

APPLICATION GUIDE
SEE APPLICABLE RATE NOTIFICATION
Manual for Intermediaries

Version 2.0

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1 Introduction

The "See Applicable Rate Notification" application allows employers, their delegates and other insuring parties to see the Applicable Rate Notification (Form 20SM) starting from the year 2019.

The data form can also be obtained in PDF and excel format.

2 Accessing the service

Authorised intermediaries must first access the INAIL Portal using their SPID, CNS or CIE credentials, then select the **Self-settlement - See Applicable Rate Notification (Visualizza Comunicazione del Tasso Applicabile)** card from the page My Inail/ Servizi (Figure 2.1).

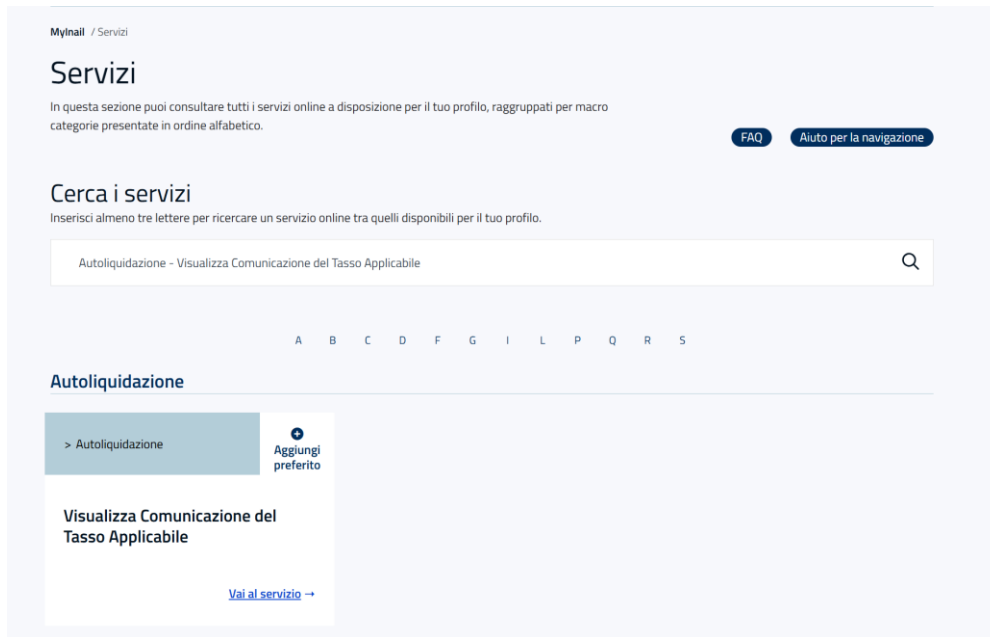


Figure 2.1 Access card

Once **See Applicable Rate Notification** card has been selected, the user accesses the Home page, from which it is possible to select the language in which to view the application (Figure 2.2). Currently, the available languages are Italian and English.

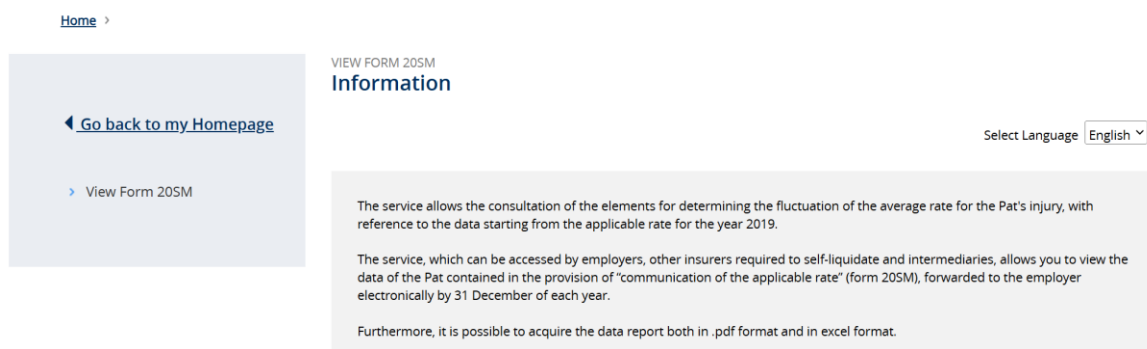


Figure 2.2 – See Applicable Rate Notification – Language Selection

Once authentication is complete and the **View Form 20M** service has been selected, the user gains access to the main window (Figure 2.3) where the list of companies under the user's mandate is shown.

