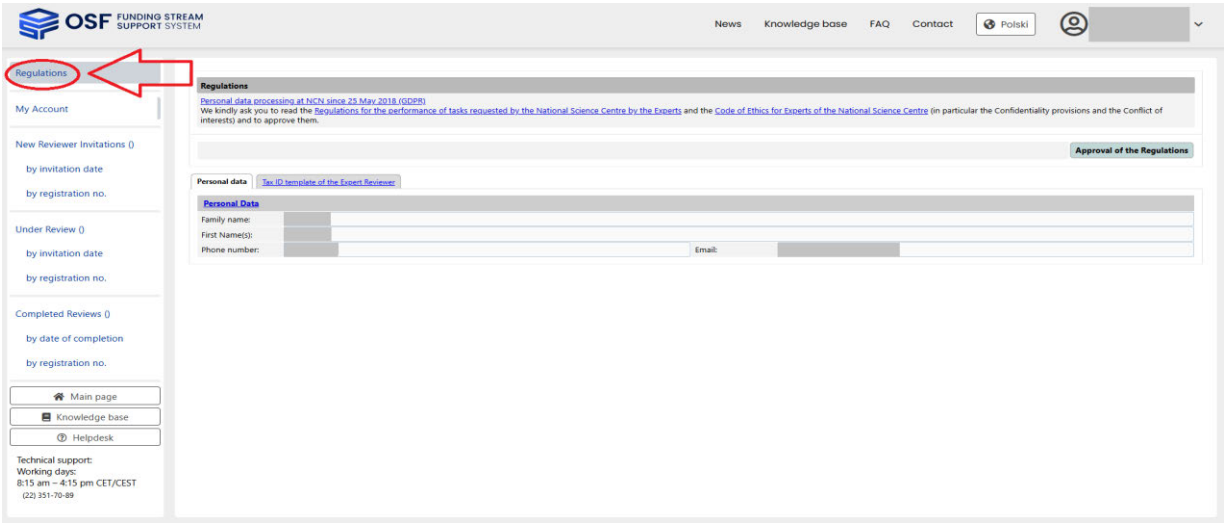
INSTRUCTIONS FOR ACCEPTANCE OF REGULATIONS
AND FILLING IN THE TAX INFORMATION
(indicative manual)

Please log into the OSF system to read and accept the **Regulations for the performance of tasks requested by the National Science Centre by the Experts** as well as to complete or verify all required data in **Tax Information.**

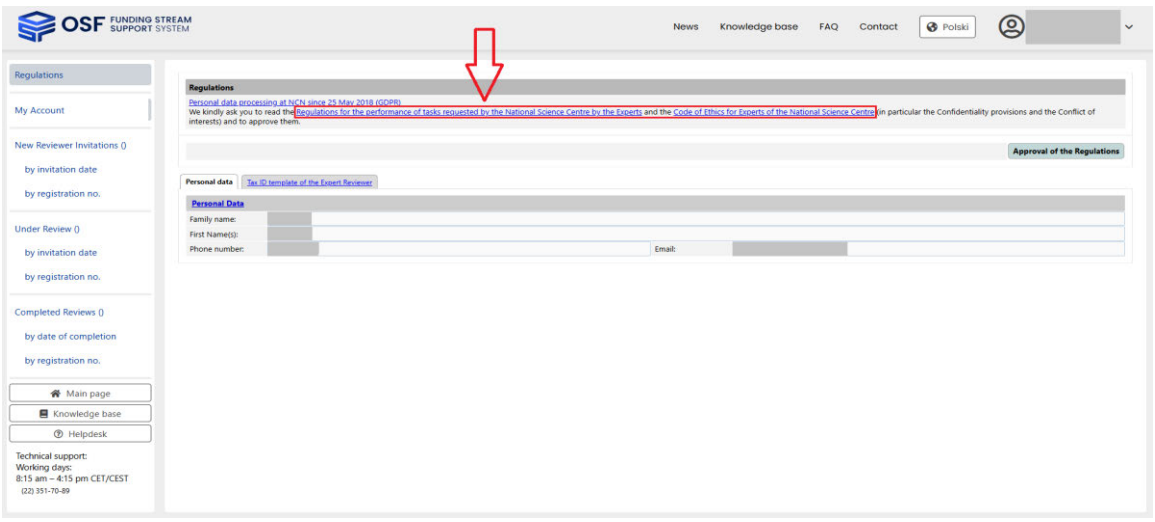
This is essential for cooperation with the Centre as well as for **tax and accounting purposes**.

