

The following information is from ChatGPT. Please confirm this with your accountant!

My company is based in Austria, and I have a European VAT ID. I bought a ticket to a professional event (conference) in Poland, and I paid the local 23% VAT. How can I claim back this VAT amount?

ChatGPT's reply:

Since your company is based in **Austria** and has a **valid EU VAT ID**, you can reclaim the **23% Polish VAT** paid on the conference ticket through the **EU VAT Refund Mechanism (Directive 2008/9/EC)**.

Steps to Claim the VAT Refund:

1. Verify Eligibility

You can apply for a VAT refund if:

- ✓ Your company is **not VAT-registered in Poland** and doesn't conduct taxable activities there.
 - ✓ The expense (conference ticket) was for **business purposes**.
 - ✓ Poland allows VAT refunds for this category (which they do for conferences and professional events).
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2. Submit the VAT Refund Application via the Austrian Tax Portal

As an Austrian company, you must apply via **FinanzOnline**, Austria's official tax portal.

Steps to File the Refund Application:

1. Log in to FinanzOnline

- Go to the Austrian Tax Authority's online portal:
<https://finanzonline.bmf.gv.at>
- Navigate to the "**EU-Vorsteuervergütung**" (EU VAT Refund) section.

2. Fill in the VAT Refund Request

- Select **Poland** as the country from which you are claiming the refund.
- Provide details from the conference ticket invoice:
 - **Supplier's name & Polish VAT number**
 - **Invoice number & date**
 - **Net amount & VAT paid (23%)**
 - **Expense category:** Conferences & Exhibitions

3. Attach Supporting Documents

- Poland **usually requires a copy of the invoice.**
- Attach a **scanned copy of the ticket invoice.**

4. Submit Before the Deadline

- **Deadline: September 30, 2025**, for expenses incurred in **2024**.
- **Minimum claim amount:**
 - **€50 per year** (if applying for a full year).
 - **€400 per quarter** (if applying quarterly).

3. Polish Tax Authority Review & Refund

- The Polish Tax Authority (**Krajowa Administracja Skarbowa - KAS**) will **review your application within 4 months.**
- If they need more information, they may request additional documents.
- Once approved, the VAT refund will be **transferred directly to your bank account.**

Alternative: Direct Application to Polish Tax Authorities (Optional)

If you cannot apply via **FinanzOnline**, you could **submit a direct refund request** to the Polish tax office using a **VAT-REF application**. However, applying through **Austria's FinanzOnline** is the standard and recommended method.

Conclusion

To reclaim the **23% Polish VAT** from your **conference ticket**, submit an **EU VAT refund request via FinanzOnline** before **September 30, 2025**. Ensure you attach the **invoice** as supporting proof.