GTTAX*

Instrukce k dokumentům

Vážený klient,

Děkujeme že jste si vybrali společnost RT Tax pro vrácení daní z Írska! Získání vašich daní nikdy nebylo jednodušší! **Jednoduše postupujte takhle:**

VYTLAČTE všechny strany tohohle dokumentu;

VYPLŇTE Registrační formulář;

PODPÍŠTE všechny políčka s označením "X";

ZOZBÍREJTE dokumenty menované níže:

- Kopie vašeho cestovního pasu nebo občanského průkazu;
- Kopie číselného certifikátu PPS, pokud jej máte;
- Souhrn podrobností o zaměstnání, pokud jej máte;
- Poslední výplatní pásky od všech zaměstnavatelů (originály nebo kopie)

Poslední výplatní páska – dokument, který obsahuje informace o celkovém příjmu osoby a zaplacených daních. Poslední výplatní pásku obvykle vydává zaměstnavatel společně s platem.

DŮLEŽITÉ: Pokud nemáte některý z těchto dokumentů - žádný problém! I tak odešlete své dokumenty! Sesbíráme je za vás!

ODEŠLITE VŠECHNY DOKUMENTY SPOLEČNOSTI RT TAX!

Poštou do kanceláře RT Tax-u (prosím uchovejte si kópie aj pro sebe):

CAMPLEADERS SLOVAKIA

Slovakia

Gorkeho 10, 811 01 Bratislava

Email: info@rttax.cz

SUPER! TVOJE PRÁCA JE HOTOVÁ! MY SE POSTARÁME O ZBYTEK!





Proces vrácení daní:

Jestliže předložíte dokumenty společnosti RT Tax nebo regionálnímu zástupci, dostanete e-mail, ve kterém bude informace o sumě, kterou můžete získat zpět. (Jestliže takový e-mail nedostanete, kontaktujte nás na adrese info@rttax.cz)

Poté všechny vaše dokumenty zanalyzují odborníci ze společnosti RT Tax a v případě, že budeme potřebovat další informace, budeme vás kontaktovat prostřednictvím e-mailu nebo telefonicky.

Po přijetí vašich vrácených daní vám společnost RT Tax pošle e-mail s informací, že vaše peníze byly přijaty a odeslány na váš bankovní účet nebo klasickou poštou ve formě poštovní poukázky.

DŮLEŽITÉ! V některých případech mohou daňové úřady poslat poukázku s vrácenou daní přímo na vaši adresu bydliště. Jestliže se to stane, musíte nás o tom informovat na telefonním čísle: +370 37 755211 nebo prostřednictvím e-mailu na adresu: **info@rttax.cz** a zaplatit manipulační poplatky, které jsou uvedeny na smlouvě o službách.

Období vrácení daní:

Období vrácení daní obvykle trvá 75 až 120 dnů ode dne, kdy oddělení zpracování ve společnosti RT Tax dostane vaše dokumenty.

POZNÁMKY: V závislosti na různých okolnostech může trvat období vrácení daní delší nebo kratší dobu. Závisí to na tom, jak rychle nizozemský daňové úřady vyplatí vrácenou sumu.

Manipulační poplatky:

Společnost RT Tax neúčtuje žádné poplatky, které se platí dopředu, ani skryté poplatky. To znamená, že provize se účtuje až po přijetí vrácené daně.

Účtujeme si 16% z vratné částky, nejméně však minimální poplatek 79 EUR.

Jestliže žádáte o získání chybějícího formulář P45 / P60, účtujeme dodatečný poplatek ve výši 20 EUR.



Registrační formulář

Vrácení daní z Írska

POUŽÍVEJTE PÍSMENA ANGLICKÉ ABECEDY!

Prosím, vytiskněte všechny dokumenty a formuláře jednostranně.