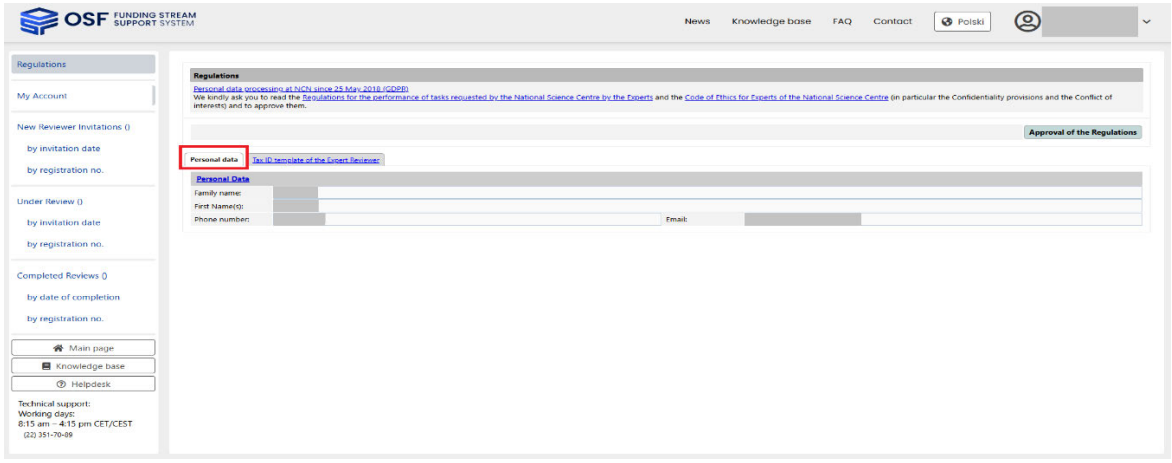
<u>Please follow the instructions below, to complete all data correctly.</u>

