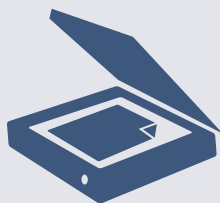


IT'S QUICK AND EASY TO FILE YOUR TAX RETURN.
JUST FOLLOW THE 3 STEPS BELOW.



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



Scan and email
your documents to
Luxembourg@taxback.com



Receive your
refund!

Thank you for choosing to use Taxback.com. We look forward to working with you to file your tax return. In this pack, you will find everything you need to authorise Taxback.com to apply for your tax refund on your behalf. Please read and complete this pack carefully. Once complete, scan all documents and email to **Luxembourg@taxback.com**.

CHECKLIST

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

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

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

2. ☐ **Declaration to the Employer**

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

3. ☐ **Procuration forms**

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

4. ☐ **Customer Agreement**

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

5. ☐ **Payment and Identification Documents**

Please send us copies of your Certificat de Remuneration/Certificat de Salaire ou de Pension for each employer. Please also attach a copy of a photo ID (e.g passport, ID Card, driving licence).

6. ☐ **Other payment documents from sources outside Luxembourg**

Please attach all your payment documents from sources outside Luxembourg. If you don't have any income from sources outside Luxembourg, please attach an Unemployment Compensation Statement (if you received unemployment or job seekers benefits).

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

Taxback.com
14 St. Stephen's Green-
Dublin 2
IRELAND

Taxback.com
Unit 13, Block A,
Flurry Bridge Business Park, Lower
Foughill Road, Newry, Co Down
BT35 8SQ
UNITED KINGDOM

Taxback.com
Office Park Nove Butovice
building C, 4th floor
Bucharova 2657/12
Prague, 15800
CZECH REPUBLIC

For a full list of our offices, check out the Taxback.com website.

PERSONAL INFORMATION

First Name	Surname
Title Mr ☐ Mrs ☐ Miss ☐	Nationality
Home Country Address	
Phone Number	Email
Date of Birth ____ / ____ / ____	How did you hear about our company?
Date of Arrival in Luxembourg ____ / ____ / ____	Date of Departure from Luxembourg ____ / ____ / ____
Which country do you plan to work and travel in next?	
Have you filed a tax return with the Luxembourg tax authorities for this year of employment? Yes ☐ No ☐	
Do you have an active bank account in Luxembourg? Yes ☐ No ☐	
Earnings from employment outside Luxembourg for the relevant year(s): Amount in EUR: Year: Amount in EUR: Year:	

EMPLOYMENT INFORMATION

How many employers did you have while in Luxembourg? _____
<i>If you had more than 2 employers please provide employment information on a separate sheet.</i>

Please fill in the relevant information about your employer/s below:

EMPLOYER 1

Company Name	City & Postcode
Address	Occupation
Telephone	Fax
Company Email	Website
Start Date: ____ / ____ / ____	Date you finished: ____ / ____ / ____
Have you received your <i>Certificat de Remuneration</i> ? Yes ☐ No ☐ If no, do you want us to retrieve it for you*? Yes ☐ No ☐	

EMPLOYER 2

Company Name	City & Postcode
Address	Occupation
Telephone	Fax
Company Email	Website
Start Date: ____ / ____ / ____	Date you finished: ____ / ____ / ____
Have you received your <i>Certificat de Remuneration</i> ? Yes ☐ No ☐ If no, do you want us to retrieve it for you*? Yes ☐ No ☐	

*Document retrieval fee applies

For a full list of our offices, check out the Taxback.com website.

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 Luxembourg income tax return application(s). I authorise that my *Certificats de Renumeration* be sent to the office of Taxback.com.

Signed 

Date 

PROCURATION

Le soussigné,
domicilié à (address):

(name, surname),

donne par la présente procuration à
taxback.com
IDA Business & Technology Park,
Ring Road, Kilkenny,
Ireland

de le représenter et de l'engager vis-à-vis du Ministère des Finances Luxembourg relativement à toutes affaires fiscales qui, directement ou indirectement, concernent le mandataire.

Cette procuration couvre notamment, mais non exclusivement, la signature de toute déclaration à l'impôt des résidents et non-résidents personnes physiques, l'approbation de toute rectification de bases imposables, la préparation de réponses aux demandes de renseignements et avis de rectification, la signature de toute réclamation ou réclamation et la participation à l'instruction des réclamations, la réception de toute correspondance, recommandée ou non, en ce compris les avertissements-extraits de rôle et les notifications de décisions, en signer en notre nom et pour notre compte tout remboursement d'impôts et tout montant, quel qu'en soit le mode de versement (assignation postale, virement sur le compte du mandataire) et, en général, l'exécution de tout ce que nous considérons comme approprié pour l'exercice de cette procuration, en promettant ratification si nécessaire.

Le mandat confirme expressément tous les actes précédemment posés dans ce contexte.

La présente procuration est octroyée avec pouvoir de substitution.

Ce mandat entre en vigueur dès la date de signature de la présente procuration jusqu'à sa résiliation par une des parties par courrier recommandé.

Fait le X _____ à _____
(Date) (Place)

Pouvoirs accordés par la présente

X _____
(Signature)

PROCURATION

La soussignée, Miss _____ (name, surname),

domiciliée à (address):

donne par la présente procuration à
taxback.com
IDA Business & Technology Park
Ring Road, Kilkenny
Ireland

de la représenter et de l'engager vis-à-vis du Ministère des Finances Luxembourg
relativement à
toutes affaires fiscales qui, directement ou indirectement, concernent la mandatante.

Cette procuration couvre notamment, mais non exclusivement, la signature de toute
déclaration à
l'impôt des résidents et non-résidents personnes physiques, l'approbation de toute rectification
de
bases imposables, la préparation de réponses aux demandes de renseignements et avis de
rectification, la signature de toute réclamation ou requête et la participation à l'instruction des
réclamations, la réception de toute correspondance, recommandée ou non, en ce compris les
avertissements-extraits de rôle et les notifications de décisions, encaisser en notre nom et pour
notre compte tout remboursement d'impôts et tout montant, quel qu'en soit le mode de
versement
(assignation postale, virement sur le compte du mandataire) et, en général, l'exécution de tout
ce
que nous considérons comme approprié pour l'exercice de cette procuration, en promettant
ratification si nécessaire.

Le mandat confirme expressément tous les actes précédemment posés dans ce contexte.

La présente procuration est octroyée avec pouvoir de substitution.

Ce mandat entre en vigueur dès la date de signature de la présente procuration jusqu'à sa
résiliation par une des parties par courrier recommandé.

Fait le X _____, à _____
(Date) (Place)

Pouvoirs accordés par la présente

X _____
(Signature)

CUSTOMER AGREEMENT

The customer agreement forms the basis of the relationship between Taxback and you. It is an important document, please read the 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 Luxembourg for this tax year or authorised any other party to do so on my behalf.
3. I have signed the necessary power of attorney(s) 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 Luxembourg Tax Authorities.
4. I authorise the Agent to receive all correspondence from the Luxembourg 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 cheques, 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 Luxembourg 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 Luxembourg 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 Inc may effect from time to time, and to the fees of the agent which represents the services which I have requested and which are to be 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.
14. I understand that Taxback.com will submit my application to the relevant tax office as soon as I have been informed of the refund amount and have sent all necessary documentation. Should I wish to cancel my application, I will contact Taxback.com immediately. I understand that while Taxback.com will make every effort to recall my application, this may not be possible.

Name in print	Tax Number/ Numero de Matricule Sociale
Signature 	Date: