Dear Taxpayer,

When you fill out the present Data sheet and fill it out in person, electronically or via post to the national tax- and customs authority, you are complying with the provisions of Act XCII of 2003 (Rules of Taxation) Articles 16, 17, 22 and 23.

Registration and reporting changes in data must be performed within a deadline. Changes must be reported within 15 days of the change. Failure in doing so may result in a default fine as per Article 172 of the Rules of Taxation.

When filling out the Data Sheet for Registration and Reporting Changes, we recommend the thorough study of the main tax laws: Act CXVII of 1995 on personal income tax (PIT Act) as amended several times, and Act CXXVII of 2007 on value added tax (VAT Act) and Act CXLVII of 2012 on the Fixed-Rate Tax of Low Tax-Bracket Enterprises and on Small Business Tax (henceforward: Katv) for correct interpretation.

Please note that you are exempt from the registration prescribed for the acquisition of tax number if your scope of activity is exclusively the rent (lease) of real estate property and you do not exercise your right to be a VAT-taxable person. You are not exempt if you are a private entrepreneur or if you establish a commercial relationship with a tax subject resident in another Member State of the European Community as specified in the Rules of Taxation, Article 22 (1) (e).

The national tax- and customs authority establishes a tax number for the taxpayer as of the date of registration, or in case of late registration, as of the date of starting taxable activities.

The tax number must be indicated in all correspondence with the national tax- and customs authority and on all payments, re-claims and invoices issued.

Based on the Rules of Taxation, Article 38 (2), the taxpayer required to open a bank account shall have at least one domestic (Hungarian) current account.

If, by a binding decision, the national tax- and customs authority cancelled the taxpayer’s tax number based on Article 24/A (4) of the Rules of Taxation – that is, after the suspension of the tax number and before the taxable status of the taxpayer ceases – and the taxpayer wishes to resume taxable activities, he must re-apply for a tax number based on Article 24/A (8) of the Rules of Taxation. In this case the national tax- and customs authority shall provide the taxpayer with the formerly used tax number.

We wish you a lot of success and good luck in your business.

National Tax and Customs Administration (NTCA)

INFORMATION on how to file the Data Form of registration and reporting changes

Filing hard copies

In case you wish to file the form in hard copies (via post or in person), please submit two copies to the competent county (Budapest) directorate of the National Tax and Customs Administration (hereafter: NTCA). When submitting a registration (applying for a tax number) the data sheet may be...
filed to any county (Budapest) directorate of NTCA. Taxpayers belonging under the exclusive competence of the Large Taxpayers' Tax and Customs Directorate of NTCA (non-resident taxpayers, foreign citizens having no registered seat, no branch office, no place of residence or place of stay in Hungary, Hungarian Defence Forces, Law Enforcement Agencies and National Security Services and the personnel, contractual staff, civil servants, public servants and employees thereof, etc.) may apply for a tax number at the above-mentioned directorate only.

**Electronic filing**

In case you wish to comply with your obligation to register and/or report changes in data electronically, the form is to be file **one single copy** via the Client Gateway (Úgyfélkapu). Should you have any other questions on the Data Sheet or the rules on taxation, for more information please visit the website of the NTCA (http://www.nav.gov.hu), or call our blue number +36-40/42-42-42 accessible from all mobile phone networks.

**INSTRUCTIONS FOR FILLING OUT**

The sections are to be filled out legibly, preferably in capital letters. The main page of the form must include the date and signature.

The heading of the detail sheets and supplementary sheets must include the name of the taxpayer and the tax number, if you have one.

In the lines for geographical addresses, the postal code must also be given. If a non-Hungarian address can also be given in the box, the Hungarian postal code must be given aligned to the left. The name of the city/village must not be abbreviated. When giving the telephone number, the area code and the local number must be given. When giving an address, the type of area (street, square, etc.) must also be given next to the name (e.g. Petőfi street etc.).

If the lines of the detail sheets are not sufficient, supplementary sheets need to be filled out. The supplementary sheets are as follows: Supplementary Sheet 1: Activities; Supplementary Sheet 2: Branch offices, outlets, operating licence; Supplementary Sheet 5: Storage place of documents, electronic certificates and records. In case of reporting data, Supplementary Sheet 9 must also be filled out for providing data to the Central Statistical Office (KSH).

Documents as proofs of the registered data can be filled out in non-original copies. In the case of forms filled out electronically, the document can be scanned and thus attached. The attachment of the document can facilitate the verification of the reported data. In case there are no documents attached, data reconciliation may become necessary later on in order to clarify facts.

**MAIN PAGE**

**Section 1: Reference number of the form to be corrected on the basis of an error note by the National Tax and Customs Administration**

In case you re-fill out the form based on a notice from the national tax- and customs authority to substitute an incorrect (incomplete) form with the correct (complete) data, you must indicate the reference number of the incorrect form. The tax- and customs authority communicated the reference number of the form in a notice. In the Data Sheet submitted for correction, not only the incorrect data shall be corrected (provided). All data that are relevant for the report (report of change) shall also be repeated therein.
Section 2: Type of registration
It is compulsory to fill out this Section.
In the case of compliance with registration obligations, code 1 must be written in the code-box. In this case, Sheet A and Sheet F need to be filled out.
You may choose to apply for a tax number or customs identification number on the data sheet. It is not compulsory to apply for both numbers; however, if you do not have a tax number you may not apply for a customs identification number only. In case you apply for a tax number together with a customs identification number, or you apply for a customs identification number when you already have a tax number you must fill out Section 14 of Sheet A accordingly. You have to apply for an EORI number if you needed a customs identification number to fulfil your customs liabilities, whereas you only needed to apply for a VPID number should you require a customs identification number to fulfil your registration tax liability only. Any taxpayer holding a VPID number from earlier than 1 January 2017, but has not applied for it to be applied as an EORI number too, must now apply for an EORI number, as customs identification number, to be able to fulfil customs liabilities.

In the case of reporting changes in data, code 2 must be entered in the code-box. In this case, Sheet B and/or Sheet F must be filled out.
Changes in data necessary for customs authority procedures may be reported in Section 15 of Sheet B.
In case the national tax- and customs authority suspended and then cancelled your tax number, and you request a tax number again, code 3 must be written in the code-box. In cases when changes in other data are reported, filling out both Sheet F and Sheet B is possible, in accordance with the rules of reporting changes. Filling out Sheet F is not mandatory, the taxpayer does not qualify as a new VAT subject from the point of view of opting for the VAT taxation method. The box of ’effective date of change’ cannot be filled out.

Section 3: Effective date of change
In the case of reporting changes in data, the date of the effect of the change must be filled out, which is the date related to the new data changes. Only those boxes may be filled out on one and the same form to which such a date applies! It must not be filled out in the case of registration and re-registration after the tax number had been cancelled.

Section 4: Surname and given name(s)
It is compulsory to fill out this Section.

Section 5: Tax identification number
It is compulsory to fill out this Section – in case you have such a code. If you do not yet have a tax identification code you must request it on Data Sheet ’T34. You may indicate the attachment of Data Sheet ’T34 in the code-box.
Section 6: Tax number
You may not fill this out when registering. It is compulsory to fill out this Section when reporting a change or reapplying after the tax number had been cancelled.

VPID number, community customs identification number (hereinafter called: EORI number)
For the purposes of easier identification, if you already have a VPID or EORI number you are requested to enter them in this Section for the national tax- and customs authority.

Section 7: Telephone number

Section 8: Filled out detail sheets and supplementary sheets
Filled out detail sheets are to be marked with an ‘X’ in the code-box under the sheet sign. The number of supplementary sheets filled out is to be entered in the code-box under the serial number of the supplementary sheet.

