

Vážený klient,

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

VYTLAČTE všechny strany tohoto dokumentu;

VYPLŇTE Registrační formulář;

PODPÍŠTE všechny políčka s označením "X". Pokud máte manžela/manželku, on/ona je povinný/povinná podepsat políčka s označením "Y";

ZOZBÍREJTE dokumenty menované níže:

- **Kopie vašeho cestovního pasu nebo občanského průkazu;**
- **Formulář Årsoppgave.** Pokud nemáte tento formulář, můžete místo toho použít konečnou kumulovanou výplatní pásku;
Årsoppgave je dokument vydaný zaměstnavatelem. Obsahuje úplné informace o vašich příjmech a daních. Årsoppgave musí být vydán po uplynutí tohoto roku, nejpozději však do 31. ledna. Pokud přestanete pracovat, když finanční rok ještě neskončil, můžete požádat zaměstnavatele o vydání Årsoppgave po ukončení práce.
- **Skattemelding form (Tax return)** (ak ste ho dostali od nórskeho daňového orgánu);
- **Daňový výměr (Skatteoppgjør)** (pokud ho máte);
Skatteoppgjør je výpočet daně, který vydává Norska daňová správa na konci daňového roku.
- **Kópie Skattekort (pokud ho máte).**
Začátkem roku 2019 přešlo Norsko zavedením pevné sazby daně ve výši 25% na zjednodušený systém zdanění dočasných zahraničních pracovníků, kteří žijí a pracují v Norsku. Chcete-li mít nárok na vrácení daně, měli byste se zaregistrovat do tradičního daňového systému v Norsku. Na tento daňový systém můžete přejít na rok 2020 do 31. května 2021, a proto vám důrazně doporučujeme, abyste nás neprodleně kontaktovali s cílem zahájit postup.

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):

RT Tax

E. Ozeskienes 15,
LT-44254 Kaunas, Litva

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

Po odeslání všech požadovaných dokumentů našemu kolegovi obdržíte e-mail potvrzující přijetí vašich dokumentů. (Pokud takový e-mail neobdržíte, prosím kontaktujte nás přes info@rttax.cz)

Později budou všechny vaše dokumenty analyzované specialisty z RT Tax-u a vaše prohlášení o vrácení daně bude zasláno daňovým úřadům. (Pokud jste nezadali všechny požadované dokumenty, budeme je muset nejdříve vypátrat).

Po přijetí vrácené daně vám společnost RT Tax pošle e-mail s informací, že vaše peníze byly převedeny na váš bankovní účet.

DŮLEŽITÉ! V některých případech mohou daňové úřady zaslat šek na vrácení daně přímo na vaši domácí adresu nebo na účet vaší zahraniční banky. Pokud se tak stane, musíte nás o tom informovat na telefonním čísle: +420 296 330 710 nebo e-mailem na adrese: info@rttax.cz a zaplatit servisní poplatky, které jsou uvedeny ve smlouvě o poskytování služeb.

Období vrácení daní:

Pokud požádáte o vrácení daně za poslední kalendářní rok, Norska daňová správa vydá peníze do konce října.

Pokud však požádáte o vrácení daně za předchozí rok, daně se vrátí za 4 až 6 měsíců ode dne, kdy společnost RT Tax obdrží vaše dokumenty.

POZNÁMKA: Za jiných okolností může být lhůta pro vrácení platby delší nebo kratší. Závisí to na tom, jak rychle norské daňové úřady vrátí peníze.

Manipulační poplatky:

Účtujeme si 16% z vratné částky, nejméně však minimální poplatek 890 NOK.

Pokud neposkytnete formulář Årsoppgave, společnost RT Tax požádá zaměstnavatele o tento formulář. Poplatek za tuto službu je 150 NOK.

POUŽÍVEJTE PÍSMENA ANGLICKÉ ABECEDY!

Prosím, vytiskněte všechny dokumenty a formuláře jednostranně.

