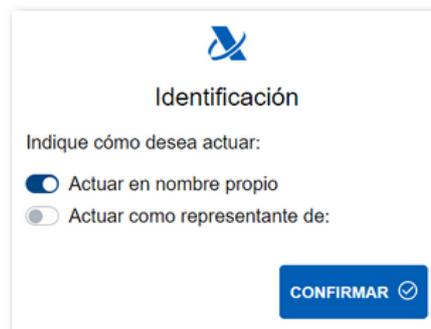
Identifícate con

-  Cl@ve Móvil
-  Certificado o DNI electrónico
-  Número de referencia
-  Acceso ciudadanos UE (eIDAS)

¿Tienes dudas? visita la [ayuda de identificación electrónica](#) 

Act on Your Own Behalf or as a Representative

After identifying yourself, select the type of acting: in your **own name** or as a **representative**.





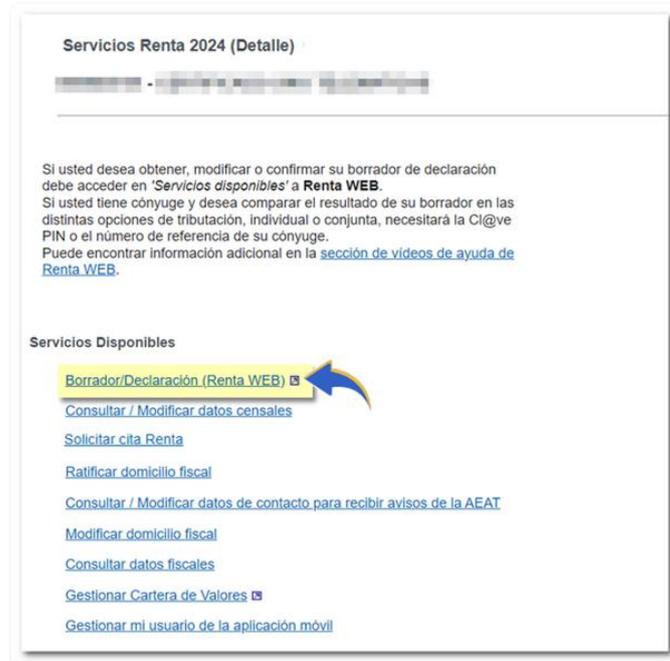
Identificación

Indique cómo desea actuar:

- Actuar en nombre propio
- Actuar como representante de:

CONFIRMAR 

Once in your file, access the option "**Borrador/Declaración (Renta WEB)**" under the "Servicios Disponibles" / "Available Services" section.



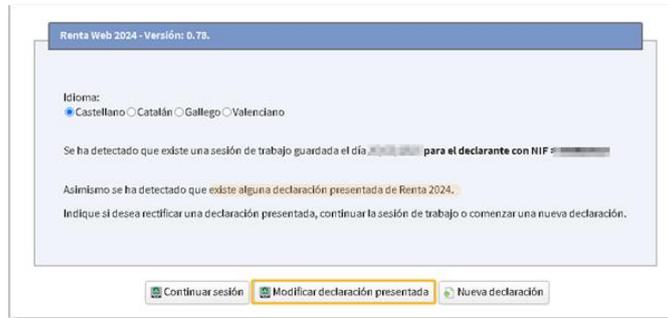
Available Services

- "**Continuar sesión**": You will go directly to the "Summary of Returns." From here, you can continue adding data via the "**Apartados declaración**" / "Return Sections" button. If you agree with the result, click "**Presentar declaración**" / "File return" in your preferred mode (Taxpayer, Spouse, or Joint), depending on which is most favorable.
- "**Nueva declaración**": A window will load with the identification data of the taxpayer and other members of the family unit. If you want the program to only calculate the individual return for the main taxpayer, check the box at the top labeled: "*Si desea que el programa solamente calcule la declaración individual del declarante, marque aquí*" / "Check here if you want the program to only calculate the individual return of the taxpayer".

