

Уважаемый Клиент,

спасибо, что Вы выбрали услуги «RT Tax» для возврата налогов из Великобритании! Никогда еще вернуть налоги не было так просто! **Просто следуйте данным инструкциям:**

РАСПЕЧАТАЙТЕ все страницы данного файла

ПОСТАВЬТЕ СВОЮ ПОДПИСЬ рядом со знаком «X» и заполните **Регистрационную Форму и Заявление о Возврате Налогов**

СОБЕРИТЕ все нижеперечисленные документы:

- Копию паспорта или карточки удостоверения личности;
- Копия Вашего номера социального страхования (NIN) (если она у Вас имеется);
- Копия формы P45 и/или P60 от всех Ваших работодателей;
- Последние расчетные листы, если у Вас нет форм P45 и/или P60;
- Копия регистрации в схеме строительной отрасли (CIS) с уникальным номером налогоплательщика, (UTR) (если она у Вас есть);
- Если вы работали как частный предприниматель (с UTR), то нам потребуется одно из следующего: Ежемесячные отчеты субподрядчика, Платежные ведомости (CIS) или выписки из банковского счета

ПРИМЕЧАНИЕ: Даже, если у вас нет всех необходимых документов, все равно обращайтесь за возвратом налогов. Мы получим недостающие документы за вас!

ПРЕДОСТАВЬТЕ ВСЕ НЕОБХОДИМЫЕ ДОКУМЕНТЫ «RT TAX»

- Вышлите все документы в офис RT Tax (оставьте себе копии всех высылаемых документов)

RT Tax

Ožėškienės g. 15

LT-44254 Kaunas, Lithuania

РАССЛАБЬТЕСЬ! ВЫ УЖЕ СДЕЛАЛИ ВСЕ, ЧТО ТРЕБОВАЛОСЬ! ВСЕМ ОСТАЛЬНЫМ ЗАЙМЕМСЯ МЫ!

После того, как Вы отправите/предоставите все необходимые документы «RT Tax» представителю, Вам будет отправлено электронное сообщение, уведомляющее Вас о возвращаемой сумме. (если Вы не получите такого сообщения, свяжитесь с нами по эл. почте: info@rttax.com, тел. +370 37 755211)

Позднее специалисты «RT Tax» проведут анализ всех Ваших документов, и Ваша декларация на возврат налогов будет отправлена в налоговую инспекцию. (Если Вы не предоставили все необходимые документы, в первую очередь, нам нужно будет их найти).

После возврата налогов, «RT Tax» отправит на Ваш адрес эл. почты сообщение о том, что возвращенная сумма была переведена на Ваш банковский счет.

ВАЖНО! В некоторых случаях налоговая инспекция может выслать чек с возвращёнными налогами на Ваш домашний адрес или на Ваш счет в иностранном банке. Если это произойдет, пожалуйста, уведомите нас, позвонив по телефону: +370 37 755211 или отправив сообщение на адрес эл. почты: info@rttax.com и уплатите плату за услуги, предусмотренную соглашением об обслуживании.

ДЛИТЕЛЬНОСТЬ возврата налогов:

Период возврата налогов обычно длится 150–210 дней, начиная с даты получения документов обрабатывающим офисом «RT Tax».

ПРИМЕЧАНИЕ: При различных обстоятельствах процедура возврата налогов может занять больше или меньше времени. Все зависит от налоговой инспекции.

ТАРИФЫ на услуги:

«RT Tax» не требует предоплаты и скрытых платежей. Это значит, что комиссионная плата взимается только после того, как налоги будут возвращены.

Возврат налогов из Великобритании:

Плата за наши услуги составляет 14 % суммы Вашего возврата или минимальная плата 79 GBP.

Услуга поиска недостающих документов: стоимость данной услуги составляет 20 GBP.

ПОЖАЛУЙСТА, ИСПОЛЬЗУЙТЕ ЛАТИНСКИЙ ШРИФТ

Имя:		
Отчество:		
Фамилия:		
Дата рождения:	__ __ __ г. / __ __ м. / __ __ ч.	Тел./моб. тел.: _____
Эл. почта	_____	
NIN (НСС):	_____	NIN - National Insurance Number
UTR:	_____	UTR - Unique Taxpayer Reference (для самозанятого лица)

Перечислите ВСЕ прибытия в и отъезды из Великобритании, кроме кратковременных отпусков:

Дата прибытия в Великобританию: _____ ч. / _____ мес. / _____ г.	Дата отбытия из Великобритании: _____ ч. / _____ мес. / _____ г.
Дата прибытия в Великобританию: _____ ч. / _____ мес. / _____ г.	Дата отбытия из Великобритании: _____ ч. / _____ мес. / _____ г.
Дата прибытия в Великобританию: _____ ч. / _____ мес. / _____ г.	Дата отбытия из Великобритании: _____ ч. / _____ мес. / _____ г.

Планируете ли Вы ехать в Великобританию в течение следующих 6 месяцев?

