

Dear Client,

Thank you for choosing RT Tax to refund your taxes from the UK!
Getting your Tax Refund has never been easier! **Simply follow these steps:**

PRINT all the pages of this file

FILL IN the Registration and Refund Request Forms

SIGN at "X" marks

COLLECT documents listed below:

- A copy of your passport or ID card;
- A copy of National Insurance Number (NIN) (if you have it);
- Copy of form P45 or/and P60 from all of your employers;
- Last payslips, if you do not have forms P45 or/and P60;
- A copy of CIS registration - UTR number (if you have it)*;
- If you worked as self-employed (with UTR) we will need one of the following: Subcontractor Monthly Statements, Payment Statements (CIS) or bank account statements.

* This document is required if you worked or registered as self-employed. UTR is a unique number issued by Great Britain tax authority.

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 YOUR DOCUMENTS TO RT TAX!

- Mail to RT Tax 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, 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 cheque 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 and pay service fees, which are stated on the service agreement.

Tax Refund PERIOD:

The refund period normally lasts 150 to 210 days from the date the documents reach RT Tax processing office.

NOTE: Under different circumstances the refund period may take longer or shorter time. This depends on Tax Authorities.

Service FEES:

RT Tax does not have any upfront or hidden fees. This means that the commission is charged only when the refund is received.

Refund from Great Britain:

For Great Britain tax refunds our minimum fee is 79 GBP or we charge 14 % from the refunded amount.

A missing document search service: the fee for each document (P45/P60) search is 20 GBP.

USE ENGLISH LETTERS PLEASE!

First (Given) Name:

Middle Name:

Surname (Last Name):

Date of birth: / / Tel./Mob.:

E-mail address:

NIN: **NIN** - National Insurance Number

UTR: **UTR** - Unique Taxpayer Reference (self employment)

Please list ALL the arrivals and leavings to/from UK, except short vacations:

Arrival date in UK: / / Departure date from UK: / /

Arrival date in UK: / / Departure date from UK: / /

Are you planning to go to Great Britain in the next six months? Yes ☐ No ☐

If "Yes", please indicate the dates of the visits:

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

If "Yes" indicate where and when:

Have you ever received a tax overpayment from Great Britain? Yes ☐ No ☐

If "Yes" explain in details:

Your LAST address while in the UK:

Your address in your home country:

Employment Information

How many employers did you have:

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

LAST EMPLOYER IN GREAT BRITAIN:

1. Company:

Address:

Tel/Fax:

E-mail:

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

Client notes:

RT Tax notes:

Income:

Taxes paid:

ALL OTHER EMPLOYERS:

2. Company:

Address:

Tel/Fax:

E-mail:

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

3. Company:

Address:

Tel/Fax:

E-mail:

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

4. Company:


Address:

Tel/Fax:

E-mail:

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

By signing this form I declare that all the information, supplied by me on this form is correct and complete.

Signature: 

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="GBP"/>	Surname	<input type="text"/>

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

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).
You can contact us in writing by email at 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: ☒

I, the undersigned,
 date of birth, National Insurance Number, residing at,
(hereinafter referred to as the "Principal"), hereby grant a power of attorney to the company, Unitrust Finance, Inc., its officers and / or employees with its address at Ozeskienes g. 15, Kaunas, LT44254, Lithuania, (hereinafter referred to as the "Agent"), to sign, verify and file all the principal's individual repayment claims and other tax returns; pay all taxes; claim, sue for and receive all tax refunds; examine and copy all the principal's tax returns and records; represent the principal before any taxing body and sign and deliver all tax powers of attorney on behalf of the principal that may be necessary for such purposes; waive rights and sign all documents on behalf of the principal as required to settle, pay and determine all tax liabilities; and, in general, exercise all powers with respect to tax matters which the principal could if present and under no disability.