The form becomes an official document when the place and date of filling out is given and a signature is applied. The form is invalid without a signature.
Also the form may be signed on behalf of the taxpayer by a representative or proxy (hereinafter the two mentioned together: representative) as provided under the paragraph (2) of the Article 7 of the Rules of Taxation. Please give the name of the signatory person with printed letters above the line of “the name of the representative (proxy) of the taxpayer.” In case the form is signed by the ad-hoc proxy the authorization must be attached to the form, and this must be indicated by an “X” in the code-box next to the the signature line. In such cases, the data form is not valid without the attached power of attorney. If the form is signed by a permanent proxy as per the Rules of Taxation who is duly registered with the national tax authority and is entitled to sign the given Data Form, this must be indicated by an “X” in the right code-box of the main page. Please note that a form signed by a permanent proxy not registered with the national tax authority, or not entitled to sign the Form is not valid without an attached power of attorney.

Sheet ’A’
REGISTRATION

In the case of complying with registration obligations, code 1 must be entered in Section 2 of the Main Page. In this case, Forms A and F must be filled out.

Section 1: Registered seat
The registered seat may not be a post office box. A registered seat is the place where the central business management is done. Only private entrepreneurs as per the PIT Act, Article 3 (17) may fill this Section out.

Section 2: Branch office
No post office box number may be given as a branch office. In case the branch office has an operation licence, the licence number must also be indicated. Supplementary Sheet 2 may be used to continue.

Section 3: Postal address
It is compulsory to register such address if not the same as the address of the registered seat or of the branch office of the taxpayer.
Section 4: Storage place of documents, electronic certificates and records
This address must be reported if it is not the same as the registered seat or residence of the taxpayer. It may not be a post office box.
This Section is to register if, according to the VAT Act, you store the electronic documents, books and records, electronically, with an online access.
You may continue providing data relating to the storage places of documents in supplementary sheet 5.

We draw your kind attention to the fact that document storage address(ees) and the declaration of the fact that electronic storage of document exists are two distinct issues and should separately be reported based on sub-point g) of point (3) of Article 16 of the Act on tax procedures. They are not interrelated.

Section 5: Data of authorised agent in Hungary to receive deliveries
If you have no place of residence in Hungary and are a foreign citizen, you must report the data of your authorised agent to receive deliveries.

Section 6: Form of activities
- A private individual not qualifying as an individual entrepreneur based on the PIT Act, Article 3 (17), who is not listed in the records of individual entrepreneurs: [2].
- A private individual who does not belong in the above category and carries out taxable activities (e.g.: renting property, primary agricultural producer): [3].
- A private individual who is considered as a paying agent or employer, thus required to obtain a tax number [e.g.: employing a person (e.g. a gardener), primary agricultural producer employing a labourer]: [4].

Section 7: Activity(ies)
Taxpayers must perform their reporting obligations in relation to their core and other activities by using ‘ÖVTJ’ codes as per the effective Activity List of Independent Businesses (hereinafter called: ÖVTJ).
Taxpayers carrying out taxable activities as private individuals with a tax number must also report their scope of activities to the national tax- and custom authority as per the ÖVTJ.
In line 1, the core activity is to be identified; i.e. the one expected to generate most of your income.
In case no income is generated by the activity, the activity expected to require the most expenditure must be indicated as core activity.
In the case of a private individual considered as a paying agent or employer income cannot be defined, thus the activity expected to require the most expenditure must be indicated as core activity.
It is compulsory to register the core activity.
Example no. 1:
If a private individual taxpayer fills out for a tax number only because their household employs an employee or temporary labourer for the cultivation of a family vinery or apple farm for home consumption, he/she shall be considered as a paying agent or employer as per the Rules of Taxation, Article 178 (18) (thus he entered code 4 in Section 6).
In this case, the ÖVTJ code of the activity of the paying agent/employer generating expectedly the most income or, without that, requiring the most expenditure must be indicated. E.g. if the number of employees and the wage cost or the income is higher in the case of the cultivation of the vinery than in the case of the apple cultivation, the ÖVTJ code of vinery cultivation shall be indicated.
Example no. 2:
If a taxpayer wishes to employ a personal secretary, and he/she fills out for a tax number only for this reason (he/she shall also be recognized as paying agent or employer), he/she may indicate the ÖVTJ code of a ‘domestic household employing a household employee’. The indication of the ÖVTJ code of a domestic household employing a household employee is not the equivalent of household work as per Article 1 (2) 1 of Act XC of 2010 on the enactment and modification of certain economic and financial acts. As per the referenced Act, any of the following activities ensuring the necessary conditions for the everyday life of the natural person and individuals living with him/her in a joint household and as regards his/her close relatives shall be recognized as domestic work: apartment cleaning, cooking, washing, ironing, baby-sitting, home teaching, home care and nursing, household keeping, garden maintenance. The activities not listed above – as the activity in the example – shall not be exercised under the notion of domestic work.

The code indicating the type of activity must also be given in the case of any other activities. For the core activity, the type of activity cannot be given; the national tax- and customs authority shall determine it, based on the data given under the Section of ‘Form of activities’. A core activity can only be one that can be done on the basis of the form of activities.

In the case of activities requiring an operating licence, the licence number and its date must also be given.

Section 8: Starting date of the income generating taxable activity
The national tax- and customs authority issues a tax number to the taxpayer upon registration, effective as of the date of registration. If the registration obligations are met after starting such activity, the date when the taxable activity was started before registration must also be given.

Section 9: Type of work
You must fill this Section out if you

- are an individual entrepreneur based on the PIT Act, Article 3 point 17, or
- are engaged in a taxable activity not qualifying as an individual entrepreneur.

If you request a tax number only because of being a paying agent or an employer, you may not fill this out.

Please select from values [0] [1]-[5] [8] and [9] the code that corresponds to the type of work you are engaged in. Code [A] shall be indicated if you are engaged in renting activities only, while code [B] if you request the tax number as a paying agent or employer.

[0] code must be indicated if you are a private entrepreneur/primary agricultural produces and were employed in another EEA Member State (a socially secured person in another Member State as per EU regulations on the coordination of social systems and their implementation, you have an E101/A1 certificate, thus you are not obliged to declare and pay contribution in Hungary).

Section 10: Data of the legal representative
Please give the name and place of residence of the legal representative. Also give his/her tax identification code. If the legal representative has no tax identification code, indicate this fact with an 'X', and simultaneously fill out a 'T34 Form designed for this purpose, to apply for a tax identification code. If you attach a 'T34 Form, please indicate this with an 'X'. In the case of a non-resident representative, give citizenship next to the tax ID number. You must also indicated the starting date of the authorization, and the date of it termination as well, in the case of a fixed term authorization.
The legal guardian of a minor private individual is the parent having custody or the guardian practicing guardianship. A person of age has a legal guardian if he/she is incapacitated or is limited in his/her capacity of action. The guardian appointed by the Guardianship Authority shall act as legal guardian in such a case.

The permanent representative shall be registered on the EGYKE data form.

**Section 11: Opting for a flat rate taxation or itemized flat rate taxation**

Flat rate taxation may be chosen by an agricultural producer and a private entrepreneur as per the PIT Act, Article 3, point 17.

Different rules apply to the former flat rate taxpayer if he/she re-starts his/her private entrepreneurial activities within the tax year. In this case, flat rate taxation cannot be chosen when starting as private entrepreneur. In this case, rules of personal income tax for entrepreneurs are to be applied for the entire year including any income generated under the flat rate taxation period.

In the case of paying guest services, itemized flat rate taxation may be opted for, if the conditions stipulated in the PIT Act are met.

**Section 12: To be filled out when applying for a customs identification number**

If you are applying for a customs identification number (either simultaneously with a tax number, or in addition to an already existing tax number), please use this Section to indicate the data necessary for customs procedures or fulfilling your registration tax liabilities. The figures in the column containing the types of documents have the following meaning: (1) – travel document; (2) personal identification document; (3) other document.

**Section 13: Statement relating to the fixed-rate tax of small taxpayer enterprises**

Private entrepreneurs as per point 17 of Article 3 of the PIT Act may opt for the fixed-rate tax of small taxpayer enterprises (hereinafter called: ‘KATA’) as from 1 December 2012, i.e. the effective date of Article 4 of Act CXLVII of 2012 on the fixed-rate tax of small taxpayer enterprises and small company tax (hereinafter called: the Katv), and such taxpayer status began from the date of establishment of the tax number, or on 1 January 2013 at the earliest. *Private individuals as defined in Point 17 of the PIT Act and not included in the records of private entrepreneurs may lodge to the national tax- and customs authority their statement on opting for complying with their tax obligations as per the provisions of Katv simultaneously with their registration at the national tax authority (i.e. with lodging their application for a tax number).*

You may not opt for the taxpayer status if your tax number was cancelled by the national tax- and customs authority within two years preceding such registration, or if your tax number was suspended, in an effective manner, in this period.

