

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

*My company is based in the Netherlands. 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 the Netherlands and has 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). Here's how:

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### 1. Check 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 conference is for business purposes.
  - Poland allows VAT refunds for conferences and professional events (which it does).
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### 2. Submit the VAT Refund Application via the Dutch Tax Portal

Since your company is based in the Netherlands, you must apply through the Dutch Tax Authority (Belastingdienst) VAT refund portal.

Steps to Apply:

#### 1. Log in to the Dutch VAT Refund Portal

- Go to the Belastingdienst website:  
<https://eubtw.belastingdienst.nl>
- Log in using your company's DigiD or eHerkenning credentials.
- Navigate to the "Teruggaaf van buitenlandse BTW" (EU VAT Refund) section.

#### 2. Complete the Refund Request

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

### **3. Attach Required 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).
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### **3. Processing by Polish Tax Authorities**

- The Polish Tax Office (Krajowa Administracja Skarbowa - KAS) will process your request within 4 months.
  - If additional documents are needed, they may request further clarification.
  - Once approved, the VAT refund will be transferred directly to your bank account.
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### **Alternative: Direct Application to Polish Tax Authorities (Optional)**

If you cannot apply via Belastingdienst, you could submit a direct request to the Polish tax office using the VAT-REF procedure, but applying through the Dutch tax portal is the recommended method.

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### **Conclusion**

To reclaim the 23% Polish VAT from your conference ticket, submit an EU VAT refund request via the Belastingdienst portal before September 30, 2025. Attach the invoice as supporting documentation.