

Dear Client,
Thank you for choosing RT Tax to refund your taxes from Australia!
Getting your Tax Refund was never easier! **Simply follow these steps:**

PRINT all the pages of this file

FILL IN all the Forms and **SIGN** at “X” marks

COLLECT documents listed below:

Registration Form
Refund Request
Power of Attorney
Agreement

You will find them in this package

- **PAYG payment summary or final pay-slip** (from all your employers)
- **Copy of your Passport**

IMPORTANT: If you don't have PAYG or the final pay-slip – No Problem! Submit your documents anyway!
We will collect them for you!

SUBMIT ALL YOUR DOCUMENTS TO RT TAX!

Send all your documents by e-mail to doc@rttax.com.

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



Tax Refund PROCESS:

After you submit documents to RT Tax or regional 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)

Later all your documents will be analyzed by RT Tax specialists and you will be contacted by E-mail or telephone if we need additional information.

After all the documents are reviewed RT Tax will prepare and send your documents to Australia for the refund.

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

Tax Refund PERIOD:

For the 2009 and earlier tax seasons you can get your refund in 10 days from the day we receive your documents.

If you worked in Australia and left it before the end of tax season which is July 1st, 2011 to June 30th, 2012 the refund time is 4-8 weeks from the day we receive your documents.

NOTES: Refund may take 5-10 days longer if you did not submit your PAYG forms.

Under different circumstances the refund period may be longer or shorter. It depends on how fast Australian Tax Authorities issue the refund.

Service FEES:

For Australian tax refunds we charge 10% from refundable amount, but not less than 105 AUD.

If you require the collection of the missing PAYG payment summary the additional fee of AUD 30 will apply.



Registration form

Tax Refund from Australia

USE ENGLISH LETTERS PLEASE!

First (Given) Name:

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Middle Name:

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

Surname (Last) Name:

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

Date of birth: 19 __ __ / __ __ / __ __ Tel./Mob.: _____

E-mail address: _____

Your home address: _____

Tax File Number (TFN)

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Arrival to Australia date: 20 __ __ / __ __ / __ __ Departure date: 20 __ __ / __ __ / __ __

Did you apply for **this tax refund** at another company or by yourself before? Yes No

If "Yes" indicate where and when: _____

How did you hear about our company? _____

Employment Information

You must list ALL THE EMPLOYERS. Failure to do so may cause problems to get a tax refund.

How many employers did you have in Australia? _____

1. Company: _____

Worked from: ____y/____m/____d till ____y/____m/____d

Tel.: _____

E-mail: _____

I have PAYG form from this employment Yes No

If No, I would like to get the replacement Yes No

2. Company: _____

Worked from: ____y/____m/____d till ____y/____m/____d

Tel.: _____

E-mail: _____

I have PAYG form from this employment Yes No

If No, I would like to get the replacement Yes No

Client notes:

RT Tax notes:
Income:
Taxes paid:

3. Company: _____

Worked from: ____y/____m/____d till ____y/____m/____d

Tel.: _____

E-mail: _____

I have PAYG form from this employment Yes No

If No, I would like to get the replacement Yes No

4. Company: _____

Worked from: ____y/____m/____d till ____y/____m/____d

Tel.: _____

E-mail: _____

I have PAYG form from this employment Yes No

If No, I would like to get the replacement Yes No

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

Signature: _____

Date: 20 __ __ / __ __ / __ __



Refund request form

Choose one of two options:

- Option 1:** I want to get my refund to my bank account
- Option 2:** I want to get my refund by check to my home address

- International money transfer fee is AUD 38
- Check delivery expenses are AUD 5

NOTE: Even if you choose to receive your refund by a bank transfer, you need to provide your home (mailing) address here! Please make sure that we will be able to reach you at this address for the next 2 years. If your mailing address changes, inform us at info@rttax.com

Your home (mailing) address:

YOUR NAME:

(PLEASE USE CAPITAL LETTERS)

_____ (name, middle name, surname)

_____ (street, house number, flat or room number)

_____ (region, village, town or city)

_____ (post code and country)

Your bank information:

IMPORTANT:

- Please call or visit your bank before filling in this part. You can also attach a statement from your bank, showing the details of your account for international money transfer.
- There will be an additional bank charge of AUD 60, if the bank needs to repeat the transfer because of the incorrect or not full information provided.
- RT Tax is not responsible for any fees charged by the client's or intermediary bank.