This taxpayer status may not be opted for again in the very year and in the next 12 months of its cession.

Regarding the Act LXXX of 1997 on the Eligibility for Social Security Benefits and Private Pensions and the Funding for These Services the declaration duty is completed by the subject of the flat rate taxation of the small taxpayer entrepreneur according to the rules of flat rate taxation of small taxpayer entrepreneur and the taxation of small companies.

You may indicate your request to register for taxpayer status by writing an ’X’ in the first code-box. This shall also be considered as a statement that you register yourself as a private individual small taxpayer. According to Paragraph (1) of Section 7 of Katv the private entrepreneur – simultaneously
with reporting the selection of the tax subject status – reports also their name, address, tax identification code and social security identifier. These are compulsory data.

According to Paragraph (3) of Section 7 of the Katv that the low tax-bracket entrepreneur shall indicate in the notification if registered as a low tax-bracket full time worker, if insured upon being notified as a low tax-bracket entrepreneur, and may include a statement if the low tax-bracket enterprise opted to pay the fixed-rate tax [75,000 forints] in a higher amount on the low tax-bracket full-time worker.

By entering ‘1’ – Yes, or ‘2’ – No in the code-box next to the line ‘I qualify as a full-time small taxpayer’ you must state whether or not you shall be considered as a full-time small taxpayer. Full-time small taxpayer means a small taxpayer that fails to meet the following conditions on any day of the month:

- a) is in an employment relationship for at least 36 hours of employment per week with the proviso that, for the establishment of the 36 hours of employment per week, the working hours specified for each of the existing employment relationships simultaneously must be totalled.
- b) is classified as a person involved in complementary activities, pursuant to Act LXXX of 1997, on the eligibility for social security benefits and private pensions and the funding for these services (hereinafter called: ‘Tbj’),
- c) is considered a person a socially secured in another state as per the community regulations on the coordination of social systems and its implementation,
- d) is considered a person socially secured in another state as per the bilateral social policy and social security agreement,
- e) is a private individual who, on 31 December 2011, was eligible to Category I, II, or III disability pension, accident disability pension, established on the basis of the Act on social security pension, and receives disability or rehabilitation allowance on the basis of Articles 32-33 of Act CXCI of 2011 on allowances for persons with disabilities and the amendment of certain legislation,
- f) receives a disability allowance, and his/her health status is considered 50% or lower, on the basis of the complex classification of the rehabilitation authority,
- g) is classified as an individual entrepreneur or corporate business involved in non-complementary activities in another enterprise outside the small taxpayer enterprise, including a full-time small taxpayer status in another small taxpayer enterprise,
- h) is in a fosterage employment relationship based on XXXI Act of 1997 on the protection of children and guardianship administration.

When filling out Section 13 and in respect of your notification regarding the small taxpayer status, you are requested to pay attention to the data indicated in Section 9 of the A01 Sheet (“the type of work”). The examples listed in the chart below will help you in establishing if the small taxpayer qualifies as a low tax-bracket full time worker.

<table>
<thead>
<tr>
<th>Type of work code</th>
<th>Small taxpayer status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 full time worker</td>
<td>qualifies as low tax-bracket full time worker</td>
</tr>
<tr>
<td>2 besides an employment of at least 36 hours per week</td>
<td>does not qualify as low tax-bracket full time worker</td>
</tr>
<tr>
<td>3 besides an employment of less than 36 hours per week</td>
<td>qualifies as low tax-bracket full time worker unless they have several employment statuses like that and their combined duration reaches 36 hours per week</td>
</tr>
<tr>
<td>4 besides pension</td>
<td>does not qualify as low tax-bracket full time worker</td>
</tr>
<tr>
<td>5 besides full-time studies at university</td>
<td>qualifies as low tax-bracket full time worker</td>
</tr>
</tbody>
</table>
The small taxpayer status is not always identifiable on the basis of exclusively the type of work; therefore, if the contents of points e) and f) are also valid for your private enterprise, the small taxpayer status is to be established with a consideration of these conditions as well.

Registration of the option of a taxpayer status as per Paragraph (4) of Section 11 of Katv is classified as an enforceable official document.

Section 14: Reporting of the name of lawyer
The private lawyer is obliged to report the lawyer name registered by the competent bar in case this is different from the personal name.

Sheet ‘B’
REPORTING CHANGES IN DATA

Sheets B and F may be filled out in the case of changes in data. The changed data must be given here. The effect of the change must be indicated on the Main Page.

If you register after your tax number had been cancelled, Sheet B may be filled out and Sheet F must be filled out. You may not give the effective date of the change; it shall be the same as the date of issue of the tax number.

Several changes can be reported on the same form only if the effective dates of such changes coincide.

There is a 'U' or 'U/T', or U/T/M in front of some boxes. 'U' means that the data indicated here will become valid for the future. The box with a 'U' serves to report new data with new content. 'T' is to delete the data reported earlier. Even in this case, the data to be deleted must be written in the box.

Code 'M' means that you report data of a new operating licence for activities registered earlier, or you delete data of an earlier operating licence.

Information to taxpayers re-registering after cancellation of their tax numbers:
The national tax- and customs authority issues your earlier tax number to you, effective upon filling out the form. Section 3 (effective date of change) of the Main Page must not be filled out. Since the national tax- and customs authority had cancelled your tax number before, you may not choose EVA (simplified entrepreneurial tax) for 4 years following the tax year when your tax number was cancelled. From the point of view of selecting your VAT payment method, you are not considered to be a new VAT subject.

Section 1: Registered seat
The registered seat may not be a post office box. A registered seat is the place where central business management is done. Only individual entrepreneurs as per Article 3 point 17 of the PIT Act may fill this Section out.
Section 2: Branch office
No post office box number can be given here. In case the branch office has an operating licence, the licence number is to be given.
Enter 'M' if you report the data of a new operating licence for a branch office registered earlier. Even in this case, you must give the address of the branch office. If you wish to delete data of an operating licence registered before, enter 'M' and give only the address of the branch office. Leave the boxes for 'Operating licence number' and 'Date' empty.

Further data in relation to the branch office can be supplied on supplementary page no. 2.

Section 3: Postal address
It is compulsory to give such address if not the same as the address of the registered seat or the branch office of the taxpayer.

Section 4: Storage place of documents, electronic certificates and records
This must be reported if not the same as the registered seat or place of residence. It may not be a post office box.
This is where you may report if you store any electronic records, books or registration defined in the VAT Act by providing online access in an electronic way. Should you report this for the first time, you have to put letter “U” in the code box, however, if you wish to delete your earlier report you have to put letter “T” in the code box.

Further data in relation to storage place of documents can be supplied on supplementary page no. 5.

We draw your kind attention to the fact that document storage address(ees) and the declaration of the fact that electronic storage of document exists are two distinct issues and should separately be reported based on sub-point g) of point (3) of Article 16 of the Act on tax procedures. They are not interrelated.

Section 5: Data of authorised agent in Hungary to receive deliveries
If you have no place of residence in Hungary and are a foreign citizen, you must report changes in the person or in the data of your authorised agent to receive deliveries.

Section 6: Form of activities
- Private individuals not qualifying as individual entrepreneurs based on the PIT Act, Article 3 point 17, not included in the list of individual entrepreneurs: [1].
- Private individuals not belonging to the above, and carrying out taxable activities (e.g.: renting property, primary agricultural producer): [2].
- Private individuals qualifying as a paying agent or employer, and thus are obliged to apply for a tax number [e.g. employing a person (e.g. a gardener), primary agricultural producer employing a labourer]: [4].

Section 7: Activity(ies)
In this Section, you must report new or deleted activities.
Taxpayers must perform their reporting obligations in relation to their core and other activities by using ‘ÖVTJ’ codes as per the effective Activity List of Independent Businesses (hereinafter called: ÖVTJ).

