



# Registration form

Tax Refund from Austria

RT TAX

USE ENGLISH LETTERS PLEASE!

First (Given) Name: FIRST NAME

Middle Name: MIDDLE NAME

Surname (Last Name): SURNAME

Date of Birth: 19 99 / 99 m / 99 d Tel./Mob.: 999 999 999 999

E-mail: email@email.com

Your address in your home country: YOUR ADDRESS IN YOUR HOME COUNTRY

Your address during employment in Austria: YOUR ADDRESS WHILE IN AUSTRIA

Have you deregistered from this address? Yes  No

For what year do you want to claim your TAX Refund with RT Tax? 2012  2013  2014  2015  2016

Arrival date at Austria: 20 15 / 07 m / 10 d Departure date from Austria: 20 15 / 10 m / 11 d

Marital status: Single  Married  (marriage date \_\_\_ / \_\_\_ m / \_\_\_ d)

Divorced  (divorce date \_\_\_ / \_\_\_ m / \_\_\_ d) Widowed  (widowed since \_\_\_ / \_\_\_ m / \_\_\_ d)

If you are married, spouse's name, surname and date of birth \_\_\_\_\_ 19 \_\_\_ / \_\_\_ / \_\_\_

In the year of employment in Austria did you have any income from outside Austria? Yes  No

If yes, indicate the income amount and currency: \_\_\_\_\_

Did you apply for this TAX Refund earlier at another company or by yourself before? Yes  No

If "Yes" indicate where and when: \_\_\_\_\_

If you have children under 18, their names, surnames and dates of birth:

1. NAME, LAST NAME 2014 12 06 3. \_\_\_\_\_

2. \_\_\_\_\_ 4. \_\_\_\_\_

## Commuting costs in Austria that were not covered by employer

Workplace address in Austria in the year for which you apply: WORKPLACE ADDRESS IN AUSTRIA (IN THE YEAR FOR WHICH YOU APPLY)

Residence address in Austria during the year for which you apply: RESIDENCE ADDRESS IN AUSTRIA (DURING THE YEAR FOR WHICH YOU APPLY)

How many times per month you went from a place of residence to your workplace (one way)? 15

RT Tax notes:	Client notes:

By signing this form I declare that all the information, supplied by me on this form is correct and complete. Signature: X SIGNATURE Date: X DATE



# Employment Information

Registration Form - Tax Refund from Austria

How many employers did you have? 1

You must list ALL THE EMPLOYERS. Failure to do so may cause problems to get your TAX Refund.

1. Company: COMPANY NAME

Address: COMPANY ADDRESS

Occupation: YOUR OCCUPATION

Tel./Fax: COMPANY TEL./FAX NUMBER

E-mail: COMPANY E-MAIL

Worked from: 2009 / 07 m / 15 d till 2009 / 10 m / 01 d Have you received Jahreslohnzettel? Yes  No

2. Company: \_\_\_\_\_

Address: \_\_\_\_\_

Occupation: \_\_\_\_\_

Tel./Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Worked from: \_\_\_ y / \_\_\_ m / \_\_\_ d till \_\_\_ y / \_\_\_ m / \_\_\_ d Have you received Jahreslohnzettel? Yes  No

3. Company: \_\_\_\_\_

Address: \_\_\_\_\_

Occupation: \_\_\_\_\_

Tel./Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Worked from: \_\_\_ y / \_\_\_ m / \_\_\_ d till \_\_\_ y / \_\_\_ m / \_\_\_ d Have you received Jahreslohnzettel? Yes  No

4. Company: \_\_\_\_\_

Address: \_\_\_\_\_

Occupation: \_\_\_\_\_

Tel./Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Worked from: \_\_\_ y / \_\_\_ m / \_\_\_ d till \_\_\_ y / \_\_\_ m / \_\_\_ d Have you received Jahreslohnzettel? Yes  No

Have you received unemployment benefit, sickness or other benefits? Yes  No

If "Yes", please add the proof. \_\_\_\_\_

By signing this form I declare that all the information, Signature: X SIGNATURE

supplied by me on this form is correct and complete. Date: X DATE



## Empfangsbevollmächtigung (Power of attorney)

Ich \_\_\_\_\_,  
geb. \_\_\_\_\_, erteile hiermit dem „A & Z Group, UAB.“ Laisves Al 67, Kaunas LT-44304,  
Litauen die Vollmacht meine Einkommensteuererklärung und meinen Antrag auf Versicherungserstattung zu  
bearbeiten.

Ich bevollmächtige „A & Z Group, UAB.“ Laisves Al 67, Kaunas LT-44304, Litauen die erforderlichen Formularen,  
Informationen und Unterlagen in meinem Namen zu empfangen und bearbeiten.

Ich erteile die Vollmacht für „A & Z Group, UAB.“ Laisves Al 67, Kaunas LT-44304, Litauen alle Schriftstücke  
bezüglich meine Einkommensteuererklärung, welche das Finanzamt mir zu übermitteln hat, in meinem Namen zu  
empfangen.

I grant full rights to „A & Z Group, UAB.“ Laisves Al 67, Kaunas LT-44304, Lithuania to act as my representative  
body in liaising with Austrian tax authorities to deal with my income tax return applications for all tax years, that I  
have been employed in Austria.

