

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

My company is based in Germany, 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:

As a **German company with a valid EU VAT ID**, you can reclaim the **23% Polish VAT** paid on your conference ticket using the **EU VAT Refund Mechanism (Directive 2008/9/EC)**. Below are the steps to claim your refund.

1. Verify Your Eligibility

You can apply for a VAT refund if:

- ✔ Your company is **not VAT-registered in Poland** and does not 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 German Tax Portal

Since your company is based in **Germany**, you must apply through **the German Tax Authority's (Bundeszentralamt für Steuern - BZSt) online portal**.

Steps to Apply for the VAT Refund:

1. **Log in to the German VAT Refund Portal (BZStOnline-Portal - BOP)**
 - Go to <https://www.elster.de/bportal/>
 - Register if you haven't already, or log in using your ELSTER certificate.
 - Navigate to "**Vorsteuervergütung (EU)**" (EU VAT Refund).
2. **Complete the Refund Application**
 - **Select Poland** as the country from which you are claiming the refund.
 - Provide details from the **conference ticket invoice**, including:
 - **Supplier's name & Polish VAT number**
 - **Invoice number & date**
 - **Net amount & VAT paid (23%)**

- **Expense category: Conferences and Exhibitions**

3. Attach Supporting Documents

- **Poland requires a scanned copy of the invoice**, so upload it.

4. Submit Before the Deadline

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

3. Processing by the Polish Tax Authorities

- The **Polish Tax Office (Krajowa Administracja Skarbowa - KAS)** will review your request within **4 months**.
- If they need more information, they might ask for additional documentation.
- Once approved, the refund will be **transferred directly to your bank account**.

Alternative: Direct Claim via Polish Authorities (Optional)

If for some reason you cannot apply through the **German BZSt portal**, you may submit a direct request to the **Polish tax office using the VAT-REF procedure**, but using BZStOnline-Portal is the recommended method.

Conclusion

To reclaim the **23% Polish VAT** on your **conference ticket**, submit an **EU VAT refund request via the German BZStOnline-Portal (BOP)** before **September 30, 2025**. Attach your **invoice** as supporting proof.