Taxpayers carrying out taxable activities as private individuals with a tax number must also report their scope of activities to the national tax and customs authority as per the ÖVTJ.

A core activity is the one that generates probably most of your income. The code indicating the type of any other activities must also be given. For the core activity, the type of activity code cannot be given; the national tax-and customs authority shall determine it based on the data given earlier under the Section of 'Form of activities’ or reported on this Data Sheet. A core activity may only be one that can be done based on the form of activities.

The ‘Type of work’ box may have the following codes:

- An activity carried out as a private entrepreneur according to the PIT Act, Article 3 point 17: [2].
- Private individuals not belonging under the above provisions, and carrying out taxable activities (e.g.: renting property, primary agricultural producer): [3].

In the case of activities requiring an operating licence, the licence number and date must also be given. Please contact our customer service staff for help to select the correct ÖVTJ code. Write code ‘M’ if you report the data of a new operating licence for an activity registered before. Even in this case, you must give the data of the activity. If you wish to delete the data of an operating licence registered before, put ‘M’ and give only the data of the activity. Leave the boxes for 'Operating licence number’ and 'Date' empty.

Further data in relation to activities can be supplied on supplementary page no. 1.

**Section 8: Type of work**

You may and must fill this out if you

- are an individual entrepreneur based on the PIT Act, Article 3 point 17, or
- are engaged in a taxable activity not qualifying as an individual entrepreneur

Please select from values [0] [1]-[5] [8] and [9] the code that corresponds to the type of work you are engaged in. Code [A] shall be indicated if you are engaged in renting activities only, while code [B] if you request the tax number as a paying agent or employer. [0] code must be indicated if you are a private entrepreneur/primary agricultural produces and were employed in another EEA Member State (a socially secured person in another Member State as per EU regulations on the coordination of social systems and their implementation, you have an E101/A1 certificate, thus you are not obliged to declare and pay contribution in Hungary).

**Section 9: Ending date of the activity earning taxable income**

You must fill out this Section if you terminate all your activities and thus permanently cancel your tax number. If you fill out this Section, the date of cession must be given also on Main Page, Section 3. If you terminate some of your activities, narrowing down the range of your activities, you do not have to fill out this Section; only delete the relevant activities in Section 7. If you had your primary agricultural producer card inset validated for the tax year, and you terminate your other independent activities, you still retain your status as a primary agricultural producer.
Section 10: Data of the legal representative
This Section is to report changes in data of the legal representative. Please give his/her tax identification code. If the legal representative has no tax identification code, indicate this fact with an 'X', and simultaneously fill out a 'T34 Form designed for this purpose, to apply for a tax identification code. If you attach a 'T34 Form, please indicate this with an 'X'. In the case of a non-resident representative, give citizenship next to the tax ID number. You must also indicated the starting date of the authorization, and the date of it termination as well, in the case of a fixed term authorization.

The legal guardian of a minor private individual is the parent having custody or the guardian practicing guardianship. A person of age has a legal guardian if he/she is incapacitated or is limited in his/her capacity of action. The guardian appointed by the Guardianship Authority shall act as legal guardian in such a case.

The permanent representative shall be registered on the EGYKE data form.

Section 11: Opting for a flat rate taxation or an itemized flat rate taxation
This Section provides the possibility to opt for the flat rate taxation, itemized flat rate taxation in case of taking up a new activity. You may opt for the flat rate taxation and the itemized flat rate taxation for the remainder of the tax year of 2017 if all the relevant conditions stipulated in the PIT Act are met and you have not started the activity in respect of which you are choosing this type of taxation, but start it as new. Please note that you may not opt again for the flat rate taxation if such flat rate taxation was terminated because of the KATA taxpayer status, and a period less than four years has elapsed since the year of such termination.

Section 12: Notification on the termination of eligibility for flat rate taxation or an itemized flat rate taxation
If your tax subject status is terminated as a result of choosing either KATA or EVA or as a result of the termination of private entrepreneur operation, no separate notification on termination is necessary.

Termination of the eligibility for flat rate taxation: the code box can be marked with the appropriate code: Exceeding the income threshold [1], Penalty imposed in a legally binding way due to the failure of compliance with the obligation of issuing invoice or receipt [2].

Notification on the termination of eligibility for flat rate taxation of small agricultural producer operation. The code box can be marked with the appropriate code: Exceeding the income threshold [1], Penalty imposed in a legally binding way due to the failure of compliance with the obligation of issuing invoice or receipt [2], termination of the legal status of primary agricultural producer [3], termination of agricultural operation [4].

If you have lawfully selected the method of itemized flat rate taxation for your income generated from catering operations but you no longer meet any of the requirements of your choice due to a change that took place following your selection, your eligibility for itemized flat rate taxation is terminated from the first day of the year quarter when the change took place.

The engagement of flat rate taxation regarding the private entrepreneur is excepted, if:
- the legal status of the private entrepreneur of the taxpayer is terminated
- the income of the private entrepreneur is exceeded 15 Million HUF in the tax year
the income of the private entrepreneur is exceeded 100 Million HUF in the tax year, if in the tax year the operation of the private entrepreneur is corresponded only small trade operation regarding the annex 1.

against the taxpayers is determined in a legally binding way default fee, excise fee due to the failure of compliance with the obligation of issuing invoice or receipt by the tax- or customs authority

The flat rate taxation is not applied regarding the small agricultural producer, if:

- the legal status regarding the agricultural primary producer and family producer is terminated
- the income of primary producer is exceeded 15 Million HUF in the tax year
- against the taxpayers is determined in a legally binding way default fee, excise fee due to the failure of compliance with the obligation of issuing invoice or receipt by the tax- or customs authority regarding the operation of private entrepreneur

The flat rate taxation is not engaged by the private person proceeding catering operation, if by the taxpayer

- the catering operation is terminated
- the site is terminated
- more than one site is existed, and only other catering operation is proceeded

Section 13: Termination of the EVA taxpayer status

In case the termination of the EVA taxpayer status, an “X” is to be indicated in the first code box, and the code indicating the grounds of termination is to be given in the second field.

In box 3 of the Main Page of the form (“effective date of change”) the first day of the VAT taxpayer status - the following day after the termination of EVA subject status must always be indicated, connected with this the option regarding the VAT taxation must be reported on the sheet “F” of this Form.

In case of the termination of the EVA taxpayer status with code 301, 303 or 304 the change always comes into effect - different from the above - on 1 of Januar of the tax year.

Pursuant to Act XLIII of 2002 on the simplified entrepreneurial act (hereinafter called: the EVA Act) eligibility to the EVA-status within the duration of the tax year may terminate for the following reasons.

- Due to the change the taxpayer no longer meets any of the conditions required: [101]. The date of termination of the taxpayer status is the day preceding the day when the change was effectuated.
- The limit of income entitling to choose EVA taxpayer status is exceeded: [102]. The date of termination of the taxpayer status is the day following the day when the threshold was exceeded.
- If invoices on advance payments exceeding the total value of 30 million HUF were issued in the given calendar year [103]. The date of termination of the taxpayer status is the day preceding the day when the last advance payment was invoiced.
• The tax authority imposed a default fine due to a failure of meeting obligations to issue a receipt or invoice, or due to the hindering of the audit: [104]. The date of termination of the taxpayer status is the day when the decision of the tax authority takes effect.

• The taxpayer’s status of private entrepreneur has been terminated [107]. The date of termination of the taxpayer status is the day when taxpayer’s status of private entrepreneur was terminated.

• The taxpayer has chosen the itemized taxation of small taxpayer enterprises: [112]. The date of termination of the taxpayer status is the day before the taxpayer status according to the itemized taxation of small taxpayer enterprises was created.

If the taxpayer could not have legally registered under the effect of the EVA Act in respect of the tax year, their EVA taxpayer status can be retroactively terminated with effect on 1 January of the tax year due to the following reasons:

• The taxpayer could not have legally registered for the EVA status in the given tax year, since their income including VAT exceeded HUF 30 million in the preceding tax year: [301].