Křestní jméno, Příjmení: _____ **Adresa trvalého pobytu:** _____

Dátum narození: _____ r / _____ m / _____ d _____

Tel./Mobil: _____

E-mail: _____

FODSELSNUMMER (osobní identifikačné číslo): _____

Máte přihlasovací údaje do Altinn-u? Ano Ne

- Pokud „ano“, prosíme připojte ho k dokumentům.
- Pokud „ne“, objednáme ho pro vás.

Chcete požádat o přídavek na dítě prostřednictvím naší společnosti? Ano Ne

Pokud víte, podle jakého daňového systému jste byli zdaněný?

PAYE (25% fixní daň) Standardní daňový systém

Pro jaký rok si chcete nárokovat vrácení dane s RT Tax: _____

Uvedte prosím, který rok jste byli poprvé zaměstnaní v Norsku: _____

Uvedte, jaký byl váš první rok zaměstnání v Norsku? Ano Ne

Byli jste v Norsku nejméně 270 dnů za posledních 36 měsíců? Ano Ne

Uvedte VŠECHNY příchody a odlety do / z Norska, s výjimkou krátkých dovolených:

Dátum příchodu do Norska _____ r / _____ m / _____ d Dátum odchodu z Norska: _____ r / _____ m / _____ d

Dátum příchodu do Norska _____ r / _____ m / _____ d Dátum odchodu z Norska: _____ r / _____ m / _____ d

Pracovali jste jako námořník nebo na ropní plošině v Norsku? Ano Ne

Stav: Ženatý/Vydatá Svobodný/á Rozvedený/á Vdovec/Vdova

Pokud jste ženatý/vydatá, uvedte křestní jméno a příjmení vašeho manžela/ky a datum jeho/její narození _____ r / _____ m / _____ d

V které krajině žije vaša rodina? _____

Pokud máte děti: jejich jména, příjmení a datumy narození

1. _____ 3. _____

2. _____ 4. _____

Podávali jste tohle daňové přiznání již dříve přes jinou společnost nebo svépomocí? Ano Ne

Pokud ano, prosíme napište přes jakou společnost a kdy: _____

Ďalšie otázky na určenie Vašej výšky vratnej dane

Měli jste možnost vařit si na svém ubytování v Norsku? Ano Ne

Pokud jste platili v Norsku nájem, kolik jste ročně utratili?

(suma vyšší jako 10 000 NOK bude muset být prokázána doklady)

Kolik jste zaplatili za elektřinu v Norsku?

Pokud máte děti do 12 let, kolik výdajů jste vynaložili na péči o dítě (školka, chůva, podpora dítěte)

(předložte faktury nebo jiný doklad o výdajích)

Tato část se vyplní, pouze pokud vaše cestovní náklady v Norsku na vaše pracoviště a zpět z práce, jakož i náklady na cestu do domovské země byly během daňového roku vyšší než 22 350 NOK.

Jaká je vzdálenost od místa bydliště v Norsku po místo výkonu práce (zpáteční cesta)?

KM

Vyplatil vám zaměstnavatel cestovní náklady na místo výkonu práce?

Ano

Ne

Pokud jste za cestu na místo práce platili jízdné poplatky, uveďte celkovou částku výdajů během deklarovaného roku.

NOK

Jaká je vzdálenost od místa bydliště ve vaší domovské zemi po bydliště v Norsku?

Vzdálenost v kilometrech, zpáteční cesta:

KM

Kolikrát jste během deklarovaného roku cestovali do své domovské země? (spáteční lety)

Tato část se vyplní, pouze pokud chcete deklarovat další výdaje a mít doklady prokazující tyto výdaje.

Pokud máte úvěr na nemovitost ve své domovské zemi, kolik úroků jste zaplatili bance?

(bude se vyžadovat doklad z banky)

NOK

Měli jste nějaké další výdaje spojené s prací (oblečení, pracovní nářadí atd.)? Uveďte částku.

NOK

Údaje o zaměstnání

Registrační formulář - Vrácení daní z Norska

POUŽÍVEJTE PÍSMENA ANGLICKÉ ABECEDY!

Prosím, vytiskněte všechny dokumenty a formuláře jednostranně.

Kolik jste měli zaměstnavatelů? _____

Musíte uvést **VŠECH ZAMĚSTNAVATELŮ**. Pokud tak neučiníte, může to způsobit problémy s vrácením daně.

1. Firma: _____

Tel./Fax: _____

Adresa: _____

E-mail: _____

Zaměstnán/a od: ____ r/ ____ m/ ____ d do ____ r/ ____ m/ ____ d

Poznámky klienta:

2. Firma: _____

Adresa: _____

Tel./Fax: _____

E-mail: _____

Zaměstnán/a od: ____ r/ ____ m/ ____ d do ____ r/ ____ m/ ____ d

Poznámky RT Tax:

3. Firma: _____

Adresa: _____

Tel./Fax: _____

E-mail: _____

Zaměstnán/a od: ____ r/ ____ m/ ____ d do ____ r/ ____ m/ ____ d

Dostali jste dávku v nezaměstnanosti,

nemocenské nebo jiné dávky?

Ano

Ne

Podepsáním tohoto formuláře prohlašuji, že všechny

informace uvedené v tomto formuláři jsou správné a úplné.

Podpis: **X** _____

Datum: _____

SMLOUVA OHLEDNĚ SLUŽEB PŘEVZETÍ A VYDÁNÍ PENĚŽ

OSOBNÍ ÚDAJE

E-mail	<input type="text"/>	Tel.	<input type="text"/>
Jméno	<input type="text"/>	Příjmení	<input type="text"/>
Datum narození	<input type="text" value="R"/> <input type="text" value="R"/> <input type="text" value="R"/> <input type="text" value="R"/> - <input type="text" value="M"/> <input type="text" value="M"/> - <input type="text" value="D"/> <input type="text" value="D"/>	Státní příslušnost	<input type="text"/>

ADRESA VAŠEHO BYDLIŠTĚ

Ulice	<input type="text"/>	Dům	<input type="text"/>	APT	<input type="text"/>
Město	<input type="text"/>	Země	<input type="text"/>		

ÚDAJE BANKOVNÍHO ÚČTU, NA KTERÝ MÁME PŘEVÉST PŘEVZATÉ FINANČNÍ PROSTŘEDKY

Č. účtu	<input type="text"/>				
Měna	<input type="text" value="EUR"/>	<input type="text" value="NOK"/>	Název banky	<input type="text"/>	
	EUR	NOK	Jméno majitele účtu	<input type="text"/>	
	Vratnou částku daňového přeplatku obdržíte v EUR podle směnného kurzu zveřejněného bankou plátce v den provedení objednávky.	Poplatek za bankovní služby 100 NOK	Příjmení majitele účtu	<input type="text"/>	

Poznámka: Pokud se nejedná o Váš osobní bankovní účet, uveďte prosím datum narození osoby, která ho vlastní.

 - -

INFORMACE O ZÁKAZNÍKOVÝCH ČINNOSTECH A ZDROJÍCH FINANČNÍCH PROSTŘEDKŮ

Stav	Student <input type="text"/>	Zaměstnanec <input type="text"/>	OSVČ <input type="text"/>	Jiné <input type="text"/>
Zdroj financí	VRÁCENÍ DANĚ Z PŘÍJMU ZE ZAHRANIČÍ		Transakce	PŘEVZETÍ A VYDÁNÍ VRÁCENÉ DANĚ Z PŘÍJMU
Potvrzuji, že jsem příjemcem financí:	Ano <input type="text"/>	Ne	<input checked="" type="checkbox"/>	<input type="text"/>

INFORMACE 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 exponované osobě (nejste-li to Vy sami):

PODMÍNKY 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 převodu měny a/nebo vydání peněz.

Jsme společnost TT Express UAB, autorizovaná instituce elektronických peněz (licence č. 90 https://www.lb.lt/en/licences-1/view_license?id=2094).

