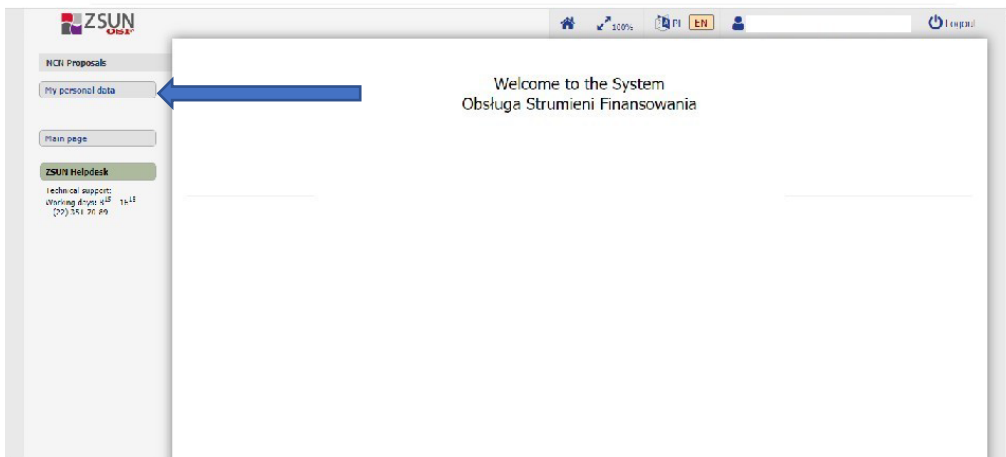


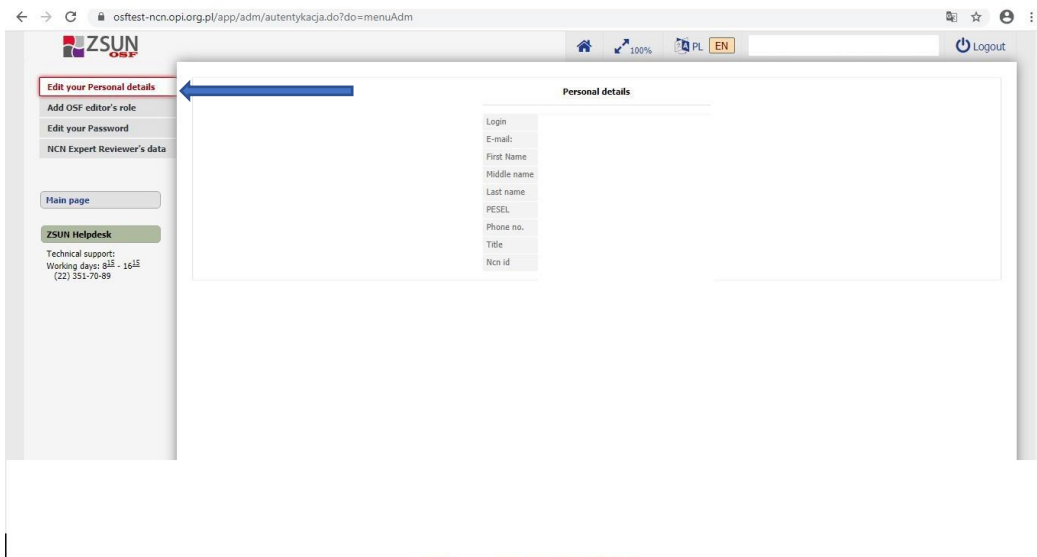
## INSTRUCTIONS FOR FILLING IN THE TAX INFORMATION AND ACCEPTANCE OF FCA

In connection with the entry into force of the **Framework Cooperation Agreement** which replaces "the **General Terms and Conditions of the Contract** for evaluating proposals in open calls of the National Science Centre", and for making changes to the **Tax Information**, log into the **ZSUN/OSF system** to read the agreement and complete the required data in **Tax Information**. This is important for cooperation with the Centre as well as for tax and accounting purposes. Please follow the instructions below to complete all data correctly.

1. At first, please log into the **ZSUN/OSF system** and next enter the tab **My personal data**, as you can see below.



2. After that, enter the tab **NCN Expert Reviewer's data**.



3. In the NCN Expert Data tab, please read the [Framework Cooperation Agreement](#) and go to the Tax Information section to complete the data. Entering data in the **Tax Information** is the next stage before accepting the **Framework Cooperation Agreement**.

### TAX INFORMATION – COMPLETION

#### a. Personal Data

After clicking on the [Personal data](#) tab, a window for completing data will appear.

The screenshot shows a web form titled "Personal Data" with a "Print" button in the top right corner. The form contains the following fields:

- Family name:
- First Name:
- Second name:
- Telephone:
- E-mail:

Below the form, there is a "Save" button and a "Cancel" button.

Now, fill in required information such as **(Family name, First/Second name, Telephone, E-mail)**. After filling in all information, please save data by 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).

The screenshot shows a web form with two sections:

**Home address :**

- Country:
- Street:
- Building number:
- Flat number:
- Postal code:
- City:

**Address for correspondence (if different from the address above):**

- Country:
- Street:
- Building number:
- Flat number:
- Postal code:
- City:

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**) you can complete the required data and save the completed information, clicking on "Save".