Да

☐

Нет

☐

Если "Да", укажите даты будущих визитов: _____

Возвращали ли Вы раньше или пытались ли вернуть налоги сами или с помощью другого предприятия?

Да

☐

Нет

☐

Если ответ "Да", объясните подробнее: _____

Получали ли вы когда-либо возврат налогов с Великобритании?

Да

☐

Нет

☐

Если ответ "Да", объясните подробнее: _____

Ваш последний адрес в Великобритании: _____

Ваш адрес в стране проживания: _____

Данные о работодателях

Укажите на скольких работах работали: _____

Просим предоставить информацию обо **всех работодателях**. Если этого не сделаете, возвращение налогов может быть затруднено.

ПОСЛЕДНИЙ РАБОТОДАТЕЛЬ В ВЕЛИКОБРИТАНИИ:

ВСЕ ОСТАЛЬНЫЕ РАБОТОДАТЕЛИ:

1. Компания:

Адрес:	_____
_____	_____
Тел./Факс:	_____
Эл.почта	_____
Работали с : _____ ч. / _____ мес. / _____ г. до _____ ч. / _____ мес. / _____ г.	

2. Компания:

Адрес:	_____
_____	_____
Тел./Факс:	_____
Эл.почта	_____
Работали с : _____ ч. / _____ мес. / _____ г. до _____ ч. / _____ мес. / _____ г.	

Примечания клиента:

Примечания RT Tax:

Заработано:

Уплачено налогов:

3. Компания:

Адрес:	_____
_____	_____
Тел./Факс:	_____
Эл.почта	_____
Работали с : _____ ч. / _____ мес. / _____ г. до _____ ч. / _____ мес. / _____ г.	

4. Компания:

Адрес:	_____
_____	_____
Тел./Факс:	_____
Эл.почта	_____
Работали с : _____ ч. / _____ мес. / _____ г. до _____ ч. / _____ мес. / _____ г.	

Подписав эту форму, я подтверждаю, что вся
предоставленная мной информация верна.

Подпись:

X

Дата:



ДОГОВОР НА СБОР ДЕНЕГ И ОКАЗАНИЕ УСЛУГ ДЕНЕЖНЫХ ПЕРЕВОДОВ

ПЕРСОНАЛЬНЫЕ ДАННЫЕ

Эл. почта	<input type="text"/>	Тел.	<input type="text"/>								
Имя	<input type="text"/>	Фамилия	<input type="text"/>								
Дата рождения	<table><tr><td>Д</td><td>Д</td><td>Д</td><td>Д</td></tr></table> - <table><tr><td>М</td><td>М</td></tr></table> - <table><tr><td>Г</td><td>Г</td></tr></table>	Д	Д	Д	Д	М	М	Г	Г	Гражданство	<input type="text"/>
Д	Д	Д	Д								
М	М										
Г	Г										

АДРЕС ПРОЖИВАНИЯ

Улица	<input type="text"/>	Дом №	<input type="text"/>	Почтовый индекс	<input type="text"/>
Город	<input type="text"/>	Страна	<input type="text"/>		

ДАННЫЕ БАНКОВСКОГО СЧЁТА, НА КОТОРЫЙ НАМ СЛЕДУЕТ ПЕРЕВОДИТЬ СОБРАННЫЕ ВАМИ СРЕДСТВА

Счёт №	<input type="text"/>		
Название банка	<input type="text"/>	Имя владельца счёта	<input type="text"/>
Валюта	GBP	Фамилия владельца счёта	<input type="text"/>

Примечание: Если это не ваш лицевой банковский счёт, пожалуйста, укажите дату рождения его владельца.

Д	Д	Д	Д
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 -

М	М
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Г	Г
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ИНФОРМАЦИЯ О ВИДАХ ДЕЯТЕЛЬНОСТИ КЛИЕНТА И ИСТОЧНИКАХ ДЕНЕЖНЫХ СРЕДСТВ

Статус	Студент <input type="checkbox"/>	Наёмный сотрудник <input type="checkbox"/>	Самозанятое лицо <input type="checkbox"/>	Другое <input type="text"/>
Источник денежных средств	ВОЗВРАТ ПОДОХОДНОГО НАЛОГА, УПЛАЧЕННОГО ЗА ГРАНИЦЕЙ		Перевод	СБОР И ДЕНЕЖНЫЙ ПЕРЕВОД ВОЗВРАТА ПОДОХОДНОГО НАЛОГА

Я подтверждаю, что я являюсь получателем денежных средств: Да ☒ Нет ☐

ИНФОРМАЦИЯ О ПОЛИТИЧЕСКИ УЯЗВИМЫХ ЛИЦАХ

Являетесь ли (или являлись в течение последних 12 месяцев) вы, ваш близкий родственник или близкие помощники политически уязвимым лицом?