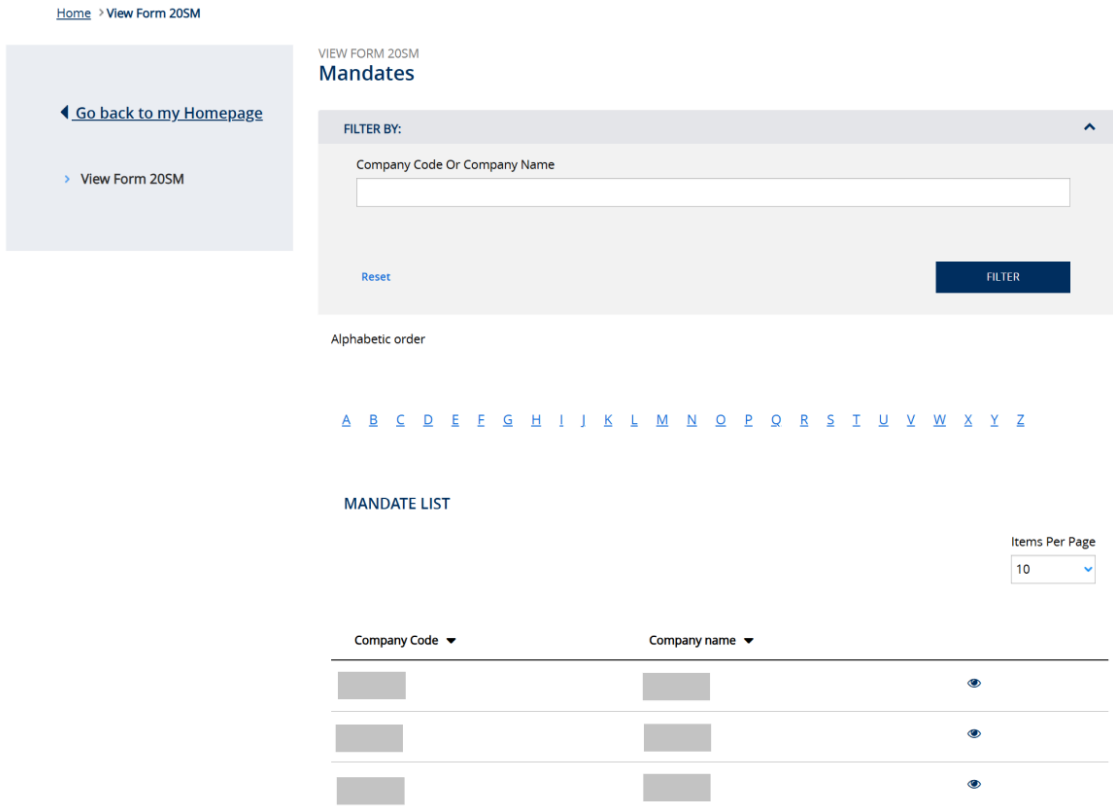


Figure 2.3 - List of Companies under Mandate

To proceed to see Form 20SM, it is necessary for the relevant company codes to have previously been entered under mandate using the function provided by Online Services (**Gestione Utente – Ditte in delega - Inserimento**).

The user can filter the list shown by selecting a letter of the alphabet from those visible above the list. This will display all the companies whose company name begins with the selected letter (Figure 2.4).