Umowa eksperta - dane adresowe - Google Chrome

osftest-ncn.opi.org.pl/app/recNcn/umowaEksperta/daneAdresowe.do

**Home address**

Country:

Street:

Building number:  Flat number:

Postal code:

City:

Informacje podatkowe - dane adresowe - Google Chrome

osftest-ncn.opi.org.pl/app/adm/ekspertNcn/infPodatkowe/daneAdresowe.do?do=edytujAdres&typ=10

**Address for correspondence**

Country:

Street:

Building number:  Flat number:

Postal code:

City:

### c. Identification data

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

<u>Identification Data</u>	
Father's name:	Mother's name:
Date of birth (yyyy-mm-dd):	Place of birth:
Sex:	
Taxpayer identification number:	
<small>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.</small>	
Place of issue of the above-mentioned number:	
Place of work (affiliation):	

Here, you should fill in: **Family and First name, Second name, Father's and Mother's name, Date and Place of birth.** Please indicate **Sex** – this information is for statistical purposes only.

You also have to 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

While filling in your bank account details, please proceed as in the below cases. Please enter in 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:

Informacje podatkowe - dane konta bankowego - Google Chrome

osftest-ncn.opi.org.pl/app/adm/ekspertNcn/infPodatkowe/daneKontoBankowe.do?do=edytujKontoB

### Personal Bank Account

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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.*

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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.*

Bank name:

Account currency:

-- select --

Save Cancel

Here, you have to fill in all blank items and select **Account currency**, which should be appropriate to where payment is sent. You should fill in **SWIFT code**, or **routing number/ABA**. Please bear in mind that the data in “**Personal Bank Account**” are solely those of the person performing work for the National Science Centre.

After filling in all data, save completed information by clicking on “Save”.

After completing the required information, please carefully check all the data, verify **Place of Work (Affiliation)** and **Auxiliary NCN Review Panels Identifiers** tab, and then accept **the Framework Cooperation Agreement** and **Confirm data**, as you can see below.

Dane eksperta NCN

https://osftest-ncn.opi.org.pl/app/adm/mojeDane.do?do=daneEkspertaNcn

ZSUN OSF

100% PL EN Logout

Edit your Personal details

Edit your Password

NCN Expert Reviewer's data

My E-mails

History

Main page

ZSUN Helpdesk

Technical support:  
Working days: 8<sup>15</sup> - 16<sup>15</sup>  
(22) 351-70-89

### National Science Centre Expert data

Data confirmed (date and time): No Data **Confirm data**

Template **the Framework Cooperation Agreement**.  
Please familiarize yourself with the **terms and conditions of review**.  
Please fill out data in the section "tax ID template" and in other sections such as: "Place of work (affiliation)", "Auxiliary NCN Review Panels Identifiers"

Information (within "Tax ID template") in the "Personal data", "Home address", "Address for correspondence", and "Identification data" sections is for tax purposes only. Information in the "Personal Bank Account" section (and other sections, if required by the bank) is for remuneration purposes only. The "sex" section information (within "Identification Data") is for statistical purposes only.  
Next, please accept conditions of the Framework Cooperation Agreement by using the "Acceptance of the Framework Cooperation Agreement" button.

In order to confirm the data entered, please choose the "Confirm data" button. Confirmation shall grant you access to proposals in the relevant review panel. Successful confirmation process should result in displaying confirmation date and time.

**Acceptance of the Framework Cooperation Agreement**

Place of work (affiliation) Auxiliary NCN Review Panels Identifiers Tax ID template

Place of work (affiliation) Edit

Experts who have filled out their Tax Information, should log into the **ZSUN/OSF** system and complete the additional required data, such as: **Sex**, **Taxpayer Identification Number** and **Place of issue of this number**, **Full name of the account holder who performs for the National Science Centre**, as well as **Account currency**. This information is essential for the payment procedure.

## Personal information for tax purposes

<b>1. Family name:</b>	Stevenson
<b>2. First name:</b>	John Paul
<b>3. Sex</b>	Male
<b>4. Phone number:</b>	(1) 0000 34 34 34
<b>5. Email:</b>	j.p@com
<b>6. Home address:</b>	
a) Country:	The United States of America
b) City:	New York (NY)
c) Postal code:	55509090
d) Street:	Clinton Hill, Brooklyn
e) Building number:	3/33333
f) Flat number:	333
<b>7. Identification Data:</b>	
a) Father's name:	John
b) Mother's name:	Mary
c) Date of Birth (yyyy-mm-dd):	1977-07-07
d) Place of Birth:	Philadelphia (Pennsylvania)
e) Taxpayer identification number	TIN (5550009999)
f) Place of issue of the above-mentioned number	Internal Revenue Service
<b>8. Place of work (affiliation):</b>	Columbia University ; Metropolitan Museum of Art
<b>9. Personal Bank Account:</b>	
a) Full name of the account holder who performs work for the National Science Centre:	John Paul Stevenson
b) Beneficiary's bank account number (IBAN, where relevant):	0000 3334 77
d) SWIFT code attributed to the beneficiary's bank (if relevant):	WFBIUS6S
e) Routing number/ABA (if relevant):	
f) Beneficiary's bank name:	Wells Fargo BANK
g) Account currency:	USD

### REPRESENTATIONS AND WARRANTIES:

1. I hereby represent that the information provided herein is true and correct.
2. I hereby represent that I have read the rules according to which personal details are processed by the National Science Centre and which are laid down in Annex 2 to the Framework Cooperation Agreement.
3. I shall immediately update my personal detail and other data required to settle the remuneration, as provided in the Personal Income Tax Information, should there be any changes thereto.
4. I hereby consent to have my tax return form sent to the above-mentioned e-mail address after the end of the fiscal year.

### Place and date

Krakow, 2020-07-24

### Signature

John Paul Stevenson, [j.p@com](mailto:j.p@com)

2020-77777000

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