

# EXPORT VAT REFUND PROCESS CHECKLIST

- Send the original (paper) documents that prove you have paid VAT (i.e. invoices, air waybill, express carrier/customs clearance documents etc.) to us using traceable mail.  

If you don't have paper documents but electronic versions, print the electronic versions on your letterhead, sign them with your initials and send them to us using traceable mail.
- We will send you our Terms and Conditions.  

Sign the Terms and Conditions and send it back to us using traceable mail.
- We will email you template(s) for power of attorney(s), one for each country where we will file a VAT reclaim on your behalf.  

Print the power of attorney(s) on your letterhead; date and sign them and send them back to us using traceable mail. Please use a blue pen and company stamp if available.
- We will send you an electronic form with questions relative to your fiscal status.  

Fill out this electronic form and email it back to us.
- Based on the information you provided in the electronic form, we will prepare an IRS form and send it to you. With this IRS form we can apply for another IRS form that is required by foreign tax authorities in order to be eligible for the VAT refund.  

Print out this IRS form, sign it and send it back to us using traceable mail.

Once the above actions are completed, we will start the actual refund process:

1. Our European office will review the provided (original) documents and will take action to retrieve any missing documentation.
2. Our European office will file the VAT reclaim(s) in the requisite language(s) and will negotiate the refund(s) and monitor the progress of the refund(s).
3. The tax authority will make copies of your original documents and will return the original documents to us. We will send them back to you using FedEx.
4. Approx. 6-9 months after the VAT refund filing, the tax authority will decide about the refund and will transfer the refund to us. We will transfer the refund to you minus our fee.