Kontaktovat nás můžete e-mailem na adrese verification@ttexpress.eu

ZVLÁŠTNÍ POKYNY OHLEDNĚ SRÁŽEK A POPLATKŮ ZA VYDÁNÍ JINÝMI POSKYTOVATELI 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 ponese zodpovědnost v souladu s postupy stanovenými zákonem.

Zavazuji se společnost bez prodlení písemně informovat o jakýchkoli významných změnách uvedených údajů.

Datum: _____

Podpis: X _____

Jeg / I, p. nr / D-Number

Permanent adresse / Permanent address:

..... gir med dette fullmakt til
følgende representant / hereby appoint the following representative as attorney in-fact:

Unidata, Inc. (company code 303490943)

Ozeskienes 15, Kaunas, LT44254, Lithuania

tel. +370 37 755211, e-mail: norway@rttax.com

til å opptre på mine vegne som min lovlige representant når det gjelder følgende saker / to act as the taxpayer legal representative for the following matters:

Skattetype / Type of tax: **Inntektsskatt / Income**

Fullmakten omfatter følgende handlinger / Acts Authorized:

Representanten gis fullmakt til å motta og gjennomgå konfidensiell skatteinformasjon, herunder, men ikke begrenset til: selvangivelser, skattelikninger og tilbakebetaling av skatt på mine vegne. Representanten kan utføre alle handlinger som jeg kan selv i skattesakene som er beskrevet ovenfor / The representative is authorized to receive and inspect confidential tax information, including but not limited to: tax returns, tax settlement notices and refunds on my behalf. The representative can perform any and all acts I can perform in respect to the tax matters described above.

Jeg erklærer at / I declare that:

- Jeg er fullt informert om alt innholdet i dette skjemaet og forstår fullt ut betydningen av å gi disse fullmaktene til representanten min / I am fully informed as to all the contents of this form and understand the full import of granting these powers to my representative.

- Jeg gir instruksjon om at tilbakebetaling av for mye innbetalt skatt skal innbetales til følgende bankkonto eller via sjekk til representanten min / I agree my refund of overpaid taxes to be deposited into the following bank account or to my representative by cheque:

TT Express, UAB, Vilniaus g. 31, LT-01402 Vilnius, Lithuania

Bankkonto:, SWIFT: AGBLLT2X

LUMINOR BANK AS, Konstitucijos pr. 21A, LT-03601 Vilnius, Lithuania

- Denne fullmakten skal tre i kraft straks den er undertegnet og er gyldig i 2 år / This Power of Attorney shall become effective immediately on the date signed and is valid for two years.

- Denne fullmakten skal sendes til Sentralskattekontoret for utenlandssaker og/eller det lokale likningskontoret avhengig av hva som er riktig / This Power of Attorney shall be presented before the Central Office – Foreign Tax Affairs and / or the local tax office depending on the case could be.

- Denne fullmakten tilbakekaller alle andre fullmakter som måtte være gitt / This Power of Attorney revokes all prior Power of Attorney(s) filed.

Fullt navn / Full name:

Tlf / Tel:

E-post / E-mail:

Dato / Date:

Undertegnet / Signed: X.....



The Norwegian
Tax Administration

Statlig skatteoppkrever
Tax Collection Office

Kontoopplysninger / Bank Account Details

Navn Name		
Dnr./fnr.		Norsk identitetsnummer Norwegian personal identification number

IBAN nr. IBAN no.		Internasjonalt bankkonto nummer International Bank Account Number
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Vedlegg 1 / Enclosure 1:

Kontoen må være din. Dette må bekreftes med f.eks kontoutskrift, nettbankutskrift etc. som viser ditt navn og kontonummeret.

The bank account must be yours. This must be confirmed i.e. by bank statement, print from web bank etc. showing your name and account number.