• The taxpayer could not have legally registered for the EVA status in the given tax year since they had not accounted for turnover (or, in the case of tax subjects: an equivalent income) in accordance with the provisions of Act C of 2000 in the year preceding the current tax year and the year before that: [303].

• The taxpayer was legally ineligible for the EVA status for another reason: [304].

The EVA status also terminates if the taxpayer reports that he should have deregistered from his EVA-status by January 1 of the tax year, on the 20 of December of the previous year since in the present tax year, he has been ineligible to meet one or more conditions of EVA status of the tax year, or if they had tax debts more than 1000 HUF registered by the state tax authority, customs authority or local government: [305]

**With the exception of codes no. 301, 303 and 304, the choice of VAT payment mode must also be reported on sheet F of this Form when the termination of the EVA-status is also reported.**

Those taxpayers who had EVA taxpayer status in 2017 and meet all requirements of the EVA Act, but do not wish to continue to perform their tax obligations in accordance with the provisions pertaining to EVA subjects in the tax year of 2018 can make their declaration to that effect on the 17T103 form between 1 and 21 December 2017.

In the four years following the termination of EVA taxpayer status the EVA status cannot be reinstated except if the eligibility for private entrepreneurship is terminated on grounds of the establishment of an individual company. In such cases the individual company – which qualifies as a newly established enterprise – can elect the EVA status if other stipulated conditions of the law are met after two years have passed.
Section 14: Carrying out the activities of a lawyer, bailiff, notary public and patent administrator in an office
In the case of carrying out the activities of an individual lawyer, bailiff, notary public and patent administrator as a member in an office, enter an ‘X’ in this code-box.

Section 15: it may be filled out when applying for a customs identification number or in case of changed data of taxpayers already holding a customs indentification number
If you have a customs identification number or you request a change in data necessary for customs procedures, or the fulfilment of registration tax liabilities you must report it in this Section. The meaning of the numbers of the document type columns: (1) travel document; (2) personal identification document; (3) other document. The data of the travel documents are not to be deleted, but data in the records of the national tax- and customs authority will be replaced with the new document data automatically.
If you enter 'U’ next to the 'nationality’ code-box, the nationalities given in the code-boxes will show up, and if you enter ‘T’, they will be deleted from the records of the national tax- and customs authority.

Section 16: Reporting discontinuation of private practice providing veterinary services
Pursuant to Article 16 (3) d) of the Rules of Taxation, in the case of discontinuation of a private entrepreneurial activities, the starting and finishing date of such discontinuation shall be reported to the national tax- and customs authority. Private entrepreneurs (private individuals who are authorized to engage in private practice providing veterinarian services, in respect of such activities) pursuant to Article 3 17.f) of the PIT Act, may discontinue their private entrepreneurial activities on the basis of Article 39 of Act CXXVII of 2012 on the Hungarian Veterinary Chamber and the provision of veterinary services. Taxpayers may use this Section to report the starting and finishing date of discontinuation of their private entrepreneurial activities if they opt to do so. Please comply with your obligation to report change in the case of discontinuation of your activities within 15 days.

Section 17: Statement relating to the itemized taxation of small taxpayer enterprises
Private entrepreneurs as per point 17 of Article 3 of the PIT Act may opt for KATA as from 1 December 2012, i.e. the effective date of Article 4 of Katv, and such taxpayer status began from the date of establishment of the tax number, or on 1 January 2013 at the earliest. In the case of already operating taxpayers, the taxpayer status shall begin on the first day of the month following the registration. The starting date of the taxpayer status is irrespective of the date indicated in the Section 'Effective date of change’ of the Main Page. Small taxpayer enterprises qualifying as private entrepreneurs shall register the private entrepreneur in its capacity as private individual being the small taxpayer, therefore you are requested to always indicate your tax identification code in Section 6 of the Main Page of the Form.
You may not opt for the taxpayer status if your tax number was cancelled by the national tax- and customs authority within two years preceding such registration, or if your tax number was suspended, in an effective manner, in this period.

This taxpayer status may not be opted for again in the very year and in the next 12 months of its cession.
You may indicate your request to register for taxpayer status by writing an 'X' in the first code-box. This shall also be considered as a statement that you register yourself as a private individual small taxpayer.

According to Paragraph (1) of Section 7 of Katv the private entrepreneur – simultaneously with reporting the selection of the tax subject status – reports also their name, address, tax identification code and social security identifier. These are compulsory data.

According to Paragraph (3) of Section 7 of the Katv that the low tax-bracket entrepreneur shall indicate in the notification if registered as a low tax-bracket full time worker, if insured upon being notified as a low tax-bracket entrepreneur, and may include a statement if the low tax-bracket enterprise opted to pay the fixed-rate tax [75,000 forints] in a higher amount on the low tax-bracket full-time worker.

By entering '1' – Yes, or '2' – No in the code-box next to the line 'I qualify as a full-time small taxpayer’ you must state whether or not you shall be considered as a full-time small taxpayer. Full-time small taxpayer means a small taxpayer that fails to meet the following conditions on any day of the month:

a) is in an employment relationship for at least 36 hours of employment per week with the proviso that, for the establishment of the 36 hours of employment per week, the working hours specified for each of the existing employment relationships simultaneously must be totalled.

b) is classified as a person involved in complementary activities, pursuant to Act LXXX of 1997. on the eligibility for social security benefits and private pensions and the funding for these services (hereinafter called: 'Tbj'),

c) is considered a person a socially secured in another state as per the community regulations on the coordination of social systems and its implementation,

d) is considered a person socially secured in another state as per the bilateral social policy and social security agreement,

e) is a private individual who, on 31 December 2011, was eligible to Category I, II, or III disability pension, accident disability pension, established on the basis of the Act on social security pension, and receives disability or rehabilitation allowance on the basis of Articles 32-33 of Act CXCI of 2011 on allowances for persons with disabilities and the amendment of certain legislation,

f) receives a disability allowance, and his/her health status is considered 50% or lower, on the basis of the complex classification of the rehabilitation authority,

g) is classified as an individual entrepreneur or corporate business involved in non-complementary activities in another enterprise outside the small taxpayer enterprise, including a full-time small taxpayer status in another small taxpayer enterprise.

h) is in a fosterage employment relationship based on XXXI Act of 1997 on the protection of children and guardianship administration.

When filling out Section 13 and in respect of your notification regarding the small taxpayer status, you are requested to pay attention to the data indicated in Section 9 of the A01 Sheet (“the type of work”). The examples listed in the chart below will help you in establishing if the small taxpayer qualifies as a low tax-bracket full time worker.

<table>
<thead>
<tr>
<th>Type of work code</th>
<th>Small taxpayer status</th>
</tr>
</thead>
<tbody>
<tr>
<td>{1} full time worker</td>
<td>qualifies as low tax-bracket full time worker</td>
</tr>
<tr>
<td>{2} besides an employment of at least 36 hours per week</td>
<td>does not qualify as low tax-bracket full time worker</td>
</tr>
</tbody>
</table>
besides an employment of less than 36 hours per week qualifies as low tax-bracket full time worker unless they have several employment statuses like that and their combined duration reaches 36 hours per week.

besides pension does not qualify as low tax-bracket full time worker.

besides full-time studies at university qualifies as low tax-bracket full time worker.

private entrepreneur besides a joint company qualifies as low tax-bracket full time worker.

besides membership in a joint company has an employment of less than 36 hours per week does not qualify as low tax-bracket full time worker.

private entrepreneur / primary agricultural producer and has an employment in another member state of the EEC does not qualify as low tax-bracket full time worker.

The small taxpayer status is not always identifiable on the basis of exclusively the type of work; therefore, if the contents of points e) and f) are also valid for your private enterprise, the small taxpayer status is to be established with a consideration of these conditions as well.

On the basis of Paragraph (3a) of Section 7 of Katv, the itemized tax with the higher amount may also be opted for from the month following the one of registration. The payment obligation of a higher amount must be complied with until the month of withdrawing from the selection, until the month of the termination of the full-time worker status of the small taxpayer or until the month of the termination of the taxpayer status in accordance with this Paragraph.