1. First, please log into the **OSF system** and click on the **Regulations**.

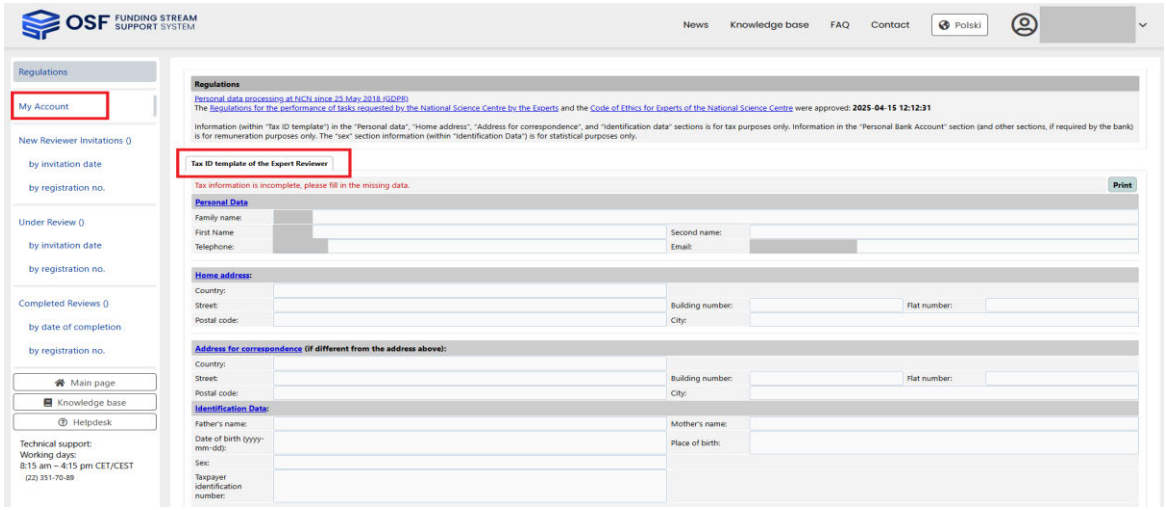


2. In this section, please read the **Regulations for the performance of tasks requested by the National Science Centre by the Experts**, **Code of Ethics for Experts of the National Science Centre**, and **Personal data processing at NCN since 25 May 2018 (GDPR)** and go to the **Tax ID template** of the Expert Reviewer section to complete the data.





3. Entering data in the **Tax Information** is the next stage.



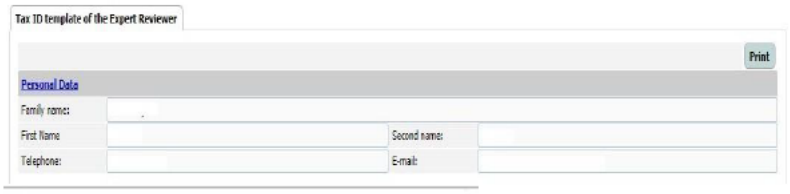
4. Next, please accept the **Regulations**.

TAX INFORMATION – COMPLETION

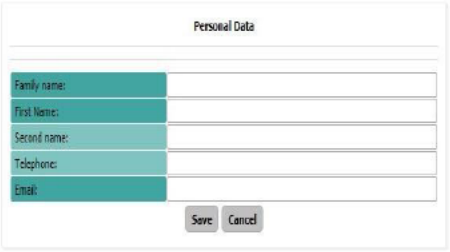
Please bear in mind that for a successful wire transfer valid personal and bank details are kindly requested.

a. Personal Data

After clicking on the Personal data tab, a window for completing the data will appear.



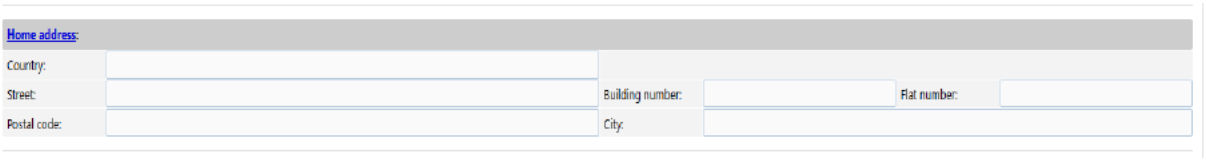
Now, it is time to fill in required information such as: **Family name, First/Second name, Telephone, E-mail.**



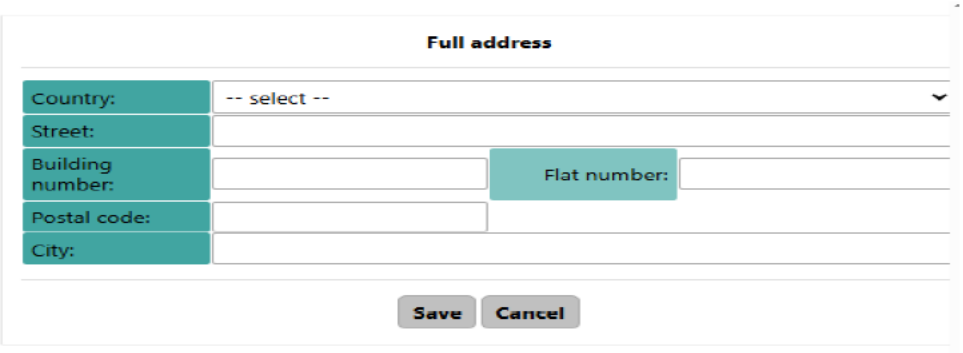
After filling in all required information, please save data, clicking on "**Save**".

b. Home address and Address for correspondence

Next stage is filling in all data concerning Home address and Address for correspondence (if different from home address).