Valuta Currency		Hvilken valuta har din konto? In which currency is your account?
BIC/SWIFT		Bank identifikasjonskode Bank Identifier Code

Hvis banken ikke har en BIC/SWIFT eller en IBAN-adresse, skal bankkoden brukes.
If your bank does not operate with a BIC or SWIFT, enter the bank-code.

Sted og dato Place and date	
Underskrift Signature	

Vedlegg 2 / Enclosure 2:

Du må legge ved kopi av ID som viser ditt navn og din signatur, f.eks pass.

Copy of ID showing your name and signature i.e passport must be enclosed.

**For at din konto skal bli registrert må vi få begge vedlegg, og alle feltene over må være utfyllt.
To register your bank account we must have both enclosures, and all boxes above must be filled in.**

Sjekk skatten din – se skatteetaten.no/ebruker
Check your taxes – go to skatteetaten.no/online

Skjema sendes / Return form to:
Skatteetaten /
The Norwegian Tax Administration

Postadresse / Postal address:
Postboks 9200 Grønland
0134 Oslo
Norge / Norway

Telefon / Telephone:
(+47) 51 86 89 00
E-post / E-mail:
tco@skatteetaten.no



The Norwegian
Tax Administration

Statlig skatteoppkrever
Tax Collection Office

Kontoopplysninger / Bank Account Details

Navn Name		
Dnr./fnr.		Norsk identitetsnummer Norwegian personal identification number

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Sted og dato Place and date	
Underskrift Signature	

Vedlegg 2 / Enclosure 2:

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Sjekk skatten din – se skatteetaten.no/ebruker
Check your taxes – go to skatteetaten.no/online

Skjema sendes / Return form to:
Skatteetaten /
The Norwegian Tax Administration

Postadresse / Postal address:
Postboks 9200 Grønland
0134 Oslo
Norge / Norway

Telefon / Telephone:
(+47) 51 86 89 00
E-post / E-mail:
tco@skatteetaten.no



Utmelding av kildeskatt på lønn for 2020
Opting out of the PAYE scheme (Pay As You Earn) for foreign workers for 2020

Fristen for innlevering er 30. april 2021 / The deadline for submission is the 30th of April 2021



Etternavn / Surname
Fornavn / First name
Mellomnavn / Middle name(s)
Fødselsnummer / D-nummer / Norwegian national identity number / D-number*

Jeg melder meg med dette ut av kildeskatt på lønn-ordningen for inntektsåret 2020. Jeg forstår at jeg skal levere skattemelding og betale skatt etter ordinære regler for inntektsåret 2020.

I hereby select general taxation, not the PAYE scheme, for the income year 2020. I understand that I have to submit a tax return and that I will be taxed under the general tax rules for the income year 2020.

Dato / Date	Signatur / Signature
-------------	----------------------

Du kan levere dette skjemaet på skattekontoret eller sende det til adressen under, innen fristen 30. april 2021.
This form should be submitted in person or posted to the following address by the 30th of April 2021.

Skatteetaten
Postboks 9200 Grønland
0134 Oslo
NORWAY

*Du må fylle ut fødselsnummeret / D-nummeret ditt. Dette nummeret finner du på det norske skattekortet ditt. Skattekortet finner du i Altinn. Arbeidsgiveren din har også skattekortet ditt.
*You need to enter your Norwegian national identity number / D-number. This number is found on your Norwegian tax deduction card, which is available in Altinn. Your tax deduction card is also available for your employer.

Total transferred from the previous page	
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4.3 Real properties

Item no.	Address		
		+	
		+	
		+	
		+	
Total real properties		=	▶ +

Other capital (items 4.2, 4.4, 4.5 and 4.6)

Item no.	Text		
		+	
		+	
		+	
		+	
Total other capital		=	▶ +
Total gross capital			=

Debt

Item no.	Text		
		+	
		+	
		+	
		+	
Total debt		=	▶ ÷
Net capital			=

Comments

Bank account for payment in case tax refund should be due to you

If you do not possess a Norwegian bank account, we request you to submit IBAN and BIC here for payment of eventual tax refund:

IBAN: BIC:

IBAN is an abbreviation for International Bank Account Number and substitutes account numbers within the EU/EEA. IBAN should be filled in consecutively without space, dash, stop etc. BIC is an abbreviation for Bank Identifier Code. It consists of 8 or 11 characters.

