

Dear Client,

Thank you for choosing RT Tax to refund your income taxes from Norway!

Getting your Tax Refund was never easier! **Simply follow these steps:**

**PRINT** all the pages of this file

**FILL IN** the Registration Form

**SIGN** at "X" marks

**COLLECT** documents listed below:

- **Årsoppgave form.** If you do not have this form(s) final cumulated pay-slip(s) can be used instead; Årsoppgave is a document issued by an employer. It contains full information on your income and taxes. Årsoppgave must be issued after the year is over, however not later than the 31st of January. If you stop working when the financial year is not over yet, you can ask your employer to issue the Årsoppgave after you leave the job;
- **Skattemelding form (Tax return) (if you received it from Norway Tax Authorities);** Skattemelding is a document issued by Norwegian Tax Administration. It contains full information on employee's income and taxes. In the end of March these forms are sent to everybody who works in Norway;
- **Tax Assessment Notice (Skatteoppgjør) (if you have one);** Skatteoppgjør is a tax calculation issued by Norwegian Tax Administration at the end of the tax year;
- **Copy of Skattekort – tax deduction card (if you have one);** Everybody who works in Norway must have a form called Skattekort. It has a person's Fodselsnummer or a so called D-number on it. Employers use this document to calculate how much taxes should be deducted from employee's salary. A new Skattekort is issued to employees in December every year;
- **Photocopy of your passport or ID card**

**IMPORTANT:** If you don't have any of the documents – No Problem! You can get your refund anyway! We will get the missing documents for you!

**SUBMIT ALL THE DOCUMENTS TO RT TAX!**

- Bring or send all the documents to RT Tax representative office (please make copies for yourself):

**RT Tax**

Ožėškienė g. 15

LT-44254 Kaunas, Lithuania

**RELAX! YOUR JOB IS DONE! WE WILL DO THE REST!**

After you send/submit all the required documents to RT Tax representative, you will get an e-mail informing about your refundable amount. (If you don't receive such an e-mail, please contact us at [info@rttax.com](mailto:info@rttax.com), tel. +370 37 755211)

Later all your documents will be analyzed by RT Tax specialists and your tax refund declaration will be sent to Tax Authorities. (If you did not submit all the required documents we will have to trace them first).

After your tax refund is received, RT Tax will send you an e-mail informing that your money has been transferred to your bank account.

**IMPORTANT!** In some cases Tax Authorities might send the tax repayment check directly to your home address or your foreign bank account. If this happens you must inform us about that by calling: +370 37 755211 or e-mailing at: [info@rttax.com](mailto:info@rttax.com) and pay service fees, which are stated on the service agreement.

## Tax Refund PERIOD:

If you apply for the tax refund for the last calendar year, Norwegian Tax Administration issues the money by the end of October.

However, if you apply for the tax refund for the year previous than that, the taxes are refunded in 3-6 months from the day RT Tax receives your documents.

**NOTE:** Under different circumstances the refund period may be longer or shorter. It depends on how fast Norwegian Tax Authorities issues the refund.

## Service FEES:

We charge 16 % from the refundable amount, but not less than minimum charge of 890 NOK.

If you do not provide Årsoppgave form, RT Tax will contact your employer to get this form. The fee for this service is 150 NOK.

**Name, Surname:** \_\_\_\_\_

**Date of Birth:**    \_ \_ \_ \_ y / \_ \_ m / \_ \_ d

**Tel./Mob.:** \_\_\_\_\_

**E-mail address:** \_\_\_\_\_

**Your address** \_\_\_\_\_

**in your** \_\_\_\_\_

**home** \_\_\_\_\_

**country:** \_\_\_\_\_

**FODSELSNUMMER (Personal Identity Number):** \_\_\_\_\_

Do you have a login information to Altinn?    Yes ☐    No ☐

- If 'Yes', please attach it to the documents.  
- If 'No', we will order it for you.

Do you want to apply for a Child Benefit through our company?    Yes ☐    No ☐

If you know, under what taxation scheme you were taxed ?