PLEASE CHOOSE THE CURRENCY IN WHICH YOU WOULD LIKE TO RECEIVE YOUR MONEY:

AUD **USD** **EURO** **GBP**
ONLY AUSTRALIAN ACCOUNTS

BENEFICIARY BANK DETAILS

THE PERSONAL BANK ACCOUNT NUMBER: _____

ACCOUNT HOLDER'S FULL NAME: _____

BANK INFO: _____

(FULL BANK NAME; BRANCH NAME)

(BANK SWIFT CODE / BSB NUMBER)

(BANK ADDRESS: CITY AND COUNTRY)

CORRESPONDENT/INTERMEDIARY BANK DETAILS

(Correspondent bank cannot be the same as beneficiary bank)

(FULL BANK NAME)

(BANK SWIFT CODE)

(CORRESPONDENT BANK ACCOUNT NO)

(BANK ADDRESS)

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

Signature: _____

I agree with all the terms and conditions pointed out on this form.

Date: 20 _ _ / _ _ / _ _



www.rttax.com

APPOINTMENT OF AGENT & GENERAL POWER OF ATTORNEY

SURNAME
FIRST NAME
ADDRESS
.

TAX FILE NUMBER DATE OF BIRTH

Attorney & Agent name: Ronald Daubaras & Express Tax Services Pty Ltd
Attorney and agent Address: Level 6 155 Castlereagh St, Sydney NSW
Contact Telephone Number: +61 2 9267 3200 Fax Number +61 2 9267 8553

Part 1 General

This power of attorney is made on the (date)

by (your name)

of (address)

I appoint Ronald Daubaras & Express Tax Services Pty Ltd of Level 6, 155 Castlereagh St, Sydney NSW to be my attorney. My attorney may exercise the authority conferred on my attorney by Part 2 of the Powers of Attorney Act 2003 to do on my behalf anything I may lawfully authorise an attorney to do. My attorney's authority is subject to any additional details specified in Part 2 of this document. This power of attorney operates immediately. If I appoint more than one attorney, then I appoint them jointly and severally.

Part 2 Additional powers and restrictions

I authorise my attorney to:

- (a) carry out any act and sign any document on my behalf for all matters concerning Australian income tax and superannuation; and
- (b) receive and inspect confidential taxation information with respect to Australian income taxation and superannuation; and
- (c) requesting and receiving from my employer(s) the PAYG payment summary, statement of earnings, superannuation details or TFN; and
- (d) obtaining information from any superannuation fund of which I may be a member in relation to any benefit to which I may be entitled;
- (e) signing any agreements, consents or other documents (including superannuation claim forms and DASP request) required to refund any overpaid taxes or facilitate the payment of any super benefits.
- (f) depositing any tax refund or superannuation proceeds into The Attorney bank account for the purpose of applying the whole or a part of it in payment of any bills for Professional fees and disbursements that has been rendered.

This power of attorney shall remain in full force and effect until the completion on my taxation and superannuation affairs.

Signed, sealed and delivered by
(Principal's signature - you sign)

in the presence of

.