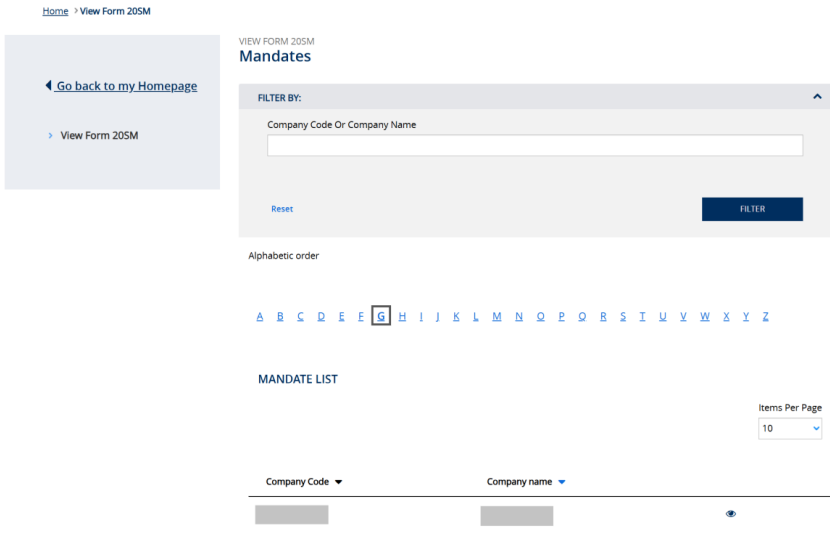


Figure 2.4 List of companies under mandate filtered by initial letter

It is also possible to filter the companies under mandate by entering a company name and/or company code into the search field and selecting the matching company from the drop-down menu (Figure 2.5).

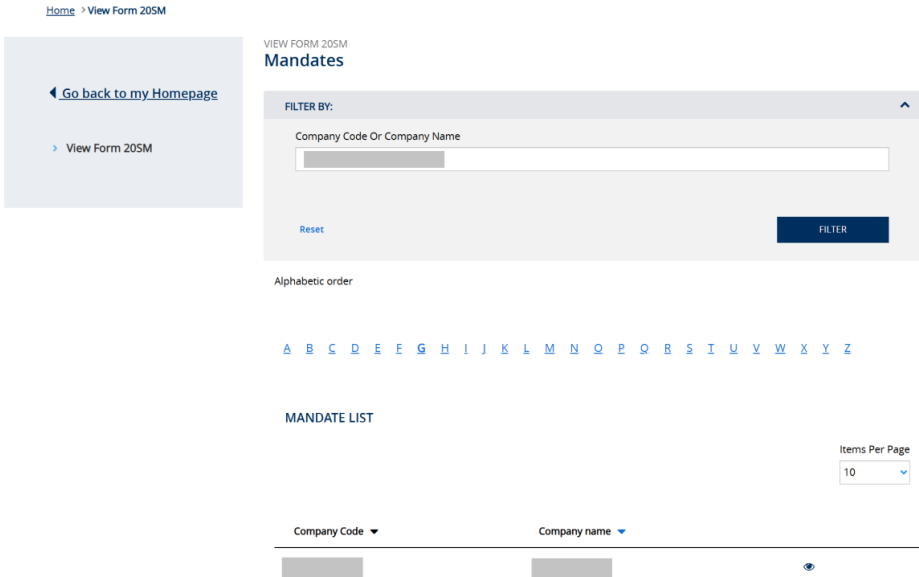


Figure 2.5 List of companies under mandate filtered by company name and/or company code

The **Reset** link allows the full list of companies under mandate to be viewed again.

Once the relevant company has been identified, the “eye” icon opens the window to search for available notifications that can be see

3 PAT List

After selecting the relevant company under mandate, the user accesses the page from which they can search for the PATs for which a Form 20SM is available (Figure 3.1).

Home > View Form 20SM > Search Territorial Insurance Positions (PAT)

VIEW FORM 20SM
Search Territorial Insurance Positions (PAT)

Type in a year and search to view the Territorial Insurance Positions (PAT) for which Form 20SM is available

Go back to my Homepage

View Form 20SM

Tax Code

Competent Office

Year:

SEARCH

Figure 3.1 - Search PATs

The main identifying information for the company is shown on this page:

- Company code and company name
- Tax code
- Competent office

In the side menu, however, the "View Form 20SM" link redirects to the list of delegations. The user enters the relevant year into the appropriate field and presses the SEARCH button. This brings up the list of PATs for which it is possible to see the Applicable Rate Notification for the year in question (Figure 3.2). It is only possible to view the forms starting from the year 2019.