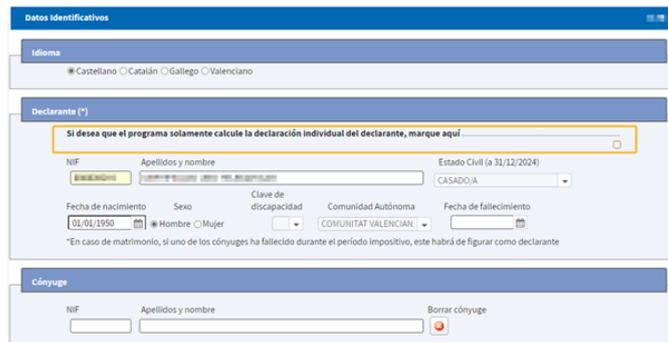


Modify Return Button

If you have already filed the return, the system will detect that a return has already been filed for this tax year and will also give you the option to amend it using the **"Modify filed return"** button, **"Modificar declaración presentada"**.



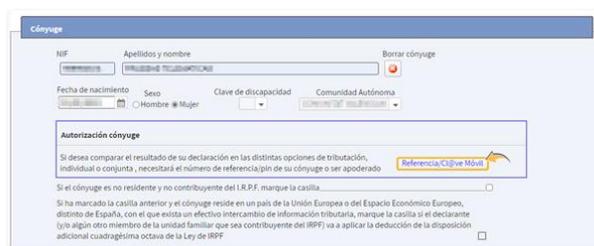
Identification Data (Datos Identificativos)



Returns with a Spouse

To compare results between individual or joint taxation, you will need the spouse's **reference number** or a **PIN code** for authorization. Click the **"Referencia/ CI@ve Móvil"** button in the "Autorización cónyuge" / "Spouse Authorization" section to enter these details.

In this same window, you can modify or add information. **Note:** Family status (civil status, etc.) cannot be modified later. Use the **pencil icon** to edit or add family members, or the **"X" icon** to delete them. Verify the data and click **"Aceptar."**



Elija modo de autenticación para el NIF XXXXXXXXXX

Clave Móvil (anteriormente Clave PIN)

Número de referencia

Authorization with Clave Movil

Identificación

Introduce la fecha de validez de tu DNI (o fecha de expedición si es un DNI permanente).

¿Cómo obtener la fecha de validez o fecha de expedición de tu DNI?

[Continuar →](#)

¿Tienes dudas? visita la ayuda de identificación electrónica

Authorization with reference

Avisos:
Las referencias obtenidas antes del 12/03/2025 ya no son válidas y deberá obtener nueva referencia.

Autenticación por referencia

DNI/NIE

Referencia de acceso

Mostrar referencia

[Acceder](#) [No tengo Referencia](#) [Volver](#)

From this same window, you can modify or add information to the displayed data. Keep in mind that family situation details (such as marital status) cannot be modified later. Click the pencil icon or double-click the field to modify or add new members to the family unit. To delete them, click the cross icon.

Verify the identification details and click **"Accept"** at the bottom.

Hijos menores de 18 años
(También hijos mayores de edad sobre los que se ha constituido curatela representativa o sometidos a patria potestad prorrogada o rehabilitada)

| Nombre | NIF | Fecha de nacimiento | Clave de discapacidad en 2024 | Fallecido en 2024 | Forma parte de la unidad familiar (cualquier importe) | Obtiene rentas autorizadas (€/ año) | Borrar |
|----------------------|----------------------|----------------------|-------------------------------|--------------------------|---|-------------------------------------|----------------------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="button" value="✖"/> |

Hijos con edades comprendidas entre 18 y 24 años y sobre los que no se ha constituido curatela representativa ni están sujetos a patria potestad prorrogada o rehabilitada
Hijos de 25 años o más con discapacidad y sobre los que no se ha constituido curatela representativa ni están sujetos a patria potestad prorrogada o rehabilitada
 Descendientes distintos de los hijos y personas en acogimiento o tutela (o de las que se tenga la guarda y custodia por resolución judicial) menores de 25 años o mayores de esa edad con discapacidad

| Nombre | NIF | Fecha de nacimiento | Clave de discapacidad | Fallecido en 2024 | Volumen de rentas | Borrar |
|----------------------|----------------------|----------------------|-----------------------|--------------------------|----------------------|----------------------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> | <input type="text"/> | <input type="button" value="✖"/> |

Ascendientes mayores de 65 años o con discapacidad
 Ascendientes mayores de 65 años o con discapacidad que conviven con el/los contribuyente/s al menos la mitad del período impositivo

| NIF | Apellidos y nombre: | Fecha de nacimiento | Fallecido en 2024 | Vinculación | Clave de discapacidad Convivencia | Borrar |
|----------------------|----------------------|----------------------|----------------------|----------------------|-----------------------------------|----------------------------------|
| <input type="text"/> | <input type="button" value="✖"/> |

[Aceptar](#)

If any of the taxpayers is not required to file a return, a pop-up window will inform you.