(1) This Services Agreement (the "**Agreement**") is executed by and between: _____ Date: _____
 Torus Solution NV (dba RT Tax), company code 126057, represented by the person duly 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 set in this Agreement, 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 States of America, United Kingdom, Ireland, the Netherlands, Germany, Norway, Canada, New Zealand, Australia 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.
- 1.2. By 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 or by a bank cheque drawn in the name of the nominee indicated by the Client. The Tax Refund Cheque shall be collected and the tax refund amount shall be transferred to the Client by the Collection Services Provider in accordance with the terms and conditions set in the Collection Agreement executed between the Client and the Collection Services Provider.
- 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 that are 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 transfer the Tax Refund Cheque to the Collection Services Provider for collection under the Collection Agreement executed between the Client and the Collection Services Provider or to instruct the tax authority to transfer the tax refund amount to the Collection Services Provider for subsequent transfer of tax refund amount to the Client.
- 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;
 - 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. during the validity term of this Agreement to abstain from executing tax refund services agreements with other service providers;
 - 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 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**") shall be:
 - 3.1.1. For the "STANDARD" USA tax refund (Federal and State), if the tax refund amount is between:
 - 3.1.1.1. USD 0-200, the service fee shall be USD 50;
 - 3.1.1.2. USD 201-600, the service fee shall be USD 70;
 - 3.1.1.3. USD 601-800, the service fee shall be USD 80;
 - 3.1.1.4. USD 801 and more, the service fee shall be 10% from the refunded amount.
 - 3.1.2. Additional Fees applies for the "Fast"- 33 USD and for the "Express"- 99 USD USA tax refund. "Fast" and "Express" is available for Federal and State tax refund only.
 - 3.1.3. USA tax refund (Social Security and Medicare): the service fee shall be 10% from the refunded amount, with a fixed minimum of USD 80;
 - 3.1.4. United Kingdom: the service fee shall be 11% from the refunded amount, with a fixed minimum of GBP 50;
 - 3.1.5. Ireland: the service fee shall be 11% from the refunded amount with a fixed minimum of 60 EUR;
 - 3.1.6. Ireland tax refund (Universal Social Charge (USC)): the service fee shall be 11% from the refunded amount with a fixed minimum of 60 EUR;
 - 3.1.7. Norway: the service fee shall be 14% from the refunded amount, with a fixed minimum of EUR 80;
 - 3.1.8. The Netherlands: the service fee shall be 11% from the refunded amount with a fixed minimum of EUR 49;
 - 3.1.9. Germany: the service fee shall be 14% from the refunded amount with a fixed minimum of EUR 50;
 - 3.1.10. Canada: the service fee shall be 11% from the refunded amount, with a fixed minimum of 70 CAD;
 - 3.1.11. New Zealand: the service fee shall be 14% from the refunded amount, with a fixed minimum of 135 NZD;
 - 3.1.12. Australia: the service fee shall be 10% from the refunded amount, with a fixed minimum of 105 AUD;
- 3.2. The additional fee for the retrieval of the lost or missing documents shall be for W2 (USA) – USD 15, P-45/P-60 (United Kingdom) – GBP 15, P-60 (Ireland) – EUR 17, T-4 (Canada) – CAD 15, CAD, RF-1015B (Norway) – EUR 17, "Jaaropgaaf" form (the Netherlands) – EUR 15, "Lohnsteuerkarte" (Germany) – EUR 15, "Summary of Earnings" (New Zealand) – 45 NZD, "Payment Summary" PAYG form (Australia) – AUD 30.
- 3.3. 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.
- 3.4. The amount of the payable VAT (if applicable) shall be added to all amounts indicated in Sections 3.1-3.3 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.
- 3.5. The Service Fee shall be deducted from the amount received after the tax refund prior to the transferring it to the Client's account.

4. Liability

- 4.1. If the Client terminates the Agreement for the other reasons than failure by the Service Provider to perform its obligations after the filing for the tax refund is done or in case of breach of obligations set out in Section 2.2.4 hereof, the Client shall pay the fine of USD 100 and shall cover all expenses of the Service Provider incurred due to the termination of the Agreement, not covered by the fine.
- 4.2. 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.

5. Validity of the Agreement

- 5.1. The Agreement shall come into force upon signing of it by both Parties 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. The Client shall have the right to unilaterally terminate the Agreement prior to the filing for tax refund by informing the Service Provider in accordance with Section 6.1 hereof.

6. Miscellaneous

- 6.1. 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 3.1-3.4 hereof. The electronic copy of the Agreement shall be provided to the Principal at his request after it is executed by the Agent. 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 court. 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 _____