

Dear Client,

Thank you for choosing RT Tax to refund your income taxes from Netherlands!  
Getting your Tax Refund was never easier! **Simply follow these steps:**

**PRINT** all the pages of this file

**FILL IN** the Registration Form

**SIGN** at "X" marks

**COLLECT** documents listed below:

- **Jaaropgave form or final pay-slip (from all your employers)**

Jaaropgave is a document issued by an employer. It contains full information on your income and taxes. Jaaropgave must be issued after the year is over, however not later than the 31st of January.

- **Copy of the BSN/SOFI number certificate (if you have one);**
- **Copy of your Passport or ID card;**
- **Tax office income statement (only if you are EU citizen).**

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

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

- Mail to RT Tax office (please make copies for yourself):

**RT Tax**  
E. Ozeskienes 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 confirming receipt of your documents. (If you don't receive such an e-mail, please contact us at [info@rttax.com](mailto:info@rttax.com), tel. +370 37 755211)

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

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

**IMPORTANT!** In some cases Tax Authorities might send the tax repayment 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](mailto:info@rttax.com) and pay service fees, which are stated on the service agreement.

## Tax Refund PERIOD:

Tax refund procedure in Netherlands starts after the end of financial year, January 1<sup>st</sup>

After all the necessary documents are received we prepare tax declaration and send them to Tax Office. The refund period on average lasts from 3 to 7 months from the date documents are sent to Tax Office.

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

## 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.

For Netherlands tax refunds the service fee shall be 16% from the refunded amount with a fixed minimum of 79 EUR.

If you require the collection of the missing Jaaropgave form the additional fee of 20 EUR will apply.

**USE ENGLISH LETTERS PLEASE!**

**First (Given) Name:** \_\_\_\_\_  
**Middle Name:** \_\_\_\_\_  
**Surname (Last Name):** \_\_\_\_\_

Your residential address: \_\_\_\_\_

Your declared address: \_\_\_\_\_

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

**BSN/SOFI NUMBER:** \_\_\_\_\_ **E-mail address:** \_\_\_\_\_

Arrival date in Netherlands: 20\_\_y / \_\_m / \_\_d Departure date from Netherlands: 20\_\_y / \_\_m / \_\_d  
 20\_\_y / \_\_m / \_\_d 20\_\_y / \_\_m / \_\_d

Are you planning to go to Netherlands this year? Yes  No

Have you declared your place of residence in Netherlands? Yes  No

If "Yes" please provide the period of residence: **From:** \_\_\_\_y/\_\_\_\_m/\_\_\_\_d, **Till:** \_\_\_\_y/\_\_\_\_m/\_\_\_\_d

Have you ever applied for TAX Refund in another company or by yourself? Yes  No

If "Yes" explain in details: \_\_\_\_\_

If you had and still have your login data to your declaration filling, please specify the name and password:

Gebruikersnaam: \_\_\_\_\_

Wachtwoord: \_\_\_\_\_

Do you have an active bank account in Netherlands? Yes  No

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

Did you receive any income from other countries for the year in question (the year for which you are willing to refund taxes)? Yes  No

If Yes, please enter the name of the country and the amount of income: \_\_\_\_\_

**If you are married spouse's name and surname:** \_\_\_\_\_

Spouse's date of birth: \_\_\_\_y / \_\_m / \_\_d Date of marriage: \_\_\_\_y / \_\_m / \_\_d

Was your spouse employed in Netherlands? Yes  No  Spouse's BSN/SOFI Number: \_\_\_\_\_

Spouse's income in the year for which you apply: \_\_\_\_\_

## Employment Information

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

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

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

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

Have you lived (or been registered) at the same residence in your country as your kids for at least 6 months in the tax year you apply for a refund?

Yes  No

**Client notes:**

**RT Tax notes:**

Income: \_\_\_\_\_

Taxes paid: \_\_\_\_\_

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

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

Worked from: \_\_\_\_y/\_\_\_\_m/\_\_\_\_d till \_\_\_\_y/\_\_\_\_m/\_\_\_\_d

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

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

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

Worked from: \_\_\_\_y/\_\_\_\_m/\_\_\_\_d till \_\_\_\_y/\_\_\_\_m/\_\_\_\_d

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

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

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

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

Would you like to apply for Health Insurance (Zorgtoeslag) payment compensation with Yes  No

**If "Yes", please read the information bellow and fill in the form**

- the deadline for the Health Insurance (Zorgtoeslag) application is September 1st. for the previous calendar year (for example: the deadline to apply for **2024** compensation is **2025-09-01**)
- Please provide Health Insurance policy. In case you don't have it, please provide Health Insurance Card or payslip showing Health Insurance payments you made.
- the fee for this service is charged separately.