Modelo 100 - Impuesto sobre la renta de las personas físicas

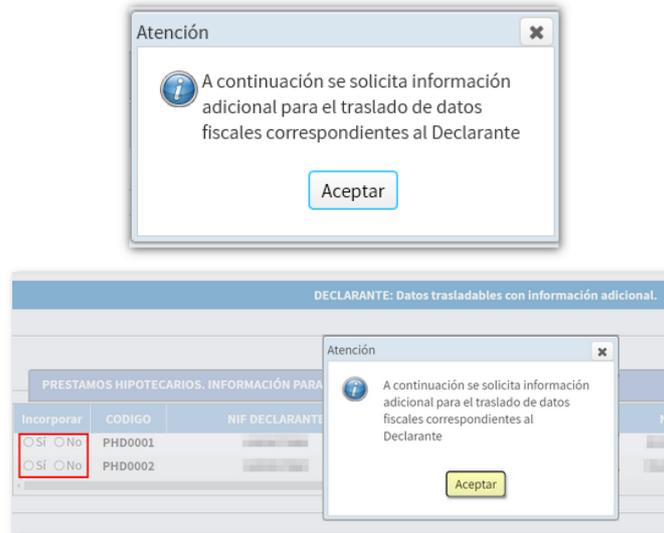
De la incorporación de datos fiscales consta que los siguientes declarantes no tienen obligación de declarar:

- Declarante

[Aceptar](#)

Data Transfer with Additional Information

Depending on your fiscal data, a notice may appear requesting additional information to complete the transfer to the return. Select **"Sí"** in the **"Incorporar"** (Incorporate) column to include them. Once you provide the required data, you will reach the results summary.

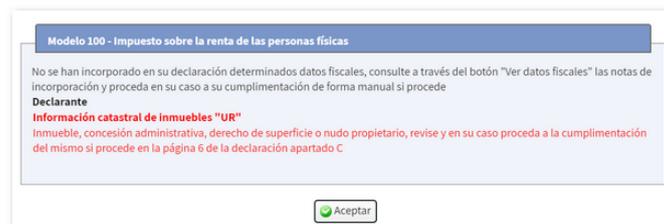


Transferable Data

If you do not need to incorporate additional information to generate the return, you will go directly to the return summary. From there, you can check the result of the return for each filing option, or complete the return if necessary.

If there is any data not incorporated into the return, a window will be displayed beforehand, informing each taxpayer individually about which specific data has not been incorporated, so you can fill it in the corresponding section of the return.

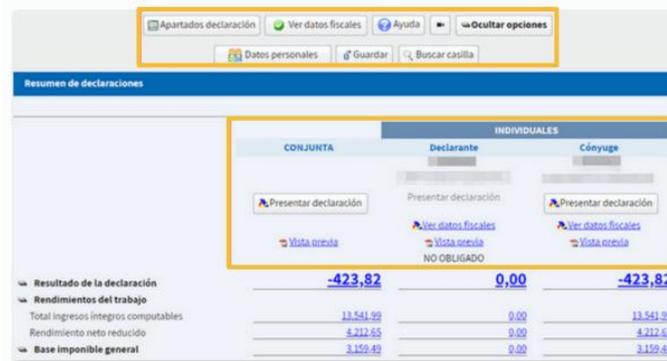
You can consult the incorporation notes, with more detailed information, via the **"View tax data" / "Ver datos fiscales"** button located at the top, and fill in the data later in the corresponding section.



Summary of Returns (Resumen de declaraciones)

From each of the returns (individual or joint), you can download a PDF with a preview of the return. This preview is not valid for filing but can be used for reference. To view PDF documents, you need a PDF viewer installed on your device.

