



REFUND / REBATE / REIMBURSEMENT FORM

Business Registration Number	UNIREF
<input type="text"/>	<input type="text"/>
Business Name	<input type="text"/>
Address and Place of Business	<input type="text"/>
Municipality	Phone <input type="text"/>
Proprietor/Director	Phone <input type="text"/>
Bank..... <input type="text"/>	Account... <input type="text"/>
<small>Write the name and place of Bank</small>	<small>Write account number</small>

<input type="checkbox"/> REFUND	<input type="checkbox"/> REBATE	<input type="checkbox"/> PAY BACK
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[1] Type of tax.....	<input type="text"/>
[2] Tax Period.....	<input type="text"/>
[3] Amount Claimed for Refund/Rebate/Reimbursement.....	<input type="text"/>
<small>If the claim is for Refund/Rebate/Reimbursement then put the amount from line 21 of VAT declaration in it</small>	
[4] Vat Paid on import	<input type="text"/>
<small>If the claim is for VAT refund then put the VAT amount paid on import</small>	
[5] Liabilities with TAK	<input type="text"/>
[6] Amount Claimed for Refund/Rebate/ Reimbursement.....	<input type="text"/>
	<small>6= (3 - 5)</small>

I declare with my responsibility that the data on the claim are accurate

(_____) (_____)
 Name, Surname and signature of claimant

 Date of claim

(To be used by tax office only)

The data on claim matches with the data on VAT declaration for respective period

_____ Name of the auditing officer	_____ Signature and seal of the officer	_____ Receiving date
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This form to be completed by the customer when files the Claim:

On the first part to be written the taxpayers' data.

On the second part must be written the name and place of the bank and business account number.

On the third part it must be written an X in the empty box to define whether is Refund, rebate or Reimbursement.

The forth part will be explained depending on type of claim :

1. **On line No. 1** must be written the Type of Tax.
2. **On line No. 2** must be written Tax Period for which the Rebate, Refund and Reimbursement claim is made.
3. **On line No. 3** must be written the amount claimed to be rebated, refunded or reimbursed. If the VAT Refund or Rebate is in question, then certainly the amount of this line must match with amount of line No.21 from VAT declaration for respective period.
4. **On line No. 4** always must written amount paid on imports and this is valid only when VAT Refund Claim is in question.
5. **On line No. 5** must be added and written, as total, all liabilities that taxpayer has against TAK at the moment of his claim.
6. **On line No. 6** to be written the amount for Refund, Rebate or Reimbursement. This amount is as result of difference between the line 3 and 5.
Line 6 must be equal to difference of lines (3 – 5).
If 3 – 5 results on negative value then 6 = 0

In the end of part four is written: I declare with responsibility that the date on this claim is accurate. With this it is the taxpayer's responsibility to fill out this claim. In the end of fourth part, the taxpayer shall write the name, surname, signature and the date of claim. Also the taxpayer shall put the stamp.

And with regard of fifth part and the last one, this part must be used only by Taxpayers Service in the Regional Office. Taxpayers Service inspector that will receive this claim will check all these amounts throughout the taxpayer's declarations and in the TAK program.

If the data on the taxpayer's claim matches with the data in TAK program, then the inspector will get the claim from taxpayer.

If the data on the taxpayer's claim do not match with the data in the TAK program, then the inspector will not get the claim but will instruct the taxpayer to change the data and after correction of data the inspector will get the Claim.

In the end the Tax Inspector shall write the name, surname, signature, stamp and the date when the claim is revived.