Herewith I state my will that the needed documentation, information and forms should be sent to the office of  
„A & Z Group, UAB.“ Laisves Al 67, Kaunas LT-44304, Lithuania.

Herewith I grant full rights to „A & Z Group, UAB.“ Laisves Al 67, Kaunas LT-44304, Lithuania to act as a  
representative body in liaising with Austrian tax authorities in order to receive all needed tax forms and  
documents in my name.

Date (Datum): \_\_\_\_\_ **DATE** \_\_\_\_\_, 20\_\_\_\_.

Signature (Unterschrift): **X SIGNATURE**

## GELDEMPFANGSVOLLMACHT

Hiermit ermächtige ich,

Vorname: \_\_\_\_\_

Nachname: \_\_\_\_\_

Adresse: \_\_\_\_\_

UAB TT EXPRESS, für mich Steuererstattung für das Verlagsjahr \_\_\_\_\_ in  
Empfang zunehmen.

Ich teile folgende Bankverbindung für Steuererstattung mit:

IBAN: DE82700202700015421471

BIC: HYVEDEMMIBO

BANK: UNICREDIT BANK AG, MÜNCHEN

Kontoinhaber: UAB TT EXPRESS

\_\_\_\_\_  
Datum

**X SIGNATURE**

Unterschrift



This Services Agreement (the "Agreement") is executed by and between: \_\_\_\_\_ Date: \_\_\_\_\_  
 Torus Solution NV (dba RT Tax), company code 126057, represented by the person duly authorized under existing legislation (the "Service Provider"); and

(2) \_\_\_\_\_, date of birth \_\_\_\_\_ (the "Client").

Hereinafter the Service Provider and the Client together are referred to as the "Parties" and each separately as the "Party".

#### RECITALS

- (A) The Service Provider provides tax refund and related services and the Client wishes to recover the personal income tax paid due to work abroad or on other grounds.  
 (B) The Parties wish to agree on the terms and conditions of tax refund.

#### 1. Subject matter

- 1.1. In accordance with the terms and conditions set in this Agreement, the Service Provider shall provide to the Client tax refund and related services, i.e. shall draw up the documents necessary for the refund of the taxes paid by the Client in the United States of America, United Kingdom, Ireland, the Netherlands, Germany, Norway, Canada, New Zealand, Australia or other jurisdiction and shall present them to the corresponding tax authorities or other competent institutions (the "Services"), and the Client shall accept and remunerate for such Services.  
 1.2. By this Agreement the Client authorises the Service Provider to prepare, sign and file tax returns and to receive all correspondence, including tax refund cheques, from tax authorities. Service Provider will as necessary disclose that he is acting as the nominee of the Client and all the actions are made in the name and on behalf of the Client.  
 1.3. The final amount of the taxes to be refunded shall be established by a competent institution of the foreign country. The amounts calculated by the Service Provider are for information purposes only and do not entitle the Client to claim the preliminarily calculated amount.

#### 2. Terms of Provision of Services

2.1. The Service Provider hereby undertakes:

- 2.1.1. to provide the Client information on the documents that the Client needs to submit to the Service Provider for the purposes of filing for the tax refund;  
 2.1.2. to collect, complete and sign all the required forms, requests and other related documents on behalf of the Client;  
 2.1.3. to submit the required documents to the respective tax authorities or other competent institutions that are responsible for tax refunds;  
 2.1.4. to inform the Client about the process of the tax refund and other related matters at the Client's request;

2.2. The Client hereby undertakes:

- 2.2.1. to provide to the Service Provider complete, true and accurate information and documents (originals and copies) required for the completion of the tax refund. The Client is entitled to provide the information either by filling in paper forms provided by Services Provider or by filling in the online information form available at the Service Provider's internet site;  
 2.2.2. to fill in and sign any forms and other documents required for the completion of the tax refund;  
 2.2.3. to inform the Service Provider immediately and in all cases not later than within 5 (five) days, if the foreign tax or other authority transfers the refunded amount or a part thereof or sends the Tax Refund Cheque for the full refund amount or a part thereof directly to the Client and to pay the Service Fees to the Service Provider; during the validity term of this Agreement to abstain from executing tax refund services agreements with other service providers;  
 2.2.4. to inform the Service Provider of the new employment or self-employment in a foreign country;  
 2.2.5. to inform the Service Provider of any changes in the Client's contact details or about any other changes that may have impact to the tax refund. The information can be updated on the internet site of the Service Provider or e-mailed;  
 2.2.6. to pay the Service Provider the Service Fee as set out in Section 3 hereof.  
 2.2.7. to pay the Service Provider the Service Fee as set out in Section 3 hereof.