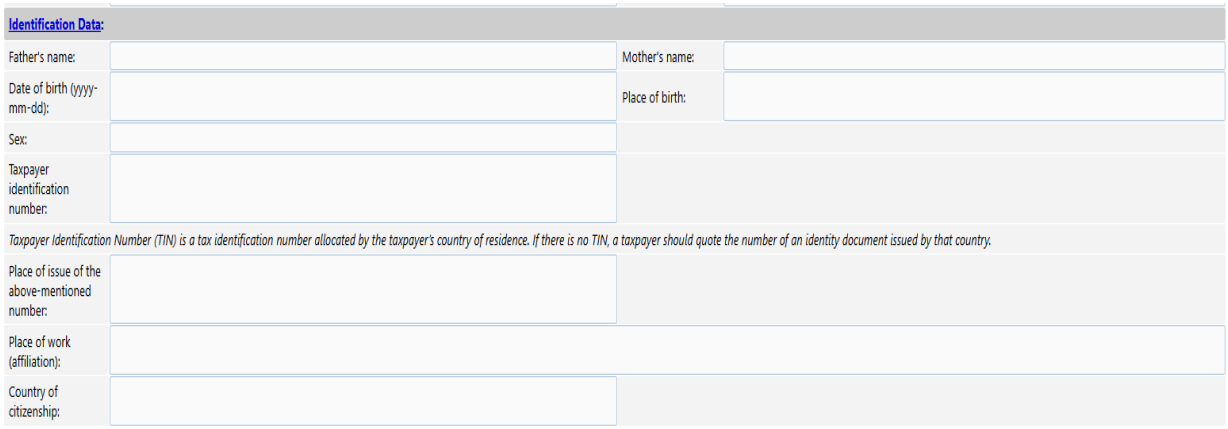


Enter the tab as in the photo above (Home address/Address for correspondence), and after displaying the required window, complete the information as below.
All data are mandatory, you can optionally enter the address for correspondence.
Then, in separate windows **(see below – Full address)** you can complete the required data and save the completed information, clicking on "**Save**".

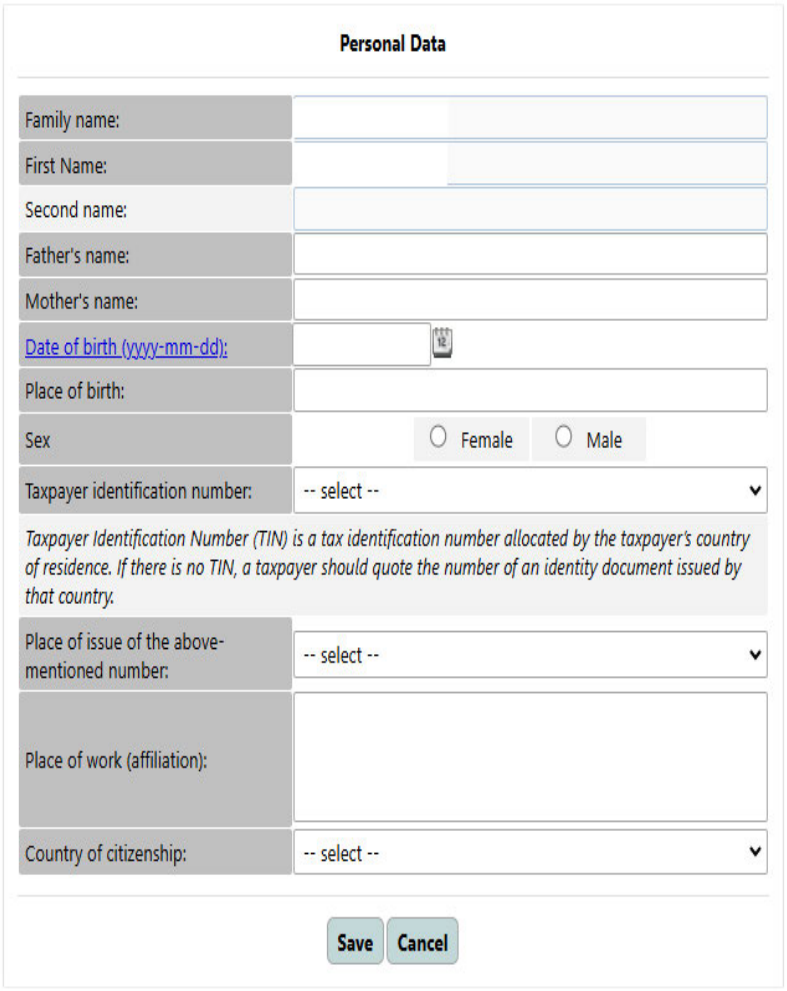


c. Identification data

The next step is to complete the Identification data. All information here is mandatory. To complete, go to the tab **Identification data**, as you can see below. Then fill in the required information and save it, clicking on "**Save**".



Identification Data:			
Father's name:		Mother's name:	
Date of birth (yyyy-mm-dd):		Place of birth:	
Sex:			
Taxpayer identification number:			
Taxpayer Identification Number (TIN) is a tax identification number allocated by the taxpayer's country of residence. If there is no TIN, a taxpayer should quote the number of an identity document issued by that country.			
Place of issue of the above-mentioned number:			
Place of work (affiliation):			
Country of citizenship:			



Personal Data

Family name:	
First Name:	
Second name:	
Father's name:	
Mother's name:	
Date of birth (yyyy-mm-dd):	
Place of birth:	
Sex	Female Male
Taxpayer identification number:	-- select --
Taxpayer Identification Number (TIN) is a tax identification number allocated by the taxpayer's country of residence. If there is no TIN, a taxpayer should quote the number of an identity document issued by that country.	
Place of issue of the above-mentioned number:	-- select --
Place of work (affiliation):	
Country of citizenship:	-- select --

Save Cancel

Here, you should fill in:
Family and **First / Second name**,
Father's and **Mother's name**,
Date and **Place of birth**,
Country of citizenship, **Place of work**.
Please indicate **Sex**; this information is for statistical purposes only but is essential for documentation processing.

You have to also select
Taxpayer Identification Number (TIN).

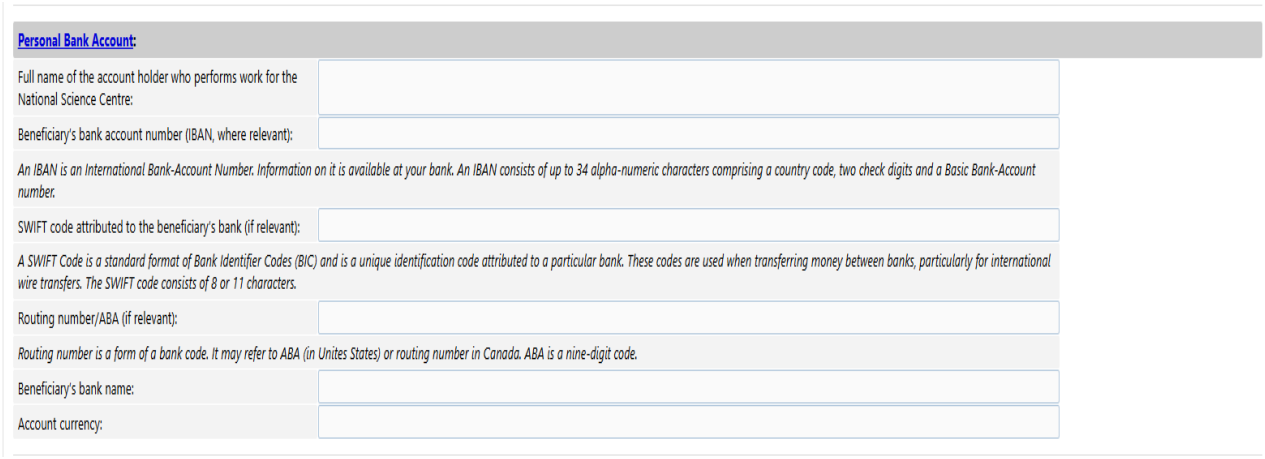
TIN is a tax identification number allocated by the taxpayer's country of residence.