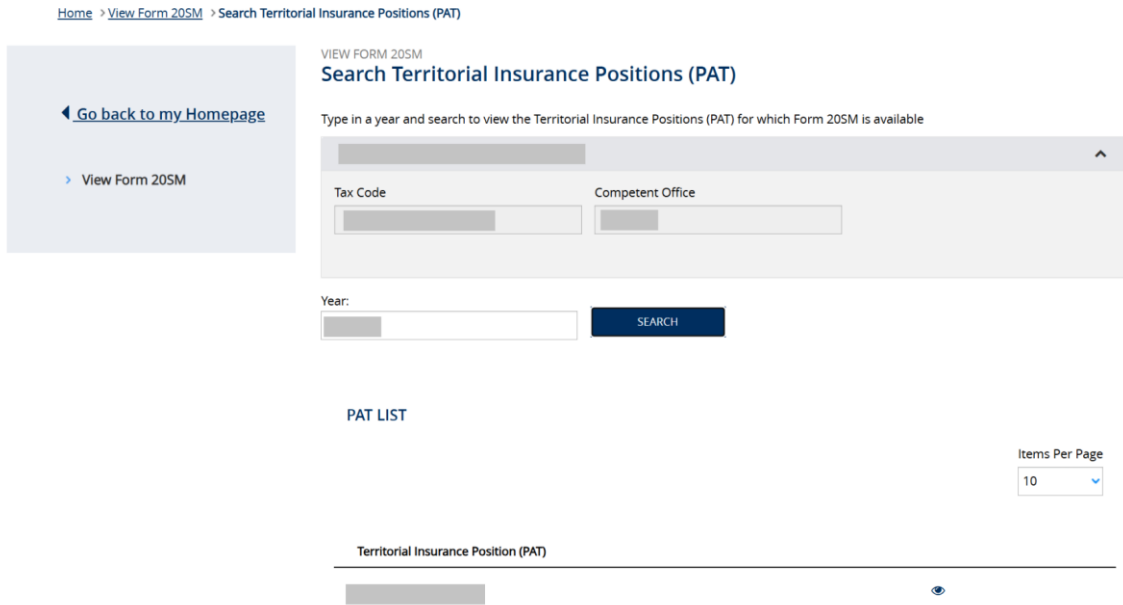


Figure 3.2 - PAT list

Clicking the "eye" icon allows the notification present for the selected PAT to be seen in detail.

If no 20SM Forms are available for the indicated year, the user is notified with a message (Figure 3.3).



Figure 3.3 – Model 20SM not available

4 Applicable Rate Notification

On this page, the Form 20SM available for the selected PAT will be shown divided into 6 sections, each corresponding to one of the parts present in the notification (Figure 4.1). The main data present for each part can be seen by opening it with the arrow to the right, while the BACK button leads back to the PAT selection page.

[Home](#) > [View Form 20SM](#) > [Search Territorial Insurance Positions \(PAT\)](#) > [Form 20SM details](#)

[Go back to my Homepage](#)

[View Form 20SM](#)

VIEW FORM 20SM
Form 20SM details

^

Tax Code <input type="text"/>	Competent Office <input type="text"/>
Year: <input type="text"/>	Territorial Insurance Position (PAT) <input type="text"/>

PART A - PAT DATA SUMMARY ^

PART B - HEALTH-RELATED EVENTS OCCURRING DURING THE THREE-YEAR OBSERVATION PERIOD ^

PART C - CLASSIFICATION DATA FOR THE THREE-YEAR OBSERVATION PERIOD ^

PART D - SUMMARY DATA FOR ASSESSING SIGNIFICANCE ^

PART E - SUMMARY DATA FOR DETERMINING THE FLUCTUATION RATE ^

PART F - DETERMINING THE APPLICABLE RATE BASED ON DATA FROM THE THREE-YEAR OBSERVATION PERIOD ^

BACK

EXPORT FOR PDF

EXPORT FOR EXCEL

Please evaluate your experience with the digital service by clicking here: [EVALUATE THE SERVICE](#)
The Institute will not disseminate your personal data; your opinion will be collected anonymously and processed for statistical purposes only in an aggregate manner.

