

Instructions for filling out the Application for Refund of Value Added Tax and the supplement

- Submit the application for a VAT refund to the Ministry of Foreign Affairs quarterly, but within one year of the date of the payment of the invoice.
 - Please do not enclose copies of invoices or receipts with the application.
 - Carefully fill in every section of the application together with the supplement by using a computer, not by hand.
 - Please note, that the right for a VAT refund covers goods and services whose taxable price amounts at least to 170,00 euros.
- 1) Write down the name of the mission and the name of the applicant on every supplement (list of invoices).
 - 2) Make sure that the application and the supplement (list of invoices) are dated on the same day.
 - 3) Number the supplements (lists of invoices) consecutively and write down the number of supplements on the application.
 - 4) Number the invoices and receipts consecutively on the supplement (in the section Receipt no.)
 - 5) Describe the purchased goods in the section "specification of goods/ services". Fill in one section for each invoice or receipt. If an invoice or a receipt contains different product groups, please divide these in separate sections; e.g. one section for office supplies and another section for clothes.
 - 6) Transfer the total value incl. VAT as well as the total amount of VAT of the purchases from the bottom of the supplement no. 1 to the top of the supplement no. 2 and so forth.

Example:

You can fill in this form on screen. You can also save it. Reset form

1. Name of mission / diplomatic representative / organization
Name of the mission, name of the applicant



APPLICATION FOR REFUND OF VALUE ADDED TAX
 List of invoices
 Date: 2. Supplement no. 1. 3.

Receipt no.	Seller's name and Business ID (Y-tunnus)	Specification of goods or services	Date of invoice and date of payment	Total value incl. VAT	VAT	To be completed by Finnish authorities
5. Transfer from the previous page				6. EUR c	6. EUR c	
1.	Name Business ID (Y-tunnus)	Furniture	Date of invoice Date of payment	EUR c	EUR c	
4. 2.	Name Business ID (Y-tunnus)	Food	Date of invoice Date of payment	EUR c	EUR c	
3.	Name Business ID (Y-tunnus)	Clothes	Date of invoice Date of payment	EUR c	EUR c	
4.	Name Business ID (Y-tunnus)	Office supplies	Date of invoice Date of payment	EUR c	EUR c	
Transfer to the next page				Total value incl. VAT EUR c 500,00	Total amount of VAT EUR c 120,00	

LC 04 RH / Supplement 9 2015 6. 6. Print form

PLEASE NOTE! Unclearly filled supplements and/or using of unofficial supplements may delay the handling of the application.

Please make sure that the bank account number you provide is correct.