If you do not have a TIN, please select another document, such as: **Social security number**, **Passport**, **Official identity document**, **Other tax document**, **Other identity document**.

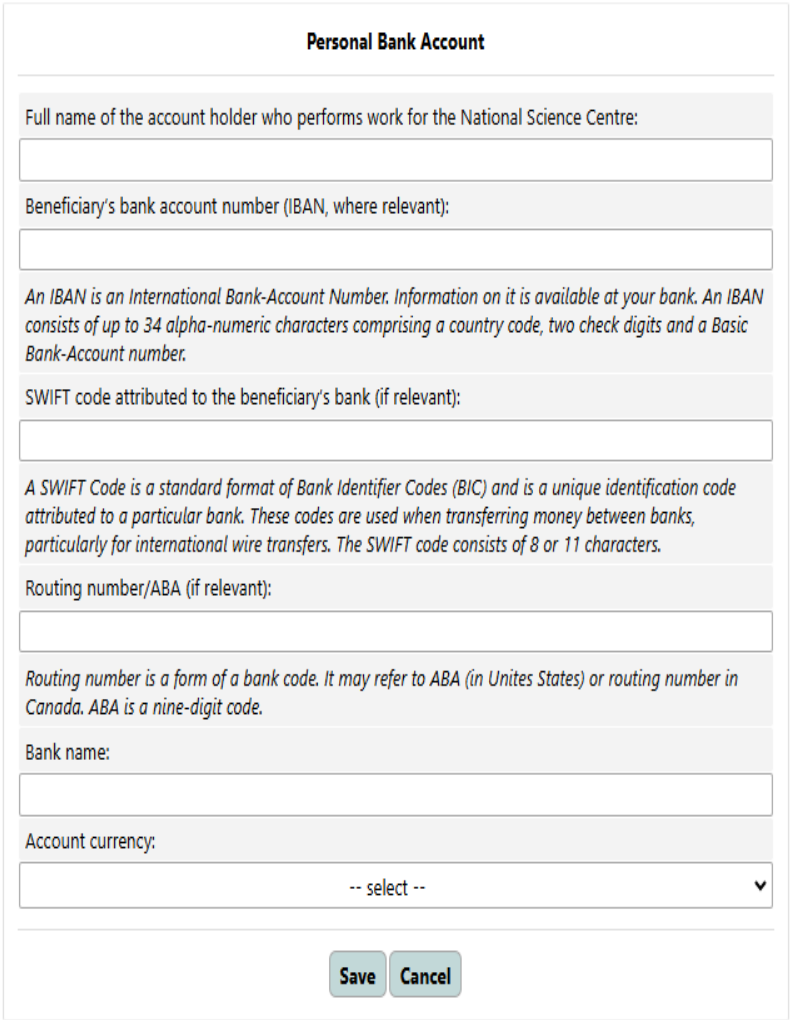
The last step is to save the data by clicking on "**Save**".

d. Personal Bank Account

To fill in your bank account details, please proceed as in the below cases. Please enter under the **Personal Bank Account** tab and complete the data in the required format, as in the pictures below.



