

** in the case of non-residents: number and series of passport or another ID document, or another ID number should the applicant have no tax ID*

*** the application should be sent to the address of the office responsible for the procedure*

**** delete as appropriate*

CONFIRMATION OF THE LEGITIMACY OF THE REFUND BY THE RESPONSIBLE OFFICE

LEGAL BASIS FOR THE CHARGING OF THE DUTY.....

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SUM OF REFUND

REASON FOR REFUND

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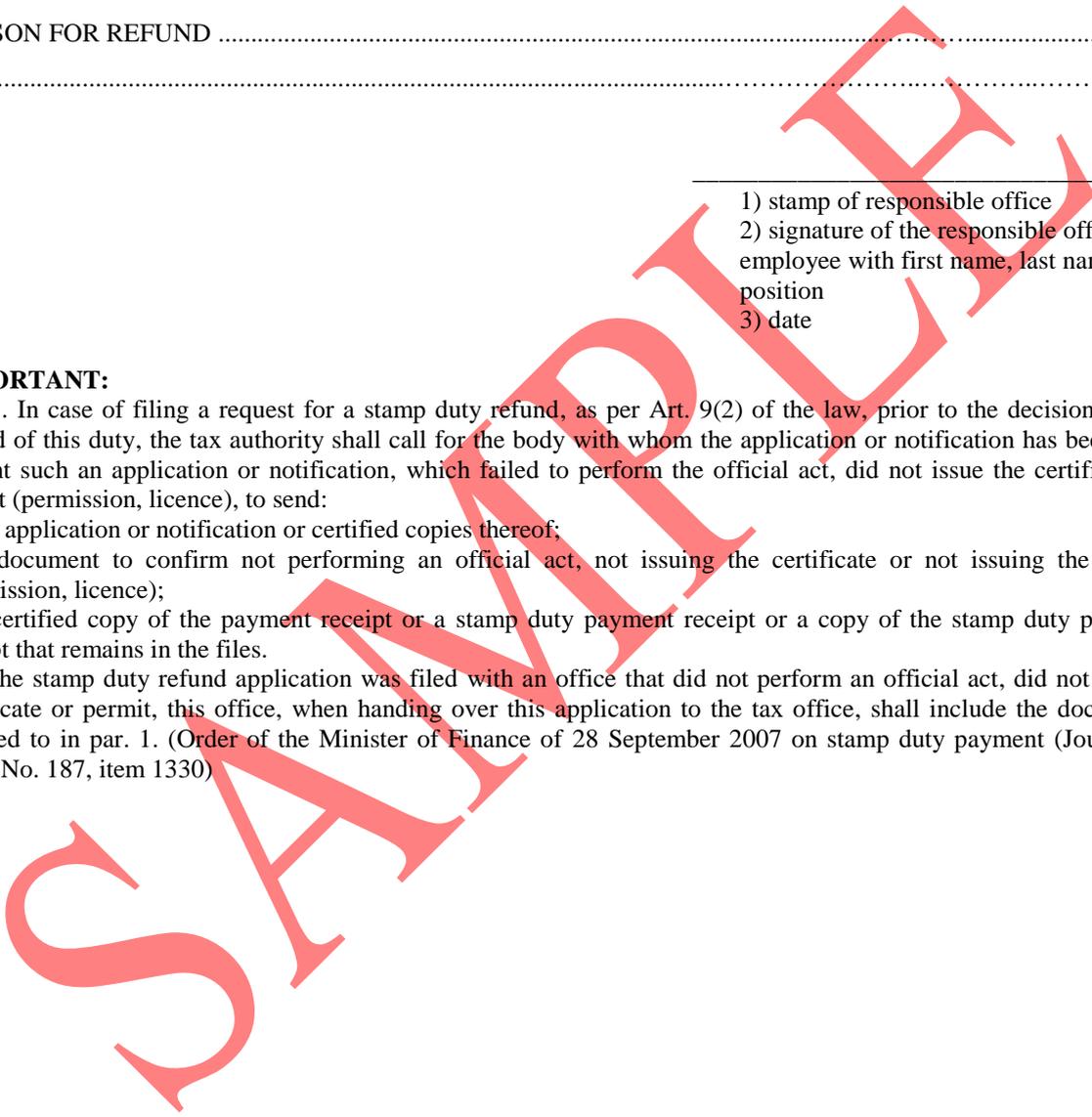
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- 1) stamp of responsible office
 - 2) signature of the responsible office employee with first name, last name and position
 - 3) date

IMPORTANT:

§ 6. 1. In case of filing a request for a stamp duty refund, as per Art. 9(2) of the law, prior to the decision on the refund of this duty, the tax authority shall call for the body with whom the application or notification has been filed or sent such an application or notification, which failed to perform the official act, did not issue the certificate or permit (permission, licence), to send:

- 1) the application or notification or certified copies thereof;
- 2) a document to confirm not performing an official act, not issuing the certificate or not issuing the permit (permission, licence);
- 3) a certified copy of the payment receipt or a stamp duty payment receipt or a copy of the stamp duty payment receipt that remains in the files.

2. If the stamp duty refund application was filed with an office that did not perform an official act, did not issue a certificate or permit, this office, when handing over this application to the tax office, shall include the documents referred to in par. 1. (Order of the Minister of Finance of 28 September 2007 on stamp duty payment (Journal of Laws No. 187, item 1330))



SAMPLE

Stamp duty

With respect to the commencement on 25 May 2018 of the General Data Protection Regulation (GDPR), the task office informs that:

- 1) the administrator of your personal data is the Mayor of Gdańsk, Gdańsk City Hall (Prezydent Miasta Gdańska, Urząd Miejski w Gdańsku), ul. Nowe Ogrody 8/12, 80-803 Gdańsk, e-mail: umg@gdansk.gda.pl; tel. +48583236000; fax: +48583023941,
- 2) contact details to the personal data inspector at Gdańsk City Hall: e-mail: iod@gdansk.gda.pl; tel. +48583236000, +48583236068,
- 3) your personal data will be processed to a degree necessary to carry out the rights or responsibilities of the administrator determined in the regulations on stamp duty for the purposes of determining the fee, collecting the fee, accounting records, debt collection and possible enforcement,
- 4) the obligation to provide the data results from the stamp duty regulations and is necessary to identify the taxpayer, and the consequence of failure to provide such data will be the taking of legal measures provided for in the tax law,
- 5) your personal data may be disclosed to staff authorised by the administrator, post operators, banking and IT service providers, and to other authorised entities to whom personal data may be disclosed pursuant to the law,
- 6) your personal data will be stored for a period no longer than necessary to achieve the objectives of the personal data processing. Furthermore, this period may be extended due to processing for statistical and archival purposes under the terms and conditions consistent with the regulations on the national archival funds and archives,
- 7) you have the right to access your data, correct it and limit its processing in accordance with the principles of the data protection regulations,
- 8) you have the right to bring a complaint to the President of the Office for the Protection of Personal Data in case of processing the provided data in a way that is inconsistent with the Regulation of the European Parliament and of the Council (UE) 2016/679 of 27 April 2016.