UNIVERSITÀ DI TRENTO

# Data communication for customer tax classification

Pursuant to Articles 46-47 of Presidential Decree No. 445 of 28/12/2000, under my own responsibility and aware of the penalties provided for false statements and declarations, as referred to in Article 76 of the same Presidential Decree 445/2000

The undersigned ______________________________________________

In the capacity of **(To be completed only if you are filling in on behalf of companies/public or private bodies)** ______________

______________________________________________

of (name of organisation) ______________________________________________

______________________________________________

**Registered office (tax domicile –** for companies and public and private entities**)** in

Street/Square______________________________________________ no. ____________

Location______________________________________ Post code ________________

Municipality ______________________________________ (Province/Region __________ )

COUNTRY ______________________________________________ (Abbreviation ________)

Telephone______________________ Mobile phone no. ______________________

E-mail ______________________________________________

**Actual place of residence (tax residence –** for individuals) in

Street/Square ______________________________________________ no. ____________

Location______________________________________ Postcode ________________

Municipality ______________________________________ (Province/Region __________ )

COUNTRY ______________________________________________ (Abbreviation ________)

Telephone______________________ Mobile phone no. ______________________

| Tax code (only for those resident/domiciled in Italy) | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|

| VAT number (only for those resident/domiciled in Italy and E.U. countries) | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|

Tax identification number ______________________________________________

(only for residents/domiciled in EU and non-EU countries) _

**Location of the permanent establishment (where applicable)** in

Street/Square ______________________________________________ no. ____________

Location______________________________________ Post code ________________

Municipality ______________________________________ (Province/Region __________ )

COUNTRY ______________________________________________ (Abbreviation ________)

Telephone______________________ Mobile phone no. ______________________

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VAT number (Italy/other E.U. country) | | | | | | | | | | | | | | | | |

with reference

- ☐ to the service contract entered into on ______________________________ for the period from______________________________to ___________________________ concerning ____________
  ______________________________________________________________________________
- ☐ to the agreement signed on ________________________ for the period from______________________________________to ___________________________________
  concerning ______________________________________________________________________

## DECLARES

under their own responsibility that the company/organisation

- o is not subject to split payment (pursuant to Article 17 of Presidential Decree No. 633/72)
- o is not subject to VAT

☐ **Client status**

- ☐ is subject to VAT (*select one of the following two options*)
  - o is subject to split payment (pursuant to Article 17 of Presidential Decree No. 633/72)
  - o is **not** subject to split payment (pursuant to Article 17 of Presidential Decree No. 633/72)
- ☐ is **not** subject to VAT

☐ **Activities carried out by public bodies or other non-commercial bodies/companies (to be completed only by public bodies or bodies/companies that do not exclusively carry out commercial activities)**

- ☐ does not engage in does not engage in commercial activities
- ☐ engages in commercial activities, even if this is not its exclusive or main purpose (pursuant to Article 73, paragraph 1, letter c of Presidential Decree No. 917 of 22 December 1986)
- ☐ occasionally engages in commercial activities
- ☐ that the contribution due under the agreement referred to above:
  - o falls within the <u>commercial</u> activities of the entity/company;
  - o falls within the <u>institutional</u> activities of the entity/company.

☐ **Permanent establishment (to be completed only if there are permanent establishments in multiple countries belonging to clients who are subject to tax)**

- ☐ has a permanent establishment in ITALY
- ☐ that the activity covered by the service contract is intended for the permanent establishment in Italy **(to be completed only if the previous box has been ticked)**

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☐ has a permanent establishment in __________________________________________ (indicate E.U. country **- to be completed only by companies/entities resident in non-EU countries)**

☐ **Details for electronic invoicing**

☐ Certified email address PEC __________________________________________________

☐ Unique Code ☐☐☐☐☐☐☐ **(for public administrations and bodies listed in the IPA index always 6 characters)**

☐ Recipient Code ☐☐☐☐☐☐☐ **(for private organisations/companies, always 7 characters)**

☐ **Without indication of recipient code, without indication of certified e-mail address (PEC) because:**

- Subject falling under the 'minimum' regime (pursuant to Decree Law 98/2011)
- Subject falling under the 'flat rate' regime (pursuant to Law 190/2014)
- agricultural producer under the exemption regime (pursuant to Article 34, paragraph 6, Presidential Decree 633/72)
- entity providing 'health services'
- taxable person requesting the service as an 'end consumer'
- end consumer