Pursuant to Article 7 (3) of Act CXLVII of 2012 on the fixed-rate tax of small taxpayer enterprises and small company tax, the enterprise must make a statement whether or not the small taxpayer is classified as a full-time small taxpayer. Pursuant to paragraph (3a) of the same Article, the enterprise may also opt for paying a higher amount of itemized tax (i.e. HUF 75 thousand) on the full-time small taxpayer, which circumstance shall be reported by marking the relevant code-box. Please note that if you opt for paying a higher amount of itemized tax, the higher amount must be paid as from the month when such statement is made. You may report the termination of the obligation to pay a higher amount of itemized tax by using this present form, by marking the relevant code-box. In this case, your obligation to pay a higher amount of itemized tax shall prevail by the end of the month of termination.

Regarding the Act LXXX of 1997 on the Eligibility for Social Security Benefits and Private Pensions and the Funding for These Services the reporting duty is completed by the subject of the flat rate taxation of the small taxpayer entrepreneur according to the rules of flat rate taxation of small taxpayer entrepreneur and the taxation of small companies.

**Reporting the exemption from the obligation of itemized tax**

U/T (NEW/DELETE) only such periods can be deleted which had previously been reported to the tax authority.
The reporting of the the exemption from the obligation of itemized tax is independent from the sektion " the entry into force of change "of the Main Page.

On the basis of Paragraph (11) of Section 8 of Katv, the small taxpayer enterprise must report until 12th day of the month following the subject month if the small taxpayer does not incur the obligation to pay itemized tax in respect of the subject month and due to the reasons detailed below. You do not
have to repeat the notification monthly in case you are suspending your private entrepreneur activities in view of the fact that the tax- and customs authority modifies the obligation ex officio on the basis of the data available.

As a change in data, you must report by the 12th day of the month following the subject month if no itemized tax payment obligation in relation to the small taxpayer is incurred for the entire subject month. Please indicate suspension of the itemized tax payment obligation by writing any of the following codes as reasons thereof:

1 – the small taxpayer receives sick-pay, accident sick-pay, child-care fee, childcare benefit, child-care allowance, child raising support or nursing benefit,
2 – the small taxpayer is a voluntary reservist doing military service,
3 – the small taxpayer is in custody
4 – the small taxpayer discontinued his private entrepreneurial activities.
5 – pursuant to Paragraph (10) of Section 8 of the Katv, no tax has to be paid,
6 – pursuant to Act LXXX of 1997 on the eligibility for social security benefits, is in a period of incapacity in the auxiliary activity.

Please note, on the one hand, that the report is valid for one particular subject month only, thus if the reason for ‘discontinuation’ still pertains in the following month as well, such report must be submitted again unless you are suspending your private entrepreneurial activities. On the other hand, the itemized tax payment obligation shall not be discontinued if the small taxpayer does perform work falling under his activities performed as a small taxpayer. No itemized tax shall have to be paid in relation to the small taxpayer for such months, in which the circumstances in accordance with points a-c) of Paragraph 9 of Section 8 of the Katv providing a basis for the the payment obligation ceases to exist, on condition that such circumstance prevailed for a period of at least 30 days. When computing the 30 days, you shall disregard the period for which no tax has to be paid in relation to the small taxpayer (i.e. the full calendar months). By inserting a ‘T’ in the code-box above the title line ‘I report that I am incurring no itemized tax payment obligation in relation to the small taxpayer in the following subject month’, you shall indicate that you wish to cancel, with retroactive effect, your earlier report on your exemption from the itemized tax payment obligation relating to the particular small taxpayer.

Registration of the option of the taxpayer status as per Article 7 (1) of the Katv, registration of the data and facts as per Article 7 (5) of the same Act, as well as registration of the suspension of the itemized tax payment obligation as per Article 8 (11) of the Katv shall be classified as enforceable official documents.

The following examples shall be applicable to all and any cases referred to in Article 8 (9) a)-c) of the Katv:

**Example 1:** The small taxpayer received sickness benefit from 21 January 2017 to 31 March 2017. In this case:

The amount to be paid in relation to the small taxpayer for January 2017 with a due date on 12 February 2017 shall be: HUF 75,000 or HUF 50,000/HUF 25,000. There is no need to fill out the data sheet for changes.

For February 2017, no payment obligation shall be incurred, due to the provisions of point a) of Paragraph (9) of Section 8. The data sheet for changes relating to the month of February shall be filled out to NTCA with code ‘1’ by 12 March.

For March 2017, no payment obligation shall be incurred, due to the provisions of Paragraph (10) of Section 8 of the Katv. The data sheet for changes relating to the month of March shall be filled out to NTCA with code ‘41’ by 12 April.

**Example 2:** The small taxpayer received sick benefits from 11 February 2017 to 20 March 2017. The number of days spent in sick-leave is more than 30 days, thus no payment obligation shall be
incurred. In this case:
The amount to be paid in relation to the small taxpayer for February 2016 with a due date on 12 March 2017 shall be: HUF 75,000 or HUF 50,000/HUF 25,000. There is no need to fill out the data sheet for changes.
For March 2017, no payment obligation shall be incurred, due to the provisions of Paragraph (10) of Section 8. The data sheet for changes relating to the month of March shall be filled out to the NTCA with code ‘5’ by 12 April.

**Example 3:** The small taxpayer received sick benefits from 21 February 2017 to 05 March 2017. The amount to be paid in relation to the small taxpayer for February 2017 with a due date on 12 March 2017 shall be: HUF 75,000 or HUF 50,000/HUF 25,000. There is no need to fill out the data sheet for changes.
The amount to be paid in relation to the small taxpayer for March 2017 with a due date on 12 April 2017 shall be: HUF 75,000 or HUF 50,000/HUF 25,000. There is no need to fill out the data sheet for changes.

**Example 4:** The small taxpayer was on a sick leave until 18 March 2017 and following that, they are suspending their operation from 19 March 2017 until 28 May. In this case no payment obligation is incurred for March 2017. The data sheet for changes must be submitted to the NTCA until 12 April with code 5. No payment obligation is incurred for April 2017 either, and no data sheet on changes needs to be submitted. The payable amount for the small taxpayer for May 2017 is 75,000 HUF or 50,000/25,000 HUF with a due date on 12 June 2017. The data sheet on change does not need to be submitted.

**The termination of the tax subject status**
If the taxpayer does not wish to continue to apply the provisions regarding the itemized tax payment of small taxpayers from the last day of the month of the report, they can report this by putting an “X” in the appropriate box. The provisions regarding the enterprise of the small taxpayer will still need to be applied for the last day of the month of the report as the taxpayer status seizes on the first day of the following month.

In case your taxpayer status (kata) cease to exist due to revenues generated by activity defined in pint (4) of Article 4 of Katv., the date of receipt of this revenue shall be reported to the state tax and customs authority within 15 days from receipt of that revenue.

On the basis of Paragraph (5) of Section 25 of the Katv, the small taxpayer – simultaneously with reporting the termination of their taxpayer status – may also report the application of the flat rate taxation in case they meet the conditions of Paragraphs (50)-(56) of Act CXVII of 1995 on the Personal Income Tax also. The notification on their flat rate taxation can be performed by filling out box 11 of the form B02.

In this section it is possible to choose the flat rate taxation or the itemized flat rate taxation with the deregistration from KATA at the same time.

Section 18: Reporting of the name of lawyer
The private lawyer is obliged to report the lawyer name registered by the competent bar in case this is different from the personal name, and the difference no more obtains

**Sheet ‘F’**
**VAT statements; requesting and terminating Community tax number**
On this sheet, you may declare your VAT obligations and you may request or terminate a Community Tax Number.

**If there is any change in your statement filled out earlier, the VAT statement must be filled out completely. Thus all the Sections must be filled out, even if there is no change in them compared to your earlier statement.**

**Section 1: Special reason for being VAT taxpayer**

The appropriate code must be indicated in the code-box if there is a special reason for requesting the tax number, or – in exceptional cases – if you become taxable for special reasons.

