

INVOICING for Guest Lectures

Guest lecturer: _____

The guest lecture was given on the following subject: _____
Duration of employment: from _____ to _____

BASIS FOR PAYMENT		€
Honorarium for _____ hours		€
Per diem for _____ days		€
Reimbursement for travel expenses (per original documentation)		€
Reimbursement for accommodations (per original documentation)		€
	PAYMENT AMOUNT	€
	Tax (pursuant to DTA)	25 % of the payment amount

The guest lecturer is solely responsible for any taxation on this payment as well as any possible withholding of social security contributions.

Kostenstelle	
Innenauftrag	
Datum: _____	
_____ sachl. techn. richtig	_____ Anordnungsbefugter

In Vienna, on

.....
Signature of the Guest Lecturer

DATA SHEET for Guest Lecturers

Guest Lecturer:		
_____		_____
Last name, First name:		Academic degree:
_____	_____	_____
Date of birth (DD/MM/YY):	Soc. Sec. No. (AUT citizens):	Citizenship:

Address (Street, House number, Postal code, City, Country):		
Focus of interests:		

Telephone, E-mail, Fax:		

Bank account information:		

Name of account holder:		
Name of bank: _____		
IBAN: _____	BIC: _____	
^{*)} For guest lecturers from the USA:		
^{*)} Routing Number: _____	BIC/Swift: _____	

Declaration of Tax Liability

Last and First Name: _____

Primary residence: _____

<input type="checkbox"/>	I declare that I have my primary residence in Austria and that my compensation is subject to payroll tax.
<input type="checkbox"/>	I declare that my stay in Austria does not exceed 2 years and that my primary residence is in a country with which Austria has entered into a double taxation agreement (DTA), according to which I will be taxed in my country of residence. I understand that I am obliged to disclose my compensation as a guest lecturer to my country of residence.
<input type="checkbox"/>	<p>I declare that my stay in Austria:</p> <ul style="list-style-type: none"><input type="checkbox"/> exceeds 6 months (183 days) in the calendar year (unlimited tax liability)<input type="checkbox"/> does not exceed 6 months (183 days) in the calendar year (limited tax liability) and <p>My income in Austria (after deducting social security contributions and any possible <u>documented</u> accommodation and travel costs)</p> <ul style="list-style-type: none"><input type="checkbox"/> exceeds the annual limit of € 2,000.00 (20% tax withholding)<input type="checkbox"/> does not exceed annual limit of € 2,000.00 (no tax liability) <p>Should my total income exceed the limit of EUR 2,000.00 at a later date, I will report this immediately and submit Form ZS-QU1.</p> <p>I have my primary residence in a country with which Austria:</p> <ul style="list-style-type: none"><input type="checkbox"/> has not entered into an agreement to avoid double taxation (tax liability in Austria)<input type="checkbox"/> has entered into an agreement to avoid double taxation (tax liability in the country of residence)

The taxpaying visiting lecturer is responsible for the accuracy of all information!

I authorize the automation-assisted collection of my personal data.

In Vienna, on (date):

Signature of Guest Lecturer