☐ **Payment methods for any refunds/credit notes**

Any payments must be made:

by direct credit to bank account no. __________________________________________________________ ABI (Italian Banking Association code (bank identifier)____________________________ CAB (Branch code) __________________________ CIN (National Control Character (check digit) ____________________ at banking institution ______________________________________________________________________________

Bank branch ________________________________________________________________________________

IBAN ☐☐☐☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐

☐ other payment methods (agreed with the University):________________________________________________
_____________________________________________________________________________________________

☐ **PagoPA**

Please provide an email address that will be used to send the payment receipt via the PagoPA system:

**e-mail**______________________________________________________________________________________

**Payments** to the University of Trento must be made through the **PagoPA system**, following receipt of the appropriate IUV notice *(Article 5 of the Digital Administration Code - Decree Law 179/2012 - Article 65, paragraph 2, Legislative Decree No. 217 of 13 December 2017).*

For entities in the Single Treasury the PagoPA system does not modify or alter the application of public finance legislation, including Article 44 of Law No. 526/1982, which requires entities holding funds in current accounts or special accounts with the State Treasury to carry out fund transfers from such current accounts or special accounts in the name of the entities receiving the payments.

Date ____________________ Signature ____________________________________________

## INFORMATION ON THE PROCESSING OF PERSONAL DATA PURSUANT TO EU REGULATION 2016/679

EU Regulation 2016/679 ‘General Data Protection Regulation’ (hereinafter ‘GDPR’) establishes the right of every person to the protection of personal data concerning them. As a data subject, pursuant to Article 13 of the GDPR, we therefore provide you with the following information.

**1. Data controller and Data Protection Officer**

The Data Controller is the University of Trento, via Calepina no. 14, 38122 Trento, email: ateneo@pec.unitn.it or ateneo@unitn.it. The Data Protection Officer (DPO) of the University of Trento can be contacted at the following email address: rpd@unitn.it.

**2. Purpose of processing and legal basis**

Your personal data is processed by the Data Controller exclusively for the fulfilment of obligations related to the establishment and/or management of the contractual relationship, including legal obligations regarding taxation, social security and insurance in accordance with current legislation.

**3. Nature of data provision**

The provision of personal data is mandatory and failure to provide such data will make it impossible to establish and/or manage the aforementioned relationship.

**4. Processing methods**

Your personal data will be processed in paper and/or electronic form by personnel authorised to process data in relation to the tasks and duties assigned to them, in compliance with the principles of lawfulness, fairness, transparency, adequacy, relevance and necessity, and with the obligations of confidentiality.

**5. Categories of recipients and possible transfer abroad**

Your personal data may be disclosed to public and/or private entities in compliance with specific legal and/or contractual obligations. Your personal data will not normally be transferred to countries outside the EU.

**6. Data retention period**

Personal data will be retained for the period necessary to achieve the purposes indicated above and, in any case, for the time necessary to fulfil legal obligations. In any case, they will be retained for the time established by current legislation on the retention of administrative documentation.

**7. Rights of data subjects**

As a data subject, you may at any time ask the Data Controller to exercise your rights under Articles 15 et seq. of the GDPR and, in particular, to access your personal data, correct, supplement, delete or restrict the processing thereof. You also have the right to object to the processing of your personal data and to withdraw any consent you may have given. For further information and to exercise your rights, you can send a specific request to the above contact details. Finally, you retain the right to lodge a complaint with the Data Protection Authority pursuant to Article 77 of the GDPR.

**PART RESERVED FOR OFFICE USE**

Pursuant to Article 38 of Presidential Decree No. 445 of 28 December 2000, this declaration does not require authentication of the signature because:

❍ the signature was affixed in the presence of the employee responsible for receiving the document

❍ the document was signed and sent together with a photocopy of the signatory's identity document

date ______________________________ signature ______________________________

- This declaration is exempt from stamp duty pursuant to Article 37 of Presidential Decree No. 445 of 28 December 2000.

- The University of Trento reserves the right to carry out checks, including random checks, in accordance with Articles 71 et seq. of Presidential Decree No. 445 of 28 December 2000.