**Please, write a period you wish to get a Health Insurance payment compensation for:**

**From:** \_\_\_\_y/\_\_\_\_m/\_\_\_\_d, **Till:** \_\_\_\_y/\_\_\_\_m/\_\_\_\_d

**Are you currently receiving any social support payments from Netherlands? (check appropriate boxes):**

unemployment  zorgtoeslag  huurtoeslag  kindertoeslag/kingebonden  kinderbijslag

Did you request to stop the payments before leaving Netherlands? Yes  No

**More information about Health Insurance (Zorgtoeslag) payment compensation:**

Pursuant to the Law on Health Insurance (Zorgverzekeringswet), all the residents of the Netherlands, who work and pay income tax, must have a compulsory health insurance.

If you have bought a health insurance policy in the Netherlands, you can recover part of the sum paid.

If you/your employer/Insurance company have already applied for the compensation, you might receive it twice, but after reviewing your application Tax Office will request to pay it back.

The amount of compensation depends on the annual income received.

**The amount of compensation for the year 2024:**

- up to EUR **123** per month, if annual income did not exceed EUR **37 500**

In case you want to apply for the health insurance, you must comply with some conditions, the major of which is regular payments of health insurance.

After the financial year, the entire sum of compensation is transferred by one payment. When applying for Health Insurance compensation for the current year, payments are made monthly.

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

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

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

## AGREEMENT FOR MONEY COLLECTION AND REMITTANCE SERVICE

### PERSONAL DETAILS

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

### YOUR RESIDENTIAL ADDRESS

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

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

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

### INFORMATION ABOUT POLITICALLY EXPOSED PERSONS

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

Yes  No

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

### TERMS OF THE AGREEMENT

Hereby we declare that the funds received on your behalf to TT Express UAB bank account shall be transferred to your named personal bank account as provided above here. When you confirm this Agreement, you agree to terms and conditions: <https://www.ttexpress.eu/en/general-terms-and-conditions>  
Once an agreement has been concluded, any inflows of money to our designated account for your benefit shall constitute final confirmation of the agreement and irreversible authorization to execute the currency exchange and/or money remittance.

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

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

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

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

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

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

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

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

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

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

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

**Machtiging - Afhandeling van alle belastingzaken**  
**Authorization** for taking care of all tax matters

**Belastingplichtige / Taxpayer:**

**Naam / Name:** .....

**Geboortedatum / Date of birth:** .....  
(Day/Month/Year)

**BSN/Sofinummer / BSN/Sofi number:** .....

**Verleent volmacht aan / Appoints:**

**Gegevens gemachtigde / Agent Details:**

**Volledige Naam / Name:** **Unidata, UAB**

**Adres van de gemachtigde / Address:** **Ozeskienes g. 15, Kaunas LT44254, Lithuania**

**Beconnummer / BECON number (tax consultant's registration number):** **636903**

**Tot vertegenwoordiging van mijn persoon bij de Nederlandse Belastingdienst en tot het indienen in mijn naam van de Nederlandse aangifte inkomstenbelasting voor het jaar ..... en de daarop volgende jaren, tot dat deze volmacht door ondergetekende schriftelijk wordt herroepen.**

To represent me in the Tax and Customs Administration of the Netherlands and to submit a Dutch Income Tax Return for the year ..... and subsequent years in my behalf. This Letter of Authorization remains valid until the principal revokes it in writing.

**De volmacht omvat het voeren van alle zaken.**

The Letter of Authorization includes the management of all matters.

**De gevolmachtigde is gemachtigd tot de gehele correspondentie betreffende de belastingaangifte op het bovenstaande adres te ontvangen en als bezorger op te treden.**

The agent is entitled to receive all correspondence related to Tax Returns at the address indicated above and to forward it.