If you agree with the result, you can click **"File return"** in the modality you prefer (Taxpayer, Spouse, or Joint), depending on which is most favorable. If you agree with the result, click **"Presentar declaración"**.



- **Top Menu:** Use the **"Apartados declaración"** button to navigate sections. At the top, there is a menu from which you can check the tax data

transferred for each taxpayer and access the different sections to review all data and continue completing the return, using the **"Return sections"** button.



- **Show Options:** Enables buttons to save the return on the AEAT server or search for a specific box (casilla) number.

By clicking **"Show options"**, more buttons will appear, allowing you to view the identification data, save the return on the AEAT server, or search for a specific box in your return.



- **Notes:** A digital notepad to assist you during the process.

In the menu, you can find a **"Notes"** button where you can jot down anything you consider necessary to help you complete the form.

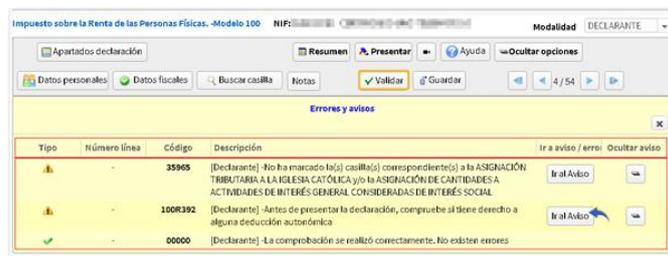


Filing the Return (Presentación de la declaración)

Before filing, click **"Validar"** / "Validate" to check for errors.

- **Warnings / Avisos:** These do not prevent filing but suggest a review.
- **Errors:** These **must** be corrected before the system allows you to file.

Warnings do not prevent you from filing the return; they are only for you to verify the information. If the message is an error, you must correct it for the return to be considered valid at the time of filing. To review warnings or errors, click "Go to Warning" or "Go to Error". Remember that warnings only suggest reviewing certain sections but do not prevent filing. Errors must be corrected before filing.



Once you have verified that there are no errors, click **"File return"**. Note which modality you are in at the time of filing.



If the Result is a Refund (Devolución):

If the result of the return is a refund, choose whether you want the refund by bank transfer or if you wish to waive the refund in favor of the Public Treasury.

Choose between a bank transfer or waiving the refund in favor of the Public Treasury. Enter your **IBAN**. You can use an account in Spain or within the **EU/SEPA**

area. For accounts outside the EU/SEPA, you must manually provide the bank's address, city, and country.

There is also the option of a refund by transfer through a financial institution established abroad that is not in the EU/SEPA area. All fields are mandatory except for SWIFT-BIC, which is optional. In the Country Code field, you cannot indicate a country within the EU/SEPA.

You must mandatorily fill in the account number, bank, city, address, and country.

If the Result is a Payment (Ingreso):

Select if you wish to **split the payment into two installments.**

Next, you can select several payment options.

-Direct Debit / Domiciliación: Available from April 2 to June 25.

Direct debit of the amount to be paid. Filing with direct debit can be done from April 2 to June 25, both inclusive. Select the option "**Direct debit of the amount to be paid**" and enter the IBAN of the account from which you want the payment to be made.

-Payment with Electronic Payment.

In this case, you can opt for three forms of payment:

Payment by account charge. It will connect you to the payment gateway to obtain the NRC (payment reference number) at that moment, charging the amount to the account you specify.

Payment by card or Bizum. It will connect you to the online payment platform where you will be asked for either the card details or the phone number to which the payment request will be sent via Bizum, through your bank's app.

Enter NRC of an already made payment. You must make the full payment at your bank, generating the NRC payment receipt, either at their offices or through online banking offered by your entity.

Subsequently, you must enter the NRC in the "**NRC reference number**" field.

Seleccione forma de ingreso/ devolución

No fraccionado Pago fraccionado

Importe

Resultado a ingresar:

Primer plazo Importe del primer plazo

A ingresar con Pago Electrónico

Datos de forma de pago

Ingreso efectuado a favor del **Tesoro Público**, cuenta restringida de colaboración en la recaudación de la AEAT de autoliquidaciones.

-Payment Document: To pay in person at a bank branch.

