



guest talk (announcement enclosed)

in connection with a seminar / colloquium on(date)

title of talk.....

Guest stay with fee (in case of a favored teaching activity please provide evidence according to Merkblatt §13b UStG – Punkt 2 (Gastaufenthalte)); additional expenses for hospitality are not billable in case of a fee

Guest stay without fee

from(date) to (date) for the scientific exchange of experience

guest:

(guest home address required)

title, first name, family name: _____

street, house number: _____

postal code, town, country: _____

amount for payment: EUR

The amount is to be remitted to the following bank account:

account holder:

(if differing from the guest) _____

name of the bank: _____

domestic transfer:

IBAN.: _____

EU-transfer:

IBAN.: _____

BIC/SWIFT.: _____

non EU-transfer:

account number.: _____

BIC/SWIFT: _____

The recipient of the payment accepts responsibility for all tax obligations. The recipient has been advised that the payer is obligated to notify the fiscal authorities of the payment unless payment to the recipient does not exceed EUR 1.500 in the fiscal year (§ 7 University of Würzburg ordinance of notification).

I have taken note of the preceding advice and confirm having given the talk / having accomplished the stay.

Würzburg,
(date)

signature (guest)