Payment of eventual tax refund to this bank account requires you to be the account-holder.

State the number of enclosures with this tax return	
---	--

Signature

Date	Signature
------	-----------



E Postal address abroad (enter an address only if you want to receive mail from the public sector to an address abroad)

C/O Address (name on the letter box)	
Address name	
Name of building	
Postbox	
Postcode	City/place name
Country	

F What type of identification are you enclosing with the notification of a change of postal address?

I/we enclose a:

- Copy of passport
- Copy of driving licence
- Copy of other valid identification showing your date of birth, name, signature and a photograph

THE PERSON(S) SIGNING THE NOTIFICATION MUST ENCLOSE A COPY OF VALID IDENTIFICATION.

Note! If you enclose a copy of your bank card, you must cross out the account and control numbers.

G Date and signature(s)

I/we confirm that the information in this form is correct.

Date	Signature(s)*
------	---------------

* For those under 18 years of age, the obligation to report the change of address and sign the form lies with the person or persons with parental responsibility. In the event of an agreement or judgment on shared housing pursuant to section 36 of the Children Act, both parents must sign. When a family is registered as resident and change their postal address jointly, one signature and a copy of identification for the person signing is sufficient.

What is a property unit number? (formerly called dwelling number).

If the postal address you report is an address in Norway, and the address is a residential address, you must always state the property unit number for the address. All residential addresses in Norway have a property unit number (formerly called dwelling number), and all apartments should have an address label property unit number attached to the doorframe.

The address label should be visible on or by the door. The property unit number consists of one letter and four digits, and is stated on the address label that is stuck on or next to the door.

IF YOU DO NOT KNOW THE PROPERTY UNIT NUMBER FOR YOUR ADDRESS, you can read more about how to find it at <https://skatteetaten.no/unitnumber>. If you rent an apartment, you can contact the person your renting from, or you can contact the municipality where you live.





Submitted by

Name:	National identity number/D number:
Address:	
Email:	Telephone:

Signature

_____	_____
Date	Signature

Guidance:

- **Decedent's estate**

Note that you cannot request advance tax assessment in the following cases:

- when a surviving spouse/cohabiting partner or sole heir has taken over the decedent's estate undivided
- a division between spouses in the event of separation or divorce

- **Important information about PAYE (Pay As You Earn)**

If you submit this tax return for an income year in which you are taxed according to the PAYE scheme, you will be removed from the PAYE scheme. You will then pay tax according to the ordinary tax rules. You cannot go back to the PAYE scheme in this income year. This applies regardless of the reason you opt out of the scheme – even if you do so by mistake. At the turn of the year, you can choose to re-join the scheme.

- **Foreign worker with temporary work-related stay in Norway**

Note that you can only request advance tax assessment if you:

- are not resident for tax purposes in Norway, and
- have earned income from a temporary assignment in Norway that is coming to an end

See more info under "Tax return for private individuals who have not received a pre-filled tax return" before selecting "No".

- **Private individual who has not received a pre-filled tax return**

By the end of March in the year after the income year, we will send you a pre-filled tax return. If you have an electronic ID, you will receive a message when your tax return is available so that you can make changes and submit in the logged-in solution. If you have not consented to electronic communications and you have not received a pre-filled tax return by 7 April, you can submit this tax return. Select the correct option for "The tax return is submitted for". Tick the box for "No" under "Requests advance tax assessment".

Send to:

Skatteetaten

Postboks 9200 Grønland

0134 Oslo

Norway

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, Downers Grove, IL 60515, USA represented by the person dully 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 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 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 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.

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. 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 89 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 remittance 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.

7. 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.

Client **X** _____ (signature)