Figure 4.1 - Applicable Rate Notification

PART A contains the main data for the PAT in question (Figure 4.2).

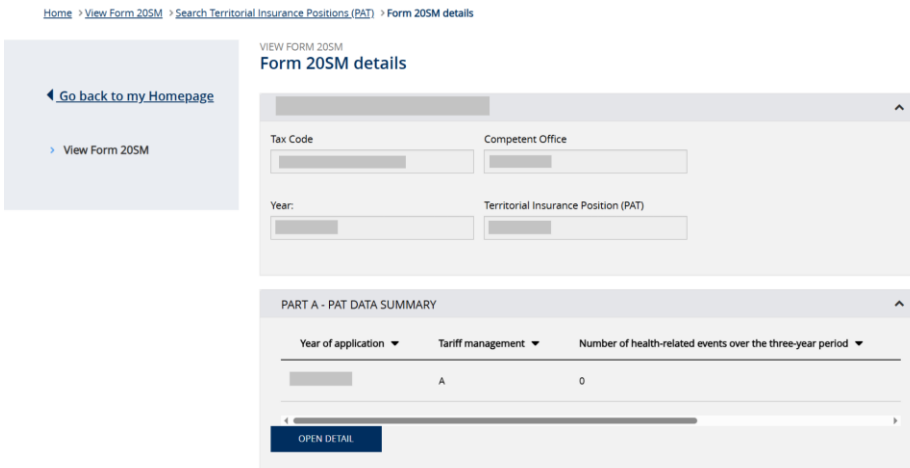


Figure 4.2 – PART A

The OPEN DETAILS button shows all the data present for PART A in a window (Figure 4.3).

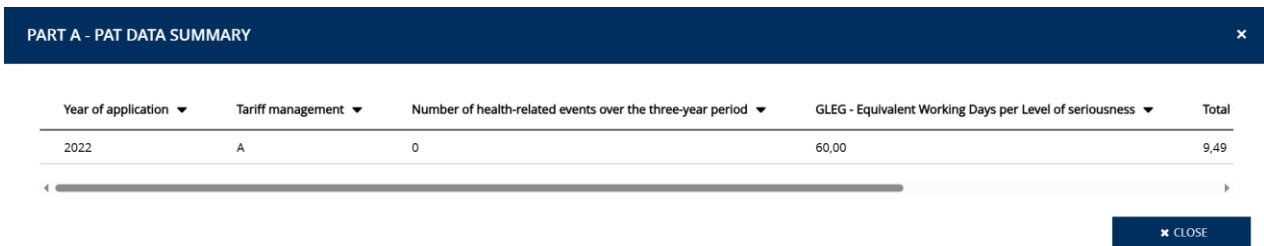


Figure 4.3 – PART A – Complete data

PART B contains the main data regarding health-related events occurring during the three-year observation period (Figure 4.4).

[Home](#) > [View Form 20SM](#) > [Search Territorial Insurance Positions \(PAT\)](#) > [Form 20SM details](#)

VIEW FORM 20SM
Form 20SM details

◀ [Go back to my Homepage](#)

> View Form 20SM

Tax Code: [] Competent Office: []

Year: [] Territorial Insurance Position (PAT): []

PART A - PAT DATA SUMMARY

PART B - HEALTH-RELATED EVENTS OCCURRING DURING THE THREE-YEAR OBSERVATION PERIOD

Items Per Page: 10

Item	Case number	Name of the injured/afflicted party	Event date
[]	[]	[]	[]

[OPEN DETAIL](#)

Figure 4.4 - PART B

The OPEN DETAILS button shows all the data available for PART B in a window (Figure 4.5).