Křestní jméno: Příjmení: $_ \ _ \ _ \ _ \ r / _ \ _ m \ / _ \ _ d$ Tel./Mobil: Datum narození: Číslo PPS: E-mail: Uveďte VŠECHNY příchody a odchody z / do Irska, s výjimkou krátkých dovolených: Datum příchodu do Irska: 20__r/__m/__d Datum odchodu z Irska: $20_{-}r/_{-}m/_{-}d$ Datum příchodu do Irska: 2 0 _ _ r / _ _ m / _ _ d Datum odchodu z Irska: $20_{r}/_{m}d$ Datum příchodu do Irska: 2 0 _ _ r / _ _m / _ _ d 20 _ r / _ m / _ d Datum odchodu z Irska: Ano Měli jste kompletní zdravotní pojištění? Ne Pokud ano, jaké je datum vypršení platnosti vaší kartičky zdravotní pojišťovny? Vaše adresa v Irsku: Adresa ve vaší domovské zemi: Údaje o zaměstnání POUŽÍVEJTE PÍSMENA ANGLICKÉ ABECEDY! Musíte uvést VSECH ZAMESTNAVATELU. Kolik jste měli zaměstnavatelů? Pokud tak neučiníte, může to způsobit problémy se získáním vrácení daně. 1. Firma: Adresa: Pozice: Tel./Fax: E-mail: Zaměstnán/a od: r/ m/ d do r/ m/ d 2. Firma: Adresa: Pozice: Tel./Fax: E-mail: **Zaměstnán/a od:** ____ r /__ _ m /__ d do___ r /__ _ m /__ _ d 3. Firma: Adresa: Pozice: Tel./Fax: E-mail: **Zaměstnán/a od:** ____ r /__ m /__ d do___ r /__ m /__ d 4. Firma: Adresa: Pozice: Tel./Fax: E-mail: **Zaměstnán/a od:** r/m/d do r/m/dPodpis: X Podepsáním tohoto formuláře prohlašuji, že všechny informace, které jsem uvedl v tomto formuláři, jsou správné a úplné. Datum:



SMLOUVA OHLEDNĚ SLUŽEB PŘEVZETÍ A VYDÁNÍ PENĚZ

OSOBNI	UDAJE						
E-mail		Tel.					
Jméno		Příjmení					
Datum naroz	zení R R R R - M M - D D	Státní příslušnost					
ADRESA VAŠEHO BYDLIŠTĚ							
Ulice			Dům		APT		
Město		Země					
ÚDAJE B	SANKOVNÍHO ÚČTU, NA KTERÝ MÁME PŘEVÉST	PŘEVZATÉ FII	NANČNÍ PR	OSTŘEDKY			
Č. účtu							
Název banky		Jméno majitele účtu					
Měna	EUR	Příjmení majitele účtu					
Poznámka:	Pokud se nejedná o Váš osobní bankovní účet, uveďte prosim datum na	rození osoby, která ho	vlastní R	RRR-	M M - D D		
INFORMACE O ZÁKAZNÍKOVÝCH ČINNOSTECH A ZDROJÍCH FINANČNÍCH PROSTŘEDKŮ							
Stav	Student Zaměstnanec OSV	/Č	Jiné				
Zdroj financí	VRÁCENÍ DANĚ Z PŘÍJMU ZE ZAHRANIČÍ	Transakce	PŘEVZI	ETÍ A VYDÁNÍ VRÁC	CENÉ DANĚ Z PŘÍJMU		
Potvrzuji, že	jsem příjemcem financí:	Ano			Ne		
INFORMA	ACE O POLITICKY EXPONOVANÝCH OSOBÁCH						
Jste (nebo jste v posledních 12 měsících byli) Vy, blízký člen Vašeho příbuzenstva nebo blízký asistent politicky exponovanými osobami?							
	Ano	Ne					
Pokud ANO,	, uveďte prosím jméno, příjmení, zemi, instituci, pozici, rok a vztah k	politicky exponovan	é osobě (nejste	e-li to Vy sami):			
PODMÍNI	KY SMLOUVY						
Tímto prohlašujeme, že finanční prostředky obdržené Vaším jménem na bankovní účet TT Express UAB budou převedeny na Vámi vybraný osobní bankovní účet stanovený výše. Potvrzením této smlouvy vyjadřujete souhlas se smluvními podmínkami: https://www.ttexpress.eu/en/general-terms-and-conditions Jakmile je smlouva uzavřena, jakékoli peníze, které přijdou na náš určený účet ve Váš prospěch, budou představovat konečné potvrzení smlouvy a nezvratnou autorizaci k převedení měny a/nebo vydání peněz. Jsme společnost TT Express UAB, autorizovaná instituce elektronických peněz (licence č. 90 https://www.lb.it/en/licences-1/view license?id=2094). Kontaktovat nás můžete e-mailem na adrese verification@ttexpress.eu							
ZVLÁŠTN	Í POKYNY OHLEDNĚ SRÁŽEK A POPLATKŮ ZA VYDA	ÁNÍ JINÝMI POSI	KYTOVATEL	I SLUŽEB:			
Tímto potvrzením nám ukládáte pokyn informovat společnost Unitrust Finance Inc, vystupující jako RT Tax – firmu, jež Vám poskytuje služby vrácení daně z příjmu a zastupuje Vás během procesu získání daně z osobního příjmu od zahraničních daňových úřadů v souladu s dohodou o službách, kterou jste podepsali se společností RT Tax a jejími pověřenými zástupci prostřednictvím výměny dat API, e-mailu nebo jiným způsobem, o všech částkách, které Vaším jménem obdržíme.							
Dále nám zadáváte pokyn, abychom strhli poplatky za přípravu daně a další platné poplatky za službu vycházející z Vaší smlouvy se společností RT Tax a převedli je na účet společnosti RT Tax. Poplatky ke stržení nám budou sděleny společností RT Tax prostřednictvím výměny dat API, e-mailem nebo jiným způsobem. Veškeré dotazy či spory týkající se poplatků a srážek vztahujících se k vrácení daně z příjmu nebo souvisejícím službám je třeba adresovat a řešit přímo se společností RT Tax.							
Potvrzuji, že všechny výše uvedené informace jsou úplné a správné. Za poskytnutí nesprávných informací ponesete zodpovědnost v souladu s postupy stanovenými zákonem. Zavazuji se společnost bez prodlení písemně informovat o jakýchkoli významných změnách uvedených údajů.							
Datum: _		Podpis: X					

