

INSTRUCTIONS

IT'S QUICK AND EASY TO FILE YOUR TAX RETURN. JUST FOLLOW THE 3 STEPS BELOW.



Complete, sign and date all the forms in BLOCK CAPITALS using the checklist below to help you



Attach a copy of your *Fiche de Remuneration 281.10/ Loonfishe 281.10* & a copy of a photo ID



Post all the original documents to your nearest taxback.com office.

Thank you for choosing to use **taxback.com**. We look forward to working with you to apply for your Belgian tax refund. In this pack, you will find everything you need to authorise taxback.com to apply for this refund on your behalf. Please read this pack carefully, sign and return to your nearest taxback.com office.

CHECKLIST

Before submitting this form, please ensure that you have completed all elements of the checklist below.

1. Belgian Tax Return Application Form

☐

2. Declaration to the Employer

☐

3. Procurement form

This is the Power of Attorney form which you need to fill in and sign, so we can represent you to the Belgian tax authorities.

☐

Note: Your signature must be preceded by the handwritten words: “Je soussigné(e) certifie exacts les renseignements fournis ci-dessus.”

Then write your full name, sign and date the form.

4. Customer Agreement

Please fill in the form with your name and surname, sign and date it at the places marked with an .

☐

5. Annual Payment Document

Please attach copy of your annual payment document “fiche de remuneration 281.10/ Loonfishe 281.10”

☐

6. Other payment documents from sources inside/outside Belgium

Please attach all your (and where applicable your spouses) payment documents from sources inside/outside Belgium. If you don't have any income from sources outside Belgium please attach an *Unemployment Compensation Statement* (if you received unemployment or Job Seeker's Benefits).

☐

7. Documents to increase your tax refund

- For Married couples, please attach a copy of your Marriage Certificate.
- For customers with children, please attach copies of all their Birth Certificates .

☐

Note: This copy must be issued or translated into English or French

8. Copy of photo identification

☐

taxback.com
IDA Business & Technology Park
Ring Road, Kilkenny
IRELAND

taxback.com
14 St. Stephen's Green
Dublin 2
IRELAND

taxback.com
1st Floor,
277-281 Oxford Street
London W1C 2DL
UNITED KINGDOM

taxback.com
Level 2,
600 George Street
Sydney NSW 2000
AUSTRALIA

PERSONAL INFORMATION

First Name:	Middle Name:	Surname:
Title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/>	Date of Birth ____ / ____ / ____	Nationality:
Home Address:		
Home Phone:	Mobile Number:	Email:
Marital Status: Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> If you are married please attach a copy of marriage certificate.		
Did you live with your family in Belgium? Yes <input type="checkbox"/> No <input type="checkbox"/>		Belgian National Number:
Do you have a Belgian Temporary Resident ID card? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please attach a copy.		
Are you a student in Belgium or your home country? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please attach any supporting evidence.		
Date of Arrival in Belgium ____ / ____ / ____		Date of Departure from Belgium ____ / ____ / ____
What was your postal address in Belgium?		
How did you hear about our company?		

SPOUSE, CHILDREN AND DEPENDANTS

Spouse's First Name:	Spouse's Surname:
Spouse's Date of Birth ____ / ____ / ____	How many children do you have? _____
Please attach copies of birth certificates for all your children under 18 years old.	

EMPLOYMENT INFORMATION

How many employers did you have while in Belgium? _____

If you had more than one employer please provide employment information on a separate sheet.

EMPLOYER

Company Name:		
Address:	City / Town:	Post Code:
Telephone:	Fax:	Company Email:
Date started work ____ / ____ / ____	Date finished work ____ / ____ / ____	
Have you received your <i>Fiche de Remuneration</i> 281.10/ Loonfiche 281.10? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If not, do you want us to retrieve it for you*? Yes <input type="checkbox"/> No <input type="checkbox"/>		

*Document retrieval fee applies

QUESTIONNAIRE

Have you filed a tax return with the Belgian tax authorities this tax year?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you received any other income from sources inside Belgium?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please specify income type _____, amount _____ and attach supporting evidence.	
Have you received any income from sources outside Belgium?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please specify income type _____, amount _____ and attach supporting evidence (payslip or other payment documents issued by foreign employer(s); statements from foreign tax office and/or home country tax office giving the amount of the declared income).	
If not, please attach a statement from the unemployment service confirming that you were registered as unemployed during the relevant period, statement from foreign tax office and/or home country confirming that you declared only income from Belgium during the relevant year or College letter issued by your University if you are / were a student for the relevant year.	
Has your spouse received any income from sources inside Belgium?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please specify income type _____, amount _____ and attach supporting evidence.	
Has your spouse received any income from sources outside Belgium?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please specify income type _____, amount _____ and attach supporting evidence.	