#### 3. The Services Fees

3.1. The fee for the Services (the "Service Fee") for refunding taxes for each tax year shall be:

- 3.1.1. For the "REGULAR" USA tax refund (Federal and State), if the tax refund amount is between USD 0-200, the service fee shall be USD 50; USD 201-600, the service fee shall be USD 70; USD 601-800, the service fee shall be USD 80; USD 801 and more, the service fee shall be 10% from the refunded amount.  
 3.1.2. Additional Fees applies for the "Fast"- 33 USD and for the "Express"- 99 USD USA tax refund. "Fast" and "Express" is available for Federal and State tax refund only.  
 3.1.3. USA tax refund (Social Security and Medicare): the service fee shall be 10% from the refunded amount, with a fixed minimum of USD 80;  
 3.1.4. United Kingdom, if the tax refund amount is between GBP 0-100, the service fee shall be GBP 35; GBP 101-200, the service fee shall be GBP 50; GBP 201-600, the service fee shall be GBP 55; GBP 601 and more, the service fee shall be 11% from the refunded amount.  
 3.1.5. Ireland: the service fee shall be 11% from the refunded amount with a fixed minimum of 60 EUR;  
 3.1.6. Ireland tax refund (Universal Social Charge (USC)): the service fee shall be 11% from the refunded amount with a fixed minimum of 60 EUR;  
 3.1.7. Norway: the service fee shall be 14% from the refunded amount, with a fixed minimum of NOK 690;  
 3.1.8. The Netherlands: the service fee shall be 11% from the refunded amount with a fixed minimum of EUR 49;  
 3.1.9. The Netherlands social security (Zorgtoeslag) refund: the service fee shall be 15% from the refunded amount with a fixed minimum of EUR 49;  
 3.1.10. Germany: the service fee shall be 14% from the refunded amount with a fixed minimum of EUR 50;  
 3.1.11. Canada: the service fee shall be 11% from the refunded amount, with a fixed minimum of 70 CAD;  
 3.1.12. New Zealand: the service fee shall be 14% from the refunded amount, with a fixed minimum of 135 NZD;  
 3.1.13. Australia: the service fee shall be 10% from the refunded amount, with a fixed minimum of 105 AUD;  
 3.1.14. Austria: the service fee shall be 14% from the refunded amount, with a fixed minimum of 50 EUR.

3.2. The additional fees:

- 3.2.1. For the retrieval of the lost or missing documents shall be for W2 (USA) – USD 15, P-45/P-60 (United Kingdom) – GBP 15, P-60 (Ireland) – EUR 17, RF-1015B (Norway) – NOK 150, "Jaaropgaa" form (the Netherlands) – EUR 17, Lohnsteuerbescheinigung (Germany) – EUR 17, Jahreslohnzettel/ Lohnzettel (Austria) – EUR 17. For filling the USA amended tax return (Form 1040X) the fee is 50USD.  
 3.2.2. The fee for the receipt of international money transfer or check cashing, money remittance and other bank services shall be 15EUR.

3.3. The Client shall also compensate the fees and costs incurred by the Service Provider in the tax refund process that could not be foreseen at the moment of the execution of this Agreement as listed in the pricelist of the Service Provider.

3.4. The amount of the payable VAT (if applicable) shall be added to all amounts indicated in Sections 3.1-3.3 hereof. The fees established in Sections 3.1-3.2 may be changed by the Service Provider unilaterally and shall be applicable to any request of the Client to provide the Services submitted after the Client has received notice on the change of fees.

3.5. The Service Fee shall be deducted from the amount received after the tax refund prior to the transferring it to the Client's account.

#### 4. Liability

4.1. If the Client terminates the Agreement for the other reasons than failure by the Service Provider to perform its obligations after the filing for the tax refund is done or in case of breach of obligations set out in Section 2.2.4 hereof, the Client shall pay the fine of USD 100 and shall cover all expenses of the Service Provider incurred due to the termination of the Agreement, not covered by the fine.

4.2. The Service Provider shall not be liable for: the delays in refunding taxes if the delay is caused by the foreign tax or other competent institutions; the failure to refund taxes, for the tax liability or for any other negative consequences, which occurred due to false, inaccurate or incomplete information provided by the Client or due to Client's prior financial commitments to any foreign tax or other institutions; the negative consequences incurred by the Client due to the changes in the applicable laws, rules, regulations or procedures applicable for the tax refund; additional bank charges, if the bank needs to repeat the transfer because of the incorrect or not full information provided; and any fees charged by the Client's or intermediary bank.

#### 5. Validity of the Agreement

5.1. The Agreement shall come into force upon signing of it by both Parties and shall be valid until the proper and full performance of the obligations of the Parties set in the Agreement. The Agreement may be terminated by the mutual agreement of the Parties. The Client shall have the right to unilaterally terminate the Agreement prior to the filing for tax refund by informing the Service Provider in accordance with Section 6.1 hereof.

#### 6. Miscellaneous

6.1. All additions, amendments and annexes to the Agreement shall be valid if they are executed in writing and signed by both Parties without prejudice to Sections 3.1-3.4 hereof. The electronic copy of the Agreement shall be provided to the Principal at his request after it is executed by the Agent. The disputes arising between the Parties regarding this Agreement or during the performance of this Agreement are settled by way of negotiations. In case of failure to come to an agreement, the disputes shall be finally settled by the competent court. All notices and other communication under this Agreement shall be in writing and shall be handed in person or sent by regular mail, e-mail or fax.

Client X SIGNATURE