



Only For Businesses with residence in European Union countries, Switzerland or Norway

HOW TO CUT YOUR CONVENTION COSTS

For more information:

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ITALIAN TAX REFUND srl
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HOW TO EASILY OBTAIN THE VAT-FREE REFUND

Only for Businesses with residence in the European Union Countries, in Switzerland and Norway

Businesses' Attendants and Sponsors based in the **European Union Countries, Switzerland and Norway** have a right to be refunded the VAT paid on many expenses incurred during their participation in conventions, conferences and tradeshows.

A refund application may be submitted for the VAT charged on the registration fee, on the sponsorships fee, on technical services, and since January 2007 also on hotel expenses to attend conventions, conferences and similar.

Attendants and Sponsors residing in the above listed Countries have the right to VAT Refund provided they are VAT registered in their own Country and don't have VAT identification in Italy.

The simplest way to obtain a refund is to rely on the **ITALIAN TAX REFUND office**, the organisation whose staff is experienced in dealing with problems related to international VAT and is specialised in recuperating the VAT indicated by the VIII and XIII European Directives.

Simply follow these few steps:

1. Before and during the Convention.

Gather and set aside all original invoices regarding the costs incurred for the participation.

2. At the end of the Convention and no later than June 30th of the year following the dates on the invoices.

Using the special form, contact the Italian Tax Refund office to obtain all the information regarding the service and the documentation to be sent for the refund application.

3. Sending of documents.

Upon receiving the required documentation, the Italian Tax Refund office will prepare the VAT refund application and will file it with the relative Italian Tax Authorities, who will evaluate it.

4. 6-8 months after the application has been filed.

After obtaining the approval from the Italian Tax Authorities, Italian Tax Refund will ask the Tax Authorities to send the reimbursement directly on the bank account indicated by the claimant.

Every year, hundreds of convention attendants and tradeshow exhibitors obtain the refund of foreign VAT paid in Italy and in the world thanks to the Italian Tax Refund office and this simple, sure method.



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ITALIAN VAT RECOVERY SERVICE

(for Businesses with residence in European Union Countries, Switzerland or Norway)

Contact person _____
 Company name _____
 Address Cap - Località _____
 Post code - Town _____
 Tel. _____ Fax _____
 E-mail _____
 Convention _____



Send to:

ITALIAN TAX REFUND srl
 Viale Rimembranze, 45 – 20020 Lainate - Italy
 Tel. : + 39 0293790244 Fax : + 39 0293797895
 E-mail: info@italiantaxrefund.com
 Website: www.italiantaxrefund.com

Application form for VAT recovery services concerning the following convention expenses (mark the costs incurred):

Description	
Registration fee	Sponsorship fee
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
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

Do you have a Tax representative in Italy ?	YES	NO
Are you registered for Vat in your own country ?	YES	NO

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	6%
VAT Refund between 5.000,00 and 10.000,00 Euro	7%
VAT Refund between 1.000,00 e 5.000,00 Euro	9%
VAT Refund between 300,00 - 1.000,00 Euro	15%
Registration Fees	GRATIS
Additional charge ONLY for docs. sent in the month of June	€ 20,00

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 _____ SIGNATURE and COMPANY STAMP _____