

AREA **VAT refunds to foreign entrepreneurs**

SUBJECT **Instructions for using form USt1 in pdf format with integral electronic transfer of the application data**

Please proceed as follows when using the form:

- 1) First check whether Java 1.4 runtime environment is installed and activated (!) on your PC.

N.B.: The Java 1.4 runtime environment is required for the electronic transfer of application data. If it is not installed on your system, you can download it free of charge from the SUN website¹. Versions other than 1.4 are unsuitable, because they cause various problems. If there are several versions of Java installed on your PC, please deactivate all the others.

- 2) Now check whether Adobe Acrobat Reader 6.0 or higher is installed on your computer.

N.B.: Adobe Acrobat Reader is required to open and complete the form which we provide in pdf format. If it is not installed on your computer, you can download it from the Adobe website².

- 3) Now download the pdf form USt1T from our website³. It looks the same as the familiar application form and has had extra functions added to it, to make it possible for you to complete and submit your application data electronically. If the document opens in a browser window instead of a download dialogue box appearing, click on the "Save a copy" function on the File menu in Acrobat Reader and save the document on your PC.

N.B.: Do not complete the form in your browser window.

- 4) You can now start to complete the electronic form. Save your entries at regular intervals. Once you have saved the file, you can close it and continue with completion later.

Tip: Before starting to complete a new application, copy the downloaded file and give the copy an easily-identifiable name, e.g. "4-2005.pdf" for "4th quarter 2005". This will save you from downloading a form for every application to be submitted, which would otherwise be necessary, as the completed file is blocked after sending and given a unique serial number.

The following **functions** are available when completing the form:

- Page 1, left-hand margin: clicking on the grey square with the letters "BFF" will complete the address on the form.
- Page 1, line 5: the total is calculated and entered automatically.

¹ http://java.sun.com/products/archive/j2se/1.4.2_06/index.html

² http://www.adobe.com/products/acrobat/readstep2_allversions.html

³ http://www.bzst.de/003_menuue_links/006_ust-verguetung/061_ausl_untern/613_Formulare/0030_antrag_ust1t_verus.pdf

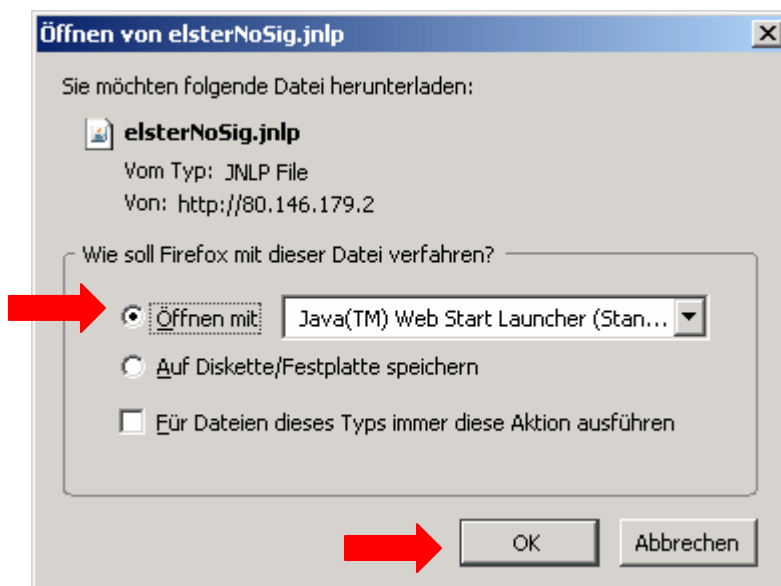
- Page 3 et seq: clicking on the "C" on the grey background in the margin will copy the content of the previous line into the current line.
- Page 3 et seq: clicking on "New Page" will produce additional pages for the application.

5) Once your form has been completed, you can begin the electronic transfer. First, please check that your default printer is switched on and contains enough paper for all the pages of the application (printing starts automatically). Then click on "Start Transmission" at the bottom of the last page of the application. You will be prompted to check that you have actually completed your application in full. If you want to check the application again, click on "No". Otherwise click on "Yes". Your application will then be blocked electronically.

