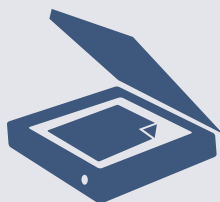


IT'S QUICK AND EASY TO APPLY FOR YOUR REFUND. JUST FOLLOW THE 3 STEPS BELOW.



Complete the form in BLOCK CAPITALS using the checklist below to help you



Scan and email your documents to [Denmark@taxback.com](mailto:Denmark@taxback.com)



Receive your refund!

Thank you for choosing to use Taxback.com. We look forward to working with you to apply for your Danish 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 and complete this pack carefully. Once complete, scan all documents and email to [Denmark@taxback.com](mailto:Denmark@taxback.com).

## CHECKLIST

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

1. ☐ **Danish Tax Refund Application Form**

Please fill in the enclosed form with as much detail as possible.

6. ☐ **Declaration to Taxback.com**

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

2. ☐ **Foreign NemKonto**

Please fill in the form with your name, surname and bank account details, sign and date it at the places marked with a ✓.

7. ☐ **Annual Tax Assessment**

Please attach a copy of your Danish Annual Tax assessment(s) *Arsopgørelse*. If you do not have it, we will retrieve it for you from the Danish tax office.  
**Note:** Document retrieval fee applies.

3. ☐ **Samtykkeerklæring**

Please sign and date it at the places marked with a ✓.

8. ☐ **Danish Employment contracts**

Please attach copies of all employment contracts you had with a Danish employer.

4. ☐ **Power of Attorney**

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

9. ☐ **Permanent Address Registration certificate**

Please attach an official document issued by the Authorities in your home country stating that you have been registered at a permanent address in your home country throughout your employment in Denmark.

5. ☐ **Customer Agreement**

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

10. ☐ **A copy of an ID with your signature**

(e.g. passport, ID card, driving licence)

## PERSONAL INFORMATION

First Name	Middle Name	Surname
Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/>	Date of Birth ____ / ____ / ____	Nationality
Home Country Address:		
Telephone	Mobile	Email
How did you hear about our company?		
Application for a tax refund from: <input type="checkbox"/> 2013 <input checked="" type="checkbox"/> 2014 <input type="checkbox"/> 2015 <input type="checkbox"/> 2016 <input type="checkbox"/> Other (please specify): _____		
Date of arrival in Denmark ____ / ____ / ____		Date of departure from Denmark ____ / ____ / ____
Have you kept your Danish Final Tax Statement (Arsopgørelse) for each year of your employment in Denmark? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please attach a copy. If you do not have it, we will retrieve it for you from the Danish tax office.*		
Which country do you plan to work and travel in next?		Do you have an active bank account in Denmark? Yes <input type="checkbox"/> No <input type="checkbox"/>
What is your CPR number?		

\* Document retrieval fee applies

## EMPLOYMENT INFORMATION

How many employers did you have while in Denmark? _____
If you had more than two employers please provide employment information on a separate sheet.

## EMPLOYER 1

Company Name	Occupation
Address	City & Post Code
Telephone	Fax
Company Email	Website
Date started work ____ / ____ / ____	Date finished work ____ / ____ / ____
Have you kept your Employment Contract? Yes <input type="checkbox"/> No <input type="checkbox"/>	Please attach a copy of the employment contract with this employer.
Have you received free food and accommodation from your employer? Yes <input type="checkbox"/> No <input type="checkbox"/>	

## EMPLOYER 2

Company Name	Occupation
Address	City & Post Code
Telephone	Fax
Company Email	Website
Date started work ____ / ____ / ____	Date finished work ____ / ____ / ____
Have you kept your Employment Contract? Yes <input type="checkbox"/> No <input type="checkbox"/>	Please attach a copy of the employment contract with this employer.
Have you received free food and accommodation from your employer? Yes <input type="checkbox"/> No <input type="checkbox"/>	

## Foreign NemKonto

### Payee Information

Name:

Social security no. (CPR no.):

Address:

**NEMKONTO**

Postcode (ZIP):

City:

Country:

### Financial Institution

Bank Code:

Account no.:

BIC code (SWIFT):

Account Currency:


Bank Name:


Bank Address:

Postcode (ZIP):

City:

Country:

Date: 

Signature 

Send form to:

NemKonto Support  
Lauritzens Plads 1  
9000 Aalborg  
Denmark

## Samtykkeerklæring

Blanket om samtykke til at SKAT retter henvendelse til en partsrepræsentant

Undertegnede:

Navn

CPR-/CVR-nr.

Adresse

giver hermed SKAT tilladelse til, at alle henvendelser fra SKAT til mig også sendes til:

Repræsentantens navn

**Taxback.com**

Adresse

IDA Business & Technology Park, Ring Road, Kilkenny, Ireland

som er min repræsentant i forhold til SKAT. Denne tilladelse gælder, indtil SKAT har modtaget underretning om, at tilladelsen er tilbagekaldt.

Dato

Underskrift



## POWER OF ATTORNEY

I the undersigned \_\_\_\_\_,  
(name, surname)

**CPR number** \_\_\_\_\_

**residing at** \_\_\_\_\_

give hereby power of attorney to

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

to represent me to the Danish Tax Authorities SKAT in filing my Tax return and/or requesting reassessment of my income tax by claiming additional tax deductions. This power of attorney authorises Taxback.com to receive from the Danish tax Authorities SKAT any information and mail, whether registered or not, including annual tax statements and notifications of decisions, concerning my income tax.

This mandate becomes effective from the signing of the present Power of Attorney until the termination by one of the parties by registered mail.

Signed at \_\_\_\_\_ on Date  \_\_\_\_\_

Powers granted hereby

Signature  \_\_\_\_\_

## 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 Denmark 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 Danish Tax Authorities.
4. I authorise the Agent to receive all correspondence from the Danish 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 understand that Taxback.com will apply to the Danish tax office on my behalf. My personal account details will be provided to the Danish tax office who will pay the full tax refund to me.
7. I will pay the Taxback.com filing fee once I receive the refund from the Danish tax authorities on my personal bank account.
8. I understand fee payment is due for work completed and will pay Taxback.com for the service provided.
9. Should I owe income tax for other tax years, and the Danish 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 processing fee for each tax year for which a tax return was processed.
10. I understand that the Danish 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](http://www.taxback.com) and to any changes in the terms and conditions which Taxback Inc 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 Inc 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.

Signature ✓

CPR number ✓

Name in print ✓