

Dear Client,

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

**PRINT** all the pages of this file

**FILL IN** the Registration Form

**SIGN** at "X" marks

**COLLECT** documents listed below:

- 1) **A copy of your passport or ID card;**
- 2) **A copy of a PPS number certificate** (if you have it);
- 3) **Documents about your income:**
  - If you worked as a **PAYE** (hired employee) – original forms **P45 and/or P60** from all of your employers (last pay slips may be used to calculate your refundable amount but Ireland Tax Authorities accept only forms P45 and/or P60. If you don't have original forms please submit copies).

**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**

Business Center - Kaap Noord  
Asterweg 17A2  
1031 HL Amsterdam, Netherlands

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

After you send/submit all the required documents to RT Tax representative, you will get an e-mail informing about your refundable amount. (If you don't receive such an e-mail, please contact us at [info@rttax.com](mailto:info@rttax.com), tel. +370-37-320391)

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 320391 or e-mailing at: [info@rttax.com](mailto:info@rttax.com) and pay service fees, which are stated on the service agreement.

## Tax Refund PERIOD:

The refund period normally lasts 75 to 120 days from the date the documents reach RT Tax processing office in Lithuania.

**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.

**After the refund is completed** we take 11% from the refundable amount but not less than a minimum fee of 60 EUR.

**A missing document search service:** the fee for each document search is 17 EURO.



# Registration form

Tax Refund from Ireland

### USE ENGLISH LETTERS PLEASE!

First (Given) Name:

Middle Name:

Surname (Last Name):

Date of birth:

\_\_ \_\_ \_\_ / \_\_ \_\_ m / \_\_ \_\_ d

Tel./Mob.:

\_\_\_\_\_

E-mail address:

\_\_\_\_\_

PPS:

\_\_\_\_\_

PPS - Personal Public Service Number (Ireland)

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

Arrival date in Ireland: 2 0 \_\_ \_\_ y / \_\_ \_\_ m / \_\_ \_\_ d

Departure date from Ireland: 2 0 \_\_ \_\_ y / \_\_ \_\_ m / \_\_ \_\_ d

Arrival date in Ireland: 2 0 \_\_ \_\_ y / \_\_ \_\_ m / \_\_ \_\_ d

Departure date from Ireland: 2 0 \_\_ \_\_ y / \_\_ \_\_ m / \_\_ \_\_ d

Arrival date in Ireland: 2 0 \_\_ \_\_ y / \_\_ \_\_ m / \_\_ \_\_ d

Departure date from Ireland: 2 0 \_\_ \_\_ y / \_\_ \_\_ m / \_\_ \_\_ d

Arrival date in Ireland: 2 0 \_\_ \_\_ y / \_\_ \_\_ m / \_\_ \_\_ d

Departure date from Ireland: 2 0 \_\_ \_\_ y / \_\_ \_\_ m / \_\_ \_\_ d

Arrival date in Ireland: 2 0 \_\_ \_\_ y / \_\_ \_\_ m / \_\_ \_\_ d

Departure date from Ireland: 2 0 \_\_ \_\_ y / \_\_ \_\_ m / \_\_ \_\_ d

Have you ever applied for TAX Refund in RT Tax, in another company or by yourself?

Yes

No

If "Yes" explain in details:

\_\_\_\_\_

Did your spouse also work in Ireland when you were working?

Yes

No

Do you have an active bank account in Ireland?

Yes

No

If you have an active bank account in Ireland, your refund might be transferred to that account.

For what year(s) do you want to claim your TAX Refund with RT Tax?

\_\_\_\_\_

Your address while in the Ireland:

\_\_\_\_\_

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.

1. Company:

\_\_\_\_\_

Address:

\_\_\_\_\_

Tel/Fax:

\_\_\_\_\_

E-mail:

\_\_\_\_\_

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

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

Client notes:

\_\_\_\_\_

RT Tax notes:

Income:

Taxes paid:

\_\_\_\_\_

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

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

Date: **X** \_\_\_\_\_

I, the undersigned ....., date of birth ....., PPS number ..... residing at .....  
(hereinafter referred to as the "Principal"), hereby grant a power of attorney to the company, A & Z Group, UAB **TAIN 74531A** its officers and / or employees based in Laisves Aleja 67, Kaunas LT-44304, LITHUANIA, to sign, verify and file all the principal's individual repayment claims and other tax returns; receive all tax refunds; examine and copy all the principal's tax returns and records; represent the principal before any taxing body 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 A & Z Group, UAB its officers and/or employees are given the authority:**

1. To act as principal's agent in dealing with all aspects of the filing of principal's Irish PAYE refund claim and income tax return 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: A & Z Group, UAB Laisves Al. 67, Kaunas LT-44304, Lithuania.
4. To use own postal address on the Principal's tax returns. To receive all correspondence from the Ireland Tax Authorities.

The undersigned does hereby appoint A & Z Group, UAB 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 A & Z Group, UAB 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.

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

Signature of the Principal: **X** .....



Please read the INFORMATION NOTES overleaf BEFORE completing this form. N.B. Form P45 Parts 2 & 3 MUST accompany this claim.

Name and Address

[Large empty box for Name and Address]

PPS Number

[Grid for PPS Number]

Employer Number

[Grid for Employer Number]

Date of Cessation of Employment

[Grid for Date of Cessation of Employment]

Refer to your Form P45 for answers to above

ALL SECTIONS AND THE DECLARATION MUST BE COMPLETED

Details of income received by you since the date you became unemployed Insert [X] in appropriate box(es) below

Form section for income details including Jobseeker's Benefit, Illness Benefit, Jobseeker's Assistance, and Other Income received from the Department of Social Protection. Includes fields for state payment type, date, number of children, gross weekly amount, and gross amount received to date.