On the basis of this power of attorney Unitrust Finance, Inc., its officers and/or employees are given the authority:

1. To act as an agent in dealing with the Principal's individual U.K. income tax applications for the tax years
2. To receive personal tax refund cheques issued in Principal's name or tax refund transfers to it's own account and convey such refunds to the Principal by way of a bank transfer, check or to handle in another manner so as to achieve the same purpose.
3. To request from the employer and to receive Principal's P-45/P-60 to it's own address: Unitrust Finance, Inc., Ozeskienes g. 15, Kaunas, LT44254, Lithuania.
4. To use own postal address on the Principal's tax returns. To receive all correspondence from the U.K. Tax Authorities.

The undersigned does hereby appoint Unitrust Finance, Inc. officers and / or employees as his/her attorney to receive, endorse, and collect cheques payable to the order of the undersigned. All rights, powers and authority of Unitrust Finance, Inc., its officers and / or employees to exercise the prerogatives granted herein shall commence and be in full force and effect and remain in full force and effect for a period of twenty-four months of the date of its signing.

Signed this day of, 20..... .

Signature of the Principal:

4. How you want to be paid any money due back to you

Not everyone gets a refund. It is not always possible to issue a payment to a non-UK bank account. If you are due a refund, we can either pay it to you or someone else on your behalf – they are known as a 'nominee'. Please choose one of the following two options:

<input type="checkbox"/> Option one – Pay into a UK bank or building society account Bank sort code <div style="display: flex; align-items: center;"><div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 5px;"></div><div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 5px;"></div><div style="margin: 0 5px;">–</div><div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 5px;"></div><div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 5px;"></div><div style="margin: 0 5px;">–</div><div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 5px;"></div><div style="border: 1px solid black; width: 20px; height: 20px;"></div></div> Account number <div style="display: flex; align-items: center;"><div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 5px;"></div><div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 5px;"></div><div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 5px;"></div><div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 5px;"></div><div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 5px;"></div><div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 5px;"></div><div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 5px;"></div><div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 5px;"></div><div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 5px;"></div><div style="border: 1px solid black; width: 20px; height: 20px;"></div></div> Account holder's name <div style="border: 1px solid black; height: 20px; width: 100%;"></div> Bank or building society name and address <div style="border: 1px solid black; padding: 2px;"><div style="border-bottom: 1px solid black; padding-bottom: 2px;">Name</div><div style="border-bottom: 1px solid black; padding-bottom: 2px;">Address</div><div style="border-bottom: 1px solid black; padding-bottom: 2px;"></div><div style="border-bottom: 1px solid black; padding-bottom: 2px; text-align: right;">Postcode</div></div> <div style="display: flex; justify-content: space-between;"><div>Put 'X' in one box</div><div></div></div> <div style="display: flex; justify-content: space-between;"><div>This is my account</div><div><input type="checkbox"/></div></div> <div style="display: flex; justify-content: space-between;"><div>This is my nominee's account</div><div><input type="checkbox"/></div></div>	<input type="checkbox"/> Option two – Pay by cheque direct to me or my nominee Put 'X' in one box <div style="display: flex; justify-content: space-between;"><div></div><div><input type="checkbox"/></div></div> Make the cheque payable to me <div style="display: flex; justify-content: space-between;"><div></div><div><input type="checkbox"/></div></div> I authorise the cheque to be payable to my nominee <div style="display: flex; justify-content: space-between;"><div>Name of nominee</div><div><input style="width: 100%;" type="text"/></div></div> Address to send cheque to <div style="border: 1px solid black; height: 40px; width: 100%;"></div>
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Declaration

You must sign this declaration.

If you give information which you know is not correct or complete, action may be taken against you.

I declare that:

- the information I have given on this form is correct and complete to the best of my knowledge.
- I claim repayment of any tax due back to me.

Signature

Date DD MM YYYY

/

/

What to do now

Put an 'X' in relevant box

I have enclosed parts 2 and 3 of my form P45 Details of employee leaving work ☐

Do not send photocopies. If you have not yet received your P45 from your employer please get it before you return this form.

I can't get a form P45 ☐

Please tell us why in the box below, for example because you are retired or a UK Crown servant employed abroad.

If you have a form P45 and don't send it to us, any repayment due to you cannot be made.

Please send this form to your tax office. You can find your tax office address by:

- going to www.hmrc.gov.uk selecting Contact us and choosing Income Tax
- asking your employer.

We will let you know the outcome of this claim as soon as we can.