Payment with Payment Document for Bank/Cashier. Allows you to obtain the payment document to pay at the Bank or Cashier. With this option, the return will be pending payment at your financial institution.

Seleccione forma de ingreso/ devolución

Seleccione forma de ingreso: A ingresar con documento de ingreso para Banco/Caja

Importe

Recuerde que tras presentar la declaración deberá hacer el ingreso acudiendo a una entidad financiera con el documento de ingreso.

-Other payment methods.

If you do not split the payment, you can use, for example, debt acknowledgment with inability to pay, request for deferment, or payment by transfer to an account of a non-collaborating entity, among others.

Seleccione forma de ingreso/ devolución

Seleccione forma de ingreso: Otras modalidades de pago

Reconocimiento de deuda con imposibilidad de pago

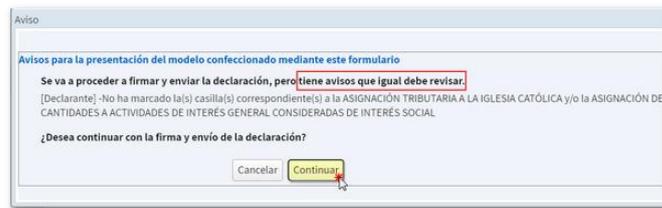
- Reconocimiento de deuda con imposibilidad de pago
- Reconocimiento de deuda con solicitud de aplazamiento
- Reconocimiento de deuda con solicitud de compensación
- Reconocimiento de deuda con solicitud de pago mediante entrega de bienes del Patrimonio Histórico Español
- Reconocimiento de deuda y pago por transferencia
- Ingreso parcial y reconocimiento de deuda con imposibilidad de pago
- Ingreso parcial y reconocimiento de deuda con solicitud de aplazamiento
- Ingreso y reconocimiento de deuda con solicitud de compensación
- Ingreso parcial y reconocimiento de deuda con solicitud de pago mediante entrega de bienes del Patrimonio Histórico Español

After selecting the payment method, click "**Accept**" to file the return.

Finalizing

Remember that for joint returns, it will be necessary to provide the reference or PIN code obtained for the spouse to file the return, regardless of the declarant's access method (in this case, with a certificate). The reference number is individual for each taxpayer.

If there are warnings, you will be informed before proceeding with the signature and submission of the return. Click "Continue" if you wish to proceed.



In the new window, check the "I agree" "**Conforme**" box and click "Sign and Send" "**Firmar y Enviar**" to conclude the filing of the return. The "Return Information" / "Información declaración" button will display the return details.



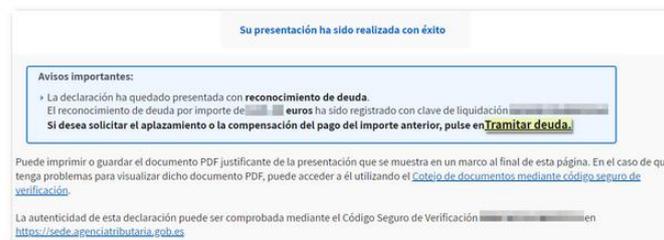
When your return has been successfully filed, you will see the message "**Your filing has been completed successfully**" and the assigned secure verification code. Additionally, a PDF will be displayed containing a first page with the filing information (entry registration number, Secure Verification Code, receipt number, date and time of filing, and filer's details) and, on subsequent pages, the filed return.



Filed Successfully

You can print or save this page as proof of the filing made online. To print the page, right-click and choose **"Print"** / **"Imprimir"** from the menu, or click the printer icon in the top corner.

In cases where there is a debt acknowledgment, the response page for a successful filing will show a link to apply for a deferment or compensation request. Click **"Process debt"**, and the details of the settlement will appear with the debtor's information and the settlement key. You must choose one of the available options: defer, compensate, or pay.



Process Debt

If you access **"Renta WEB. Draft/Return Processing Service (Renta WEB)"** again, you will see that in the **"File History"** / **"Historia del Expediente"** section, **"Recording of your return"** / **"Grabación de su declaración"** appears with the date it was done.

Also verify that the message **"Your return is being processed"** / **"Su declaración se está tramitando"** appears at the top.