Do you intend to resume employment in Ireland before 31 December next? Y/N [ ]

If the answer is "No", state reason [ ]
If resuming education, state name of school/college [ ]

Are you making this claim on the basis that you are going abroad? Y/N [ ]

If the answer is "Yes" state:
(a) country of destination [ ]
(b) intended departure date [ ]
(c) duration of stay abroad [ ]

Do you intend to take up employment abroad? Y/N [ ]

Address abroad for correspondence [ ]

Refunds

If you wish to have any refund paid directly to your bank account, please supply your bank account details.

Single Euro Payments Area (SEPA)

From 1 February 2014, account numbers and sort codes have been replaced by International Bank Account Numbers (IBAN) and Bank Identifier Codes (BIC). These numbers are generally available on your bank account statements. Further information on SEPA can be found on www.revenue.ie.

It is not possible to make a refund directly to a foreign bank account that is not a member of SEPA.

International Bank Account Number (IBAN) (Maximum 34 characters)

[Grid for International Bank Account Number (IBAN)]

Bank Identifier Code (BIC) (Maximum 11 characters)

[Grid for Bank Identifier Code (BIC)]

Note: Any subsequent Revenue refunds will be made to this bank account unless otherwise notified.

I declare that I am unemployed and that all particulars given in this form are stated correctly

Signature [ ]

Date: [ ]

Telephone or E-mail: [ ]

A person who knowingly makes a false statement for the purpose of obtaining repayment of income tax is liable to heavy penalties.

I understand that any refund made by the Revenue Commissioners to my agent, \_\_\_\_\_(insert name of tax agency), on my behalf is refunded in a similar manner as if same were being refunded directly to me and that once the refund is transferred into the bank account nominated by me I have no further call upon the Revenue Commissioners in respect of same. I understand that \_\_\_\_\_ (insert name of tax agency) is acting as my agent and is solely responsible to me in respect of any refund received by them on my behalf. I further understand that my agent \_\_\_\_\_(insert name of tax agency) is an independent entity and that the Revenue Commissioners make no endorsement of my agent or any such agency and cannot accept any responsibility whatsoever for problems encountered by me in dealing with them.

I understand and agree that \_\_\_\_\_ (insert name of tax agency) will input its own bank account details on the Revenue record for the duration of this mandate and will remove these details on the cessation of the mandate.

I confirm that I am aware of, and agree to, the payment of the fees charged by \_\_\_\_\_ (insert name of tax agency) in respect of the services carried out on my behalf and that this fee will be deducted from any amount refunded by Revenue and that the balance of this amount will be paid to me.

### 3. Terms and Conditions of Authorisation

I understand that Tax law provides for both civil penalties and criminal sanctions for the failure to make a return, the making of a false return, facilitating the making of a false return, or claiming tax credits, allowances or reliefs which are not due.

I confirm that I will provide the necessary documentation to \_\_\_\_\_ (insert name of tax agency) to support any refund, credit claims or claims for allowances and reliefs made to Revenue on my behalf by \_\_\_\_\_ (insert name of tax agency).

I confirm that I will provide details of all my sources of income to \_\_\_\_\_ (insert name of tax agency).

I understand that \_\_\_\_\_ (insert name of tax agency) is required to retain a copy of all documentation relating to any refund or credit or allowance or relief claimed by the agent on my behalf and that the agent will be required to produce same to Revenue upon request.

Signed \_\_\_\_\_ (Client)

Date   /   /

Signed \_\_\_\_\_ (Agent)

Date   /   /

(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 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 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. 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;
- 2.2. 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 and to pay the Service Fees to the Service Provider;
  - 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**") for refunding taxes for each tax year shall be:
  - 3.1.1. For the "REGULAR" USA tax refund (Federal and State), if the tax refund amount is between USD 0-200, the service fee shall be USD 50; USD 201-600, the service fee shall be USD 70; USD 601-800, the service fee shall be USD 80; 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, if the tax refund amount is between GBP 0-100, the service fee shall be GBP 35; GBP 101-200, the service fee shall be GBP 50; GBP 201-600, the service fee shall be GBP 55; GBP 601 and more, the service fee shall be 11% from the refunded amount.
  - 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 NOK 690;
  - 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. The Netherlands social security (Zorgtoeslag) refund: the service fee shall be 15% from the refunded amount with a fixed minimum of EUR 49;
  - 3.1.10. Germany: the service fee shall be 14% from the refunded amount with a fixed minimum of EUR 50;
  - 3.1.11. Canada: the service fee shall be 11% from the refunded amount, with a fixed minimum of 70 CAD;
  - 3.1.12. New Zealand: the service fee shall be 14% from the refunded amount, with a fixed minimum of 135 NZD;
  - 3.1.13. Australia: the service fee shall be 10% from the refunded amount, with a fixed minimum of 105 AUD;

**3.2. The additional fees:**

- 3.2.1. 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, RF-1015B (Norway) – NOK 150, "Jaaropgaaf" form (the Netherlands) – EUR 17, "Lohnsteuervkarte" (Germany) – EUR 17.. For filling the USA amended tax return (Form 1040X) the fee is 50USD.
- 3.2.2. The fee for the receipt of international money transfer or check cashing, money remittance and other bank services shall be 15EUR.

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 \_\_\_\_\_