Page 4

Please complete, sign, then send this form to your
HM Revenue & Customs office. Use **CAPITAL** letters

Date received by HM Revenue & Customs

Details of Claimant

Full name
Address
Postcode

Claim

I claim repayment of the amount overpaid by me, (for non SA claims the period
or year ended must be entered in the box aside).

/	/
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Claimant's
signature

--

Date

/	/
---	---

If you complete a Self Assessment Return your repayment will usually be sent direct to you or your nominee's bank or building society account. Please include the branch sort code, the account number and if appropriate, the name and address of the nominee in the authority below. If you or your nominee does not have a bank account, we can arrange for repayment to be made in the form of a payable order but you or your nominee will need to open a bank or building society account in order to cash it. If the repayment is to be sent to your nominee by payable order, the nominee's name and address must be entered in the authority below.

If you do not complete a Self Assessment Return your repayment will be made in the form of a payable order, which must be paid into a bank or building society account. If you do not have a bank or building society account you should nominate someone who does to receive the order for you. If the repayment is to be sent to a nominee or posted direct to your bank or building society by payable order, the name and address must be entered in the authority below. Also include your account number and sort code if the payable order is to be posted direct to your bank or building society.

Authority

I authorise nominee/agent (*delete as appropriate*)*

--

of (*full address*)

Postcode

Your/your nominee's bank or building society
account number (*delete as appropriate*)

--

Branch Sort Code

-	-
---	---

Agent's reference (*if applicable*)

--

to receive on my behalf the amount due.

Claimant's
signature

--

Date

/	/
---	---

**enter the name of the account holder or the person who will receive the payable order.*

Please complete, sign, then send this form to your
HM Revenue & Customs office. Use **CAPITAL** letters

Date received by HM Revenue & Customs

Details of Claimant

Full name
Address
Postcode

Claim

I claim repayment of the amount overpaid by me, (for non SA claims the period
or year ended must be entered in the box aside).

/	/
---	---

Claimant's
signature

--

Date

/	/
---	---

If you complete a Self Assessment Return your repayment will usually be sent direct to you or your nominee's bank or building society account. Please include the branch sort code, the account number and if appropriate, the name and address of the nominee in the authority below. If you or your nominee does not have a bank account, we can arrange for repayment to be made in the form of a payable order but you or your nominee will need to open a bank or building society account in order to cash it. If the repayment is to be sent to your nominee by payable order, the nominee's name and address must be entered in the authority below.

If you do not complete a Self Assessment Return your repayment will be made in the form of a payable order, which must be paid into a bank or building society account. If you do not have a bank or building society account you should nominate someone who does to receive the order for you. If the repayment is to be sent to a nominee or posted direct to your bank or building society by payable order, the name and address must be entered in the authority below. Also include your account number and sort code if the payable order is to be posted direct to your bank or building society.

Authority

I authorise nominee/agent *(delete as appropriate)**

--

of *(full address)*

Postcode

Your/your nominee's bank or building society
account number *(delete as appropriate)*

--

Branch Sort Code

-	-
---	---

Agent's reference *(if applicable)*

--

to receive on my behalf the amount due.

Claimant's
signature

--

Date

/	/
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**enter the name of the account holder or the person who will receive the payable order.*



HM Revenue & Customs

This form was updated in March 2022.

Read the Notes on page 3 before filling in this authority

If you do not have an agent but would like another person to communicate with HMRC on your behalf follow the guidance at www.gov.uk/appoint-tax-agent

This form overrides any earlier authority given to HMRC.

HMRC may contact you in the future to reauthorise your agent relationship to comply with the UK General Data Protection Regulation (UK GDPR). For more details on what your agent will have access to, follow the guidance at www.gov.uk/government/publications/tax-agents-and-advisers-authorising-your-agent-64-8

To change your agent or withdraw your consent

Follow the guidance at www.gov.uk/guidance/change-or-remove-your-tax-agents-authorisation

Multiple agents

If you have more than one agent (for example, one acting for the PAYE scheme and another for Corporation Tax) fill in one of these forms for each agent.