PART B - HEALTH-RELATED EVENTS OCCURRING DURING THE THREE-YEAR OBSERVATION PERIOD

Items Per Page: 10

Item	Case number	Name of the injured/afflicted party	Event date	Fatal Incident Y/N	Days of temporary incapacity	Level of permanent incap
[]	[]	[]	[]	[]	[]	[]

[CLOSE](#)

Figure 4.5 – PART B – Complete data

PART C contains the main classification data for the three-year observation period (Figure 4.6).

[Home](#) > [View Form 20SM](#) > [Search Territorial Insurance Positions \(PAT\)](#) > [Form 20SM details](#)

[Go back to my Homepage](#)

[View Form 20SM](#)

VIEW FORM 20SM
Form 20SM details

Tax Code Competent Office

Year: Territorial Insurance Position (PAT)

PART A - PAT DATA SUMMARY

PART B - HEALTH-RELATED EVENTS OCCURRING DURING THE THREE-YEAR OBSERVATION PERIOD

PART C - CLASSIFICATION DATA FOR THE THREE-YEAR OBSERVATION PERIOD

Items Per Page: 10

Item	Date from	Date to	Remuneration	Workers/year during the period
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[OPEN DETAIL](#)

Figure 4.6 – PART C

The OPEN DETAILS button shows all the data present for PART C in a window (Figure 4.7).

PART C - CLASSIFICATION DATA FOR THE THREE-YEAR OBSERVATION PERIOD

Items Per Page: 10

Item	Date from	Date to	Remuneration	Workers/year during the period
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[CLOSE](#)

Figure 4.7 – PART C – Complete data

PART D contains the main summary data for assessing significance (Figure 4.8).

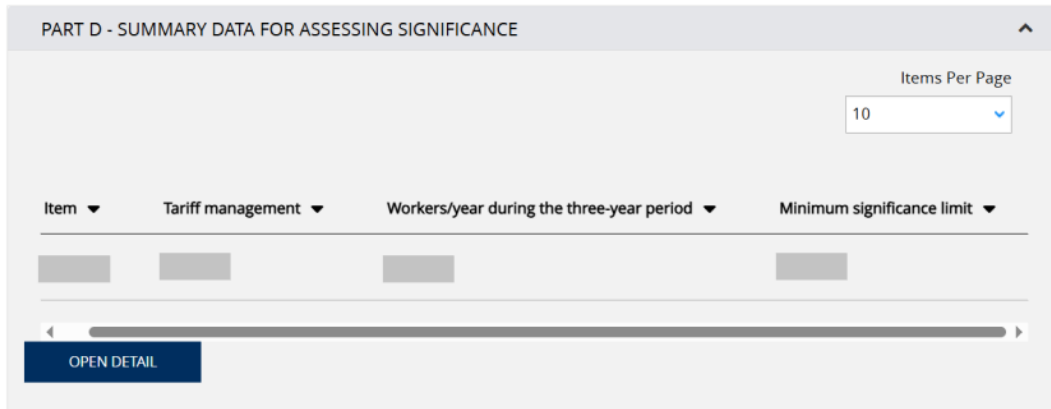


Figure 4.8 - PART D

The OPEN DETAILS button shows all the data available for PART D in a window (Figure 4.9).

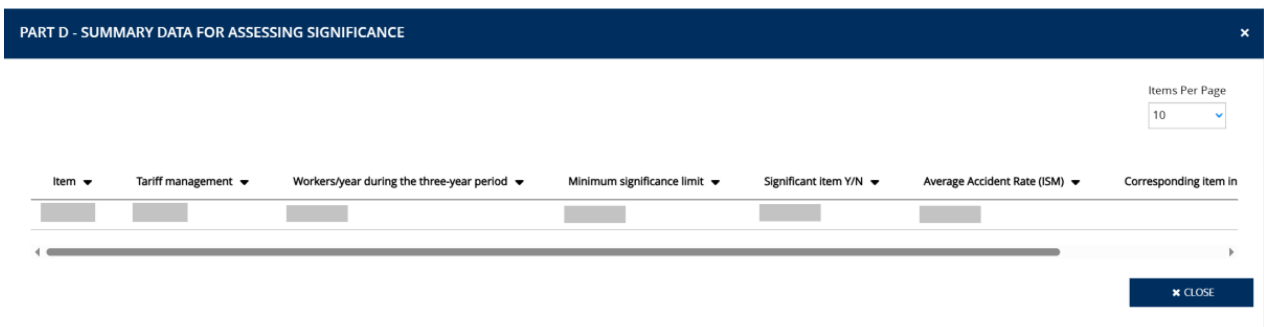


Figure 4.9 – PART D – Complete data

PART E contains the main summary data for determining the fluctuation rate (Figure 4.10).

