Annex 7a

to the Principles of concluding civil law contracts with individuals by Częstochowa University of Technology

(Order No. 66/2020 of the Rector of CUT of 29.12.2020)

**INVOICE / AUTHOR’S INVOICE for Częstochowa University of Technology No. …**

**to Contract of Mandate / Contract for Specific Work**

**No. ………… of …………………..**

Payment of remuneration for the month \*\* ……………………………………………………

Mandatary’s / Contractor’s**\*** full name: ………………………………………………………..

PESEL (Polish Personal Id. No.): ………………………… NIP (Tax Id. No.): ………………

Passport series and number (for foreigners): …………………………………………………..

Place of residence:

Street …………………………………….. House number …….. Apartment number ……….

Postal code: ……………....... Town, city or village: ………………………………………….

Tax Office in ……………………………. No. …… Street: ………………………………….

Postal code: …………….......………………………………………………………………….

**Total PLN: …………………** (say: …………………………………………………….……..)

Please transfer the invoice amount to the bank account: ……………………………………….

SWIFT (for foreigners only) …………………………………………………………………. Account currency ………………………………………………………………………………..

I confirm that I declare the earned income in my tax return filed in (country): …………………

I declare and represent that:

1. The task / work / object of the mandate\* referred to in this invoice was performed by me personally outside my working hours covered under my contract of employment with Częstochowa University of Technology.
2. I earn / do not earn\* income subject to income tax on business activity (self-employment).
3. The work carried out under the aforesaid Contractis included / is not included\* within the scope of my business activity (self-employment).
4. The remuneration paid is / is not\* a revenue in the meaning of Art. 22(9)(3) of the Personal Income Tax Act (delete “is not” if the revenue earned is the author’s fee), I claim / do not claim\* tax deductible expenses equal to 50% of the pre-tax income as provided for in Art. 22(9)(3) of the Personal Income Tax Act.
5. If giving untrue and inaccurate data or failure to immediately notify of change of details included in the aforesaid Contractcauses a loss by underpayment of personal income tax or underpayment or non-payment of social insurance, health insurance or labour fund contributions, I agree to pay immediately the accrued outstanding tax and contributions with due interest.

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\* Delete inapplicable

\*\* Applies only to Mandataries of Mandate Contracts in the situation where the Contract term is longer than

 one month.

*\**\**\** In case of an organizational unit other than a Faculty, the completion of work is confirmed by the unit head.

Please transfer the remuneration due from the bank account:

………………………………………………………………

(University’s bank account number)

………..……………………………………………

(Date and signature of the Mandatary / Contractor\*)

Work Manager’s confirmation of the task (work)\* completion

……………………………………………………………

(Date and signature)

Dean’s\*\*\* confirmation of the work completion

……………………………………………………………

(Date and signature)

Funding confirmation

……………………………………………….. ………………………………………

(Date and signature of the authorized clerk) (Date and Bursar’s signature)

 Payment approval

……………..………………………...

(Date and Rector’s / Vice-Rector’s signature)

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\* Delete inapplicable

*\**\**\** In case of an organizational unit other than a Faculty, the completion of work is confirmed by the unit head.