If you have already requested a tax number as a VAT taxpayer, you are not required and it is not possible to report the possible future special reason for becoming a VAT taxpayer. This holds true, irrespective of whether you opted for a VAT payment obligation or a VAT exemption. Any special reason may be marked only if you register as a new taxpayer, and may not be marked when you report changes in data.

**Exception to the above rule is if you had made a statement at an earlier registration that you are not subject to VAT and you are not under the effect of the VAT Act based on Article 5 or 7 of the said Act. In this case, you may report special reasons for becoming a VAT taxpayer when you report changes in data.**

Even if you mark a special reason for becoming a VAT taxpayer you must state what method of VAT payment you opt for, or whether you choose a VAT exemption. Your VAT code will be issued by the national tax-and customs authority accordingly.

**Exception to this rule is when you mark, as special reason for becoming a VAT taxpayer, the sale of a building and/or building site in a series of transactions. In this case, you may not make a statement on VAT payment obligations or VAT exemption.** Those entities becoming taxpayers because of the sale of buildings in a series of transactions will have to be taxable, so they cannot choose the method of VAT payment or VAT exemption. Based on their statement, the national tax-and customs authority will allocate code ‘2’ (obliged to pay VAT) as their VAT code.

1. Sale of new means of transport within the Community: if you become a taxpayer based on the VAT Act, Article 6 (4) a): [2]. In this case, you must request a Community tax number as well. This rule extends also to nominal exempt taxpayers, because when selling a new vehicle within the Community, they cannot act in the capacity of a nominal tax exempt person.

2. Sale of building or building site in a series of transactions: if you become a taxpayer based on the VAT Act, Article 6 (4) b) and/or c): [3]. In this case you have to give the date of supply in the following Sections: if you have no tax number yet, in the Section ‘Starting date of taxable activity generating income’; if you already have a tax number, in the Section ‘effective date of change’.

3. If you become subject to VAT only because of intra-Community sales serving as the basis of the tax exempt import of products as per the VAT Act, and you do not use an indirect customs representative for the tax exempt import of products: [4].

**Section 2: Registration based on Rules of Taxation Section 22 (1) (g) or (j)**

This is the Section where you must indicate if you are acting as the operator of the tax warehouse defined in Section 89/A of the VAT Act or as an indirect customs representative identified in Section 96. The statement on the status of the indirect customs representative may only be selected if a report of change is being made.

**Section 3: Statement of VAT taxability due to termination of an EVA taxpayer status**

In this Section, you must indicate if you make the statement to become VAT taxpayer due to the termination of your Eva taxpayer status. Enter ‘X’ in the box. You need to fill out Section 5 or Section 6.
Section 4: Preclusion of VAT taxability
You must fill this out if you are not a VAT taxpayer. Indicate it with the appropriate code. If you are not a VAT taxpayer as per the VAT Act, Article 5: [1]. Please also mark [1] if you carry out no economic activities as per the VAT Act, Article 6 (1), but you are a paying agent or an employer as per the Rules of Taxation, Article 178 (18) and (23): [1]. If you are not a VAT taxpayer as per the VAT Act, Article 7 (organisation vested with executive powers): [2].

Section 5: Method of assessment of VAT payment obligations
If you are a taxpayer required to pay VAT, this Section is where you must indicate the method of assessment of your tax payment obligation. If there are any changes in your earlier VAT statement (e.g.: if you choose taxability for items that are tax free due to their special nature as per points 13-16), you must make a new, complete statement on all your activities with the unchanged lines also filled out once again.

1. Establishment of VAT payment obligation as per the general rules.

2. Compliance with the obligation to report changes in data as per the Rules of Taxation, Article 23 (3). This may be marked only in the case of changes in data.

3. Reporting the application of the provisions of the VAT Act, Sub-chapter XVI/2.

4. Reporting the choice as per the VAT Act, Article 224 (1) (the dealer does not apply the provisions of the VAT Act, Sub-chapter XVI/2 for the whole of these activities). If you mark this point, point 1 must also be marked. The choice of special procedure for dealer activities that had possibly been reported earlier shall cease simultaneously when the report is filled out. Please note that you may not change your choice until the end of the second calendar year following the year the choice was made as per the VAT Act, Article 225 (1) c).

5. Reporting the choice as per the VAT Act, Article 218 (1) – i.e. the global records-based method. If you mark this point, point 3 must also be marked. Please note that you may not change your choice until the end of the calendar year following the year the choice was made as per the VAT Act, Article 225 (1) a).

6. Reporting the choice as per the VAT Act, Article 220 (1) – use of unique profit margin. If you mark this point, point 3 must also be marked. Please note that you may not change your choice until the end of the second calendar year following the year the choice was made as per the VAT Act, Article 225 (1) b).


8. Report by a tour operating service provider.

9. Reporting the choice as per the VAT Act, Article 212/A (1). Please note that you may not change your choice until the end of the calendar year following the year the choice was made as per the VAT Act, Article 212/A (3).

10. Reporting the choice as per the VAT Act, Article 237 (1) or Article 238 (application of general rules for the supply of investment gold to another taxpayer, or supply of gold in general for industrial purposes). If you mark this point, point 1 must also be marked. Please note that you may not change your choice until the end of the fifth calendar year following the year the choice was made as per the VAT Act, Article 237 (3).

11. Reporting the choice as per the VAT Act, Article 239 (1) (opting for taxable status of the agency activities of agents acting in the name and on behalf of another person supplying investment gold). If
you mark this point, point 1 must also be marked. Please note that you are bound by this choice as long as the seller of the investment gold applies taxability.

12. Establishment of VAT payment obligations as per the general rules instead of the agricultural compensation system. If you mark this, point 1 must also be marked. Please note that you may not change your choice until the end of the second calendar year following the year the choice was made as per the VAT Act, Article 197 (3)

13. Under this point you may choose taxability as per the general rules (instead of tax exemption), if you choose it separately and only for letting or leasing real estate property (or part thereof) not considered to be a residential property based on VAT Act Article 88 (4). Please note that you may not change your choice until the end of the fifth calendar year following the year the choice was made as per the VAT Act, Article 88 (5). Further, this shall be applied for letting all real estate properties under this category – meaning non-residential property.

14. Under this point you may choose taxability as per the general rules instead of tax exemption, in the case of letting or leasing real estate property (or part thereof) considered to be residential property and non-residential property. If you mark this, point 1 must also be marked. Please note that you may not change your choice until the end of the fifth calendar year following the year the choice was made as per the VAT Act, Article 88 (5). Further, this shall be applied for letting all real estate properties under this category – meaning residential property or non-residential property.

15. Opting for tax payment as per the general rules, instead of tax exemption, for pursuing activities aiming at the sale of the following non-residential real estate properties:

- a building (or parts thereof) and the land on which it stands, as per the VAT Act, Article 86 (1) j) – with the exception of any building (or parts thereof) and the land on which it stands that is supplied before first occupation, or newly built within two years of the operative date of the occupancy permit that is taxable by law anyway, - and
- land (or part thereof) which has not been built on as mentioned under the VAT Act, Article 86 (1) (k) – other than the supply of building land (or part thereof) that is taxable by law anyway.
- If you mark this, point 1 must also be marked. Please that you may not change your choice until the end of the fifth calendar year following the year the choice was made as per the VAT Act, Article 88 (5).

16. Opting for tax payment as per the general rules, instead of tax exemption, for pursuing activities aiming at the sale of the following residential and non-residential real estate properties:

- a building (or parts thereof) and the land on which it stands, as per the VAT Act, Article 86 (1) j) – with the exception of any building (or parts thereof) and the land on which it stands that is supplied before first occupation, or newly built within two years of the operative date of the occupancy permit that is taxable by law anyway, - and
- land (or part thereof) which has not been built on as mentioned under the VAT Act, Article 86 (1) (k) – other than the supply of building land (or part thereof) that is taxable by law anyway.
- If you mark this, point 1 must also be marked. Please that you may not change your choice until the end of the fifth calendar year following the year the choice was made as per the VAT Act, Article 88 (5).

Section 6: VAT exemption (not obliged to pay VAT)
You must indicated the legal grounds for choosing tax exemption in this Section.