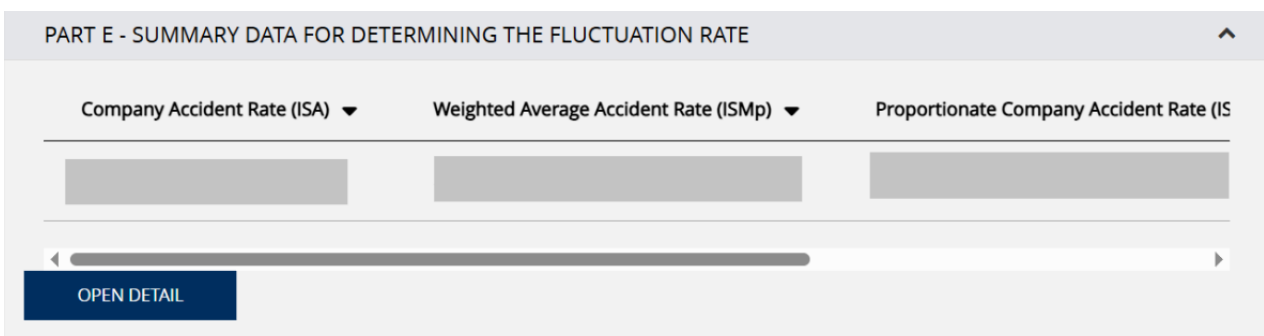


Figure 4.10 – PART E

The OPEN DETAILS button shows all the data available for PART E in a window (Figure 4.11).

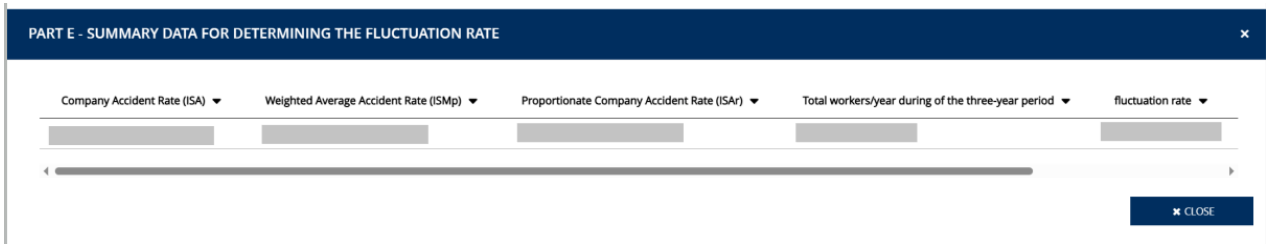


Figure 4.11 – PART E – Complete data

Finally, PART F contains the main summary data for determining the applicable rate based on data from the three-year observation period (Figure 4.12).