I understand that any refund made by the Rever		ioners to my agent, behalf is refunded in a similar manner
as if same were being refunded directly to me a account nominated by me I have no further call same. I understand that (i and is solely responsible to me in respect of any understand that my agent independent entity and that the Revenue Commany such agency and cannot accept any response in dealing with them.	nd that once to upon the Revolution	he refund is transferred into the bank enue Commissioners in respect of tax agency) is acting as my agent yed by them on my behalf. I further sert name of tax agency) is an ke no endorsement of my agent or
I understand and agree that		(insert name of tax agency) will
input its own bank account details on the Reven		
remove these details on the cessation of the ma		and duration of this mandate and win
	agency) in res	spect of the services carried out on
my behalf and that this fee will be deducted from	ii ariy amount	refullued by Revenue and that the
balance of this amount will be paid to me.		
3. Terms and Conditions of Authorisation		
I understand that Tax law provides for both civil make a return, the making of a false return, faci credits, allowances or reliefs which are not due.	litating the ma	
Loopfirm that Lwill provide the pecessary decum	contation to	
I confirm that I will provide the necessary docum (insert name of tax agency) to support any refur		
reliefs made to Revenue on my behalf by agency).		
I confirm that I will provide details of all my sour	ces of income	to
(insert name of tax agency).		
I understand that	(insert nan	ne of tax agency) is required to retain
a copy of all documentation relating to any refur		
agent on my behalf and that the agent will be re		
Signed	_ (Client)	Date ////////////////////////////////////
Signed	_ (Agent)	Date ////////////////////////////////////