1. Reporting that the taxpayer carries out only non-taxable activities due to the public benefit or other special nature of such activities.
2. Opting for nominal tax exemption. The taxpayer carrying out non-taxable activities due to the public benefit or other special nature of the activities also has the chance to choose nominal tax exemption for the sale of certain taxable products; in this case only nominal tax exemption is to be indicated.

3. VAT Act, Article 198 interprets agricultural activities in a much narrower sense than what is generally accepted in everyday practice, therefore only those are considered to be agricultural activities in connection of which the taxpayer selling certain goods or providing services identified in the Annex of the VAT Act may claim payment of a compensation surcharge. For activities outside this range – which could be considered agricultural in the everyday sense – nominal tax exemption can be (also) chosen, in which case point 4 must also be marked. The use of the compensation system cannot be marked by taxpayers who do not meet the requirements set out in the VAT Act, Article 197.

4. Opting for nominal tax exemption for non-agricultural activities as per the VAT Act, Article 198. If you mark this, point 3 must also be marked.

5. Waiver of the application of the agricultural compensation system, while reporting simultaneously the choice of nominal tax exemption. In this case, you may not claim payment of a compensation surcharge. Please note that you may not change your choice until the end of the second year following the year your choice was made, as per the VAT Act, Article 197 (3).

Section 7: Compliance with VAT payment obligations in (an)other Member State(s)
If you comply with VAT taxability as per the VAT Act, Article 22 (13) in (an) other EC Member State(s), this must be marked with the appropriate code next to the name of the Member State(s).

Section 8: Registering for or terminating a Community tax number
The code value next to the section of the law that is the reason for requesting Community tax number must be shown in the code-box of the Form.
Reasons for requesting Community tax number:

- based on the Rules of Taxation, Article 22 (4) (wishes to establish business/trade relations with a taxpayer of another EC Member State): [1],
- based on the Rules of Taxation, Article 22 (7) (special taxpayers due to the purchase of excise products): [2],
- based on the Rules of Taxation, Article 22 (9) (sale of product by, provision of services by/to an Eva -taxpayer): [3],
- based on the Rules of Taxation, Article 22 (10) (taxpayer choosing nominal tax exemption due to the sale of new vehicles): [4],
- based on the Rules of Taxation, Article 22 (11) (only for Community sale by taxpayer carrying out activities that are not entitled to tax deduction): [5].

The Community tax number must be indicated on all documents related to intra-Community trade. If you request the cancellation of your Community tax number, enter ‘X’ in the appropriate box. Pursuant to the provisions of Article 24 (8) of the Rules of Taxation, cancellation of the Community tax number shall be effective on the day the reporting is filled out, and not on the day indicated as the effective date of change in the Main Page.

Section 9: Registration based on the Rules of Taxation, Article 22 (5) or (6) or (8)
If you fill this box out based on the Rules of Taxation, Article 22 (5) or (6), the national tax- and customs authority will issue a Community tax number to you based on your registration.
The taxable person has the obligation to register, based on Article 22 (8) of the Rules of Taxation even if its intra-community trade connection was merely that of provision or use of services, for which it registered for a Community tax number and used that community tax number for the acquisition of goods, too. In such a case, the taxable subject must be considered, until the end of the second calendar year following the year in which the said intra-community acquisition was done, regarding intra community acquisitions as if choosing tax payment according to the provisions applicable under the threshold of EUR 10,000.

Section 10: Registration based on the VAT Act, Article 80 (2) b)
In the case of sales of goods, providing services and purchasing products within the Community; if the tax base is expressed in a foreign currency the exchange rate officially published by the National Bank of Hungary (MNB) may be used to convert it to HUF. If the taxpayer obliged to convert to HUF decides to use the MNB official exchange rate, this decision shall be reported to the national tax- and customs authority by the present statement. EVA subjects may also make such a statement. Please note that you may not change your choice until the end of the calendar year following the year the choice was made as per the VAT Act, Article 80 (4).

Section 11: Statement on opting for cash accounting
It is possible to make a statement on opting for cash accounting for the tax year of 2018 by 31 December 2017. Please note that if a taxpayer operational already in year 2017 does not report, by the end of 2017, its intention to apply cash accounting as from year 2018, it shall not be entitled to apply cash accounting in 2018; the earliest period it shall be entitled to do shall be as from 2019, if this option is reported by the end of year 2018.
By writing ’X’ in the first code-box you refer to your statement on opting for cash accounting that, at the same time, is also a statement that the conditions providing a basis for your choice of cash accounting do prevail in your case. Pursuant to Article 196/B (1) of the VAT Act, the following VAT taxpayers are entitled to opt for cash accounting:
a) taxpayers that are small enterprises on the first day of the subject calendar year, pursuant to Act XXXIV of 2004 on Small- and Medium-sized Enterprises and the support provided to them for development (hereinafter called: the SME Act), or that would be classified as such if they belonged under the effect of the SME Act, and
b) are settled within the domestic territory for economic purposes, or, without being settled for economic purposes, have a place of residence or place of regular stay within the domestic territory, and further
c) are not under the effect of a bankruptcy or liquidation procedure
are entitled to opt for cash accounting as described in in this Chapter, except if enjoying a tax exempt status by subjective right.

In relation to the preconditions, we wish to emphasize that, in view of the provisions of the SME Act, cash accounting may be opted for only if, on the first day of the subject calendar year (i.e. 1 January 2017), the taxpayer’s
- total number of employees is less than 50 persons, and
- annual net sales revenues or balance sheet total shall not exceed the HUF equivalent of EUR 10 million.
On the other hand, we also wish to emphasize that cash accounting may further be opted for if the total annual cumulative amount of the consideration paid or to be paid for the total sales of goods and provision of services by the taxpayer, excluding VAT, does not exceed the amount equivalent to HUF 125,000,000.
a. either actually, in the calendar year preceding the subject calendar year,
b. or in the subject calendar year, according to reasonable estimates or actually.

If the taxpayer is opting for cash accounting simultaneously with its registration in Hungary, it is sufficient to comply with the precondition mentioned in point b) above on a pro-rata basis.

Finally, we wish to emphasize that cash accounting may not be opted for if the taxpayer enjoys a tax exempt status by subjective right, or if it is a subject of EVA.

Pursuant to Article 196/D of the VAT Act, a taxpayer may opt for cash accounting for the subject calendar year simultaneously with its registration in Hungary. In such a case, it is sufficient to comply with the precondition mentioned in Article 196/C (1) b) on a pro-rata basis, and the taxpayer shall opt for cash accounting for the period extending to the end of the subject calendar year, based on Article 196/E.

If you do not wish to apply cash accounting for the year following the subject year, you may report this by the last day of the subject year. If any change occurs in relation to the conditions entitling you to opt for cash accounting, as a consequence of which you lose your right to opt for cash accounting, this circumstance must be reported to the national tax- and customs authority within 15 days from the occurrence of such change. You shall be able to do so by indicating the relevant numerical values in the code-box in the second line of this Section. The numerical values have the following meaning.

Cash accounting shall terminate:  
1 - on the last day of the calendar year, if the taxpayer does not wish to apply cash accounting for the calendar year following the subject calendar year  
2 - on the day following the day when the threshold entitling to opt for cash accounting is exceeded, if, based on actual data, the condition specified under Article 196/C (1) b) does not prevail in the subject calendar year  
3 - on the last day of the calendar year, if, on the first day of the calendar year following the subject calendar year, the taxpayer is not classified as a small enterprise, pursuant to Article 196/B (1) a)  
4 - on the day preceding the legally effective launch of the procedure, if the taxpayer is drawn under the effect of a bankruptcy, a liquidation, a closing down procedure, or a forced delete procedure.

Section 12: Request for modification based on point (17) of Article 22 of the Act on tax procedures

Before commencement of a tax audit and within the time limitation for tax assessment, the taxpayer may initiate – by way of a correction request – the modification of his/her/its earlier option (selection) as per sub-points b)-d) or h)-j)) of point (1) of Article 22 of the Act on tax procedures, if the change has no impact on the amount of tax, tax base, state subsidy taking into account the tax returns already submitted.