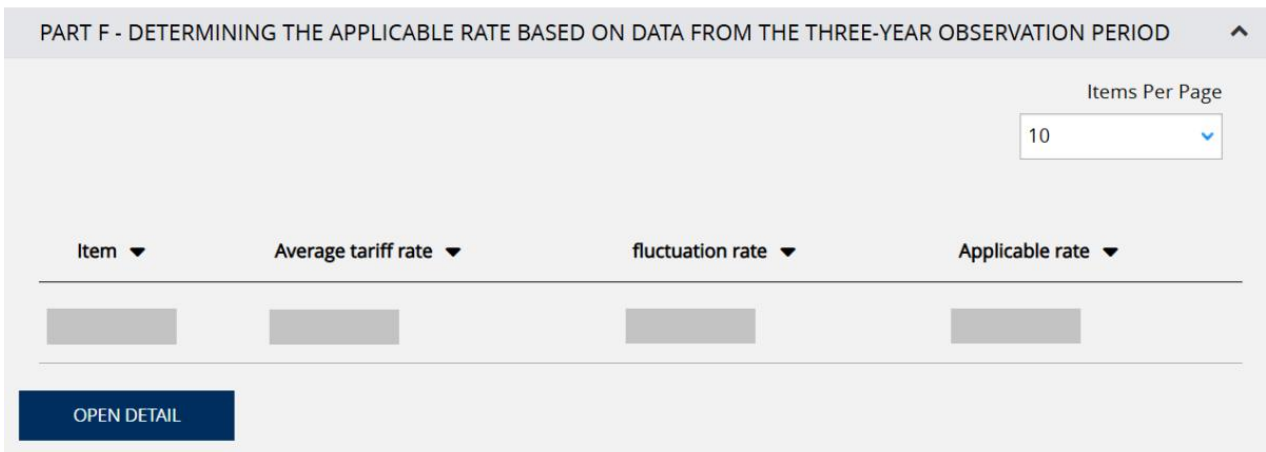


Figure 4.12 - PART F

The OPEN DETAILS button shows all the data available for PART F in a window (Figure 4.13).

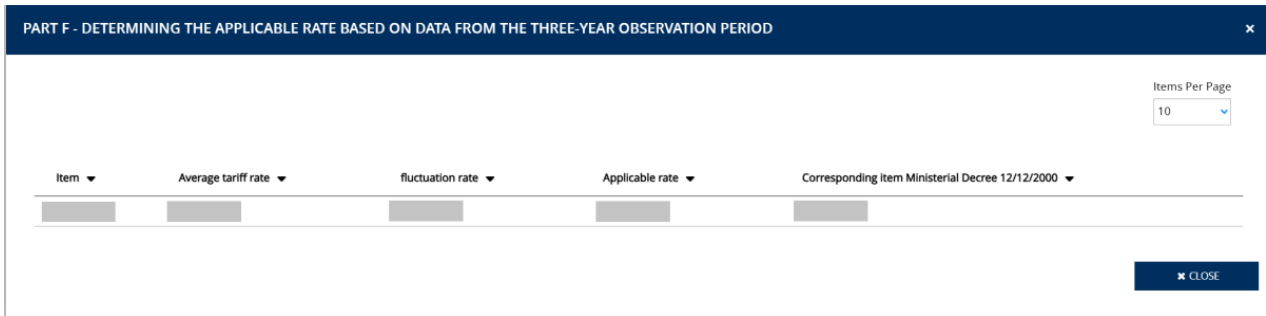


Figure 4.13 – PART F – Complete data

The Applicable Rate Notification displayed can be exported by the user in either PDF or Excel format, using the specific EXPORT AS PDF and EXPORT AS EXCEL buttons.

In the event that file generation requires an excessive waiting time, particularly because of the amount of data present for PART B, the user will be asked to enter an email address to which the PDF and Excel files will be sent once generated (Figure 4.14).

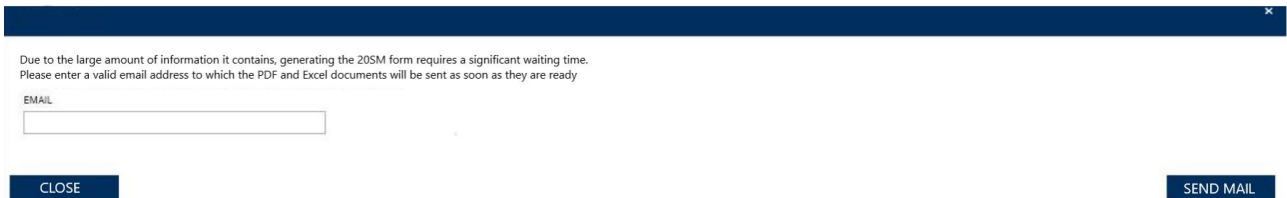


Figure 4.14 – Request for email address