DECLARATION TO THE EMPLOYER

I, _____ (name, surname)

grant full authority to

taxback.com, IDA Business & Technology Park, Ring Road, Kilkenny, Ireland,

to act as my agent in dealing with my Belgian income tax return applications. I authorise that my *Fiches de Remuneration* 281.10/ *Loonfiches* 281.10 be sent to the office of taxback.com.

Signed  CUSTOMER SIGNATURE

Date ____ / ____ / ____

PROCURATION

Nom, prénom du client: _____

Numero National: _____

Date de naissance: ____ / ____ / ____

Domicile à: _____

Commune, Pays: _____

soussigné(e) AUTORISE le représentant suivant comme un mandataire:

***taxback.com,
IDA Business & Technology Park, Ring Road
Kilkenny
Ireland,***

enregistré en même adresse, d'agir comme mon mandataire légal après les autorités fiscales en Belgique dans les affaires fiscales tous directement ou indirectement liés à moi et dans les matières suivantes:

- Examiner mes revenus, les impôts payés, crédits d'impôt, les charges et indemnités dues et de tous les autres domaines spécifiques relatifs à ma déclaration à l'impôt et également donne à son mandataire une procuration pour remplir et soumettre la déclaration à l'impôt des personnes physiques résidents ou la déclaration à l'impôt des personnes physiques non-résidents auprès le centre d'impôt en Belgique;
- Recevoir toute la correspondance concernant mes affaires fiscales et répondre en cas échéant;
- Recevoir les remboursements d'impôts au mon nom ou d'organiser le paiement des impôts dus à moi ou d'autres paiements dus par moi à l'administration fiscale belge;

1. Je déclare que:

- Les renseignements fournis sont vrais et exacts;
- Je suis parfaitement au courant de tout le contenu de ce formulaire et comprendre toute l'importance de l'octroi de ces pouvoirs à mon mandataire;
- Le mandataire peut accomplir tous les actes que je peux effectuer à l'égard des affaires fiscales décrites ci-dessus.

2. Je déclare avoir lu et j'accepte les Termes et Conditions de service telles qu'elles sont rédigées en ligne sur www.taxback.com.

3. Cette désignation d'un mandataire écrite révoque toutes les autres désignations .

Identification du mandant

Handwrite here*: _____

Nom (First Name): _____ Prénom (Surname): _____

Le (day, month): _____ , 20: _____ , à (place) _____

Signature:  _____

***NOTE:** Handwrite the words: "Je soussigné(e) certifie exacts les renseignements fournis ci-dessus" on the dotted line above your name!

CUSTOMER AGREEMENT

The terms and conditions below refer to the taxback.com tax returns and refund services. Please read these points in full and ensure you understand them before signing.

I confirm that:

1. I understand that taxback.com is a trading name for the services of Taxback Inc., Chicago, USA, and its parent company Taxback, Ireland and its subsidiaries and representative companies.
2. I have not filed an income tax return/applied for an income tax refund from Belgium for this tax year or authorised any other party to do so on my behalf.
3. I have signed the necessary power of attorneys to authorise taxback. Inc, trading as taxback.com, and owned by Taxback, and referred to hereafter as the Agent, to prepare this tax return and represent me before the Belgian tax authorities.
4. I authorise the Agent to receive all correspondence from the Belgian tax authorities on my behalf.
5. I want to avail of the offer to "pay no fee up-front" when I sign up for the service.
6. I authorise the Agent to receive my refund cheque(s) from the tax authorities.
7. I further authorise the Agent to endorse the checks, deduct the necessary fee and to send me the remaining amount.
8. Should I receive the refund directly from any other source other than the Agent, I understand and agree that I will pay the fee due to taxback.com for the work completed.
9. Should I owe income tax for other tax years, and the Belgian tax authorities deduct this owed money from the refund due for other tax year (s), I understand and agree that I need to pay the Agent a processing fee for each tax year for which a tax return was processed.
10. I understand that the Belgian tax authorities will make the final decision on the value of any refund due. I understand that taxback.com will provide the best estimation possible based on current tax law and information given, however this is an estimation only, not a guarantee.
11. I agree to and accept the terms and conditions of service as written online at www.taxback.com and to any changes in the terms and conditions which Taxback may effect from time to time, and to the fees of the agent which represents the services I have requested and which are provided by Taxback and/or its affiliate companies.
12. I confirm that I have given taxback.com all information needed and available to me.
13. I commit to updating taxback.com of any change in my contact details.

Name in print ✓	Signature ✓
Tax number/ Numero National ✓	Date ____ / ____ / ____