

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

*My company is based in the UK. 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 UK, claiming back the 23% Polish VAT on your conference ticket is different from the EU VAT refund mechanism because the UK is no longer part of the EU VAT system. Instead, UK businesses must use Poland's 13th Directive VAT refund procedure, which applies to non-EU companies.

---

## How to Claim Back Polish VAT as a UK Business

### 1. Check Eligibility

You can apply for a VAT refund if:

- Your company is not VAT-registered in Poland and does not have a tax presence there.
  - The conference is for business purposes.
  - Poland allows VAT refunds for conferences and professional events (which it does).
  - The UK offers reciprocal VAT refunds to Polish businesses (which it does, so UK businesses are eligible to claim).
- 

### 2. Submit a VAT Refund Claim Directly to the Polish Tax Authorities

Since the UK is no longer in the EU VAT system, you must apply directly to the Polish tax office (Krajowa Administracja Skarbowa - KAS).

Steps to Apply:

1. Prepare the VAT Refund Application (VAT-REF Form)
  - Use Poland's official VAT refund form for non-EU businesses.
  - The form is called VAT-REF (Zwrot VAT dla podmiotów zagranicznych).
  - It must be completed in Polish.
2. Gather Required Documents
  - Original invoice for the conference ticket (showing the Polish VAT amount).
  - Proof of business activity, such as a VAT registration certificate from HMRC.
  - A letter of authority (if someone else is applying on your behalf).
3. Submit the Application to the Polish Tax Office

- Send your application and supporting documents to:

**Drugi Urząd Skarbowy Warszawa-Śródmieście**  
ul. Jagiellońska 15, 03-719 Warszawa, Poland

- You can also check with the Polish tax authorities if an online submission is available.

#### **4. Submit Before the Deadline**

- **Deadline: June 30, 2026, for expenses incurred in 2025.**
- **Minimum claim amount:**
  - **PLN 400 (around €85) per quarter, or**
  - **PLN 50 (around €11) per year.**

---

#### **3. Wait for Processing**

- **The Polish tax office typically processes refunds within 6-12 months.**
- **If additional documents are required, they will contact you.**
- **If approved, the refund will be transferred directly to your bank account.**

---

#### **Key Differences from EU VAT Refunds**

Since the UK is no longer in the EU, UK businesses cannot apply via HMRC's online VAT refund system. Instead:

- **You must apply directly to Poland.**
- **The process takes longer (up to 12 months instead of 4).**
- **You must submit paper forms in Polish.**
- **Refunds may require extra supporting documents.**

---

#### **Conclusion**

**To reclaim the 23% Polish VAT on your conference ticket, submit a VAT refund request directly to the Polish tax office by June 30, 2026. Include your invoice, proof of business activity, and VAT-REF form.**

---

#### **BPconf comment:**

**Feel free to use ChatGPT to ask specific questions on how to find the necessary forms and get any help completing these forms.**