

# TikTok Shop Seller Setup — Spain

Concise checklist for opening and verifying a TikTok Shop seller account in this country. Use during onboarding and keep a copy for audits. Policies may change.

## 1) Requirements Overview

- Entity: Autónomo (sole trader) or company (e.g., S.L.).
- Identity: DNI/NIE or passport of owner/director.
- Address: Proof of Spanish address (recent).
- Tax: NIF/CIF and VAT (IVA) as applicable; Social Security registration for autónomos.
- Banking: ES bank account in matching name.
- Security: Business email/phone; 2FA.

## 2) Documents to Prepare (Upload Clear, Matching Details)

- Government ID (DNI/NIE/passport).
- Company deed/incorporation (for S.L.) or autónomo registration.
- Proof of address ( $\leq 3$  months).
- VAT certificate (if registered); EORI for importers.
- Bank statement with account name/IBAN.

## 3) Step-by-Step Onboarding

- 1 Create/convert TikTok account to business use and enable 2FA.
- 2 Open TikTok Shop Seller Centre → select Spain and seller type.
- 3 Complete KYC/KYB: submit ID, business registration, and address proof.
- 4 Add tax information per local rules (VAT/GST/Sales tax).
- 5 Connect a payout bank account in your legal/individual name.
- 6 Configure shop profile: logo, description, support email/phone, returns policy.
- 7 List products with accurate data; upload compliance documents where required.
- 8 Wait for verification (typical 1–3 business days if documents are clear).

## 4) Product Compliance (Examples)

- CE marking & Spanish labeling where required.
- Eco taxes/producer responsibility for electronics & packaging as applicable.
- Cosmetics: EU CPNP; toys: EN 71 standards.

## 5) Tax & Legal Notes

- Charge IVA when applicable; issue compliant invoices.
- Modelos for VAT/withholding per Agencia Tributaria schedules.
- Producer responsibility schemes may apply to electronics/packaging.

## 6) Common Errors (and Quick Fixes)

- Name mismatches between bank, business registration, and application → standardise exactly (including punctuation).
- Blurry or cropped document uploads → rescan in colour and include full page.
- Old address on statements → update bank/utility details before uploading.

- Missing local tax IDs when listing imported/regulated goods → register or adjust model while awaiting numbers.
- Wrong certificates for category → upload test reports matching exact model/SKU and brand.

Disclaimer: This checklist is informational and not legal/tax advice. Confirm current rules with official sources or a qualified advisor.