Högskolan i Borås

Last name	First name	Swedish Personal Identity Number
Home address		Tax Identification Number (TIN)
		Country of issued TIN / Citizenship
	Country	Phone number

Attach SINK application. SINK-decision is needed for obtaining a personal national identity number from the tax authorities and for determining whether you should pay a special income tax on 25%, or whether Sweden has a tax agreement with your country to avoid double taxation. Sweden has agreements on exchanging income statements with number of different countries. As a result, a TIN (Tax Identification Number) should be enclosed if income statements must be submitted for an individual. Attach copy of passport.

Department/contact

Payable to:

Bank _____   Swift/BIC _____

Bank address _____   Sort/BSB/CC code _____

_____   ABA/FW/Routing _____

Account number _____   IBAN-number _____

Information about the stay: travel, route, dates etc.

Purpose: (check the box for type of remuneration)   ☐ opponent/examiner or external expert   ☐ other for example guest researcher/lecturer

---

Remuneration amount   **SEK**

Net expenses / Travel reimbursement amount (Tickets, hotel & taxi receipt attached)   **SEK**

_____   _____
Date   Date

_____   _____
Signature of guest   Head of department signature and name in block letters

---

Kontering

Orgenhet   Projekt/aktivitet

Rapporterad Primula

Aid to completing the form (part of the form is to be completed by administrator at the department)

Name – enter name
Home address – enter complete address details
Swedish Personal Identity Number – enter Swedish organisation/corporate identity/personal identity (ID) number (see Tax/SINK [special income tax for foreign residents] decision)
Tax Identification Number (TIN) – enter TIN number
Country of issued TIN – enter the country in wich TIN are issued
Citizenship – enter the citizenship of the applicant
Department/contact – enter department and contact

Bank – enter name of bank
Bank address – enter complete address of bank
Account number – to be entered if there is no IBAN
Swift/BIC – must always be entered with at least 8 positions (swift and BIC are the same thing) as:
4 letters for the bank (pos. 1-4), country code (pos. 5-6), letter/digit (pos. 7-8) for example ABBYGB2L
Sort code – 6 digits that are to be entered upon payment to England if the account number is used
BSB code – 6 digits that are to be entered in the case of accounts in Australia
CC code – 9 digits that are to be entered in the case of accounts in Canada
ABA/FW/Routing – 9 digits that are to be entered in the case of accounts in the USA (ABA/FW/Routing are the same thing).
IBAN-number – to be entered for countries that use IBAN. If the payment is to "Euro-countries" IBAN is required.

Information about the stay – enter information concerning the visit
Purpose – state whether it is a guest researcher/lecturer or opponent/expert (further information regarding the purpose can be provi-ded here if so wished)
Remuneration amount – enter fee (gross amount) in SEK. If the work is performed in the country of residence and in Sweden, split the fee so that the correct amount can be taxed in Sweden.
Net expenses/Travel reimbursement amount – enter reimbursement for travel costs (tickets/hotel/taxi), all receipts in original to be attached. Reimbursement for travel costs in the currency of the guest's country of residence are transleted into SEK.
NOTE! Food receipts are not reimbursed as disbursements. In the event of any reimbursement for food, this amount is to be baked into the fee.
Date and signature – signatures of both guest and head/corresponding.