



# APPLICATION FORM FOR VAT-FREE REFUND

for Exhibitors Residing in European Union Countries, Switzerland or Norway only

Send to :

**ITALIAN TAX REFUND srl**  
 Via San Vittore, 2 – 20020 Lainate - Italy  
 Tel. : 00 39 0293790244 Fax : 00 39 0293797895  
 E-mail: info@italiantaxrefund.com  
 Website: www.italiantaxrefund.com

 in collaborazione con 

Contact person \_\_\_\_\_  
 Company name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Post code - Town \_\_\_\_\_  
 Country \_\_\_\_\_  
 Ph. \_\_\_\_\_ Fx. \_\_\_\_\_  
 E-mail \_\_\_\_\_  
 Fair \_\_\_\_\_

Mark the costs incurred:

Description	
Exhibition area	Mounting and decoration of the stand
Electricity supply	Furniture rental
Water supply	Payment performing rights fees
Telephone connection	Reservation of rooms for company meetings
Plants and flowers rental	Extinguisher rental
Loading and storage of goods	Catering
Security service	Rental of motor vehicles for transport of goods
Voluntary insurance coverage	Other expenses (description):
Stand cleaning	

**General conditions to claim an Italian Vat refund**

✓ **Refund of VAT may be claimed by all the companies based in a European Union member country, provided that:**

- they are registered for Vat in their own country;  
are you registered for Vat in your own country?  YES  NO
- they are not registered for Vat in Italy or they have no Tax Representative in Italy;  
do you have a Tax representative in Italy?  YES  NO
- they don't make any supply of goods and services in Italy.

✓ **Deadline to deposit the VAT refund claim:**  
 The claims of Vat reimbursement must be filed within June the 30th of the year that follows the date of issue of the invoices.

The VAT Recovery Service that we propose consists in: 1- Entertaining direct contacts with local Fiscal Authorities; 2- Checking all required documents; 3- Being in contact with the suppliers for any modifications on the invoices issued; 4- Providing advice to optimise further refund claims; 5- Filling up the appropriate forms in the local language; 6- Submitting the claim to the competent departments; 7- Monitoring the claim until the final decision; 8- Checking the recovered amount; 9- Contestation at the competent fiscal office for eventual rejected claims. **We expressly exclude by the offered service any appeal to the Tax Commission against the eventual final rejection.**

Our fee for the over described Vat Recovery Service will be proportionate to the refunded amount according to the following scheme:

Groups of refunded amount per claim:	Rate on the refunded amount:
VAT Refund over 10.000,00 Euro	<b>6%</b>
VAT Refund between 5.000,00 and 10.000,00 Euro	<b>7%</b>
VAT Refund between 1.000,00 e 5.000,00 Euro	<b>9%</b>
VAT Refund between 300,00 - 1.000,00 Euro	<b>15%</b>
Registration Fees	<b>GRATIS</b>
Additional charge <b>ONLY</b> for docs. sent in the month of June	<b>€ 40,00</b>

Italian Tax Refund srl will charge the fee only to conclusion of the claim of reimbursement and **exclusively in case of good result of the request.**

DATE \_\_\_\_\_ COMPANY STAMP AND SIGNATURE \_\_\_\_\_



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### Documents to be sent

1. All the ORIGINAL Invoices exposing Italian Vat.
2. An ORIGINAL Certificate attesting that your company is registered for VAT your OWN COUNTRY.
3. The following Letter of authority duly printed on your own letterhead and signed.

### DELEGA – NOMINA DI UN AGENTE IN MATERIA DI RIMBORSI IVA IN ITALIA (LETTER OF AUTHORITY- DESIGNATION OF AN AGENT IN THE FIELD OF VAT REFUND IN ITALY)

Il sottoscritto,  
(I, the undersigned,)

Nome e cognome di chi firma (Name of Signatory)

in nome e per conto del "Richiedente" (in the name and on behalf of the "Claimant")

Ragione sociale dell'Impresa Richiedente (Name of the Claimant enterprise)

Indirizzo dell'Impresa Richiedente (Address of the Claimant enterprise)

Nomina (hereby appoints)

ITALIAN TAX REFUND srl , P.I. 04023250964 , sede legale in Via Adamello 18 - 20020 Lainate (Italy) ; tel. 0039 0293790244 ; fax 0039 0293797895 ; e-mail info@italiantaxrefund.com

In qualità di Agente dell'impresa per intraprendere tutte le necessarie formalità afferenti la domanda di rimborso Iva in Italia, ed in particolare: (as Agent of the enterprise to carry out all the required formalities pertaining to the claim of VAT refund in Italy, and in particular:)

- a) presentare e firmare le istanze di rimborso dell'Iva sostenuta in Italia relative ai periodi: \_\_\_\_\_;  
(a) to submit and sign the claim for the refund of VAT supported in Italy concerning the periods:)
- b) intrattenere rapporti con l'ufficio competente al fine di ricevere e/o fornire chiarimenti sulla richiesta di rimborso  
(b) to entertain relationships with the competent office to receive and/or to supply clarifications about the claim of VAT refund)

Il rimborso dovrà essere accreditato sul seguente conto corrente bancario intestato a:  
(The refund will be credited to the following bank account entitled to:)

Ragione sociale dell'Impresa Richiedente (Name of the Claimant enterprise)

Nome della Banca: \_\_\_\_\_  
(Name of the bank)

Indirizzo postale della Banca: \_\_\_\_\_  
(Postal address of the bank:)

Codice IBAN: (IBAN code:) \_\_\_\_\_

Codice BIC o SWIFT: (BIC or SWIFT code:) \_\_\_\_\_

Il sottoscritto inoltre, in rappresentanza del Richiedente, sollevando l'Agente da ogni responsabilità in merito, dichiara che:

(The undersigned moreover, in representation of the Claimant, relieving the Agent of every responsibility, declares that:)

- tutti i documenti consegnati all'Agente sono veri ed originali; (all the documents forwarded to the Agent are true and original)
- nessuna delle fatture attestanti l'Iva richiesta a rimborso è mai stata annullata o stornata a mezzo nota di credito; (The invoices attesting the claimed Vat have never been annulled or cancelled with credit notes;)
- tutte le somme indebitamente ricevute saranno dal "Richiedente" restituite. (all the sums indebtedness received will be given back by the Claimant.)

Luogo e Data: (place and date:)

Firma e Timbro dell'Impresa (Signature and company stamp)