|  |
| --- |
| **Cost centre \_\_\_\_\_\_\_\_\_\_\_** |

To:

Justus-Liebig-University Giessen

Centre for Media and Interactivity (ZMI)

Ludwigstrasse 34

DE - 35390 Giessen

As agreed upon I charge the following professional fee:

|  |  |
| --- | --- |
| **Lecture/Event** | **Date** |
|  |  |

|  |
| --- |
| **Applicant** |
| Name: |
| Employed as: |
| Private address: |
| Office address: |

|  |  |
| --- | --- |
| **Fee** | |
| Fee in the amount of: |  |
| Plus 19 % VAT:[[1]](#footnote-1) |  |
| **Total amount:** |  |

|  |  |
| --- | --- |
| **Information** | |
| Date of birth: |  |
| Tax ID number: |  |
| Tax authority: |  |

|  |  |
| --- | --- |
| **Bank details** | |
| Account holder: |  |
| IBAN: |  |
| BIC:[[2]](#footnote-2) |  |
| Bank: |  |

**Please check the relevant box:**

I am registered to VAT.

I am not subjected to VAT in accordance with

**§ 4 Abs. 21 UstG** because of giving lectures/education services,

or in accordance with

**§ 19 Abs. 1 UStG** I am subjected to small business regulation.

With kind regards

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place/Date Signature

1. Only if subjected to VAT [↑](#footnote-ref-1)
2. Only if residence abroad [↑](#footnote-ref-2)