I, (print your name)
of (name of business, company or trust if applicable)
authorise HMRC to disclose information to (agent's business name)

Give your personal details or company registered office here

Address
Postcode
Phone number

I confirm that the nominated agent has agreed to act on my behalf, and the authorisation is correct and complete. This authorisation is limited to the matters indicated on this form.
Signature
Date

Give your agent's details here

Address
Post code
Phone number
Agent code (SA)
Agent code (CT)
Client reference

Authorising your agent

Self Assessment ☐ If you tick this box you must give your National Insurance number (NINO) and/or your Unique Tax reference (UTR)

Partnership ☐ If you tick this box you must give your Unique Tax reference (UTR)

Your agent will have access to your Self Assessment and Partnership information such as your income, tax, national insurance, pension as well as your personal and financial information. For more information go to www.gov.uk/selfassessment

National Insurance number

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Unique Tax reference (UTR) if applicable

--	--	--	--	--	--	--	--

If UTR has not been issued yet tick here ☐

If you're a Self Assessment taxpayer, we'll send your Statement of Account to you, but if you would like us to send it to your agent instead tick here ☐
Paying any amount due is your responsibility.

Trust ☐

Your agent will have access to your personal and financial information for your trust. For more information go to www.gov.uk/trusts-taxes

Unique Tax Reference (UTR) if applicable

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Individual Pay As You Earn (PAYE)

Your agent will have access to your PAYE information such as your income, tax, national insurance, pension as well as your personal and financial information. For more information go to www.gov.uk/topic/personal-tax/income-tax

National Insurance number

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Corporation Tax ☐

Your agent will have access to your company and financial information and be able to update the company communication and contact details. For more information go to www.gov.uk/topic/business-tax/corporation-tax

Company Registration number**Company's Unique Tax reference****Tax credits** ☐

Your agent will have access to your personal and financial information relating to your Tax Credit claim. They can act on your behalf but cannot receive payments. Correspondence will still be sent to you. For joint tax credit claims we need both claimants to sign this authority for HMRC to deal with your agent. For more information go to www.gov.uk/taxcredits

National Insurance number

If you have a joint tax credit claim and the other claimant wants HMRC to deal with this agent, they must give their name and sign here

Joint claimant's name**Joint claimant's National Insurance number****Joint claimant's signature****VAT** ☐

Please note if you have signed up for Making Tax Digital for VAT, this form cannot be used to authorise an agent to manage your Making Tax Digital services.

We'll continue to send correspondence to you rather than to your agent but we can deal with your agent in writing or by phone on specific matters.

If your agent wants to submit VAT returns online on your behalf, you'll need to authorise them through your business tax account or ask your agent to begin authorisation through their digital services. You may receive a letter containing a PIN which you'll need to pass to your agent to complete authorisation.

For more information go to www.gov.uk/topic/business-tax/vat

VAT Registration number

If not registered
yet tick here

☐**Construction Industry Scheme (CIS)** ☐

Your agent will have access to your returns, subcontractors' income and deductions.

For more information go to www.gov.uk/what-is-the-construction-industry-scheme

CIS Reference number**PAYE Reference number****Agent Government Gateway identifier**
(required for online access)**PAYE Agent ID code**

Please select below how you would like your agent to receive the information, you can tick more than one box.

I am a contractor in the CIS and authorise the agent named above to use the CIS online services to receive information over the internet from HMRC on my behalf and I have given my Agent Government Gateway ID and PAYE Agent code. ☐

I am a contractor in the CIS and authorise the agent named above to receive information over the phone and in writing from HMRC on my behalf. ☐

Employers' PAYE ☐

Note: Only complete this section if you're an employer operating PAYE.

Your agent will have access to your employees' personal and financial information.

For more information go to www.gov.uk/payee

PAYE Reference number**Agent Government Gateway identifier**
(required for online access)**PAYE Agent ID code**

Please select below how you would like your agent to receive the information, you can tick more than one box.

I authorise the agent named above to use PAYE online services to receive information over the internet from HMRC on my behalf and I have given my Agent Government Gateway ID and PAYE Agent ID code. ☐

I authorise the agent named above to receive information over the phone and in writing from HMRC on my behalf. ☐

- 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)