

# REIMBURSEMENT FORM A

## Personal information (all fields are required):

Last name:	
First name:	
Finnish social security number (If you don't have, please fill in also the REIMBURSEMENT FORM B)	
Email address:	
Phone number:	
Bank account number (IBAN):	
Bank code (e.g. SWIFT or BIC):	
<b>Address in Finland (if you live in Finland less than 6 months, please fill in also the REIMBURSEMENT FORM B)</b>	
Street address:	
Zip code:	
City:	
Country:	

## Cost information:

Department:	
Degree program/ Name of the project or course:	
Description and purpose of purchase:	
Number of attached receipts:	
Total sum in EUR: <small>*Show here the exchange rate if converted from other currency.</small>	
Name of the contact person/ teacher in charge (approver of the cost):	
Costs approved (signature): <small>*Signature is not required if costs have been approved by email.</small>	

## Please note:

1. Send this form with the receipts to:
2. All the receipts need to show VAT percentage.
3. If your purchase is divided between other people, please indicate the names.
4. Notice that the form with the receipts must be sent within two months after course has ended.

## REIMBURSEMENT FORM B



Please fill in the FORM B only if it is suggested so in FORM A (if you live in Finland less than 6 months or you don't have a Finnish social security number)

This information is required by Finnish Tax Administration.

Last name:	
First name:	
TIN-code (Taxpayer Identification Number. Generally can be found from your passport or ID-card):	

Taxpayer Identification Numbers (TINs) are used by countries to identify taxpayers and facilitate the administration of their national tax affairs. TIN specifications (structure, syntax, etc.) are set by the national authorities. Some countries even have a different TIN structure for different categories of individuals and the names of the identifiers also differ country by country. More information about TINs in EU: [https://ec.europa.eu/taxation\\_customs/tin/tinByCountry.html?locale=en](https://ec.europa.eu/taxation_customs/tin/tinByCountry.html?locale=en)

Please fill in only, if you do not have Finnish Social Security number (Finnish TIN):

Date of Birth (DD.MM.YYYY)	
Sex (Finnish Tax Administration accepts only two options: <b>Female</b> or <b>Male</b> )	

Home address in country of permanent residence (more than 6 months):

Street address:	
Zip code:	
City:	
Country:	