

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

My company is based in the Czech Republic. 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?

Since your Czech company purchased a conference ticket in Poland and paid 23% Polish VAT, you can claim a VAT refund under the EU VAT Refund Directive (Directive 2008/9/EC).

Check Eligibility

- Your company must be VAT-registered in the Czech Republic.
 - Your company must not be VAT-registered in Poland (i.e., you do not have a Polish VAT number).
 - The expense (conference ticket) must be business-related.
 - You must have a proper VAT invoice issued to your company, including your Czech VAT number.
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Apply for a VAT Refund via the Czech Tax Portal

Czech businesses must submit VAT refund claims for other EU countries through the Czech tax authority's electronic system (Daňový portál).

Steps to apply:

1. Log in to the Czech Tax Portal (<https://adisspr.mfcr.cz>) using your company's credentials.
 2. Navigate to 'Žádost o vrácení DPH v rámci EU' (Request for VAT Refund in the EU).
 3. Select Poland (PL) as the country from which you are requesting a refund.
 4. Enter invoice details:
 - Invoice date
 - Supplier details (conference organizer)
 - Invoice number
 - VAT amount paid (23%)
 - Expense category: 'Vstupné na konference, veletrhy, výstavy' (Admission to conferences, fairs, exhibitions).
 5. Attach a scanned copy of the invoice (if required).
 6. Submit the request before 30th September of the following year (e.g., for 2024 expenses, apply by 30 Sept 2025).
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⌘ Processing Time

- The Polish Tax Authorities (Krajowa Administracja Skarbowa, KAS) will review your application.
 - Processing time is up to 4 months (they may request additional documents).
 - If approved, the VAT refund will be transferred to your Czech company's bank account.
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⌘ Important Notes

- Minimum refund amounts:
 - €400 for quarterly claims
 - €50 for annual claims
 - Ensure that your VAT invoice includes your Czech VAT number, as missing information can lead to rejection.
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Conclusion

Submit your VAT refund request via the Czech tax portal as soon as possible. If you have multiple VAT expenses in Poland, consider submitting them in a single claim to meet the minimum refund thresholds.