PAYE (25 % fixed tax) ☐    Standard taxation system ☐

Please specify for what years you would like to get a tax refund: \_\_\_\_\_

Please specify what was your first year of employment in Norway: \_\_\_\_\_

Have you been in Norway for at least 270 days within the last 36 months?    Yes ☐    No ☐

**Please list ALL the arrivals and departures at/from Norway, except short vacations:**

Arrival date in Norway:    \_ \_ \_ \_ y / \_ \_ m / \_ \_ d    Departure date from Norway:    \_ \_ \_ \_ y / \_ \_ m / \_ \_ d

Arrival date in Norway:    \_ \_ \_ \_ y / \_ \_ m / \_ \_ d    Departure date from Norway:    \_ \_ \_ \_ y / \_ \_ m / \_ \_ d

Did you work as a sailor or on a oil platform in Norway?    Yes ☐    No ☐

**Marital status:**    Married ☐    Single ☐    Divorced ☐    Widow ☐

If you are married: spouse's name, surname and date of birth    \_\_\_\_\_ \_ \_ \_ \_ y / \_ \_ m / \_ \_ d

What country does your family reside at? \_\_\_\_\_

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

1. \_\_\_\_\_ 3. \_\_\_\_\_

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

Did you apply for this TAX Refund earlier at another company or by yourself before,  
or have you ever received a tax overpayment automatically from the Norway tax authorities?    Yes ☐    No ☐

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

## Additional questions to determine the amount of your tax refund

Did you have a possibility to cook in your living quarters in Norway?    Yes ☐    No ☐

If you paid rent in Norway how much did you spend a year?     NOK

(the amount higher than 10000 NOK will have to be proven by documents)

How much did you pay for the electricity in Norway?     NOK

If you have children up to 12 years, how many expenses did you incur for the childcare (kindergarten,  
baby-sitter, child support)? (please provide invoices or other proof of the expenses)     NOK

This part shall be filled in only if your travel expenses in Norway to your place of work and back home from work as well as the expenses of travelling to your home country were more than NOK 22 350 during the tax year.

What is the distance from your place of residence in Norway to your place of work (roundtrip)?  KM

Has the employer paid you the travel expenses to the place of work? Yes ☐ No ☐

If you paid road charges on your way to your place of work, please specify the total sum of expenses during the declared year.  NOK

What is the distance from your place of residence in your home country to your place of residence in Norway?

Distance in kilometers, roundtrip:  KM

How many times during the declared year have you been traveling to your home country? (roundtrips)

This part shall be filled in only if you want to declare additional expenses and have documents proving these expenses.

If you have a real estate loan in your home country, how much interest did you pay to the bank?  NOK

(the document from the bank will be required)

Did you have any other additional work-related expenses (clothing, working tools and etc.)? Please specify the sum.  NOK



## Employment Information

Registration Form - Tax Refund from Norway

How many employers did you have? \_\_\_\_\_

(You must list ALL THE EMPLOYERS)

**1. Company:** \_\_\_\_\_ Tel./Fax: \_\_\_\_\_  
Address: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Worked from: \_\_\_\_\_ y/ \_\_\_\_\_ m/ \_\_\_\_\_ d till \_\_\_\_\_ y/ \_\_\_\_\_ m / \_\_\_\_\_ d

Client notes:

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

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

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

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

Worked from: \_\_\_\_\_ y/ \_\_\_\_\_ m/ \_\_\_\_\_ d till \_\_\_\_\_ y/ \_\_\_\_\_ m / \_\_\_\_\_ d

RT Tax notes:

Income:

Taxes paid:

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

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

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

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

Worked from: \_\_\_\_\_ y/ \_\_\_\_\_ m/ \_\_\_\_\_ d till \_\_\_\_\_ y/ \_\_\_\_\_ m / \_\_\_\_\_ d

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

Signature: **X** \_\_\_\_\_

Date: \_\_\_\_\_

## AGREEMENT FOR MONEY COLLECTION AND REMITTANCE SERVICE

### PERSONAL DETAILS

E-mail	<input type="text"/>	Tel.	<input type="text"/>
Name	<input type="text"/>	Surname	<input type="text"/>
Date of birth	<input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/> - <input type="text" value="M"/> <input type="text" value="M"/> - <input type="text" value="D"/> <input type="text" value="D"/>	Citizenship	<input type="text"/>

