

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

My company is based in Portugal. 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 company is based in Portugal and you purchased a business conference ticket in Poland that includes 23% Polish VAT, you can claim a VAT refund under the EU VAT Refund Directive (Directive 2008/9/EC).

Steps to Claim a Polish VAT Refund (for a Portuguese company)

Check Eligibility

Your company can apply for a VAT refund if:

- It is VAT-registered in Portugal.
- It does not have a Polish VAT registration or conduct taxable activities in Poland.
- The purchase is for business purposes (e.g., attending a conference).

Submit Your VAT Refund Request via the Portuguese Tax Portal

Since Portugal and Poland are both EU countries, the refund application must be submitted electronically through the Portuguese tax authority (Autoridade Tributária e Aduaneira – AT).

Application Process

1. Log in to the AT (Portuguese Tax Authority) online portal:
 - [Portal das Finanças](#)
2. Navigate to "Pedido de Reembolso do IVA Suportado no Estrangeiro" (VAT refund request for foreign purchases).
3. Fill out the VAT refund application:
 - Select Poland as the country where VAT was paid.
 - Enter invoice details (supplier, invoice number, amount, VAT paid, type of expense).
4. Attach supporting documents:
 - A scanned copy of the invoice issued to your Portuguese company with its VAT number.
5. Submit the application electronically.

Deadline:

- **Submit the application by September 30th of the following year.**
 - **Example: For a conference ticket purchased in 2024, apply by September 30, 2025.**
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🇵🇱 Processing by Polish Tax Authorities

- **The Polish tax authority (Krajowa Administracja Skarbowa - KAS) will review your request.**
- **They may request additional documents if necessary.**
- **Processing time: Up to 4 months, but delays can occur.**

💰 If approved, the VAT refund will be transferred to your company's Portuguese bank account.

◆ Important Notes

- **Minimum claim amount:**
 - **€400 (or equivalent in PLN) for quarterly claims.**
 - **€50 (or equivalent in PLN) for annual claims.**
- **Ensure the invoice is correctly issued to your Portuguese company with its VAT number.**
- **If your company frequently incurs Polish VAT, consider Polish VAT registration.**