**Ik verzoek u vriendelijk om mijn gehele correspondentie betreffende de belastingaangifte naar het onderstaande adres te sturen:**

I kindly request that all correspondence intended for me and pertinent to tax declarations be dispatched to the following address:

Unidata, UAB  
Ozeskienes g. 15  
Kaunas, LT44254,  
Lithuania

**Door ondertekening van deze volmacht worden alle eerder getekende volmachten ingetrokken en eerder gemachtigde personen van hun taken ontslagen.**

Upon affixing a signature to this Letter of Authorization, any Letters of Authorization issued earlier cease to be effective and persons authorized earlier are exempted from the agent's obligations.

**Plaats / Place:** .....

**Ondertekening belastingplichtige / Taxpayer signature:** **X** .....

**Datum / Date:** .....

**Machtiging - Afhandeling van alle belastingzaken**  
**Authorization** for taking care of all tax matters

**Belastingplichtige / Taxpayer:**

**Naam / Name:** .....

**Geboortedatum / Date of birth:** .....  
(Day/Month/Year)

**BSN/Sofinummer / BSN/Sofi number:** .....

**Verleent volmacht aan / Appoints:**

**Gegevens gemachtigde / Agent Details:**

**Volledige Naam / Name:** **Unidata, UAB**

**Adres van de gemachtigde / Address:** **Ozeskienes g. 15, Kaunas LT44254, Lithuania**

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**Plaats / Place:** .....

**Ondertekening belastingplichtige / Taxpayer signature:** **X** .....

**Datum / Date:** .....

Belastingdienst/Centrale administratieve processen  
Unit Registreren  
Postbus 9055  
7300 GT Apeldoorn  
The Netherlands

**Betreft: Bankrekening doorgeven**

**De heer:** .....

**BSN/Sofinummer:** .....

**Geboortedatum:** .....

Geachte heer/mevrouw,

Mijn naam is ..... Ik wil graag mijn nieuwe bankrekeningnummer doorgeven. Voor de vergoedingen en teruggaven inkomstenbelasting verzoek ik u vriendelijk om dit bankrekeningnummer als volgt te registreren. Ik stuur de gegevens:

**REKENINGNUMMER (IBAN NR):** .....

Vertrouwende U hiermee voldoende geïnformeerd te hebben , verblijf ik.

Met vriendelijke groeten,  
Bijlage:

- 1.Kopie identiteitsbewijs.
- 2.Bevestiging bankrekeningnummer.

**X**.....



# Notification change of address Abroad

## Why this form?

Use this form to inform the Tax administration of a change of home address abroad, your correspondence address and/or PO Box.

### Completing and returning the form

Send the completed form in a sufficiently stamped envelope to:  
Belastingdienst/kantoor Buitenland/klantenregistratie  
Postbus 2892  
6401 DJ Heerlen  
The Netherlands

### Privacy

We treat the data of citizens and companies and your privacy with care. Please visit [belastingdienst.nl/privacy](http://belastingdienst.nl/privacy) and see how we do this.

### More information

For more information go to [www.belastingdienst.nl](http://www.belastingdienst.nl).  
Or call the Tax Information Line Non-resident Tax Issues:  
+ 31 555 385 385, from Monday to Thursday from 8.00 a.m. to 8.00 p.m. and on Fridays from 8.00 a.m. to 5.00 p.m.

## 1 Your details

1a	Name	<input type="text"/>	Infix (for example van der, de)	<input type="text"/>
1b	Last name (also state your maiden name if applicable)	<input type="text"/>		
1c	Citizen service number (BSN)	<input type="text"/>		
1d	Telephone number	<input type="text"/>		

If you have a new home address, please fill in sections 2 and 3. In case of a (new) correspondence address or PO Box, please fill in sections 4 and 5.