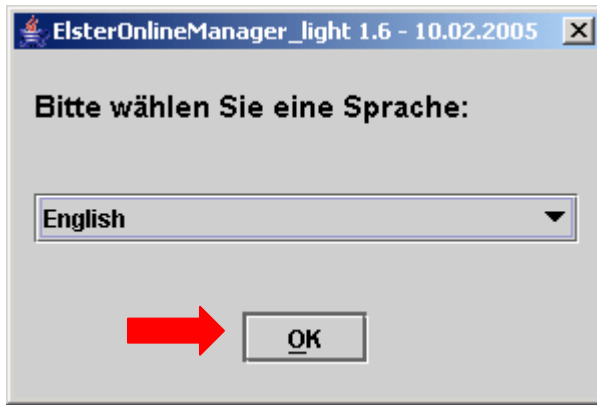
Tip: Make a back-up of the file before (!) clicking on "Start Transmission".

6) Now connect to the Internet, unless a connection already exists. Then click on "Start EOM", which will be shown on an orange background in the "Received" field on page 1 after the application has been electronically locked. The document will now make a connection to the IP address 80.146.179.2. Depending upon the safety setting of your system, a safety prompt may now appear. If so, please click on "Allow".

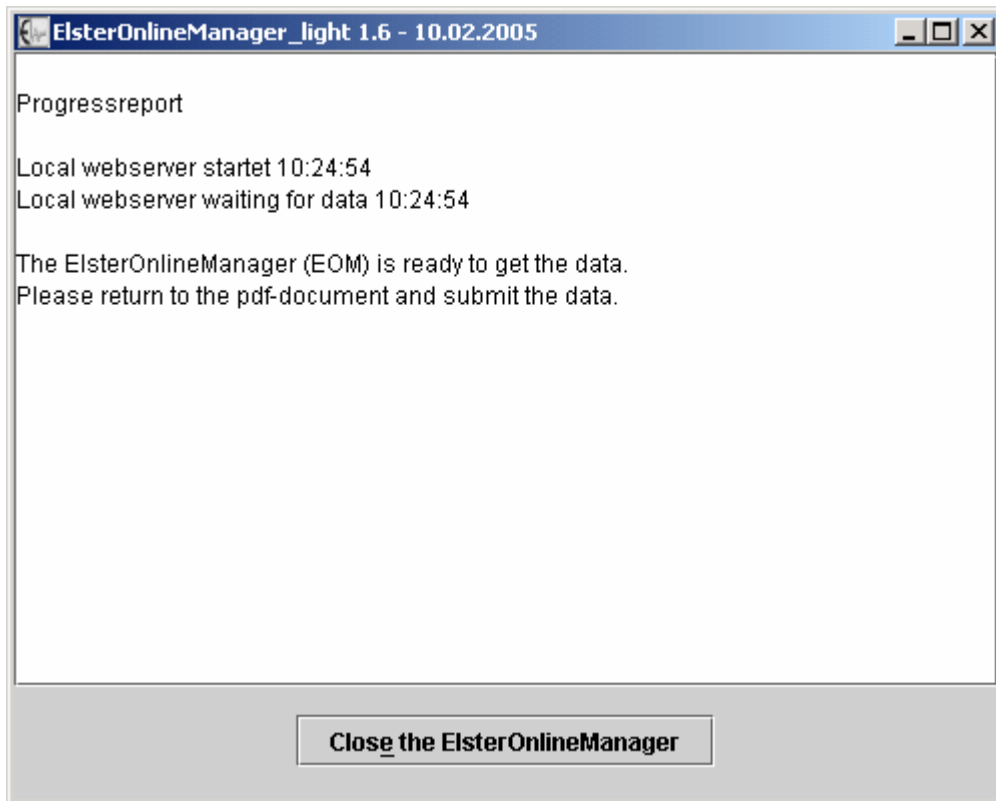
7) A dialogue box will open in which you should confirm that the file should be opened. Alternatively, you can save the file locally and double click on its name to open it.