### YOUR RESIDENTIAL ADDRESS

Street	<input type="text"/>	House	<input type="text"/>	APT	<input type="text"/>
City	<input type="text"/>	Country	<input type="text"/>		

### BANK ACCOUNT DETAILS WHERE WE SHOULD TRANSFER YOUR COLLECTED FUNDS

Account no	<input type="text"/>		
Bank name	<input type="text"/>	Account holders name	<input type="text"/>
Currency	<input type="text" value="NOK"/>	Surname	<input type="text"/>

*Note: If this is not your personal bank account, please provide date of birth of that person.*

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### INFORMATION ABOUT THE CUSTOMER'S ACTIVITIES AND SOURCES OF FUNDS

Status	<input type="text" value="Student"/>	<input type="text" value="Employee"/>	<input type="text" value="Self-employed"/>	<input type="text" value="Other"/>
Source of funds	<input type="text" value="INCOME TAX REFUND FROM ABROAD"/>		Transaction	<input type="text" value="INCOME TAX REFUND COLLECTION AND REMITTANCE"/>
I confirm that I am the beneficiary of the funds:		Yes	<input checked="" type="checkbox"/>	No <input type="checkbox"/>

### INFORMATION ABOUT POLITICALLY EXPOSED PERSONS

Are you, your close family member or close assistants (or have been in the last 12 months) politically exposed persons?

Yes ☐ No ☐

If YES, please indicate the name, surname, country, institution, position, year and relationship with the politically exposed person (if it is not you):

### TERMS OF THE AGREEMENT

Hereby we declare that the funds received on your behalf to TT Express UAB bank account shall be transferred to your named personal bank account as provided above here. When you confirm this Agreement, you agree to terms and conditions: <https://www.ttexpress.eu/en/general-terms-and-conditions>

Once an agreement has been concluded, any inflows of money to our designated account for your benefit shall constitute final confirmation of the agreement and irreversible authorization to execute the currency exchange and/or money remittance.

We are TT Express UAB an authorized Electronic Money Institution (License no 90 [https://www.lb.lt/en/licences-1/view\\_license?id=2094](https://www.lb.lt/en/licences-1/view_license?id=2094)).

You can contact us in writing by email at [verification@ttexpress.eu](mailto:verification@ttexpress.eu)

### YOUR SPECIAL INSTRUCTIONS REGARDING DEDUCTIONS & REMITTANCES OF OTHER SERVICE PROVIDER FEES:

By confirming this, you instruct us to inform Unitrust Finance Inc, dba RT Tax - business that provides you income tax refund services and represents you during the process of the personal income tax recovery from the foreign tax authorities according the service agreement you signed with RT Tax and their authorized representatives via API exchange, email or other manner of all amounts we receive on your behalf.

You also instruct us that tax preparation fees or other applicable service fees according to your agreement with RT Tax, should be deducted by us and transferred to RT Tax. The deductible fees will be provided by RT Tax to us via API exchange, email, or any other manner.

Any questions, disputes related to fees and charges related to income tax refund or related services should be discussed and resolved directly with RT Tax.

I confirm that all the above information is complete and correct.

**The provision of incorrect information is subject to liability in accordance with the procedure established by legal acts.**

**I undertake to immediately notify the Company in writing of any significant changes in the specified information.**

Date:

Signature: ☒

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**.....

## 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](https://skatteetaten.no/ebruker)

Check your taxes – go to [skatteetaten.no/online](https://skatteetaten.no/online)

## 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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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.

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Sjekk skatten din – se [skatteetaten.no/ebruker](https://skatteetaten.no/ebruker)

Check your taxes – go to [skatteetaten.no/online](https://skatteetaten.no/online)



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
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**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)*
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\* 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.

EXAMPLE ROAD 14 A  
H0301

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.

