

# Finanzamt Neukölln

Finanzamt Neukölln, Thiemannstr. 1, 12059 Berlin

Mr / Ms / Company

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ID no.:

Reference no.:

Processor:

Building: Thiemannstr. 1  
12059 Berlin

Room:

Phone: 0911 991

Extension: +49 (0)30-9024-16900

Email: [poststelle@fa-neukoelln.verwalt-berlin.de](mailto:poststelle@fa-neukoelln.verwalt-berlin.de)

Date:

## VAT registration form for non-resident businesses

Dear Sir or Madam,

According to my information, the company \_\_\_\_\_  
has taken up operations in the Federal Republic of Germany.

Please find enclosed the VAT registration form for non-resident businesses including attachment. I would like to ask you to return the **fully completed and signed** questionnaire no later than by \_\_\_\_\_. The tax office requires these details to be able to verify, whether any liability to taxation applies pursuant to German tax laws. Your obligations are established by §§ 88, 90, 93, 97 of the German Tax Code "Abgabenordnung". **Please provide all details in German or in English.**

If you would like to communicate via e-mail, please complete the enclosed "Declaration for information exchange with the tax office by email", and return the signed document to us.

Please note that you are required to submit any tax declarations electronically. Details about the electronic data transfer process are available online at [www.elster.de](http://www.elster.de) or [www.finanzamt.de](http://www.finanzamt.de), and from your competent tax office, tax advisor, or data-processing company.

For each payment made to the tax office, please make sure to indicate the following information:

- Tax number
- Type of tax
- Period of time
- Surname or company name
- Account name (for online retailers)

For example:

*116/673/00002 value-added tax 02/2018 Li Shenzhen Trade*

If you fail to provide these details, your payment cannot be allocated to your tax account.

You are also able to participate in the particularly comfortable **SEPA direct debit scheme** (information is available at [www.sepadeutschland.de](http://www.sepadeutschland.de)). The required template is available at <https://www.berlin.de/sen/finanzen/steuern/downloads/>.

Yours sincerely

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**Data protection notice**

Please refer to the general information sheet issued by the tax authority, for information about the processing of personal data in tax administration, and regarding your rights pursuant to the General Data Protection Regulation, as well as your points of contact for matters regarding data protection. The information sheet is available at [www.finanzamt.de](http://www.finanzamt.de) (in the "data protection" section) or from your tax office.

If you have any questions or queries it would be best if you contact a person who is confident with German tax law and who speaks German as well (e.g. a German accountant).