8) Please select your preferred language and confirm with OK.



9) A protocol window will then open. Please do not (!) close it. Do not (!) click on "End".



N.B.: ElsterOnlineManager (EOM) encrypts the transfer of your application data to the Federal Central Tax Office.

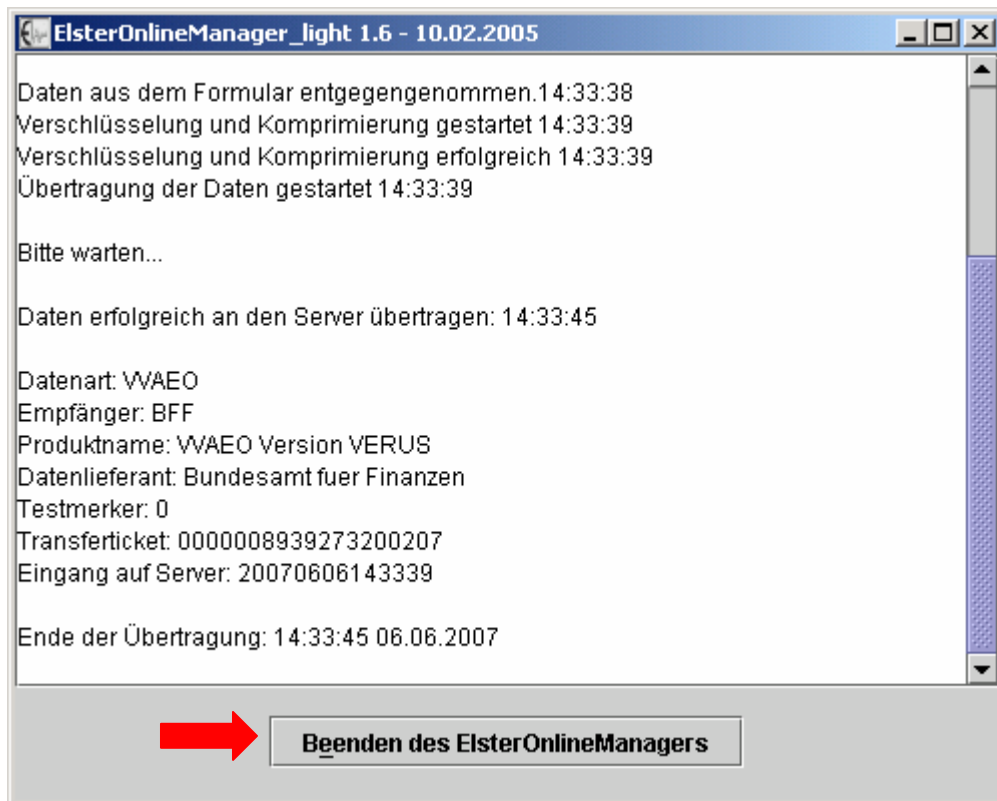
10) Now return to the opened pdf form and click on "Submit DATA" on the orange background, which you can now see in the "Received" field on page 1. Click on "Allow" if a safety prompt appears, to allow a connection between the pdf form and EOM. The requisite paper documents will be printed automatically during transmission.

11) Following successful transmission, a transfer protocol will be displayed, which you can save and/or print out for your records. Please close this file once you have printed it out or saved it.

N.B.: The transfer protocol does not constitute legally-binding confirmation of receipt.

12) Now close your pdf application form.

13) Then close ElsterOnlineManager.



Remember: please send the top copy of your printout with an original signature and all the necessary original documents by post to the Federal Central Tax Office (the second copy is for your records).

Do you have any other questions?

- ✓ If you have any technical questions, please send an e-mail to: vatapplic@bzst.bund.de
- ✓ If you have any questions about payment, please send an e-mail to: vatrefund@bzst.bund.de