



TECHNICAL AREA

VAT refunds to foreign businesses

SUBJECT Form USt 1 T in the Form Management System

Electronic transmission of your application data will enable us to process your VAT refund applications more quickly. In addition to the existing possibility of transmission using Elster Online Manager, form USt 1 T is available for the same purpose at: https://www.formulare-bmf.de/ffw/action/invoke.do?id=ust1t

However, this form can only be completed online and used for a maximum of 300 invoice items (please use the VERUS pdf form for larger applications until further notice). Apart from an Internet browser of your choice (with Java script if possible), you do not require any specific software on your PC. High-speed Internet access is an advantage.

Use only the buttons on the form (see below), not the task bar of your Internet browser.



Table with 2 columns: Instruction and Icon. Row 1: The form itself consists of 3 pages... [Icons: 1, 2, 3]. Row 2: Adjust the display size... [Icons: +, -]. Row 3: Should you wish to interrupt completion... [Icon: XML]. Row 4: When you want to continue with your task... [Icon: XML with arrow]. Row 5: When the application has been completed... [Icon: Document with arrow]. Row 6: Then print out the application... [Icon: Printer]. Row 7: Please note: To make it easier to process the attachment... [Text only].

## **FAQ** Frequently asked questions ...

### **Can I use any Internet browser?**

*Yes. However, it has been established that the Mozilla browsers perform significantly better than other browsers.*

### **When using the "Mozilla Firefox" browser, I receive a warning about a busy or unresponsive script. Is this a fault?**

*No. Confirm the message by clicking on the "Continue" button. Alternatively, you can also reconfigure "Mozilla Firefox" as follows:*

- ✓ *Enter "about.config" in the address line in Firefox.*
- ✓ *Enter "time" in the "Filter" field. The list of parameters will also be reduced to about 25-30 entries.*
- ✓ *Double click on the "dom.max\_script\_run\_time" parameter to open it and increase the value (e.g. to 40)*

**N.B.:** Reconfiguring your web browser can affect the security and stability of your system when loading other websites. The Federal Central Tax Office will therefore accept no liability whatsoever for any damage which may occur. If you are unsure of the effects of changing the parameters, we recommend cancelling them after the form has been sent successfully.

### **Can I speed up the processing of my entries in the form?**

*Yes. Reaction times are significantly better if JAVA is switched off. However, you will have to manage without convenient functions such as Tool Tips and fault-finding.*

*Recommendation: Deactivate JAVA once you are familiar with using the form.*

### **Is electronic transmission of the form alone sufficient for payment?**

*No. You must currently print out the application after (!) electronic transfer, add the applicant's original signature and send it together with the requisite original vouchers to the Federal Central Tax Office by mail.*

### **Do you have any other questions?**

- ✓ If you have any technical questions, please send an e-mail to: [vatapplic@bzst.bund.de](mailto:vatapplic@bzst.bund.de)
- ✓ If you have any questions about payment, please send an e-mail to: [vatrefund@bzst.bund.de](mailto:vatrefund@bzst.bund.de)