

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

My company is based in Estonia. 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 Estonian 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 Estonia.
 - 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 Estonian VAT number.
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Apply for a VAT Refund via the Estonian Tax Portal

Estonian businesses must submit VAT refund claims for other EU countries through the Estonian Tax and Customs Board's (EMTA) electronic portal.

Steps to apply:

1. Log in to the Estonian Tax and Customs Board (EMTA) e-Tax system
 - <https://www.emta.ee>
2. Navigate to VAT refund applications (EL-i käibemaksu tagastamistaotlused).
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: 'Osalemise konverentsidel, messidel, näitustel' (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 Estonian 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 Estonian VAT number, as missing information can lead to rejection.
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Conclusion

Submit your VAT refund request via the Estonian 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. 🚀