## 2 Your new home address

2a	Commencement date	<input type="text"/> - <input type="text"/> - <input type="text"/>
2b	Street	<input type="text"/>
2c	House number (only fill in the number)	<input type="text"/> Suffix (for example a, bis) <input type="text"/>
2d	Postal code	<input type="text"/>
2e	Town	<input type="text"/>
2f	Country	<input type="text"/>

## 3 Household members also moving to the new home address

3a	Citizen service number (BSN)	<input type="text"/>	Date of birth	<input type="text"/> - <input type="text"/> - <input type="text"/>
3b	Citizen service number (BSN)	<input type="text"/>	Date of birth	<input type="text"/> - <input type="text"/> - <input type="text"/>
3c	Citizen service number (BSN)	<input type="text"/>	Date of birth	<input type="text"/> - <input type="text"/> - <input type="text"/>
3d	Citizen service number (BSN)	<input type="text"/>	Date of birth	<input type="text"/> - <input type="text"/> - <input type="text"/>



If you would like to receive your correspondence at an address other than your home address, or if you want to change your current correspondence address or PO Box, please fill in sections 4 and 5. If not, you can sign the form.

#### 4 Your (new) correspondence address or PO Box

4a	Commencement date	<input type="text" value=""/> - <input type="text" value=""/> - <input type="text" value=""/>	
4b	To the attention of (enter the name of the person or organisation that should receive the correspondence)	<input type="text"/>	
4c	Becon number (only fill this in if your Dutch tax consultant has this 6-digit registration number)	<input type="text"/>	
4d	Street name correspondence address	<input type="text"/>	
4e	House number (only fill in the number)	Suffix (for example a, bis)	<input type="text"/>
4f	PO Box (only fill in the number)	<input type="text"/>	
4g	Postal code	<input type="text"/>	
4h	Town	<input type="text"/>	
4i	Country	<input type="text"/>	
4j	Does your correspondence address or PO Box apply for all your taxes?	<input type="checkbox"/> Yes <input type="checkbox"/> No, my correspondence address or PO Box only applies to: <input type="checkbox"/> Income tax and motor vehicle tax <input type="checkbox"/> Turnover tax <input type="checkbox"/> Wage taxes	

#### 5 Other housemates to whom your (new) correspondence address or PO Box also applies

5a	Citizen service number (BSN)	<input type="text"/>	Date of birth	<input type="text"/> - <input type="text"/> - <input type="text"/>
5b	Citizen service number (BSN)	<input type="text"/>	Date of birth	<input type="text"/> - <input type="text"/> - <input type="text"/>
5c	Citizen service number (BSN)	<input type="text"/>	Date of birth	<input type="text"/> - <input type="text"/> - <input type="text"/>
5d	Citizen service number (BSN)	<input type="text"/>	Date of birth	<input type="text"/> - <input type="text"/> - <input type="text"/>

#### 6 Signature

Date	<input type="text"/> - <input type="text"/> - <input type="text"/>
Signature (write in the box)	<input type="text"/>
Name of the signatory (fill in your initials and last name)	<input type="text"/>





# Personal income statement 2024

Eligible foreign taxpayer  
EU/EER-form

## Why this form?

Use this form to declare your income that is not taxed in the Netherlands. You will need this personal income statement if you file a return as an eligible foreign taxpayer. Eligible foreign taxpayers are subject to the following conditions:

- You live in an EU country, in Liechtenstein, Norway, Iceland, Switzerland, on Bonaire, Sint Eustacius or Saba.
- At least 90% of your income is taxed in the Netherlands.
- You are able to submit an income statement of the tax authorities in your country of residence.

More information about this personal income statement and the consequences of the qualifying non-resident taxpayer obligation can be found in the explanatory notes.

## Complete and return the form

Complete the form and have it signed by the tax authorities of your country of residence. Send the form to:  
Belastingdienst/Kennis- en Expertisecentrum Buitenland  
Postbus 2577, 6401 DB Heerlen  
The Netherlands

## Please note!

Print out your personal income statement carefully. Make sure that all the information, including the barcode, is clearly and fully visible in your printout. The handling of your tax return may be delayed if your printout contains any unclear or incomplete information. This could result in having to wait longer to receive any refund due to you.

## 1 Tax year to which the statement applies

To which tax year does this statement apply?

2 0 2 4

## 2 Your details

Initials and name

Citizen service number (BSN)

Date of birth

 -  - 

Registration No. of country of residence

Home address (street, house number)

Postcode and town/city

Country of residence

## 3 Signature

Place

Date

 -  - 

Signature

Write inside the box.