- This Services Agreement (the “**Agreement**”) is executed by and between: Date: .....  
 (1) Unitrust Finance, Inc (dba RT Tax), company code 70464217, address 1200 Iroquois Ave, Room 86, Naperville, IL 60563, 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, as well as other taxes.
- (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. The competent foreign institutions shall refund taxes by payment order or bank check drawn in the name of the Client. For the purpose of tax collection, the Client must conclude an agreement with the Service Provider's partner TT Express UAB, which holds an electronic money license and provides tax collection and transfer services. The taxes shall be returned to the account assigned to the Client by the partner TT Express UAB, from which, after deducting the service fees, the money shall be transferred to the Client's bank account. If Tax Refund Cheque is received, the Cheque shall be collected by the Service provider or TT Express UAB and the tax refund amount after deducting the service fees shall be transferred to the Client by TT Express UAB 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. by itself or through a third party 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).
- 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, agreements 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 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;
- 2.2.4. 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 with other service providers. In such case the Service provider is entitled unilaterally to terminate this Agreement.
- 2.2.5. to inform the Service Provider of the new employment or self-employment in a foreign country;
- 2.2.6. 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;
- 2.2.7. to pay to 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 EUR 79;
- 3.1.3. The Netherlands social security (Zorgtoeslag) refund: the service fee shall be 16% from the refunded amount with a fixed minimum of EUR 79;
- 3.1.4. Germany: the service fee shall be 16% from the refunded amount with a fixed minimum of EUR 79;
- 3.1.5. German Church fee refund: if the refund amount is between EUR 0-100, the service fee shall be 20 EUR; for 101 EUR and more, the service fee shall be 40 EUR;
- 3.1.6. German tax interest (Zinseng) if received separately from tax refund: if the amount is between EUR 0-100, the service fee shall be 20 EUR; for 101 EUR and more, the service fee shall be 40 EUR;
- 3.1.7. Austria: the service fee shall be 16% from the refunded amount, with a fixed minimum of EUR 79;
- 3.1.8. Denmark: the service fee shall be 14% from the refunded amount, with a fixed minimum of 590 DKK; For the service that has been carried out for Denmark holiday allowance refund (Feriepenge) in Denmark, Service Provider is entitled to commission fee 14% from the refunded amount, with a fixed minimum of 79 EUR;
- 3.1.9. 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;
- 3.1.10. Ireland: the service fee shall be 16% from the refunded amount with a fixed minimum of 79 EUR;
- 3.1.11. Ireland tax refund (Universal Social Charge (USC)): the service fee shall be 16% from the refunded amount with a fixed minimum of 79 EUR;
- 3.1.12. Belgium: the service fee shall be 16% from the refunded amount, with a fixed minimum of 79 EUR;
- 3.1.13. Sweden: the service fee shall be 16% from the refunded amount, with a fixed minimum of 890 SEK.
- 3.2. The additional fees:
- 3.2.1. For the retrieval of each 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, “Jaaropgaa” form (the Netherlands) – EUR 20, Lohnsteuerbescheinigung (Germany) – EUR 20, Oplysningseddell (Denmark) – DKK 150, Jahreslohnzettel or Lohnzettel (Austria) – EUR 20, Fiscale Fiche 281.10 (Belgium) – EUR 20, Inkomstadeklaration 1 (Sweden) – SEK 200;
- 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, 25 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. As stated in the 1 (first) section of this Agreement, the Service Fee shall be deducted from the amount received after the tax refund by the company TT Express UAB, prior to the transferring the remaining amount to the Client's account. If, by some reasons, the Client receives the tax refund transfer/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. 2.2.3 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.
- 6.2. The Parties agree that the Agreement, at the Client's choice, can be signed in original form (on paper) or electronically. An Agreement concluded electronically shall have the same legal power as an agreement signed on paper. The Parties agree that the actions performed by the Client and the indication of information, which is confirmed by the Client's click on the "check box", other electronic signing, the submission of documents, information and personal data to the Service Provider shall be considered as the Client's original signature, whereas the documents and the Agreement signed by these actions are equivalent to a written Agreement and cause the same the same legal consequences as a document certified by the Client's signature.

**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 and taking into account provisions indicated at point 6.2 of this Agreement on the legal power of the signature. 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 other means of electronic communication.

Client **X** \_\_\_\_\_ (signature)