Personal Bank Account:	
Full name of the account holder who performs work for the National Science Centre:	
Beneficiary's bank account number (IBAN, where relevant):	
An IBAN is an International Bank-Account Number. Information on it is available at your bank. An IBAN consists of up to 34 alpha-numeric characters comprising a country code, two check digits and a Basic Bank-Account number.	
SWIFT code attributed to the beneficiary's bank (if relevant):	
A SWIFT Code is a standard format of Bank Identifier Codes (BIC) and is a unique identification code attributed to a particular bank. These codes are used when transferring money between banks, particularly for international wire transfers. The SWIFT code consists of 8 or 11 characters.	
Routing number/ABA (if relevant):	
Routing number is a form of a bank code. It may refer to ABA (in Unites States) or routing number in Canada. ABA is a nine-digit code.	
Beneficiary's bank name:	
Account currency:	



Here, you must complete **all blank items** and select **Account currency,** which should be appropriate for sending payment to your bank account.

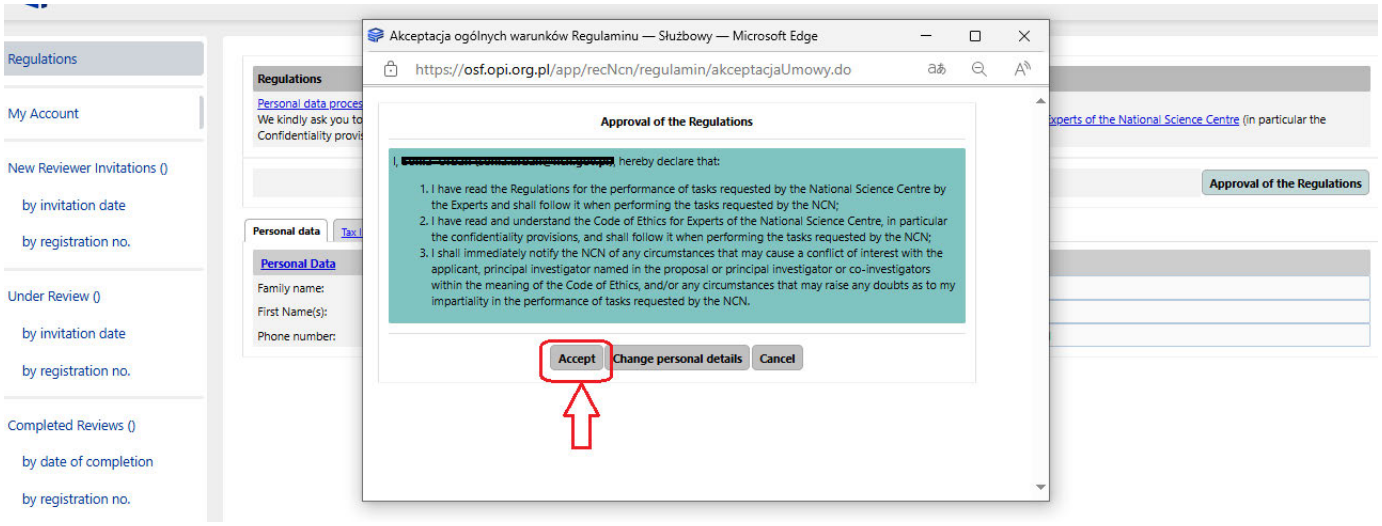
Please bear in mind that data in "**Personal Bank Account**" are **solely** for the person who is working for the National Science Centre.

You are obliged to give **your personal bank account number** (not an university or other legal entity), because you are the person who performs work for the National Science Centre.

You should fill in **SWIFT code**, or if relevant **routing number/ABA**.

After filling in all data, save the completed information by clicking on "**Save**".

After completing the required information, please carefully double check all data (once we want to make a successful wire transfer), verify the **Tax ID template of the Expert Reviewer** tab, and then accept **the Regulations**, as you can see below.



Experts who have filled out their Tax Information up until the beginning of July 2020 should log into **the OSF** system and complete the additional required data, such as: **Sex**, **Taxpayer Identification Number** and **Place of issue of this number**, **Country of citizenship**, **Full name of the account holder who performs work for the National Science Centre**, as well as **Account currency**.

This information is essential for the payment procedure.

Thank you for your understanding.