Agreement

	This Services Agreement (the "Agreement") is executed by and between:	Date:
(1)	 Unitrust Finance, Inc (dba RT Tax), company code 70464217, address 1219 Ogden Ave, Suite #C, existing legislation (the "Service Provider"); and 	Downers Grove, IL 60515, USA represented by the person dully authorized under
(2)	Mereinafter the Service Provider and the Client together are referred to as the "Parties" and each RECITALS	(
(A)	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 established in this Agreement and the General Terms and Conditions of Services (hereinafter T&C), 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 Kingdom, Ireland, the Netherlands, Germany, Norway, Austria, Denmark 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 in accordance of the terms and conditions of this Agreement.
- 1.2. By signing 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. Taxes will be refunded to the Client by a bank transfer of the refunded amount to the bank account, prepaid debit card or by a bank cheque drawn in the name of the Client. If Tax Refund Cheque is received, the Cheque shall be collected and the tax refund amount shall be transferred to the Client by the Services Provider and (or) the third person engaged by the Service Provider for payment collection services in accordance with the T&C.
- 1.4. 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 filling 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 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;
- 2.1.5. to organise the collection of the Tax Refund Cheque and (or) to instruct the tax authority to transfer the tax refund amount to the Service Provider and (or) the third person engaged by the Service Provider for payment collection services in accordance with the T&C for subsequent transfer of tax refund amount to the Client (excluded the Service Fee indicated in Clause 3.1 and 3.2), or to instruct the tax authority to transfer the tax refund directly to the Client's prepaid debit card.
- 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 and perform other obligations established in the T&C, which constitute an inseparable part of this Agreement;
- 2.2.3. to fill in and sign any forms and other documents required for the issue of the Payoneer, Inc debit card and to accept the tax refund amount to the "Payoneer" debit card (excluded the Service Fee indicated in Clause 3.1 and 3.2) when so required:
- 2.2.4. 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:
- 2.2.5. to inform the Service provider immediately in the case during the validity term of this Agreement the Client concludes any agreement regarding the tax refund services in the United States of America with other service providers. In such case the Service provider is entitled unilaterally to terminate this Agreement.
- 2.2.6. to inform the Service Provider of the new employment or self-employment in a foreign country;
- 2.2.7. 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;
- 2.2.8. to pay the Service Provider the Service Fee as set out in Section 3 hereof.

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. United Kingdom: the service fee shall be 14% from the refunded amount with a fixed minimum of GBP 79;
- 3.1.2. The Netherlands: the service fee shall be 16% from the refunded amount with a fixed minimum of 79 EUR;
- 3.1.3. The Netherlands social security (Zorgtoeslag) refund: the service fee shall be 16% from the refunded amount with a fixed minimum of 79 EUR;
- 3.1.4. Germany: the service fee shall be 16% from the refunded amount with a fixed minimum of EUR 79;
- 3.1.5. Austria: the service fee shall be 16% from the refunded amount, with a fixed minimum of EUR 79;
- 3.1.6. Norway: the service fee shall be 16% from the refunded amount, with a fixed minimum of NOK 890 if refund is received in NOK currency or EUR 79 if refund is received in EUR;
- 3.1.7. Ireland: the service fee shall be 16% from the refunded amount with a fixed minimum of 79 EUR;
- 3.1.8. Ireland tax refund (Universal Social Charge (USC)): the service fee shall be 16% from the refunded amount with a fixed minimum of 79 EUR;
- 3.1.9. Belgium: the service fee shall be 16% from the refunded amount with a fixed minimum of 79 EUR;
- 3.2. The additional fees:
- 3.2.1. For the retrieval of the lost or missing documents shall be for P-45/P-60 (United Kingdom) GBP 20, Employment Detail Summary (Ireland) EUR 20, Arsoppgave (Norway) NOK 150, "Jaaropgaaf" form (the Netherlands) EUR 20, Lohnsteuerbescheinigung (Germany) EUR 20, Church fee refund (Germany) EUR 20, Jahreslohnzettel or Lohnzettel (Austria) EUR 20:
- 3.2.2. The fee for the receipt of international money transfer or check cashing, money remmitance and other bank services shall be 15 EUR if the tax refund service was provided from The Netherlands, Germany, Austria, Ireland or Denmark holiday allowance, 15 GBP if the tax refund service was provided from the United Kingdom, 120 DKK if the tax refund service was provided from Denmark, 130 NOK if the tax refund service was provided from Norway;
- 3.2.3. If Client provided incorrect or not full bank account information and the bank transfer was rejected and the money were returned there will be an additional charge of 20 EUR to repeat the bank transfer. Service Provider is not responsible for the fees charged by the bank for the money return;
- 3.2.4. 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 and as indicated in the T&C.
- 3.2.5. If in the course of the tax refund process it turns out that the Client has already applied to another company for the same tax refund, the Client must pay the Service Provider the service fee provided in Paragraph 3.1.
- 3.3. The amount of the payable VAT (if applicable) shall be added to all amounts indicated in Sections 3.1-3.2 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.
 3.4. The Service Fee shall be deducted from the amount received after the tax refund prior to the transferring it to the Client's account or Client's Payoneer, Inc debit card will be charged.
- If, by some reasons, the Client receives the tax refund cheque to his home address, he/she must inform about it Service Provider and pay the Service Fee (s) according to this Agreement. If the Client does not pay the Service Fee (s) in 10 (ten) days after receiving the invoice, he/she shall be obligated to pay late charges 0.2 percent per month on the unpaid balance of the invoice.
- 3.5. If during the process of filing the documents the Service Provider becomes aware that the Client is not entitled to the tax refund (i.e. there is a tax debt), the Service Provider will calculate and provide the Client with the amount of the tax debt and the Service Fee payable to the Service Provider. In such case, the Service Provider continues the filing of documents only after the Client agrees to proceed and pays to the Service Provider the calculated Service Fee.