**4 Income not taxed in the Netherlands**

4a	Income from business activities	€	<input type="text"/>	
4b	Salary and sickness benefits	€	<input type="text"/>	
4c	Gratuities and other income	€	<input type="text"/>	
4d	Old-age pension, pension and other benefits	€	<input type="text"/>	
4e	Lump sum payments from annuities	€	<input type="text"/>	
4f	Exempted income as an employee of an international organisation	€	<input type="text"/>	
4g	Exempted pension of the EU	€	<input type="text"/>	
4h	Results from other work	€	<input type="text"/>	
4i	Results from making possessions available	€	<input type="text"/>	
4j	Partner maintenance and lump sums thereof	€	<input type="text"/>	
4k	Periodic benefits and lump sums thereof	€	<input type="text"/>	
4l	Other income	€	<input type="text"/>	
4m	Add up: 4a to 4l		<input type="text"/>	+
4n	Public transport commuting allowance		<input type="text"/>	-
4p	Deduct: 4m minus 4n. Total box 1	€	<input type="text"/>	
4q	Income from a substantial interest	€	<input type="text"/>	
4r	Your income from savings and investments. <i>Read the explanation to question 4r.</i>	€	<input type="text"/>	+
4s	Add up: 4p plus 4q plus 4r. Total income not taxed in the Netherlands	€	<input type="text"/>	

**5 Statement of foreign tax authority**

Have this statement signed by the tax authorities of your country of residence.

Name and address of foreign tax authority

It is hereby confirmed that:

- 1 the taxpayer named above was residing in our state in the year 2024;
- 2 the income details on the completed form do not contradict the details known to us so far.

Place

Date  -  -  Stamp

Signature

Write inside the box.



(1) This Services Agreement (the "Agreement") is executed by and between: 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 Date: .....

(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, Belgium, Sweden 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 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 79 GBP;
- 3.1.2. The Netherlands: the service fee shall be 16% from the refunded amount, with a fixed minimum of 79 EUR;
- 3.1.3. The Netherlands social security (Zorgtoeslag) refund: the service fee shall be 16% from the refunded amount, with a fixed minimum of 79 EUR;
- 3.1.4. The Netherlands Child Benefits (Kinderbijslag) service fee shall be 18% from the refunded amount, with a fixed minimum of 140 EUR;
- 3.1.5. Germany: the service fee shall be 16% from the refunded amount, with a fixed minimum of 79 EUR;
- 3.1.6. German Church fee refund: if the refund amount is between 0-100 EUR, the service fee shall be 20 EUR; for 101 EUR and more, the service fee shall be 40 EUR;
- 3.1.7. German tax interest (Zinseng) if received separately from tax refund: if the amount is between 0-100 EUR, the service fee shall be 20 EUR; for 101 EUR and more, the service fee shall be 40 EUR;
- 3.1.8. Germany Child Benefits (Kindergeld) service fee shall be 18% from the refunded amount, with a fixed minimum of 150 EUR;
- 3.1.9. Austria: the service fee shall be 16% from the refunded amount, with a fixed minimum of 79 EUR;
- 3.1.10. Norway: the service fee shall be 16% from the refunded amount, with a fixed minimum of 890 NOK if refund is received in NOK currency or 89 EUR if refund is received in EUR;
- 3.1.11. Ireland: the service fee shall be 16% from the refunded amount, with a fixed minimum of 79 EUR;
- 3.1.12. Ireland tax refund (Universal Social Charge (USC)): the service fee shall be 16% from the refunded amount, with a fixed minimum of 79 EUR;
- 3.1.13. Belgium: the service fee shall be 16% from the refunded amount, with a fixed minimum of 79 EUR;
- 3.1.14. 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) – 20 GBP, P-60, Employment Detail Summary (Ireland) – 20 EUR, Arsoppgave (Norway) – 150 NOK, Jaaropgaaf form, EU/EWR form (the Netherlands) – 20 EUR, Lohnsteuerbescheinigung, EU/EWR form (Germany) – 20 EUR, Oplysningsseddel (Denmark) – 150 DKK, Jahreslohnzettel or Lohnzettel or EU/EWR form (Austria) – 20 EUR, Fiscale Fiche 281.10 (Belgium) – 20 EUR, Inkomstdeklaration (Sweden) – 200 SEK;
- 3.2.2. The fee for the receipt of international money transfer or check cashing, money remittance and other bank services shall be 25 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, 230 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 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)