Да ☐ Нет ☐

Если ДА, то укажите имя, фамилию, страну, орган, должность, год и отношения, связывающие с политически уязвимым лицом (если это не вы):

СРОК ДЕЙСТВИЯ ДОГОВОРА

Настоящим заявляем, что денежные средства, полученные от вашего имени на банковский счет ЗАО ТТ Express, будут переведены на указанный вами лицевой банковский счет на указанных выше условиях. Подтверждая настоящий Договор, вы соглашаетесь с его условиями: <https://www.ttexpress.eu/en/general-terms-and-conditions>

После заключения договора любое поступление денег на наш специальный счет в вашу пользу означает окончательное подтверждение договора и безотзывное разрешение на обмен валюты и (или) перевод денег.

Мы — это ЗАО ТТ Express, официальный эмитент электронных денег (лицензия № 90 https://www.lb.lt/en/licences-1/view_license?id=2094).

Свяжитесь с нами письменно по эл. почте verification@ttexpress.eu

ВАШИ ОСОБЫЕ ИНСТРУКЦИИ В ОТНОШЕНИИ ОТЧИСЛЕНИЙ И ДЕНЕЖНЫХ ПЕРЕВОДОВ СБОРОВ ДРУГИХ ПОСТАВЩИКОВ УСЛУГ:

Подтверждая это, вы поручаете нам проинформировать Unitrust Finance Inc, dba RT Tax, т. е. компанию, которая предоставляет вам услуги по возврату подоходного налога и представляет вас в процессе возмещения подоходного налога с физических лиц в иностранных налоговых органах в соответствии с договором об оказании услуг, который вы подписали с RT Tax и их официальными представителями с помощью API exchange, электронной почты или другим способом, обо всех суммах, получаемых нами от вашего имени.

Вы также указываете нам, что сборы по расчёту налогов или другие применяемые сборы за услуги в соответствии с вашим соглашением с RT Tax должны быть вычтены нами и переведены RT Tax. Подлежащие удержанию сборы будут указаны нам RT Tax с помощью API exchange, электронной почты или любым другим способом.

Любые вопросы и споры относительно комиссий и сборов, связанных с возмещением подоходного налога или сопутствующими услугами, должны обсуждаться и решаться непосредственно с RT Tax.

Я подтверждаю, что вся приведённая выше информация является полной и верной.

Предоставление неверной информации влечёт за собой ответственность в порядке, установленном правовыми актами.

Я обязуюсь незамедлительно уведомить Компанию в письменном виде о любых значительных изменениях изложенной информации.

Дата: _____

Подпись: **X** _____

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: **X**

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><input type="text"/><input type="text"/><input type="text"/> – <input type="text"/><input type="text"/><input type="text"/> – <input type="text"/><input type="text"/><input type="text"/></div> Account number <div><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/></div> Account holder's name <div><input type="text"/></div> Bank or building society name and address <div><div><input type="text"/>Name</div><div><input type="text"/>Address</div><div><input type="text"/>Postcode</div></div> <div>Put 'X' in one box</div> <div><div>This is my account <input type="checkbox"/></div><div>This is my nominee's account <input type="checkbox"/></div></div>	<input type="checkbox"/> Option two – Pay by cheque direct to me or my nominee <div>Put 'X' in one box</div> <div>Make the cheque payable to me <input type="checkbox"/></div> <div>I authorise the cheque to be payable to my nominee <input type="checkbox"/></div> <div>Name of nominee <div><input type="text"/></div></div> <div>Address to send cheque to <div><input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></div></div>
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

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.

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

/	/
---	---

**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

/	/
---	---

**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. ☐

(1) This Services Agreement (the “**Agreement**”) is executed by and between: Date:
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 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. Austria: the service fee shall be 16% from the refunded amount, with a fixed minimum of EUR 79;
 - 3.1.7. 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;
 - 3.1.8. Norway: the service fee shall be 16% from the refunded amount, with a fixed minimum of NOK 890 if refund is received in NOK currency or EUR 79 if refund is received in EUR;
 - 3.1.9. Ireland: the service fee shall be 16% from the refunded amount with a fixed minimum of 79 EUR;
 - 3.1.10. Ireland tax refund (Universal Social Charge (USC)): the service fee shall be 16% from the refunded amount with a fixed minimum of 79 EUR;
 - 3.1.11. Belgium: the service fee shall be 16% from the refunded amount, with a fixed minimum of 79 EUR;
 - 3.1.12. 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 the lost or missing documents shall be for P-45/P-60 (United Kingdom) – GBP 20, Employment Detail Summary (Ireland) – EUR 20, Arsooppagve (Norway) – NOK 150, “Jaaropgaaf” form (the Netherlands) – EUR 20, Lohnsteuerbescheinigung (Germany) – EUR 20, Oplysningsseddel (Denmark) – DKK 150, Jahreslohnzettel or Lohnzettel (Austria) – EUR 20, Fiscale Fiche 281.10 (Belgium) – EUR 20, Inkomstdeklaration 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. 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)