4. Processing of personal data

- 4.1. Service provider, acting as a data controller, shall process Client's personal data for the purposes of: (i) proper performance of Service provider's obligations under this Agreement; (ii) necessary communication; (iii) protection of Service provider's rights and interests (in case of a claim or a debt collection); (iv) statistical analysis. Legal basis for processing personal data is respectively, (i) necessity to perform this Agreement and mandatory statutory requirements related to tax refund; (ii) legitimate interest to provide good customer service; (iii) legitimate interest and (iv) legitimate interest to improve our business.
- 4.2. The Client acknowledges that the Service provider is located in the USA, thus personal data shall be transferred from Client's country of residence to USA. For clarity, as the Service provider is located in USA, the data transfers of the Client are necessary for the conclusion and performance of this Agreement. The Service provider guarantees that it has signed

- agreements regarding safe and lawful processing of personal data with its EU partners and when necessary shall use legitimate safeguards and derogations where it is allowed by the applicable law.
- 4.3. The Client acknowledges that Service Provider shall engage third parties, data processors, for the purposes of proper performance of this Agreement. The list of currently used data processors can be found at https://rttax.com/privacy-policy/ Privacy Policy.
- 4.4. Depending on a situation, the Client, as a data subject, shall have all or some of following rights: the right at any time to request the Service provider an access to the processed personal data, request for rectification or erasure of them, request for data portability or restriction of the processing of personal data, a right to object to the processing of personal data, the right to lodge a complaint with a supervisory authority.
- 4.5. The data related to the providing of tax refunding services is necessary. Therefore, if the Client does not submit the personal data specified in the online forms, performance of the Agreement shall become impossible.
- 4.6. The data shall be stored during the term of the agreement and 10 years after the termination of the Agreement (subject to the limitation period).
- 4.7. For a comprehensive information on how Service provider processes personal data, please refer to https://rttax.com/privacy-policy/ Privacy Policy or can be provided in writing at your request.

5. Liability

- 5.1. In the case the Client terminates the Agreement due to any reason other than failure by the Service Provider to perform its obligations after the filing for the tax refund and (or) in the case established in Art. 2.2.4 hereof, the Client shall cover all expenses of the Service Provider incurred due to the provision of Services until termination of the Agreement, but not less than 50 % of the Service Fee under this Agreement.
- 5.2. 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.

6. Validity of the Agreement

6.1. The Agreement shall come into force the moment the Service provider receives the Agreement signed by the Client 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, except in the cases established by law.

Miscellaneous

- 7.1. The T&C (https://rttax.com/terms-and-conditions/) constitutes an integral part of this Agreement. By signing this Agreement, the Client confirms and guarantees to the Service provider, that the Client has carefully read these terms and conditions before accepting them and signing this Agreement.
- 7.2. This Agreement, all information, documents and correspondence related thereof shall be considered as strictly confidential, and shall not be disclosed to any third persons, except (i) as required by the applicable laws; (ii) the information became publicly available through no fault of or failure to act by the Party; and (iii) the disclosure of respective information is reasonably necessary for the fulfilment of the Party's obligations.
- 7.3. Service Provider has the right to assign its rights and obligations provided for in the Agreement to any third persons without a prior written consent of the other Party.
- 7.4. 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 3.1-3.3 hereof. This Agreement will be governed by and construed under the laws of the State of Illinois, United States of America. 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 courts of the State of Illinois, United States of America. 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.

ou . \	/	
Client)	((signature)